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PRINCIPLES OF EXCELLENCE: Columbia College, to include all 35 campuses, intends to fully comply with Executive Order 13607 establishing "<http://www.whitehouse.gov/the-press-office/2012/04/27/executive-order-establishing-principles-excellence-educational-instituti>" Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members. We are dedicated to continuing our long-standing partnership with military and veteran communities.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC): Columbia College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

COLUMBIA COLLEGE STATEMENT OF NONDISCRIMINATION: Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability, in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. The following office has been designated to handle inquiries regarding the non-discrimination policies:

Office of Human Resources
Columbia College • 1001 Rogers St. • Columbia, MO 65216
573-875-7495

CATALOG INSERT: Specific state notifications are located on page 122. Additional information may be provided by catalog insert or the local campus for students in the states of Alabama, California, Florida, Georgia, Missouri, Texas and Washington.

DISCLAIMER: This Catalog has been prepared on the basis of the best information available at the time of publication. Columbia College reserves the right to alter any academic policy or procedure, admission and enrollment standards, degree and graduation requirements, tuition, fees, or any other cost as may be deemed necessary and appropriate, without prior notice. Provisions of this catalog as they describe these and similar matters will not be regarded as an irrevocable contract entered into between a student and Columbia College. Generally, but not always, a curriculum or graduation requirement is not made retroactive unless such a procedure operates to the student's advantage.

It must be understood that this Catalog cannot and does not contain all academic policies, rules, and procedures adopted by the College and applicable to extended campuses. Additional material may be found in the College's academic policies and procedures manual, other publications, College memoranda, etc. Further information of this type may be obtained from the Director of the campus or Vice President for Adult Higher Education.

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COLLEGE PROFILE

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BACKGROUND

Columbia College, a private, coeducational institution, offers associate, baccalaureate, and master's degrees that prepare students of differing backgrounds 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.

ACCREDITATION

The College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and holds specialized accreditation in its Education program. Students may enroll in either day or evening classes at the main campus in Columbia, Missouri, or in its Division of Adult Higher Education at one of the many campuses nationwide. Students may also enroll in the web-based online education classes worldwide.

MISSION, VALUES AND VISION STATEMENT

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
- Ethics and citizenship
- Quality and improvement
- Environmental and fiscal stewardship.
- Life long learning
- Flexibility and innovation
- Civility and respect

Vision: A model institution.

Approved by the Board of Trustees, May 1, 2009

THE DIVISION OF ADULT HIGHER EDUCATION – MISSION & VISION STATEMENT

AHE Mission Statement: To deliver high quality undergraduate and graduate education responsive to diverse student populations.

AHE Vision Statement: A future where Nationwide/Online/Evening campuses promote the reputation and status of Columbia College as a model institution by:

- Delivering the highest value in quality education
- Providing excellent and courteous student services
- Providing leadership and organizational structure to sustain each campus and the division into the future
- Maintaining the highest standards of integrity, civility, and respect
- Identifying and capitalizing on opportunities to expand program offerings in all venues
- Enhancing the learning and working environments through professional, attractive, and functional facilities
- Optimizing technology for learning and organizational management
- Expanding outreach to diverse external constituencies
- Providing professional development and training opportunities for staff and adjunct faculty
- Integrating adjunct with full-time faculty to promote professional development and departmental focus

CHARACTER OF INSTRUCTION

Degree requirements, course objectives, and academic standards at each AHE campus are the same as those established for students on the main campus in Columbia, Missouri.

Classes at extended campuses are taught primarily by adjunct faculty who meet the qualifications for appointment by the full-time faculty of each academic department, based at the Columbia campus. The credentials of adjunct faculty are reviewed by academic department chairs who determine the courses they are qualified to teach; faculty who are determined qualified by the departments are then approved by the Executive Vice President and Dean of Academic Affairs.

Course goals and objectives are prescribed by full-time faculty. They develop master syllabi for all courses and recommend textbooks to be used. The Vice President for Adult Higher Education, along with the Director at each AHE campus, has the responsibility of recruiting faculty and ensuring that the academic programs and instruction at the campuses are of the highest quality.

The campus classrooms are housed in appropriate facilities and are equipped with computers with internet access, projectors and other equipment in support of academic courses and programs of study.

CALENDAR FOR ACADEMIC YEAR 2013-2014

– Nationwide Campus Undergraduate Classes –

August 12, 2013	August (Early Fall) session begins
August 14, 2013	Last day to add online undergraduate classes
August 16, 2013	Last day to add in-seat undergraduate classes
August 19, 2013	Last day to drop without academic/financial liability
September 2, 2013	Labor Day Holiday; offices closed, classes not in session
September 16, 2013	Registration begins for October (Late Fall) session
September 20, 2013	Last day to withdraw with a grade of W
October 5, 2013	August (Early Fall) session ends
October 21, 2013	October (Late Fall) session begins
October 23, 2013	Last day to add online undergraduate classes
October 25, 2013	Last day to add in-seat undergraduate classes
October 28, 2013	Last day to drop without academic/financial liability
November 28-29, 2013	Thanksgiving Holiday; offices closed, classes not in session
November 25, 2013	Registration begins for January (Winter) session
November 29, 2013	Last day to withdraw with a grade of W
December 14, 2013	October (Late Fall) session ends
December 23-25, 2013	Christmas Holiday; offices closed, classes not in session
January 1, 2014	New Year's Holiday; offices closed, classes not in session
January 13, 2014	January (Winter) session begins
January 15, 2014	Last day to add online undergraduate classes
January 17, 2014	Last day to add in-seat undergraduate classes
January 20, 2014	Martin L. King, Jr's Birthday; offices closed, classes not in session
January 21, 2014	Last day to drop without academic/financial liability
February 17, 2014	Registration begins for March (Spring) session
February 21, 2014	Last day to withdraw with a grade of W
March 8, 2014	January (Winter) session ends
March 24, 2014	March (Spring) session begins
March 26, 2014	Last day to add online undergraduate classes
March 28, 2014	Last day to add in-seat undergraduate classes
March 31, 2014	Last day to drop without academic/financial liability
April 28, 2014	Registration begins for June (Summer) session
May 2, 2014	Last day to withdraw with a grade of W
May 17, 2014	March (Spring) session ends
May 26, 2014	Memorial Day Holiday; offices closed, classes not in session
June 2, 2014	June (Summer) session begins
June 4, 2014	Last day to add online undergraduate classes
June 6, 2014	Last day to add in-seat undergraduate classes
June 9, 2014	Last day to drop without academic/financial liability
July 4, 2014	<i>Fourth of July Holiday; offices closed, classes not in session (TBD)</i>
July 7, 2014	Registration begins for August (Early Fall) session
July 11, 2014	Last day to withdraw with a grade of W
July 26, 2014	June (Summer) session ends

ACADEMIC PROGRAMS

DEGREE PROGRAMS, MAJORS, MINORS AND CERTIFICATES

Each extended campus may offer only those degree programs authorized by Columbia College and the appropriate state authority.

Before enrollment at a particular location, the student should make sure that the desired degree program is offered at that location.

One or more of the following degree programs may be offered at each nationwide campus:

Associate in Arts (A.A.)

Associate in General Studies (A.G.S.)

Associate in Science (A.S.)

- Business Administration
- Computer Information Systems
- Criminal Justice Administration
- Environmental Science
- Human Services

Bachelor of Arts (B.A.), with majors in:

- American Studies
- Business Administration
 - Accounting
 - Finance
 - Health Care Management
 - Human Resource Management
 - International Business
 - Management
 - Marketing
 - Public Relations and Advertising
 - Sports Management
- Criminal Justice Administration
 - Certificate: Crime Scene Investigation
- English
- History
- Human Services
- Political Science
- Public Administration
- Psychology

Bachelor of General Studies (BGS)

Bachelor of Science (B.S.), with majors in:

- Business Administration
 - Accounting
 - Finance
 - Health Care Management
 - Human Resource Management
 - International Business
 - Management
 - Marketing
 - Public Relations and Advertising
 - Sports Management
- Computer Information Systems
- Management Information Systems

Other curricular offerings available at particular campuses include the Associate in Science in Nursing (Lake Ozark, MO), the Associate in Science in Pre-Engineering (Rolla, MO), Teacher Certification for the State of Missouri (Lake Ozark and Rolla, MO),

and pre-professional programs in Health-Related Programs, Pre-Engineering, Pre-Law and ROTC. The information regarding these offerings can be found on the website, www.ccis.edu/day, and in the Day Catalog. www.ccis.edu/day/academics/ug_catalog-day/

Minors

Minors are available to students who earn baccalaureate degrees. A minor is defined as a course of study of at least 18 semester hours outside the student's major.

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 semester hours. Courses for the minor may also meet general education or major requirements, and at least 9 of the 18 semester hours must be earned in Columbia College course work. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Students must (1) obtain approval of the minor from their academic advisors and (2) declare the minor by the time they have earned 60 semester hours. After that time, the College does not assure that a minor can be earned.

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas and with the advisor's approval, students may earn additional semester hours through transfer credit.

See page 26 for details regarding specific minor requirements.

Certificates

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree-seeking and non-degree-seeking students with an opportunity for focused study in three key business areas that employers value. Upon completion of the required six courses with a grade of C or higher, the student will receive a certificate to recognize his/her achievement. (see page 30).

GENERAL EDUCATION

General education at Columbia College is an essential part of every student's program of study. General education explores and promotes understanding of the interrelationship among the liberal arts and sciences including the arts, history, humanities, mathematics, social and behavioral sciences, and the natural and computer sciences. General education provides a foundation for the student to pursue lifelong learning and involved citizenship in the human community.

These studies broaden and deepen understanding of the world through free and critical inquiry. A general education encourages creativity and the discovery, acquisition, and application of knowledge in the pursuit of excellence.

At Columbia College, teaching and learning come together to create diverse educational experiences, opportunities for responsible reflection, intellectual growth, intensive writing, critical thinking, and cultural awareness. Taken together these attributes help define a Columbia College student.

Goals

General education courses:

- explicitly include significant writing and speaking components;
- encompass appropriate ways to embrace material from other disciplines;
- foster and develop a sense of the power of diversity and cultural pluralism; and
- stress the meaning, use and value of critical-thinking skills.

Areas of Study

Arts

The study of the arts examines the ways in which individuals have expressed themselves creatively. Critical appreciation for content and form enriches how one perceives, and articulates experience.

History

The study of history provides knowledge about the past and enriches cultural understanding. Understanding people, places, and events through time informs a sense of continuity and change.

Humanities

Through the humanities, students develop rigorous thinking about, understanding of and appreciation for significant forms of human communication and expression. English, communication, music, philosophy, and religious studies expand students' awareness of the world around them, past and present. The humanities offer students a basis for understanding the human condition and human experience of values, beliefs, and intellectual endeavors.

Mathematics

The study of mathematics develops facility for critical thought, introduces a universal language that is the foundation for multiple disciplines, and encourages clarity and succinctness of expression.

Natural Sciences

Natural sciences link experiment and observation with the practices of mathematics for the interpretation of natural phenomena. Through general introductions and laboratory experiences in astronomy, biology, chemistry, geology, and physics, the achievements of these disciplines foster an awareness and understanding of the world and universe in which the individual lives.

Social and Behavioral Sciences

The study of the social and behavioral sciences includes the fields of anthropology, economics, geography, political science, psychology, anthropology, and sociology. These disciplines present contemporary methodological and conceptual models for assessing, constructing, maintaining, and altering individual and social processes.

Computer Science

The study of computer science exposes students to technology that is increasingly part of the human experience. The interconnectedness of the world necessitates informed consideration of computer use and an understanding of its capabilities and limitations.

Basic Studies

Basic studies courses serve the student by supplying critical-thinking skills, knowledge, and techniques that enhance and enrich

subsequent course work. They provide necessary preparation for success in whatever area of study the student chooses.

Students pursuing a baccalaureate degree must:

1. complete all basic studies courses with a grade of C or better in the first 60 hours; and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course (excluding MATH 200), have been successfully completed.

CISS 170	Intro. to Computer Info. Systems or
CISS 171	Intro. to Computer Info. Systems for MAC Users or
CISS 176	Introduction to Computer Science
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra, or
MATH 170	Finite Mathematics, or
MATH 180	Precalculus, or
MATH 201	Calculus and Analytic Geometry I or
MATH 215 and MATH 226	(taken as a pair).

Basic studies requirements vary by associate degree and are outlined in specific degree requirements.

Introductory Studies

Introductory studies provide the student a varied and rich learning experience that is the essence of a liberal arts and sciences education. These courses provide a foundation for advanced studies regardless of major. Students who begin at Columbia College, or who transfer to Columbia College with 36 or fewer hours from other institutions, will complete the classical program of study. Students who transfer to Columbia College with more than 36 hours at the time of initial transfer may elect to pursue either the classical program of study or the optional program of study. Students who complete the preferred program will have this accomplishment noted on their transcripts when they graduate:

"In partial fulfillment of the requirements for the degree, this student completed a classical program of general education study."

A. Classical Program of Study

Students must select two courses, with a minimum of six hours, from each of the following areas:

History

HIST 101	Western Civilization I, or
HIST 111	World Civilization to 1500
HIST 102	Western Civilization II, or
HIST 112	World Civilization since 1500
HIST 121	American History to 1877
HIST 122	American History since 1877

Arts and Humanities

ARTS 105	Art Appreciation
ARTS 111	Art and Ideas I
ARTS 112	Art and Ideas II
COMM 203	Understanding Human Communication
COMM 224	Film History and Analysis
ENGL 123	Introduction to Mythology and Folklore
ENGL 210	Introduction to Fiction
ENGL 211	Introduction to Poetry
ENGL 212	Introduction to Drama

ENGL 231	English Literature I
ENGL 232	English Literature II
ENGL 241	American Literature I
ENGL 242	American Literature II
ENGL 263	World Literature I
ENGL 264	World Literature II
MUSI 122	Music Appreciation
PHIL 201	Introduction to Western Philosophy
PHIL 202	Introduction to Eastern Philosophies and Religions
PHIL 210	Logic and Critical Thinking
RELI 101	Religion and Human Experience
RELI 202	Introduction to Eastern Philosophies and Religions

SOCI 112	General Anthropology
SOCI 210	The Sociology of Gender
SOCI 270	Minority Cultures and Relations
WMST 210	The Sociology of Gender

Ethics

Every student who graduates from Columbia College with a baccalaureate degree must complete an ethics course, either PHIL 330 Ethics, or an approved Department ethics course in the student's major.

Total GenEd for Classical Program: 38-41 hrs.

B. Optional Program of Study for Qualifying Transfer Students

Qualifying students are those who transfer more than 36 credit hours when they first enroll at Columbia College.

Basic Studies (12 hours)

Basic studies courses serve the student by supplying critical-thinking skills, knowledge, and techniques that enhance and enrich subsequent course work. They provide necessary preparation for success in whatever area of study the student chooses. Students pursuing a baccalaureate degree must:

1. complete all basic studies courses with a grade of C or higher in the first 60 hours; and
2. be continuously enrolled in an English composition or math course (excluding MATH 200) until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170	Intro. to Computer Info. Systems or
CISS 171	Intro. to Computer Info. Systems for MAC Users or
CISS 176	Introduction to Computer Science
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra, or
MATH 170	Finite Mathematics, or
MATH 180	Precalculus, or
MATH 201	Calculus and Analytical Geometry I or
MATH 215 and MATH 226	(taken as a pair).

Basic studies requirements vary by associate degree and are outlined in specific degree requirements.

History (6 hours)

Students must complete 6 hours from the following:

HIST 101	Western Civilization I, or
HIST 111	World Civilization to 1500
HIST 102	Western Civilization II, or
HIST 112	World Civilization since 1500
HIST 121	American History to 1877
HIST 122	American History since 1877

Arts and Humanities (6 hours)

The student must complete 6 hours in at least two of the following areas: ARTS (not studio), COMM (not technical), ENGL (not technical), MUSI, PHIL or RELI.

Natural Sciences and Mathematics (5 hours)

Students may elect to take two science courses or one science and one math course, or a science lecture and associated lab course totaling not less than 5 hours to satisfy the Natural Sciences and Mathematics portion of the requirement.

Natural Sciences and Mathematics

Students may elect to take two science courses, a math course and a science lecture course, or a science lecture and associated lab course, totaling not less than five hours, to satisfy the Natural Sciences and Mathematics portion of the requirement.

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Biology I Laboratory (2)
BIOL 115	Intro. to Environmental Science
BIOL 115L	Intro. to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Lab (2)
CHEM 109	Chemistry for Biological and Health-Related Sciences (2)
CHEM 110	Chemistry I
CHEM 111	Introductory Chemistry Laboratory Experience (2)
ENVS 115	Intro. to Environmental Science
ENVS 115L	Intro. to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology (5)
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Analytic Geometry and Calculus I (5) or
MATH 215 and MATH 226	Differential Equations (3) Integral Calculus I (3)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Lab (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

Social and Behavioral Sciences

ANTH 101	Introduction to Geography
ANTH 112	Cultural Anthropology
ANTH 270	Minority Cultures and Relations
ECON 293	Macroeconomics
ECON 294	Microeconomics
GEOG 101	Introduction to Geography
POSC 111	American National Government
POSC 292	International Relations
PSYC 101	General Psychology
SOCI 111	General Sociology

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Biology I Laboratory (2)
BIOL 115	Intro. to Environmental Science
BIOL 115L	Intro. to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Lab (2)
CHEM 109	Chemistry for Biological and Health-Related Sciences (2)
CHEM 110	Chemistry
CHEM 111L	Introductory Chemistry Laboratory Experience (2)
ENVS 115	Intro. to Environmental Science
ENVS 115L	Intro. to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology (3)
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus and Analytical Geometry I or
MATH 215 and MATH 226	(taken as a pair) (5-6)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Lab (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

Social and Behavioral Sciences (6 hours)

The student must complete 6 hours in at least two of the following areas: ANTH, ECON, GEOG, POSC, PSYC, SOCI.

Ethics

Every student who graduates from Columbia College with a baccalaureate degree must complete an ethics course, either PHIL 330 Ethics, or an approved Department ethics course in the student's major.

Ethics

PHIL 330	Ethics or approved Departmental Ethics course
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Total GenEd for Optional Program of Study: 38-41 hrs.

General Education Courses by Area

Following is the list of courses that meet associate and baccalaureate degree general education requirements, by area. Some courses have prerequisites.

Anthropology (ANTH)

ANTH 101	Introduction to Geography
ANTH 112	General Anthropology
ANTH 270	Minority Cultures & Relations

Art (ARTS)

ARTS 105	Art Appreciation
ARTS 111	Art and Ideas I
ARTS 112	Art and Ideas II

Astronomy (ASTR)

ASTR 108	Introduction to Astronomy
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Biology (BIOL)

BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory
BIOL 110	Principles of Biology I
BIOL 110L	Biology I Laboratory (when taken prior to or with BIOL 110)
BIOL 115	Intro. to Environmental Science
BIOL 115L	Intro. to Environmental Science Laboratory

Chemistry (CHEM)

CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory
CHEM 109	Chemistry for Biological and Health-Related Sciences (2)
CHEM 110	Chemistry I
CHEM 111L	Chemistry I Laboratory

Communication (COMM)

COMM 110	Introduction to Speech
COMM 203	Understanding Human Communication
COMM 224	Film History and Analysis

Computer Information Systems (CISS)

CISS 170	Introduction to Computer Information Systems
CISS 171	Introduction to Computer Information Systems for MAC Users
CISS 176	Introduction to Computer Science

Economics (ECON)

ECON 293	Macroeconomics
ECON 294	Microeconomics

English (ENGL)

ENGL 112	English Composition II
ENGL 123	Introduction to Mythology and Folklore
ENGL 210	Introduction to Fiction
ENGL 211	Introduction to Poetry
ENGL 212	Introduction to Drama
ENGL 231	English Literature I
ENGL 232	English Literature II
ENGL 241	American Literature I
ENGL 242	American Literature II
ENGL 263	World Literature I
ENGL 264	World Literature II

Environmental Studies (ENVS)

ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory

Geography (GEOG)

GEOG 101	Introduction to Geography
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Geology (GEOL)

GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology Laboratory (when taken with or following GEOL 110)

History (HIST)

HIST 101	Western Civilization I
HIST 102	Western Civilization II
HIST 111	World Civilization to 1500
HIST 112	World Civilization since 1500

HIST 121	American History to 1877
HIST 122	American History 1877 to Present

Mathematics (MATH)

MATH 150	College Algebra
MATH 170	Finite Mathematics
MATH 180	Precalculus
MATH 201	Analytic Geometry and Calculus I
MATH 215 and MATH 226	Differential Calculus Integral Calculus I
MATH 250	Statistics

Music (MUSI)

MUSI 122	Music Appreciation
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Philosophy (PHIL)

PHIL 201	Introduction to Western Philosophy
PHIL 202	Introduction to Eastern Philosophies and Religions
PHIL 210	Logic and Critical Thinking

Physics (PHYS)

PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Laboratory
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory

Political Science (POSC)

POSC 111	American National Government
POSC 292	International Relations

Psychology (PSYC)

PSYC 101	General Psychology
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Religious Studies (RELI)

RELI 101	Religion and Human Experience
RELI 202	Introduction to Eastern Philosophies and Religions

Sociology (SOC)

SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 210	The Sociology of Gender
SOCI 270	Minority Cultures and Relations

Women's Studies (WMST)

WMST 210	The Sociology of Gender
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more fully for the written performance requirements found in most college courses. CLEP credit is accepted as meeting ENGL 111 English Composition I (the remaining 3 credit hours are used as elective credit). ENGL 112 English Composition II may not be met with CLEP credit. An English Placement Examination is administered to determine student placement in English courses. Students with no transfer credit in English will be placed in the appropriate composition course according to the CC English Placement Test, their ACT English Subtest Scores or equivalent SAT Scores.

ACT English Score	SAT Writing Score	Placement Level
1 to 17	200-440	ENGL 107 Developmental English Composition
18 to 29	450-660	ENGL 111 English Composition I
30 to 36	670-800	ENGL 112 English Composition II

The Mathematics Requirement and Placement

The mathematics general education requirement for all students at Columbia College is MATH 150 - College Algebra. Success in mathematics requires a solid foundation of mathematics concepts and skills that must be in place before a student attempts College Algebra. To ensure that foundation exists, each student must demonstrate adequate preparedness. This can be achieved in several ways. A student who has achieved a score of 21 or better on the mathematics portion of the ACT (or if the ACT was taken before September 1989, a score of 20 on the "old form") or a score of 500 or better on the SAT, is deemed ready for College Algebra. A student who completes MATH 106 -Intermediate Algebra with a grade of C or higher may take College Algebra.

Students not meeting these requirements must either take our Mathematics Placement Exam to determine which mathematics course (MATH 104, 106 or 150) is appropriate for their preparedness level or merely begin the mathematics sequence by taking MATH 104 - Beginning Algebra.

Ethics Course Requirement

All students may complete PHIL 330 Ethics to satisfy the ethics course general education requirement. The courses listed below are additional courses that satisfy the requirement for specialized majors, many of which are core requirements in their curriculum.

Business Administration Majors:

MGMT 368 Business Ethics

Computer Information Systems Majors:

MGMT 368 Business Ethics

Criminal Justice Administration Majors:

CJAD 345 Ethics and Morality in Criminal Justice

English Majors:

ENGL 331 Ethical Issues on Literature

Education Majors:

EDUC 200 Law, Ethics and Education

Environmental Science Majors:

ENVS/PHIL 332 Environmental Ethics

Forensic Science Majors:

CJAD 345 Ethics and Morality in Criminal Justice

General Studies with a Minor

Ethics Course Specific to Minor (see next paragraph)

Management Information Systems

MGMT 368 Business Ethics

If a student is pursuing the Bachelor of General Studies and a minor, the student may complete PHIL 330 or a specific ethics

The English Composition Requirement and Placement

To obtain an associate or baccalaureate degree from Columbia College, a student must complete ENGL 112 English Composition II with a grade of C or higher. ENGL 111 English Composition I with a grade of C or higher, or an acceptable equivalent must be completed as a prerequisite before the student may take ENGL 112. These courses must be completed during the first 60 hours of course work at Columbia College. If students enroll at Columbia College with more than 30 semester hours of approved transfer credit but have not yet earned credit for ENGL 112, they must fulfill requirements and receive credit for this course during the next 24 semester hours of course work. **Ideally, these courses should be completed as soon as possible in a student's career since they prepare the student**

course related to the minor. Below is a list of specific ethics courses and the minors (with general studies degree only) with which they may be utilized.

- CJAD 345: Bachelor of General Studies with a minor in Criminal Justice Administration
- EDUC 201: Bachelor of General Studies with a minor in Education (non-certification minor)
- ENGL 331: Bachelor of General Studies with a minor in English
- ENVS/PHIL 332: Bachelor of General Studies with a minor in Biology or Environmental Science.
- MGMT 368: Bachelor of General Studies with a minor in Accounting, Business, Computer Information Systems, Economics, Finance, Management or Marketing.

If a student is pursuing a degree other than the Bachelor of General Studies and a minor, the student cannot use ethics courses related to the minor to satisfy the ethics requirement. The student must complete PHIL 330 or a major-related ethics course.

ASSOCIATE DEGREE PROGRAMS

Associate Degree Requirements

To be recommended by the faculty and approved by the Board of Trustees for graduation with an associate degree, students must have been officially admitted to the college and must:

1. complete a minimum of 60 semester hours;
2. complete the appropriate number of General Education courses determined by individual degree requirements;
3. complete ENGL 111 English Composition I;
4. complete all major requirements;
5. attain a minimum cumulative grade-point average at Columbia College of 2.0;
6. fulfill the residency requirement of at least 15 of the last 24 semester hours taken with Columbia College (Modified for active duty servicemembers and their dependents and in specific articulation agreements with community colleges.);
7. satisfy all financial obligations; and
8. apply for graduation through the Evaluations Office two sessions before expected date of graduation.

BACCALAUREATE DEGREE PROGRAMS

Baccalaureate Degree Requirements

1. **Requirements for any Baccalaureate Degree:** A student must obtain at least 120 semester hours of academic credit with a GPA of 2.00 (C) or better while meeting the following requirements:
 - a. Complete a minimum of 38 semester hours of general education courses to include an Ethics course, (see pages 10-12)
 - b. Complete at least 39 semester hours for the baccalaureate degree in upper-level (300-400) course work
 - c. Earn at least one-half of the credit toward the baccalaureate degree in classroom work from institutions accredited by the United States Regional Association

and/or approved by the United States Office of Education and recognized by Columbia College

- d. Complete required semester hours for a major in the degree program selected. No fewer than 12 semester hours in the major must be earned at Columbia College, including no fewer than six semester hours earned in upper-division (300-400) course work
- e. Complete 24 semester hours in residency during the last 36 semester hours of course work. (Modified for active duty servicemembers and their dependents and in specific articulation agreements with community colleges.)
- f. Complete a 3-semester-hour course that meets the multicultural requirement (see below).
- g. Complete a 3-semester-hour course that meets the ethics requirement.
- h. Fulfill any requirement for a culminating experience specified for the major.
- i. Satisfy all financial obligations.
- j. Apply for graduation at least two sessions before expected date of graduation.
- k. If seeking a Bachelor of Arts degree, complete successfully six semester hours of a single foreign language, or six semester hours of Culture and Society sequence courses.
- l. Complete all core courses in each major resulting in a Bachelor of Arts (BA) or Bachelor of Science (BS) degree with a grade of C or higher.

Multicultural Requirement: Every student who graduates from Columbia College with a baccalaureate degree, must meet the multicultural requirement. Students who participate in a study-abroad experience or who have lived for at least six continuous months in a single country other than the United States do not require coursework to meet this requirement. School transcripts from a foreign country or military orders can be used to document residence outside of the United States. All other students must complete a course that explores other cultures or cultivates an appreciation of cultural diversity. Cultural studies courses and courses that are listed below satisfy the requirement.

ANTH 101	Introduction to Geography
ANTH 112	General Anthropology
ANTH 212	Cultural Anthropology
ANTH 270	Minority Cultures and Relations
ANTH 319	History of the Modern Middle East
ANTH 336	Global Perspectives on Women and Development
ANTH 412	Slavery & Human Trafficking
ARTS 111	Art and Ideas I
BIOL 115	Introduction to Environmental Studies
CISS 390	Global Information Systems Management
COMM 224	Film History and Analysis
COMM 303	Intercultural Communication
CJAD 320	Cultural Diversity in Criminal Justice
ECON 293	Macroeconomics
ECON 495	International Finance
ENGL 123	Introduction to Mythology & Folklore
ENGL 263	World Literature I
ENGL 264	World Literature II

ENGL 450	Minority & Ethnic Literature of the U.S.
ENVS 115	Introduction to Environmental Studies
ENVS 251	Resource Management
GEOG 101	Introduction to Geography
GEOG 251	Resource Management
HIST 111	World History to 1500
HIST 112	World History since 1500
HIST 304	History of Latin America
HIST 314	Modern China
HIST 316	Modern Japan
HIST 319	History of the Modern Middle East
HIST 372	American Indian History
HIST 391	Imperial Russia
MGMT 338	International Business
MGMT 339	Cross-Cultural Management
MKTG 410	Global Marketing
MATH 330	History of Mathematics
PHIL 202	Introduction to Eastern Philosophies and Religions
POSC 292	International Relations
POSC 317	Politics of Russia and Eurasia
POSC 321	Politics of Developing Nations
POSC 331	European Politics
POSC 353	Asian Politics
RELI 101	Religion and Human Experience
RELI 201	Religious Classic Texts
RELI 202	Introduction to Eastern Philosophies and Religions
SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 270	Minority Cultures and Relations
SOCI 336	Global Perspectives on Women and Development
SOCI 412	Slavery and Human Trafficking
WMST 336	Global Perspectives on Women and Development

Courses that meet this requirement will be noted with an asterisk in the degree program and minor course listings.

The Bachelor of Arts Degree

Candidates for the Bachelor of Arts Degree must have been regularly admitted to the college, must have met general requirements for all baccalaureate degrees, and must have completed the requirements for at least one major listed under the specific Bachelor of Arts Degree being sought. Students interested in dual majors, less specialization in a specific area, or a broad general education program should consider a Bachelor of Arts degree program.

Foreign Language Requirement

AHE students (nationwide, online and evening campus) may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. See course descriptions under *Foreign Culture*. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in 8 semesters of a high school foreign language (4 semesters with a grade of C or higher will fulfill the first course in the language sequence.); or

- SAT II: Subject Test Foreign Language
 - Test date before May 1995: a score of at least 550
 - Test date of May 1995 or later: a score of at least 590; **or**
- Advanced Placement Exam in a foreign language – Score of 4 or 5, **or**
- A CLEP score equal to or greater than the credit-granting language level 1 score as recommended by the American Council on Education; **or**
- Graduation from a high school where the native language is not English and a minimum TOEFL score of 500 (paper-based) or 173 (computer-based) or 61 (internet-based), or minimum IELTS exam of 6; **or**
- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; **or**
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

The Bachelor of Science Degree

To be recommended by the faculty and approved by the Board of Trustees for graduation with a Bachelor of Science Degree, the student must have been regularly admitted to the college, must have met general requirements for all baccalaureate degrees, and must have completed the requirements for at least one major listed under the specific Bachelor of Science Degree being sought. Students interested in extensive specialization in one subject area are advised to consider the Bachelor of Science degree program.

MAJORS

A. ASSOCIATE IN ARTS

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better.

Degree Requirements:

1. **ENGL 111 English Composition I** (3 semester hours)
2. **General Education Requirements** (38-41 semester hours)
 - Basic Studies** (12 semester hours)
 - Introductory Studies** (23-32 semester hours)
 - Minimum of six hours in each area: History, Arts and Humanities, Natural Science and Mathematics, Social and Behavioral Sciences
 - Ethics** (3 semester hours)
3. **Open Electives** (16-19 semester hours)

Total Semester Hours: 60

B. GENERAL STUDIES

Associate in General Studies

This degree is developed by the student and advisor. Course work may be from the liberal arts and sciences or

from any preprofessional discipline. The following requirements must be met:

Degree Requirements:

1. **ENGL 111** English Composition I: (3 semester hours)

2. **General Education Requirements:**

(21 semester hours)

ENGL 112	English Composition II (3)
CISS 170	Introduction to Computer Information Systems (3) or
CISS 171	Introduction to Computer Information Systems for MAC Users (3) or
CISS 176	Introduction to Computer Information Systems (3)

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) (15 hrs.)

3. **Open Electives:** (36 semester hours)

Total Semester Hours: 60

Bachelor of General Studies

This degree is designed by the student and advisor, and integrates course work from across the curriculum. It is intended for the student who desires a liberal arts and sciences bachelor's degree from Columbia College but for whom there is not an appropriate major. Students can build the Bachelor of General Studies around minors. The following requirements must be met:

A. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

B. Multicultural Requirement:

(3 semester hours)

All courses that meet this requirement can be found on page 12.

C. Electives:

(76-79 semester hours)

Total Semester Hours: 120

C. AMERICAN STUDIES

Bachelor of Arts – American Studies

American Studies constitutes a multidisciplinary program for the exploration of the past, present, and future of the United States. It brings together faculty and students from a variety of disciplines to compare and exchange knowledge about the American experience. The program offers a rich, rigorous approach combining intellectual insights from literature, history, sociology, political science, and other social sciences and humanities. Rather than limiting majors to a single department's offerings, the program allows students the freedom to complete courses in a variety of traditional disciplines.

Majors develop critical-thinking skills that allow them not only to pursue rewarding careers but also to act as responsible citizens of the 21st century. By fostering a diverse and dynamic academic journey that reaches across disciplinary boundaries into a wide range of perspectives on the American experience, the Program encourages its students to develop intellectual resources that will sustain them in a wide variety of careers and avocations. Students

may continue their study through graduate work in American Studies or pursue careers in law, business, teaching and museum fields. An American Studies degree is particularly appropriate for students planning careers in law, communication, government, social work and journalism.

Because the United States is a nation held together by different and often conflicting stories of nationhood, the American Studies major is designed to create dialogue about the multiple ways in which these stories are told. The American Studies major demands that students develop and refine their own theories and assumptions through reflective practices on the contested meaning of America's stories. It describes the stories of America in different modes – written and electronic, verbal and nonverbal, visual and auditory. Most of all, it promotes an understanding of the American experience using the approaches and methods of a variety of disciplines.

1. **General Education Requirements**

38-41 semester hours

Ethics Course Requirement (3)

PHIL 330 Ethics

2. **Foreign Language Requirement (6)**

3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Core Requirements (30 semester hours)**

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

AMST/POSC 280 American Political and Social Thought (3)

AMST 490 American Studies Senior Seminar (3)

* ECON 293 Macroeconomics (3)

ENGL 241 American Literature I (3)

ENGL 242 American Literature II (3)

HIST 121 American History to 1877 (3)

HIST 122 American History since 1877 (3)

POSC 111 American National Government (3)

POSC 215 State and Local Government (3)

* SOCI/ANTH 270 Minority Cultures and Relations (3)

5. **Electives (24 semester hours)**

At least 21 hours of the electives must be at the 300-400 level. Transfer credit may be applied but must explicitly contain "American," "United States," or "U.S." in the title. Six hours of electives must be completed in each of the following clusters:

American History Cluster

HIST 312 Twentieth Century American Diplomatic History (3)

HIST 318 The US and Vietnam War (3)

HIST 321 History of Modern U.S. (3)

HIST 342 American Civil War (3)

HIST 348 World War II (3)

HIST 350 American Revolution (3)

HIST/ENVS 352 American Environmental History (3)

HIST 362 History of the American West (3)

HIST 370 American Military History (3)

HIST/MGMT 371 History of American Business (3)

HIST 372 American Indian History (3)

* HIST/WMST 373 Women and Gender in American History (3)

HIST 374 African American History (3)

American Government Cluster

POSC/MGMT/PADM 311	Public Administration and Policy (3)
POSC/ENVS 312	Environmental Politics (3)
POSC/PADM 315	American Public Policy (3)
POSC 330	Media and Politics (3)
POSC 332	The American Presidency (3)
POSC 340	Judicial Process (3)
POSC 350	Legislative process (3)
POSC 360	U.S. Foreign Policy (3)
POSC 361	American Political Parties (3)
POSC 440	Constitutional Law (3)

American Culture Cluster

ARTS 406	American Art History (3)
COMM 214	Mass Communication in Society (3)
* ENGL 450	Minority and Ethnic Literature of the United States (3)
MUSI 323	Music of the United States (3)
SOCI 216	American Social Problems (3)
SOCI 230	Sociology of Sport
SOCI/WMST 310	Women in Society (3)
SOCI/HUMS 365	American Social Policy (3)
SOCI/AMST 375	Social Movements (3)
SOCI 401	The American Community (3)

6. Other Electives (10-19 semester hours)

Students are encouraged to use the remaining semester hours to earn a minor in one of the academic areas listed for the major or in an area related to American Studies.

D. BUSINESS ADMINISTRATION**Business Administration Degrees**

The Business Administration program serves students from a variety of backgrounds. Members of the faculty employ a variety of instructional techniques and resources aimed at meeting the needs of student clientele. Emphasis is on advising students in course work appropriate to their interests and academic progress. The core curriculum and course work in the Business Administration curriculum reflect the recommendations of the Association of Collegiate Business Schools and Programs (ACBSP).

Students may earn a Bachelor of Arts or a Bachelor of Science degree in Business Administration. In addition, students may elect majors in accounting, finance, health care management, human resource management, international business, management or marketing. These major areas may be obtained with either the Bachelor of Arts or Bachelor of Science in Business Administration.

A principle focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions. Also, faculty nurture and prepare students to pursue the study of business at the graduate level or to obtain professional placement in their chosen fields. The faculty of the Business Administration Department encourage wide and varied preparation in the liberal arts and sciences to provide students with an appreciation of the social and cultural environment in which business is transacted.

All students must complete a minimum of 120 semester hours, 39 of which are 300- and 400-level. Students must complete a prescribed Professional Core and the general education requirements. A maximum of 27 semester hours of

the requirements for the BA in Business Administration and a maximum of 48 semester hours of the requirements for the BS in Business Administration may be met through courses transferred. **All students must take part in a culminating evaluation of the core-course outcomes during their last 30 hours prior to graduation.** Completion of MGMT 479 Strategic Management with a grade of C or higher satisfies this culminating requirement for all business majors.

Associate in Science Degree – Business Administration

The ASBA is a general business degree that provides the student with a fundamental understanding of basic business practices.

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better. Distribution of course work is as follows:

Degree Requirements:

- ENGL 111** English Composition I: (3 hours)
- General Education Requirements:** (21 semester hours)
 - Basic Studies:** (6 semester hours)
 - ENGL 112 English Composition II (3)
 - CISS 170 Introduction to Computer Information Systems (3) **or**
 - CISS 171 Introduction to Computer Information Systems for MAC Users (3) **or**
 - CISS 176 Introduction to Computer Science
 - History, Arts and Humanities; Natural Sciences and Mathematics; and Social and Behavioral Sciences** (credits distributed to include each of the 3 areas) (15 semester hours)
 - * ECON 293 Macroeconomics (3) and ECON 294 Microeconomics (3) recommended
 - MATH 150 College Algebra **or**
 - MATH 170 Finite Mathematics required
- Major Area Requirements:** (24 semester required hours)

Courses in the major cannot be taken as pass/fail.

ACCT 280	Accounting I (Financial) (3)
ACCT 281	Accounting II (Managerial) (3)
FINC 350	Business Finance (3)
MGMT 150	Introduction to Business (3)
MGMT 330	Principles of Management (3)
MKTG 310	Principles of Marketing (3)

Choose two of the following:

 - ECON 294 Microeconomics (3)
 - MGMT 254 Business Communications (3)
 - MGMT 265 Business Law I (3)
 - MGMT 361 Human Resource Management (3)
- Major Area Electives:** (12 semester hours)

Choose four courses from at least two of the following areas:

 - Accounting
 - Computer Information Systems
 - Economics
 - Finance
 - Management
 - Marketing

Total Semester Hours: 60

Bachelor of Arts Degree – Business Administration

General: Candidates for the degree of Bachelor of Arts in Business Administration must complete the general requirements for all baccalaureate degrees, including the general education requirements, complete a minimum of 42 semester hours in business courses, and in addition meet the following specific requirements:

- General Education:** (38-41 semester hours)
Ethics Course Requirements: (3 semester hours)
MGMT 368 Business Ethics (3) **or**
PHIL 330 Ethics (3)
 - Foreign Language Requirement:** (6 semester hours)
 - Multicultural Requirement** (3 semester hours)
All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.
 - Core Requirements:** (48 semester hours)
All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.
ACCT 280 Accounting I (3)
ACCT 281 Accounting II (3)
* ECON 293 Macroeconomics (3)
ECON 294 Microeconomics (3)
FINC 298 Personal Financial Planning (3)
FINC 350 Business Finance (3)
MATH 250 Statistics I **or**
BIOL/PSYC/ SOCI 324 Statistics for the Behavioral and Natural Sciences (3)
MGMT 254 Business Communications (3)
MGMT 265 Business Law I (3)
MGMT 330 Principles of Management (3)
* MGMT 338 International Business (3)
MGMT 368 Business Ethics (3)
MGMT 393 Business Information Systems (3)
MGMT 430 Management Science
** MGMT 479 Strategic Management (3)
MKTG 310 Principles of Marketing (3)
** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree.
 - Major Requirements (optional):** 18 semester hours
 - Electives:** (4-7 semester hours)
- Total Semester Hours: 120**

Bachelor of Science Degree – Business Administration

General: A candidate for the degree of Bachelor of Science in Business Administration must complete the general requirements for all baccalaureate degrees, including the general education requirements, and complete a minimum of 60 semester hours in business courses as well as the following specific requirements:

- General Education:** (38-41 semester hours)
Ethics Course Requirements: (3 semester hours)
MGMT 368 Business Ethics **or**
PHIL 330 Ethics

- Multicultural Requirement** (3 semester hours)
All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.
- Core Requirements:** (48 semester hours)
All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.
ACCT 280 Accounting I (3)
ACCT 281 Accounting II (3)
* ECON 293 Macroeconomics (3)
ECON 294 Microeconomics (3)
FINC 298 Personal Financial Planning (3)
FINC 350 Business Finance (3)
MATH 250 Statistics I **or**
BIOL/PSYC/ SOCI 324 Statistics for the Behavioral and Natural Sciences (3)
MGMT 254 Business Communications (3)
MGMT 265 Business Law I (3)
MGMT 330 Principles of Management (3)
* MGMT 338 International Business (3)
MGMT 368 Business Ethics (3)
MGMT 393 Business Information Systems (3)
MGMT 430 Management Science
** MGMT 479 Strategic Management (3)
MKTG 310 Principles of Marketing (3)
- Business Electives:** (21 semester hours) Nine of the remaining 21 hours of Business electives must be upper-level (300-400) courses and must be taken at Columbia College. These courses can come from the following areas:
Accounting
Computer Information Systems
Economics
Finance
Health Care Management
Management
Marketing
** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree.
- Electives:** (7-10 semester hours)

Total Semester Hours: 120

Major Areas

Courses in the major cannot be taken as pass/fail.

- Accounting Major**
Students who elect to earn a major in Accounting must complete nine semester hours of required courses and nine semester hours of elective hours drawn from the courses listed below.
Required courses (9 semester hours):
All courses must be completed with a grade of C or higher. These nine hours are required:
ACCT 382 Intermediate Accounting I (3)
ACCT 383 Intermediate Accounting II (3)
ACCT 386 Managerial and Cost Accounting (3)
Nine semester hours of electives must be selected from the following courses:
ACCT 381 Federal Income Tax-Individuals (3)
ACCT 384 Intermediate Accounting III (3)

ACCT 385	Accounting Information Systems (3)
ACCT 481	Federal Income Tax-Corporations (3)
ACCT 485	Fund and Government Accounting (3)
ACCT 488	Advanced Financial Accounting (3)
ACCT 489	Auditing I (3)
ACCT 490	Auditing II (3)
FINC 396	Corporate Finance (3)

2. Finance Major

Courses in the major cannot be taken as pass/fail.

Students who elect to earn a major in Finance must complete:

FINC 354	Investments (3)
FINC 395	Financial Markets & Institutions (3)
FINC 498	Comprehensive Financial Planning (3)

and 9 semester hours of electives drawn from the following courses:

FINC 295	Risk and Insurance (3)
FINC 396	Corporate Finance (3)
FINC 397	Principles of Real Estate (3)
FINC 410	Sports Finance (3)
FINC 433	Current Issues in Employee Benefit Planning (3)
* FINC 495	International Finance (3)
FINC 496	Financial Management (3)
ACCT 381	Federal Income Tax – Individual (3)
ACCT 386	Managerial and Cost Accounting (3)
FINC 499	Internship in Business (3 max.)

3. Healthcare Management Major

Students who elect to earn a major in Healthcare Management must complete the courses listed below.

Courses in the major cannot be taken as pass/fail.

Required courses (18 semester hours):

(All courses must be completed with a grade of C or higher)

ECON 320	The Economics of Healthcare (3)
MGMT 340	Introduction to Healthcare Management (3)
MGMT 353	Legal and Ethical Aspects of Healthcare (3)
MGMT 360	Organizational Theory (3)
MGMT 361	Human Resource Management (3)
PHIL 460	Biomedical Ethics (3)

4. Human Resource Management Major

Students who elect to earn a major in Human Resource Management must complete twelve (12) hours of required courses and six (6) hours of electives courses drawn from the courses listed below:

Courses in the major cannot be taken as pass/fail.

Required courses (12 semester hours):

MGMT 361	Human Resource Management (3)
MGMT 362	Organizational Behavior (3)
MGMT 364	Workforce Planning and Development (3)
MGMT 365	Compensation and Benefit Systems (3)

Elective courses (6 semester hours):

COMM 303	Intercultural Communications (3)
* MGMT 339	Cross-Cultural Management (3)
MGMT 360	Organizational Theory (3)

MGMT 367	Business Law II (3)
MGMT 375	Labor Relations (3)
MGMT 461	Human Resource Development (3)
POSC 326	International Law & Organizations (3)
PSYC 336	Industrial/Organizational Psychology (3)
PSYC/SOCI 360	Social Psychology (3)

5. International Business Major

Students who elect to earn a major in International Business must complete the following 12 hours of required courses:

Courses in the major cannot be taken as pass/fail.

ECON/FINC 495	International Finance (3)
* MGMT 338	International Business (3)
* MGMT 339	Cross-Cultural Management (3)
* MKTG 410	Global Marketing (3)

Six semester hours of electives drawn from the following list:

COMM 303	Intercultural Communication (3)
* POSC 292	International Relations (3)
* POSC 321	Politics of Developing Nations (3)
POSC 326	International Law & Organization (3)
POSC 360	U.S. Foreign Policy (3)

6. Management Major

Students who elect to earn a major in Management must complete nine semester hours of required courses; and nine elective hours with a management field code, three of which must be in upper-level coursework.

Courses in the major cannot be taken as pass/fail.

* MGMT 339	Cross-Cultural Management (3)
MGMT 361	Human Resource Management (3)
MGMT 362	Organizational Behavior (3)
MGMT electives (9 hours – 3 hours of which must be upper-level courses)	

7. Marketing Major

Students who elect to earn a major in Marketing must complete nine semester hours of required courses and nine semester hours of MKTG electives, 3 of which must be upper-level and must include:

Courses in the major cannot be taken as pass/fail.

MKTG 331	Consumer Behavior (3)
MKTG 441	Marketing Research (3)
MKTG 478	Marketing Management (3)

Elective courses (9 hours):

MKTG 327	Retail Management and Strategies (3)
MKTG 332	Public Relations (3)
MKTG 335	Advertising and Sales Promotion (3)
MKTG 352	Personal Selling and Sales Management (3)
MKTG 360	E-Marketing (3)
MKTG 399/499	Internship (3)
* MKTG 410	Global Marketing (3)
MKTG 480	Sports and Event Marketing (3)

8. Public Relations and Advertising Major

Students who elect to earn a major in Public Relations and Advertising must complete the courses listed below. Six hours of non-business courses chosen from one of the listed option areas below will count as business electives in the Bachelor of Science in business Administration degree. Courses in the major cannot be taken as Pass/Fail.

Required courses (6 semester hours):

(All courses must be completed with a grade of C or higher)

MKTG 332	Public Relations (3)
MKTG 460	Public Relations Campaign (3)

Option:

(Complete one of the following Options):

Option I - Public Relations Track:

ENGL 420	Advanced Editing and Revision (3)
MGMT 372	Crisis Management (3)
MKTG 331	Consumer Behavior (3)
MKTG 354	Public Relations Writing (3)
MKTG 370	Social Media (3)
MKTG 441	Marketing Research (3)

Complete two courses from the following:

COMM 214	Mass Communication in Society (3)
* COMM 303	Intercultural Communication (3) or
MGMT 338	International Business (3)
COMM 393	Organizational Communication (3) or
MGMT 362	Organizational Behavior (3)
MKTG 335	Advertising and Sales Promotion (3)
MKTG 449	Internship (limited to 3 hrs. total) (3)

Option II - Advertising Track:

ARTS 140	2-D Design (3)
ARTS 216	Graphic Design I (3)
COMM 214	Mass Communication in Society (3)
COMM 393	Organizational Communication (3)
MKTG 335	Advertising and Sales Promotion (3)
MKTG 360	E-Marketing (3)
MKTG 399/499	Internship (3 hrs. required) (3)

Complete one course from the following:

* COMM 303	Intercultural Communication (3)
COMMWMST 343	Gender Communication (3)
COMM 344	Visual Communication and Culture (3)

9. Sports Management Major

Students who elect to earn a major in Sports Management must complete nine hours of required courses and nine elective hours. Courses in the major may not be taken as Pass/Fail.

Required courses (9 semester hours):

FINC 410	Sports Finance (3)
MKTG 370	Social Media (3)
MKTG 480	Sports and Event Marketing (3)

Elective courses (9 semester hours):

Choose a minimum of nine hours from the following courses:

BIOL 223	Anatomy (3)
BIOL 223L	Anatomy Laboratory (2)
BIOL 325	Physiology (3)
BIOL 325L	Physiology Laboratory (2)
EDUC 233	Topics: Theory of Coaching (2)
MGMT 361	Human Resource Management (3)
MGMT 362	Organizational Behavior (3)
MGMT 399/499	Management Internship (3)
MKTG 332	Public Relations (3)
MKTG 335	Advertising and Sale's Promotion (3)
PHED 100	Integrated Fitness I (.5)
PHED 101	Integrated Fitness II (.5)
PHED 140	First Aid and Cardiopulmonary Resuscitation (CPR) (2)
PHED 150	Basic Care and Prevention of Athletic Injuries (2)

PHED 350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses (3)
SOCI 230	The Sociology of Sport (3)

E. COMPUTER INFORMATION SYSTEMS**Associate in Science Degree – Computer Information Systems**

The ASCIS degree provides an intense exposure to computer programming and the functional application of computers in the business world.

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better. Distribution of course work is as follows:

Degree Requirements:

- ENGL 111** English Composition I (3 semester hours)
- General Education Requirements:** (21 semester hours)
 - Basic Studies:** (6 semester hours)
 - ENGL 112 English Composition II (3),
 - CISS 170 Introduction to Computer Info. Systems (3) **or**
 - CISS 171 Introduction to Computer Info. Systems for MAC Users (3) **or**
 - CISS 176 Introduction to Computer Science (3)
 - History, Arts and Humanities; Natural Sciences and Mathematics; and Social and Behavioral Sciences** (credits distributed to include each of the 3 areas (15 semester hours)
 - PSYC 101 General Psychology (3) and SOCI 111 General Sociology (3) **or**
 - ECON 293 Macroeconomics (3) and
 - ECON 294 Microeconomics (3) recommended
 - MATH 150 College Algebra **or**
 - MATH 170 Finite Mathematics (3)
- Major Area Requirements:** (27 semester hours)

Courses in the major cannot be taken as pass/fail.

CISS 241	Programming I (3)
CISS 242	Programming II (3)
CISS 243	Programming III (3)
CISS 280	Systems Analysis & Design I (3)
CISS 320	Systems Analysis & Design II (3)
CISS 350	Advanced Algorithms & Data Structures (3)
CISS 360	Computer Systems and Assembly Language (3)

Choose six semester hours from the following:

CISS 234	Visual Basic (3)
CISS 236	COBOL Programming (3)
CISS 238	Java Programming (3)
CISS 370	Operating Systems (3)
CISS 380	Computer Graphics (3)
CISS 430	Database Systems (3)
CISS 445	Programming Languages (3)
- Related Area Requirements:** (9 semester hours)

ACCT 280	Accounting I (3)
ACCT 281	Accounting II (3)

Choose one of the following:

MGMT 152	Business Mathematics (3) or
MATH 170	Finite Mathematics (3) or
MATH 250	Statistics I (3)

Total Semester Hours: 60

Bachelor of Science Degree – Computer Information Systems

The Bachelor of Science in Computer Information Systems provides a liberal arts education while emphasizing preparation for either graduate school or a rewarding career. Students are provided a rigorous theoretical background coupled with practical and essential skills. The program reflects important trends and developments in the computer field.

The Computer Information Systems program provides a curriculum that is based on Computing Curricula 2001 prepared by the Association of Computing Machinery (ACM) and the IEEE Computer Society. The resulting course of study places special emphasis on the use of computers in business. It provides not only basic skills and a theoretical base, but also reflects important trends and developments in the computer field. A variety of elective courses covering topics such as operating systems and software engineering allows students to tailor a program of study to match their interests.

General: A candidate for the Bachelor of Science Degree in Computer Information Systems must complete the general requirements for all baccalaureate degrees, including the general education requirements, and in addition, meet the following specific requirements.

1. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement

(3 semester hours)

MGMT 368 Business Ethics or PHIL 330 Ethics

2. Multicultural Requirement (3 semester hours)

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

3. CISS Major Course Requirements:

(42 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

CISS 241	Programming I (3)
CISS 242	Programming II (3)
CISS 243	Programming III (3)
CISS 280	Systems Analysis & Design I (3)
CISS 320	Systems Analysis & Design II (3)
CISS 350	Advanced Algorithms & Data Structures (3)
CISS 360	Computer Systems and Assembly Language (3)
CISS 430	Introduction to Database Systems (3)
** CISS 493	Senior Seminar in Computer Information Systems(3)
ACCT 280	Accounting I (3)
ACCT 281	Accounting II (3)
MGMT 330	Principles of Management (3)
FINC 350	Business Finance (3)
MATH 250	Statistics I (3)

4. CISS Elective Course Requirements:

(18 semester hours)

CISS 175	Microcomputer-Based Personal Productivity Tools (3)
CISS 234	Visual Basic (3) or
CISS 236	COBOL Programming (3) or
CISS 238	Java Programming (3)
CISS 301	Operating Systems for Business Computing (3) or
CISS 370	Operating Systems (3)
CISS 302	Business Data Communications and Networking (3)
CISS 375	Compiler Construction (3)
CISS 380	Computer Graphics (3)
CISS 410	Computer Networks and Communications (3)
* CISS 390	Global Information Systems Management (3)
CISS 391	Information Systems Security (3)
CISS 420	Computer Architecture (3)
CISS 433	Topics in Information Systems (3)
CISS 438	Object-Oriented Analysis & Design (3)
CISS 445	Programming Languages (3)
CISS 450	Artificial Intelligence (3)
CISS 465	Software Engineering (3)
CISS 472	Data Warehousing and Decision Support Systems (3)
CISS 499	Internship (3)

5. Other Electives: (17-20 semester hours)

** CISS 493 - Senior Seminar in Computer Information Systems is the culminating evaluative course for the CIS program and includes the assessment of outcomes of the program. All students majoring in CIS must pass this course.

Total Semester Hours: 120

NOTE: Microeconomics (ECON 294), Principles of Marketing (MKTG 310), Organizational Behavior (MGMT 362) and General Psychology (PSYC 101) are highly recommended courses for this degree.

F. CRIMINAL JUSTICE

Associate in Science Degree – Criminal Justice Administration

The ASCJ is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology and psychology.

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better.

Degree Requirements:

1. ENGL 111 English Composition I:

(3 semester hours)

2. General Education Requirements:

(21 semester hours)

a. Basic Studies: (6 semester hours)

ENGL 112	English Composition II (3)
CISS 170	Introduction to Computer Information Systems (3) or

- CISS 171 Introduction to Computer Information Systems for MAC Users (3) **or**
 CISS 176 Introduction to Computer Science (3)
- b. **History, Arts and Humanities; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas):** (15 semester hours)
 PSYC 101 General Psychology (3) and
 SOCI 111 General Sociology (3) recommended
3. **Major Area Requirements:** (24 semester hours)
 Courses in the major cannot be taken as pass/fail.
 CJAD 101 Introduction to Criminal Justice (3)
 CJAD 311 Police in a Democratic Society (3)
 CJAD 345 Ethics and Morality in Criminal Justice (3)
 CJAD 350 Corrections and Penology (3)
 POSC 340 Judicial Process (3)
Choose at least three courses from the following:
 CJAD 301 Criminal Law (3)
 CJAD 405 Laws of Criminal Evidence (3)
 CJAD 410 Drug Abuse and Crime Control (3)
 CJAD 415 Criminal Procedures (3)
 CJAD 451 Management of Criminal Justice Agencies (3)
 SOCI 331 Juvenile Delinquency (3)
4. **Major Area Electives:** (9 semester hours)
 Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following disciplines: criminal justice, sociology, political science, or psychology.
5. **Open Electives:** (3 semester hours)
- Total Semester Hours: 60**

Bachelor of Arts Degree – Criminal Justice Administration

The Criminal Justice Administration Program is designed to permit the pursuit of different professional career goals while integrating the general study of criminal justice and law with other relevant disciplines. A degree in criminal justice administration prepares students for entry-level employment in the field, for promotion and leadership roles, and for graduate study.

The program provides an excellent academic foundation for students planning to go on to graduate studies or law school. Students who have completed a state police academy or the corrections basic training academy should refer to the Partners in Law Enforcement (PiLE), page 34 or Partners in Corrections (PiC), page 34 transfer credit possibility.

1. **General Education Requirements:** (38-41 semester hours)
Ethics Course Requirement:
 CJAD 345 Ethics and Morality in Criminal Justice (3) **or**
 PHIL 330 Ethics (3)
2. **Foreign Language Requirement:** (6 semester hours)
3. **Multicultural Requirement** (3 semester hours)
 All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Core Course Requirement:**
 All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.
- a. **Specific Course Requirements:** A minimum of 42 semester hours of credit must be obtained in the following courses:
- CJAD 101 Introduction to Criminal Justice Administration (3)
 CJAD 301 Criminal Law (3)
 CJAD 311 Police in a Democratic Society (3)
 * CJAD 320 Cultural Diversity in Criminal Justice (3)
 CJAD 325 Juvenile Justice System and Procedures (3)
 CJAD 345 Ethics and Morality in Criminal Justice (3)
 CJAD 350 Corrections and Penology (3)
 CJAD 405 Laws of Criminal Evidence (3)
 CJAD 415 Criminal Procedures (3)
 CJAD 451 Management of Criminal Justice Agencies (3)
 CJAD 495 Integrative Seminar (3)
 HUMS 300 Exploring Research (3) **or**
 PADM/POSC 390 Political Science and Public Administration (3) **or**
 CJAD 425 Legal Research & Writing (3) **or**
 ANTH/PSYC/ SOCI 327 Quantitative Research Methods (3)
 POSC 340 Judicial Process (3)
 SOCI 321 Criminology (3) **or**
 SOCI 331 Juvenile Delinquency (3)
- b. **Behavioral and Social Electives (6 semester hours):**
 Three semester hours must be criminal justice electives. The remaining three hours must be from one of the following: sociology, political science, psychology, or human services.
5. **Electives:** 22 - 25 semester hours
6. **CJAD 495 Integrative Seminar:** A candidate for a baccalaureate degree with a major in Criminal Justice must pass with a grade of C or higher, CJAD 495, as a culminating evaluative experience.
- Total Semester Hours: 120**

G. ENGLISH

Bachelor of Arts in English

1. **General Education Requirements:** (38-41 semester hours)
Ethics Course Requirement:
 ENGL 331 Ethical Issues in Literature (3) **or**
 PHIL 330 Ethics (3)
2. **Foreign Language Requirement:** (6 semester hours)
3. **Multicultural Requirement** (3 semester hours)
 All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.
4. **Choice of Literature or Creative Writing Emphasis** (39 semester hours)
 Courses in the major cannot be taken as pass/fail.

Literature Emphasis**A. Literature Emphasis Core** (21 semester hours)

(All courses must be completed with a grade of C or higher.)

ENGL 231	English Literature I (3)
ENGL 232	English Literature II (3)
ENGL 241	American Literature I (3)
ENGL 242	American Literature II (3)
ENGL 351	Readings in Shakespeare (3)
ENGL 431	Senior Seminar (3)
ENGL 490	Literary and Critical Theory (3)

B. Literature Emphasis Electives (18 semester hours)

Eighteen semester hours selected from the following:

ENGL 204	Technical Writing (3)
ENGL 207	Introduction to Creative Writing I - Multigenre (3)
* ENGL 263	World Literature I (3)
* ENGL 264	World Literature II (3)
ENGL 280	Film and Literature (3)
ENGL 311	Descriptive Grammar of the English Language (3)
ENGL 312	The History of the English Language (3)
ENGL 323	The Hero in Mythology (3)
ENGL 331	Ethical Issues in Literature (3)
ENGL 333	Topics (3)
ENGL 350	Major Literary Figures (3)
ENGL 360	Readings in Fiction (3)
ENGL 361	Readings in Poetry (3)
ENGL 362	Readings in Drama (3)
ENGL 370	Major Literary Periods (3)
ENGL 397	Science Fiction and Fantasy (3)
ENGL 420	Advanced Editing and Revision (3)
ENGL 433	Topics (3)
* ENGL 450	Minority and Ethnic Literature of the United States (3)

Students may choose one of the following courses to serve as one emphasis elective:

ENGL 210	Introduction to Fiction (3)
ENGL 211	Introduction to Poetry (3)
ENGL 212	Introduction to Drama (3)

Creative Writing Emphasis**A. Creative Writing Emphasis** (21 semester hours)

(All courses must be completed with a grade of C or higher.)

ENGL 207	Introduction to Creative Writing I - Multigenre (3)
ENGL 313	Intermediate Creative Writing I - Fiction (3)
ENGL 314	Intermediate Creative Writing II - Creative Non-Fiction (3)
ENGL 315	Intermediate Creative Writing III - Poetry (3)
ENGL 408	Advanced Creative Writing (3)
ENGL 431	Senior Seminar (3)
ENGL 490	Literary and Critical Theory (3)

B. Creative Writing Emphasis Electives (18 semester hours)

Eighteen semester hours selected from the following:

ENGL 204	Technical Writing (3)
* ENGL 263	World Literature I (3)
* ENGL 264	World Literature II (3)
ENGL 280	Film and Literature (3)
ENGL 311	Descriptive Grammar of the English Language (3)
ENGL 312	The History of the English Language (3)
ENGL 323	The Hero in Mythology (3)
ENGL 331	Ethical Issues in Literature (3)
ENGL 333	Topics (3)
ENGL 350	Major Literary Figures (3)
ENGL 351	Readings in Shakespeare (3)
ENGL 360	Readings in Fiction (3)
ENGL 361	Readings in Poetry (3)
ENGL 362	Readings in Drama (3)
ENGL 370	Major Literary Periods (3)
ENGL 397	Science Fiction and Fantasy (3)
ENGL 399	English Internship (3)
ENGL 420	Advanced Editing and Revision (3)
ENGL 433	Topics (3)
* ENGL 450	Minority and Ethnic Literature of the United States (3)
ENGL 499	Advanced English Internship (3)
COMM 360	Oral Interpretation of Literature (3)
COMM 380	Performance Studies (3)

Students may also choose one course from the following:

ENGL 210	Introduction to Fiction (3)
ENGL 211	Introduction to Poetry (3)
ENGL 212	Introduction to Drama (3)

Students may also choose two courses from the following (Contact your academic advisor to have them applied):

ENGL 231	English Literature I (3)
ENGL 232	English Literature II (3)
ENGL 241	American Literature I (3)
ENGL 242	American Literature II (3)

5. Open Electives (31-34 semester hours)

Recommend more courses in upper-level English

6. A candidate for a baccalaureate degree with a major in English must pass, with a satisfactory rating (grade of C or higher), ENGL 431 Senior Seminar as a culminating evaluative experience.

Total Semester Hours: 120

H. ENVIRONMENTAL STUDIES**Associate in Science – Environmental Studies**

The ASES degree is a multidisciplinary approach that focuses on the interactions between humans and the natural environment. Students will examine the structure and function of natural systems and the ways that human social, political and economic activity affects those systems.

Degree Requirements:

1. **ENGL 111** English Composition I: (3 semester hours)
 2. **General Education Requirements:** (24 semester hours)
 - ANTH/GEOG 101 Introduction to Geography (3)
 - ENGL 112 English Composition II (3)
 - COMM 110 Introduction to Speech (3)
 - CISS 170 Introduction to Computer Information Systems (3)
 - CISS 171 Introduction to Computer Information Systems for MAC Users (3) **or**
 - CISS 176 Introduction to Computer Science (3)
 - MATH MATH 150 **or** MATH 170 **or** MATH 180 (3)
 - POSC 111 American National Government (3)
 - Arts, Humanities and History (6)
 3. **Major Area Requirements:** (21 semester hours) Courses in the major cannot be taken as pass/fail.
 - BIOL 110 Principles of Biology I (3)
 - BIOL/ENVS 115 Introduction to Environmental Science (3)
 - CHEM/PHYS 108 Physical Science Survey (3)
 - MATH 250 Statistics I (3)
 - ENVS/GEOG 251 Resource Management(3)
 - ENVS 272 An Introduction to Environmental Literature (3)
 - ENVS/HIST 352 American Environmental History (3)
 4. **Major Electives:** (12 semester hours)
 Choose four courses from the following:
 - BIOL 112 Principles of Biology II (3)
 - ENVS/GEOG 220 Introduction to Atmospheric Sciences (3)
 - ENVS/BIOL 222 Biodiversity (3)
 - ENVS/GEOG 223 Environmental Hazards (3)
 - ENVS/BIOL 300 Evolution (3)
 - ENVS/POSC 312 Environmental Politics (3)
 - ENVS/BIOL 320 Ecology (3)
 - ENVS/PHIL 332 Environmental Ethics (3)
- Total Semester Hours: 60**

I. HISTORY**Bachelor of Arts Degree – History**

History majors acquire an education that promotes citizenship and personal enrichment while preparing students for a wide range of professional career goals. The History Program helps to prepare majors for graduate or law school, teacher education, public service and private sector careers.

1. **General Education Requirements:** (38-41 semester hours)
Ethics Course Requirement:
 PHIL 330 Ethics (3)
2. **Foreign Language Requirement:** (6 semester hours)
3. **Multicultural Requirement (3 semester hours)**
 All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.
4. **Core Requirements:** (18 semester hours)
 All courses must be completed with a grade of C or

higher. Courses in the major cannot be taken as pass/fail.

- HIST 101 Western Civilization I (3), **or**
 - * HIST 111 World Civilization to 1500 (3)
 - HIST 102 Western Civilization II (3), **or**
 - * HIST 112 World Civilization since 1500 (3)
 - HIST 121 American History to 1877 (3)
 - HIST 122 American History since 1877 (3)
 - HIST 294 Introduction to the Historian's Craft (3)
 - ** HIST 494 Historical Research & Methods (3)
5. **History Electives:** (24 semester hours)

United States History Cluster:

Nine semester hours selected from the following:

- HIST 312 Twentieth Century American Diplomatic History (3)
- HIST 318 The U.S. and the Vietnam War (3)
- HIST 321 History of the Modern U.S. (3)
- HIST 342 American Civil War (3)
- HIST 350 American Revolution (3)
- HIST 352 American Environmental History (3)
- HIST 362 History of the American West (3)
- HIST 370 American Military History (3)
- HIST 371 History of American Business (3)
- * HIST 372 American Indian History (3)
- HIST 373 Women and Gender in American History (3)
- HIST 374 African American History (3)

European History Cluster:

Nine semester hours selected from the following:

- HIST/PHIL 303 History and Philosophy of Modern Science (3)
- HIST 329 Warfare, Witches and the Outlines of Modern Life: Early Modern Europe, 1550-1700 (3)
- HIST 332 The European Renaissance (3)
- HIST 334 The European Enlightenment (3)
- HIST 335 Nineteenth Century Europe (3)
- HIST 336 Twentieth Century Europe (3)
- HIST 337 Fascism in Europe, 1900-1945 (3)
- HIST/PHIL 340 Philosophy of Revolution (3)
- HIST 358 The Making of Modern Britain (3)
- HIST 359 Rise and Fall of the British Empire (3)
- HIST 381 History of Christianity: The Early Church (3)
- HIST 382 Christianity in the Modern World (3)

Comparative History Cluster:

Three semester hours selected from the following:

- * HIST 304 History of Latin America (3)
- * HIST 314 Modern China (3)
- * HIST 316 Modern Japan (3)
- * HIST/ANTH 319 History of the Modern Middle East (3)
- HIST 322 Women and Gender in World History (3)
- HIST 339 History of Modern Africa (3)
- HIST 348 World War II (3)
- * HIST 391 Imperial Russia (3)
- HIST 392 History of Russia 1825 to Present (3)

At least three additional semester hours with the HIST prefix at or above the 200-level. Students are encouraged to complete a history internship or a special topics course or another elective in one of the clusters above. A maximum of

thirty semester hours of history requirements may be met in transfer. At least six semester hours of upper-level credit must be taken from Columbia College.

6. **Other Electives:** (28-31 semester hours)

Elective courses in a foreign language and international studies are recommended. Electives may be used to complete a minor, or as additional general education courses, or as additional courses in the major.

Total Semester Hours: 120

** HIST 494 Research and Methods is the culminating evaluative course that assesses the outcomes of the major with the History Assessment Test (HAT) which assesses mastery of concepts and principles in history, as well as knowledge expected of baccalaureate level history majors.

J. HUMAN SERVICES

Associate in Science – Human Services

The ASHS degree is a multidisciplinary approach that examines how individuals, families, groups and communities interact with society and its organizations.

Degree Requirements:

1. **ENGL 111** English Composition I:

(3 semester hours)

2. **General Education Requirements:**

(21 semester hours)

ENGL 112 English Composition II (3)
 CISS 170 Introduction to Computer Info System (3) **or**
 CISS 171 Introduction to Computer Information Systems for MAC Users (3) **or**
 CISS 176 Introduction to Computer Science (3)

Arts, Humanities and History; Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas (15)

3. **Major Area Requirements:** (15 semester hours)

Courses in the major cannot be taken as pass/fail.

HUMS 105 Introduction to Human Services (3)
 HUMS 250 Working with Individuals (3)
 HUMS 335 Working with Groups (3)
 HUMS 340 Working with Families (3)

Three hours from one of the following:

HUMS 300 Exploring Research (3)
 HUMS 345 Working with Communities and Organizations (3)

HUMS/SOCI 365 American Social Policy (3)

* SOCI/ANTH 270 Minority Cultures and Relations

4. **Human Services Elective** (3)

5. **Electives:** (18 semester hours)

Total Semester Hours: 60

Bachelor of Arts – Human Services

The goal of the Human Services program is to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field. The program also helps prepare students for graduate studies in a variety of fields, and emphasizes the need for life-long learning.

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. **Foreign Language Requirement:** (6 semester hours)

3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Core Requirements:** (33 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

HUMS 105 Introduction to Human Services (3)
 HUMS 250 Working with Individuals (3)
 HUMS 300 Exploring Research (3)
 HUMS 325 Case Management (3)
 HUMS 335 Working with Groups (3)
 HUMS 340 Working with Families (3)
 HUMS 345 Working with Communities and Organizations (3)

HUMS/SOCI 365 American Social Policy (3)

** HUMS 495 Integrative Seminar (3)

PSYC 101 General Psychology (3)

* SOCI/ANTH 270 Minority Cultures and Relations (3)

5. **Human Services Electives:** (12 semester hours)

Chosen from below:

HUMS 310 Military Case Work (3)
 HUMS 333/433 Topics (3)
 HUMS/SOCI 350 Social Gerontology (3)
 HUMS 375 Disabilities (3)
 HUMS 380 Substance Abuse (3)
 HUMS 385 Mental Health (3)
 HUMS 390 Child Welfare (3)
 SOCI 421 Class, Status and Power (3)

5. **Electives:** (28-31 semester hours)

Total Semester Hours: 120

** As the Culminating Evaluation Experience all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.

K. MANAGEMENT INFORMATION SYSTEMS

Bachelor of Science – Management Information Systems

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

MGMT 368 Business Ethics (3) **or**
 PHIL 330 Ethics (3)

2. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

3. **Computer Information System Core Requirements:**

(24 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

CISS 234 Visual Basic (3)
 CISS 285 Structured Systems Analysis and Design (3) or CISS 280
 CISS 301 Operating Systems for Business Computing (3)
 CISS 302 Business Data Communications and Networking (3)
 CISS 325 Systems Analysis Design and Implementation Projects (3) or CISS 320

CISS 365	Project Management (3)
CISS 430	Introduction to Database Systems (3)
CISS 492	Senior Seminar in Management Info Systems (3)

4. **Business Core Requirements:** (21 semester hours)
All courses must be completed with a grade of C or higher.

ACCT 280	Accounting I (3)
ACCT 281	Accounting II (3)
FINC 350	Business Finance (3)
MATH 250	Statistics I (3)
MGMT 254	Business Communications (3)
MGMT 330	Principles of Management (3)
MKTG 310	Principles of Marketing (3)

5. **Management Information**

System Electives: (24 semester hours)

A. Computer Information Systems Electives
(15 hours)

CISS 238	Java (3)
CISS 241	Programming I (3)
CISS 242 & CISS 243	Programming II (3) Programming III (3)
CISS 298	Web Programming (3)
CISS 355	Directed Studies (3)
CISS 390	Global Information Management Systems (3)
CISS 391	Information Systems Security (3)
CISS 433	Topics in MIS (3)
CISS 455	Directed Study (3)
CISS 472	Data Warehousing and Decision Support Systems (3)
CISS 499	Internship (3)

B. Business Electives (9 hours)

ACCT 385	Accounting Information Systems (3)
ECON 293	Macroeconomics (3)
ECON 294	Microeconomics (3)
MGMT 265	Business Law I (3)
MGMT 338	International Business (3)
MGMT 341	Small Business Management (3)
MGMT 362	Organizational Behavior (3)

6. **Electives:** (7-10 semester hours)

Total Semester Hours: 120

** CISS 492 Senior Seminar in Management Info Systems is the culminating evaluative course that assesses the outcomes of the major.

L. POLITICAL SCIENCE

Bachelor of Arts Degree – Political Science

The Bachelor of Arts in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

A degree in Political Science can lead to careers in

government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science, and other academic fields.

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. **Foreign Language Requirement:** (6 semester hours)

3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Political Science Core Requirements:**

(18 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

POSC 111 American National Government (3)

* POSC 292 International Relations (3)

POSC/PADM 395 Political Science and Public Administration Research Methods (3)

POSC/PHIL 402 Classic Political Philosophy (3)

POSC/PHIL 403 Modern Political Philosophy (3)

** POSC/PADM 495 Independent Study in Political Science and Public Administration (3)

5. **Political Science Electives:** (30 semester hours)

Any course with the POSC prefix at the 200-level or higher may be used to fulfill major electives. However, students must take a minimum of twelve hours from each of the following two Tracks. A maximum of six hours may be taken as POSC 399 Internship.

Track A: American Politics

POSC 215 State and Local Government (3)

POSC/AMST 280 American Political and Social Thought (3)

POSC/MGMT/PADM 311 Public Administration and Policy (3)

POSC/PADM 315 American Public Policy (3)

POSC 330 Media and Politics (3)

POSC 332 The American Presidency (3)

POSC 340 Judicial Process (3)

POSC 350 Legislative Process (3)

POSC 361 American Political Parties (3)

POSC 440 Constitutional Law (3)

Track B: International Studies

* POSC 317 Politics of Russia and Eurasia (3)

* POSC 321 Politics of Developing Nations (3)

POSC 326 International Law and Organizations (3)

* POSC 331 European Politics (3)

* POSC 353 Asian Politics (3)

POSC 360 U.S. Foreign Policy (3)

6. **Other Electives:** (22-25 semester hours)

Total Semester Hours: 120

Students are encouraged to use elective credits to obtain a minor in a related academic field.

** POSC 495 is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.

M. PUBLIC ADMINISTRATION

Bachelor of Arts Public Administration

The Bachelor of Arts in Public Administration degree is an

interdisciplinary degree incorporating coursework in public administration, political science, management, psychology, and other academic fields. These degree prepare students for positions in state and local or national government, health care administration, non-profit management, and similar workplaces. Graduates may pursue careers in such areas as urban planning, city management, hospital and clinic administration, fundraising or other positions for non-profit organizations, or international relief agencies.

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. **Foreign Language Requirement:** (6 semester hours)

3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Public Administration Core Requirements:**

(51 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- * ECON 293 Macroeconomics (3)
- ECON 294 Microeconomics (3)
- MGMT 330 Principles of Management (3)
- MGMT 360 Organizational Theory (3) **or**
- MGMT 362 Organizational Behavior (3)
- PSYC 336 Industrial/Organizational Psychology (3) **or**
- HUMS 345 Working with Communities and Organizations (3) **or**
- PSYC 336 Industrial/Organizational Psychology (3) **or**
- SOCI 312 Organizations and Institutions (3)
- POSC 111 American National Government (3)
- POSC 215 State and Local Government (3)
- POSC/MGMT/PADM 311 Public Administration and Policy (3)
- POSC/PADM 315 American Public Policy (3)
- PADM 320 Non-Profit Organization and Management (3)
- PADM 325 Public Financial Resources Administration (3)
- PADM 330 Public Human Resources Administration (3)
- PADM 335 Methods of Public Decision Making (3)
- PADM 340 Value and Ethics in Public Administration (3)
- POSC/PADM 395 Political Science and Public Administration Research Methods (3)
- ** POSC/PADM 495 Independent Study in Political Science and Public Administration (3)

Choose 3 semester hours from the following:

- POSC 312 Environmental Politics (3)
- POSC 360 U.S. Foreign Policy (3)
- HUMS/SOCI 365 American Social Policy (3)
- PADM 399 Internship (3) (strongly recommended)

5. **Electives** (19-22 semester hours)

Minors (18 semester hours)

A minor may be earned using the elective hours available. Students are encouraged to complete a minor in a related field. Suggested minors are Business Administration, Political Science, Sociology, Psychology, Human Services, and Criminal Justice Administration.

Total Semester Hours: 120

** POSC 495 is the culminating experience course for all students receiving the Bachelor of Arts in Public Administration.

N. PSYCHOLOGY

Bachelor of Arts Degree – Psychology

Psychology is the science that endeavors to achieve the goals of observation, description, understanding, prediction, and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Theoretical perspectives most emphasized over the course of studies include: neuroscience, cognitive science, behavioral and social learning theories, humanist-existential poststructural and psychodynamic theories.

Because scientific knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may select a guided program of study. An applied program is designed to prepare those who plan to seek employment, in community agencies in either the private or public sector immediately following graduation with the bachelor degree. Academic studies programs prepare students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, cognitive, social) specializations. Psychology majors are expected to understand scientific methods, conduct research, write scholarly research reports in APA style, and present their research findings to peers.

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. **Foreign Language Requirement:** (6 semester hours)

3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Core Course Requirements:** (15 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- PSYC 101 General Psychology (3)
- PSYC/SOCI/BIOL 324 Statistics for the Behavioral and Natural Sciences (3)
- PSYC/SOCI/BIOL 325 Quantitative Research Methods (3)
- PSYC 381 History and Systems of Psychology (3)
- ** PSYC 495 Integrative Psychology (3)

5. **Psychology Elective Requirements:**

(33 semester hours)

Choose twenty-one semester hours from the following:

- PSYC 304 Personality Theory (3)
- PSYC 330 Lifespan Developmental Psychology (3)
- PSYC/SOCI 360 Social Psychology (3)
- PSYC/BIOL 371 Neuroscience (3)
- PSYC/BIOL 372 Sensation and Perception (3)
- PSYC 410 Learning Theories (3)

PSYC 420	Cognitive Psychology (3)
PSYC 450	Abnormal Psychology (3)
PSYC 460	Introduction to Clinical and Counseling Psychology (3)

Twelve additional hours in psychology are chosen by the student with the approval of campus director. These courses can include unused courses from above-mentioned psychology electives.

6. **Other Electives:** Twenty-two to twenty-five semester hours of credit must be obtained.

** PSYC 495, Integrative Psychology is the culminating experience course for all students receiving the BA in Psychology.

Total Semester Hours: 120

Key Courses for Applied Emphasis:

PSYC/EDUC 230	Educational Psychology or
PSYC/EDUC 231	Psychology of Education
PSYC 260	Introduction to Applied Psychology
PSYC 336	Industrial/Organizational Psychology
PSYC 499	Internship
MGMT 330	Principles of Management
MGMT 362	Organizational Behavior

Key Courses for Practice-focused Academic Emphasis:

PSYC 270	Psychology of Emotion
PSYC 304	Personality Theory
PSYC 320	Psychological Testing and Measurements
PSYC/BIOL 371	Neuroscience
PSYC 460	Introduction to Clinical and Counseling Psychology
PSYC 499	Internship
SOCI/PSYC 385	Human Sexuality

Key Courses for Research-focused Academic Emphasis:

PSYC 320	Psychological Testing and Measurements
PSYC/SOCI 327	Qualitative Research Methods
PSYC/SOCI 360	Social Psychology
PSYC 371	Neuroscience
PSYC 410	Learning Theories
PSYC 420	Cognitive Psychology
PSYC 499	Internship

Psychology electives should be selected on the basis of career interests.

O. SOCIOLOGY

Bachelor of Arts – Sociology

Sociology is the study of society. It is a social science involving the study of the social lives of people, groups, and societies. It is the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes. Sociology is the scientific study of how our lives are shaped by social institutions, such as family, schools, religious institutions, mass media, government, etc. It includes the analysis of social issues and problems such as poverty, crime, deviance, racism, sexism,

homophobia, as well as the analysis of social change, e.g. through policy, social movements, cultural phenomena, technological innovations, or new ideas and values.

A bachelor's degree in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business, government agencies, and non-profit organizations. Sociology graduates enter a wide range of fields, from teaching to advocacy.

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. **Foreign Language Requirement:** (6 semester hours)

3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 12. Courses from this list are noted in the major requirements below with an asterisk.

4. **Core Course Requirements:** (21 semester hours)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

* SOCI 111	General Sociology or
* ANTH/SOCI 112	General Anthropology
* ANTH/SOCI 270	Minority Cultures and Relations
PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences
PSYC/SOCI 325	Quantitative Research Methods or
ANTH/PSYC/SOCI 327	Qualitative Research Methods
SOCI 460	Classical Society Theory
SOCI 470	Contemporary Social Theory
SOCI 495	Integrative Seminar

5. **Anthropology cluster:**

(Complete at least three courses, two must be at the upper-level)

* ANTH/GEOG 101	Introduction to Geography
* ANTH 212	Cultural Anthropology
* ANTH/HIST 319	History of the Modern Middle East
* ANTH/SOCI 336	Global Perspectives on Women and Development
ANTH/SOCI 341	Sociology/Anthropology of Religion
ANTH/SOCI 412	Slavery and Human Trafficking: Past and Present

Gender and Family cluster:

(Complete at least three courses, two must be at the upper-level)

SOCI 210	Sociology of Gender
SOCI 214	Sociology of the Family
SOCI/MMST 310	Women and Society
HUMS/SOCI 350	Social Gerontology
PSYC/SOCI 360	Social Psychology
SOCI 365	American Social Policy
SOCI 380	Sociology of Culture and Mass Media
PSYC/SOCI 385	Human Sexuality
SOCI/MMST 485	Feminist Theory and Methodology

Crime and Social Inequality cluster:

(Complete at least three courses, two must be at the upper-level)

SOCI 216	Social Problems
SOCI 218	Social Deviance
SOCI 230	The Sociology of Sports
SOCI 312	Organizations and Institutions

SOCI 321	Criminology
SOCI 331	Juvenile Delinquency
SOCI/AMST 375	Social Movements
SOCI 401	The American Community
SOCI 421	Class, Status, and Power

6. **Electives:** (22-15 semester hours)

**As the Culminating Evaluation Experience, all students must complete SOCI 495-Integrative Seminar with a grade of C or higher. A maximum of 25 semester hours of Sociology requirements may be met in transfer.

Total Semester Hours: 120

MINORS

Minors are available to students who earn baccalaureate degrees. A minor is defined as a course of study of at least 18 semester hours outside the student's major.

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours. Courses for the minor may also meet general education or major requirements, and at least 9 of the required semester hours must be earned in Columbia College course work. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas and with the advisor's approval, students may earn additional semester hours through transfer credit.

Specific requirements for minors:

American Sign Language:

Twenty-four hours in American Sign Language to include: AMSL 101 American Sign Language I, AMSL 102 American Sign Language II, AMSL 201 American Sign Language III, AMSL 202 Deaf Culture, AMSL 301 American Sign Language IV, AMSL 302 American Sign Language V, AMSL 303 American Sign Language Grammar, AMSL 304 Linguistics of American Sign Language.

Anthropology:

Eighteen hours from the following courses:

A: Required Courses (12 hours)

- * ANTH/GEOG 101 Introduction to Geography (3)
- * ANTH/SOCI 112 General Anthropology (3)
- * ANTH 212 Cultural Anthropology (3)
- ANTH/SOCI/PSYC 327 Qualitative Research Methods (3)

B: Electives (6 hours)

- * ANTH/SOCI 270 Minority Cultures and Relations (3)
- * ANTH/HIST 319 History of the Modern Middle East (3)
- * ANTH/SOCI/MMST 336 Global Perspectives on Women & Development (3)
- ANTH/HIST 339 History of Modern Africa
- ANTH/SOCI 341 Sociology and Anthropology of Religion (3)
- * ANTH/SOCI 412 Slavery & Human Trafficking: Past & Present (3)

Accounting:

Accounting I and II (280 and 281) and 12 upper-level semester hours of courses with an ACCT field code **or**

Accounting I and II (280 and 281), Corporate Finance (396), and 9 upper-level semester hours of courses with an ACCT field code.

Art (Studio):

Drawing I (120), Painting I (130), 2-D Design (140), 9 additional semester hours of Studio Art courses. **Studio art** courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

Art (History):

Eighteen hours of art history courses, including at least 9 semester hours in courses above the 200-level in Art History.

Biology:

Eighteen semester hours of biology courses at the 110 level and above including at least 8 semester hours of 300- or 400-level course work.

Business:

Eighteen semester hours (12 of which must be upper level) of courses including course work in at least four of the following Business field codes: ACCT, CISS, ECON, FINC, MGMT, MKTG.

Chemistry:

Eighteen semester hours in chemistry to include CHEM 306 (5 hrs) and 13 additional semester hours of chemistry courses at the level of 200 or above. BIOL/CHEM/ENVS 395 and CHEM 490 would not count toward the 13 semester hours.

Communication Studies:

Eighteen semester hours of Communication courses. Six semester hours must be at the 300-400 level.

Computer Information Systems:

Introduction to Computer Information Systems (CISS 170) and 15 additional semester hours of courses with a CISS field code, including at least one programming language course.

Criminal Justice Administration:

CJAD 101 Introduction to Criminal Justice Administration; CJAD 405 Laws of Criminal Evidence or CJAD 406 Expert and Scientific Evidence or CJAD 415 Criminal procedures; and twelve additional hours with a CJAD field code.

Criminology:

Eighteen semester hours of courses to include *SOCI 111 General Sociology, SOCI 216 American Social Problems, SOCI 218 Social Deviance, SOCI 321 Criminology, SOCI 331 Juvenile Delinquency, SOCI/HUMS 365 American Social Policy.

Economics:

A: Required Courses (12 hours)

- | | |
|----------|---------------------------------|
| ECON 293 | Macroeconomics (3) |
| ECON 294 | Microeconomic (3) |
| ECON 393 | Intermediate Macroeconomics (3) |
| ECON 394 | Intermediate Microeconomics (3) |

B: Electives (6 hours)

Electives must be selected from the following list

(3 hours must be from 300- or 400-level courses):

- | | |
|----------|---|
| COMM 334 | Political Economy of Film and Media (3) |
| ECON 320 | The Economics of Healthcare (3) |

ECON/FINC 395	Financial Markets/Institutions (3)
ECON/FINC 495	International Finance (3)
ECON/GEOG 251	Resource Management (3)
ENVS 310	Environmental and Resource Economics (3)
FINC 410	Sports Finance (3)
HIST/MGMT 371	American Business History (3)
POSC 321	Politics of the Developing World (3)

Education:

Eighteen semester hours of EDUC courses **or** a three-semester-hour psychology course that is required in the education certification sequence and 15 semester hours of EDUC courses.

English:

Eighteen semester hours of English courses excluding English Composition (111) and below. Six semester hours must be 300- or 400-level ENGL courses.

Environmental Science:

Eighteen semester hours:

A: Required Courses (11 hours)

ENVS/BIOL 115	Introduction to Environmental Science (3)
ENVS/BIOL 115L	Introduction to Environmental Science Laboratory (2)
ENVS/BIOL 320	Ecology (3)
CHEM 109	Chemistry for Biological and Health Related Sciences or
CHEM 110	Chemistry I (3)

B: Electives (7 hours)

Electives must be selected from the following list

(3 hours must be from 300- or 400-level courses):

BIOL 110	Principles of Biology (3)
BIOL 110L	Principles of Biology Lab (2)
CHEM 111L	Introductory Chemistry Laboratory Experience (when taken with CHEM 109 or CHEM 110) (2)
BIOL/ENVS 222	Conservation Biology (3)
BIOL 342	Genetics (3)
BIOL 410	Molecular Biotechnology (3)
CHEM 330	Environmental Chemistry (3)
BIOL/ENVS 300	Evolution (3)
ENVS/GEOG 220	Introduction to Atmospheric Sciences (3)
ENVS/GEOG 251	Resource Management (3)
ENVS 390	Culminating Experience in Environmental Studies (1)
ENVS 233/333/433	Topics (3)

Ethics**A: Required Courses (3 hours)**

PHIL 330	Ethics (3)
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B: Electives (15 hours)

Electives must be selected from the following courses:

CJAD 345	Ethics and Morality in Criminal Justice (3)
EDUC 200	Law, Ethics and Education (3)
ENGL 331	Ethical Issues in Literature (3)

MGMT 368	Business Ethics (3)
PHIL/ENVS 332	Environmental Ethics (3)
PHIL/POSC 402	Classical Political Philosophy (3)
PHIL/POSC 403	Modern Political Philosophy (3)
PHIL 460	Biomedical Ethics (3)
SOCI 460	Classical Social Theory (3)
SOCI 470	Contemporary Social Theory (3)

Finance:

Accounting I and II (280 and 281), Business Finance (350), and 9 additional semester hours of FINC courses **or** Accounting I and II (280 and 281), Managerial and Cost Accounting (386), Business Finance (350), and 6 additional semester hours of FINC courses.

Geography:

Eighteen semester hours of geography courses, of which 3 hours may be counted from GEOL 110 **or** ENVS/GEOG 220 **or** ENVS/BIOL 115.

History:

Eighteen semester hours with the HIST field code, of which twelve hours of coursework must be at the 200-level or above; at least one course must be HIST 101, HIST 102, HIST 111 or HIST 112; at least one course number must be HIST 121 or HIST 122.

Human Services:**A: Required Courses (12 hours)**

HUMS 105	Introduction to Human Services (3)
HUMS 250	Working with Individuals (3)
HUMS 335	Working with Groups (3)
HUMS 340	Working with Families (3)

B: Three hours from one of the following:

HUMS 300	Exploring Research (3)
HUMS/SOCI 365	American Social Policy (3)
HUMS 345	Working with Communities and Organizations (3)
* SOCI/ANTH 270	Minority Cultures and Relations (3)

C: Human Services Elective (3 hours)**Intergenerational Studies:**

Intergenerational Studies is an interdisciplinary minor providing students from varying academic disciplines with the theoretical, methodological, and practical skills necessary to work in the burgeoning field of Intergenerational Studies, which focuses on the benefits of bringing the geriatric population and children together. This program emphasizes knowledge of human development across the life span, knowledge of research and policy in the field of child development and geriatrics, an understanding of the societal demographics that necessitate the need for such programs, and finally, will emphasize significant sociological research on "bridging" relationships, those that work to hold communities together.

A: Required Courses (18 hours)

HUMS 390	Child Welfare (3)
PSYC 330	Lifespan Developmental Psychology (3)
PSYC/EDUC 391	Child Psychology (3)
* SOCI 111	General Sociology (3)

SOCI/HUMS 350	Social Gerontology (3)
SOCI/HUMS 365	American Social Policy (3)
B: Three hours from one of the following:	
HUMS 340	Working with Families (3)
PHIL 460	Biomedical Ethics (3)
PSYC 395	Adult Psychology (3)
SOCI 214	The Family (3)

International Relations:

The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 Macroeconomics and HIST 112 World History since 1500.

A: Required Courses (6 hours)

* POSC 292	International Relations (3)
POSC 326	International Law and Organization (3) or
POSC 360	U.S. Foreign Policy (3)

B: Comparative Political Systems (6 hours)

Choose a minimum of two courses from this category.

* POSC 317	Politics of Russia and Eurasia (3)
* POSC 321	Politics of Developing Nations (3)
* POSC 331	European Politics (3)
POSC 333	Topics: "Area of Study"* (3)
* POSC 353	Asian Politics (3)

*The requirements for this category could also be met with one or more appropriate sections of POSC Topics: in regional area studies. Examples of acceptable courses include Latin American Politics, African Politics, Middle Eastern Politics, etc.

C: Electives (6 hours)

Choose a minimum of two courses from this category. Up to three credit hours of foreign language credit or Culture and Society credit, can be applied toward the electives requirement. Students may count a maximum of 6 credit hours for both their major and their minor.

* ANTH/HIST 319	History of the Modern Middle East (3)
CJAD/POSC 370	Dynamics of Terrorism (3)
* ECON/FINC 495	International Finance (3)
* HIST 304	History of Latin America (3)
HIST 312	American Diplomatic History (3)
* HIST 314	Modern China (3)
* HIST 316	Modern Japan (3)
HIST 336	Twentieth Century Europe (3)
HIST/PHIL 340	Philosophy of Revolution (3)
* MGMT 338	International Business (3)
* MKTG 339	Cross-Cultural Management (3)
* MKTG 410	Global Marketing (3)

* PHIL/RELI 202	Introduction to Eastern Philosophies and Religions (3)
POSC 326	International Law and or
POSC 360	U.S. Foreign Policy (3)
POSC/CJAD 370	Dynamics of Terrorism

Leadership Studies:

Leadership Studies will enable individuals to achieve specific learning outcomes through the minor. By limiting elective coursework to a set of defined options that share common themes, a student will deepen and broaden his or her understanding of what leadership means. The internship experience will permit students completing the minor program to assess his or her potential as a "change agent" before graduating. Hence, graduates of the program will be able to:

- Articulate a fundamental understanding of leadership concepts;
- Participate in an internship experience to apply leadership;
- Examine leadership issues and problems relevant to multiple disciplines;
- Define the best practices for leading others.

A: Required Courses (3-6 hours)

LEAD 200	Introduction to Leadership Concepts (3)
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(Students in ROTC may substitute MSC1 1120/MSC1 2200 or ASCI 3100.)

LEAD 499	Applied Leadership Internship (3)
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(Students completing any major may earn credit from an approved internship that involves applied leadership. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSC1, ASCI, and NSCI experiences is acceptable.)

B: Electives (12-15 hours)

Students must complete at least 1 course from 4 different disciplines among the course listed below.

CJAD 451	Management of Criminal Justice Agencies (3)
COMM 303	Intercultural Communications (3)
COMM 313	Interpersonal and Small Group Communication (3)
COMM 323	Advanced Public Speaking and Persuasion (3)
COMM 393	Organizational Communication (3)
HIST 370	American Military History (3)
HIST/MGMT 371	History of American Business (3)
HUMS 335	Working with Groups (3)
HUMS 345	Working with Organizations and Communities (3)
MGMT 330	Principles of Management (3)
MGMT 339	Cross-Cultural Management (3)
MGMT 362	Organizational Behavior (3)
PHIL 330	Ethics (3)
POSC 332	The American Presidency (3)
POSC 361	American Political Philosophy (3)
POSC/PHIL 402	Classical Political Philosophy (3)
POSC/PHIL 403	Modern Political Philosophy (3)
PSYC 336	Industrial/Organizational Psychology (3)

PSYC/SOCI 360	Social Psychology (3)
SOCI 312	Organizations and Institutions (3)
SOCI 421	Class, Status and Power (3)

Legal Studies:

The minor in Legal Studies familiarizes students with legal ideas, processes and institutions in a liberal arts framework. The minor also helps prepare students for the further study of law. It is also valuable to any students wanting to develop their ability to think clearly and analyze ideas critically.

A: Required Courses (6 hours)

PHIL 210	Logic and Critical Thinking (3)
POSC 340	Judicial Process (3)

B: Legal Focus (6 hours)

Choose a minimum of two courses from this category.

CJAD 415	Criminal Procedures (3)
CJAD 425	Legal Research and Writing (3)
MGMT 265	Business Law I (3)
PHIL/POSC 430	Philosophy of Law (3)

C: Analytical Focus (6 hours)

Choose a minimum of two courses from this category.

COMM 323	Argumentation and Debate (3)
CJAD/POSC 233/333	Mock Trial (1)
ENGL 331	Ethical Issues in Literature (3)
PHIL 201	Introduction to Western Philosophy (3)
POSC 440	Constitutional Law (3)

Management:

Eighteen semester hours (12 of which must be upper level) of MGMT courses including Principles of Management (330) and Business Information Systems (MGMT 393).

Marketing:

Eighteen semester hours of marketing courses with a MKTG field code, twelve of which must be 300- or 400-level courses.

Required courses include:

MKTG 310	Principles of Marketing (3)
MKTG 331	Consumer Behavior (3)
MKTG 441	Market Research (3)
MKTG 478	Marketing Management (3)

Six semester hours of MKTG courses with a MKTG field code.

Philosophy:

Eighteen semester hours of courses with a PHIL field code.

Political Science:

Eighteen semester hours of political science courses including American National Government (POSC 111) and International Relations (POSC 292) plus 12 additional semester hours of POSC course work above the POSC 100 level.

Psychology:

Eighteen semester hours of PSYC courses.

Religious Studies:

RELI 101 and an additional 15 hours of courses with a RELI field code.

Sociology:

Eighteen semester hours of SOCI courses.

Spanish:

Eighteen semester hours of courses with a SPAN field code to include SPAN 101 and SPAN 102.

Women's Studies:**A: Required Courses (9 hours)**

Students must take the following three courses in order to fulfill the Women's Studies minor. Students pursuing a Women's Studies minor are strongly encouraged to take SOCI 111 General Sociology.

WMST/SOCI 210	The Sociology of Gender (3)
WMST/SOCI 310	Women & Society (3)
WMST/ANTH/SOCI 336	Global Perspectives on Women and Development (3)

B: Electives (9 hours)

Students must take a minimum of nine semester hours from the following list of courses:

EDUC 105	Human Health (3)
COMM 380	Performance Studies (3)
SOCI 214	Family (3)
* SOCI/ANTH 270	Minority Cultures and Relations (3)
SOCI 421	Class, Status and Power (3)
SOCI/PSYC 385	Human Sexuality
WMST/HIST 322	Women and Gender in World History (3)
WMST 333	Topics: "Gender Related" (1-3)
WMST/COMM 343	Gender Communication (3)
* WMST/HIST 373	Women and Gender in American History (3)
WMST/SOCI 485	Feminist Theory and Methodology (3)

BUSINESS ADMINISTRATION CERTIFICATES

General requirements for all certificates:

- Complete all required courses with a grade of C or above.
- Complete at least 9 semester hours of the program with Columbia College.
- Prerequisites in parentheses

Human Resource Management Certificate**Required courses:**

MGMT 330	Principles of Management (MGMT 150)
MGMT 361	Human Resource Management (MGMT 330)
MGMT 364	Workforce Planning & Development (MGMT 361)
MGMT 365	Compensation & Benefit Systems (MGMT 361)
MGMT 375	Labor Relations (MGMT 361)
MGMT 461	Human Resource Development (MGMT 361)

Marketing Management Certificate**Required courses:**

MKTG 310	Principles of Marketing (MGMT 150)
MKTG 331	Consumer Behavior (MKTG 310)

MKTG 335	Advertising & Sales Promotion (MKTG 310)
MKTG 360	E-Marketing (CISS 170 & MKTG 310)
* MKTG 410	Global Marketing (MKTG 310)
MKTG 478	Marketing Management (MKTG 310)

CJAD 333/433 Topics: (Departmental approval required) (3)

CJAD 445 Forensic Pathology (3)

Total required: 15 hours

The CSI Certificate is available only to students who have a declared major in Criminal Justice Administration (BS or BA), a minor in Criminal Justice or major in Forensic Science (BS). The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.

Management Certificate

Required courses: (12 hours):

MGMT 254	Business Communications (ENGL 112)
MGMT 330	Principles of Management
MGMT 360	Organizational Theory (MGMT 330) or
MGMT 362	Organizational Behavior (MGMT 330 or PSYC 101)
MGMT 368	Business Ethics (MGMT 330)

Electives (Select any 2 courses below for 6 hours)

* MGMT 339	Cross-cultural Management (MGMT 330)
MGMT 341	Small Business Management (MGMT 330)
MGMT 361	Human Resource Management (MGMT 330)
MGMT 363	Production & Operations Management (MGMT 330)
MGMT 375	Labor Relations (MGMT 361)
PSYC 336	Industrial / Organizational Psychology (PSYC 101)

CERTIFICATE IN CRIME SCENE INVESTIGATION

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may choose a *Certificate in Crime Scene Investigation* as part of their degree completion plan. The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College. To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "B."

Certificate Requirements:

Students are required to complete a mandatory 9 semester hour core block of courses with 6 additional discretionary hours chosen from a list of pre-approved courses. These course are:

Required courses: (9 hours)

CJAD 201	Criminal Investigation (3)
CJAD 203	Crime Scene Investigation (3)
CJAD 303	Crime Scene Photography (3)

Electives (taken from the following list):

CJAD 305	Forensic Anthropology (3)
CJAD 327	Fingerprint Evidence (3)
CJAD 328	Shooting Incidents (3)
CJAD 413	Bloodstain Evidence (3)

ACADEMIC POLICIES AND PROCEDURES

THE RESPONSIBILITY FOR UNDERSTANDING AND MEETING GRADUATION REQUIREMENTS RESTS ENTIRELY WITH THE STUDENT.

ACADEMIC ADVISING PHILOSOPHY

Academic advising in Columbia College is based on the belief that advising is a developmental process, recognizing such logical and sequential steps as exploration of life goals, exploration of career goals, selection of a major program of study, selection and scheduling of courses. The decision-making process of exploring, integrating, and synthesizing should be an ongoing and multifaceted responsibility of both the student and the advisor, the ultimate goal of which is student growth. Through such a person-centered approach, academic advising assists students in creating a personally relevant plan for educational, career and life fulfillment.

While the College provides academic advisement, the responsibility of meeting all degree requirements rests with the student. Students are strongly encouraged to officially declare their majors during the session in which 48-60 semester hours are scheduled for completion.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

The college recognizes that probation, suspension, and dismissal are serious actions that can have a lasting impact on a student. Before academic probation, suspension, or dismissal is imposed, the matter is considered by the Vice President for Adult Higher Education. The Vice President may impose any condition deemed necessary to assist the student to overcome his or her academic difficulties. Specific course work may be required or enrollment may be limited to a specific number of credit hours, and the period of probation and/or suspension may be reduced or extended when appropriate. Students may appeal an adverse action taken by the Vice President, see specific category below:

1. **Probation:** A student is placed on academic probation for one session when his or her GPA falls below the criteria for satisfactory progress. A student on probation cannot hold appointive or elective student government office and must comply with any requirement or condition imposed by the academic progress committee.
2. **Suspension:** A student is suspended for two sessions when, after a period of probation, he or she fails to comply with any condition and/or requirement imposed by the Vice President for AHE or fails to attain an appropriate standard of satisfactory progress.
3. **Dismissal:** A student is academically dismissed when, after having been readmitted to the college following any period(s) of suspension, he or she fails to comply with any condition and/or requirement imposed by the Vice President for Adult Higher Education and/or fails to attain an appropriate standard of satisfactory progress. A student may

request re-admission to the college after a three-year period has elapsed from date of dismissal.

4. **Readmission:** Students having interrupted their attendance at Columbia College because of unsatisfactory progress or conduct may be re-admitted when the following conditions are met:
 1. The student must apply for re-admission after the period of suspension is completed.
 2. The cause of the unsatisfactory progress or conduct must have deemed to be removed.

Re-admission to the college does not establish a student's eligibility for financial aid. A student dismissed for unsatisfactory progress may request re-admission after a three-year period has elapsed from the date of dismissal.

ACADEMIC PROGRESS

Good Academic Standing

In order to be in good academic standing a student cannot be on academic probation, academic continued probation, academic suspension, or academic dismissal.

Satisfactory Progress

A student's grade point average is calculated using grades received from Columbia College course work. The following criteria constitute satisfactory progress:

Total Semester Hours Completed	Required Columbia College Grade Point Average
0-30	1.75 or better
31-45	1.90 or better
46-120	2.00 or better

A student must progress academically at a rate to permit completion of a degree program within an approved curriculum period. For the purposes of financial aid, the maximum time frame to complete a degree can be no longer than 150% of the published number of credit hours of the educational program for a full-time student. A reasonable extension of time (normally six semester hours) may be permitted for good cause.

Unsatisfactory Progress

A student who fails to advance in accordance with the criteria described above is making unsatisfactory progress. When required by law or regulation, the College reports such a student to the appropriate departments or agencies of the federal government. A student who fails to make satisfactory progress is subject to academic probation, suspension or dismissal.

Veteran's Guidelines

Satisfactory academic progress is required of students receiving VA educational benefits. Students who fail to

make academic progress are reported to the VA for unsatisfactory academic progress.

Attendance

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled. The instructor, not the College, defines conditions under which an absence is excused. The instructor is responsible for 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, an instructor may withdraw a student from that course. Any withdraw initiated during the session by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent records as grades F or W at the discretion of the instructor.

ASSESSMENT

Columbia College uses the results of Major Field Tests and Proficiency Profile to improve learning experiences and the curriculum both in specific majors and general education.

History Assessment Test

The History Assessment Test (HAT) is a departmentally produced program-level outcomes assessment instrument developed by the history faculty. The test is designed to assess mastery of concepts and principles in history, as well as knowledge expected of baccalaureate level history majors.

The HAT will be administered during the history degree capstone course, HIST 494, Historical Research and Methods.

Major Field Test

The Major Field Test (MFT) is a nationally normed standardized test taken by thousands of students at colleges and universities throughout the United States. The content of the Major Field Test reflects the basic knowledge and understanding gained in the core undergraduate curriculum. The tests are designed to assess mastery of concepts and principles, as well as knowledge expected of students at the conclusion of a major in specific subject areas.

The MFT will be administered during the capstone course.

Proficiency Profile

The Proficiency Profile test is a nationally normed standardized test taken by thousands of students at colleges and universities throughout the United States.

The Proficiency Profile test focuses on skills developed in introductory courses in the humanities, social sciences, and natural sciences. It concentrates on issues, themes, and ideas.

AWARD OF ACADEMIC CREDIT

A three semester credit hour course consists of 40 contact hours of instruction (five hours per week for 8 weeks). Every credit hour earned consists of a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning

experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Validation of Credit:

Academic credit from all sources must be validated by the Columbia College Evaluations Office before such credit is considered official.

To obtain credit, students must submit official transcripts from each college or university attended at the time of application for admission to Columbia College. An official transcript is one sent directly from the institution attended to Columbia College and bears an official seal of the institution and signature of the Registrar. Students are required to identify all postsecondary institutions attended on the admission application. Failure to do so may result in denial of admission.

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year institutions are not accepted for upper level credit even if a direct equivalency to an upper level course is made. Upper level coursework from a transferring institution does not lose its upper level value even if a direct equivalency is made to a Columbia College lower level course.

Graduate level coursework may not be transferred to Columbia College for undergraduate credit. However, up to nine hours of graduate-level course work may be granted to Columbia College graduate students. Please see the Graduate Catalog for more information.

Types and Sources:

1. **Colleges/Universities:** Generally, full academic credit is accepted for course work completed at a regionally accredited college/university. Columbia College also acknowledges academic credit earned by military personnel and family members through the Servicemembers Opportunity Colleges (SOC) and other educational programs recognized in transfer by the military departments. Certain academic credit earned at institutions that have entered into a specific articulation agreement with Columbia College are also accepted. Grades below C are not accepted in transfer.
2. **CLEP:** Columbia College offers equivalency credit in semester hours for College Level Examination Program (CLEP). Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education. This score is set at the mean score achieved by students who earned a C in the respective course.

Official test score reports are submitted to the Evaluations Department for validation of academic credit. If tests were completed more than twenty years prior to submission for evaluation, score reports will not be available from ETS. Students may contact their advisor for more information about submitting CLEP test results from other institutions for evaluation by Columbia College.

The CLEP exam for English will transfer as three semester hours for ENGL 111 English Composition I and three semester hours of elective credit. CLEP credit may not be used to meet the ENGL 112 English Composition II requirement.

3. **Excelsior Exams:** Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official transcripts must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score.
4. **Military Service:** Columbia College awards credit for military training and experience based on ACE credit recommendations in conjunction with SOC DNS guidelines. Columbia College requires submission of official military transcripts for awarding transfer credit. Acceptable military transcripts include: JST, CGI, and CCAF. Other documents may be accepted on a case by case basis. Please contact the Evaluations Departments with specific questions about this policy.
5. **DANTES Subject Standardized Tests (DSST):** Semester hour credit is awarded for passing DSST exam scores, as recommended by ACE. Official exam records must be sent to the Evaluations Department for evaluation.
6. **Credit for Prior Learning:** Columbia College defines prior learning as those learning and growing experiences gained through work or other experiences outside the formal setting of a college classroom. You may request evaluation for college credit for such experiences by filing an application for credit and documenting and verifying the learning acquired. A \$75 per credit hour fee is charged for the evaluation, but no charge is made for any academic credit awarded. Prior learning credit may be awarded after the successful completion of 12 semester hours of credit with Columbia College with a minimum 2.0 grade point average. The college has a policy limiting the maximum number of hours of prior learning credit to 15.
7. **Partners in Law Enforcement Program (PiLE):** For those students interested in criminal justice, Columbia College has an innovative program: Partners in Law Enforcement. This collaborative initiative between Columbia College and the states' police academies is designed to give students up to 24 semester hours in course equivalences for successful completion of the academy. To qualify, students must successfully complete an academy that is a state certified basic police academy having a minimum of 400 hours in length. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate continuous employment experience in the field since completion of the academy. The specific course equivalences are listed below:

CORE Equivalences (9 credit hours total):

CJAD 301	Criminal Law (3 hrs)
CJAD 311	Police in a Democratic Society (3 hrs)
CJAD 415	Criminal Procedures (3 hrs)

Criminal Justice lower-level electives: 9 semester hours total

General elective: 6 semester hours

This equivalency policy is effective based on the following provisions:

- a. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the previous five years prior to applying for equivalences.
- b. Students who complete a basic law enforcement academy consisting of less than 400 hours will only be eligible to earn up to 12 semester hours criminal justice elective credit in which one semester hour will be awarded for each 20 hours of training.
- c. Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and awarded criminal justice electives for other training.
- d. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes state cross-over training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE) or (PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.
- e. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to earn up to twelve semester hours of criminal justice elective credit in which one semester hour will be awarded for twenty hours of basic law enforcement and corrections academy training. Total credit may not exceed twelve semester hours.
- f. Students must have successfully completed 15 credit hours college course work at Columbia College before equivalences may be applied.

NOTE: Completion of the police academy within the last 36 semester hours of a student's degree program may reduce the number of hours applied under the Partners in Law Enforcement Program.

8. **Partners in Corrections Program (PiC):** The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers up to 24 semester hours in course equivalences for successful completion of the corrections basic training academy.

To qualify, students must successfully complete a departmentally mandated corrections academy in any of the 50 states or U.S. territories. The academy must be a departmentally mandated basic training academy with a minimum 275 hours in length. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of his or her academy. The specific course equivalences are listed below.

CORE Equivalences (6 semester hours):

CJAD 320	Cultural Diversity in Criminal Justice (3 hrs.)
CJAD 345	Ethics and Morality in Criminal Justice (3 hrs.)

Criminal Justice lower-level electives: 9 semester hours

General electives: 9 semester hours

The policy is based on the following provisions:

- The academy must be a basic corrections academy required for employment by the respective state in question, and must have been completed within the previous five years prior to applying for equivalences.
- Students who complete a basic corrections academy consisting of less than 275 hours will only be eligible to earn up to 12 semester hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hours of basic training.
- Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Correction (PiC) program.
- Students must have successfully completed 15 semester hours of college coursework at Columbia College before equivalences may be applied.

NOTE: Completion of the corrections academy within the last 36 semester hours of student's degree program may reduce the number of hours applied under the Partners in Corrections Program.

- 33 hours of general education course work (as defined by Columbia College)
 - Humanities general education course(s)
 - Social and behavioral sciences general education course(s)
 - Mathematics/science general education course(s)

If students have not earned an associate or bachelor's degree prior to enrollment with Columbia College, general education requirements must be completed even if the previous school's general education requirements were met. Requirements are evaluated on a course-by-course basis.

International Baccalaureate Degrees

International bachelor's degrees awarded by institutions that are chartered and recognized by their centralized government educational body, or their national ministry of education, will be accepted as meeting the qualifications for a general education waiver if these criteria are met:

- 33 hours of general education course work (as defined by Columbia College)
- Of the 33 hours, representation in these areas must be met:
 - Humanities general education course(s)
 - Social and behavioral sciences general education course(s)
 - Mathematics/science general education course(s)
- ENGL 111 and ENGL 112 must be completed at Columbia College
 - Requests to allow domestic transfer of ENGL 111 and/or ENGL 112 must be submitted in writing via the Course Waiver/Substitution/Appeal form, found in Academic section of CougarTrack.

International students must meet all of the above criteria in order to be eligible for a general educational waiver. Once the criteria are met a request for evaluation must be submitted to the Graduate and International programs manager in the Evaluations Department.

Professional Designations

The field of financial services which includes financial planning, investments, real estate, and insurance lends itself well to the recognition of credit for professional license. Students who have earned the following professional designations will be awarded credit as follows:

Professional Designation:	Columbia College Equivalent:
Certified Financial Planner (CFP)	FINC 298 & FINC 354
Chartered Financial Consultant (ChFC)	FINC 298 & FINC 354
Chartered Life Underwriter (CLU)	FINC 295
Chartered Property & Casualty Underwriter (CPCU)	FINC 295

TRANSFER POLICY AND GENERAL EDUCATION REQUIREMENTS

General education waiver policy: An approved Associate in Arts, Associate in Science, Bachelor of Arts or Bachelor of Science degree from an approved accrediting body completed prior to enrollment with Columbia College will be accepted in transfer as fulfilling the Columbia College bachelor's degree general education requirements. Columbia College associate degrees are not eligible for general education waivers. The approved accrediting bodies regarding all degrees listed above include, but are not limited to, the following: MSA, NCA-HLC, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR. BA and BS degrees granted by institutions accredited by ACICS are also acceptable for this policy.

General education alternate associate transfer policy: Any other associate degree completed at an institution that holds accreditation approved by Columbia College follows the alternate associate transfer policy. The alternate policy acknowledges associate degrees from regionally accredited institutions that meet these criteria:

- The degree was completed prior to enrollment with Columbia College
- The equivalents of ENGL-111 and ENGL-112 were completed with a grade of "C" or better

Licensed Practical Nurse (LPN) SOCI 111, ELEC 144 &
BIOL 444*

*Credit awarded for students not pursuing an AS in Nursing degree.

State Real Estate Salesperson's FINC 397
or Broker's License

NASD General Securities FINC 354
Representative (Series 7)

Students must present a copy of their license/designation in order to receive credit.

Restrictions on Award of Credit

1. **Transfer Credit Hours:** A minimum of 24 semester hours in residence must be completed for a baccalaureate degree and a minimum of 15 semester hours in residence must be completed for an associate degree. No semester hours with grades below C will be accepted in transfer.
2. **Non-Traditional Credit:** All Baccalaureate Degrees awarded by Columbia College require a minimum of 60 semester hours of traditional credit (coursework taken with Columbia College and other approved, accredited institutions); remaining coursework may be earned from traditional or non-traditional (military experience, CLEP exams, etc.) sources.

CLASSIFICATION

Students are designated freshmen, sophomores, juniors, and seniors according to the following standard of completed semester hours:

0 – 23.9	Freshman
24 – 51.9	Sophomore
52 – 83.9	Junior
84 – 120+	Senior

COURSE AUDIT

Students may audit a regularly scheduled class for no grade and no credit. However, participation in the course is noted on their official record. Auditing provides students the opportunity to pursue an interest in a particular subject without being graded. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for coursework for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures and a \$90 per-semester-credit-hour fee. Students are also liable for all course lab fees. All students enrolling under this policy are required to complete the Auditing: Information and Request Form, which is available on the college website.

Some programs of the College, e.g., Nursing and online education courses are not available for audit.

COURSE PREREQUISITES

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Staff members will attempt to ensure that students meet prerequisite requirements. However, it is the student's responsibility to closely examine the Degree Completion Catalog course descriptions to determine if prerequisites exist and enroll in courses in the proper sequence. In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though they have not taken the prerequisite course. In this case the prerequisite course may be waived by the Campus Director. Waiver of a course as a prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

COURSE OFFERINGS AND SESSION SCHEDULE

At each campus, required and elective courses needed for each degree program are offered according to a curriculum plan designed by the Director and faculty. The plan is developed with advice from full-time faculty and is approved by the Vice President for Adult Higher Education.

Most courses offered at extended campuses award three semester hours of academic credit upon completion. Courses are referred to as "lower-level" if the course number designation is 100-299. Upper-level courses are numbered 300-499. Many students enroll for two courses each session and earn a total of six semester hours of credit, which is considered a full-time academic load in the Division of Adult Higher Education.

Each campus routinely schedules five eight-week sessions each year. Class periods are scheduled to ensure a minimum of 40 clock hours of instruction per three-credit course during each eight-week session.

Classes usually meet during evening hours or at other times convenient for adult learners. Weekend and noon-time classes may be scheduled.

A student earning six hours of credit during each of the five sessions in an academic year will earn 30 semester hours a year. For some students, this schedule allows completion of an associate degree in two years and completion of a baccalaureate degree in four years.

Cancellation Policy:

A class will be cancelled only if there are an insufficient number of students enrolled or if faculty availability issues arise. Students are not held financially liable if a course in which they are enrolled is cancelled.

DECLARATION OF A MAJOR

Declaration of a major indicates focus on a particular academic area of study. A student can select a major at any time, but those enrolled in baccalaureate programs must select a major before completion of 60 semester hours of course work. When a broad general education program is desired, consideration should be given to a bachelor of arts degree program; however, when extensive specialization in a particular subject area is desired a student should consider the bachelor of science degree program.

All majors require students to undergo a culminating educational experience in the form of a final capstone course prior to graduation. See the descriptions of majors in this Catalog.

DECLARATION OF DEGREE CANDIDACY

Two sessions before a student completes his or her degree requirements the student should complete a Declaration of Candidacy form (DEC) to declare the anticipated completion of his or her degree. A \$75 DEC fee is required for each degree completed at the time the form is submitted. The DEC generates a final review to confirm that the student is ready to graduate.

DOUBLE MAJOR

A double major is defined as a single degree with two majors (both majors must be offered within a Bachelor of Arts or a Bachelor of Science degree.) You cannot mix degrees in a double major. A double major may be earned if requirements of both declared majors are complete. No additional residency hours are required.

DUAL DEGREE

A student wishing to obtain a second baccalaureate degree at Columbia College (a BA and a BS, for example) must complete all course requirements for both degrees and earn 24 semester hours of additional residency credit beyond that required for the first degree (a second associate degree will require 15 hours of residency). Thus, a dual baccalaureate degree will actually require at least a total of 144 semester hours to complete both degrees, and a dual associate degree will require at least a total of 75 semester hours of credit to complete both degrees. A graduation processing fee is required for each degree. Majors, minors, and emphasis may not be added to an already earned degree.

GRADING POLICIES

Letter Grades

A letter grade is awarded upon completion of all classes attempted during a session. Quality points are assigned to certain letter grades as indicated.

Grade	Meaning	Quality Points
A	Excellent	4
B	Superior	3
C	Satisfactory	2
D	Inferior	1
F	Failing	0
I	Incomplete	
Y	Audit – course complete	
N	Audit – not complete	
S/U	Satisfactory/Unsatisfactory	
W	Withdrawal	
WE	Excused from the class	

Courses on a Pass/Fail Basis

Students may elect to take one course per session on a pass/fail basis. These may not be courses in the declared major. Certain courses, by program definition, are always taken on a Satisfactory/Unsatisfactory basis. To receive a grade of S, work must be equal to the work of other students who earn an A, B,

or C. Students must designate at the time of the registration that they wish to take a course pass/fail.

Each term students enrolling in a course pass/fail may change from pass/fail to the standard grading system (A, B, C, D, or F) or from the standard grading system to pass/fail up to the end of the first 2 weeks of that term. Courses taken on a pass/fail basis are not considered when determining Dean's List eligibility.

Grade Point Average (GPA)

GPA is determined by assigning a numerical point value to each letter grade awarded for courses and corresponding semester hour credits earned at Columbia College. Grades earned at other institutions and letter grades without a numerical point value are not included in GPA computation.

Point values are as follows: A = 4 pts., B = 3 pts., C = 2 pts., D = 1 pts., and F = 0 pts.

For example, if a student completes the following 16 credit hours in a session, his/her GPA would be calculated as follows:

Course	Credit Hours	Grade	Total Quality Points
English Composition	3	B	9
Biology	5	C	10
American History	3	B	9
Introduction to Business	3	A	12
Arts and Ideas	2	A	8
	16		48

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that session is 3.0 (B).

If a student fails a course, he/she receives no quality points for the course credit hours attempted. This failure adversely affects total quality points since the hours failed remain part of the formula for computing the GPA.

The cumulative GPA is determined by dividing the total quality points earned by the total credit hours attempted at Columbia College. The initial grade given for a repeated course or a course taken on a pass/fail (S-U grade) basis are not considered when determining a session or cumulative GPA.

Incomplete (I)

A grade of I (Incomplete) is reserved for "extraordinary circumstances" that prevent a student from completing the requirements of a course by the end of the session. Extraordinary circumstances are narrowly interpreted to mean unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, mental or physical illness befalling the student or a member of his/her immediate family). An instructor may grant a grade of I at the written request of a student. In such cases the instructor makes specific written arrangements with the student for making up the grade.

If a student receives an Incomplete, he/she must complete all work by the end of two sessions, or by the due date noted by faculty member.

Extensions beyond a two session completion time must be granted in writing by the Vice President for Adult Higher

Education. Incompletes that are not finished are to be permanently recorded by the instructor as I or any other grade. Students are responsible for this deadline.

When incomplete work in a course is completed by the due date, the instructor is responsible for reporting the letter grade that replaces the I on the student's permanent record.

Change in Grade

A change in grade may be made when the instructor has made a computational error. A request for a grade change must be made within 60 calendar days of the grade being issued and is honored only when approved by the Vice President for Adult Higher Education.

Grade Appeal

A student may appeal any grade given, if it is believed to be in error or in conflict with Columbia College policy and procedures. Initially, campus Directors will try to resolve a grade appeal at the campus in accordance with local policies. If the issue cannot be resolved at the campus the appeal will be transmitted through the Director to the Vice President for Adult Higher Education.

The student must state all reasons why the grade awarded is believed to be in error and request a desired remedy to correct the situation. The adjunct faculty member who awarded the grade in question is given the opportunity to comment on all student allegations before the appeal is forwarded to main-campus authority. A grade appeal must be received for review by the Vice President for Adult Higher Education prior to the end of 60 days from the date the grade was awarded.

Repeating a Course

A course may be repeated in order to improve a grade. The grade awarded the last time a course is taken at Columbia College is the grade used to determine the final course grade and quality points, but this grade cannot be used for purposes of Dean's List recognition. Repeated courses are not removed from the student transcript. Courses repeated after a student graduates are not replaced; both grades will remain on the official transcript.

Students who use federal financial assistance must check to determine financial liability in each case where a course is repeated for purposes of obtaining a second and final grade. Additionally, any student who receives tuition assistance from other agencies or departments must check to determine whether he or she is financially liable for tuition when a course is repeated.

A course repeated in transfer will not cause a grade change or a notation of R in a Columbia College course. In most cases, the transfer course will not be accepted as it will be considered a duplication of coursework. If both courses are needed on the record for a specifically approved reason (For example, ENGL-111 completed with Columbia College with a grade of D and repeated in transfer with a grade of C), then it will result in an increase in overall needed hours for degree completion as well as an increase in residency hours needed.

Grade Reports

Columbia College grades are viewable through student access using CougarTrack. Columbia College will mail grades upon request only to the name and to the permanent address of a

student as this information appears on the student's academic record. Students are reminded that certain federal or state agencies may require grade reports as a condition of tuition assistance or as a matter of law and regulation.

INTERNSHIPS

Internships are in-depth, practical learning experiences wherein students are placed in various agencies or organizations compatible with their academic majors and educational interests. Internships are supported by the College's academic mission and by the belief that theoretical knowledge is enhanced by and through the application of that knowledge.

As learning experiences, internships are coordinated by faculty working in conjunction with a designated non-faculty intern supervisor in the agency or organization. A formal contract is developed among the student, the supervising faculty member, and the non-faculty intern supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. The contract must be reviewed by the campus Director and approved by the Department Chair at main campus before the internship can begin. Specific requirements may vary with the academic department involved.

Internships are available in the junior and senior academic years. Two course numbers are assigned for internships: 399 and 499. Students enroll for credit during the term (session) in which they begin the internship. Contracts should be sent to the main campus for review/approval eight weeks before the desired start of the Internship. They may enroll for credit up to a maximum of 12 semester hours at each level; however, certain academic departments may further limit the number of hours for an internship. Some programs require a cumulative grade point average of 3.0 or higher to participate in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every credit hour for which they enroll. In other words, if a student enrolls for an internship worth 3 credit hours, the student is expected to work 135 clock hours during the internship period. Internships will not be undertaken for a position in which the student is employed and being compensated.

Evaluation of student performance is made by the supervising faculty member, in consultation with the non-faculty intern supervisor. The successful completion of papers, projects, and tasks must occur before a grade and credit are awarded. If a student is dismissed from an internship position by the agency or organization for legitimate reasons (a situation equivalent to being fired), the student will receive an F for the course. However, if a situation beyond the student's control eventuates in the student's inability to complete the course, then the student must initiate action through the supervising faculty member to find an alternate resolution.

OVERLOAD POLICY

Long experience in administering accelerated (8 week academic term) college programs has taught us that it is generally not in the student's best interest to enroll in more than 6 credit hours per session. Due to the fast pace of the course and the reduced time for reading, research, writing and reflection, a student's academic performance will generally suffer if an overload of credit is attempted.

Columbia College students taking accelerated courses (8 week) will be allowed to enroll in a maximum of 6 credit hours per session. This includes any combination of traditional classroom or Online Education (on-line) courses. Students with at least a 3.0 cumulative Columbia College grade point average (GPA) and a compelling reason may request an exception from the Campus Director to take 9 credit hours in a particular session. No student will be allowed to take more than 9 credit hours in a session for any reason. There is no overload fee associated with this policy.

HONOR SOCIETIES

Columbia College participates in several honor societies to recognize its students. Students will be invited to join in the honor societies if they meet the criteria as noted below.

Alpha Sigma Lambda (ASL)

ASL is a national honor society dedicated to the advancement of scholarship and recognizes adult students who, while handling their life responsibilities, achieve and maintain high scholastic achievement. Membership is open to students at select campuses who have a minimum GPA of 3.75 and at least 24 semester hours with Columbia College.

SALUTE Veterans Honor Society (Service-Academics-Leadership-Unity-Tribute-Excellence)

SALUTE is the first honor society established for student veterans and military in two-year and four-year institutions of higher education. Membership criteria at Columbia College includes: students must be degree seeking in an undergraduate program; be an honorably discharged veteran, active duty military, National Guard or reservist; have a Columbia College cumulative GPA of at least 3.0; have a minimum of 12 semester hours completed at Columbia College; be a junior or senior level in academic standing.

Sigma Beta Delta (SBD)

An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 15 percent of their class with a minimum GPA of 3.5 and at least 30 semester hours at Columbia College.

Tau Upsilon Alpha (TUA)

The purpose of Tau Upsilon Alpha National Organization for Human Services Honor Society is to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service humanity. Membership criteria for the student includes: being a Human Services major or minor; having at least 52 college credit hours, of which 12 hours must be in HUMS courses at Columbia College; being in the top 35% of their class.

RECOGNITION OF OUTSTANDING STUDENTS

Dean's List

The Dean's List is an honor accorded to students who achieve academic distinction. Students may be named to the Dean's List if they complete a minimum of 12 semester hours of Columbia College coursework in two consecutive sessions (with a minimum six semester hours of credit in each session) and combined GPA of 3.50 or higher.

Sessions used to establish Dean's List eligibility will not be used to consider eligibility for future Dean's Lists.

Eligibility Restrictions

- A grade of Incomplete eliminates a student from Dean's List consideration.
- A grade given to replace an Incomplete cannot be applied to Dean's List requirements.
- ENGL 107, MATH 104 and MATH 106 do not apply when determining Dean's List eligibility.
- Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum six semester hours in two consecutive terms.

Latin Honors

Provided a baccalaureate student obtains a minimum of 60 semester hours of academic credit at Columbia College and earns the required GPA, he or she will be honored at graduation with the following Latin honors designation:

GPA	Classification
3.90 or above	Summa cum laude
3.75-3.89	Magna cum laude
3.50-3.74	Cum laude

Students who are seeking a second baccalaureate degree and who have received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

RESIDENCY REQUIREMENTS

Prior to graduation, students must meet certain residency requirements. Generally, residency credit derives from semester-hour credits earned at Columbia College (not transferred in any way). Residency requirements by degree program are as follows:

1. Associate in Arts degree: 15 of the last 24 semester-hour credits
2. Associate in Science degree: 15 of the last 24 semester-hour credits.
3. Baccalaureate degree: 24 of the last 36 semester-hour credits.
4. Second associate/baccalaureate degree: 15 or 24 additional semester-hour credits of residency, respectively.

An active-duty military student or dependents of an active-duty military student may meet the residency requirements of any degree by earning the appropriate number of residency credits for that degree at any time during his or her tenure with Columbia College. A modified residency requirement may be in place within articulation agreements with specific community colleges.

STUDENT RECORDS AND TRANSCRIPTS

It is imperative for daily operations that the College maintain accurate contact information on all students. It is the responsibility of the student to notify college officials by submitting an Address Change via CougarTrack regarding any discrepancies or changes to his or her contact information. This includes preferred mailing address and any and all telephone numbers.

The College maintains permanent records showing the progress of each student. Students' records indicate the rates at

which they are progressing, their final grades in each subject for each session, withdrawals from courses, and re-enrollments in subjects from which they had previously withdrawn.

The College maintains records through the student's last date of attendance or the effective date of their official withdrawal.

Columbia College transcripts are permanent student records and are confidential and cannot be released to anyone, except Columbia College instructors and officials, without the written permission from the student. Columbia College accepts transcript requests via mail, fax or in person. All requests must include the signature of the student whose record is being released. Requests will not be accepted via email even if an electronic signature is included. Payment may be made by cash, check, money order or credit card. The Transcript fee is \$7.50 per transcript.

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SS number, birth date, the student's current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. If payment is to be made via credit card, the card number, expiration date and a daytime phone number by which the student may be contacted must be included. A student's current account balance must be clear prior to the release of the transcript.

Content Challenge

A student may challenge the content of his or her academic record when the student believes the record to be inaccurate, misleading, or otherwise inappropriate. A request to review and challenge the academic record should be made in writing to the Columbia College Student Records Office. Thereafter, a hearing will be convened to resolve matters in dispute.

Third Party Release

A student may grant permission for Columbia College to release non-directory information to a third party by completing a *Third Party Release* form. This form allows (but does not require) Columbia College to provide any information including, but not limited to, academic information such as grade reports, financial information such as student account or financial aid records, or any informing concerning enrollment at Columbia College. Students should be aware that Federal and State Laws prohibit Columbia College from providing non-directory information to third parties without a signed release.

TIME REQUIREMENT FOR DEGREE COMPLETION

There is no time limit for a student to complete a degree. However, a student has only eight years to complete their degree program under the requirements outlined in the catalog (bulletin) under which they began with Columbia College. After eight years they must move to the degree requirements of a newer catalog. A student has the option of changing to the degree program requirements of any newer catalog.

Students who participate in the Servicemembers Opportunity College (SOC) network do not have a specified time limit for degree completion.

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.

ADMINISTRATIVE POLICIES AND PROCEDURES

ADMISSIONS POLICY

Students may be admitted to a Division of Adult Higher Education (AHE) campus of Columbia College upon presentation of any one of the following:

1. Evidence of High School completion by submission of official High School transcript
2. Evidence of successful completion of the General Educational Development Test (GED)
3. Evidence of satisfactory college work.

Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.

Students are required to submit an application and pay the admissions fee in order to be considered for admission.

Student Authentication

Students will be required to authenticate prior to registering for their first course, receiving financial aid or having transfer credit evaluated. A student with access to a Columbia College campus may show a government issued photo identification to a college staff member in order to authenticate their identity. Students who are not located near a nationwide campus will be required to authenticate their identity using a service provided by ProctorU which has been established for online students, or others as designated by the college, to be able to authenticate their identity online. A student will need to have access to webcam, their student ID number and have their government issued photo ID available at the time of authentication.

CHANGING CAMPUS LOCATION (CAMPUS TRANSFER)

Students can change their Columbia College campus location as an applicant or a current student at any time. Students are encouraged to meet with an advisor at their campus location prior to changing locations. By meeting with an advisor, students will be able to make an informed decision prior to changing locations.

Current students who wish to officially change their campus location should log in to their *CougarTrack* account. Use the "Applicants" drop-down menu to find and highlight "My Information." Select the "Change of Campus" form. Indicate desired campus location as well as the session to start taking courses at the new campus location. Before a student is allowed to register for classes at the new campus location, he or she must meet with their academic advisor at the new campus location.

Applicants who are not currently enrolled should contact their desired campus location and request that their campus location be updated. Note that this process **cannot** be completed by a student logging into an already submitted application and changing the campus location.

TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript, and official English language translations, from each college and university attended must be submitted to the College within 90 days of application. Receipt of all transcripts must occur before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College Evaluations Department. Transcripts marked "unofficial" or "student copy" will not be considered official, even if delivered in a sealed envelope from the institution. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript. CLEP examinations will be evaluated.

Appeals may be made for an exception to the requirement that all transcripts/credit documents must be submitted prior to evaluation. An appeal must be in writing and submitted to your campus director. The appeal will be forwarded to the Evaluations Office, which coordinates its processing with the Assistant Vice President, Enrollment Management. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising, and academic level.

Appeals will not be approved nor exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants that are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education for where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

Non-Degree Seeking Students

Students who do not wish to become candidates for degrees at Columbia College, but who wish to register for more than one session, may be admitted as non-degree students. Non-degree seeking students must be in good academic standing. Non-degree students will follow the same procedures and deadlines for admission and registration as students seeking degrees. The classification of non-degree students (freshmen, sophomores, juniors, or seniors) will be determined only by the credits they have completed at Columbia College.

Re-Admission

Students who wish to return to Columbia College after interrupting their attendance for one year or more must reapply to be re-admitted. Official transcripts from colleges attended during their absence will be required for readmission. The AHE campus office checks academic and financial status and notifies the student of the admission decision. There is no fee for re-admission.

Re-Admission After Suspension

Students may request readmission to Columbia College following a suspension of two sessions.

To apply for readmission after suspension, students must:

1. Write a letter to the AHE Assistant Dean requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
2. Reconcile any balance owed to the Columbia College Student Accounts Office.
3. Request official transcripts from each college attended since leaving Columbia College.

Re-Admission After Dismissal

Students may apply for readmission to Columbia College following a dismissal of three years.

To apply for admission after dismissal, students must:

1. Complete the undergraduate application for admission.
2. Write a letter to the AHE Assistant Dean of the campus requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Columbia College Student Accounts Office.
4. Request official transcripts from each college attended since leaving Columbia College.

Students who have been permanently dismissed from Columbia College may not apply for readmission.

ENGLISH PROFICIENCY

English proficiency is required for all students whose native language is not English. Students must have a command of the

English language and be able to: comprehend oral lectures, participate in class discussions, read and comprehend textbooks, and write effectively in English.

English proficiency can be demonstrated by the following:

1. Documented completion of courses from an accredited English as a Second Language (ESL) or Intensive English Program (IEP).
2. Minimum TOEFL score of 500 on the paper-based exam, 173 on the computer-based exam or 61 on the internet-based exam. A TOEFL score cannot be more than two years old.
3. Minimum IELTS score of 5.5 with no individual band score below 5.0.
4. Successful completion (grade of C or higher) of a course equivalent to ENGL 111 at Columbia College.

The TOEFL score requirements may be waived only by submitting the appropriate SAT, ACT or other standard measure of English and academic ability as approved by the International Admissions Office.

COUGARTRACK

CougarTrack will allow students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are now available through CougarTrack. Withdrawals must be done with the assistance of your campus. Once you have completed an enrollment process online you will receive an email confirmation of your course schedule; you should review it carefully to ensure that you have been registered appropriately. If there are any errors or questions you should contact your local campus.

REGISTRATION POLICIES

Registration

Official registration is completed only after submission of a registration form. **Registration constitutes an agreement that a student will be held academically and financially liable for the course.**

eRegistration and assisted registration are available to students.

Contact personnel at your extended campus for details and deadlines of registration at each campus.

Add/Drop/Withdrawal

General: Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. An official drop or withdrawal takes place only when a student officially requests a drop or withdrawal through appropriate channels as listed below. Students may drop a course(s) in CougarTrack but withdrawals must be done at the campus with paperwork turned in by the appropriate deadlines. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal. Withdrawals become effective the date the campus receives the form.

Requests to Add/Drop/Withdraw from a course will not be accepted by telephone. Students are required to personally complete, sign and date all add/drop/withdrawal information. Signed fax add/drop/withdrawal forms are acceptable. Confirmation of receipt is the responsibility of the student. Should circumstances prevent a student from physically completing the add/drop/withdrawal information, the student should contact their campus Director immediately. Directors or other college personnel reserve the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal process in person.

Add/drop/withdrawal periods begin the same date the session starts, which is not necessarily the first day a particular class begins. When a student stops attending class and does not submit the Add/Drop/Withdrawal form or paperwork as required, a grade of F will be awarded.

1. **Add Period:** The add periods for In-seat and Online courses differ:
 - Add Period for In-seat Courses:** A student may add a course during the first week of a session provided the course does not constitute an academic overload.
 - Add Period for Online Courses:** A student may add a course **Monday, Tuesday or Wednesday** of the first week of a session provided the course does not constitute an academic overload.
2. **Drop During First Week of Session:** A student may drop a course or courses during the first week of a session for any reason. No punitive grade or financial liability will be issued PROVIDED the student drops through CougarTrack **or** an Add/Drop/Withdrawal form is received at the campus prior to close-of-business on the first business day of the second week of the session.
3. **Withdrawal During Second through Sixth Week of Session:** A student may withdraw from a course or courses after the add/drop period and prior to the end of the sixth week of a session. No punitive grade will be issued, PROVIDED an Add/Drop/Withdrawal form is received by the Director or a Director-designated representative no later than Friday of the sixth week of a session. Withdrawals become effective the date the campus receives the form. Financial liability is **not reduced** when a student withdraws from a course.
 - Students who receive any form of Federal Title IV assistance, and who withdraw may be required by federal regulations to return some, or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Federal Perkins, Stafford, and PLUS loans. See the Financial Aid portion of the College catalog for additional information.
4. **Withdrawal During Last Two Weeks of Session:** After the sixth week of a course, a student will not be allowed to withdraw without extraordinary circumstances. In such cases, a "withdrawal excused" must be requested (see following).
 - Generally, **extraordinary circumstances** are narrowly interpreted to mean the development of

unforeseen, unexpected circumstances beyond a student's control that prevents continued attendance in all classes, e.g., serious illness; death in the immediate family; significant change in the terms, location, and conditions of employment; call to active military duty or TDY, etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

5. **Withdrawal Excused:** A student may request a withdrawal excused (WE) at any time during a session. The student must submit an Add/Drop/Withdrawal form with a letter addressing the extraordinary circumstances (see paragraph 4 above) leading to the request, which must be accompanied by substantiating documentation. A grade of WE is given only after approval by the Vice President for Adult Higher Education.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some, or all of the federal financial assistance received for that term or semester. The College follows the federal guidelines concerning Return of Title IV Funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

STUDENT SERVICES

Accommodations for Students with Disabilities

Columbia College prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the College Community. All faculty, staff and administrators will actively support students with disabilities in all educational programs, services, and activities, in cases where such support is readily achievable and is not an undue burden.

Columbia College policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, defines a qualified student with a disability as "any person who is regarded as having such an impairment, and (a) who meets the academic and technical standards requisite for admission to or participation in the College's programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities."

Learning Disabilities Statement

While Columbia College does not offer a formal learning disabilities program, the College is committed to providing a quality education to all of its students. For faculty, administration, and the personnel of the College to accommodate and assist the learning disabled student, pertinent test data and recommendations by a licensed professional in the areas of learning disabilities are necessary. It is the student's responsibility to provide this information to Columbia College before matriculation.

Reasonable accommodations will be made in accordance with documented physical or mental

impairment in the completion of course requirements and testing environments as determined by the Coordinator of Disability Services. Accommodations do not extend to degree requirements. There is no waiver of degree or major requirements.

Advisement

Academic advice and counseling are provided at campuses by the Director, staff, and adjunct faculty. See Academic Policies and Procedures section for additional information.

Alumni Association

All graduates and former students requesting membership belong to the Columbia College National Alumni Association, which includes over 43,000 members. Its purposes are to promote in alumni and alumni groups an active interest in the College; to establish mutually beneficial relations among the College, its alumni, and its friends; and to support the College through financial assistance, individual expertise, and voluntary service.

Career & Placement Services

In addition to the Career Services Center on the main campus, Columbia College offers Jobtrak.com through the Internet. The service is free to students and alumni. The service provides networking, assessment, a resume maker, current articles, and individual consultation. While Columbia College offers placement assistance to all graduates, employment upon program completion is not guaranteed. Contact local campus personnel for information about access.

Library

The Columbia College J.W. and Lois Stafford Library is located at the main campus 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 80,000 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 *ebrary Academic Complete*, a subscription database containing more than 80,000 full-text electronic books covering a wide range of academic subjects.

- Access is provided to all students, faculty, and staff across all campuses.
- Most titles are available at all times. There is no need to "check out" items. There are some single-user titles in the collection which may require "check out."

- Books can be accessed from any computer with an Internet connection.
- Books can be downloaded and read offline for up to 14 days on most computers and devices, excluding the Kindle, using Adobe digital Editions software. Adobe Digital Editions is free software but requires registration.
- Chapters and sections as long as 40 pages can be printed as well as downloaded in PDF format.
- Each user has a "bookshelf" where books, notes, and folders can be created and stored. Folders can then be shared with others who also have access to the collection.
- The following overall categories have been designated, with the number of titles in each category in parentheses:
 - Business & Economics (12,026)
 - Computers & IT (3,862)
 - Education (3,392)
 - Engineering & Technology (5,473)
 - History & Political Science (13,156)
 - Humanities (3,686)
 - Interdisciplinary & Area Studies (4,821)
 - Language, Literature & Linguistics (7,909)
 - Law, International Relations & Public Policy (5,395)
 - Life Sciences (4,192)
 - Medical (2,844)
 - Nursing & Allied Health (3,608)
 - Physical Sciences (3,754)
 - Psychology & Social Work (3,925)
 - Religion, Philosophy & Classics (6,621)
 - Sociology & Anthropology (7,436)

Access to *ebrary Academic Complete*, and all other online library resources, is gained through CougarTrack login via the college website. The electronic library resources are available to students 24/7.

Assistance is available at Stafford Library during library hours. A professional librarian or paraprofessional is present during all hours of operation. Six of the eight library staff are professional librarians with a master's degree from an American Library Association accredited program. The paraprofessionals have extensive work experience in libraries. Columbia College's main library hours of operations are listed below:*

Monday-Thursday	8 am - Midnight CT
Friday	8 am - 8 pm CT
Saturday	9 am - 5 pm CT
Sunday	2 pm - Midnight CT

* Hours are based on the main campus class schedule and are subject to change during breaks and holidays.

Stafford Library is a member of MLNC, an organization providing discounted electronic resources, continuing education opportunities and OCLC billing; MOBIUS, a consortium of higher education, public and special libraries in Missouri; and OCLA, an organization providing library services and research. Stafford Library adheres to the American Library Association's *Library Bill of Rights* and *Code of Ethics* and follows the Association of College and Research Libraries' *Standards for Libraries in Higher Education*.

Tutoring

Online and nationwide students are provided free online tutoring services in Math and English through Smarthinking. With Smarthinking, students experience online tutoring that is simple, fast and always available. Students connect to live educators from any computer that has Internet access, with no special software installation or equipment required. Smarthinking provides online tutoring 24 hours a day, 7 days a week, enabling students to get the help they need when they need it.

Other tutoring may be available at your campus location, please see your director for information on availability.

STUDENT CONDUCT POLICIES AND PROCEDURES

General Principles

- **Purpose:** Columbia College has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and the college. This code ensures that the Columbia College learning community is characterized by mutual respect, civility and good citizenship.
- **Inherent Authority:** Columbia College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- **Interpretation:** Having voluntarily enrolled in Columbia College, students are presumed to be knowledgeable of and remain in compliance of all rules and regulations of the Student Code of Conduct, both on-campus and off-campus. The Code of Conduct is not a criminal code; it should be read broadly and is not designed to define misconduct in exhaustive terms.
- **Proceedings:** Disciplinary proceedings conducted in relation to the Code of Conduct shall be informal, fair, and expeditious. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending. Directors for the Nationwide, Evening, and Online campuses will be responsible for disposition of less serious conduct-related offenses. For more serious offenses, disposition will be handled by the Division of Student Affairs.
- **Jurisdiction:** 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.

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 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 including buildings, grounds and furnishings with respect.

4. Respect the rights and property of other members of the 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 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 Code for Computer Users and class syllabi.
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.
11. Behave in a manner that does not intentionally or recklessly interfere with normal college sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, police or emergency services.
12. Refrain from behavior that intentionally or recklessly endangers, threatens or causes physical or emotional harm to any person, or that intentionally or recklessly causes reasonable apprehension of such harm.

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

Student Rights and Responsibilities

1. Students 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, students have the right to fair and impartial treatment.
3. The college will not interfere with students' rights to join associations which promote their common interests. However, student organizations which are officially recognized by the college are subject to the policies and regulations established by the college.
4. Students 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 freely select 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. Students 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. Students are free to engage in peaceful and orderly protest demonstrations and picketing as long as they do not disrupt the functions of the college or violate the rights of others.
8. Students have the right to appeal a grade or a disciplinary action by following the procedures established for each.
9. Students have the right to discuss problems and concerns with appropriate college officials, free from duress or fear of retribution.
10. Students are responsible for all information contained in the Columbia College catalog and other relevant publications of the college.
11. Students are responsible for initiating action when necessary to secure their rights.
12. Students are responsible for their actions. While students have the right to select from alternatives, they must also recognize the responsibility that freedom implies and accept the consequences that result from their selections.
13. Students are responsible for checking their Columbia College assigned CougarMail email account often. All official electronic communications from Columbia College to students will be managed using their CougarMail email account. Students are responsible for all information received through this account from the College.

ACADEMIC CONDUCT

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:

1. Knowingly furnishing false or misleading information.
2. Falsification, alteration or misuse of college forms or records.
3. Any joint effort in examinations, assignments or other academic activity unless authorized by the instructor.
4. 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.
5. 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.

Plagiarism

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. These violations are taken seriously in higher education and could result in a failing grade on the assignment, a grade of F for the course or dismissal from the College. If a student is unclear what constitutes plagiarism they should begin by asking their instructor for clarification. Additionally, the internet has extensive tools a student can use to help them avoid plagiarism. The easiest source is to access Google.com and search for the word "plagiarism." Many helpful sources will be provided. For proper citation of the original authors, students should reference the appropriate publication manual for their degree program or course (APA, MLA, etc.) The instructor will be able to supply this information or you may access the website at www.ccis.edu for writing guidelines.

Academic Misconduct 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 Assistant Dean for Adult Higher Education will be notified in writing of the incident. Upon resolution, the Office of Student Affairs will be informed of the incident and 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 Assistant Dean for Adult Higher Education will be notified in writing of the incident. The Office of Student Affairs will be informed of the incident and outcome.
2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the

counsel of the Campus Director. The Assistant Dean for Adult Higher Education office 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 provide a written request for an appeal. The individual must file an appeal request with the Campus Director within three (3) business days after the informal disposition meeting. The written request will be forwarded to the Assistant Dean for Adult Higher Education.
4. The Assistant Dean for Adult Higher Education will review the appeal request and attempt to resolve the situation.
5. If the situation is unable to be resolved and it is shown that there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decision. 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 Student Affairs.

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 Student Affairs for investigation, informal disposition, and if necessary, formal disposition through a campus hearing board. Decisions regarding case jurisdiction ultimately rest with the Dean for Academic Affairs and the Dean for Student Affairs.

Levels of Academic Misconduct Violations and Recommended Sanctions

Any violation of academic integrity at Columbia College is a serious offense.

For each level of violation a corresponding set of sanctions is recommended. The recommended sanctions at each level are not binding but are intended as general guides for the academic community. Culpability, mitigating and aggravating circumstances and past behavior may be assessed and sanctions imposed differentially. Examples are cited below for each level of violation. These examples are meant to be suggestions and should not be considered all inclusive.

First Level (First level violations occur because of inexperience or lack of knowledge of academic integrity. Usually there is an absence of dishonesty or intent.)

Examples include:

- Working with another student on a minor exercise or homework assignment when such collaboration is prohibited.
- Failure to footnote or give proper citation in a limited section of an assignment.

Possible Sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary warning or probation
- Required tutorials or meetings to clarify understanding of academic integrity.

Second Level

Examples include:

- Repeat first level violation.
- Quoting directly or paraphrasing to a moderate extent without acknowledging the source.
- Copying work or facilitating copying on an exam.
- Using prohibited materials during an exam.
- Exchanging information during an exam.
- Submitting the same work or portions thereof to satisfy requirements of more than one course without permission from the instructor to whom work is submitted for the second or subsequent time.
- Failure to acknowledge assistance from others.
- Presenting the work of another as one's own.
- Plagiarizing major portions of a written assignment.

Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary probation or suspension
- Required tutorials or meetings to clarify understanding of academic integrity

Third Level

Examples include:

- Repeat first or second level violation.
- Acquiring or distributing copies of an exam or assignment from an unauthorized source.
- Submitting purchased materials such as a term paper.
- Fabricating sources or data.
- Sharing of passwords and other security measures that compromise the integrity of one's work.
- Intentionally ignoring the instructions of instructors and/or proctors.
- Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.
- Committing a violation of academic integrity that breaks the law or resembles criminal activity, such as forging a grade, letter or official document; stealing an exam or class materials; buying a stolen exam or class materials; falsifying a transcript or official document; or altering a college record or official document.
- Having a substitute take an exam or complete an assignment or taking an exam or doing an assignment for someone else.

- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Knowingly violating canons of the ethical code of the profession for which a student is preparing.

Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary suspension or dismissal
- Required tutorials or meetings to clarify understanding of academic integrity

Mitigating/Aggravating Circumstances for Academic Misconduct

These factors could mitigate or aggravate a situation. These factors may be considered at the point that a sanction is being decided.

1. Extent of misconduct. Misconduct that extends across multiple classes and involves multiple assignments or the entire assignment is generally more serious.
2. Intent of misconduct. Misconduct may occur if a student violates the expectations of academic integrity through: negligence, knowledge, recklessness and willfulness.
3. Importance of the assignment. Other things being equal, misconduct on final examinations, term papers, and the like merit higher penalties than the same misconduct on lesser assignments. Similarly, misconduct in a capstone or similar course is particularly serious.
4. Student's class standing. Inexperience or unfamiliarity with the rules of integrity is not ordinarily available as a mitigating factor for students after the freshman year. The gravity of the offense increases as the student rises in class standing.
5. Integrity of the student's response. Students who fully and promptly admit misconduct may receive consideration not available to students whose denial of responsibility is contradicted by the findings.
6. Prior offenses. Repeat offenses are especially serious.

The Assistant Dean for Adult Higher Education will review the appeal request and attempt to resolve the situation.

If the situation is unable to be resolved and it is shown that there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decision. 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 Student Affairs.

It is important to note 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 Student Affairs for investigation, informal disposition, and if necessary, formal disposition through a campus hearing board. Decisions regarding case jurisdiction ultimately rest with the Dean for Academic Affairs and the Dean for Student Affairs.

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. 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

DISCIPLINARY PROCESS AND PROCEDURES

Overview of the Discipline Process:

1. Complaint is filed or report is received.
2. Student receives written notice of alleged violations.
3. An investigation is conducted into the alleged violations.
4. A hearing is scheduled if necessary and held.
5. If a respondent is found responsible for violation of policy, sanctions are issued.
6. The respondent will receive written notice of the outcome of the hearing.
7. The complainant or respondent may appeal the outcome of a conduct hearing.

Class and Personal Conduct Disciplinary Procedures:

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Division of Student Affairs.

1. The Assistant Dean for Student Affairs, 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 Student Affairs, or another appropriate college official determines there was a violation, college disciplinary action will ensue. If a student fails to respond to the conduct officer's request within the timeline provided then the case will be heard without the benefit of the

students input. The student will be notified in writing of the finding of fact and the disciplinary sanction recommended by the Assistant Dean for Student Affairs or another appropriate college official. A student's entire record of both academic misconduct and behavioral misconduct may be considered in determining appropriate sanctions.

2. If facing disciplinary action, the student has the right to accept the finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the Dean for Student Affairs 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 with the Dean for Student Affairs within three (3) business days of the informal disposition meeting with the Assistant Dean for Student Affairs. The Dean for Student Affairs 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 Review Board will be assembled to adjudicate the matter. Decisions made by the Campus Review Board are final.

DISCIPLINARY SANCTIONS

Disciplinary Warning

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

Restitution

Reimbursement for actual damage or loss caused by violations to the student code of conduct.

Educational Sanctions

Educational sanctions could be an activity, meeting, writing assignment, community service project, letter of apology or other experiential educational activity that a student may be assigned to complete as part of the adjudication of a violation of the student code of conduct. Conditions may be specific for the completion of the assignment and will be assigned by the conduct hearing officer. Reasonable suspicion of violations involving drug use may require the student to participate in scheduled or random drug screenings. All costs associated with the drug screenings will be the responsibility of the student.

Disciplinary Limitation

In some cases a violation of the student code of conduct could result in a student being restricted from participating in certain campus events or entering certain campus facilities.

Disciplinary Probation

A student is placed on campus probation for a specified time period. Students holding campus leadership positions who are placed on campus probation may also be removed from that position if recommended by the sanctioning body/conduct officer.

Campus probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to a student's probation may be established (i.e. restitution, community service, required assessments, etc.)

A student who violates additional college policies while on disciplinary probation will likely appear before a conduct officer and/or Campus Review Board and will face a full range of disciplinary actions including suspension or dismissal.

Disciplinary Suspension

A disciplinary suspension results in the separation of a student from the college for a specified time period, usually no more than two years. Other conditions can also be stipulated for a student's readmission. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served, the student should contact the Assistant Dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension is placed on disciplinary probation for one year. A student returning from a disciplinary suspension is placed on disciplinary probation for one year.

Interim Suspension

The dean for Student Affairs or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings or resolution of health-related concerns. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student in the college community poses a substantial threat to others, or the stability and continuance of normal college functioning.

A student suspended on an interim basis shall be given an opportunity to appear before the dean for Student Affairs or designee within two working days from the effective date of the interim suspension in order to discuss the following issues:

1. The reliability of the information concerning the student's conduct and/or condition.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student in the college community poses a substantial threat to others, or the stability and continuance of normal college functions.

An interim suspension period can last until final adjudication of the matter through the normal college disciplinary procedures.

Disciplinary Dismissal

A disciplinary dismissal results in the permanent separation of a student from the college. Dismissal applies to all programs and campuses.

Campus Review 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. Procedures for academic related hearing boards are maintained by Academic Affairs and for conduct related hearing boards by Student Affairs. Cases involving violations of the student code of conduct may be assigned to the Campus Review Board from the outset of a case by the dean for Student Affairs or designee.

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 a member of the counseling staff, a member of the Student Affairs 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 the hearing is 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.

COLUMBIA COLLEGE ETHICS CODE FOR COMPUTER USERS

Computer facilities operated by Columbia College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. In order to make it possible for everyone to have access to computing resources on campus, it is necessary to establish fair-use guidelines. Use of Columbia College computer facilities is a privilege and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

General Principles

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community.¹

¹ *Columbia College endorses this statement and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.*

Ethical and Responsible Use of Computers

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers for commercial purposes.
2. When working in College computing labs users will be aware of and follow rules posted for fair use.
3. Use of College computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.
5. Students, faculty and staff who use the computers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.
6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations

unless written authority has been obtained or the programs are within the public domain.

7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.
 8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the catalog, up to and including termination or expulsion. The computer systems administrator reserves the right to examine user computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.
 9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs, will be treated as abuse of computing privileges at Columbia College.
 10. Computer users shall cooperate in any investigation of violation of responsible use.
 11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to and including termination or expulsion and financial repayment to the College.
- Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
 - Copying a file from another computer user's account or floppy disk without permission.
 - Copying copyrighted computer software for use on another computer.
 - Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
 - Installing software on College computers without permission of supervisor.
 - Downloading materials from the Internet or World Wide Web and submitting them for credit as one's own work.
 - Downloading or displaying obscene images or messages.

Examples

The following are examples of ethical or responsible use of computers:

- Using electronic mail to correspond with colleagues at other colleges or universities.
- Sharing diskettes of files of programs or data with team members working together on a research project.
- Copying software placed in public domain.
- Using computing equipment for grant supported research with approval from the Vice President for Adult Higher Education.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or Residential Life staff for residence hall equipment.

The following are examples of unethical or irresponsible uses of computing resources:

- Using computer facilities for work done on behalf of a commercial firm.

STUDENT EMAIL POLICY (Use of Email for Official Correspondence with Students)

1. College use of email

Email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community.

2. Assignment of student email

Official college email accounts are available for all enrolled students. The addresses are all of the form [Name]@cougars.ccis.edu. These accounts must be activated before the College can correspond with its students using the official email system. Official email addresses will be maintained in the Datatel Student Information System and will be considered directory information unless students request otherwise.

3. Redirecting of email

If students wish to have email redirected from their official@cougars.ccis.edu address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her @cougars.ccis.edu account.

4. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't

check my email”, error in forwarding mail, or email returned to the College with “Mailbox Full” or “User Unknown” are not acceptable reasons for missing official College communications via email.

5. Authentication for confidential information

It is a violation of Columbia College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student, or to use the College email to violate the Student Code of Conduct.

6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence.

7. Educational uses of email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This “Official Student Email Policy” will ensure that all students will be able to comply with email based course requirements specified by faculty. Faculty can therefore make the assumption that students’ official *@cougars.ccis.edu* accounts are being accessed and faculty can use email for classes accordingly.

8. E-mail account activation

When students receive an email account they will sign an acceptance form which will include the College’s Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the Alumni email account, or deactivated.

9. Deactivation of account

Non-attendance for three consecutive terms will constitute reason for revoking the account and the deletion of data pertaining to it. Hardship cases will be handled by the Division of Adult Higher Education on a case-by-case basis.

STUDENT’S RIGHT TO PRIVACY – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or Vice President and Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student’s education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identifying the part of the record he/she wants changed and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Although not required, institutions may release information from a student’s record without prior consent, under the following allowable exceptions include the following:**
 - To school officials with legitimate educational interest (as defined by institution within FERPA guidelines).

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records in order to fulfill his or her professional responsibility.

- To schools in which the student seeks or intended to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and Personally Identifiable Information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- In connection with financial aid.
- To organizations conducting studies of or on behalf of educational institutions.
- To accrediting agencies.
- To parents of dependent students.
- To comply with a judicial order or subpoena.
- In health or safety emergencies.
- As directory information (described below).
- To the student.
- Results of disciplinary hearings.
- Results of disciplinary hearing to an alleged victim or a crime of violence.
- Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rule or policies.

- To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5. **Release of Directory Information.** Under the provisions of the Act, Columbia College is allowed to disclose "Directory Information" without consent. "Directory Information" is described as name, address, telephone number, email address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), picture and date and place of birth. "Directory Information" is released at the discretion of the institution.

However, students who do not wish directory information to be released may prevent such release by completing and signing a *Request to Prevent Disclosure of Directory Information* form. If at any time you would like to remove this restriction, you may complete the *Remove Request to Prevent Disclosure of Directory Information* form. **IMPORTANT: Please consider very carefully the consequences of restricting the disclosure of your directory information. The college will not be able to confirm your existence to any person or organization outside of Columbia College who may be requesting information or attempting to verify our enrollment or degree. Our response to the requestor will be "I have no information on this individual." Regardless of the effect upon you, Columbia College assumes no liability for honoring your request that such information be withheld.**

You may also complete and return the *Third Party Release Form* or the *Parental Release Form* granting access of non-directory information (such as student's account or grades) to parents or other individuals.

To submit one of these forms sign the completed form and send to:

Student Records & Transcripts
Columbia College
1001 Rogers Street
Columbia, MO 65216
Fax: (573) 875-7436 or studentrecords@ccis.edu

6. **Grade Reports:** Columbia College grades are viewable through student access using CougarTrack. Columbia College will mail grades upon request only to the name and to the permanent address of a student as this information appears on the student's academic record. Students are reminded that certain federal or state agencies may require grade reports as a condition of tuition assistance or as a matter of law and regulation.
7. **Content Challenge:** A student may challenge the content of his or her academic record when the student believes the record to be inaccurate, misleading, or otherwise inappropriate. A request to review and challenge the academic record should be made in writing to the Columbia College Student Records Office. Thereafter, a hearing will be convened to resolve matters in dispute.
8. **Third Party Release:** A student may grant permission for Columbia College to release non-directory information to a third party by completing a *Third Party Release* form. This form allows (but does not require) Columbia College to provide any information including, but not limited to, academic information such as grade reports, financial information such as student account or financial aid records, or any informing concerning enrollment at Columbia College. Students should be aware that Federal and State Laws prohibit Columbia College from providing non-directory information to third parties without a signed release.

APPEALS, POLICIES AND PROCEDURES

In the event a student believes application of a particular Columbia College rule, policy or procedure is manifestly unfair, discriminatory or wrong, that student may petition the Campus Director 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 Campus Director will investigate the matter and attempt to resolve the problem at the campus.

In the event 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 Assistant Dean for Adult Higher Education, 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.

GRIEVANCES

Students have the right to freedom from unlawful discrimination on the basis of race, color, religion, sex, disability, sexual orientation 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.

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. Students should, when appropriate, discuss their concerns with the person involved and seek appropriate means of solution.
- b. Students 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 campus safety.
- c. Students may file a written complaint with the Campus Director, who will forward it to the Assistant Dean for Adult Higher Education. 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. Students will be provided written notice of the disposition of the complaint.
- d. Students with disabilities have the right to address access and accommodation complaints through a formal appeals procedure. Disabilities grievance forms are available from the campus

NONDISCRIMINATION AND HARASSMENT POLICY

Columbia College is committed to maintaining an educational and work environment that is free from discrimination and harassment in order to ensure the well-being of all members of our community, including students, faculty, staff and visitors. Discrimination and harassment, either intentional or unintentional, have no place in the learning and working environment. Columbia College does not authorize and will not tolerate any form of discrimination or harassment based on race, religion, gender, color, nationality, ethnicity, age, disability, sexual orientation, marital status, parental status, veteran status or any status protected by law.

This policy complies with the requirements of Federal and State civil rights acts including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, state code as well as applicable case law. For detailed information please refer to the college website:

<http://web.ccis.edu/Offices/HumanResources/TitleIX.aspx>

ALCOHOL AND OTHER DRUGS

Columbia College recognizes the negative health effects associated with the use, possession and distribution of controlled and/or illicit substances, and their detrimental impact on the quality of the educational environment.

Columbia College prohibits the manufacture, possession, use, distribution and sale of alcohol and controlled or illicit substances by Columbia College students, regardless of age, and employees on College owned property and at College sponsored or supervised events or activities.

- Public intoxication on campus property is expressly prohibited. Those conditions considered to indicate intoxication include but are not limited to affected manner or disposition, speech, muscular movements, general appearance or behavior as apparent to the observer.
- Containers that contain alcohol as well as empty alcohol containers are prohibited on campus. Possession of empty alcohol containers will be regarded as a violation of this policy.
- Campus displays or advertisements that support or promote alcohol or drug use, possession, manufacture or distribution are prohibited.
- Behavior resulting from intoxication or the illegal use of controlled or illicit drugs will incur disciplinary action.
- Possession of drug paraphernalia and misuse of prescription drugs will be regarded as violations of the drug policy.
- Alcohol and other drugs possessed or consumed in violation of this policy are subject to confiscation.

It is the responsibility of students, faculty and staff to know and uphold the Columbia College Alcohol & Other Drug policy. In accordance, students and employees must be held accountable for their personal behavior. Excessive use, manufacture, possession or distribution of alcohol and/or controlled or illicit substances and the associated behavioral problems will be the basis for disciplinary action. Representatives of the College will cooperate with outside authorities in their efforts to enforce existing laws regarding illegal drugs and alcohol

Standards of Conduct, Drug/Alcohol Use and Possession

Columbia College rules and regulations prohibit the manufacture, possession, use, distribution and sale of alcohol and controlled or illicit drugs by Columbia College students and employees. Violations of Columbia College rules and regulations pertaining to alcohol and other drugs can result in disciplinary action up to and including dismissal for students and termination for employees. Additionally, in conjunction with or in lieu of the imposition of any disciplinary sanctions, students and employees may also be referred to appropriate local, state or federal law enforcement agencies for arrest and prosecution and/or required to complete an appropriate treatment or rehabilitation program.

In accordance with the mandates of the Drug Free Workplace Act of 1988, and as a condition of employment at Columbia College, all employees (including student employees) must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Employees undergoing treatment for alcohol or drug abuse must meet all standards of conduct and job performance.

Legal Sanctions

Any Columbia College student or employee found possessing, manufacturing or distributing controlled or illicit substances or unlawfully possessing or attempting to possess alcohol or driving a motor vehicle while under the influence is violating local, state and federal laws. A student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance (generally meaning illegal drugs, but not including alcohol or tobacco).

Medical Amnesty

Medical amnesty encourages students to seek medical attention for themselves or a fellow student suffering from an alcohol or other drug overdose or medical emergency. This policy encourages students to call for medical assistance by removing the threat of campus judicial repercussions. However, the student in need will still participate in mandated substance abuse education and treatment services. The health protection strategies will not shield students from disciplinary action when other rules or codes of conduct have been violated. Students will still be subject to legal consequences for violating other college codes of conduct and state/federal laws.

Health Risks

The use and abuse of alcohol and other drugs may have a negative effect on school or work performance, as well as health and personal relationships. Some common health risks include: addiction; damage to the liver or heart; birth defects; accidents as a result of impaired judgment; and sexual assault or sexually transmitted disease.

Contact the Campus Director, or the college counselor, (800) 231-2391, extension 7423, for answers to questions and help regarding drug and alcohol abuse problems.

CRIMINAL CONVICTIONS & CRIMINAL BACKGROUND CHECKS

Columbia College reserves the right to require a student to provide to Columbia College a formal criminal background check prepared by an outside vendor approved by Columbia College. The criminal records report must be received by Columbia College personnel within twenty (20) days of the original request, unless a different deadline is stated in the request.

Additionally, students who are charged with a crime after the admissions review process and while enrolled in Columbia College are required to report all charges and/or convictions to the Assistant Dean for Adult Higher Education in writing within ten (10) days of the criminal charge and/or conviction.

Background Check Procedures

Columbia College will notify students in writing using their CougarMail email account that the College is requesting that a student provide to the College a criminal background check report

- Should Columbia College not receive the report within twenty (20) days or other deadline, the student will be placed on interim suspension from classes unless good cause for the delay is otherwise shown by the report deadline. The College reserves the right to extend for good cause the deadline for receipt of the report.
- Should Columbia College not receive the requested criminal background check report by the approved extension deadline, the student may face expulsion from Columbia College unless good cause is otherwise shown.
- Should a student fail to report a criminal charge or conviction within the deadline, the student may face suspension or expulsion.
- This policy is not intended in any way to restrict Columbia College's ability to suspend or expel a student as otherwise provided by Columbia College policy.
- A student wishing to appeal the decision to suspend or expel that student must submit a letter of appeal to the Assistant Dean for Adult Higher Education within three days of receipt of the decision

For more information about required textbooks, contact the campus office. To order from MBS Direct, visit www.mbsDirect.net, call (800) 325-3252 or fax orders to (800) 499-0143.

Follow these tips to help ensure a successful textbook purchase.

1. Before ordering textbooks, print or check the course syllabus, which is available online, to determine the textbook edition required by the instructor. Each time textbooks are revised the publisher will produce a new edition, and changes can range from minor updates to complete overhauls.
2. Students should avoid starting class without a textbook. Students should order books in time for the first class. Read the fine print when placing an order, and find the most expeditious shipping available.
3. Do not order books by title alone; be careful to order the correct edition. Each time textbooks are updated, the publisher releases a new edition. Make sure you order the edition specified for your course.

SOCIAL MEDIA

The prevalence of social media on the Columbia College campus can both benefit and inhibit the development of a civil and respectful community of scholars. College staff and faculty may choose to have profiles on various social media mediums. If in the course of normal use of the social media sites a member of the Columbia College community finds information that the College deems concerning, the student may be contacted to meet with the Campus Director or a designee to discuss the scope and nature of the information located online.

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 administrative council. Chain letters in any form are prohibited.

TEXTBOOKS

Students in the Online Campus and Nationwide Campuses have the choice of using MBS Direct, the designated campus textbook vendor or an alternate book supplier. Although many students order books from online vendors that offer low prices, some have difficulty getting the correct books and receiving them in time for the first week of class.

The college is not responsible for the academic consequences of late textbook orders not purchased from MBS or another college-authorized vendor.

EDUCATIONAL COSTS, POLICIES AND FINANCIAL ASSISTANCE

EDUCATIONAL COST

Undergraduate Tuition and Fees:

Tuition (land-based courses)	\$165.00-220.00 per credit hour (dependent on campus)
Nursing (Lake Campus Only)	\$350.00
Tuition Online Education (per credit hour)	\$245.00
Audit Fee (per credit hour)	\$ 90.00
Application Fee (non-refundable)	\$ 35.00
Graduation Processing Fee (DEC)	\$ 75.00
Diploma Reorder Fee	\$ 10.00
Transcript Fee (per transcript)	\$ 10.00
Testing Fee/Standardized Tests	\$ 20.00
Lab Fees	Varies according to course/campus
Return Check Fee	\$ 25.00

Educational Cost Summary

1. **Tuition:** Tuition fees DO NOT include cost of textbooks, laboratory fees, and other academic resource material.
2. **Audit Fee:** A fee of \$90 per semester hour is charged to audit a course. See Add/Drop/Withdrawal procedures on page 41 when applicable.
3. **Application Fee:** A one-time non-refundable \$35 admission fee is required at the time a student applies for admission to Columbia College.
4. **Graduation Processing Fee (DEC):** A non-refundable \$75 fee is charged to all students who apply for graduation. This fee covers the cost of a diploma, one copy of the transcript, and all associated graduation costs.
5. **Diploma Reorder Fee:** A \$10 fee is assessed if a diploma is reordered at the student's request.
6. **Transcript Fee:** A \$10.00 fee will be charged for each transcript requested. A complimentary transcript is provided upon completion of degree.
7. **Testing Fee/Standardized Test Fee:** Any student who completes a CLEP, or DANTES examination through a Columbia College testing program is charged a \$20 fee per test.
8. **Laboratory Fees:** Certain courses require prepayment of a laboratory fee. Every effort is made to keep these costs as low as possible. However, due to the nature of the laboratory requirement, costs will vary by location. Before a student enrolls in a class requiring laboratory work, the student should check with the campus Director about laboratory fees.

Computer Information Systems (CISS) courses will normally require use of a computer. Students should check with the Director of the campus to determine what

laboratory fee, if any, must be paid upon enrollment in a CISS course.

9. **Returned Check Fee:** A fee of \$25.00 will be assessed for any returned check originally presented to Columbia College. In addition, the account holder of the returned check will be restricted to cash, money order, cashiers check or approved credit card transactions for a period of one year if there is a second occurrence.

FINANCIAL POLICIES

Standard Payment Policy

When a student is accepted for admission, the student, the parents, or the guardians accept the standard payment policy of Columbia College. Students incur financial liability when they complete and sign an official Columbia College registration form. Liability is not dependent upon a student receiving a billing statement.

Educational expenses may include tuition, textbooks, lab fees, and any miscellaneous fee related to the course(s). The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance awarded) is due in full at the time of registration (for additional information concerning financial aid, please refer to the Financial Assistance section of the Degree Completion Catalog).

If full payment is not possible, students are allowed to request a deferred payment plan. The arrangement requires payment of one half of the personal payment portion at the time of registration. The student must sign a deferred payment plan agreement for the remaining half with a maturity date no later than the last day of the session or before registering for a subsequent session. Deferred Payment Plans are valid for only one session and must be requested for each individual session.

1. **Employer Tuition Assistance:** Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.
 - a. **Direct Billing:** A student whose employer offers direct payment to the college must ensure that the college receives a letter from the employer which authorizes and describes the conditions of such an arrangement. The letter must be on file with the campus and the college's Business Office.
 - b. **Reimbursement:** A student attending under employer reimbursement is required to follow the college's standard payment policy and then receive reimbursement following the guidelines established by his/her employer.

Under either form of tuition assistance, students are responsible for any portion of their educational fees that are not paid by their employers. Students whose

employers have contingencies on their payment (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

2. **Military Tuition Assistance (MTA):** Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.
3. **Montgomery GI Bill - Veterans Educational Assistance:** An individual who is currently serving or has served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration (VA). It is imperative that VA eligible students complete paperwork required to establish VA eligibility. VA students must present evidence of eligibility at the time of registration. The VA pays benefits directly to eligible individuals. Students are personally responsible for payment of their educational fees and are required to follow the standard payment policy of the college.

Failure to Pay

Students are financially responsible for the payment of tuition, textbooks, lab fees and all miscellaneous fees that may be associated with courses for which enrolled. When a student fails to settle this responsibility, Columbia College may bar a student from enrollment in any course(s) in any subsequent session. The bar to enrollment will continue until the account has been paid in full.

The personal payment portion of all students' accounts that remain unpaid after the end of the session may be assessed a 1% finance charge at the end of each month until the account is paid in full.

Failure to comply with the payment policies of the college will result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses which can, in some cases, exceed 50% of the original balance owed. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection when the student fails to remit the personal payment portion of their account balance.

Degrees, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

TUITION REFUNDS

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to personally

complete, sign and date all add/drop/withdrawal information. Signed faxed add/drop/withdrawal forms are acceptable. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from physically completing the add/drop/withdrawal information, the student should contact their campus Director immediately. Directors or other college personnel reserve the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal process in person. The add/drop/period begins the same day/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 section of the AHE Degree Completion Catalog.

1. **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.
2. **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 Academic Regulations section of the AHE Degree Completion 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, requests for financial consideration are subject to review and approval by the Vice President for Adult Higher Education.
3. **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 refund information listed above).
4. **Refund Requests:** Credit on a student account, that 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.

FINANCIAL ASSISTANCE

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. While the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

Applying for Federal and State Financial Aid

To apply for federal and/or state financial assistance at Columbia College:

1. Complete an application for admission and submit the required one time non-refundable application fee to your local campus.
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College federal school code, 002456. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, <http://www.ciss.edu/offices/financialaid>, or the Department of Education's website, www.fafsa.gov. Paper FAFSA applications may be obtained through the Federal Student Aid Information Center at 1-800-4FED-AID. The FAFSA must be completed for each academic year.
 - a. The priority deadline for all financial aid is March 1 of the year the student plans to attend college (i.e. March 1, 2014 for 2014-2015 academic year.)
 - b. The deadline for Missouri state grant aid is April 1 of the year the student plans to attend college (i.e. April 1, 2014 for 2014-2015 academic year.)
3. The Financial Aid Office corresponds with applicants primarily via email regarding the status of their financial aid application and award estimates. Notification of missing information will be sent to a student's CougarMail account, the email address assigned to each student by Columbia College.
4. Students who are interested in applying for additional assistance through federal Stafford loan programs should complete:
 - a. Entrance Counseling (first time Columbia College borrower only)
 - b. Stafford Loan Master Promissory Note (first time Columbia College borrower only)
 - c. Submission of Electronic Award letter (*see Notification of Financial Aid Status and Awards*)

Students may access these forms in CougarTrack under the Financial Aid section.
5. Parents (for students who are deemed dependent according to federal financial aid guidelines) who are

interested in applying for additional assistance for their student through Federal PLUS loan programs should complete:

- a. PLUS loan data sheet
- b. PLUS Master Promissory Note (first time Columbia College borrower only)

Parents may access these forms at www.ciss.edu/offices/financialaid/parentforms.aspx.

Students must reapply each year for all federal and state grants, loans, and student employment.

Eligibility for Financial Aid

To receive aid from federal student aid programs, a student must meet certain criteria:

1. U.S. citizenship or eligible non-citizen status.
2. Pursuing a degree and enrolling in coursework required for the degree. If a student is considered non-degree seeking, they are not eligible for financial aid.
3. Making Financial Aid satisfactory academic progress. (see financial aid standards of academic progress.)
4. Other eligibility factors that are identified based on individual student circumstances as determined by the results of the Free Application for Federal Student Aid (FAFSA).
 - The Financial Aid Office communicates what necessary documentation is needed to resolve the eligibility issues. This communication will be sent via CougarMail.
 - Examples of eligibility issues include verification, selective service, citizenship, etc.

Effective with the 2012-13 award year, new students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Additional acceptable equivalent options are:

- a certificate demonstrating that a student has passed a state-authorized examination (e.g., the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma
- an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- for a student who enrolls before completing high school, a transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy your school's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

However, students who were enrolled in an eligible educational program of study before July 1, 2012 many continue to be considered Title IV eligible under either the Ability to Benefit (ATB) test or credit hour standards under the 2011-12 regulations.

Full-time status is measured as enrollment in six hours or more per session. Enrollment is determined after the add/drop period. Federal regulations allow for financial aid to pay for one retake of any previously passed course.

TYPES OF FINANCIAL AID

Federal Financial Aid

- A. **Pell Grant:** The Federal Pell Grant is available to undergraduate students and ranges from \$555 to \$5,645 per academic year, based on the financial need of the student. Pell grants are awarded based on full time enrollment. A student may be eligible for the Pell grant with less than full time enrollment depending on student's award. Students may not receive Pell at more than one school at a time. Pell Grants recipients are limited to six Scheduled Awards (maximum amount for full-time enrollment for a full academic year).
- All other financial aid eligibility requirements such as making satisfactory progress, need to be met to qualify.
- B. **Iraq and Afghanistan Service Grant:** This is a grant for students who are not eligible for a Pell Grant whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Student who, at the time of the parent's or guardian's death, was less than 24 years old or was enrolled at least part-time at an institution of higher education is eligible. The amount is the same as the Pell Grant and is adjusted for less than full-time enrollment.
- C. **PLUS Loan Program:** This is an unsubsidized loan made to parents and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). Interest rate is 6.41%. Parent must complete PLUS loan data sheet and PLUS master promissory note for loan to be certified. Parent also must be approved through a credit check for loan to guarantee.
- The parent borrower determines how excess funds are disbursed when completing the PLUS loan data sheet.
- If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Stafford loans (see Federal Stafford Loan Annual Limits).
- D. **Stafford Loan Program:** This program provides to students subsidized and/or unsubsidized loans; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Interest rate is 3.86% for subsidized loans and 3.86% unsubsidized loans. Students must complete Stafford loan entrance loan counseling, Stafford Loan master promissory note, and submission of Electronic Award Letter for loan to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.
- Subsidized Stafford Loan is need based. The U.S. Department of Education pays the interest while a student is in school at least half time and during a period of deferment. Effective July 1, 2013 new borrowers are limited to 150% of their academic program to receive subsidized loans. Students who lose eligibility for additional subsidized loans and who subsequently enroll in the same program or another program of equal or shorter duration lose interest subsidy on subsidized loans received after July 1, 2013.
 - Unsubsidized Stafford loan is available for students who do not have financial need and for amounts beyond

subsidized loan limit for some students. The U.S. Department of Education does not pay interest on unsubsidized loans.

- E. **Supplemental Educational Opportunity Grant (SEOG):** SEOG is a grant available for undergraduates, based on the financial need of the student. To be eligible students must be receiving Pell. Columbia College is only given a limited amount of funding for SEOG. Awards are no longer made after funds have been expended. To increase possibility of being awarded SEOG, student must submit their FAFSA with Columbia College's school code prior to March 1 (the spring before the academic year begins). Student must be enrolled to be eligible for SEOG. Any unexpended SEOG funds will be allocated to various students with exceptional need at the end of the academic year. SEOG awards range from \$100 to \$4,000; the average award is \$1,000.
- F. **Alternative Loan Program:** Students who have exceeded all their federal loan eligibility may apply for an alternative loan. These loans are credit based and information can be accessed at the Columbia College website, www.ccis.edu.
- G. **Work-Study Program:** The Federal Work-Study program offers the opportunity for students who demonstrate financial need based on the results of the FAFSA to work on campus.

State Financial Aid

- A. **Access Missouri Grant:** This grant is available to residents of Missouri, based on financial need. Application is made by completing the FAFSA before April 1 (the spring before the academic year begins). For information access: <http://dhe.mo.gov/ppc/grants/accessmo.php>. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.
- Renewal students must maintain a cumulative gpa of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). Renewal is not automatic; renewal is based on financial need and FAFSA application being completed before April 1 (the spring before the academic year begins). A student may not receive Access for more than 10 semesters.
- B. **Missouri Teacher Education Scholarship:** This scholarship is available to entering freshmen who rank in the top 15% of their class or on the ACT/SAT and intend to major in education. Columbia College matches the \$1,000 awarded by the State of Missouri. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: <http://dese.mo.gov/ppc/grants/minorityteaching.php>. Application deadline is February 15.
- C. **Missouri Minority Teacher Education Scholarship:** This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and intend

to major in education. Columbia College matches the \$1,000 awarded by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website:

<http://dese.mo.gov/ppc/grants/minorityteaching.php>.

Application deadline is June 1, 2013.

- D. **Bright Flight Scholarship:** Students who are Missouri high school graduates who scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship. Renewable for four years with full-time enrollment and must maintain a cumulative gpa of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). To apply, contact the State of Missouri Department of Higher Education, high school guidance counselors or the Registration and Financial Services Office at Columbia College.
- E. **ABLE Grant:** Florida ABLE (Access to Better Learning and Education) grant is available to full-time (12 SH) students over 16 week semesters (2 sessions). Students must be working on a bachelor's degree and meet Florida residency requirements. Residency requirements are determined through Free Application for Federal Student Aid (FAFSA). Awards are packaged in an estimated status until funds are received from the state. Full time eligibility is determined after the add/drop of October and March sessions. Students may not be in default or owe an overpayment on state or federal aid. The ABLE grant eligibility is based on budgetary constraints. For additional requirements please see www.floridastudentfinancialaid.org.

Institutional Aid

Scholarships, Grants and Awards

- A. **Scholarships:** Institutional aid is awarded to degree-seeking students working on their first baccalaureate degree. See <http://www.ccis.edu/offices/financialaid/scholarshipfinder/> for available scholarships. Institutional aid is generally intended for tuition assistance; scholarship amounts vary. Some awards are automatic based on specific criteria. Many scholarships are awarded on a competitive basis to students of high academic ability. Generally, scholarships, awards and grants are non-need forms of financial assistance. Scholarship availability varies by campus.
- B. **The Associate Transfer Grant:** Eligibility for the Associate Transfer Grant includes the following criteria:
1. The Associate Degree must have been earned within the past twelve months and must consist of 60 credit hours or its equivalent.
 2. The student must not have received the Associate degree from Columbia College.
3. The student may not have completed additional college work since the award of the Associate degree.
4. The student must have financial need. For example, he or she must not be eligible for VA Benefits or for Tuition Assistance. Students wishing to apply for the Associate Degree Transfer Grant must complete the Application for Institutional Aid. The Associate Transfer Grant provides a reduction in tuition for each eligible student at a maximum of \$12.50 per credit hour attempted. This award is for five sessions only, for a maximum total award of \$375. To receive and remain eligible for the grant, the student must maintain satisfactory academic progress according to established institutional policy and must be continuously enrolled as a full-time student.
- C. **The Two-in-Family Grant:** Two-in-Family Grants are available to eligible students when an immediate family member (spouse, father, mother, son, daughter, brother, sister) is enrolled as a full-time student at Columbia College. Students must apply for the grant using the Columbia College Institutional Aid Application available online. The student must have financial need. For example, he or she must not be eligible for VA Benefits or for Tuition Assistance. The Two-in-Family Grant will provide a tuition reduction of \$75.00 per session for each family member who is enrolled on a full-time basis. The Two-in-Family Grant is renewable in succeeding sessions as long as both family members remain full-time students and continue to maintain satisfactory academic progress according to established institutional policy. Renewal of the Two-in-Family Grant requires completion of a Columbia College institutional aid application for financial aid each year.
- D. **Military Spouse Tuition Grant:** The spouse of an active duty, guard or reserve member of any U.S. military service will be granted a 20 percent tuition discount for in-seat classes. The grant recognizes the service and sacrifice of military members and the spouses who support them. To be eligible, a student must be able to show a valid military spouse I.D. or other documentation that confirms marriage to a military member and not be eligible for tuition-assistance under another program. Application must occur prior to or at the time of registration. Eligibility must be renewed each academic year.
- E. **Senior Citizens Award:** Students 65 years of age or older are eligible for the Senior Citizens Award which is a 50% tuition scholarship. It does not apply to online classes. Students are required to pay all other charges in connection with enrollment, coursework and graduation. Students must be at least 65 years of age before the start of the term in order for the scholarship to be applied. Students must apply for scholarship each academic year by completing the Institutional Aid Application available online. This is considered a tuition scholarship.
- F. **Columbia College Alumni Association (CCAA) Lifelong Learning Grant:** A student who has an associate or baccalaureate degree from Columbia College may be eligible to participate in the Lifelong Learning

Grant. Eligible students may enroll in one course free of charge if five years have elapsed since the student received the degree and the student has been academically inactive, no outstanding fees are owed, and the student is not in default on a Federal Stafford/Direct or Perkins Loan.

Students may enroll for credit or as an auditor in a course being offered during the regularly scheduled session provided space is available and course prerequisites are met. The CCAA Lifelong Learning Grant cannot be used for graduate-level or online education courses. Students are required to pay for any lab fees or textbooks associated with the course.

Students are permitted to enroll in one free course in each subsequent five-year period, but may not accumulate free courses.

Application for the CCAA Lifelong Learning Grant is to be forwarded through the campus of desired attendance to the Admissions Office and no application fee is required. CCAA Lifelong Learning Grant applicant must submit a Columbia College institutional aid application. Other aid may be available from the local campus.

Outside Sources

- A. **State Vocational Rehabilitation Benefits:** Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.
- B. **War Orphans or Armed Services Benefits:** If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or contact the local campus Veterans Certifying Official.
- C. **GI Educational Benefits:** Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefits programs. For additional information and application materials contact the local campus Veterans Certifying Official.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to

receive funding. For financial aid purposes, satisfactory academic progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior course work at Columbia College is applied to these standards. The Financial Aid office reviews the academic progress of financial aid recipients once per academic year, in May.

Qualitative Measure

The quality of a student's progress is measured by cumulative grade point average. The minimum cumulative grade point average for Financial Aid recipients is the same as the academic standard for Columbia College:

Cumulative Hours	Minimum Cumulative Grade Point Average
0-30.9	1.75
31-45.9	1.90
46 or more	2.00
Graduate	3.00

Quantitative Measure

The quantity of a student's progress is measured by the pace of completion (hours earned divided by hours attempted). Students are required to complete 2/3 of attempted hours while at Columbia College. Students who receive an I (incomplete), F (failing), W (withdrawal), or WE (withdrawal excused) for a course in a session will have those courses included in the cumulative attempted hours (for definition of grades please see academic policies, regulations, and procedures). All courses are included in the pace of completion calculation. Please note the following:

- **Repeated courses** will add total hours attempted but not hours completed; the grade will simply be replaced. The new grade will be included in the cumulative GPA calculation, which will be considered when progress is again checked; therefore the repeated course will be included in both qualitative and quantitative calculations. Federal regulation allows for financial aid to pay for one retake of any previously passed course.
- **Withdrawals**, including excused withdrawals, will count toward hours attempted for the pace of completion.
- **Remedial, Enrichment and English as a Second Language** courses will count toward the pace of completion as well as cumulative GPA.
- **Audit** courses do not count toward the pace of completion.
- **Pass/Fail** courses will count toward the pace of completion.
- **Transfer** credit (including those received during consortium study) will count toward the calculation of cumulative attempted credit hours and cumulative completed credit hours. Transfer credit will count toward the pace of completion. Transfer credit does not count in the calculation of GPA. Transfer credit will count toward Maximum Time Measure.

Maximum Time Frame Measure

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the

published length of the educational program. All attempted, withdrawn, and/or transferred credits count toward this maximum time limit, regardless of changes in program, or receipt of degree. For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before Financial Aid eligibility is suspended ($120 \times 150\% = 180$).

Financial Aid Suspension

Failure to meet the minimum academic progress requirements will result in financial aid suspension. The first time a student fails to meet the minimum (qualitative or quantitative) requirement, he/she is placed on financial aid suspension.

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 terms in which the student enrolls. The Financial Aid Office will review the academic progress of financial aid recipients once per year in May. Notification of suspension is sent via email to a student's CougarMail address.

Reinstatement

Financial Aid may be reinstated when one of the following conditions have been met:

1. The student completes courses in one or more terms at Columbia College with the cumulative GPA and the cumulative completion rate at the required standard. It is the student's responsibility to notify the Financial Aid Office when reinstatement conditions have been met; **or**
2. The student files an appeal and is placed on Financial Aid Probation (see Appeal Procedure and Financial Aid Sections below).

Appeal Procedure

Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following.

1. Death of an immediate family member
2. Severe injury or illness of the student or an immediate family member
3. Emergency situations such as fire or flood
4. Legal separation from spouse or divorce
5. Military reassignment or required job transfers or shift changes

Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility through reinstatement before any additional federal or state aid is disbursed.

Students who have extenuating circumstances may appeal using the following procedure:

1. Submit a completed appeal packet online at <http://www.ccis.edu/offices/financialaid/appeal.asp>.
2. The complete appeal form is reviewed.

3. The student is notified by CougarMail of the decision and recommendations. The decision is final and may not be appealed further.

Financial Aid Appealed Probation

Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress and:

- Has appealed and
- Has had aid eligibility reinstated.

While on Federal Aid Probation, an academic plan for performance will be set and monitored. Minimum academic plan requirements for the session are a completion rate of 66.67% and a GPA of 2.0.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions.

If the student does not make satisfactory progress or meet requirements of the academic plan by the end of the next term, the student loses eligibility for federal aid again.

Determination of Federal Financial Aid Award

Financial need for federal and state aid is determined in the following manner:

Non-Military Student Cost of Attendance (from August 2013 to May 2014)	
Tuition	\$ 3,880
Books	\$ 1,000
Room and Board	\$ 7,284
Transportation	\$ 2,484
Personal	\$ 5,592
Total	\$20,304

Military Student Cost of Attendance (from August 2012 to May 2014)	
Tuition	\$ 3,880
Books	\$ 1,000
Board*	\$ 2,112
Transportation	\$ 2,484
Personal	\$ 5,592
Loan Fees	\$ 64
Total	\$15,132

*Military students living in housing located on a military base or housing for which they receive a basic allowance are eligible for board expenses only in the Cost of Attendance.

Financial need = Cost of Attendance minus EFC
(as determined by FAFSA)

Unmet need = Cost of Attendance minus EFC
minus awarded aid

Unmet cost = Cost of Attendance minus aid awarded

Once the Expected Family Contribution (EFC) and financial need have been determined, the student's information will be reviewed. The student will be offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. A federal aid recipient's aid package may not exceed Cost of Attendance.

Students are responsible for reporting to the Financial Aid Office all assistance received from outside sources, as federal law requires that all outside assistance be considered as part of the financial aid package. These types of assistance include such aid as Veteran's Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition cost, as long as the aid (all types) does not exceed the cost of attendance. **Due to federal regulations, scholarship awards may be affected if you are receiving federal and/or state financial aid.**

A student's loan amount is determined as a part of the aid package. A student's loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan will be prorated, per federal guidelines.

Federal Stafford Loan Annual Limits		
Dependent Undergraduate	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3,500	\$5,500
24-51.9	\$4,500	\$6,500
52-83.9	\$5,500	\$7,500
84-120	\$5,500	\$7,500
120+	\$5,500	\$7,500
Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3,500	\$9,500
24-51.9	\$4,500	\$10,500
52-83.9	\$5,500	\$12,500
84-120	\$5,500	\$12,500
120+	\$5,500	\$12,500
Aggregate Limits (Limits of all loans combined)		
	Subsidized	Total (Subsidized & Unsubsidized)
Dependent Undergraduate	\$23,000	\$31,000
Independent Undergraduate	\$23,000	\$57,500

Notification of Financial Aid Status and Awards

College email addresses are assigned to all Columbia College applicants. The Financial Aid Office corresponds with students primarily via email regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via email is not sent via postal mail. Students should check their college email on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid award estimate(s) through the CougarTrack link on Columbia College's website at www.ccis.edu/cougartrack. The financial aid electronic award notifications and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

Attendance

Financial aid is awarded to a student with the expectation that the student will attend school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

Aid Disbursement

A student's financial aid (except Federal Work-Study) is credited directly to their student account and applied to tuition and fees each session.

Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a bi-weekly paycheck. Funds are paid for authorized hours worked.

The initial financial aid award is evenly distributed between four sessions. This distribution is based on the assumption that the recipient is attending courses starting in the August session and continuing through the October, January, and March sessions. If a student does not attend full-time or does not enroll in one of these sessions, then the remaining aid will be available for the June session. Also, if a student's financial aid award begins in the October, January, or March session, then they will have aid available for the June session.

When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the college. If a student's financial aid awards exceed his/her charges, the student will receive a refund. A student may use excess financial aid prior to the start of a session to purchase books by using a book voucher. If you are eligible for a book voucher, contact your local campus to obtain information.

Estimated refund dates are posted on the Financial Aid website under "Important Dates." Refunds are either mailed to the student or sent electronically to the student's bank account (for students who elect the direct deposit option through their ePayment account).

RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., through Friday of week 5 in a 8-week session) for which they received Federal Title IV aid. A student who drops or withdraws from a class but still completes one or more classes does not require a Return of Title IV Funds calculation. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and the Federal SEOG (Supplemental Educational Opportunity Grant).

To conform to the policy, Columbia College must determine the student's withdrawal date. The withdrawal date is defined as the last date of academic attendance as determined by the college's attendance record.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains in attendance beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

The College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe the college for the course. (See fees section.)

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Federal Unsubsidized loans, Federal Subsidized loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

A student who owes funds to a grant program is required to make payment of those funds within 45 days of being notified of the overpayment. During the 45 day period students remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College notifies the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until he/she enters into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45 day period, the student can make full payment of the overpayment to Columbia College. The College will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. If a student is enrolled in a future session within the 45 day period and has financial aid, the financial aid office may cover the student's overpayment with a student's upcoming disbursement of aid.

If a student is unable to pay the overpayment in full, he/she can set up a repayment plan with the U.S. Department of Education. Before doing so the student should contact Registration and Financial Services to confirm the situation has been referred to the U.S. Department of Education before any repayment plan can be arranged.

US Department of Education
Student Financial Assistance Program
PO Box 4222
Iowa City, IA 52245
Phone: 1-800-621-3115
Email: DCS_HELP@ed.gov

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Registration and Financial Services Office.

ONLINE EDUCATION

ONLINE EDUCATION

Online Education assists students in completing their educational goals in an environment that is flexible yet conducive to teaching and active learning. This flexibility provides a viable alternative to students who have schedule constraints that don't allow them to attend traditional courses, students who do not have access to a campus location, or students who need specific courses not currently being offered at their campus.

Online courses are designed to be the equivalent of a traditional class taught in the classroom. They have the same course description and course objectives as traditional classroom courses. Online courses are usually taught by instructors who also teach the courses in the traditional classroom setting.

Any Columbia College student can take online courses. If a student receives advising and other student services from any campus, the student is referred to as a campus student.

Federal financial aid is available for Online Education. Information regarding individual eligibility is available on the student's eAward notification.

ACADEMICS

Web-based Online Campus courses count for residency credit and financial aid applies for those who qualify.

At present, all online courses are scheduled in eight-week sessions and follow the AHE Academic Calendar. See the academic policies, regulations and procedures section of the undergraduate catalog for a complete listing of academic policies, regulations and procedures.

Academic Advising

Academic Advising is available for Online Campus students from the Online Campus advising staff. Nationwide Campus students will receive academic advising at their campus. With all Columbia College students, the ultimate responsibility for understanding and meeting graduation requirements rests with the student.

Alpha Sigma Lambda

Alpha Sigma Lambda (ASL) is an adult honor society for students who attend and receive service solely from the Online Campus (remote students). The Chapter for the Online Campus is Nu Lambda which means New Learning. ASL is a not-for-profit organization that has been in existence since 1946, providing a means of recognition for the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Students who attend a campus are not eligible for membership in the Nu lambda Chapter.

Eligible students will be invited to join the Nu Lambda Chapter by the Online Campus. The criteria for membership is completion of 24 hours of course work with Columbia College, be in the highest 10% of the Online Campus remote student population, and have a minimum 3.75 GPA. The student must also be degree seeking with Columbia College.

A one-time \$25.00 membership fee is due at the time the student joins the Nu Lambda Chapter. Due to the nature of online students and the logistical impossibility of conducting local meetings, electing officers, etc., memberships in the Nu Lambda Chapter will be strictly honorary.

DEGREES

The Online Campus is approved to offer all undergraduate courses available at Columbia College. The degrees that have all coursework available online for degree completion include:

Associate in Arts (A.A.)

Associate in General Studies (A.G.S.)

Associate in Science (A.S.)

- Business Administration
- Computer Information Systems
- Criminal Justice Administration
- English
- Environmental Studies
- Fire Science Administration
- Human Services

Bachelor of General Studies (BGS)

Bachelor of Arts (B.A.), with majors in:

- American Studies
- Business Administration
 - Accounting
 - Finance
 - Health Care Management
 - Human Resource Management
 - International Business Management
 - Marketing
 - Sports Management
- Criminal Justice Administration
- History
- Human Services
- Political Science
- Public Administration
- Psychology
- Sociology

Bachelor of Science (B.S.), with majors in:

- Business Administration
 - Accounting
 - Finance
 - Health Care Management
 - Human Resource Management
 - International Business Management
 - Marketing
 - Sports Management
- Computer Information Systems
- Management Information Systems

As the academic year progresses, all coursework for additional degree programs may become available online. If a student can complete a degree program that is not listed above, but is listed as a degree offered by Columbia College, using a combination of campus coursework, online coursework, and transfer credit, the student may be awarded that degree.

MINORS AND CERTIFICATES

Minors and certificates are available through the Online Campus. Please refer to pages 25-29 for more details.

COURSE FORMAT

The online course format allows students to participate in the course anytime, anywhere there is computer access to the Internet. Each course website has a menu that includes a syllabus, discussion board, dropbox, quiz function and other features used at the instructor's discretion. The course software used to facilitate online learning is Desire 2 Learn.

The discussion board is the student's opportunity to interact with peers and the instructor. Students and instructors create a collaborative learning environment. Instructors operate in the tutorial mode while students reinforce each others questions and comments with written responses. The discussion consists of topics created by the instructor. The students are able to view all responses by the instructor and fellow classmates. This facilitates a forum for active collaborative learning.

This active collaborative learning environment requires students to do more on their own than they may in a traditional classroom setting. Online students must be prepared to commit the same, or sometimes more, time and effort as they would in a conventional class. The result is a challenging and meaningful learning experience.

COURSE SCHEDULE

Course schedules are prepared by the Online Campus and are available at www.ccis.edu/online/schedule approximately two weeks before registration begins for a given session.

Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course. Students who register for courses online will be emailed course and email access instructions along with the registration confirmation.

OVERRIDES

Online courses have a maximum class size. After a course is closed the campus staff may request an override through the Online Campus office. The Online Campus will evaluate the student's situation and coordinate with the instructor to determine if an override is possible. Overrides are granted on a rare basis for students with special circumstances, such as fulfilling a graduation requirement which is the last course needed for the degree.

PROCTORING

Students taking courses that require proctored exams must submit the proctor information by the second week of the session to the instructor. The instructor has the right to approve or deny the proposed proctor. Acceptable proctors include Columbia College campus staff, ministers, public librarians, high school or college instructors, high school or college counseling services, commanding officers, education service officers, and corporate executive officers. Personal friends, family members or direct supervisors are not acceptable.

STUDENT CONDUCT

All online participation must adhere to the Student Conduct Policies and Procedures found on page 45.

STUDENT ISSUES

Student issues with an online course should first be addressed with the instructor of the course, then with the Online Campus administrative office.

BOOKS

Books are required for all online courses. Students are strongly encouraged to purchase books from Missouri Book Service (MBS) prior to the start of the session. In order to maximize student success students enrolling close to the start, or during the first week of a session, should ensure their textbooks are in hand within 48 hours of registration. Campus bookstores do not stock books for online courses. To view the booklist, and/or order books, call or visit MBS online at:

Telephone: 800-325-3252

Fax: 800-499-0143

Website: <http://direct.mbsbooks.com/columbia.htm>

If you are eligible for a book voucher, contact your campus location staff to obtain one. The campus staff will authorize the proper amount for charges.

Most Columbia College campuses, as well as the Online Campus, use the services of MBS Direct as the official textbook vendor to provide students a convenient way to order textbooks and other course material via the Internet, mail, fax or phone.

Information needed for ordering includes your school name, campus location and complete course information, including course title. Online course textbooks may differ from on-campus classes. MBS Direct will ship orders within 24 hours Monday-Friday, and payment is accepted via credit card, personal check or money order.

Web-based master syllabi book information is recommended only. Please review specific course syllabi for textbook information.

MBS Direct guarantees delivery of the correct books and will replace any defective or incorrect item. Columbia College is not responsible for any incorrect or late textbooks not purchased from MBS or another college-authorized supplier.

ADDITIONAL INFORMATION

Online students should see the academic calendar at the beginning of the undergraduate catalog for important dates.

All aspects of the AHE Degree Completion Catalog apply to Online Campus students.

For more information about specific online offerings, visit the website at www.ccis.edu/online/schedule.

COURSE DESCRIPTIONS

Accounting

ACCT 280	Accounting I (Financial) Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. <i>Prerequisites: sophomore standing; MGMT 150 and 152 highly recommended. A grade of C or higher is highly recommended before progressing to ACCT 281.</i>	3 hrs.
ACCT 281	Accounting II (Managerial) Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. <i>Prerequisite: ACCT 280 (A grade of C or higher in ACCT 280 is highly recommended).</i>	3 hrs.
ACCT 381	Federal Income Tax – Individuals Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. <i>Prerequisites: ACCT 281 and junior standing.</i>	3 hrs.
ACCT 382	Intermediate Accounting I Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of inventories and cost of goods sold; and time value of money. <i>Prerequisite: ACCT 281.</i>	3 hrs.
ACCT 383	Intermediate Accounting II Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings. <i>Prerequisite: ACCT 382.</i>	3 hrs.
ACCT 384	Intermediate Accounting III Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments; leases; income taxes; pensions; accounting changes and error correction; and earnings per share. <i>Prerequisite: ACCT 383.</i>	3 hrs.
ACCT 385	Accounting Information Systems Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. <i>Prerequisites: ACCT 281, CISS 170.</i>	3 hrs.
ACCT 386	Managerial and Cost Accounting Accounting data and other financial data applied to the management of an enterprise. Cost accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. <i>Prerequisite: ACCT 281.</i>	3 hrs.
ACCT 481	Federal Income Tax – Corporations Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. <i>Prerequisites: ACCT 381 and senior standing.</i>	3 hrs.
ACCT 485	Fund and Government Accounting Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. <i>Prerequisite: Nine hours of accounting.</i>	3 hrs.
ACCT 488	Advanced Financial Accounting Policies and procedures used in preparing financial statements and reports. <i>Prerequisites: ACCT 382 and ACCT 383.</i>	3 hrs.

ACCT 489	Auditing I Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. <i>Prerequisites: Twelve hours upper-level accounting including ACCT 382 and ACCT 383.</i>	3 hrs.
ACCT 490	Auditing II Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. <i>Prerequisites: ACCT 382, 383, 384, and 489.</i>	3 hrs.
ACCT 499	Accounting Internship Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experiences that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. <i>Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses.</i>	1-3 hrs.

American Sign Language

AMSL 101	American Sign Language I An entry level introduction to American Sign Language and fingerspelling. Designed to explore the fundamentals of ASL including basic vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. <i>Course meets three hours of Foreign Language graduation requirement.</i>	3 hrs.
AMSL 102	American Sign Language II This course is designed to expand more on ASL grammar, vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. <i>Prerequisite: AMSL 101 with a grade of C or higher. Course meets three hours of Foreign Language graduation requirement.</i>	3 hrs.
AMSL 201	American Sign Language III This third course in American Sign Language (ASL) is designed to enhance students' receptive and expressive skills at an advanced intermediate level. Emphasis is placed on the ASL syntax, facial grammar, vocabulary and fingerspelling skills that enable students to participate in increasingly more complex conversations. <i>Prerequisite: Grade of C or higher in AMSL 102.</i>	3 hrs.
AMSL 202	Deaf Culture Introduction to concepts and issues in Deaf culture and the Deaf community, such as history of Deaf people, the community and culture of Deaf people, and literature and folklore of Deaf people. This course emphasizes the Deaf community as a linguistic and American cultural minority, and the importance of language, values, traditions and diversity in this group. <i>Prerequisite: Grade of C or higher in AMSL 102.</i>	3 hrs.
AMSL 301	American Sign Language IV This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign systems. Emphasis is placed on advanced finger spelling, ASL structure and advanced vocabulary. <i>Prerequisite: Grade of C or higher in AMSL 201.</i>	3 hrs.
AMSL 302	American Sign Language V Emphasis on non-verbal communication at advanced levels of competency. This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign symptoms. Emphasis is placed on advanced fingerspelling, ASL structure and advanced vocabulary. <i>Prerequisite: Grade of C or higher in AMSL 301.</i>	3 hrs.
AMSL 303	American Sign Language Grammar Students acquire a more indepth knowledge about the structure of American Sign Language and the major grammatical features of ASL. The goal of this class is to increase understanding of the grammar involved in ASL. Course covers work order, non-manual signals, and how to transfer sign to paper, through a technique called "gloss." <i>Prerequisite: Grade of C or higher in AMSL 102.</i>	3 hrs.

AMSL 304	Linguistics of American Sign Language	3 hrs.
	An analysis of the major structural elements of American Sign Language, including phonological, morphological, syntactic, semantic, and discourse and social linguistics. Students also examine discourse markers, sign variation and prosody. <i>Prerequisite: Grade of C or higher in AMSL 102.</i>	

American Studies

AMST 280	American Political and Social Thought	3 hrs.
	American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as POSC 280. <i>Prerequisite: ENGL 112.</i>	
AMST 375	Social Movements	3 hrs.
	The examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of 20th century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as SOCI 375. <i>Prerequisite: junior standing.</i>	
AMST 490	American Studies Seminar	3 hrs.
	The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field's literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. <i>Prerequisite: junior standing.</i>	

Anthropology

ANTH 101	Introduction to Geography	3 hrs.
	Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Cross-listed as GEOG 101. Course meets multicultural graduation requirement.	
ANTH 112	General Anthropology	3 hrs.
	Introduction to the study of human physical and cultural evolution. Cross-listed as SOCI 112. Occasional offering. Course meets multicultural graduation requirement.	
ANTH 212	Cultural Anthropology	3 hrs.
	Introduction to the diversity of cultures and societies. Taking a comparative approach based on case studies from different regions of the world, the course explores some of the major themes of cultural anthropology, including economic and political systems, language, art, religion and worldview, kinship and gender relations. Course meets multicultural graduation requirement.	
ANTH 270	Minority Cultures and Relations	3 hrs.
	Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Cross-listed as SOCI 270. Course meets multicultural graduation requirement.	
ANTH 319	History of the Modern Middle East	3 hrs.
	As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700's to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political institutions, tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism, paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab Spring of 2011. Cross-listed as HIST 319. Course meets multicultural graduation requirement. <i>Prerequisites: HIST 102 or HIST 112.</i>	

ANTH 327	Qualitative Research Methods Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as PSYC/SOCI 327. <i>Prerequisite: junior standing.</i>	3 hrs.
ANTH 336	Global Perspectives on Women and Development Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women; work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as SOCI/WMST 336. <i>Prerequisite: junior standing.</i>	3 hrs.
ANTH 339	History of Modern Africa This course offers a history of Africa from the early nineteenth century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800s and early 1900s, the broader integration of African societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of – and persistent problems faced by – those post-colonial states. Cross-listed as HIST 339. <i>Prerequisite: HIST 102 or HIST 112.</i>	3 hrs.
ANTH 341	Sociology and Anthropology of Religion Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression, and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Cross-listed as SOCI 341.	3 hrs.
ANTH 412	Slavery and Human Trafficking: Past and Present This course explores how slavery and the trafficking of human beings have been justified, organized, and practiced in different cultures and at different times. Focusing on three particular world religions (Africa, Asia and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political, and social forces that shape human exploitation cross-culturally. Cross-listed as SOCI 412. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.

Art

ARTS 105	Art Appreciation Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two- and three-dimensional art works.	3 hrs.
ARTS 111	Art and Ideas I Survey of world art from prehistoric through medieval periods. Course meets multicultural graduation requirement.	3 hrs.
ARTS 112	Art and Ideas II Survey of world art from the Renaissance to the present.	3 hrs.
ARTS 152	Digital Photography Introduction to digital photographic imagery. Students explore a variety of creative techniques for digital artists and graphic designers. Students learn the fundamentals of digital camera operations, and a variety of creative techniques for manipulating photographic images using Photoshop. Topics include a digital portfolio of images for presentation that includes: still life, self-portraits, documentation, landscape, special effect, surrealism, night photography and more. Digital camera required (adjustable, high-end, not a point and shoot camera). \$40 lab fee. Does not meet G.E. requirement.	3 hrs.

ARTS 306	Ancient Art History The art and culture of the Ancient World. Includes Near Eastern, Egyptian, Greek, Etruscan, and Roman Art. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 308	Medieval Art History Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 310	Renaissance Art History Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 312	Seventeenth- and Eighteenth-Century Art History Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 314	Nineteenth-Century Art History History of painting, architecture, and sculpture in Europe, 1800 to 1900. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 403	Twentieth-Century Art History American and European painting, sculpture, and architecture, 1900 to present. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 406	American Art History America's early primitive tradition to its leading role in the contemporary art scene. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.

Astronomy

ASTR 108	Introduction to Astronomy A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies, and cosmology. <i>Prerequisite: MATH 106 or higher.</i>	3 hrs.
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Biology

BIOL 108	Human Biology Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110.	3 hrs.
BIOL 108L	Human Biology Laboratory Laboratory experiences to complement BIOL 108. \$40 lab fee. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. <i>Prerequisite: BIOL 108 or concurrent enrollment. BIOL 108 must be completed before BIOL 108L can be used for general education credit.</i>	2 hrs.
BIOL 110	Principles of Biology I Fundamental processes underlying biological systems from a cellular and organismal viewpoint. <i>Prerequisite: Grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 or SAT scores above 470.</i>	3 hrs.
BIOL 112	Principles of Biology II A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals and ecology and ecosystems. <i>Prerequisite: BIOL 110.</i>	3 hrs.
BIOL 115	Introduction to Environmental Science Survey of environmental science, ecosystems and human impact. Cross-listed as ENVS 115. Course meets multicultural graduation requirement.	3 hrs.

BIOL 115L	Introduction to Environmental Science Laboratory Laboratory experiences to complement BIOL/ENVS 115. \$40 laboratory fee. Cross-listed as ENVS 115L. <i>Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before BIOL/ENVS 115L can be used as GE credit.</i>	2 hrs.
BIOL 221	Clinical Microbiology A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health and applications of microbiology and transmission of infectious disease agents. <i>Prerequisite: BIOL 110. Corequisite: BIOL 221L.</i>	3 hrs.
BIOL 222	Conservation Biology Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as ENVS 222. <i>Prerequisite: BIOL 112.</i>	3 hrs.
BIOL 230	Medical Terminology An introduction to medical terminology with an emphasis on learning word roots, suffixes and prefixes as it pertains to the human body.	3 hrs.
BIOL 290	Principles of Cell Biology Theoretical foundations of base cell biology, including structure, function and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division; cancer, and programmed cell death. <i>Prerequisites: BIOL 110; CHEM 109 or CHEM 110.</i>	3 hrs.
BIOL 300	Evolution Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life will be considered. Cross-listed as ENVS 300. <i>Prerequisites: BIOL 112; BIOL 342.</i>	3 hrs.
BIOL 309	Animal Behavior Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as PSYC 309. Students majoring in Biology must earn a grade of C or higher. <i>Prerequisite: Six hours of psychology coursework or six hours of biology coursework.</i>	3 hrs.
BIOL 319	Soils An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as ENVS 319. <i>Prerequisites: BIOL 110 or BIOL/ENVS 115, CHEM 110.</i>	3 hrs.
BIOL 320	Ecology Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENVS 320. <i>Prerequisites: BIOL 112; BIOL/ENVS 222 recommended.</i>	3 hrs.
BIOL 324	Statistics for the Behavioral and Natural Sciences The study of parametric and nonparametric statistics commonly used in the behavioral sciences. Included is analysis of relationship and variance, as well as effect sizes associated with each. Cross-listed as PSYC/SOCI 324. Students majoring in Psychology must earn a grade of C or higher. <i>Prerequisite: Grade of C or higher in MATH 150 or higher level math course (excludes MATH 200).</i>	3 hrs.
BIOL 330	Exercise Physiology Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging and fatigue on athletic performance. <i>Prerequisites: BIOL 110 and CHEM 110.</i>	3 hrs.
BIOL 342	Genetics Basic principles of Mendelian and molecular genetics. Students majoring in Biology must earn a grade of C or higher. <i>Prerequisites: BIOL 110 and BIOL 290.</i>	3 hrs.

BIOL 371	Neuroscience Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as PSYC 371. <i>Prerequisite: Six hours of PSYC courses or six hours of BIOL courses.</i>	3 hrs.
BIOL 372	Sensation and Perception Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as PSYC 372. <i>Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing.</i>	3 hrs.
BIOL 395	Research Design in the Sciences Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and CHEM 395. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or higher. <i>Prerequisites: Fifteen credit hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.</i>	3 hrs.
BIOL 415	Immunology Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare professional students for later studies. <i>Prerequisites: BIOL 290; BIOL 221 or BIOL 312.</i>	3 hrs.
BIOL 420	Biochemistry I The first of a two course sequence that outlines the structure, function, and chemical properties of biological molecules. Topics include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signalling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology must earn a grade of C or higher. Cross-listed as CHEM 420. <i>Prerequisites: BIOL 110 and CHEM 210.</i>	3 hrs.
BIOL 422	Biochemistry II The second of a two sequence course that outlines the structure, function and chemical properties of biological molecules. Topics include the catabolism of fatty acid and amino acids, the urea cycle, oxidative phosphorylation of the mitochondria and chloroplast, the anabolic reactions of lipids, amino acids, nucleotides and other nitrogen containing compounds, hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes, and the biochemical syntheses of DNA, RNA and protein. Students majoring in biology and chemistry must earn a grade of C or higher. Cross-listed as CHEM 422. <i>Prerequisite: BIOL/CHEM 420.</i>	3 hrs.
BIOL 472	Psychopharmacology Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as PSYC 472. <i>Prerequisites: junior standing and six credit hours of biology or psychology.</i>	3 hrs.

Chemistry

CHEM 108	Physical Science Survey Examination of the physical world and its basic underlying scientific principles. Cross-listed as PHYS 108. <i>Prerequisite: MATH 106 or higher.</i>	3 hrs.
CHEM 109	Chemistry for Biological or Human-Related Sciences Fundamentals of chemistry for students entering biological or health-related fields. Topics include stoichiometry, chemical equations and reactions, properties of gases, solutions and electrolytes, acid/base properties and pH, an introduction to organic chemistry, and various aspects of chemistry important in biological systems. <i>Prerequisites: MATH 106 or higher (or ACT math score of 21 or higher); CHEM/PHYS 108 (or high school chemistry course with a grade of C or higher).</i>	3 hrs.

CHEM 110	Chemistry I Fundamental course in the principles of chemistry. Topics include stoichiometry, chemical equations and reactions, properties of gases, properties of solutions, and thermochemistry. Students majoring in Chemistry must earn a grade of C or higher. <i>Prerequisite: MATH 106 or higher (or ACT math score 21 or higher); CHEM/PHYS 108 (or high school chemistry course with a grade of "C" or higher).</i>	3 hrs.
CHEM 112	Chemistry II A continuation of CHEM 110. Topics to be covered include kinetics, equilibrium, electrochemistry, nuclear chemistry and coordination complexes. Students majoring in Chemistry must earn a grade of C or higher. <i>Prerequisite: Grade of C or higher in CHEM 110.</i>	3 hrs.
CHEM 230	Environmental Toxicology and Chemistry Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as ENVS 230. <i>Prerequisite: CHEM 112.</i>	3 hrs.
CHEM 310	Organic Chemistry I The first course of a two sequence course that surveys theory, preparations, reactions, and properties of the compounds of carbon, both aliphatic and aromatic. Topics include alkanes, alkenes, alkynes, substitution and elimination reactions, aromaticity, and spectroscopic techniques. <i>Prerequisite: Grade of C or higher in CHEM 112.</i>	3 hrs.
CHEM 312	Organic Chemistry II Continuation of CHEM 310, Organic Chemistry I. Topics include groups in organic chemistry such as alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids, and amines. Biomolecules are covered. <i>Prerequisite: Grade of C or higher in CHEM 310.</i>	3 hrs.
CHEM 322	Inorganic Chemistry A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. <i>Prerequisite: CHEM 112.</i>	3 hrs.
CHEM 395	Research Design in the Sciences Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and ENVS 395. Students majoring in Chemistry must earn a grade of C or higher. <i>Prerequisites: Fifteen credit hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.</i>	3 hrs.
CHEM 401	Introduction to Physical Chemistry/Chemical Physics Introduction to the physical principles underlying chemical science. Topics include kinetic theory of gases, thermodynamics, and quantum mechanics. Cross-listed as PHYS 401. <i>Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be co-requisite).</i>	3 hrs.
CHEM 420	Biochemistry The first of a two course sequence that outlines the structure, function, and chemical properties of biological molecules. Topics include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signalling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology must earn a grade of C or higher. Cross-listed as BIOL 420. <i>Prerequisites: BIOL 110 and CHEM 210.</i>	3 hrs.
CHEM 422	Biochemistry II The second of a two semester course that outlines the structure, function and chemical properties of biological molecules. Topics include the catabolism of fatty acid and amino acids, the urea cycle, oxidative phosphorylation of the mitochondria and chloroplast, the anabolic reactions of lipids, amino acids, nucleotides and other nitrogen containing compounds, hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes, and the biochemical syntheses of DNA, RNA and protein. Students majoring in Biology and chemistry must earn a grade of C or higher. Cross-listed as BIOL 422. <i>Prerequisite: BIOL/CHEM 420.</i>	3 hrs.

Communications

COMM 110	<p>Introduction to Speech</p> <p>This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.</p>	3 hrs.
COMM 203	<p>Understanding Human Communication</p> <p>Communication theories and models applied to intrapersonal, interpersonal, small-group, and public settings. Principles practiced in verbal and non-verbal forms.</p>	3 hrs.
COMM 214	<p>Mass Communication in Society</p> <p>History and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. <i>Prerequisite: COMM 110.</i></p>	3 hrs.
COMM 224	<p>Film History and Analysis</p> <p>Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis are also introduced. Course meets multicultural graduation requirement. <i>Prerequisite: COMM 110.</i></p>	3 hrs.
COMM 230	<p>Introduction to Communication Theory and Research</p> <p>Introduction to theory, methodology, analysis, and criticism. Skills learned in this course are the beginning foundation of those required to complete the Capstone course and the major senior project. <i>Prerequisites: sophomore standing; completion of at least one COMM course, and a C average in all speech communication courses.</i></p>	3 hrs.
COMM 303	<p>Intercultural Communication</p> <p>Study of the role of communication in the multicultural and intercultural context including issues relating to values, language, and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Course meets multicultural graduation requirement. <i>Prerequisite: sophomore standing.</i></p>	3 hrs.
COMM 304	<p>Introduction to Screenwriting</p> <p>This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. Cross-listed as ENGL 304. <i>Prerequisites: ENGL 112, and either COMM 224 or ENGL 310.</i></p>	3 hrs.
COMM 313	<p>Interpersonal Communication</p> <p>An introduction to the process of face-to-face communication within personal relationships, family, community, and the workplace. <i>Prerequisite: COMM 110.</i></p>	3 hrs.
COMM 323	<p>Argumentation and Debate</p> <p>Detailed study and application of rhetorical theories, including the analysis, evaluation, and production of arguments. Course focusses on formal debate strategies in addition to rhetorical artifacts ranging from classical readings to contemporary discourse. <i>Prerequisite: COMM 110.</i></p>	3 hrs.
COMM 324	<p>Film Styles and Genres</p> <p>Intensive study of a specific body of films grouped by similarities in style, genre, period, or cultural origin. Emphasis is on historical, theoretical, and critical issues. Topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. <i>Prerequisite: COMM 224.</i></p>	3 hrs.
COMM 334	<p>Political Economy of Film and Media</p> <p>Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. <i>Prerequisite: COMM 214 or COMM 224.</i></p>	3 hrs.
COMM 343	<p>Gender Communication</p> <p>Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. <i>Prerequisite: sophomore standing.</i></p>	3 hrs.

COMM 344	Visual Communication and Culture	3 hrs.
	Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature, and photography within the public sphere. <i>Prerequisite: COMM 110.</i>	
COMM 354	Social Media and Virtual Communities	3 hrs.
	This course examines the ways humans communicate via social media and virtual communities. Grounded in communication theory, students will appropriately engage, first-hand, with social media technologies to explore the manners of electronic communication maintenance, manipulation, and community building. Technologies pertaining to this course include: smart mobs, blogs, collaboration tools, podcasts, viral video, social bookmarking, and other evolving technologies. <i>Prerequisite: COMM 214.</i>	
COMM 360	Oral Interpretation of Literature	3 hrs.
	Appreciation of poetry, prose and drama through oral performance. <i>Prerequisites: COMM 110 and/or COMM 203 strongly recommended.</i>	
COMM 385	Performance Styles and Genres	3 hrs.
	Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical, and critical issues. Sample topics: poetry; personal narrative; performance art; prose; drama. Course may be taken more than once when the topic varies. <i>Prerequisite: COMM 360.</i>	
COMM 393	Organizational Communication	3 hrs.
	Examination of communication processes with emphasis on systems theories, leadership, and interpersonal and group interaction in formal and informal organizational settings. <i>Prerequisite: COMM 110.</i>	
COMM 399	Communication Internship	1-3 hrs.
	Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students can register for no more than 12 internship (399 and 499 combined) credits during their time at Columbia College. <i>Prerequisites: junior standing; minimum 3.0 cumulative GPA at time of registration of internship.</i>	
COMM 404	Media Criticism	3 hrs.
	Theoretical and practical analysis of the content, structure, and context of mediated communication in the United States. Students use cultural, critical, and rhetorical strategies to evaluate media content. <i>Prerequisites: COMM 214 and 3 hours of upper-level communication coursework.</i>	
COMM 499	Advanced Communication Internship	1-3 hrs.
	Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students can register for no more than 12 internship (399 and 499 combined) credits during their time at Columbia College. <i>Prerequisites: COMM 399; senior standing; minimum 3.0 cumulative GAP at time of registration of internship.</i>	

Computer Information Systems

In CISS courses where a computer lab is used, a \$40 lab fee will be charged.

CISS 145	Introduction to Python Programming	3 hrs.
	An introduction to computer programming. Students design and build a substantial system using the Python language. The system is selected from the following: 2D/3D games, CD player, image authoring tools. This course is intended for non-PYTHON computer science majors. <i>Prerequisite: MATH 150.</i>	
CISS 170	Introduction to Computer Information Systems	3 hrs.
	Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore the use of the microcomputers in business.	

CISS 171	Introduction to Computer Information Systems for MAC Users Use of advanced microcomputer-based personal productivity software (Microsoft Office) certification in Microsoft Office, using the skills assessment manager, and simple WEB page design.	3 hrs.
CISS 175	Microcomputer-Based Personal Productivity Tools Overview of computer hardware, software, programming and information systems as applied in the modern business environment. Hands on applications of word processing, spreadsheet, and the presentation software for the Macintosh computer are used to explore use of microcomputers in business. <i>G.E. Prerequisite: CISS 170.</i>	3 hrs.
CISS 176	Introduction to Computer Science This course provides a broad overview of computer science. It is designed to provide students with an appreciation for and an understanding of the many different aspects of computer science.	3 hrs.
CISS 234	Visual Basic An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. <i>Prerequisites: CISS 170 or CISS 176; MATH 150.</i>	3 hrs.
CISS 236	COBOL Programming COBOL syntax and semantics, data structures including record processing using sequential, indexed, and relative files; sorting and merging files, and other language features. <i>Prerequisites: CISS 170 or CISS 176; MATH 150.</i>	3 hrs.
CISS 238	Java Programming An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract windows tool kit, file input and output. <i>Prerequisites: CISS 170 or CISS 176; MATH 150.</i>	3 hrs.
CISS 241	Programming I Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers, and recursion. <i>Prerequisites: CISS 170 or CISS 176; MATH 150.</i>	3 hrs.
CISS 242	Programming II A continuation of CISS 241. Topics include strings, pointers, recursion, classes, methods, and operator overloading. <i>Prerequisite: Grade of C or higher in CISS 241.</i>	3 hrs.
CISS 243	Programming III A continuation of CISS 242. Topics include inheritance, polymorphism, templates, stream I/O, file processing, stacks, queues, and lists. <i>Prerequisites: Grade of C or higher in CISS 242.</i>	3 hrs.
CISS 274	Introduction to Internet Technology and Electronic Commerce Introduction to the internet and electronic commerce. Topics include the World Wide Web, basic web page design (html) and programming methodologies (CGI). Social, economic, ethical, and political topics are discussed as well. <i>Prerequisite: CISS 170 or CISS 176.</i>	3 hrs.
CISS 280	Systems Analysis and Design I The first in a two-course sequence (see CISS 320). Explores requirements, and methods for documenting and analyzing existing business information systems; includes investigation and development of alternative solutions. <i>Prerequisite: CISS 234 or CISS 238 or CISS 241.</i>	3 hrs.
CISS 298	Web Programming Introduction to web programming issues associated with developing web applications and website design. <i>Prerequisite: CISS 170 or CISS 176.</i>	3 hrs.
CISS 301	Operating Systems for Business Computing Introduction to computer operating systems functions and management. Topics include memory, process, device, file, network function management and concurrent processes, security and ethics. <i>Prerequisites: CISS 170 or CISS 176; junior standing.</i>	3 hrs.

CISS 302	Business Data Communications and Networking Introduction to business computer networking. Topics include network architecture with layered models; networking technologies with LAN, MAN and WAN; network security, design and management. <i>Prerequisites: CISS 170 or CISS 176; junior standing</i>	3 hrs.
CISS 320	Systems Analysis and Design II A continuation of CISS 280. Explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 software quality assurance mechanisms. <i>Prerequisite: CISS 280 with a grade of C or higher.</i>	3 hrs.
CISS 350	Advanced Algorithms & Data Structures Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. <i>Prerequisite: CISS 242 or CISS 243.</i>	3 hrs.
CISS 358	Algorithm Analysis Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and divide-and-conquer. <i>Prerequisites: MATH 225, CISS 242 and CISS 243.</i>	3 hrs.
CISS 360	Computer Systems and Assembly Language Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language process. <i>Prerequisites: CISS 242 and CISS 243.</i>	3 hrs.
CISS 362	Introduction to Automata Theory, Languages and Computation The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as MATH 362. <i>Prerequisites: MATH 225 and CISS 241.</i>	3 hrs.
CISS 365	Project Management An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management, and procurement management. <i>Prerequisites: CISS 320 or CISS 325; MGMT 254.</i>	3 hrs.
CISS 370	Operating Systems The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 375	Compiler Construction Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, and run-time storage. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 380	Computer Graphics Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems and animation techniques. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 390	Global Information Systems Management Introduction to global information systems management issues associated with culture, politics, and geo-economics, international IS standards and regulations, outsourcing and off-shoring. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.
CISS 391	Information System Security Introduction to information system security issues associated with formal and informal systems' protection, detection and responses. <i>Prerequisite: junior standing.</i>	3 hrs.
CISS 410	Computer Networks and Communications Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. <i>Prerequisite: CISS 350.</i>	3 hrs.

CISS 420	Computer Architecture Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, and memory systems. <i>Prerequisite: CISS 360.</i>	3 hrs.
CISS 430	Database Systems Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. <i>Prerequisite: CISS 280.</i>	3 hrs.
CISS 438	Object-Oriented Design and Analysis Introduction to object-oriented (OO) analysis, design, and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models, and OO implementation issues. The Unified Modeling Language will be used as a modeling tool. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 445	Programming Languages Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding, and binding times, logic and functional programming. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 450	Artificial Intelligence Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, and language understanding. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 451	Introduction to Cryptography & Computer Security An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as MATH 451. <i>Prerequisites: MATH 225; CISS 242 and CISS 243.</i>	3 hrs.
CISS 465	Software Engineering An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. <i>Prerequisite: CISS 430.</i>	3 hrs.
CISS 472	Data Warehousing and Decision Support Systems An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment, and maintenance issues. <i>Prerequisite: CISS 430.</i>	3 hrs.
CISS 492	Senior Seminar in Management Information Systems Required culminating course for graduation as a Management Information System (MIS) major. Readings from current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. <i>Prerequisites: CISS 320, CISS 365, CISS 430, and senior standing.</i>	3 hrs.
CISS 493	Senior Seminar in Computer Information Systems Culminating experience course required for Computer Information Systems (CIS) majors. Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. <i>Prerequisites: CISS 320, CISS 350, CISS 360, CISS 430, and senior standing.</i>	3 hrs.
CISS 499	Internship Students complete 45 hours of experiential work for each semester hour. Typical internships include programming in VB, C++ and COBOL, writing PERL scripts, doing database work with SQL and Access, and system analysis work. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 hours of CISS 499 during their time at Columbia College. <i>Prerequisites: Senior standing; declared major in Computer Science, Computer Information Systems or Management Information Systems; minimum 3.0 cumulative GPA at time of registration for internship.</i>	1-6 hrs.

Criminal Justice Administration

CJAD 101	<p>Introduction to Criminal Justice Administration 3 hrs.</p> <p>History and development of major components of the CJ system: police, criminal courts, prosecution, defense, institutional and community-based corrections.</p>
CJAD 201	<p>Criminal Investigation 3 hrs.</p> <p>Provides the student with a practical working knowledge of criminal investigation principles, techniques, law, and procedure. The investigative process is studied from basic theoretical concepts to the application of elements for prosecution of specific criminal offenses. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime, and terrorism. <i>Prerequisite: CJAD 101.</i></p>
CJAD 203	<p>Crime Scene Investigation 3 hrs.</p> <p>Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence, and fingerprinting techniques. <i>Prerequisite: CJAD 101. \$40 lab fee.</i></p>
CJAD 301	<p>Criminal Law 3 hrs.</p> <p>Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary, and robbery. Analysis of inchoate crimes involving attempt, solicitation, and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity, and insanity. <i>Prerequisite: CJAD 101.</i></p>
CJAD 303	<p>Crime Scene Photography 3 hrs.</p> <p>Techniques and methods of crime scene photography focusing on practical suggestions as well as general viewpoints of crime scene imaging and documentation. The use of digital imaging and standard film systems are demonstrated. Topics include the fundamentals of photographing scenes from general to specific utilizing the overall, medium, and close-up "three-step" methods. Practical exercises demonstrate the documentation of crime scenes. Major case crime scenes and autopsy procedures are specifically demonstrated. \$40 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). <i>Prerequisites: CJAD 101 and junior standing.</i></p>
CJAD 305	<p>Forensic Anthropology 3 hrs.</p> <p>Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. <i>Prerequisite: junior standing.</i></p>
CJAD 306	<p>Military Justice System 3 hrs.</p> <p>Examination of the history and principles of Military Justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. <i>Prerequisites: CJAD 101 and junior standing.</i></p>
CJAD 310	<p>Crisis Intervention 3 hrs.</p> <p>Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. <i>Prerequisite: PSYC 101.</i></p>
CJAD 311	<p>Police in a Democratic Society 3 hrs.</p> <p>Overview and analysis of law-enforcement history, development, purposes, roles, and status in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. <i>Prerequisite: CJAD 101.</i></p>
CJAD 315	<p>Private Security and Loss Prevention 3 hrs.</p> <p>A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. <i>Prerequisite: junior standing.</i></p>

CJAD 320	Cultural Diversity in Criminal Justice Examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups. Course meets multicultural graduation requirement. <i>Prerequisites: CJAD 101 and junior standing. Strongly recommended as prerequisite for CJAD 345 Ethics and Morality in Criminal Justice.</i>	3 hrs.
CJAD 325	Juvenile Justice System and Procedures Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 327	Fingerprint Evidence Exploration of the techniques and methods of identification, capture and analysis of fingerprint evidence, including consideration of the fundamentals of fingerprint 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 <i>Prerequisites: CJAD 101 and a declared Criminal Justice or Forensic Science major.</i>	3 hrs.
CJAD 328	Shooting Incidents Exploration and practical analysis of forensic evidence resulting from shooting incidents, including consideration of ballistics, ammunition, weapons/hardware, injury patterns in association with entry and exit wounds, and injury documentation and reconstruction techniques. <i>Prerequisites: CJAD 201, CJAD 203; junior standing; and a declared Criminal Justice or Forensic Science major.</i>	3 hrs.
CJAD 335	Criminalistics Introduction to the scientific techniques commonly used in forensic crime solving, covering in detail all aspects of forensic science, the organization of a crime laboratory, and how evidence is treated from the crime scene to the courtroom. <i>Prerequisites: CHEM 110, BIOL 110, junior standing.</i>	3 hrs.
CJAD 345	Ethics and Morality in Criminal Justice Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption, and discrimination. <i>Prerequisite: CJAD 101.</i>	3 hrs.
CJAD 350	Corrections and Penology Analysis of punishment in our criminal justice system, with focus on why we punish and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis, and treatment modalities. <i>Prerequisite: CJAD 101.</i>	3 hrs.
CJAD 351	Community Based Corrections Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. <i>Prerequisites: CJAD 101 and sophomore standing.</i>	3 hrs.
CJAD 352	Victims in the Justice System Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including medium and high velocity bloodstains, significance of partially dried, clotted, aged and physically altered bloodstains and others. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 370	Dynamics of Terrorism This course surveys contemporary terrorism, especially international terrorism. The course examines controversies in defining terrorism; explores the historical roots of terrorism; examines terrorist motivations, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as POSC 370.	3 hrs.

CJAD 399	<p>Criminal Justice Internship 1-3 hrs.</p> <p>Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 criminal justice internship credits (399 or 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum 12 hours of criminal justice coursework; junior standing; minimum 2.5 cumulative GPA at time of registration for internship.</i></p>
CJAD 403	<p>Cold Case Investigation 3 hrs.</p> <p>Examination of the processes, theories, and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. <i>Prerequisites: CJAD 101, CJAD 203, and CJAD 405, and a declared Criminal Justice or Forensic Science major.</i></p>
CJAD 405	<p>Laws of Criminal Evidence 3 hrs.</p> <p>Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. Topics include the evolution of the laws of evidence, the trial process, privileges, hearsay, confessions and admissions, pretrial investigation and identification procedures, expert and lay opinion, scientific evidence, character evidence, presumptions, and evidence collection and preservation. <i>Prerequisites: CJAD 101 and junior standing.</i></p>
CJAD 406	<p>Expert and Scientific Evidence 3 hrs.</p> <p>Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized conservation of evidentiary issues connected with specific scientific techniques. <i>Prerequisites: CJAD 101 and junior standing.</i></p>
CJAD 410	<p>Drug Abuse and Crime Control 3 hrs.</p> <p>Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy, and the roles of police. <i>Prerequisite: CJAD 101.</i></p>
CJAD 413	<p>Bloodstain Evidence 3 hrs.</p> <p>A practical-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low-velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged, and physically altered bloodstains, and others. <i>Prerequisite: CJAD 101.</i></p>
CJAD 415	<p>Criminal Procedures 3 hrs.</p> <p>Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th Amendments to the U.S. Constitution. <i>Prerequisite: junior standing.</i></p>
CJAD 420	<p>Legal Issues in Criminal Justice 3 hrs.</p> <p>Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. <i>Prerequisites: CJAD 101 and junior standing.</i></p>
CJAD 421	<p>Organized Crime 3 hrs.</p> <p>Provides the student with a realistic concept and understanding of the problem of organized criminal activity in the United States. Focuses on theories and the evolution of traditional organized crime in America as well as examining the many new and emerging Organized Crime groups attempting to acquire a stronghold on domestic criminal enterprises. <i>Prerequisites: CJAD 101 and junior standing.</i></p>
CJAD 425	<p>Legal Research and Writing 3 hrs.</p> <p>Application of systems and methods of legal research to problems and issues in the Justice system. <i>Prerequisite: junior standing.</i></p>

CJAD 445	Forensic Pathology Analysis of system and methods of determining time, cause, and means of death in criminal investigations and trials. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 451	Management of Criminal Justice Agencies Examines criminal justice agencies within the context of current management principles, organizational theory, and administrative practices. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 495	Integrative Seminar Culminating course for graduation as Criminal Justice major; completion with a grade of C or higher required. Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections, and juvenile justice. <i>Prerequisite: Completion of 90 semester hours of course work and senior standing.</i>	3 hrs.
CJAD 499	Advanced Criminal Justice Internship Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 criminal justice internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum of 12 hours of criminal justice coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.</i>	1-3 hrs.

Economics

ECON 293	Macroeconomics Introduction to concepts and theories applicable to a national economy. Course meets multicultural graduation requirement. <i>Prerequisite: sophomore standing.</i>	3 hrs.
ECON 294	Microeconomics Introduction to specific economic units and to individual markets and individual interactions within an economy. <i>Prerequisite: sophomore standing.</i>	3 hrs.
ECON 310	Environmental and Resource Economics Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ENVS 310. <i>Prerequisites: ECON 293 or 294; ENVS 115.</i>	3 hrs.
ECON 320	The Economics of Healthcare An overview of the economic influences in the production and financing of healthcare. <i>Prerequisites: ECON 293, ECON 294.</i>	3 hrs.
ECON 393	Intermediate Macroeconomics Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, Neo-Classical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. <i>Prerequisites: ECON 293; MATH 150 or MATH 170.</i>	3 hrs.
ECON 394	Intermediate Microeconomics Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomic behavior is viewed through the perspective of behavioral economics and game theory. <i>Prerequisites: ECON 294; MATH 150 or MATH 170.</i>	3 hrs.

ECON 395	Financial Markets and Institutions Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as FINC 395. <i>Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350.</i>	3 hrs.
ECON 495	International Finance Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the “parity conditions” of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as FINC 495. Course meets multicultural graduation requirement. <i>Prerequisites: ECON 293, FINC 350.</i>	3 hrs.

Education

Courses in the college curriculum that fulfill requirements for Missouri Teacher Certification are not included in this catalog. Please see your local campus for information on Missouri Teacher Certification.

EDUC 105	Human Health The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered.	3 hrs.
EDUC 200	Law, Ethics and Education The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. <i>Prerequisite: Sophomore standing.</i>	3 hrs.
EDUC 201	Foundations of Education Study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. Note: This course does not apply toward Missouri certification.	3 hrs.
EDUC 230	Educational Psychology Applications of psychological principles in educational environments. Emphasis on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate, and report instructional outcomes. Cross-listed as PSYC 230. <i>Prerequisite: PSYC 101.</i>	3 hrs.
EDUC 231	Psychology of Education The applied study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as PSYC 231. <i>Prerequisite: PSYC 101.</i> Note: This course does not apply toward Missouri certification.	3 hrs.
EDUC 270	Literature for Children and Adolescents The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature, including folktales, picture books, poetry, and novels. <i>Prerequisite: ENGL 112.</i>	3 hrs.
EDUC 271	Production and Utilization of Instructional Technology The study of the media materials used in education. Computer hardware and software, information systems and technology are evaluated and used to produce instructional materials. \$40 lab fee.	3 hrs.
EDUC 332	Reading Instruction The study of how to teach reading skills. Students learn to describe, compare and contrast theories, models, approaches and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique use of children’s literature and writing processes. <i>Prerequisites: EDUC 102, EDUC 300.</i> Note: This course does not apply toward Missouri certification.	3 hrs.
EDUC 339	Content Reading Methods The study of teaching reading in different content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. <i>Prerequisites: EDUC 102, EDUC 300.</i> Note: This course does not apply toward Missouri certification.	3 hrs.

EDUC 381	Remedial Reading The study of reading remediation. Students evaluate procedures and demonstrate understanding of standardized tests and informal assessments for diagnosis. Students formulate a theoretical base for choosing diagnostic tools, interpreting evaluative data and identifying corrective strategies. <i>Prerequisites: EDUC 102; EDUC 300; EDUC 322 or EDUC 331.</i> Note: This course does not apply toward Missouri certification.	3 hrs.
EDUC 391	Child Psychology The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. <i>Prerequisite: PSYC 101.</i>	3 hrs.
EDUC 392	Adolescent Psychology The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as PSYC 392. <i>Prerequisite: PSYC 101.</i>	3 hrs.

English

ENGL 107	Developmental English Composition Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher required. <i>Prerequisite: Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 or whose SAT Verbal Score is from 200 to 440 shall be placed in ENGL 107.</i>	3 hrs.
ENGL 111	English Composition I Introduction to academic writing with emphasis on the process required for producing polished, argumentative analyses of texts. Grade of C or higher required. <i>Prerequisite: Grade of C or higher in ENGL 107, or placement by Columbia College exam, ACT English Score or by SAT Writing Score: students whose ACT English Score is from 18 to 29 or whose SAT Writing Score is from 430 to 650 will be placed in ENGL 111.</i>	3 hrs.
ENGL 112	English Composition II Through close engagement with literary texts, this course teaches the interrelated skills of engaged reading, analytical thinking and argumentative writing that are essential to college level research. <i>Prerequisite: Grade of C or higher in ENGL 111, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 30 to 36 or whose SAT Verbal Score is from 670 to 800 will be placed in ENGL 112.</i>	3 hrs.
ENGL 123	Introduction to Mythology and Folklore Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, Native American, African and Polynesian. Course meets multicultural graduation requirement.	3 hrs.
ENGL 124	The Bible as Literature A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. <i>Cross-listed as RELI 124.</i>	3 hrs.
ENGL 132	Introduction to Shakespeare Beginning study of Shakespeare as a playwright.	3 hrs.
ENGL 190	The Short Story Introduction to the study of fiction through the short story.	3 hrs.
ENGL 204	Technical Writing Study of grammar and practice in writing class reports. Developmental policy requires students write a minimum of 4500 words of graded writing for the course. <i>Prerequisite: ENGL 112 or sophomore standing.</i>	3 hrs.
ENGL 207	Creative Writing I – Multigenre Introduction to writing of fiction, creative non-fiction and poetry, including criticism of student and professional work. <i>Prerequisite: ENGL 112.</i>	3 hrs.

ENGL 210	Introduction to Fiction A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths.	3 hrs.
ENGL 211	Introduction to Poetry A comprehensive introduction to the elements and major writers of poetry of varying lengths.	3 hrs.
ENGL 212	Introduction to Drama A comprehensive introduction to the elements and major writers of drama of varying lengths.	3 hrs.
ENGL 231	English Literature I Survey from Beowulf to late Eighteenth-Century British writers. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 232	English Literature II Survey from Romantic period to present. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 241	American Literature I Survey of major American writers from Colonial to Realist figures. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 242	American Literature II Survey of major American writers from Realist to Contemporary figures. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 263	World Literature I European (non-British) and Asian literature from origins to the fourteenth century. Course meets multicultural graduation requirement. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 264	World Literature II Significant European (non-British) and Asian literature from the fourteenth century to the present. Course meets multicultural graduation requirement. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 280	Film and Literature Critical viewing of international films and study of relationships between film and literature. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 304	Introduction to Screenwriting This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. Cross-listed as COMM 304. <i>Prerequisites: ENGL 112 and either COMM 224 or ENGL 310.</i>	3 hrs.
ENGL 311	Descriptive Grammar of the English Language Study of grammar (sounds, structures, sentences, and dialects) of American English. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 312	The History of the English Language II Study of the history and dialects of the English language. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 313	Intermediate Creative Writing I – Fiction An intermediate workshop class in the writing of short fiction, including class criticism of student and professional work. <i>Prerequisite: ENGL 207.</i>	3 hrs.
ENGL 314	Intermediate Creative Writing II – Non-Fiction An intermediate workshop class in the writing of short fiction, including class criticism of student and professional work. <i>Prerequisite: ENGL 207.</i>	3 hrs.
ENGL 315	Intermediate Creative Writing III – Poetry An intermediate workshop class in the writing of poetry, including class criticism of student and professional work. <i>Prerequisite: ENGL 207.</i>	3 hrs.
ENGL 323	The Hero in Mythology Study of the hero in mythology from a cross-cultural perspective. Emphasis lies on examining, defining and discussing the hero from a cross-cultural, mythological perspective and determining the hero's role in society today. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 331	Ethical Issues in Literature Analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. <i>Prerequisites: ENGL 112, junior standing.</i>	3 hrs.

ENGL 350*	Major Literary Figures Study of the works of one-to-three major writers (e.g., Chaucer, Mark Twain, Faulkner, Cervantes, or Melville and Whitman, Donne and Milton, Dante and Goethe, etc.). <i>Prerequisites: ENGL 112 and previous 200-level or higher English course.</i>	3 hrs.
ENGL 351	Readings in Shakespeare Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 360*	Readings in Fiction Study of the genre from a special perspective or literary period (e.g., American novel and short story, contemporary novel and short story, the comic novel and short story). <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 361*	Readings in Poetry Intense study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, Renaissance poetry, epic poetry). <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 362*	Readings in Drama Study of the genre, possibly from a special perspective or literary period. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 370*	Major Literary Periods Study of the major literary works from a specific movement or definitive age (Medieval or Renaissance Literature, Modern Literature, the Age of Reason, the Romantic Age, Victorian Literature, or Contemporary Literature). <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 397	Science Fiction and Fantasy Readings from a broad spectrum of science fiction and fantasy literature. <i>Prerequisites: ENG 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 399	English Internship Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for non-profit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 English internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: At least one 200-level English course; junior standing, minimum 2.5 cumulative GPA at time of registration of internship.</i>	1-3 hrs.
ENGL 408	Advanced Creative Writing An advanced workshop that focuses on developing and fine-tuning a student's portfolio of creative writing and allows a student to put together a substantial collection of work worthy for publication or admittance into an MFA program. <i>Prerequisites: ENGL 313, ENGL 314, and ENGL 315.</i>	3 hrs.
ENGL 420	Advanced Editing and Revision A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 431	Senior Seminar Culminating course for graduation as an English major. This course is designed similarly to a graduate-level seminar. The student is required to produce a portfolio and essay project arranged in conjunction with one or more of the English faculty. <i>Prerequisites: 68 semester hours, C average in English courses.</i>	3 hrs.
ENGL 450	Minority and Ethnic Literature of the United States Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Course meets multicultural graduation requirement. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 490	Literary and Critical Theories Introduction to methods and applications of literary criticism and critical theories. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.

ENGL 499	Advanced English Internship	1-3 hrs.
	Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for non-profit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 English internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum nine hours of English coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.</i>	

* ENGL 310, 350, 360, 361, 362 and 370 may be taken more than once when the subject matter in the course varies.

Environmental Studies

ENVS 115	Introduction to Environmental Science	3 hrs.
	Survey of environmental science, ecosystems and human impact. Cross-listed as BIOL 115. Course meets multicultural graduation requirement.	
ENVS 115L	Introduction to Environmental Science Laboratory	2 hrs.
	Laboratory experiences to complement BIOL/ENVS 115. \$40 laboratory fee. Cross-listed as BIOL 115L. <i>Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before BIOL/ENVS 115L can be used as GE credit.</i>	
ENVS 220	Introduction to Atmospheric Sciences	3 hrs.
	An introduction to the study of weather and climate. <i>Prerequisite: sophomore standing.</i> Cross-listed as GEOG 220.	
ENVS 222	Conservation Biology	3 hrs.
	Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as BIOL 222. <i>Prerequisite: BIOL 112.</i>	
ENVS 223	Environmental Disasters	3 hrs.
	Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution, and human responses/adjustments. Cross-listed as GEOG 223. <i>Prerequisite: GEOG 101.</i>	
ENVS 251	Resource Management	3 hrs.
	An introduction to the global range of natural resources, the economic and political contexts of their development, and the resulting physical and societal impacts. Cross-listed as GEOG 251. Course meets multicultural graduation requirement. <i>Prerequisite: GEOG 101.</i>	
ENVS 272	An Introduction to Environmental Literature	3 hrs.
	An introduction to contemporary writing about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing, and to novels that examine various ecological visions. <i>Prerequisite: ENGL 112.</i>	
ENVS 300	Evolution	3 hrs.
	Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life will be considered. Cross-listed as BIOL 300. <i>Prerequisites: BIOL 112 and BIOL 342.</i>	
ENVS 310	Environmental and Resource Economics	3 hrs.
	Application of economic concepts and tools for the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ECON 310. <i>Prerequisites: ECON 293 or 294; ENVS/BIOL 115.</i>	
ENVS 312	Environmental Politics	3 hrs.
	Study of environmental issues and policies from both a national and global perspective. Cross-listed as POSC 312. <i>Prerequisite: POSC 111.</i>	

ENVS 319	Soils An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as BIOL 319. <i>Prerequisites: BIOL 110 or BIOL/ENVS 115, CHEM 110.</i>	3 hrs.
ENVS 320	Ecology Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 320. <i>Prerequisites: BIOL 112; BIOL/ENVS 222 recommended.</i>	3 hrs.
ENVS 332	Environmental Ethics Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as PHIL 332.	3 hrs.
ENVS 352	American Environmental History Analysis of American environmental history from the colonial period to the present. This course traces the connections between human society and its surroundings in the various bioregions of North America. In particular, it focuses upon how ideas, attitudes, institutions, and technologies impacted the American experience with nature. Significant attention will be given to indigenous ecology, agricultural extension, resource conservation, and green politics. Cross-listed as HIST 352. <i>Prerequisite: junior standing.</i>	3 hrs.
ENVS 390	Environmental Studies Project Final culminating project arranged in conjunction with one or more of the Environmental Science faculty. This project may take the form of library or lab research, a field experience or internship, or a creative project. The project should demonstrate a synthesis of ideas from the ENVS minor. The course must be completed with a grade of C or higher. <i>Prerequisite: Completed at least 12 hours toward the Environmental Studies minor.</i>	1 hr.
ENVS 395	Research Design in the Sciences Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or higher. Cross-listed as BIOL 395 and CHEM 395. <i>Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.</i>	3 hrs.
ENVS 399	Science Internship Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: junior standing; minimum of 2.5 cumulative GPA at time of registration for internship.</i>	1-3 hrs.
ENVS 499	Advanced Science Internship Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum 15 hours of science coursework; senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship.</i>	1-3 hrs.

Finance

FINC 295	Risk and Insurance Basic concepts and practices found in modern insurance and other methods of handling risk.	3 hrs.
FINC 298	Personal Financial Planning Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning.	3 hrs.

FINC 350	Business Finance A study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money, and capital budgeting. <i>Prerequisites: ACCT 281; MATH 150 or MATH 170.</i>	3 hrs.
FINC 354	Investments An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. <i>Prerequisite: ACCT 281.</i>	3 hrs.
FINC 395	Financial Markets and Institutions Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies, and investment companies. Cross-listed as ECON 395. <i>Prerequisites: ACCT 281; MATH 150 or MATH 170; ECON 293, ECON 294; FINC 350.</i>	3 hrs.
FINC 396	Corporate Finance Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management, and international financial management. <i>Prerequisites: ACCT 281; MATH 150 or MATH 170; FINC 350.</i>	3 hrs.
FINC 397	Principles of Real Estate An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts, and real estate investment as it relates to personal financial planning objectives.	3 hrs.
FINC 410	Sports Finance An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. <i>Prerequisites: ECON 293, ECON 294, FINC 350, MATH 170, MATH 250.</i>	3 hrs.
FINC 495	International Finance Understanding and application of the concepts of corporate finance, financial markets, and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting, and global working capital management. Course meets multicultural graduation requirement. Cross-listed as ECON 495. <i>Prerequisites: ECON 293, FINC 350.</i>	3 hrs.
FINC 496	Financial Management Application of various financial management decision-making techniques as they apply to complex business problems. <i>Prerequisite: FINC 396.</i>	3 hrs.
FINC 498	Comprehensive Financial Planning A study of the principles and practices of professional financial planning using an integrated planning model. Case studies will allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. <i>Prerequisite: FINC 354.</i>	3 hrs.
FINC 499	Internship Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experiences that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. <i>Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses.</i>	1-3 hours

Foreign Culture

AFCS 101	African Culture and Society I An interdisciplinary survey of institutions, politics, cultures, and societies in Africa from roughly 1800 to the present (emphasis on the period following the Second World War). Course meets multicultural graduation requirement.	3 hrs.
AFCS 102	African Culture and Society II This course continues a survey of the social, cultural, literary, and political history of Africa. The course is designed to be taken in sequence with African Culture and Society I as an intensive study of the African culture and its people. Taking AFCS 101 before 102 will greatly enhance your overall experience in this course. Course meets multicultural graduation requirement.	3 hrs.
FRCS 101	French Culture and Society This course begins a survey of the social, cultural, literary, and political history of France. The course is designed as an intensive study of French culture and people. Course meets multicultural graduation requirement.	3 hrs.
ITCS 101	Italian Culture and Society This course begins a survey of the social, cultural, literary, and political history of Italy. The course is designed as an intensive study of Italian culture and people. Course meets multicultural graduation requirement.	3 hrs.
LACS 101	Latin American Culture and Society I This course begins a survey of the social, cultural, literary, and political history of Latin America. The course is designed to be taken in sequence with Latin American Culture and Society II as an intensive study of the Latin American culture and its people. Course meets multicultural graduation requirement.	3 hrs.
LACS 102	Latin American Culture and Society II This course continues a survey of the social, cultural, literary, and political history of Latin America. The course is designed to be taken in sequence with Latin American Culture and Society I as an intensive study of the Latin American culture and its people. Taking LACS 101 before 102 will greatly enhance your overall experience in this course. Course meets multicultural graduation requirement.	3 hrs.
MECS 101	Middle Eastern Culture and Society I A survey of Middle Eastern culture exploring the formative events and institutions that have shaped Middle Eastern culture with an emphasis on exploring the manner in which East and West meet and perceive their respective cultures. Course meets multicultural graduation requirement.	3 hrs.
MECS 102	Middle Eastern Culture and Society II This course continues a survey of the social, cultural, literary, and political history of the Middle East. The course is designed to be taken in sequence with Middle Eastern Culture and Society I as an intensive study of the Middle Eastern culture and its people. Taking MECS 101 before 102 will greatly enhance your overall experience in this course. Course meets multicultural graduation requirement.	3 hrs.
RUCS 101	Culture and Society of Russia This course will acquaint you with Russian culture and society from early medieval times to the present. This course explores the origins of Russian mentality and basic elements of the unique Russian Civilization. During the course, a combination of the sources from history, literature, visual arts, music, religion and philosophy will be used. Course meets multicultural graduation requirement.	3 hrs.
SACS 101	South Asian Culture and Society I An introduction to the societies and cultures of South Asia, including India, Pakistan, Sri Lanka, Maldives, Bangladesh, Nepal and Bhutan. This course will examine the cultural religious and historic influences that have shaped the South Asian region throughout the centuries and continue to play a key role within contemporary South Asian societies. Course meets multicultural graduation requirement.	3 hrs.
SACS 102	South Asian Culture and Society II An exploration of the societies and cultures of South Asia, including India, Pakistan, Sri Lanka, Bangladesh, Nepal, and Bhutan. This course will allow the students with a theoretical knowledge of South Asia to examine the diversity and realities of a number of South Asian societies. Students will gain a more in-depth understanding of South Asian social norms, social hierarchy, religious practice, political conflict, immigration and folklore. Course meets multicultural graduation requirement. It is strongly recommended that students take SACS 101 before taking this class.	3 hrs.

Geography

GEOG 101	Introduction to Geography Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Cross-listed at ANTH 101. Course meets multicultural graduation requirement.	3 hrs.
GEOG 220	Introduction to Atmospheric Sciences An introduction to the study of weather and climate. Cross-listed as ENVS 220. <i>Prerequisite: sophomore standing.</i>	3 hrs.
GEOG 223	Environmental Disasters Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution, and human responses/adjustments. Cross-listed as ENVS 223. <i>Prerequisite: GEOG 101.</i>	3 hrs.
GEOG 251	Resource Management An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Course meets multicultural graduation requirement. Cross-listed as ENVS 251. <i>Prerequisite: GEOG 101.</i>	3 hrs.

Geology

GEOL 110	Introduction to Physical Geology An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes.	3 hrs.
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History

HIST 101	Western Civilization I European history from Greece to 1715.	3 hrs.
HIST 102	Western Civilization II European history since 1715.	3 hrs.
HIST 111	World History to 1500 This course surveys the major developments that have shaped the human experience from the earliest civilization to 1500 CE. The course examines overall patterns of early global history, characteristics of the world's major pre-modern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics, and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Course meets multicultural graduation requirement.	3 hrs.
HIST 112	World History since 1500 This course surveys the major developments that have shaped the human experience since 1500 CE. The course examines overall patterns of global history, characteristics of the world's major modern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics, and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Course meets multicultural graduation requirement.	3 hrs.
HIST 121	American History to 1877 A survey of institutions, politics, culture, and society in America's institutions, from colonization to reconstruction.	3 hrs.
HIST 122	American History since 1877 A survey of politics, culture, and society in America from reconstruction to the present.	3 hrs.
HIST 294	Introduction to the Historian's Craft Designed for the history major or minor, but open to non-majors as well, this course provides hands-on exploration of history and gives students a broad foundation in learning how to think and work as historians. Topics includes major trends in historical scholarship, the assessment of issues such as causes of events, the reliability of evidence, and different theoretical "schools" of history. As a central project, students craft a research proposal as a solid core advanced work in the history. <i>Prerequisite: Minimum of six hours of History at the 100 level.</i>	3 hrs.

HIST 303	History and Philosophy of Modern Science Evolution of scientific thought from 1600 AD to the present. <i>Prerequisite: HIST 102.</i> Cross-listed as PHIL 303.	3 hrs.
HIST 304	History of Latin America Survey of the history of Latin America from the colonial period to the present. The study of the development of colonial structures, the impact of colonization on native peoples, the struggle for independence, colonial legacies, economic dependency, and ethnic, gender, and class relations helps students to gain an understanding of the major themes in Latin American history. The class also considers the relationship between Latin American countries and the United States, as well as political and social movements throughout the region. The class considers examples from the histories of Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay and Venezuela. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.
HIST 312	Twentieth Century American Diplomatic History Diplomacy since the 1890's and emergence of the nation as a world power. <i>Prerequisite: HIST 122.</i>	3 hrs.
HIST 314	Modern China Chinese history since 1800. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.
HIST 316	Modern Japan Japanese history since 1800. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.
HIST 318	The United States and The Vietnam War Analysis of American involvement in the Vietnam War from 1955 to 1975. The events of the armed conflict are placed in a multiplicity of contexts to reveal political, diplomatic, military, social, and economic factors. This course considers the deployment of armed forces in addition to the impact of the peace movement. Significant attention is given to the challenges of the Cold War, the dynamics of popular culture, and the fall of South Vietnam. <i>Prerequisite: HIST 122.</i>	3 hrs.
HIST 319	History of the Modern Middle East The Middle East has been and continues to be among the most important regions of the world, religiously, economically, and politically, especially in terms of its formative effects upon the contemporary western world. As an introduction to the social, political, religious, and intellectual history of the Middle East stretching from the pre-Islamic states to the present day, but with special attention paid to the period since 1800, this course pays particular attention to the following topics: the changing relationships among religion, political movements, and everyday life; the nature of the Middle Eastern social and political institutions; tensions between reformatory and purifying impulses in Islamic religious currents; the Ottoman period, Western Imperialism, and the Eastern Question; paths of modernization; the Arab-Israeli conflict; and the historical context for the emergence of political Islam. Cross-listed as ANTH 319. Course meets multicultural graduation requirement. <i>Prerequisite: HIST 102 or HIST 112.</i>	3 hrs.
HIST 321	History of the Modern U.S. Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1929, the New Deal policies of FDR and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. <i>Prerequisite: HIST 122.</i>	3 hrs.
HIST 322	Women and Gender in World History This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meaning of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout World history. Cross-listed as WMST 322. <i>Prerequisite: junior standing.</i>	3 hrs.

- HIST 329** **Warfare, Witches and the Outlines of Modern Life: Early Modern Europe, 1550-1700** **3 hrs.**
Early modern Europe served as a kind of precedent for modern life, through developments such as the nation-state, free-trade economies, competitive empire-building, and science and industry. The course explores traditional topics such as the Reformation, the Thirty Years' War, absolutism and constitutionalism, and the Scientific Revolution, as well as more recent histories of women, popular culture, sexuality, peasant life, and magic. *Prerequisite: HIST 101 or HIST 111.*
- HIST 332** **The European Renaissance** **3 hrs.**
During the age of the Renaissance, scholars, artists, ecclesiastics, princes and courtiers consciously turned from medieval tradition and cultivated a renewal of classical Greek and Roman cultures. This course explores the cultural, intellectual, religious, political and economic lives of the men and women of Renaissance Europe from its inception in mid-fourteenth-century Italy to its culmination in Early-Modern Northern Europe. *Prerequisite: HIST 101 or HIST 111.*
- HIST 334** **The European Enlightenment** **3 hrs.**
This course traces the transformation of European culture and society between the last decades of the seventeenth century and the end of the eighteenth century. Texts include political and philosophical essays, theological works, and examples from the "literary underground" of the eighteenth century. While drawing significantly on select major writers such as Voltaire, Diderot, Condorcet and the Scottish moralists, the course also examines figures who are sometimes overlooked in introductory surveys, such as Daniel Defoe, Richard Price and Mary Wollstonecraft. The overall goal of the course is to provide both an extended contact with the works of one particular historical period, and to survey the different ways in which historians have approached the period. *Prerequisite: HIST 102 or HIST 112.*
- HIST 335** **Nineteenth Century Europe** **3 hrs.**
This course focuses on the major transformations in European politics, economics, culture and society between the French Revolution and World War I. Topics include Napoleonic Europe, industrialization, the emergence of class as a concept for explaining fundamental social change, the revolutions of 1848, the unification of Germany and Italy, the expansion of European Imperialism, especially as seen in Africa, and the convergence of tensions which contributed to the outbreak of World War One. *Prerequisite: HIST 102 or HIST 112.*
- HIST 336** **Twentieth Century Europe** **3 hrs.**
Exploration of patterns of difference and commonality across the countries of Europe. From World War I, through the Russian Revolution, the rise of fascism and totalitarianism and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united Europe community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of the aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affects Europe between 1912 and the twenty-first century. *Prerequisite: HIST 102 or HIST 112.*
- HIST 337** **Fascism in Europe, 1900-1945** **3 hrs.**
Explores how and why fascist groups achieved power in European states during the early 20th century. Topics includes political mobilization, social engineering, resistance and collaboration, racism/anti-Semitism, and gender policies, foreign policy, imperial aims, and mass violence. The course concludes by exploring the legacies fascists left behind for Europe and the world. *Prerequisite: HIST 102 or HIST 112.*
- HIST 339** **History of Modern Africa** **3 hrs.**
This course offers a history of Africa from the early nineteenth century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800s and early 1900s, the broader integration of African Societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of – and persistent problems faced by – those post-colonial states. Cross-listed as ANTH 339. *Prerequisite: HIST 102 or HIST 112.*
- HIST 340** **History and Philosophy of Revolution** **3 hrs.**
Examination of the nature of revolution – intellectual, philosophical, economic, and political. Cross-listed as PHIL 340.

- HIST 342 American Civil War 3 hrs.**
Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. *Prerequisite: HIST 121.*
- HIST 348 World War II 3 hrs.**
Analysis of the causes and consequences of the Second World War from a transnational perspective. This course examines the major events of the armed conflict from 1939 to 1945 while featuring the remembrances of combatants and non-combatants in Europe and Asia. The impact of "total war" on modernity will be considered, as will the geopolitical realignment of the post-war world. *Prerequisite: HIST 102 or 112.*
- HIST 350 American Revolution 3 hrs.**
Analysis of the American Revolution during the eighteenth century. The course considers the causes and the consequences of colonial rebellion against the British Empire in North America. Furthermore, it assesses the preconditions, constraints, and outcomes of the struggle for independence. Particular attention will be given to the clash of values, interests, and ambitions transforming the thirteen colonies into the United States. Moreover, significant themes of cultural, economic, military, and constitutional developments are explored. *Prerequisite: HIST 121.*
- HIST 352 American Environmental History 3 hrs.**
Analysis of American environmental history from the colonial period to the present. This course traces the connections between human society and its surroundings in the various bioregions of North America. In particular, it focuses upon how ideas, attitudes, institutions, and technologies impacted the American experience with nature. Significant attention will be given to indigenous ecology, agricultural extension, resource conservation, and green politics. Cross-listed as ENV 352. *Prerequisite: junior standing.*
- HIST 353 Missouri History 3 hrs.**
Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its citizens to the development of the U.S. In particular, it highlights the state's diverse cultural heritage and distinctive political culture. *Prerequisite: junior standing.*
- HIST 358 The Making of Modern Britain 3 hrs.**
This exploration of the most important social, economic and political developments in Britain since the beginning of the eighteenth century covers topics including the rise of industrial society, Victorian ideas and attitudes, British feminism, the rise and fall of the British Empire, the emergence of the Labour Party and British socialism, the impact of the two world wars, and postwar political and social changes. Certain themes are stressed such as the relationship between elite and popular politics, the development of the state, changing configurations of empire, and transformations in social and gender relations. *Prerequisite: HIST 102 or HIST 112.*
- HIST 359 Rise and Fall of the British Empire 3 hrs.**
This course traces the emergence of an England-centered empire, which from the 1600s to the near-present facilitated a vast and violent movement of goods, peoples, technologies, diseases, cultural artifacts, and cultural practices. Attention is paid to issues of negotiation, domination and resistance; the effects of gender across cultures; politicization, identity formation, and nationalism; the complications and uses of race; and the empire's effects on Britain. *Prerequisite: HIST 102 or HIST 112.*
- HIST 362 History of the American West 3 hrs.**
Analysis of Western America from colonization to the present. The course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of diverse populations in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. *Prerequisite: junior standing.*
- HIST 370 American Military History 3 hrs.**
Analysis of the military history of the United States from the colonial period to the present. The course examines the development and use of the U.S. armed forces in the context of social, cultural, political, economic, and technological development of the nation. It not only examines such themes as leadership, combat operations, military technology, and strategy and tactics, but also the impact of warfare on society, civilian-military relations, foreign and domestic policy, and ordinary men and women in uniform. *Prerequisite: junior standing.*

HIST 371	<p>History of American Business</p> <p>Analysis of American business from the colonial period to the present. The course traces activities of significant entrepreneurs and the firms they built. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention will be given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. Cross-listed as MGMT 371. <i>Prerequisite: junior standing.</i></p>	3 hrs.
HIST 372	<p>American Indian History</p> <p>Analysis of American Indian history from pre-history to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i></p>	3 hrs.
HIST 373	<p>Women and Gender in American History</p> <p>This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as WMST 373. <i>Prerequisite: junior standing.</i></p>	3 hrs.
HIST 374	<p>African American History</p> <p>This course explores the major themes in African American history, from its roots in fifteenth-century West Africa to contemporary U.S. society. Course materials cover the major political, economic, social and cultural factors that have shaped the African and African American experience in the United States. <i>Prerequisite: junior standing.</i></p>	3 hrs.
HIST 381	<p>History of Christianity, The Early Church</p> <p>Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as RELI 381. <i>Prerequisite: HIST 101.</i></p>	3 hrs.
HIST 382	<p>Christianity in the Modern World</p> <p>Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as RELI 382. <i>Prerequisite: HIST 102.</i></p>	3 hrs.
HIST 391	<p>Imperial Russia</p> <p>Russian history from the founding of Kiev to the death of Alexander I, with emphasis on the Prince of Kiev, the Mongols, Russian Orthodoxy, Time of Troubles, the Romanovs, Catherine the Great, Peter the Great, Napoleon and the beginning of the revolutionary tradition. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i></p>	3 hrs.
HIST 392	<p>History of Russia 1825 to the Present</p> <p>Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriot War, the Cold War, to the Commonwealth of Independent States. <i>Prerequisite: junior standing.</i></p>	3 hrs.
HIST 399	<p>History Internship</p> <p>Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 history internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: Three hours of history credit, junior standing; minimum 2.5 cumulative GPA at time of registration of internship.</i></p>	1-12 hrs.

HIST 494	Historical Research and Methods Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. The seminar is the culminating experience for graduation as a history major. Completion with a grade of C or higher required. <i>Prerequisites: HIST 121; HIST 122; HIST 101 or HIST 111; HIST 102 or HIST 112; HIST 294 and nine hours of HIST electives at the 300 or 400 level.</i>	3 hrs.
HIST 499	Advance History Internship Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 history internship credits (399 and 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum nine hours of history coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.</i>	1-3 hrs.

Human Services

HUMS 105	Introduction to Human Services Introduction to the profession, practice, and career options of human services.	3 hrs.
HUMS 250	Working with Individuals Theories and methods for working with individuals.	3 hrs.
HUMS 300	Exploring Research Finding, understanding, critical analysis, and communication of empirically based research for practice application. <i>Prerequisite: MATH 150 or MATH 170.</i>	3 hrs.
HUMS 310	Military Case Work Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 325	Case Management Introduction to case management theory, models of case management, and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. <i>Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).</i>	3 hrs.
HUMS 335	Working with Groups Theoretical foundations, knowledge, values, and skills of human service practice as they apply to working with groups. <i>Prerequisite: HUMS 105 or PSYC 101.</i>	3 hrs.
HUMS 340	Working with Families Examination of family function and assessment using the major models, theories, and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as ecomaps and genograms. <i>Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).</i>	3 hrs.
HUMS 345	Working with Communities and Organizations The values, knowledge and skills of human service practice in the context of communities and organizations. <i>Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).</i>	3 hrs.
HUMS 350	Social Gerontology Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. <i>Prerequisite: junior standing.</i>	3 hrs.
HUMS 365	American Social Policy Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as SOCI 365. <i>Prerequisite: junior standing.</i>	3 hrs.

HUMS 375	Disabilities Examination on issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten, compromise or exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact upon this vulnerable population. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 380	Substance Abuse Examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use are explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods and prevention are examined. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 385	Mental Health This course provides a look at mental health problems from the practice arena. Students learn theories of mental health, psychotropic medications, and the role of case manager with persons who have mental illness. <i>Prerequisite: PSYC 101.</i>	3 hrs.
HUMS 390	Child Welfare This course begins with a historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high risk populations of children/youth and families. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 495	Senior Seminar Required as a culminating experience prior to graduation. Capstone course integrating prior learning while exploring current research, contemporary issues, and practice theories in human services. Writing intensive. Emphasis is on creating expertise within an area of interest pertinent to the career and academic goals of the student. Students enrolled in this class are required to take the major field test for human services. Grade of C or higher is required. May be taken concurrently with HUMS 499. <i>Prerequisites: Human Services major, senior standing, and all core requirements completed (or currently enrolled).</i>	3 hrs.
HUMS 499	Internship Students complete 135 hours of supervised field experience for 3 hours of credit (270 hours for 6 hours of credit), targeted to behaviorally implementing the objectives of the human services program in a human service agency. <i>Prerequisites: senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements.</i>	3 hrs.

Leadership Studies

LEAD 200	Introduction to Leadership Concepts An examination of the theory, evolution, practice, and dynamics for leadership in contemporary society.	3 hrs.
LEAD 499	Applied Leadership Internship Students complete 45 hours of experiential work for each credit hour. Students work in conjunction with a faculty sponsor on approved learning goals. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students completing any major may earn credit from an approved internship that involves applied leadership. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCl, ASCl, and NSCl experiences is acceptable. <i>Prerequisites: Senior standing (84 credit hours). Minimum 3.0 GPA in major core classes at time of registration for internship. Internship must be in same department as student's major.</i>	3 hrs.

Management

MGMT 150	Introduction to Business Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.	3 hrs.
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MGMT 152	Business Mathematics Development of an understanding of and skill in using arithmetic calculations in business-oriented problems.	3 hrs.
MGMT 200	Calculus for Business and Finance Introduction to analytic geometry, limits, derivatives, definitive integrals and their applications. Cross-listed as MATH 200. <i>Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or higher on the math portion of the SAT.</i>	3 hrs.
MGMT 254	Business Communications Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. <i>Prerequisite: ENGL 112.</i>	3 hrs.
MGMT 265	Business Law I Fundamental principles of law relating to business activity and court systems. Extensive use of cases. <i>Prerequisite: sophomore standing.</i>	3 hrs.
MGMT 311	Public Administration and Policy Examination of growth, structure, role, methods and policy of the national bureaucracy and its role in American government and society. Cross-listed as PADM/POSC 311. <i>Prerequisite: POSC 111.</i>	3 hrs.
MGMT 330	Principles of Management Survey of the principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. <i>Prerequisites: MGMT 150; junior standing.</i>	3 hrs.
MGMT 338	International Business Exploration of the challenges involved in multinational and international business. Course meets multicultural graduation requirement. <i>Prerequisites: MGMT 330 and junior standing.</i>	3 hrs.
MGMT 339	Cross-Cultural Management Emphasis on the interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. Course meets multicultural graduation requirement. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 340	Introduction to Healthcare Management Overview of the basic structures and operations of the U.S. healthcare system. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 341	Small Business Management The elements to establish and operate a small business are examined in light of internal and external environmental requirements. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 353	Legal and Ethical Aspects of Healthcare An overview of key laws and ethical issues that affect the delivery of health care. <i>Prerequisites: MGMT 265, MGMT 368.</i>	3 hrs.
MGMT 354	Public Relations Writing The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners, emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. <i>Prerequisites: MGMT 254.</i>	3 hrs.
MGMT 360	Organizational Theory Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 361	Human Resource Management Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 362	Organizational Behavior Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. <i>Prerequisite: MGMT 330 or PSYC 101.</i>	3 hrs.

MGMT 363	Productions and Operations Management Emphasis on techniques and skills for manufacturing. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 364	Workforce Planning and Development This course explores how organizations plan for changes in their workforce, create recruitment strategies, and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies, and interviewing methods. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 365	Compensation and Benefit Systems The focus of this course is "Total Compensation." Direct and indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, individual and group bonuses, executive compensation, issues with providing health care, long-term investment options, pension systems, and government mandated benefits. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 367	Business Law II Continuation of Business Law I. <i>Prerequisite: MGMT 265.</i>	3 hrs.
MGMT 368	Business Ethics Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 371	History of American Business Analysis of American business from the colonial period to the present. The course traces activities of significant entrepreneurs and the firms they built. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention will be given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. Cross-listed as HIST 371. <i>Prerequisite: junior standing.</i>	3 hrs.
MGMT 372	Crisis Management This course introduces students to the fundamental principles of effectively preventing and responding to crises in organizations. Students focus on the skills required for effective crisis management and to the processes engaged in crisis intervention. Crisis at both the individual and systems level are examined. Students learn protocols for conducting crisis audits and assessments and methods for action planning and implementation and post-crisis evaluation. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 375	Labor Relations Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances, and agreement administration. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 393	Business Information Systems Emphasis on management and technical concepts fundamental to business application and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. <i>Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing.</i>	3 hrs.
MGMT 422	Small Business Development Continuation of MGMT 341, focusing on the operation and development of an established business concern. <i>Prerequisite: MGMT 341.</i>	3 hrs.
MGMT 430	Management Science Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. A variety of models and approaches introduced in this course including: linear programming and optimization models (e.g., maximize profit or minimize cost problems, resource-allocation problems), network and transportation models (e.g., shortest route problems, critical path problems), forecasting models, PERT/CPM models (e.g., a model to determine the optimal schedule for a project), simulation models and the use of Crystal Ball, and simple/multiple regression models. Students learn to model problems mathematically and to use spreadsheet packages to solve management science problems. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. <i>Prerequisites: MATH 150 or MATH 170; MATH 250.</i>	3 hrs.

MGMT 461	Human Resource Development Study of three key areas of employee and organizational development: training and development, change management, and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs, and evaluating organizational training systems. Also this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. Individual employee, functional, and organizational performance systems will also be addressed. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 479	Strategic Management Culminating experience capstone course for majors in business administration. Requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. <i>Prerequisites: senior standing, completion of a minimum 33 hours of core requirements and at least six hours of upper level courses within the identified major.</i>	3 hrs.
MGMT 399, 499	Internship in Business Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experiences that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. <i>Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses.</i>	3 hrs.

Marketing

MKTG 310	Principles of Marketing Survey of principles for choosing target markets, assessing their needs, developing products and services, and delivering them at a value to the customer and a profit to the company. <i>Prerequisite: junior standing.</i>	3 hrs.
MKTG 327	Retail Management and Strategies Development of policies, methods and managerial strategies to accommodate the rapidly changing retail environment. <i>Prerequisites: MGMT 150, junior standing.</i>	3 hrs.
MKTG 331	Consumer Behavior Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement, and control marketing activities. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 332	Public Relations Policies, strategies, and procedures available to an enterprise in establishing and controlling its communications with its many publics. <i>Prerequisites: MKTG 310; MGMT 254 or ENGL 204.</i>	3 hrs.
MKTG 335	Advertising and Sales Promotion Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communication. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 352	Personal Selling and Sales Management Emphasis on techniques and skills of personal selling. Sales presentations required. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 354	Public Relations Writing The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners, emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. <i>Prerequisite: MGMT 254.</i>	3 hrs.
MKTG 360	E-Marketing This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. <i>Prerequisites: CISS 170 and MKTG 310.</i>	3 hrs.

MKTG 370	Social Media The course researches, discusses, explores and demonstrates the ability to use emerging social media and marketing technologies for marketing and public relations uses within a for-profit or not-for-profit firm. Scholarly research and writings from marketing and PR professionals are reviewed and discussed. Students apply the online marketing and PR concepts in real time social media and marketing usage. Topics covered may include: blogs, Twitter, Facebook, wikis, podcasts, social bookmarking, RSS feeds, viral video, and other emerging web technologies. Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plant, implement, and control marketing activities. <i>Required Equipment: reliable internet access, headset/mic (for interaction in class discussion and creating your media projects.) Access to a video camera capable of shooting short informal videos. Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 410	Global Marketing Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Course meets multicultural graduation requirement. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 441	Marketing Research A managerial approach to this highly technical and quantitative field. <i>Prerequisites: MKTG 310 and MATH 250.</i>	3 hrs.
MKTG 460	Public Relations Campaigns This is the capstone course for the public relations (PR) major. Students will synthesize all that has been learned in prior marketing and public relations courses to develop a PR campaign for an actual client. This course is designed to help develop and refine critical thinking on the part of the student in selecting, creating and applying tools, techniques and principles of public relations to a variety of managerial cases and problem situations. Use of real-life cases studies, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual "client" are planned. This course is for those students close to graduation, who have mastered most or all of the skills courses and are ready to apply themselves to a genuine public relations problem. <i>Prerequisite: MKTG 332.</i>	3 hrs.
MKTG 478	Marketing Management Examination of the role of the marketing manager in analyzing, planning, implementing, and controlling the marketing programs of an enterprise. Case work is used. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 480	Sports and Event Marketing Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 499	Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experiences that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. <i>Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses.</i>	1-3 hours

Mathematics

MATH 102	Mathematics for the Elementary School Teacher This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. <i>Prerequisite: Grade of C or higher in MATH 104 or a score of 19 or above on the math portion of the ACT or 460 or above SAT score, or a passing score on the Columbia College math placement exam.</i>	3 hrs.
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MATH 104	Beginning Algebra Introduction to the fundamental concepts of algebra. Review of fractions, decimals, and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear inequalities in the plane. Introduction to rules of exponents. Real-world applications will be integrated throughout the course. Students must repeat the course if a grade of U, F, or D grade is awarded.	3 hrs.
MATH 106	Intermediate Algebra Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials, quadratic equations, and graphs of parabolas. Student must repeat the course if a U, F or D grade is awarded. <i>Prerequisite: A passing score on the Columbia College math placement exam or a grade of C or higher in Math 104 or a score of 19 or higher on the math portion of the ACT or a score of 460 or higher on the math portion of the SAT.</i>	3 hrs.
MATH 150	College Algebra Fundamental algebraic concepts are examined in the context of real world applications. Linear, quadratic, polynomial, exponential, and logarithmic functions are explored with emphasis on their numerical, graphical, and algebraic properties. <i>Prerequisite: Grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or a score of 500 or above on the math portion of the SAT or passing score on the Columbia College math placement exam.</i>	3 hrs.
MATH 170	Finite Mathematics This course provides a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability and statistics. Topics include linear functions, systems of linear equations and inequalities, matrices, linear programming, basic counting and probability and the mathematics of finance. <i>Prerequisite: Grade of C or higher in MATH 104, or a score of 19 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 460 or above SAT score, or a passing grade on the Columbia College math placement exam.</i>	3 hrs.
MATH 180	Precalculus Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions, trigonometric equations and trigonometric identities. <i>Prerequisite: Grade of B or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or above SAT score, or a passing score on the Columbia College math placement exam.</i>	3 hrs.
MATH 200	Calculus for Business and Finance Introduction to analytic geometry, limits, derivatives, definitive integrals and their applications. Cross-listed as MGMT 200. <i>Prerequisite: MATH 150 or MATH 170 or MATH 180; or a score of 23 or above on the math portion of the ACT or 540 or above on the math portion of the SAT.</i>	3 hrs.
MATH 215	Differential Calculus First of a four-session sequence covering calculus and analytic geometry. Focus on functions, limits, and use of derivatives to solve practical problems. <i>Prerequisite: Grade of C or higher in MATH 180.</i>	3 hrs.
MATH 225	Discrete Mathematics I This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, Boolean Algebra, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to languages (finite state machines). <i>Prerequisite: Grade of C or higher in MATH 215.</i>	3 hrs.
MATH 226	Integral Calculus I Second course of a four-session sequence. Focus on the use of integrals to solve a variety of practical problems. Topics include derivatives of exponential, hyperbolic, trigonometric functions and partial derivatives. <i>Prerequisite: MATH 215 with a grade of C or higher.</i>	3 hrs.
MATH 235	Integral Calculus II Third course of a four-session sequence. Topics include use of elementary integration, formulations, trigonometric substitutions, Cauchy's and Taylor's formula, and polar coordinates. <i>Prerequisite: MATH 226 with a grade of C or higher.</i>	3 hrs.

MATH 250	<p>Statistics I</p> <p>Introduction to descriptive and inferential statistics. Topics include collection of data, numerical and graphical descriptive methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. <i>Prerequisites: MATH 150 or MATH 170 or MATH 180; or MATH 215 and 226.</i></p>	3 hrs.
MATH 251	<p>Statistics II</p> <p>This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. <i>Prerequisite: MATH 250.</i></p>	3 hrs.
MATH 300	<p>Multivariate Calculus</p> <p>Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. <i>Prerequisite: MATH 222 or 235.</i></p>	3 hrs.
MATH 303	<p>Linear Algebra</p> <p>Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry, and other selected topics. <i>Prerequisite: Grade of C or higher in MATH 226.</i></p>	3 hrs.
MATH 304	<p>Introduction to Abstract Algebra</p> <p>Introduction of algebraic systems, their motivation, definitions, and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains, and fields. <i>Prerequisites: Grade of C or higher in MATH 225 and MATH 226.</i></p>	3 hrs.
MATH 305	<p>Number Theory</p> <p>The goal of this course is to provide a modern treatment of number theory. The student learns more about the integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. <i>Prerequisites: Grade of C or higher in both MATH 225 and MATH 226.</i></p>	3 hrs.
MATH 325	<p>Discrete Mathematics II</p> <p>This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees, and optimization and matching theory. <i>Prerequisite: Grade of C or higher in MATH 226.</i></p>	3 hrs.
MATH 330	<p>History of Mathematics</p> <p>The goals of this course are to develop knowledge of the contributions made by Mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Course meets multicultural graduation requirement. <i>Prerequisite: Grade of C or higher in MATH 226.</i></p>	3 hrs.
MATH 331	<p>Foundations of Geometry</p> <p>This course provides students with the opportunity to broaden and deepen the understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. <i>Prerequisite: Grade of C or higher in MATH 226.</i></p>	3 hrs.
MATH 338	<p>Mathematical Statistics and Probability</p> <p>A calculus-based introduction to statistical methods dealing with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. <i>Prerequisite: MATH 222 or MATH 235.</i></p>	3 hrs.
MATH 340	<p>Introduction to Probability Theory</p> <p>Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. <i>Prerequisite: Grade of C or higher in MATH 226.</i></p>	3 hrs.
MATH 362	<p>Introduction to Automata Theory, Languages and Computation</p> <p>The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as CISS 362. <i>Prerequisites: MATH 225 and CISS 241.</i></p>	3 hrs.
MATH 370	<p>Differential Equations</p> <p>Ordinary differential equations and systems with application to the sciences and engineering. <i>Prerequisite: Grade of C or higher in MATH 226 or MATH 235.</i></p>	3 hrs.

MATH 371	Introduction to Complex Variables Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the CAUCHY-RIEMANN equations, analytic functions, complex series, complex contour integration, residue poles and conformational mapping. <i>Prerequisite: Grade of C or higher in MATH 226.</i>	3 hrs.
MATH 380	Advanced Calculus I Rigorous development of some central ideas in analysis including limits, continuity and differentiability. <i>Prerequisite: Grade of C or higher in MATH 222 or MATH 235.</i>	3 hrs.
MATH 381	Advanced Calculus II A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. <i>Prerequisite: MATH 380.</i>	3 hrs.
MATH 390	Introduction to Topology Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation compactness, convergence, completeness and connectedness. <i>Prerequisite: Grade of C or higher in MATH 226, MATH 380 recommended.</i>	3 hrs.
MATH 451	Introduction to Cryptography & Computer Security An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as CISS 451. <i>Prerequisites: MATH 225; CISS 242 and CISS 243.</i>	3 hrs.

Music

MUSI 102	Music Fundamentals Study of basic notation and other techniques leading to the understanding of the fundamentals of music. <i>Prerequisite: Ability to read music.</i>	3 hrs.
MUSI 122	Music Appreciation A musical appreciation course focusing on European and American works since 1500.	3 hrs.
MUSI 322	Masterpieces of Music In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class.	3 hrs.
MUSI 323	Music of the United States Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present.	3 hrs.

Philosophy

PHIL 201	Introduction to Western Philosophy Exploration of problems and methods of philosophical inquiry including such topics as belief systems, values and meaning; theories of nature, God, and humankind; the nature of knowledge and its acquisition.	3 hrs.
PHIL 202	Introduction to Eastern Philosophies and Religions Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students will study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as RELI 202. Course meets multi-cultural graduation requirement.	3 hrs.
PHIL 210	Logic and Critical Thinking Overview of the principles and methods of critical thinking, inductive reasoning and deductive logic. Emphasis on the formulation and evaluation of ordinary language arguments.	3 hrs.
PHIL 303	History and Philosophy of Modern Science Evolution of scientific thought from 1600 AD to the present. Cross-listed as HIST 303. <i>Prerequisite: HIST 102.</i>	3 hrs.
PHIL 310	Symbolic Logic Study of the principles and methods of formal symbolic logic. Emphasis on the derivations for sentence and predicate logic.	3 hrs.
PHIL 321	Ancient Philosophy Intensive study of treatises by major philosophers in the ancient world.	3 hrs.

PHIL 322	Modern Philosophy Intensive study of treatises by major philosophers.	3 hrs.
PHIL 330	Ethics Examination of various moral philosophers' attempts to prescribe ethical norms applicable to all humanity. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 332	Environmental Ethics Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as ENVS 332.	3 hrs.
PHIL 340	Philosophy of Revolution Examination of the nature of revolution – intellectual, philosophical, economical, and political. Cross-listed as HIST 340.	3 hrs.
PHIL 350	Philosophy of Religion Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death, and the pluralism of religious traditions. Cross-listed as RELI 350. <i>Prerequisite: PHIL 201 or RELI 101.</i>	3 hrs.
PHIL 358	Existentialism An investigation of the philosophy of existentialism through works of philosophy and fiction. The seminar will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 390	The Buddha and Buddhism Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahavana-the spread of Buddhism to China, Tibet and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed RELI 390. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 401	Significant Philosophers Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing him or her in an historical event. Emphasis is on systematic thinkers. May be repeated with instructor's permission. <i>Prerequisite: PHIL 321 or PHIL 322.</i>	3 hrs.
PHIL 402	Classical Political Philosophy Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as POSC 402. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 403	Modern Political Philosophy Study of major writers in political philosophy from Hobbes to the present. Cross-listed as POSC 403. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 430	Philosophy of Law Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as POSC 430. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 460	Biomedical Ethics Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. <i>Prerequisite: junior standing.</i>	3 hrs.

Physics

PHYS 108	Physical Science Survey Examination of the physical world and its underlying scientific principles. Cross-listed as CHEM 108. <i>Prerequisite: MATH 106 or higher.</i>	3 hrs.
PHYS 111	College Physics I First of a two-part algebra-based college physics sequence. Topics include classical mechanics – linear, circular and rotational motion, statics, elasticity, vibrations, waves, and sound; heat and thermodynamics. <i>Prerequisite: MATH 150 or MATH 170 or MATH 180.</i>	3 hrs.

PHYS 112	College Physics II Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics, and astrophysics (optional). <i>Prerequisite: PHYS 111.</i>	3 hrs.
PHYS 401	Introduction to Physical Chemistry/Chemistry Physics Introduction to physical principles underlying chemical science. Topics include kinetic theory of gases, quantum mechanics, and thermodynamics. Cross-listed as CHEM 401. <i>Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).</i>	3 hrs.

Political Science

POSC 111	American National Government Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system.	3 hrs.
POSC 215	State and Local Government To survey American governments on the sub-national level to increase awareness of the impact those governments have over citizens' lives.	3 hrs.
POSC 280	American Political and Social Thought American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as AMST 280. <i>Prerequisite: ENGL 112.</i>	3 hrs.
POSC 292	International Relations Theory and practice of how nations relate to each other. Course meets multicultural graduation requirement.	3 hrs.
POSC 311	Public Administration and Policy Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. Cross-listed as MGMT/PADM 311. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 312	Environmental Politics Study of environmental issues and policies from both a national and global perspective. Cross-listed as ENVS 312. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 315	American Public Policy The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy and more. Cross-listed as PADM 315. <i>Prerequisites: ENGL 112, POSC 111.</i>	3 hrs.
POSC 317	Politics of Russia and Eurasia Study of the government and politics of Russia and other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union. Course meets multicultural graduation requirement.	3 hrs.
POSC 320	Non-Profit Organization and Management Managers in the non-profit sector face unique challenges. This course exposes students to essential skills facing managers in the non-profit sector such as grant writing, fundraising, managing technology, managing finances, working with private boards, public advocacy, and more. <i>Prerequisite/Corequisite: MGMT/PADM 311.</i>	3 hrs.
POSC 321	Politics of Developing Nations Analysis of the governmental structures and roles played by developing nations in contemporary world affairs. Course meets multicultural graduation requirement.	3 hrs.
POSC 325	Public Financial Resources Management Exposes students to the budgetary process for public sector managers with a focus on political and legal constraints on these budgets, cash and risk management, budgetary forecasting, and more. <i>Prerequisite/Corequisite: PADM 311.</i>	3 hrs.
POSC 326	International Law and Organization Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. <i>Prerequisite: POSC 292.</i>	3 hrs.

POSC 330	Media and Politics Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 331	European Politics Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. Course meets multicultural graduation requirement.	3 hrs.
POSC 332	The American Presidency Presidential powers and their use and impact on American political life. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 340	Judicial Process Study of the state and federal court systems and the impact those systems have on American politics and society. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 350	Legislative Process Study of Congress, its structure, procedures, role, and impact in American government. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 353	Asian Politics Analysis of the government and politics of selected Asian countries and their economic and social systems. Course meets multicultural graduation requirement.	3 hrs.
POSC 360	U.S. Foreign Policy Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. <i>Prerequisite: POSC 292.</i>	3 hrs.
POSC 361	American Political Parties Practical and theoretical study of the American Party System. <i>Prerequisite: POSC 111 or HIST 121 or HIST 122.</i>	3 hrs.
POSC 370	Dynamics of Terrorism This course surveys contemporary terrorism, especially international terrorism. The course examines controversies in defining terrorism; explores the historical roots of terrorism; examines terrorist motivations, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as CJAD 370.	3 hrs.
POSC 395	Political Science and Public Administration Research Methods An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. Cross-listed as PADM 395. <i>Prerequisites: Three previous courses in political science or public administration.</i>	3 hrs.
POSC 399	Political Science Internship Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state, or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 political science internship credits (399 or 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum of 12 semester hours of political science coursework; junior standing; minimum of 2.5 cumulative GPA at time of registration for internship.</i>	1-3 hrs.
POSC 402	Classical Political Philosophy Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as PHIL 402. <i>Prerequisite: junior standing.</i>	3 hrs.
POSC 403	Modern Political Philosophy Study of major writers in political philosophy from Hobbes to the present. Cross-listed as PHIL 403. <i>Prerequisite: junior standing.</i>	3 hrs.

POSC 430	Philosophy of Law Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as PHIL 430. <i>Prerequisite: junior standing.</i>	3 hrs.
POSC 440	Constitutional Law Study of the Constitution's evolution through Supreme Court decisions. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 495	Independent Study in Political Science and Public Administration Culminating experience for graduation with a BA in Political Science and BA in Public Administration. Requires original research project and final paper. Cross-listed as PADM 495. <i>Grade of C or higher required. Prerequisite: POSC/PADM 395.</i>	3 hrs.
POSC 499	Advanced Political Science Internship Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state, or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 political science internship credits (399 or 499 combined) during their time at Columbia College. <i>Prerequisites: Minimum nine hours of political science coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration of internship.</i>	1-12 hrs.

Psychology

PSYC 101	General Psychology Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students majoring in Psychology must earn a grade of C or higher.	3 hrs.
PSYC 230	Educational Psychology The study of psychological principles in educational environments. Emphasis on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate, and report instructional outcomes. Cross-listed as EDUC 230. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 231	Psychology of Education The applied study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as EDUC 231. <i>Prerequisite: PSYC 101.</i> Note: This course does not apply toward Missouri certification.	3 hrs.
PSYC 240	Experimental Psychology Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 260	Introduction to Applied Psychology An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology.	3 hrs.
PSYC 270	Psychology of Emotion Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in psychological research. Study of current research of fundamental and social emotions, development of emotion, effects of emotion on cognition, neurophysiology of emotion. <i>Prerequisite: PSYC 101 or PSYC 260.</i>	3 hrs.
PSYC 304	Personality Theory Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists, and humanists. Current research into personality, using modern methods also reviewed. <i>Prerequisites: Six hours of PSYC courses and junior standing.</i>	3 hrs.

PSYC 309	Animal Behavior Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as BIOL 309. <i>Prerequisite: Six hours of psychology coursework or six hours of biology coursework.</i>	3 hrs.
PSYC 320	Psychological Testing and Measurements Study of informal and standardized test development, administration, and evaluation from both the normative and criterion-referenced points-of-view. <i>Prerequisites: PSYC/SOCI/BIOL 324 and 9 hours of PSYC coursework.</i>	3 hrs.
PSYC 324	Statistics for the Behavioral and Natural Sciences The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analysis of relationship and variance, as well as effect sizes associated with each. Students majoring in Psychology must earn a grade of C or higher. Cross-listed as BIOL/SOCI 324. <i>Prerequisite: Grade of C or higher in MATH 150 or higher level math course (excludes MATH 200).</i>	3 hrs.
PSYC 325	Quantitative Research Methods Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric analysis. Cross-listed as SOCI 325. <i>Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324 and junior standing.</i>	3 hrs.
PSYC 327	Qualitative Research Methods Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as ANTH/SOCI 327. <i>Prerequisite: junior standing.</i>	3 hrs.
PSYC 330	Lifespan Developmental Psychology The study of physiological, environmental and interactive variables influencing human development from conception to death. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 336	Industrial/Organizational Psychology Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 360	Social Psychology Theories, methods, and research on the nature and causes of individual behavior in social situations. Cross-listed as SOCI 360. <i>Prerequisite: 6 hours psychology and/or sociology courses.</i>	3 hrs.
PSYC 371	Neuroscience Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as BIOL 371. <i>Prerequisite: 6 hours of psychology courses or 6 hours of BIOL courses.</i>	3 hrs.
PSYC 372	Sensation and Perception Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as BIOL 372. <i>Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing.</i>	3 hrs.
PSYC 381	History and Systems of Psychology Overview of the historical antecedents and major theoretical and historical systems within psychology. <i>Prerequisites: PSYC 101 and sophomore standing. Students majoring in Psychology must earn a grade of C or higher.</i>	3 hrs.
PSYC 385	Human Sexuality Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Human sexual behavior is openly discussed in this course and is illustrated in textbooks. Cross-listed as SOCI 385. <i>Prerequisite: PSYC 101 or SOCI 111.</i>	3 hrs.
PSYC 391	Child Psychology The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as EDUC 391. <i>Prerequisite: PSYC 101.</i>	3 hrs.

PSYC 392	Adolescent Psychology The study of youth from puberty to adulthood. Students study the processes that influence physical, social and behavioral development. Cross-listed as EDUC 392. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 395	Adult Psychology Physiological, behavioral, and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 399	Psychology Internship An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 399 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (satisfactory) or U (unsatisfactory). <i>Prerequisites: PSYC 101; 3.0 cumulative GPA. Corequisite: junior standing.</i>	1-3 hrs.
PSYC 410	Learning Theories In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology. <i>Prerequisites: Six hours of PSYC courses and junior standing.</i>	3 hrs.
PSYC 420	Cognitive Psychology A study of human mental processes. The course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its various forms, language, decision making and problem solving. <i>Prerequisites: junior standing and six hours of PSYC courses.</i>	3 hrs.
PSYC 430	Ethics for Behavioral and Social Sciences Explores philosophies of ethics as they apply to the development and use of professional codes used by behavioral science researchers and practitioners. <i>Prerequisites: PHIL 330 and six hours of PSYC courses.</i>	3 hrs.
PSYC 450	Abnormal Psychology Major categories of behavior disorders are considered in terms of theory, etiology, symptoms, and treatment. Fundamental questions related to diagnosis, definitions of disorders, and reaction of society are discussed. <i>Prerequisites: junior standing and six hours of psychology courses.</i>	3 hrs.
PSYC 460	Introduction to Clinical & Counseling Psychology Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral, and existential perspectives. Research, legal, and ethical issues are examined as they relate to the counselor as a person and as a professional. <i>Prerequisites: junior standing and six hours of psychology courses.</i>	3 hrs.
PSYC 472	Psychopharmacology Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as BIOL 472. <i>Prerequisites: junior standing and six credit hours of biology or psychology.</i>	3 hrs.
PSYC 480	Group Process Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal, and ethical issues associated with paraprofessional and professional practices. <i>Prerequisites: PSYC 101 and PSYC 460.</i>	3 hrs.
PSYC 495	Integrative Psychology Capstone course integrating prior learning; exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major field Test for Psychology. Required as a culminating experience prior to graduation. Grade of C or higher is required for this course and all prerequisite courses. <i>Prerequisites: senior standing; Psychology major; PSYC 101, PSYC/BIOL/SOCI 324; PSYC/SOCI 325; PSYC 381 and any additional 18 hours of psychology courses.</i>	3 hr.

PSYC 499	Internship An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one session prior to enrollment. Maximum of three hours of PSYC 499 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (satisfactory) or U (unsatisfactory). <i>Prerequisites: Nine hours of PSYC coursework; 3.0 GPA in PSYC courses; cumulative 3.0 GPA. Corequisite: senior standing.</i>	1-3 hrs.
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Public Administration

PADM 311	Public Administration and Policy Examination of the growth, structure, role, methods, and policy of the national bureaucracy and its role in American Government and society. Cross-listed as MGMT/POSC 311. <i>Prerequisite: POSC 111.</i>	3 hrs.
PADM 315	American Public Policy The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models for decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy, and more. Cross-listed as POSC 315. <i>Prerequisite: POSC 111 and ENGL 112.</i>	3 hrs.
PADM 320	Non-Profit Organization and Management Managers in the non-profit sector face unique challenges. This course exposes students to essential skills facing managers in the non-profit sector such as grant writing, fundraising, managing technology, managing finances, working with private boards, public advocacy, and more. <i>Prerequisite/Corequisite: POSC/MGMT 311.</i>	3 hrs.
PADM 325	Public Financial Resources Management Exposes students to the budgetary process for public sector managers with a focus on political and legal constraints on these budgets, cash and risk management, budgetary forecasting, and more. <i>Prerequisite/Corequisite: POSC 311.</i>	3 hrs.
PADM 330	Public Human Resources Administration Course focuses on human resources management in the public sector and addresses issues such as the recruitment, selection, and evaluation of employees as well as topics such as collective bargaining, employee discrimination, employee development, and more. <i>Prerequisite/Corequisite: POSC 311.</i>	3 hrs.
PADM 335	Methods of Public Decision Making How theoretical, philosophical, scientific, political and social factors influence decision making in the public sector and methods used by public sector managers to make those decisions. <i>Prerequisite/Corequisite: POSC/MGMT 311.</i>	3 hrs.
PADM 340	Values and Ethics in Public Administration Course covers issues related to the ethical practices of public administrators including the proper role of unelected bureaucrats in government and how they relate to citizens. Students will also be exposed to philosophical arguments related to ethical behavior. Course does not satisfy the general education ethics requirement. <i>Prerequisite/Corequisite: POSC 311.</i>	3 hrs.
PADM 395	Political Science and Public Administration Research Methods An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. Cross-listed as POSC 395. <i>Prerequisite: Three previous courses in political science or public administration.</i>	3 hrs.
PADM 399	Public Administration Internship Students complete 45 hours of experiential work for each credit hour. Students typically work in a governmental office responsible for administering public policy on the national, state, or local level or in the office of a non-profit organization. Students pursuing the Bachelor of Arts in Public Administration must enroll for three credit hours and students pursuing the Bachelor of Science must enroll in six hours. The directing faculty member must approve the internship placement. Grades are assigned as s (satisfactory) or U (unsatisfactory). <i>Prerequisites: POSC 111; POSC 311; junior standing; minimum 2.5 GPA at time of registration internship.</i>	3 hrs.

PADM 495	Independent Study in Political Science and Public Administration Culminating experience for graduation with a BA in Political Science and BA in Public Administration. Requires original research project and final paper. Grade of C or higher required. Cross-listed as POSC 495. <i>Prerequisite: POSC 395.</i>	3 hrs.
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Religious Studies

RELI 101	Religion and Human Experience Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experience. Course meets multicultural graduation requirement.	3 hrs.
RELI 124	The Bible as Literature A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as ENGL 124.	3 hrs.
RELI 201	Religious Classic Texts Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture. Course meets multicultural graduation requirement.	3 hrs.
RELI 202	Introduction to Eastern Philosophies and Religions Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students will study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as PHIL 202. Course meets multicultural graduation requirement.	3 hrs.
RELI 350	The Philosophy of Religion Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death, and the pluralism of religious traditions. Cross-listed as PHIL 350. <i>Prerequisite: PHIL 201 or RELI 101.</i>	3 hrs.
RELI 381	History of Christianity, The Early Church Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as HIST 381. <i>Prerequisite: HIST 101.</i>	3 hrs.
RELI 382	Christianity in the Modern World Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as HIST 382. <i>Prerequisite: HIST 102.</i>	3 hrs.
RELI 390	The Buddha and Buddhism Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana-the spread of Buddhism to China, Tibet and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed PHIL 390. <i>Prerequisite: junior standing.</i>	3 hrs.
RELI 400	Religion and Science A study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton, Darwinism, Einstein's religion, creation and Big Bang, Creationism and design, Anthropic Principle, contingency and necessity, God, and secular humanism. <i>Prerequisite: junior standing.</i>	3 hrs.

Sociology

SOCI 111	General Sociology Introduction to the study of small and large scale human social interaction and social organizations. Course meets multicultural graduation requirement.	3 hrs.
SOCI 112	General Anthropology Introduction to the study of human physical and cultural evolution. Course meets multicultural graduation requirement. Cross-listed as ANTH 112.	3 hrs.

SOCI 210	The Sociology of Gender Critical examination of gender as a social conduct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education, politics. Cross-listed as WMST 210.	3 hrs.
SOCI 214	Family Survey of structures, functions, processes, and alternative life styles in the contemporary family.	3 hrs.
SOCI 216	American Social Problems Nature and impact of American contemporary social problems.	3 hrs.
SOCI 218	Social Deviance Native, theories and models of deviant behavior. Categories and causes of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants.	3 hrs.
SOCI 230	The Sociology of Sport Survey of social theories and projected role of the patterns of sports and heroism in society.	3 hrs.
SOCI 270	Minority Cultures and Relations Survey of historical and contemporary minority/majority relations among various racial, ethnic, and gender groups. Focus on the social construction of race and ethnicity. Course meets the multicultural graduation requirement. Cross-listed with ANTH 270.	3 hrs.
SOCI 310	Women and Society Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as WMST 310.	3 hrs.
SOCI 312	Organizations and Institutions Patterns of social organization in modern societies; organizational structures and processes; interrelation of social institutions; problems of an organizational society and its consequences for individual life experiences. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, corporate crimes, political crimes, and victimless crimes. Critical examination of current law enforcement and correctional policies and practices is included. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 321	Criminology Theories concerning the nature, cause, control, treatment, and prevention of crime. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 324	Statistics for the Behavioral and Natural Sciences The study of parametric and nonparametric statistics commonly used in the behavioral sciences. Included is analysis of relationship and variance, as well as effect sizes associated with each. Cross-listed as BIOL/PSYC 324. <i>Prerequisite: Grade of C or higher in MATH 150 or higher level math course (excludes MATH 200).</i> Students majoring in Psychology must earn a grade of C or higher.	3 hrs.
SOCI 325	Quantitative Research Methods The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results, interpretation, and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric analysis. Students majoring in Psychology must earn a grade of C or higher. Cross-listed as PSYC 325. <i>Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324 and junior standing.</i>	3 hrs.
SOCI 327	Qualitative Research Methods Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as ANTH 327. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 331	Juvenile Delinquency Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. <i>Prerequisite: junior standing.</i>	3 hrs.

SOCI 336	Global Perspectives on Women and Development Critical analysis of the history and discourse surrounding development with special emphasis on how the development process has affected women across the globe. Attention will be paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization, women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as ANTH/WMST 336. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 341	Sociology and Anthropology of Religion Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Cross-listed as ANTH 341. Course meets multicultural graduation requirement.	3 hrs.
SOCI 350	Social Gerontology Social, psychological, and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasing aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. Cross-listed as HUMS 350. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 360	Social Psychology Theories, methods, and research on the nature and causes of individual behavior in social situations. Cross-listed as PSYC 360. <i>Prerequisite: Six hours PSYC and/or SOCI courses.</i>	3 hrs.
SOCI 365	American Social Policy Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social welfare policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as HUMS 365. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 375	Social Movements Examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of the twentieth century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as AMST 375. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 380	Sociology of Culture and Mass Media Sociological theories of mass media, social impacts of mass media and popular culture on collective consciousness; structure versus agency; new media; the internet. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 385	Human Sexuality Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Note: Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. Cross-listed as PSYC 385. <i>Prerequisite: PSYC 101 or SOCI 111.</i>	3 hrs.
SOCI 401	The American Community Theories of community change in nature, history, structure and functions of, and changes in, American communities. Current trends and issues facing U.S. communities. Impact of demographic changes on communities. Roles of corporations, governments, voluntary organizations and individuals in shaping communities. Intentional communities, cyber communications. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 412	Slavery and Human Trafficking: Past and Present This course explores how slavery and the trafficking of human beings have been justified, organized, and practiced in different cultures and at different times. Focusing on three particular world regions (Africa, Asia and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. Cross-listed as ANTH 412. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.

SOCI 421	Class, Status, and Power Societal stratification systems and social inequalities, including the arenas of inequality, primarily class, race/ethnicity, gender, and sexuality, as well as the role of power in constructing and maintaining such inequality; at the creation of wealth and poverty, both in the United States and globally, consequences of racial and gender inequality, and the stratification system surrounding sexualities. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 460	Classical Social Theory History and origins of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Nlannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 470	Contemporary Social Theory Survey of contemporary social theory, beginning in Post-World War II era through the current era of post-structuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen Habermas, Pierre Bourdieu, Immanuel Wallerstein, Anthony Gibbens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich, Patricia Hill Collins. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 485	Feminist Theory and Methodology This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covers. Cross-listed as WMST 485.	3 hrs.
SOCI 495	Integrative Seminar Culminating experience for the major. A capstone course to apply prior learning to probing major areas of research in sociology. <i>Prerequisites: senior standing; SOCI 111 or 112; PSYC/BIOL/SOCI 324, PSYC/SOCI 325 or SOCI/AMST 327.</i>	3 hrs.

Spanish

SPAN 101	Elementary Spanish I Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three or more years of high school Spanish. Course meets three hours of foreign language graduation requirement.	3 hrs.
SPAN 102	Elementary Spanish II A continuation of Spanish I, with increased attention to grammar and writing. Not open to native speakers or students who have had four years of high school Spanish. Course meets three hours of Foreign Language graduation requirement. <i>Prerequisite: SPAN 101 with a grade of C or higher, or two years of high school Spanish with a grade of C or higher.</i>	3 hrs.
SPAN 103	Elementary Spanish III The development of the ability to use the language by oral-aural drills and readings, and beginning emphasis on writing compositions. Native speakers enrolling in Spanish courses will begin with SPAN 103. <i>Prerequisite: SPAN 102 with a grade of C or higher.</i>	3 hrs.
SPAN 104	Elementary Spanish IV Continued development of the ability to use the language at the intermediate level, with more advanced grammar, and readings with a focus on a continued emphasis on writing in Spanish. <i>Prerequisite: SPAN 103 with a grade of C or higher.</i>	3 hrs.
SPAN 110	Spanish for Medical Personnel Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S.	3 hrs.
SPAN 111	Spanish for Law Enforcement Personnel Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S.	3 hrs.
SPAN 112	Spanish for Social-Service Workers Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems; government aid to the disadvantaged, medical health, diet, and problems of consumers.	3 hrs.

SPAN 203	Spanish Conversation I Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading, and writing, as well as a review of elementary and intermediate Spanish-level grammatical points. <i>Prerequisite: SPAN 104 with a grade of C or higher.</i>	3 hrs.
SPAN 204	Spanish Composition/Conversation and Culture Oral and written composition; review of more difficult grammatical constructions and idioms. Oral practice in everyday Spanish, discussion, idiomatic usage, listening comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. <i>Prerequisite: SPAN 104 with a grade of C or higher.</i>	3 hrs.
SPAN 305	Advanced Spanish Conversation and Composition Intensive study of comprehension, pronunciation, and grammar with brief written compositions and oral dialogues. <i>Prerequisite: SPAN 102.</i>	3 hrs.
SPAN 306	Commercial Spanish Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. <i>Prerequisite: SPAN 305.</i>	3 hrs.

Women's Studies

WMST 210	The Sociology of Gender Critical examination of gender as a social conduct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education, politics. Cross-listed as SOCI 210.	3 hrs.
WMST 310	Women and Society Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as SOCI 310.	3 hrs.
WMST 322	Women and Gender in World History This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meaning of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout World history. Cross-listed as HIST 322. <i>Prerequisite: junior standing.</i>	3 hrs.
WMST 336	Global Perspectives on Women and Development Critical analysis of the history and discourse surrounding development with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies including the perspectives and experiences of women across the globe. Topics include globalization, women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Course meets multicultural graduation requirement. Cross-listed as ANTH/SOCI 336. <i>Prerequisite: junior standing.</i>	3 hrs.
WMST 343	Gender Communication Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as COMM 343. <i>Prerequisite: sophomore standing.</i>	3 hrs.
WMST 373	Women and Gender in American History This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as HIST 373.	3 hrs.

WMST 485**Feminist Theory and Methodology****3 hrs.**

This course analyzes the intellectual debate feminism has inspired in academia, analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, researchers reflexivity, and questions of objectivity and subjectivity are among the topics covered. *Prerequisite: junior standing.*

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Columbia College

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M.S., Air Force Institute of Technology*

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Susan M. Koopmans, Registrar

B.A., University of Minnesota

Division of Adult Higher Education

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M.A., M.A., D.MGT., Webster University*

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M.A., Ph.D., University of Missouri-Columbia*

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Janet Wright '58
Columbia, Missouri

**Faculty Representative*

STATE LICENSURE AND APPROVAL REQUIREMENTS

Columbia College is authorized, exempt, certified, or not required to seek approval in all states for Distance Education. For additional authorization details or Online Campus catalog addendums, please visit <http://www.ccis.edu/about/approvals-by-st.asp>.

Alabama -

The Redstone Arsenal campus is authorized by the Alabama Commission on Higher Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?Redstone>. Columbia College is also authorized by the Alabama Commission on Higher Education to offer distance education programs in Alabama.

The Redstone Arsenal campus is licensed by the Alabama Department of Postsecondary Education to offer degree programs listed on Columbia College's website: www.ccis.edu/nationwide/academics/degreeprograms.asp?Redstone.

Columbia College's Online Campus is licensed by the Alabama Department of Postsecondary Education to offer degree programs listed on Columbia College's website: www.ccis.edu/online/academics/departments.

Alabama students: Contact the Teacher Education and Certification Division of the Alabama State Department of Education at 334-242-0035 or www.alsde.edu to verify these programs qualify for teacher certification, endorsement, and /or salary benefits.

A list of current faculty can be obtained at the local campus.

Tuition Rate: Please refer to

<http://www.ccis.edu/nationwide/admissions/Fees.asp?Redstone>

Arkansas –

"Columbia College has been granted certification by the Arkansas Department of Higher Education to offer the following degree programs by distance technology: 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, Associate in Science in Environmental Studies, Associate in Science in Human Services, Bachelor of Arts in American Studies, Bachelor of Arts in Business Administration, Bachelor of Arts in Criminal Justice Administration, Bachelor of Arts in Human Services, Bachelor of Arts in History, Bachelor of Arts in Psychology, Bachelor of Arts in Sociology, Bachelor of General Studies, Bachelor of Science in Business

Administration, Bachelor of Science in Computer Information Systems, Bachelor of Science in Management Information Systems, Master of Arts in Military Studies, Master of Business Administration, Master of Science in Criminal Justice, and Master of Arts in Teaching."

Master of Arts in Teaching: "The Master of Arts in Teaching Program at Columbia College is not intended to lead to licensure. Students who plan to enroll in a course as part of a licensure sequence are responsible for verifying that the course meets licensure requirements for their college or university education program and for their state's department of education."

California -

California has met the qualifications for exemption from regulation under the Act, pursuant to California Education Code (CEC) Section 94874.1.

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay refunds or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to the closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act"

However, no claim can be paid to any student without a social security number or a tax payer identification number.

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Reference Section 94923, Education Code.

Questions regarding STRF may be directed to the California Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95738-0818, 916-431-6959.

Colorado -

Columbia College is authorized for operation by the Colorado Department of Higher Education.

Florida -

Licensure: Columbia College has been granted a license by the Commission for Independent Education, Florida Department of Education, and is accredited by The Higher Learning Commission of the North Central Association of College and Schools. 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.

Additional information about Columbia College can be obtained from:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
telephone (850) 245-3200.

Students may view the latest Columbia College information, including policies, on the Columbia College website at www.ccis.edu.

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

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

A list of current faculty can be obtained at the local campuses.

The Orlando campus is authorized by the Florida Department of Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?Orlando>.

The Jacksonville campus is authorized by the Florida Department of Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?Jacksonville>.

The NAS Jacksonville campus is authorized by the Florida Department of Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?NASJacksonville>.

The Patrick AFB campus is authorized by the Florida Department of Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?PAFB>.

Tuition Rate: Please refer to

<http://www.ccis.edu/nationwide/admissions/Fees.asp?Orlando>

<http://www.ccis.edu/nationwide/admissions/Fees.asp?NASJacksonville>

<http://www.ccis.edu/nationwide/admissions/Fees.asp?PAFB>

<http://www.ccis.edu/nationwide/admissions/Fees.asp?Jacksonville>

Georgia -

Columbia College's Fort Stewart, Hunter Army Air Field, and Online Campuses have been granted a Certificate of Authorization by the State of Georgia and are accredited by The Higher Learning Commission of the North Central Association of College and Schools.

Grievance Policy Addendum: If, after thoroughly following the internal grievance appeal procedures of Columbia College, a student wishes to seek further review an appeal may be made to:

Georgia Nonpublic Postsecondary Education
Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
Phone: (770) 414-3300

A list of current faculty can be obtained at the local campuses.

Tuition Rate: Please refer to

<http://www.ccis.edu/nationwide/admissions/Fees.asp?FtStewart>

<http://www.ccis.edu/nationwide/admissions/Fees.asp?Hunter>

Illinois -

The Lake County campus is authorized by the Illinois Board of Higher Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?LakeCounty>.

The Crystal Lake campus is authorized by the Illinois Board of Higher Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?CrystalLake>.

The Freeport campus is authorized by the Illinois Board of Higher Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?Freeport>.

The Elgin campus is authorized by the Illinois Board of Higher Education to offer degree programs listed on Columbia College's website at <http://www.ccis.edu/nationwide/academics/degreeprograms.asp?Elgin>.

Kansas -

Columbia College has been granted a Certificate of Approval, Number 2010236, from the Kansas Board of Regents.

Maryland -

Columbia College is registered with the Maryland Higher Education Commission and is in compliance with the requirements of the Education Article, Title 11, Subtitle 2, Annotated Code of Maryland and COMAR 13B.05.01.

"The Master of Arts in Teaching Program at Columbia College is not intended to lead to licensure." "Students who plan to enroll in a course as part of a licensure sequence are responsible for verifying that the course meets licensure requirements for their college or university education program and for their state's department of education."

Minnesota -

"Columbia College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions." - Minnesota Office of Higher Education

"The Master of Arts in Teaching degree is not for initial licensure purposes in Minnesota and the college makes no assurances or guarantee that it will be accepted for any specific purpose."

New York -

Columbia College New York campuses have been approved by the State of New York Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Oklahoma -

Columbia College Oklahoma campuses have been approved by the State of Oklahoma Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Texas -

Columbia College Texas campuses have been approved by the State of Texas Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Utah -

Columbia College is exempt from the Utah Division of Consumer Protection pursuant to Utah Code Annotated §13-34-107.6 and as contemplated in 34 C.F.R. Section 600.9(a)(1)(i)(a). Columbia College is authorized for operation by the Utah System of Higher Education State Board of Regents.

Washington -

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 Washington Student Achievement Council at P.O. Box 43430, Olympia, WA 98504-3430.

Master of Arts in Teaching - This program is not intended to lead to teacher certification. Teachers are advised to contact their individual school districts as to whether this program may qualify for salary advancement.

- *Washington Student Achievement Council*

A list of current faculty can be obtained at the local campuses.

Tuition Rate: Please refer to

<http://www.ccis.edu/nationwide/admissions/Fees.asp>?
Whidbey

<http://www.ccis.edu/nationwide/admissions/Fees.asp>?
Marysville

Columbia College Washington campuses have been approved by the State of Washington Higher Education Coordinating Board, State Approving Agency for Veteran's Education & Training to train veterans and other eligible persons under the provision of Section 3675, Chapter 36, Title 39, U.S. Code.

Wisconsin -

Columbia College is approved by the Wisconsin Educational Approval Board, under Wis. Stats. 38.50 (10)(a).

Wyoming -

Columbia College is licensed by the Wyoming Department of Education.

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