

# COLUMBIA COLLEGE UNDERGRADUATE CATALOG 2009-2010

## TABLE OF CONTENTS

Administrative Offices.....	Inside Front Cover
Mission Statement.....	2
Calendar.....	3
College Profile.....	13
The Campus.....	15
Campus Maps.....	17
<b>Academic Programs and Degree Information.....</b>	<b>19</b>
Minors.....	20
General Education.....	25
Baccalaureate Degrees.....	34
Associate Degrees.....	88
<b>Academic Honors.....</b>	<b>93</b>
<b>Special Academic Programs and Facilities.....</b>	<b>96</b>
<b>Admissions.....</b>	<b>105</b>
<b>Financial Aid and Scholarships.....</b>	<b>113</b>
<b>Fees.....</b>	<b>130</b>
<b>Campus Life.....</b>	<b>133</b>
<b>Academic Policies, Regulations, and Procedures.....</b>	<b>142</b>
<b>Course Descriptions.....</b>	<b>162</b>
<b>Personnel Directory.....</b>	<b>227</b>
Board of Trustees.....	227
Administration.....	228
Faculty.....	231
National Alumni Association.....	234
<b>Index.....</b>	<b>235</b>

*This catalog is published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Columbia College reserves the right to change prices, curricula, policies and practices as described in this catalog as circumstances, efficiency of operation and fiscal contingencies may require.*

*Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law to include 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.*

# ADMINISTRATIVE OFFICES

\*Offices are open 8:00 a.m. - 6:00 p.m. Monday through Thursday, and until 5:00 p.m. on Friday. The Registration and Financial Services Office opens at 9:00 a.m. on most Fridays.

<b>Columbia College Switchboard</b> .....	<b>(573) 875-8700</b>
<b>General Fax</b> .....	<b>(573) 875-7209</b>
Academic Affairs ( <i>Academic offerings, faculty, academic advising</i> ) .....	(573) 875-7500
Fax .....	(573) 876-4493
Administrative Services ( <i>Room and event scheduling, parking permits, building maintenance</i> ).....	(573) 875-7300
Fax .....	(573) 875-7303
*Admissions ( <i>Requirements for admission, application forms, campus tours, transfer information</i> ).....	(573) 875-7352
Fax .....	(573) 875-7506
Adult Higher Education Division ( <i>Campus locations, academic offerings, session dates</i> ).....	(573) 875-7661
Fax .....	(573) 875-7660
Alumni Affairs ( <i>Homecoming, alumni groups and activities, alumni records</i> ).....	(573) 875-7210
Fax .....	(573) 875-7559
Athletics ( <i>Intercollegiate sports, recreation</i> ) .....	(573) 875-7433
Fax .....	(573) 875-7415
Bookstore ( <i>textbooks, supplies</i> ).....	(573) 875-7341
Fax .....	(573) 875-7415
Campus Life ( <i>Student activities, student daily life, ADA services</i> ).....	(573) 875-7400
Fax .....	(573) 875-7235
Campus Safety ( <i>Emergencies, safety</i> ) .....	(573) 875-7315
Career Services ( <i>Career planning / placement off-campus jobs, career opportunities</i> ).....	(573) 875-7425
Counseling Services ( <i>Personal / group counseling</i> ).....	(573) 875-7423
Development Office ( <i>Donations, gifts, bequests</i> ) .....	(573) 875-7563
Fax .....	(573) 875-7559
*Evaluations Office ( <i>Credit evaluation, transfer information, degree audits</i> ).....	(573) 875-7658
Fax .....	(573) 875-7391
Evening Campus ( <i>Course offerings, session dates, academic advising</i> ) ( <i>open Monday-Thursday, 8 a.m. - 8 p.m., Friday 8 a.m. - 5 p.m.</i> )	(573) 875-7610
*Financial Aid ( <i>Information, application forms, assistance</i> ).....	(573) 875-7390
Fax .....	(573) 875-7452
Health Services ( <i>Information, consultation, referral</i> ) .....	(573) 875-7432
Library ( <i>Reference information, library hours</i> ).....	(573) 875-7381
Fax .....	(573) 875-7379
Marketing (Advertising) .....	(573) 875-7230
Fax .....	(573) 875-7331
Mathematics Center ( <i>mathematics tutoring</i> ).....	(573) 875-7619
Online Campus ( <i>Online courses</i> ).....	(573) 875-7422
Fax .....	(573) 875-7445
President .....	(573) 875-7200
Public Relations ( <i>Publicity, publications</i> ).....	(573) 875-7230
Fax .....	(573) 875-7331
*Registration & Financial Services ( <i>Payment of fees, registration of classes, current student financial obligations, parking permits</i> ) .....	(573) 875-7252
Fax .....	(573) 875-7608
Residential Life ( <i>Residence hall accommodations and policies</i> ).....	(573) 875-7450
Student Development ( <i>New student orientation, student activities, health-related issues</i> ).....	(573) 875-7420
Student Employment .....	(573) 875-7427
Student Records & Transcripts ( <i>Deferment &amp; V.A. certifications, enrollment verification, trouble shooting, transcripts</i> ).....	(573) 875-7526
Fax .....	(573) 875-7436
Student Support Services.....	(573) 875-7627
Fax .....	(573) 875-7630
Technology Solutions Center ( <i>Helpdesk, e-mail, internet access, computer resources</i> ).....	(573) 875-4357
Fax .....	(573) 875-7320
Transcripts.....	(573) 875-7652
Fax .....	(573) 875-7392
Writing Center ( <i>Writing assistance, test preparation, tutoring in a variety of disciplines</i> ) .....	(573) 875-7616

**CAMPUS VISITS:** The Admissions Office is located on the first floor of Missouri Hall. Visitor parking is located behind Missouri Hall. Admissions staff are available for interviews, campus tours and general information from 8:00 a.m. to 5:00 p.m. Monday through Friday. If you or someone you know wants to visit Columbia College, please call toll free at 1-800-231-2391, ext. 7352, locally at (573) 875-7352 or fax us at (573) 875-7506, about a week before your arrival. If you would like to visit through our website, the address is [www.ccis.edu/day/admissions/visit.asp](http://www.ccis.edu/day/admissions/visit.asp). We look forward to seeing you!



## STATEMENT OF MISSION

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

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

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

Vision: A model institution.

*Approved by the Board of Trustees  
May 1, 2009*

## DESCRIPTION

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.

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 day, evening or online education classes at the home campus in Columbia, Missouri, or in its Adult Higher Education Division at one of the many Nationwide campuses.

Columbia College educates 25,000 students each year and has more than 61,000 alumni worldwide.

# Day Classes

## 2009 – 2010 Academic Calendar

### Fall Semester (09/01) August 24 – December 17, 2009

Sun	Mar 1	.....	Priority Date for students to submit 2009-2010 FAFSA
Wed	Apr 1	.....	<b>Deadline</b> for students to submit 2009-2010 FAFSA for Access Missouri Grant
Mon	Jun 1	.....	Priority date for returning students to accept financial aid award
Wed	Jul 1	.....	Priority date for new students to accept financial aid award
			<b>Deadline</b> for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Mon	Jul 27	.....	Registration for Non-Degree Seeking students
Sat	Aug 1	.....	<b>Deadline</b> for finalizing financial arrangements and making first payment (if applicable) to hold Fall classes (course schedules will be canceled on Aug. 3 if payment is not made)
			<b>Deadline</b> for new student applications who are reviewed by the Admissions Review Committee
			<b>Deadline</b> to submit housing contract
Mon	Aug 3	.....	Cancellation of course schedules of students who have failed to complete financial arrangements
Mon	Aug 10	.....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to apply for admission and returning students to apply for readmission (deadline does not apply to Program Transfers)
Tues	Aug 18	.....	Orientation for new faculty, 8:00 am
Wed	Aug 19	.....	Fall Faculty Conference, 8:30 am
			Early move-in for new residential students (with permission), 6:00 pm
Thurs	Aug 20	.....	New students arrive (freshmen and transfer), 8:00-10:00 am; orientation for new students and parents; residence halls open, 8:00 am; New Student Pinning following lunch
Fri	Aug 21	.....	Late Columbia Connection: New students register for classes
Sat	Aug 22	.....	Welcome week activities begin
Sun	Aug 23	.....	Last day to register before classes begin
<b>Mon</b>	<b>Aug 24</b>	.....	<b>Day classes begin, 8:00 am</b>
Fri	Aug 28	.....	Last day to register for classes; last day to add classes (both 16 weeks and 1st 8 weeks)
Mon	Aug 31	.....	Last day to drop a course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Mon	Sep 7	.....	Labor Day Holiday: Classes do not meet; offices and library closed (library closed Sep 5-7)
Thurs	Sep 17	.....	Constitution Day
Thurs	Oct 1	.....	Priority date for students to submit FAFSA for Spring/Summer 2010
Fri	Oct 2	.....	Last day to withdraw from Day classes that meet during 1st eight weeks with grade of W
Sat	Oct 3	.....	Preview Day: high school students visit campus
Fri	Oct 9	.....	Athletics Hall of Fame Dinner
Sat	Oct 10	.....	Homecoming/Family Day
Fri	Oct 16	.....	Midterm; Day classes end that meet during the 1st 8 weeks
Mon	Oct 19	.....	Day classes begin that meet during 2nd eight weeks
Tues	Oct 20	.....	Midterm grades for all 100- and 200-level courses entered online by 12:00 pm
Fri	Oct 23	.....	Fall Break: Day classes do not meet, offices and library open
			Last day to add day classes that meet during 2nd eight weeks
Mon	Oct 26	.....	Last day to drop classes that meet during 2nd eight weeks
Sun	Nov 1	.....	Priority date for new students to accept financial aid award for Spring/Summer 2010
<b>Nov</b>	<b>9-13</b>	.....	<b>Advising Week: students meet with advisor to determine Spring 2010 course schedule</b>

4 General Information

Wed	Nov 11	.....	Veterans Day/Military Recognition Day
Fri	Nov 13	.....	Last day to withdraw from a day class with grade of W
Sat	Nov 14	.....	Preview Day: high school students visit campus
Mon	Nov 16	.....	Registration for Spring 2010 begins for currently enrolled students
Fri	Nov 20	.....	Fall Columbia Connection: new students and parents visit campus Residence halls close at 6:00 pm (except by special arrangement)
Nov	23-27	.....	Thanksgiving Break; day and graduate classes do not meet; evening classes meet Nov 23-24; offices and library open Nov 23-25, 8:00 am-5:00 pm; offices and library closed Nov 26-28; library open Nov 29, 2:00-10:00 pm
Sun	Nov 29	.....	Residence halls open at 12:00 noon
Mon	Nov 30	.....	Classes resume; last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Tues	Dec 1	.....	<b>Deadline</b> for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Fri	Dec 4	.....	Holiday Lighting Ceremony/Reception
Sat	Dec 5	.....	Early Scholarship Day
Fri	Dec 11	.....	Last day of day classes; last day to complete a total withdrawal from all classes enrolled in
Dec	14-17	.....	Final examinations
Tues	Dec 15	.....	<b>Deadline</b> for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. (Courses will be canceled on December 16 if payment is not made.) <b>Deadline</b> for new student applications who are reviewed by the Admissions Review Committee <b>Deadline</b> for new students to submit housing contracts
Wed	Dec 16	.....	Cancellation of course schedules of students who have failed to complete financial arrangements
Fri	Dec 18	.....	Residence halls close at 12:00 noon (except by special arrangement)
Dec 18 - Jan 10	.....	.....	Winter Class Break; offices and library open 8:00 am-5:00 pm, Monday-Friday
Sat	Dec 19	.....	<b>COMMENCEMENT, 12:00 pm (all programs)</b> <b>Nurses' Pinning Ceremony, 10:00 am</b>
Mon	Dec 21	.....	Final grades entered by 12:00 pm Registration for Spring 2010 begins for Non-Degree Seeking students
Dec	24-26	.....	Offices and library closed
Mon	Dec 28	.....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Dec 31-Jan 1	.....	.....	Offices and library closed
Sun	Jan 10	.....	Last day to register before classes begin

**Spring Semester (09/02) January 11 – May 6, 2010**

Thurs	Oct 1	.....	Priority date for students to submit FAFSA for Spring/Summer 2010
Sun	Nov 1	.....	Priority date for new students to accept financial aid award for Spring/Summer 2010
Tues	Dec 1	.....	<b>Deadline</b> for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Tues	Dec 15	.....	<b>Deadline</b> for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. (Courses will be canceled on December 16 if payment is not made.) <b>Deadline</b> for new student applications who are reviewed by the Admissions Review Committee <b>Deadline</b> for new students to submit housing contracts
Wed	Dec 16	.....	Cancellation of course schedules of students who have failed to complete financial arrangements
Mon	Dec 21	.....	Registration for Spring 2010 begins for Non-Degree Seeking student
Mon	Dec 28	.....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to apply for admis-

		tion and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Fri	Jan 8	Residence halls open, 8:00 am ACTIVITIES FOR NEW STUDENTS: Orientation begins, 5:45 pm; New student pinning, 5:45 pm
Sun	Jan 10	Last day to register before Day classes begin
<b>Mon</b>	<b>Jan 11</b>	<b>Day classes begin, 8:00 am</b>
Thurs	Jan 14	Charter Day Celebration, 11:00 am
Fri	Jan 15	Last day to register for classes; last day to add classes (both 16 weeks and 1st 8 weeks)
Mon	Jan 18	Martin Luther King, Jr. Birthday observance; classes do not meet; offices and library closed
Tues	Jan 19	Last day to drop a day course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Sat	Feb 6	Scholarship Day
Fri	Feb 19	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Mon	Mar 1	Priority date for students to submit 2010-2011 FAFSA
Fri	Mar 5	Midterm; Day classes that meet during 1st eight weeks end
Mon	Mar 8	Day classes begin that meet during 2nd eight weeks
Wed	Mar 10	Midterm grades for all 100- and 200-level courses entered online by 12:00 pm
Fri	Mar 12	Last day to add day classes that meet during 2nd eight weeks
Sat	Mar 13	Preview Day: high school students visit campus
Mon	Mar 15	Last day to drop day classes that meet during 2nd eight weeks without academic record
Fri	Mar 26	Residence halls close at 6:00 pm (except by special arrangement)
Mar 29-Apr 2		Spring Break; day and graduate classes do not meet; evening classes are in session
Thurs	Apr 1	<b>Deadline</b> for students to submit 2010-2011 FAFSA for Access Missouri Grant
Fri	Apr 2	Last day to withdraw from classes with a grade of W
Sun	Apr 4	Residence halls reopen at 12:00 noon
Mon	Apr 5	Day and graduate classes resume
Fri	Apr 9	Honors and Awards Convocation, 7:00 pm
<b>Apr</b>	<b>12-16</b>	<b>Advising Week: Students meet with advisor to determine Fall 2010 course schedule</b>
Fri	Apr 16	Last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Sat	Apr 17	Columbia Connection: New students and parents visit campus
Mon	Apr 19	Registration for Fall 2010 begins for currently enrolled students
Apr	23-25	Alumni Reunion Weekend
Fri	Apr 30	Last day of classes; last day to complete a total withdrawal from all classes enrolled in
May	3-6	Final examinations
Fri	May 7	Residence halls close at 12:00 noon (except by special arrangement)
<b>Sat</b>	<b>May 8</b>	<b>Ivy Chain, 9:30 am</b> <b>COMMENCEMENT, 12:00 pm</b> <b>Nurses' Pinning Ceremony, 2:00 pm</b>
Mon	May 10	Final grades entered by 12:00 noon

### Summer Session (09/35) June 1 – July 23, 2010

Mon	Apr 26	Registration begins for returning seniors and new students
Wed	Apr 28	Registration begins for returning juniors
Thurs	Apr 29	Registration begins for returning sophomores
Fri	Apr 30	Registration begins for returning freshmen Registration begins for Non-Degree Seeking students
Thurs	May 20	Orientation for new evening students

Mon	May 31	.....	Memorial Day Holiday; offices and library closed
Tues	Jun 1	.....	Classes begin
Fri	Jun 4	.....	Make-up for MW classes Last day to add classes
Jun	1-4	.....	Late registration (\$35 fee) Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Mon	Jun 7	.....	Last day to drop a course without academic record and financial liability
Fri	Jun 11	.....	Columbia Connection: New students and parents visit campus
Mon	Jul 5	.....	Independence Day Holiday (no classes, offices and library closed)
Wed	Jul 7	.....	Columbia Connection: New students and parents visit campus
Fri	Jul 9	.....	Last day to withdraw from classes with grade of W Make-up for MW classes
Wed	Jul 21	.....	MW classes end
Thurs	Jul 22	.....	TTh classes end
Fri	Jul 23	.....	Friday classes end
Mon	Jul 26	.....	Grades entered by 12:00 noon Columbia Connection: New students and parents visit campus

## Evening Classes

### 2009-2010 Academic Calendar

#### Early Fall Session (09/31) August 24 – October 17, 2009

Mon	Jul 6	.....	Registration begins for returning seniors and new students
Wed	Jul 8	.....	Registration begins for returning juniors
Thurs	Jul 9	.....	Registration begins for returning sophomores
Fri	Jul 10	.....	Registration begins for returning freshmen
Mon	Jul 27	.....	Registration begins for Non-Degree Seeking students
Tues	Aug 4	.....	Evening Campus Faculty/Staff Picnic
Thurs	Aug 6	.....	Orientation for new students
Mon	Aug 24	.....	MW classes begin
Aug	24-28	.....	Late registration (\$35 fee)
Tues	Aug 25	.....	TTh classes begin
Fri	Aug 29	.....	Friday classes begin Last day to add classes
Sat	Aug 29	.....	Saturday classes begin
Mon	Aug 31	.....	Last day to drop a course without academic record and financial liability
Mon	Sep 7	.....	Labor Day Holiday: classes do not meet; offices and library closed (library closed Sep 5-7)
Fri	Sep 11	.....	Make-up date for MW classes
Fri	Oct 2	.....	Last day to withdraw from classes with grade of W
Wed	Oct 14	.....	MW classes end
Thurs	Oct 15	.....	TTh classes end
Fri	Oct 16	.....	Friday classes end
Sat	Oct 17	.....	Saturday classes end
Mon	Oct 19	.....	Grades entered online by 12:00 noon

#### Late Fall Session (09/32) October 24 – December 19, 2009

Mon	Sep 14	.....	Registration begins for returning seniors and new students
Wed	Sep 16	.....	Registration begins for returning juniors
Thurs	Sep 17	.....	Registration begins for returning sophomores
Fri	Sep 18	.....	Registration begins for returning freshmen

Mon	Oct 5	Registration begins for Non-Degree Seeking students
Thurs	Oct 22	Orientation for new students
Fri	Oct 23	Friday classes begin
Sat	Oct 24	Saturday classes begin
Mon	Oct 26	MW classes begin
Oct	26-30	Late registration (\$35 fee)
Tues	Oct 27	TTh classes begin
Fri	Oct 30	Last day to add classes
Mon	Nov 2	Last day to drop a course without academic record and financial liability
Fri	Nov 6	Friday make-up date for MW classes
Wed	Nov 11	Veterans Day/Military Recognition Day
Fri	Nov 13	Friday make-up date for TTh classes
Nov	23-27	Thanksgiving Break; evening classes meet Nov 23-24; day and graduate classes do not meet; offices and library open Nov 23-25 8:00 am-5:00 pm; offices and library closed Nov 26-28; library open Nov 29, 2:00-10:00 pm
Sat	Nov 28	Saturday classes do not meet
Mon	Nov 30	Evening classes resume
Fri	Dec 4	Last day to withdraw from classes with grade of W Holiday Lighting Ceremony/Reception
Wed	Dec 16	MW classes end
Thurs	Dec 17	TTh classes end
Fri	Dec 18	Friday classes end
<b>Sat</b>	<b>Dec 19</b>	<b>Nurses' Pinning Ceremony, 10:00 am</b> <b>COMMENCEMENT, 12:00 pm (all programs)</b> Saturday classes end
Mon	Dec 21	Grades entered by 12:00 noon
Dec	24-26	Offices and library closed
Dec 31 - Jan 1		Offices and library closed

### Winter Session (09/33) January 11 – March 6, 2010

Mon	Nov 23	Registration begins for returning seniors and new students
Wed	Nov 25	Registration begins for returning juniors
Thurs	Nov 26	Registration begins for returning sophomores
Fri	Nov 27	Registration begins for returning freshmen
Mon	Dec 21	Registration begins for Non-Degree Seeking students
Tues	Jan 5	Evening Faculty Dinner/Meeting
Thurs	Jan 7	Orientation for new students
Mon	Jan 11	MW classes begin
Jan	11-15	Late registration (\$35 fee)
Tues	Jan 12	TTh classes begin
Fri	Jan 15	Friday classes begin Last day to add classes
Sat	Jan 16	Saturday classes begin
Mon	Jan 18	Martin Luther King, Jr. Birthday Observance; classes do not meet; offices and library closed
Tues	Jan 19	Last day to drop a course without academic record and financial liability
Fri	Jan 22	Make-up date for MW classes
Fri	Feb 19	Last day to withdraw from classes with grade of W
Wed	Mar 3	MW classes end
Thurs	Mar 4	TTh classes end
Fri	Mar 5	Friday classes end
Sat	Mar 6	Saturday classes end
Mon	Mar 8	Grades entered by 12:00 noon
Mar	8-12	Spring Break; evening classes do not meet; day and graduate classes do meet



**Spring Session (09/34) March 12 – May 8, 2010**

Mon	Feb 15	.....	Registration begins for returning seniors and new students
Wed	Feb 17	.....	Registration begins for returning juniors
Thurs	Feb 18	.....	Registration begins for returning sophomores
Fri	Feb 19	.....	Registration begins for returning freshmen
Mon	Feb 22	.....	Registration begins for Non-Degree Seeking students
Mar	8-12	.....	Spring Break; evening classes do not meet; day and graduate classes do meet
Thurs	Mar 11	.....	Orientation for new students
Fri	Mar 12	.....	Friday classes begin
Sat	Mar 13	.....	Saturday classes begin
Mon	Mar 15	.....	MW classes begin
Mar	15-19	.....	Late registration (\$35 fee)
Tues	Mar 16	.....	TTh classes begin
Fri	Mar 19	.....	Last day to add classes
Mon	Mar 22	.....	Last day to drop a course without academic record and financial liability
Fri	Apr 9	.....	Honors and Awards Convocation, 7:00 pm
Fri	Apr 23	.....	Last day to withdraw from classes with grade of W
Apr	23-25	.....	Alumni Reunion Weekend
Fri	Apr 30	.....	Friday classes end
Sat	May 1	.....	Saturday classes end
Wed	May 5	.....	MW classes end
Thurs	May 6	.....	TTh classes end
<b>Sat</b>	<b>May 8</b>	.....	<b>Ivy Chain, 9:30 am</b> <b>Nurses' Pinning Ceremony, 2:00 pm</b> <b>COMMENCEMENT, 3:30 pm</b>
Mon	May 10	.....	Grades entered by 12:00 noon

**Summer Session (09/35) June 1 – July 23, 2010**

Mon	Apr 26	.....	Registration begins for returning seniors and new students
Wed	Apr 28	.....	Registration begins for returning juniors
Thurs	Apr 29	.....	Registration begins for returning sophomores
Fri	Apr 30	.....	Registration begins for returning freshmen
			Registration begins for Non-Degree Seeking students
Thurs	May 20	.....	Orientation for new evening students
Mon	May 31	.....	Memorial Day Holiday; offices and library closed
Tues	Jun 1	.....	Classes begin
Fri	Jun 4	.....	Make-up for MW classes
			Last day to add classes
Jun	1-4	.....	Late registration (\$35 fee)
			Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Mon	Jun 7	.....	Last day to drop a course without academic record and financial liability
Mon	Jul 5	.....	Independence Day Holiday (no classes, offices and library closed)
Fri	Jul 9	.....	Last day to withdraw from classes with grade of W
			Make-up for MW classes
Wed	Jul 21	.....	MW classes end
Thurs	Jul 22	.....	TTh classes end
Fri	Jul 23	.....	Friday classes end
Mon	Jul 26	.....	Grades entered by 12:00 noon

# Graduate Classes

## 2009-2010 Academic Calendar

### Early Fall Session (09/M31) August 24 – October 15, 2009

Mon	Jul 6	Registration begins for returning and new graduate students
Mon	Aug 24	Graduate classes begin
Aug	24-28	Late registration (\$35 fee)
Fri	Aug 28	Last day to add classes
Mon	Aug 31	Last day to drop a course without academic record and financial liability
Mon	Sep 7	Labor Day Holiday; classes do not meet, offices and library closed (library closed Sep 5-7)
Fri	Oct 2	Last day to withdraw from classes with grade of W
Thurs	Oct 15	Classes end
Mon	Oct 19	Grades entered by 12:00 noon

### Late Fall Session (09/M32) October 19 – December 17, 2009

Mon	Sep 14	Registration begins for returning and new graduate students
Wed	Oct 19	Graduate classes begin
Oct	19-23	Late registration (\$35 fee)
Fri	Oct 23	Last day to add classes
Mon	Oct 26	Last day to drop a course without academic record and financial liability
Nov	23-27	Thanksgiving Break; graduate and day classes do not meet; evening classes meet Nov 23-24; offices and library open Nov 23-25, 8:00 am-5:00 pm, offices and library closed Nov 26-28; library open Nov 29, 2:00-10:00 pm
Mon	Nov 30	Classes resume Last day to withdraw from classes with grade of W
Fri	Dec 4	Holiday Lighting Ceremony/Reception
Thurs	Dec 17	Classes end
<b>Sat</b>	<b>Dec 19</b>	<b>COMMENCEMENT, 12:00 pm (all programs)</b>
Mon	Dec 21	Grades entered by 12:00 noon
Dec	24-26	Offices and library closed
Dec	31-Jan 1	Offices and library closed

### Winter Session (09/M33) January 11 – March 4, 2010

Mon	Nov 23	Registration begins for returning and new graduate students
Mon	Jan 11	Graduate classes begin
Jan	11-15	Late registration (\$35 fee)
Fri	Jan 15	Last day to add classes
Mon	Jan 18	Martin Luther King, Jr. Birthday observance; classes do not meet; offices and library closed
Tues	Jan 19	Last day to drop a course without academic record and financial liability
Fri	Feb 19	Last day to withdraw from classes with grade of W
Thurs	Mar 4	Classes end
Mon	Mar 8	Grades entered by 12:00 noon

### Spring Session (09/M34) March 8 – May 6, 2010

Mon	Feb 15	Registration begins for returning and new graduate students
Mon	Mar 8	Graduate classes begin
Mar	8-12	Late registration (\$35 fee)
Fri	Mar 12	Last day to add classes.
Mon	Mar 15	Last day to drop a course without academic record and financial liability

Mar 29-Apr 2	.....	Spring Break; graduate and day classes do not meet; evening classes are in session
Fri	Apr 16	..... Last day to withdraw from classes with grade of W
Apr	23-25	..... Alumni Reunion Weekend
Thurs	May 6	..... Classes end
<b>Sat</b>	<b>May 8</b>	..... <b>COMMENCEMENT, 12:00 pm</b>
Mon	May 10	..... Grades entered by 12:00 noon

### **Summer Session (09/M35) June 1 – July 22, 2010**

Mon	Apr 26	..... Registration begins for returning and new graduate students
Mon	May 31	..... Memorial Day Holiday; offices and library closed
Tues	Jun 1	..... Graduate classes begin
Jun	1-4	..... Late registration (\$35 fee) Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Fri	Jun 4	..... Last day to add classes
Mon	Jun 7	..... Last day to drop a course without academic record and financial liability
Mon	Jul 5	..... Independence Day Holiday; classes do not meet; offices and library closed
Fri	Jul 9	..... Last day to withdraw from classes with grade of W
Thurs	Jul 22	..... Classes end
Mon	Jul 26	..... Grades entered by 12:00 noon

## **Online Education Classes 2009-2010 Academic Calendar**

### **Early Fall Session (09/51) August 10 – October 3, 2009**

Mon	Jul 6	..... Registration begins for graduate students, seniors, military members and new students
Wed	Jul 8	..... Registration begins for returning juniors
Thurs	Jul 9	..... Registration begins for returning sophomores
Fri	Jul 10	..... Registration begins for returning freshmen
Fri	Aug 7	..... Last day to register/add graduate classes
Mon	Aug 10	..... Classes begin
Aug	10-14	..... Late registration of undergraduate classes
Fri	Aug 14	..... Last day to register/add undergraduate classes
Mon	Aug 17	..... Last day to drop classes without academic record and financial liability
Mon	Sep 7	..... Labor Day Holiday: Offices Closed
Mon	Sep 14	..... Registration for October Session begins for graduate students, seniors, military members and new students
Wed	Sep 16	..... Registration for October Session begins for returning juniors
Thurs	Sep 17	..... Registration for October Session begins for returning sophomores
Fri	Sep 18	..... Last day to withdraw from classes with grade of W (ends close of business) Registration for October Session begins for returning freshmen
Sat	Oct 3	..... Classes end
Wed	Oct 7	..... Grades due

### **Late Fall Session (09/52) October 19 – December 12, 2009**

Mon	Sep 14	..... Registration begins for graduate students, seniors, military members and new students
Wed	Sep 16	..... Registration begins for returning juniors

Thurs	Sep 17	.....	Registration begins for returning sophomores
Fri	Sep 18	.....	Registration begins for returning freshmen
Fri	Oct 16	.....	Last day to register/add graduate classes
Mon	Oct 19	.....	Classes begin
Oct	19-23	.....	Late registration of undergraduate classes
Fri	Oct 23	.....	Last day to register/add undergraduate classes
Mon	Oct 26	.....	Last day to drop classes without academic record and financial liability
Mon	Nov 23	.....	Registration for Winter Session begins for graduate students, seniors, military members and new students
Wed	Nov 25	.....	Registration for Winter Session begins for returning juniors
Nov	26-28	.....	Thanksgiving Break: Offices Closed
Thurs	Nov 26	.....	Registration for Winter Session begins for returning sophomores
Fri	Nov 27	.....	Registration for Winter Session begins for returning freshmen
Mon	Nov 30	.....	Last day to withdraw from classes with grade of W (ends close of business)
Sat	Dec 12	.....	Classes end
Wed	Dec 16	.....	Grades due

### **Winter Session (09/53) January 11 – March 6, 2010**

Mon	Nov 23	.....	Registration begins for graduate students, seniors, military members and new students
Wed	Nov 25	.....	Registration begins for returning juniors
Thurs	Nov 26	.....	Registration begins for returning sophomores
Fri	Nov 27	.....	Registration begins for returning freshmen
Fri	Jan 8	.....	Last day to register/add graduate classes
Mon	Jan 11	.....	Classes begin
Jan	11-15	.....	Late registration of undergraduate classes
Fri	Jan 15	.....	Last day to register/add undergraduate classes
Mon	Jan 18	.....	Martin Luther King, Jr. Birthday observance; offices closed
Tues	Jan 19	.....	Last day to drop classes without academic record and financial liability
Mon	Feb 15	.....	Registration for Spring Session begins for graduate students, seniors, military members and new students
Wed	Feb 17	.....	Registration for Spring Session begins for returning juniors
Thurs	Feb 18	.....	Registration for Spring Session begins for returning sophomores
Fri	Feb 19	.....	Last day to withdraw from classes with grade of W Registration for Spring Session begins for returning freshmen
Sat	Mar 6	.....	Classes end
Wed	Mar 10	.....	Grades due

### **Spring Session (09/54) March 22 – May 15, 2010**

Mon	Feb 15	.....	Registration begins for graduate students, seniors, military members and new students
Wed	Feb 17	.....	Registration begins for returning juniors
Thurs	Feb 18	.....	Registration begins for returning sophomores
Fri	Feb 19	.....	Registration begins for returning freshmen
Fri	Mar 19	.....	Last day to register/add graduate classes
Mon	Mar 22	.....	Classes begin
Mar	22-26	.....	Late registration of undergraduate classes
Fri	Mar 26	.....	Last day to register/add undergraduate classes
Mon	Mar 29	.....	Last day to drop classes without academic record and financial liability
Mon	Apr 26	.....	Registration for Summer Session begins for graduate students, seniors, military members, and new students
Wed	Apr 28	.....	Registration for Summer Session begins for returning juniors
Thurs	Apr 29	.....	Registration for Summer Session begins for returning sophomores
Fri	Apr 30	.....	Last day to withdraw from classes with grade of W

Registration for Summer Session begins for returning freshmen  
 Sat May 15.....Classes end  
 Wed May 19.....Grades due

**Summer Session (09/55) May 31 – July 24, 2010**

Mon Apr 26 .....Registration begins for graduate students, seniors, military members and new students  
 Wed Apr 28 .....Registration begins for returning juniors  
 Thurs Apr 29 .....Registration begins for returning sophomores  
 Fri Apr 30 .....Registration begins for returning freshmen  
 Fri May 28.....Last day to register/add graduate classes  
 Mon May 31.....Memorial Day Holiday: Offices Closed  
 Mon May 31.....Classes begin  
 May 31-Jun 4.....Late registration of undergraduate classes  
 Fri Jun 4.....Last day to register/add undergraduate classes  
 Mon Jun 7.....Last day to drop classes without academic record and financial liability  
 Mon Jul 5.....Independence Day Holiday: Offices Closed  
 Registration for Early Fall Session begins for graduate students, seniors, military members and new students  
 Wed Jul 7 .....Registration for Early Fall Session begins for returning juniors  
 Thurs Jul 8 .....Registration for Early Fall Session begins for returning sophomores  
 Fri Jul 9 .....Registration for Early Fall Session begins for returning freshmen  
 Last day to withdraw from classes with grade of W  
 Sat Jul 24.....Classes end  
 Wed Jul 28.....Grades due

## COLLEGE PROFILE

**Classification:** Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.

**Location:** Home campus in Columbia, Missouri (population 88,000 plus over 25,000 students at three separate colleges) on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the United States and in Cuba: Alabama: Redstone Arsenal; California: Coast Guard Island, Lemoore, Los Alamitos, San Diego, San Luis Obispo; Cuba: Guantanamo Bay; Colorado: Aurora; Florida: Jacksonville, Jacksonville Naval Air Station, Orlando, Patrick Air Force Base; Georgia: Fort Stewart, Hunter Army Air Field; Illinois: Crystal Lake, Elgin, Freeport, Lake County; Missouri: Christian County, Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, St. Louis; New York: Fort Drum, Hancock Field; Oklahoma: Fort Sill; South Carolina: NWS Charleston; Texas: Fort Worth; Utah: Salt Lake City; Washington: Marysville, Whidbey Island.

### Degrees

**Conferred:** Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of General Studies, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration and Master of Science in Criminal Justice.

### School Code/

**FICE #:** 002456

**Campus:** 21 buildings on a 32-acre campus four blocks from downtown Columbia.

**Library:** 80,000 volumes, 250 periodicals, nearly 2,500 audio-visual items, access to online resources. Member of MOBIUS statewide consortium.

**Enrollment:** More than 1,000 full and part-time day students, representing 25 states and 27 foreign countries; more than 1,300 evening and graduate students and more than 15,000 Nationwide and Online students.

**Alumni:** More than 61,000 Christian College alumnae and Columbia College alumni.

**Athletics:** Member, American Midwest Conference of the NAIA (men's soccer and basketball; women's volleyball, basketball and softball) and a variety of intramural sports.

**Accreditation:** Accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing approved by the Missouri State Board of Nursing, and is a candidate for accreditation with the National League for Nursing Accrediting Commission (NLNAC).

The Higher Learning Commission  
 North Central Association of Colleges and Schools  
 Commission on Institutions  
 30 North LaSalle Street, Suite 2400  
 Chicago, IL 60602-2504  
 Telephone: 312/263-0456 or 1-800/621-7440  
 E-mail: info@ncacihe.org

Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102  
Telephone: 573/751-6504  
E-mail: [mlucas@mail.dese.state.mo.us](mailto:mlucas@mail.dese.state.mo.us)

Missouri State Board of Nursing  
3605 Missouri Boulevard  
P.O. Box 656  
Jefferson City, MO 65102-0656  
Telephone: 573/751-0681  
E-mail: <http://www.ecodev.state.mo.us/pr/nursing>

## THE HOME CAMPUS

**Atkins-Holman Student Commons.** Located at 1009 Rogers Street. Completed in 2004, this building is named for the parents of Linda Holman Atkins, Christian College alumna, and Thomas Atkins, Trustee Emeritus of Columbia College. The Commons houses Campus Life offices, Career Services, Student Health Services, Barnes and Noble Bookstore, the Penny Carroll Braun Scholar's Alcove, a snack bar and coffee shop and a recognition gallery featuring distinguished alumni. It also provides study and lounge areas for both day and evening students.

**Banks Hall.** A residence hall completed in 1967, Banks houses 110 students in double rooms. There are community baths, special study rooms, and activity lounges on each floor. A computer lab is located on the second floor. Originally named North Hall and subsequently named in honor of Hartley Banks, Sr., chairman of the board and trustee from 1945 to 1971.

**Bass Commons.** Dedicated in 1978, the front campus area is a park-like setting and location for the Ivy Chain ceremony. Named in honor of Mary Machir Dorsey Bass, class of 1901.

**Brown Hall.** Constructed in 1995, this building houses studios for painting, design, ceramics, drawing, printmaking and photography, as well as art faculty offices. General classrooms, including the multimedia classroom, are also located on the lower level. Named in honor of Emma Jean Brown Ballew, class of 1923, to commemorate her generous bequest to the College.

**Buchanan Hall.** Constructed in 1977 and renovated in 2007, this building is named for Genevieve Koontz Buchanan, class of 1938, because of her generosity. This building provides general classrooms and student computer labs.

**Dorsey Hall.** Attached to the east wing of St. Clair Hall by a covered walkway, Dorsey Hall is primarily a classroom building, completed in 1911. Dorsey Hall also houses the chapel and the Jane Froman Studio. Dorsey Gym is used for receptions, conferences and other special events. Named through the benevolence of trustee Robert M. Stockton, for Jeremiah Spires Dorsey, trustee from 1863 to 1908.

**Dulany Hall.** Built in 1965, Dulany Hall contains dining facilities. It is also used as a multipurpose area for social functions and receptions and houses the Lee Room and the Cougar Room. Named for William H. Dulany, trustee from 1922 to 1948, in honor of his bequest to the College.

**Hughes Hall.** Built in a traditional English design in 1939, Hughes Hall houses 72 women in double-room suites. Kitchen facilities are located on each floor and a formal parlor is on the main floor. A computer lab is also available on the main floor.

**Kirkman House (music).** Located at 410 North Tenth Street, the building houses music practice rooms and faculty offices.

**Larson Gallery.** Dedicated in May 1996, Larson Gallery is located on the first floor of Brown Hall. It features periodic exhibitions of visual art including works from practicing artists and various collections. It is free and open to the public. Named in honor of distinguished professor emeritus Sidney Larson (Honorary Alumnus Class of 2001), an art faculty member for 50 years.

**Launer Auditorium.** Launer Auditorium, built in 1903 and attached to St. Clair Hall by a covered walkway, was renovated in 1992 and again in 1997. It seats over 500 for convocations and artistic performances. Named in 1972 in honor of Franklin B. Launer, the director of the conservatory of music for 37 years.

**Miller Hall.** Completed in 1960, Miller Hall is the largest residence hall on campus, housing 156 students in double-room suites connected by full baths. It contains kitchen facilities, study rooms and a computer lab. Named in honor of former president James C. Miller, who led the College from 1938 to 1956.

**Missouri Hall.** Completed in 1920 and renovated in 2006, Missouri Hall houses the ADA Office, the Evening Campus offices, the Florence Larsh '49 Center for Registration and Financial Services, Andrew J. Bass Center for



Admissions, Ether L. Bruce Math Center, Elizabeth Toomey Seabrook '42 Writing Center, The Carol Vinkemulder Frobish '49 Parlors, Don and Betty Landers English Parlor, Janet Carter Wright '58 Foyer, Frances Thompson Dillingham '29 Conference Room (First Floor) and the Diane (Berry '59) and David O'Hagan Conference Room (Third Floor). Also located within are Student Records and Transcripts, Enrollment Management, Accounting, Institutional Research, Evaluations, Student Support Services and Payroll.

**Nursing Education Center.** Located at 709 North Eighth Street. This building houses the Nursing practice laboratory, classrooms and faculty offices.

**Online Education Center.** Located at 310 North Tenth Street, this building houses the offices of the Online Campus.

**Owens Soccer Stadium.** Named for R. Marvin Owens in recognition of his service to the College as a board member since 1975. Renovated in 2005.

**Robnett-Spence Laboratories and Security Office.** Built in 1969, Robnett-Spence houses science laboratories and the Security Office. Named to honor a gift from Mittie Robnett Spence, class of 1904, and housing the James L. "Bud" Walton Science Laboratories.

**St. Clair Hall.** The main administration building, St. Clair Hall was built in 1900 from pressed brick and Bedford stone in an Elizabethan style. Many administrative and faculty offices are located on the first and second floors. The third floor houses faculty offices, general classrooms and the college archive. Mail and print services is located on the garden level. Named to recognize the contributions and leadership of College presidents Luella St. Clair Moss and her husband, Frank St. Clair.

**Southwell Complex.** Dedicated in 1988, the Southwell Gymnasium is home to the Columbia College Cougar basketball and volleyball squads. Southwell also houses tennis courts, locker rooms and the sports information coordinator's office. An addition/arena was completed in Fall 2002. Named in recognition of a major gift from Virginia Southwell Singletary, class of 1939, a board of trustees member from 1968 until her death in 1989.

**Southy Building.** Built in 1986, this building houses athletic offices and the indoor fitness center. Named in recognition of a major gift from Virginia Southwell Singletary, class of 1939, a board of trustees member from 1968 until her death in 1989.

**Stafford Library.** Completed in fall of 1989, the J.W. "Stan" and Lois Stafford Library houses all library collections and audiovisual materials. The Curriculum Resource Center and one classroom are also located in this building.

**Wightman Maintenance Building.** This building houses the maintenance and housekeeping departments. Named in honor of Maurice Wightman, superintendent of grounds for 62 years.

**Williams Hall.** Purchased in 1851, Williams Hall is the oldest college building in continuous use for educational purposes west of the Mississippi River and has been designated a historic site. Previously the music building, Williams Hall now houses business administration faculty offices and general classrooms. Named in 1969 in honor of the first College president, John A. Williams.

# COLUMBIA COLLEGE

**Atkins-Holman Student Commons**  
Bookstore • Campus Life • Cougar Cafe  
Career Services • Health Services

**Brown Hall**  
Larson Gallery • Classrooms

**Dorsey Hall**  
Chapel • Jane Froman Studio • Classrooms

**Dulany Hall**  
Banquet, Cougar & Lee Room

**Missouri Hall**  
Administrative Offices • Admissions • Evaluations  
Registration & Financial Services • Evening Campus  
Student Support Services • Tutoring

**Robnett-Spence**  
Campus Safety

**St. Clair Hall**  
Administrative Offices • Alumni & Development  
Academic Affairs • Faculty • Human Resources  
Classrooms

**Southwell**  
Arena • Courts

**Southy**  
Athletic Department

**Wightman**  
Maintenance



# Nationwide Campuses



**ALABAMA**

Redstone Arsenal  
(256) 881-6181  
redstone@ccis.edu

Patrick Air Force Base  
(321) 783-5506/3548  
pafb@ccis.edu

**CALIFORNIA**

Coast Guard Island  
(510) 437-1280  
coastguard@ccis.edu

NAS Lemoore  
(559) 998-8570  
lemoore@ccis.edu

Los Alamitos  
(562) 799-9630  
losalamitos@ccis.edu

San Diego  
(619) 866-8193  
sandiego@ccis.edu

San Luis Obispo  
(805) 593-0237  
sanluisobispo@ccis.edu

**COLORADO**

Aurora  
(303) 340-8050  
aurora@ccis.edu

**FLORIDA**

Jacksonville  
(904) 338-9150  
jacksonville@ccis.edu

NAS Jacksonville  
(904) 778-9769  
nasjacksonville@ccis.edu

Orlando  
(407) 293-9911/9919  
orlando@ccis.edu

**GEORGIA**

Fort Stewart  
(912) 877-3406  
ftstewart@ccis.edu

Hunter Army Airfield  
(912) 352-8635  
hunter@ccis.edu

**GUANTANAMO BAY, CUBA**

011-5399-75555  
guantanamo@ccis.edu

**ILLINOIS**

Crystal Lake  
(815) 477-5440  
crystallake@ccis.edu

Elgin  
(847) 214-7197  
elgin@ccis.edu

Freeport  
(815) 599-3585  
freeport@ccis.edu

Lake County  
(847) 336-6333  
lakecounty@ccis.edu

**MISSOURI**

Columbia  
(573) 875-8700

Fort Leonard Wood  
(573) 329-4050  
ftwood@ccis.edu

Jefferson City  
(573) 634-3250  
jeffcity@ccis.edu

Kansas City  
(816) 795-1515  
kansascity@ccis.edu

Moberly  
(660) 263-4110, ext. 336  
moberly@ccis.edu

Lake of the Ozarks  
(573) 348-6463  
lakeozark@ccis.edu

Christian County  
(417) 581-0367  
christiancounty@ccis.edu

Rolla  
(573) 341-3350  
rolla@ccis.edu

St. Louis  
(314) 429-5500  
stlouis@ccis.edu

**NEW YORK**

Fort Drum  
(315) 775-0128  
ftdrum@ccis.edu

Hancock Field  
(315) 455-0690  
syracuse@ccis.edu

**OKLAHOMA**

Fort Sill  
(580) 353-7884  
ftsill@ccis.edu

**SOUTH CAROLINA**

NWS Charleston  
(843)764-4444  
nwscharleston@ccis.edu

**TEXAS**

Fort Worth  
(817) 377-3276  
ftworth@ccis.edu

**UTAH**

Salt Lake  
(801) 972-6898  
saltlake@ccis.edu

**WASHINGTON**

NS Everett/Marysville  
(425) 304-4480  
marysville@ccis.edu

NAS Whidbey Island  
(360) 279-9030  
whidbey@ccis.edu

**ONLINE CAMPUS**

(573) 875-7246  
(800) 231-2391, ext. 7246  
onlinecampus@ccis.edu

# ACADEMIC PROGRAMS

## DEGREES, MAJORS AND CERTIFICATES OFFERED

### ASSOCIATE IN ARTS

### ASSOCIATE IN GENERAL STUDIES

### ASSOCIATE IN SCIENCE in:

Business Administration  
 Computer Information Systems  
 Criminal Justice Administration  
 Environmental Studies  
 Fire Service Administration (offered through the Evening, Online and Missouri AHE Campuses)  
 Human Services  
 Nursing

### BACHELOR OF ARTS with majors in:

American Studies  
 Art

#### Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

Biology

Business Administration

#### Majors:

Accounting  
 Financial Services  
 Human Resource Management  
 (Some courses must be taken online or through the Evening Campus)  
 International Business  
 Management  
 Marketing  
 Public Relations and Advertising  
 Sports Management

Chemistry

Criminal Justice Administration

Certificate: Crime Scene Investigation

English

History

Human Services

Philosophy and Religious Studies

Political Science

Psychology

Sociology

Speech Communication

### BACHELOR OF FINE ARTS with a major in:

Art

#### Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

### BACHELOR OF GENERAL STUDIES

### BACHELOR OF SCIENCE with majors in:

Art

#### Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

Biology

Business Administration

#### Majors:

Accounting  
 Financial Services  
 Human Resource Management  
 (Some courses must be taken online or through the Evening Campus)  
 International Business  
 Management  
 Marketing  
 Public Relations and Advertising

Computer Information Systems

Computer Science

Criminal Justice Administration

Certificate: Crime Scene Investigation

Environmental Science

Forensic Science

Certificate: Crime Scene Investigation

Human Services

Management Information Systems

Mathematics

### BACHELOR'S WITH DISTINCTION

Bachelor of Arts with Distinction

Bachelor of General Studies with Distinction

Bachelor of Science with Distinction

Bachelor of Fine Arts with Distinction

## ACADEMIC DEPARTMENTS OF THE COLLEGE

Academic instruction is offered by faculty in eight academic departments:

**Art**  
**Business Administration**  
**Computer and Mathematical Sciences**  
**Criminal Justice Administration**  
**and Human Services**  
**Education**  
**History and Social Sciences**  
**Humanities**  
**Science**

## DECLARATION OF MAJOR

Students are strongly encouraged to declare officially a major in the Evaluations Office during the semester in which 48 to 60 semester hours are scheduled for completion.

Students interested in less specialization within a major; a broad, general baccalaureate education; or more than one major should select the Bachelor of Arts degree. Students who prefer to engage in extensive specialization in one subject area are advised to select the Bachelor of Science degree.

The Bachelor of Fine Arts (BFA) degree is a specialized degree designed specifically for students in art.

The Bachelor of General Studies is a degree designed for the student who desires a liberal arts and sciences bachelors degree without a major.

**All majors require students to successfully complete a culminating educational experience in the form of a final capstone course prior to graduation.**

## DOUBLE MAJOR

A double major is defined as a single degree with two majors. A double major may be earned if requirements for both declared majors are completed. No additional residency requirement is required. Majors and minors may not be added to an already earned degree.

## DUAL DEGREES

A student wishing to earn a second baccalaureate degree at Columbia College must complete all the requirements for both degrees including at least **24 additional** semester hours within the last thirty-six hours in residence beyond the requirements for the first degree, for a total of 144 completed hours. A second Associate degree requires **15 additional**

semester hours within the last twenty-four hours in residence beyond the requirements for the first degree, for a total of 75 completed hours. ("In residence" in this context means hours earned through Columbia College courses). Majors and minors may not be added to an already earned degree. Students earning dual degrees are required to pay two graduate fees.

Once a baccalaureate degree has been awarded the degree GPA is frozen. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated but the subsequent grade will not replace the initial grade. Both courses and grades will be reflected on the record and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit applied toward an initial degree does not count towards the required 24 additional hours in residence for a subsequent degree.

## FOCUSED BACCALAUREATE ACADEMIC SEQUENCE

A *Focused Academic Sequence* (FAS) is a sequence of study (minimum of two courses) for which there is no academic degree major, minor or certificate. The FAS can be developed and implemented to quickly and effectively respond to a student's specific needs.

In a formal business memorandum, addressed to the academic department chair(s), and jointly signed by the student and the faculty member working with the student, a FAS must be requested. A FAS request, taking the form of a specific educational objective, or objectives, and specification of the completed coursework necessary for meeting the objective, or objectives, must be approved by the chair(s) of the department(s) in which coursework is to be completed. The chair of the academic department in which the student is pursuing an academic major is responsible for monitoring the student's FAS progress, and for notifying the Executive Vice President and Dean for Academic Affairs (EVPDAA) when the FAS has been completed and a letter of completion is justified. The EVPDAA issues the "Letter of Completion" and authorizes the Student Records and Transcript Office to enter notice of the letter in the student's academic transcript.

## MINORS

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. The Education Certification Minors require a grade point average of 2.8 within the minor and between 43-61 semester hours depending on the individual minor.

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 coursework. (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, students may earn additional semester hours through transfer credit and/or enrollment (through cross-enrollment) with the University of Missouri-Columbia and/or Stephens College (see chapter on Special Academic Programs) so the total semester hours earned are at least 18.

## SPECIFIC REQUIREMENTS FOR MINORS:

**ACCOUNTING:** ACCT 280 Accounting I, ACCT 281 Accounting II; and 12 upper-level semester hours of courses with an ACCT field code or ACCT 280, ACCT 281, FINC 396 Corporate Finance, and 9 upper-level semester hours of courses with an ACCT field code.

**ART (STUDIO):** ARTS 120 Drawing I, ARTS 130 Painting I, ARTS 140 2-D Design, plus nine 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 coursework.

**BUSINESS:** Eighteen semester hours of courses including coursework in at least four of the business field codes (ACCT, CISS, ECON, FINC, MGMT, MKTG). Twelve of the 18 hours must be upper-level.

**CHEMISTRY:** Eighteen semester hours of chemistry courses at the level of 110 and above including at least 8 hours of 300- or 400-level coursework.

**COMPUTER INFORMATION SYSTEMS:** CISS 170 Introduction to Computer Information Systems and 15 additional semester hours of courses with a CISS field code, including at least one programming language course.

**COMPUTER SCIENCE:** (20-21 semester hours)

### A. Required Courses (14-15 hours):

CISS 240	Introduction to Programming <u>or</u>	4 hrs
CISS 241	Programming I <u>and</u>	3 hrs
CISS 242	Programming II	3 hrs
CISS 245	Advanced Programming <u>or</u>	4 hrs
CISS 243	Programming III	3 hrs
CISS 350	Advanced Algorithms and Data Structures	3 hrs
MATH 325	Discrete Mathematics I	3 hrs

### B. Electives (6 hours):

CISS 445	Programming Languages <u>or</u>	3 hrs
CISS 420	Computer Architecture <u>or</u>	3 hrs
CISS 362	Introduction to Automata Theory, Languages and Computation	3 hrs
300- or 400-level CISS course <u>or</u>		
MATH 225	Discrete Mathematics I	3 hrs

**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 of courses with a CJAD field code.

### CRIMINOLOGY (18 semester hours):

#### Required Courses

SOCI 111	General Sociology	3 hrs
SOCI 216	American Social Problems	3 hrs
SOCI 218	Social Deviance	3 hrs
SOCI 321	Criminology	3 hrs
SOCI 331	Juvenile Delinquency	3 hrs
SOCI/HUMS 365	American Social Policy	3 hrs

**ECONOMICS:** Eighteen semester hours of courses to include ECON 293 Macroeconomics, ECON 294 Microeconomics, ECON 393 Intermediate Macroeconomics, ECON 394 Intermediate Microeconomics, ECON/FINC 395 Financial Markets and Institutions, ECON/FINC

495 International Finance.

**EDUCATION, GENERAL:** Eighteen semester hours of courses with an EDUC field code or a three semester-hour psychology course that is required in the education certification sequence and 15 semester hours of courses with an EDUC field code.

**EDUCATION CERTIFICATION:** The Education Certification Minors (Art Education K-12, Elementary Education, Middle Level Education and Secondary Education) require a grade of C or higher in all courses, a grade point average of 2.8 within the minor and between 43-61 semester hours depending on the individual minor. See pages 55-70 for specific requirements.

**ENGLISH:** Eighteen semester hours of English courses excluding ENGL 111 English Composition I and below. Six semester hours must be 300- or 400-level ENGL courses.

**ENVIRONMENTAL SCIENCE (Total 18 hrs):**

**A. Required Courses (11 hrs)**

ENVS/BIOL 115	Introduction to Environmental Science	3 hrs
ENVS/BIOL 115L	Introduction to Environmental Science Laboratory	2 hrs
ENVS/BIOL 320	Ecology	3 hrs
CHEM 110	Chemistry I	3 hrs

**B. Electives (7 hrs)**

Electives must be selected from the following list (3 hours must be from 300- or 400-level courses):

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Lab	2 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs
BIOL 222	Biodiversity	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 410	Molecular Biotechnology	3 hrs
CHEM 330	Environmental Chemistry	3 hrs
BIOL/ENVS 300	Evolution	3 hrs
ENVS/GEOG 220	Introduction to Atmospheric Sciences	3 hrs
ENVS/GEOG 251	Resource Management	3 hrs
ENVS 390	Culminating Experience in Environmental Studies	1 hr
ENVS 233/333/433	Topics	3 hrs

**ETHICS, PHILOSOPHY & RELIGIOUS STUDIES MINOR REQUIREMENTS:**

**A. Basic Courses (6 hrs)**

Chosen from the following courses:

PHIL 201	Introduction to Western Philosophy	3 hrs
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions	3 hrs
PHIL 210	Logic	3 hrs
RELI 101	Religion and Human Experience	3 hrs
RELI/ENGL 124	The Bible as Literature	3 hrs
RELI 201	Religious Classic Texts	3 hrs

**B. Religious Studies (6 hrs)**

Chosen from the following courses:

RELI 333	Topics	3 hrs
RELI/PHIL 350	The Philosophy of Religion	3 hrs
RELI/HIST 381	History of Christianity: The Early Church	3 hrs
RELI/HIST 382	Christianity in the Modern World	3 hrs
RELI/PHIL 390	The Buddha and Buddhism	3 hrs
RELI 400	Religion & Science	3 hrs
RELI 433	Topics	3 hrs

**C. Philosophy (6 hrs)**

Chosen from the following courses:

PHIL/HIST 303	History & Philosophy of Modern Science	3 hrs
PHIL 321	Major Figures/Schools: Ancient to Medieval	3 hrs
PHIL 322	Major Figures/Schools: Early Modern to Modern	3 hrs
PHIL/ENVS 332	Environmental Ethics	3 hrs
PHIL 333	Topics	3 hrs
PHIL/HIST 340	Philosophy of Revolution	3 hrs
PHIL 358	Existentialism	3 hrs
PHIL/POSC 400	Political Philosophy	3 hrs
PHIL 401	Significant Philosophers	3 hrs
PHIL 433	Topics	3 hrs
PHIL 460	Biomedical Ethics	3 hrs

**FINANCE:** ACCT 280 Accounting I and ACCT 281 Accounting II, FINC 350 Business Finance, and 9 additional semester hours of courses with a FINC field code or ACCT 280, ACCT 281,

ACCT 386 Managerial and Cost Accounting, FINC 350 Business Finance, and 6 additional semester hours of courses with a FINC field code.

**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.

**GRAPHIC DESIGN:** Eighteen semester hours of Art courses to include: ARTS 140 2-D Design, ARTS 216 Graphic Design I, ARTS 316 Graphic Design II, ARTS 354 Digital Imaging, ARTS 416 Graphic Design III, and ARTS 150 Creative Photography I or ARTS 152 Digital Photography.

**HISTORY:** Eighteen semester hours of history courses including HIST 121 American History to 1877 or HIST 122 American History Since 1877; HIST 101 Western Civilization I or HIST 102 Western Civilization II; plus 12 additional semester hours of coursework at the 200-level or above.

#### **HUMAN SERVICES:**

##### **A. Required Courses (12 hrs)**

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

##### **B. Three hours from one of the following**

HUMS 300	Exploring Research	3 hrs
HUMS 365/SOCI 365	American Social Policy	3 hrs
HUMS 435	Working with Communities and Organizations	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

##### **C. Human Services Elective** 3 hrs

**INTERGENERATIONAL STUDIES:** 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” the relationship, those that work to hold communities together.

##### **A. Required Courses (18 hours)**

EDUC/PSYC 391	Child Psychology	3 hrs
HUMS/SOCI 350	Social Gerontology	3 hrs
HUMS/SOCI 365	American Social Policy	3 hrs
HUMS 390	Child Welfare	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs
SOCI 111	General Sociology	3 hrs

##### **B. Three hours from one of the following:**

HUMS 340	Working with Families	3 hrs
PHIL 460	Biomedical Ethics	3 hrs
PSYC 395	Adult Psychology	3 hrs
SOCI 214	Family	3 hrs

**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.

##### **A. Required Courses (6 hrs)**

POSC 292	International Relations	3 hrs
POSC 326	International Law and Organization <u>or</u>	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

##### **B. Comparative Political Systems (6 hrs)**

Choose a minimum of two courses from this category.

POSC 317	Politics of Russia and Eurasia	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 331	European Politics	3 hrs
POSC 353	Asian Politics	3 hrs
POSC 333	Topics: “Area of Study” *	



\* The requirements for this category can 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 hrs)

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

ENGL 234	World Literature II	3 hrs
FINC 495	International Finance	3 hrs
HIST 232	History of Russia From 1825 to Present	3 hrs
HIST 312	American Diplomatic History	3 hrs
HIST 314	Modern China	3 hrs
HIST 316	Modern Japan	3 hrs
HIST 331	Contemporary Europe	3 hrs
HIST/PHIL 340	Philosophy of Revolution	3 hrs
POSC 326	International Law and Organization <u>or</u>	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 338	International Business	3 hrs
MKTG 410	Global Marketing	3 hrs
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions	3 hrs
RELI 201	Religious Classic Texts	3 hrs
SOCI/WMST 336	Global Perspectives on Women and Development	3 hrs

**JEWELRY:** Eighteen semester hours of Art courses to include: ARTS 140 2-D Design, ARTS 141 3-D Design, ARTS 292 Jewelry I, ARTS 394 Jewelry II, ARTS 396 Jewelry III, ARTS 498 Jewelry IV.

**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 hrs)

PHIL 210	Logic	3 hrs
POSC 340	Judicial Process	3 hrs

#### B. Legal Focus (6 hrs)

Choose a minimum of two courses from this category:

CJAD 415	Criminal Procedures	3 hrs
CJAD 425	Legal Research and Writing	3 hrs
MGMT 265	Business Law I	3 hrs

#### C. Analytical Focus (6 hrs)

Choose a minimum of two courses from this category:

COMM 323	Advanced Public Speaking and Persuasion	3 hrs
CJAD/POSC 233/333	Mock Trial	1 hr
ENGL 331	Ethical Issues in Literature	3 hrs
PHIL 201	Introduction to Western Philosophy	3 hrs
POSC 440	Constitutional Law	3 hrs

**MANAGEMENT:** Eighteen semester hours (twelve of which must be upper-level) of courses with a MGMT field code including MGMT 330 Principles of Management and MGMT 393 Business Information Systems.

**MARKETING:** Eighteen semester hours of courses with a MKTG field code (twelve of which must be 300- or 400-level courses). Required courses include: MKTG 310 Principles of Marketing, MKTG 331 Consumer Behavior, MKTG 441 Marketing Research, MKTG 478 Marketing Management and six semester hours of marketing courses with a MKTG field code.

**MATHEMATICS:** Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 and at least 6 semester hours of 300- or 400-level coursework.

**MUSIC:** Eighteen semester hours, 9 of which must be selected from MUSI 102 Music Fundamentals, MUSI 122 Music Appreciation, MUSI 322 Masterpieces of Music, and MUSI 323 Music of the United States, plus 6-9 hours of Ensemble and Applied Music, (3-6 hours of private lessons).

**PHOTOGRAPHY:** Eighteen semester hours of Art courses to include: ARTS 150 Creative Photography I, ARTS 252 Creative Photography II, ARTS 353 Creative Photography III, ARTS 454 Creative Photography IV, ARTS 374 Digital Filmmaking and ARTS 152 Digital Photography or ARTS 354 Digital Imaging.

**POLITICAL SCIENCE:** Eighteen semester hours of political science courses including POSC 111 American National Government and POSC 292 International Relations plus 12 additional semester hours of coursework above the 100-level.

**PSYCHOLOGY:** Eighteen semester hours of courses with a PSYC field code.

**ROTC:** Eighteen semester hours of courses with a field code of ASCI (Aerospace Studies) or NSCI (Naval Science) or MSCS (Military Science).

**SOCIOLOGY:** Eighteen semester hours of courses with a SOCI field code.

**SPANISH:** Eighteen semester hours of courses to include SPAN 101, SPAN 102, SPAN 103, SPAN 104, SPAN 203 and SPAN 204.

**SPEECH COMMUNICATION:** Eighteen semester hours of Speech Communication (COMM) courses excluding COMM 110. Twelve hours must be from 300- or 400-level courses.

### WOMEN'S STUDIES:

#### A. Required Courses (9 hrs)

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 310	Women & Society	3 hrs
WMST/SOCI 336	Global Perspectives on Women and Development	3 hrs
WMST 485	Feminist Theory and Methodology	3 hrs

#### B. Electives (9 hrs)

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

EDUC 105	Human Health	3 hrs
COMM 380	Performance Studies	3 hrs
SOCI 214	Family	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs
SOCI 421	Class, Status and Power	3 hrs
PSYC 385	Human Sexuality	3 hrs
WMST 333	Topics: "Gender Related"	1-3 hrs
WMST/COMM 343	Gender Communication	3 hrs

## 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, and the natural, social and behav-

ioral, and computer sciences. General education provides a foundation for the student to pursue life-long 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 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 coursework. They provide necessary preparation for success in whatever area of study the student chooses. Full-time Day Program students must:

1. complete all basic studies courses in the first 60 hours; <sup>1</sup> and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170	Introduction to Computer Information Systems
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra <u>or</u> MATH 170 Finite Mathematics <u>or</u> MATH 180 Precalculus <u>or</u> MATH 201 Calculus and Analytic Geometry I ( <u>or</u> MATH 215 and MATH 226 taken as a pair) <u>or</u>

MATH 250 Statistics I. \_\_\_\_\_  
12 hrs

### 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 their studies with 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 Classical program may request the Registrar note this accomplishment on their transcripts:

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

### CLASSICAL PROGRAM OF STUDY

Students must select two courses, with a minimum of six hours, from each of the following areas, except for the Natural Sciences and Mathematics area.

#### History

HIST 101	Western Civilization I
HIST 102	Western Civilization II
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
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

<sup>1</sup> Transfer students who are near or beyond the 60-hour mark may apply for appropriate exemptions.

PHIL 202	Introduction to Eastern Philosophies and Religions
PHIL 210	Logic
RELI 101	Religion and Human Experience
RELI 202	Introduction to Eastern Philosophies and Religions

SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 270	Minority Cultures and Relations

**23-26 hrs****38-41 hrs****Natural Sciences and Mathematics**

Students may elect to take two science lecture courses, or a mathematics course and a science lecture course, or a science lecture and associated lab course totalling 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	Principles of Biology I Laboratory (2)
BIOL 115	Introduction to Environmental Science
BIOL 115L	Introduction to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory (2)
CHEM 110	Chemistry I
CHEM 110L	Chemistry I Laboratory (2)
ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus and Analytical Geometry I <b>or</b> 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 Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

**Social and Behavioral Sciences**

ECON 293	Macroeconomics
ECON 294	Microeconomics
GEOG 101	Introduction to Geography
POSC 111	American National Government
PSYC 101	General Psychology

**Ethics**

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

PHIL 330 Ethics or approved Departmental ethics course.

**3 hrs****OPTIONAL PROGRAM OF STUDY FOR QUALIFYING TRANSFER STUDENTS <sup>2</sup>****BASIC STUDIES**

Basic studies courses serve the student by supplying critical thinking skills, knowledge and techniques that enhance and enrich subsequent coursework. They provide necessary preparation for success in whatever area of study the student chooses. Full-time Day Program students must:

1. complete all basic studies courses in the first 60 hours;<sup>1</sup> and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170 Introduction to Computer Information Systems

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) **or**

MATH 250 Statistics I.

**12 hrs****History**

The student must complete 6 hours, including at least one Western Civilization course.

HIST 101 Western Civilization I

HIST 102 Western Civilization II

HIST 121 American History to 1877

HIST 122 American History Since 1877

**Arts and Humanities**

The student must complete 6 hours in at least two of the following areas: ARTS, COMM, ENGL, MUSI, PHIL or RELI.

### Natural Sciences and Mathematics

Students may elect to take two science lecture courses, or a mathematics course and a science lecture course, or a science lecture and associated lab course totalling 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	Principles of Biology I Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory (2)
CHEM 110	Chemistry I
CHEM 110L	Chemistry I Laboratory (2)
ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus and Analytical Geometry <u>or</u> 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 Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	College Physics I Laboratory (2)

### Social and Behavioral Sciences

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

#### Ethics

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

PHIL 330 Ethics or approved Departmental ethics course. **3 hrs**

**38-41 hrs**

<sup>1</sup> Transfer students who are near or beyond the 60-hour mark may apply for appropriate exemptions.

<sup>2</sup> Qualifying students are those who transfer more than 36 hours when they first enroll at Columbia College.

### ETHICS COURSE REQUIREMENT

All students may complete PHIL 330 Ethics to satisfy the ethics course general education requirement.

The courses listed below satisfy the Ethics requirement for specific majors and the Teacher Certification Program. These courses can be taken in place of PHIL 330.

BEACON/DAYSTAR Programs (students seeking teacher certification only): \*

EDUC 200 Law, Ethics and Education

Biology Majors:

ENVS/PHIL 332 Environmental Ethics

PHIL 460 Biomedical Ethics

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

Environmental Studies 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 the minor

Management Information Systems Majors:

MGMT 368 Business Ethics

Students who take an ethics course related to their major and then decide to change their major, will be required to take PHIL 330 or a major-related ethics course for the new major.

Students pursuing a double major or a dual degree may take PHIL 330 or a major-related ethics course to one of the majors.

\* Students seeking teacher certification via the BEACON or DAYSTAR programs may use EDUC 200 to satisfy the Ethics course requirement. If a student has taken EDUC 200 and then decides to not pursue teacher certification, EDUC 200 can no longer be used to satisfy the Ethics requirement. Students will have to take PHIL 330 or an ethics course related to their major.

\*\* If a student is pursuing a general studies degree (Bachelor of General Studies) and a minor, the student may complete PHIL 330 or a specific ethics course related to the minor. Below is a list of specific ethics courses and the minors (with general studies degrees only) with which they may be utilized:

CJAD 345: Bachelor of General Studies with a minor in Criminal Justice Administration

EDUC 200: 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.

## GENERAL EDUCATION COURSES BY AREA

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

### 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

### Biology (BIOL)

- BIOL 108 Human Biology
- BIOL 108L Human Biology Laboratory (2) (when taken with or following BIOL 108)
- BIOL 110 Principles of Biology I
- BIOL 110L Principles of Biology I Laboratory (2) (when taken with or following BIOL 110)
- BIOL 115 Introduction to Environmental Science
- BIOL 115L Introduction to Environmental Science Laboratory (2) (when taken with or following BIOL 115)

### Chemistry (CHEM)

- CHEM 108 Physical Science Survey
- CHEM 108L Physical Science Survey Laboratory (when taken with or following CHEM 108)

- CHEM 110 Chemistry I
- CHEM 110L Chemistry I Laboratory (when taken with or following CHEM 110)

### Communication (COMM)

- COMM 110 Introduction to Speech
- COMM 203 Understanding Human Communication

### Computer Information Systems (CISS)

- CISS 170 Introduction to Computer Information Systems

### 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 (when taken with or following ENVS 115)

### Geography (GEOG)

- GEOG 101 Introduction to Geography

### Geology (GEOL)

- GEOL 110 Introduction to Physical Geology
- GEOL 110L Introduction to Physical Geology Laboratory

### History (HIST)

- HIST 101 Western Civilization I
- HIST 102 Western Civilization II
- HIST 121 American History to 1877
- HIST 122 American History Since 1877

### Mathematics (MATH)

- MATH 150 College Algebra
- MATH 170 Finite Mathematics
- MATH 180 Precalculus
- MATH 201 Calculus & Analytic Geometry I

MATH 215 and MATH 226 (Taken as a pair)  
Calculus & Analytic  
Geometry IA and IB

MATH 250 Statistics I

### Music (MUSI)

MUSI 122 Music Appreciation

### Philosophy (PHIL)

PHIL 201 Introduction to Western  
Philosophy

PHIL 202 Introduction to Eastern  
Philosophies & Religions

PHIL 210 Logic

### Physics (PHYS)

PHYS 108 Physical Science Survey

PHYS 108L Physical Science Survey  
Laboratory (when taken prior  
to or with PHYS 108)

PHYS 111 College Physics I

PHYS 111L Physics I Laboratory (when  
taken with or following  
PHYS 111)

### Political Science (POSC)

POSC 111 American National  
Government

### Psychology (PSYC)

PSYC 101 General Psychology

### 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 270 Minority Cultures and  
Relations

ENGL 123 Intro. to Mythology & Folklore

ENGL 190 The Short Story

ENGL 263 World Literature I

ENGL 264 World Literature II

ENGL 280 Film and Literature

ENGL 323 The Hero in Mythology

FREN 101 Elementary French I

FREN 102 Elementary French II

GEOG 101 Introduction to Geography

HIST 231 Imperial Russia

HIST 235 History of the Modern Middle East

HIST 314 Modern China

HIST 316 Modern Japan

JAPA 101 Beginning Japanese I

JAPA 102 Beginning Japanese II

MATH 330 History of Mathematics

MGMT 338 International Business

MKTG 410 Global Marketing

PHIL 202 Introduction to Eastern  
Philosophies and Religions

PHIL 400 Political Philosophy

POSC 292 International Relations

POSC 400 Political Philosophy

RELI 202 Introduction to Eastern  
Philosophies and Religions

SOCI 111 General Sociology

SOCI 112 General Anthropology

SOCI 214 Family

SOCI 270 Minority Cultures and Relations

SOCI 336 Global Perspectives on Women  
and Development

SPAN 101 Elementary Spanish I

SPAN 102 Elementary Spanish II

WMST 336 Global Perspectives on Women  
and Development

## MULTICULTURAL REQUIREMENT

Every student who graduates from Columbia College must complete a course in Multiculturalism<sup>1</sup>. Three semester hours of a foreign language, excluding American Sign Language, or three semester hours of a Multiculturalism course satisfies this requirement. In addition, the following courses satisfy this requirement.

ARTS 111 Art and Ideas I

COMM 303 Intercultural Communication

ECON 293 Macroeconomics

<sup>1</sup> These courses are designed to prepare students to participate in an increasingly multicultural/diverse society.

## FOREIGN LANGUAGE REQUIREMENT

Day students seeking a Bachelor of Arts degree must complete successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in eight semesters of a high school foreign language (four 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 May 1995 or later: a score of at least 590; or
- Advanced Placement Exam in a foreign language: three hours of foreign language 101 credit with a score of 3; six hours of foreign language 101 and 102 credit with a score of four or higher; 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.

## ENGLISH COMPOSITION REQUIREMENT

Students must fulfill requirements for ENGL 112 by the time they have completed 60 semester hours of course work with Columbia College. **Full-time day students** must enroll in the appropriate English course (ENGL 107, 111 or 112) each semester until they have completed the requirement with grades of C or better.

Entering full-time students with no transfer credit in English will be placed in the appropriate composition course according to their ACT English Subtest Scores or equivalent SAT Scores.

<u>ACT English Score</u>	<u>Placement Level</u>
1 to 17	ENGL 107 Developmental English Composition
18 to 29	ENGL 111 English Composition I
30 to 36	ENGL 112 English Composition II

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.

## CISS 170 REQUIREMENT

Students who believe that prior experience or education has provided them with a body of knowledge equivalent to that obtained from CISS 170 Introduction to Computer Information Systems are encouraged to take the CLEP Information Systems and Computer Applications examination.



# PERSONAL CURRICULUM GUIDE

Below is an UNOFFICIAL worksheet that permits the student to inventory General Education, major and elective courses by grade received, term completed, and number of credit hours earned.

## GENERAL EDUCATION

COURSES	DATE COMPLETED OR EXEMPTED	GRADE EARNED	SEMESTER HOURS EARNED	UPPER LEVEL
<b>BASIC STUDIES (12 SEMESTER HOURS)</b>				
CISS 170			3	
COMM 110			3	
ENGL 112			3	
MATH 150, 170, 180, 215 and 216 combined, 201 or 250			3	
<b>HISTORY (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>ARTS AND HUMANITIES (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>NATURAL SCIENCES AND MATHEMATICS (Two Science courses or one Science and one Mathematics)</b>				
			2-3	
			2-3	
<b>SOCIAL AND BEHAVIORAL SCIENCES (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>ETHICS (3 SEMESTER HOURS)</b>				
			3	
			3	
<b>FOREIGN LANGUAGE (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>WORLD EASTERN CULTURE REQUIREMENT (3 SEMESTER HOURS)</b>				
			3	

(Continued on next page)



# BACCALAUREATE DEGREES

## BACCALAUREATE DEGREE REQUIREMENTS

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

1. completed successfully at least 120 semester hours with at least 39 semester hours in 300- and 400-level courses;
2. completed successfully at least 38 semester hours of general education courses, to include an Ethics course, distributed as indicated in the previous section;
3. completed successfully required semester hours for a major in the degree program selected. No fewer than 12 semester hours may be earned in the major at Columbia College including at least 6 semester hours of 300- and 400-level course work;
4. earned at least one-half of the credit toward the baccalaureate degree from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College;
5. completed successfully at least 3 semester hours of Multicultural coursework;
6. attained a minimum cumulative grade-point average of 2.0;
7. fulfilled the residency requirement – at least 24 of the last 36 semester hours taken with Columbia College. (In the case of special programs and/or agreements such as the one with Service-member's Opportunity College, this requirement may be modified to meet the constraints of such programs. However, special arrangements and/or programs must be approved by the Executive Vice President and Dean for Academic Affairs. Waivers for individual students may be granted by following institutional procedures for petition and waiver);
8. fulfilled all requirements for a culminating experience specified for the major;
9. satisfied all financial obligations; and
10. applied for graduation through the Evaluations Office the semester before expected date of graduation;
11. if seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of Culture and Society sequence. See page 30 for addi-

tional information regarding this requirement.

12. all core courses in each major resulting in a Bachelor of Arts (B.A.), Bachelor of Science (B.S.) or Bachelor of Fine Arts (B.F.A.) degree require completion with a grade of C or higher.

## AMERICAN STUDIES

**Department:** History and Social Sciences

**Chairperson:** Brad Lookingbill, Ph.D.

**Full-Time Faculty:** Daniel Campbell, Ph.D.  
Tonia Compton, Ph.D.  
Yngve Digernes, Ph.D.  
Kathleen Fitzgerald, Ph.D.  
Brian Kessel, Ph.D.  
Brad Lookingbill, Ph.D.  
David Roebuck, Ph.D.

**Degree:** Bachelor of Arts in American Studies

**Minors:** Criminal Justice  
Criminology  
English  
History  
Intergenerational Studies  
Political Science  
Sociology

**Culminating Experience Course:**

**AMST 490 American Studies Seminar**

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 to 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.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
AMST 490	AMST	ECON 293	ECON 293	
ECON 293	/POSC 280	HIST 122	ENGL 242	
ENGL 241	AMST 490	POSC 111	HIST 121	
HIST 121	ECON 293	SOCI 270	POSC 111	
POSC 111	HIST 121		POSC 215	
SOCI 270	POSC 111		SOCI 270	
	SOCI 270			

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ARTS 406	COMM 214	HIST 350	AMST/	ENGL 450
HIST 312	HIST 321	POSC 315	SOCI 375	ENVS/
HIST 342	HIST 370	POSC 332	HIST 372	POSC 312
POSC 350	MGMT/	POSC 340	MUSI 323	ENVS/
POSC 361	POSC 311	POSC 360	POSC 340	HIST 352
SOCI/	POSC 440	SOCI 216	SOCI/	HIST 362
WMST 310	SOCI 430	SOCI/	HUMS 365	HIST/
		HUMS 365		MGMT 371
				POSC 330
				SOCI 401

## BACHELOR OF ARTS IN AMERICAN STUDIES

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C. Core Requirements 30 sem. hrs (All courses must be completed with a grade of C or higher.)

AMST/POSC 280	American Political and Social Thought	3 hrs
AMST 490	American Studies Senior Seminar	3 hrs
ECON 293	Macroeconomics	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

### D. Electives 24 sem. hrs

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

#### AMERICAN HISTORY CLUSTER

ENVS/HIST 352	American Environmental History	3 hrs
HIST 312	Twentieth Century American Diplomatic History	3 hrs
HIST 321	History of Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 350	American Revolution	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST/MGMT 371	History of American Business	3 hrs
HIST 372	American Indian History	3 hrs

#### AMERICAN GOVERNMENT CLUSTER:

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

#### AMERICAN CULTURE CLUSTER:

AMST/SOCI 375	American Social Movements	3 hrs
ARTS 406	American Art History	3 hrs

COMM 214	Mass Communication in Society	3 hrs
ENGL 450	Minority and Ethnic Literature of the United States	3 hrs
HUMS/SOCI 365	American Social Policy	3 hrs
MUSI 323	Music of the United States	3 hrs
SOCI 216	American Social Problems	3 hrs
SOCI/WMST 310	Women in Society	3 hrs
SOCI 401	The American Community	3 hrs
SOCI 430	Sociology of Sports	3 hrs

#### E. Other Electives 13-22 sem. hrs

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.

**120 sem. hrs**

## ART

<b>Department:</b>	<b>Art</b>
<b>Chairperson:</b>	<b>Michael Sleadd</b>
<b>Full-Time Faculty:</b>	<b>Ben Cameron Edward Collings Michael Sleadd Naomi Sugino Tom Watson</b>
<b>Degrees:</b>	<b>Bachelor of Arts in Art Bachelor of Science in Art Bachelor of Fine Arts in Art</b>
<b>Major Areas:</b>	<b>Ceramics Graphic Design Painting and Drawing Photography Printmaking</b>
<b>Minors:</b>	<b>Art History Graphic Design Jewelry Photography Studio Art</b>
<b>Culminating Experience Course:</b>	<b>ARTS 496 Senior Portfolio</b>

The Art Department offers training in fine arts, graphic design, illustration, computer graphics and art history. Instruction is personalized and designed

to help students develop skills and knowledge in a liberal arts context while preparing for the complex and evolving world of art.

Graduates prepare for careers in museums, teaching, advertising, public relations, mural painting and freelancing, as well as for graduate school.

Students have the opportunity to specialize within a broad spectrum of preprofessional disciplines such as painting and drawing, ceramics, photography, printmaking, and graphic design. Students electing a major in one of these specialties must complete 24 semester hours in related courses.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ARTS 111	ARTS 111	ARTS 112	ARTS 112	ARTS 306 (F11)
ARTS 120	ARTS 120	ARTS 120	ARTS 120	ARTS 308
ARTS 130	ARTS 130	ARTS 130	ARTS 312	ARTS 310 (F12)
ARTS 140	ARTS 140	ARTS 141	ARTS 141	ARTS 312 (F09)
ARTS 201	ARTS 201	ARTS 201	ARTS 201	ARTS 406 (F10)
ARTS 222	ARTS 222	ARTS 222	ARTS 222	
ARTS 232	ARTS 232	ARTS 232	ARTS 232	
ARTS 271	ARTS 271	ARTS 271	ARTS 271	
ARTS 292	ARTS 292	ARTS 292	ARTS 292	
ARTS 496	ARTS 496	ARTS 403	ARTS 314	
		ARTS 496	ARTS 496	

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ARTS 150	ARTS 150	ARTS 152	ARTS 152	
ARTS 211	ARTS 215	ARTS 215	ARTS 215	
ARTS 215	ARTS 216	ARTS 216	ARTS 216	
ARTS 216	ARTS 252	ARTS 252	ARTS 252	
ARTS 252	ARTS 262	ARTS 262	ARTS 262	
ARTS 300	ARTS 300	ARTS 300	ARTS 300	
ARTS 301	ARTS 301	ARTS 301	ARTS 301	
ARTS 307	ARTS 307	ARTS 323	ARTS 302	
ARTS 311	ARTS 311	ARTS 334	ARTS 323	
ARTS 316	ARTS 323	ARTS 353	ARTS 334	
ARTS 323	ARTS 334	ARTS 354	ARTS 353	
ARTS 334	ARTS 353	ARTS 364	ARTS 354	
ARTS 353	ARTS 364	ARTS 366	ARTS 364	
ARTS 373	ARTS 366	ARTS 373	ARTS 366	
ARTS 374	ARTS 373	ARTS 375	ARTS 373	
ARTS 375	ARTS 374	ARTS 394	ARTS 375	
ARTS 394	ARTS 375	ARTS 396	ARTS 394	
ARTS 396	ARTS 394	ARTS 400	ARTS 396	
ARTS 400	ARTS 396	ARTS 416	ARTS 400	
ARTS 411	ARTS 400	ARTS 425	ARTS 416	
ARTS 425	ARTS 425	ARTS 435	ARTS 425	
ARTS 436	ARTS 435	ARTS 436	ARTS 435	
ARTS 454	ARTS 436	ARTS 454	ARTS 436	
ARTS 465	ARTS 454	ARTS 465	ARTS 454	
ARTS 466	ARTS 465	ARTS 466	ARTS 465	
ARTS 476	ARTS 466	ARTS 476	ARTS 466	
ARTS 486	ARTS 476	ARTS 498	ARTS 476	
ARTS 498	ARTS 498		ARTS 498	

## I. BACHELOR OF ARTS IN ART

Candidates for the Bachelor of Arts in Art complete 38-41 semester hours of general education

requirements, including PHIL 330 Ethics, and six hours of a foreign language requirement, in addition to the following specific requirements:

1. A minimum of 49 semester hours in art.
2. Core requirements: 34 of the 49 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher.)
 

ARTS 111	Art and Ideas I	3 hrs
ARTS 112	Art and Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 201	Introduction to Studio Art	1 hr
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs
ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	6 hrs
3. Twelve semester hours in elective art courses, at least 6 of which must be upper-level.
4. Selection of one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.
5. Completion of a final evaluation by satisfactorily passing ARTS 496: Senior Portfolio, a course designed to assess the outcomes of the major.

## II. BACHELOR OF SCIENCE IN ART

Candidates for the Bachelor of Science in Art complete 38-41 semester hours of general education requirements, including PHIL 330 Ethics, in addition to the following specific requirements:

1. A minimum of 61 semester hours in art.
2. Core requirements: 34 of the 61 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher.)
 

ARTS 111	Art and Ideas I	3 hrs
ARTS 112	Art and Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 201	Introduction to Studio Art	1 hr
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs
ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	6 hrs
3. Select one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.
4. 24 semester hours in elective art courses, at

least 15 of which must be upper-level.

5. Completion of a final evaluation by satisfactorily passing ARTS 496: Senior Portfolio, a course designed to assess the outcomes of the major.

## III. BACHELOR OF FINE ARTS

Candidates for the Bachelor of Fine Arts in Art complete the general education requirements for all baccalaureate degrees including PHIL 330 Ethics, in addition to the following specific requirements:

1. Declaration of intention to the art faculty during the first semester of the junior year (requirement also applies to transfer students) and faculty review of the candidate's portfolio.
2. Completion of at least 76 semester hours in art, 21 semester hours of which must be upper-level credit.
3. Review of semester's work during junior year and first semester of senior year. Seniors\* who apply for the BFA program must have their work reviewed the senior year.
4. Core requirements: 37 of the 76 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher.)
 

ARTS 111	Art and Ideas I	3 hrs
ARTS 112	Art and Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 201	Introduction to Studio Art	1 hr
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs
ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	9 hrs
5. Selection of one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.
6. Twenty-four of the 76 required semester hours will be within the candidate's major.
7. Twelve of the 76 hours will be outside the major. Six of the 12 must be 300-level or above. These hours can be selected from any studio area and will be designated as a "studio focus".
8. Maintenance of a grade-point average of at least 3.25 in art courses, both studio and lecture.
9. Design and exhibit a representative and significant quantity of work for faculty critique,

and formulate a statement of position and philosophy of their works.

\*Seniors who wish to enter the BFA program are required to attend one or more additional semesters beyond completion of the senior year.

## MAJOR REQUIREMENTS

Students who elect to earn a major in one of the approved areas must complete the specific courses listed under each area.

### Ceramics Major

ARTS 271	Ceramics I	3 hrs
ARTS 300	Special Problems	6 hrs
ARTS 373	Ceramics II	3 hrs
ARTS 375	Ceramics III	3 hrs
ARTS 400	Special Problems II	6 hrs
ARTS 476	Ceramics IV	3 hrs

### Graphic Design Major

ARTS 150	Creative Photography I	3 hrs
	or	
ARTS 152	Digital Photography	3 hrs
ARTS 216	Graphic Design I	3 hrs
ARTS 302	Illustration	3 hrs
ARTS 316	Graphic Design II	3 hrs
ARTS 354	Digital Imaging	3 hrs
ARTS 374	Digital Filmmaking	3 hrs
ARTS 416	Graphic Design III	3 hrs
ARTS 499	Internship	3 hrs

### Painting and Drawing Major

ARTS 211	Watercolor I	3 hrs
ARTS 262	Printmaking I	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 311	Watercolor II	3 hrs
ARTS 323	Drawing III	3 hrs
ARTS 334	Painting III	3 hrs
ARTS 425	Drawing IV	3 hrs
ARTS 436	Painting IV	3 hrs

### Photography Major

ARTS 150	Creative Photography I	3 hrs
ARTS 252	Creative Photography II	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 353	Creative Photography III	3 hrs
ARTS 354	Digital Imaging	3 hrs
ARTS 374	Digital Filmmaking	3 hrs
ARTS 400	Special Problems II	3 hrs
ARTS 454	Creative Photography IV	3 hrs

### Printmaking Major

ARTS 150	Creative Photography I	3 hrs
----------	------------------------	-------

ARTS 262	Printmaking I	3 hrs
ARTS 354	Digital Imaging	3 hrs
ARTS 364	Printmaking II	3 hrs
ARTS 366	Printmaking III	3 hrs
ARTS 400	Special Problems II	3 hrs
ARTS 425	Drawing IV	3 hrs
ARTS 435	Printmaking IV	3 hrs

## BIOLOGY

**Department:** Science

**Chairperson:** Julie Estabrooks, Ph.D.

**Full-Time Faculty:** Linda Claycomb  
Elizabeth Critser, Ph.D.  
Linda "Kay" Dinger  
Faye Fairchild  
Joyce Gentry  
Kristina Henry  
Alan James, Ph.D.  
James McAllister, Ph.D.  
Nathan Means, Ph.D.  
Sharilyn Reedy  
Frank Somer, Ph.D.  
Brad Strecker  
Peggy Wright, Ph.D.

**Degrees:** Bachelor of Arts in Biology  
Bachelor of Science in Biology  
Bachelor of Science in Environmental Science  
Associate in Science in Environmental Studies  
Associate in Science in Nursing

**Majors:** Biology  
Chemistry  
Environmental Science  
Nursing

**Minors:** Biology  
Chemistry  
Environmental Science

**Culminating Experience Course:**  
BIOL 490 Senior Seminar

The opportunities for students trained in biology have grown dramatically as there is an increasing demand for those who are educated in natural sciences. Through training in biology students learn to apply scientific methods, test hypotheses and develop laboratory skills. Critical thinking to evaluate scientific results through statistical analyses, scientific writing and oral presentation are basic skills

developed by students who are biology majors.

The Science Department offers B.A. and B.S. degrees in biology. These degrees provide the background necessary for a variety of careers, including graduate and professional schools. A biology or chemistry major is recommended for those who are seeking entry into medical/veterinary/dental/nursing/graduate schools.

Students who have completed a degree in biology at Columbia College will:

1. Understand basic scientific vocabulary and knowledge.
2. Understand biological principles, models and theories used to predict, understand and apply to biological phenomena.
3. Understand the scientific method and its application.
4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation and analytic methods commonly used in biological research.
5. Evaluate scientific results through the use of statistical analyses and critical thinking.
6. Demonstrate competence in scientific writing, oral presentation and familiarity with the use of scientific literature.
7. Demonstrate knowledge regarding ethics in science and everyday life.

#### Course Rotation Schedule

##### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	
BIOL 112	BIOL 112	BIOL 112	BIOL 112	
BIOL 112L	BIOL 112L	BIOL 112L	BIOL 112L	
BIOL/CHEM/ ENVS 197	BIOL/CHEM/ ENVS 197	BIOL/CHEM/ ENVS 198	BIOL/CHEM/ ENVS 198	
BIOL 290	BIOL 290	BIOL/CHEM/ ENVS 298	BIOL/CHEM/ ENVS 298	
BIOL 290L	BIOL 290L	ENVS 298	ENVS 298	
BIOL/CHEM/ ENVS 297	BIOL/CHEM/ ENVS 297	BIOL/PSYC/ SOC 324	BIOL/PSYC/ SOC 324	
BIOL/PSYC/ SOC 324	BIOL/PSYC/ SOC 324	BIOL 342	BIOL 342	
BIOL/CHEM/ ENVS 395	BIOL/CHEM/ ENVS 395	BIOL/CHEM/ ENVS 395	BIOL/CHEM/ ENVS 395	
BIOL/CHEM/ ENVS 397	BIOL/CHEM/ ENVS 397	BIOL/CHEM/ ENVS 398	BIOL/CHEM/ ENVS 398	
BIOL 490	BIOL 490	BIOL/ CHEM 420	BIOL/ CHEM 420	
BIOL/CHEM/ ENVS 497	BIOL/CHEM/ ENVS 497	BIOL/ CHEM 420L	BIOL/ CHEM 420L	
CHEM 110	CHEM 110	BIOL 490	BIOL 490	
CHEM 110L	CHEM 110L	BIOL/CHEM/ ENVS 498	BIOL/CHEM/ ENVS 498	
CHEM 112	CHEM 112	CHEM 110	CHEM 110	
CHEM 112L	CHEM 112L	CHEM 110L	CHEM 110L	
CHEM 210	CHEM 210	CHEM 112	CHEM 112	
		CHEM 112L	CHEM 112L	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL/ ENVS 115	BIOL/ ENVS 115	BIOL/ ENVS 115	BIOL/ ENVS 115	BIOL 330
BIOL/ ENVS 115L	BIOL/ ENVS 115L	BIOL/ ENVS 115L	BIOL/ ENVS 115L	
BIOL 221	BIOL 221	BIOL 312	BIOL 312	
BIOL 221L	BIOL 221L	BIOL 312L	BIOL 312L	
BIOL 223	BIOL/ENVS 222	BIOL/ ENVS 320	BIOL 312L	
BIOL 223L	BIOL 223	BIOL/ ENVS 320L	BIOL 326	
BIOL 343	BIOL 223L	BIOL 326	BIOL 326L	
BIOL 380	BIOL/ ENVS 300	BIOL 326L	BIOL/ PSYC 372	
BIOL 410	BIOL 410	BIOL 353	BIOL 415	
BIOL 410L	BIOL 410L	PSYC 371		

## BACHELOR OF ARTS IN BIOLOGY

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement 3 hrs**  
 ENVS/PHIL 332 Environmental Ethics  
or PHIL 460 Biomedical Ethics  
or PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C. Core Requirements 35 sem. hrs

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

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 112	Principles of Biology II	3 hrs
BIOL 112L	Principles of Biology II Laboratory	2 hrs
BIOL 197/198/297/298/397/398/497/498	Science Seminar(.5 hr each)	1 hr
BIOL 290	Principles of Cell Biology	3 hrs
BIOL 290L	Principles of Cell Biology Laboratory	2 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 342L	Genetics Laboratory	2 hrs
BIOL 395	Research Design in the Sciences	3 hrs
BIOL 490	Senior Seminar	3 hrs
CHEM 110	Chemistry I	3 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs

### D. Biology Electives 21 sem. hrs

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level; nine of these hours must be in upper-level courses.



**E. Electives** 17-20 sem. hrs  
120 sem. hrs

**F. Culminating Experience:** All students must complete BIOL 490 Senior Seminar with a grade of C or higher.

## BACHELOR OF SCIENCE IN BIOLOGY

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** 3 hrs  
 ENVS/PHIL 332 Environmental Ethics  
 or PHIL 460 Biomedical Ethics  
 or PHIL 330 Ethics

**B. Core Requirements** **48 sem. hrs**

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

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 112	Principles of Biology II	3 hrs
BIOL 112L	Principles of Biology II Laboratory	2 hrs
BIOL 197/198/297/298/397/398/497/498	Science Seminar(.5 hr each)	1 hr
BIOL 290	Principles of Cell Biology	3 hrs
BIOL 290L	Principles of Cell Biology Laboratory	2 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 342L	Genetics Laboratory	2 hrs
BIOL 395	Research Design in the Sciences	3 hrs
BIOL 420	Biochemistry	3 hrs
BIOL 420L	Biochemistry Laboratory	2 hrs
BIOL 490	Senior Seminar	3 hrs
CHEM 110	Chemistry I	3 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs
CHEM 210	Organic Chemistry I	3 hrs

**C. Biology Electives** **21 sem. hrs**

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level; nine of these hours must be in upper-level courses.

**D. Electives** 10-13 sem. hrs  
120 sem. hrs

**E. Culminating Experience:** All students must complete BIOL 490 Senior Seminar with a grade of C or higher.

## BUSINESS ADMINISTRATION

**Department:** Business Administration

**Chairperson:** Ken Middleton, Ph.D.

**Full-Time Faculty:** Hoyt Hayes, Ph.D.  
 Timothy Ireland, Ph.D.  
 Angela Kinworthy  
 Ken Middleton, Ph.D.  
 Sean Siebert, D.M.  
 Tom Stauder, C.P.A.  
 Diane Suhler, Ph.D.  
 Joann Wayman, Ph.D.  
 Sally Wells, C.F.P.

**Degrees:** Master of Business Administration  
 Bachelor of Arts in Business Administration  
 Bachelor of Science in Business Administration  
 Associate of Science in Business Administration

**Major Areas:** Accounting  
 Financial Services  
 Human Resources Management (some courses are offered only in the Evening and Online Campuses)  
 International Business Management  
 Marketing  
 Public Relations and Advertising  
 Sports Management (Bachelor of Arts only)

**Minors:** Accounting  
 Business  
 Computer Information Systems  
 Computer Science  
 Economics  
 Finance  
 Graphic Design  
 International Relations Management  
 Marketing

**Culminating Experience Course:**  
 MGMT 479 Strategic Management

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, financial services, human resource management, international business, management, marketing, public relations and advertising, and sports management.

A principle focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions. Also, faculty 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 for 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.

**Course Rotation Schedule**

**Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
ECON 293	ECON 293	ECON 293	ECON 293	
ECON 294	ECON 294	ECON 294	ECON 294	
FINC 350	FINC 350	FINC 350	FINC 350	
MATH 250	MATH 250	MATH 250	MATH 250	

MGMT 254	MGMT 254	MGMT 254	MGMT 254
MGMT 265	MGMT 265	MGMT 265	MGMT 265
MGMT 330	MGMT 330	MGMT 330	MGMT 330
MGMT 338	MGMT 338	MGMT 338	MGMT 338
MGMT 368	MGMT 368	MGMT 368	MGMT 368
MGMT 393	MGMT 393	MGMT 393	MGMT 393
MGMT 479	MGMT 479	MGMT 479	MGMT 479
MKTG 310	MKTG 310	MKTG 310	MKTG 310

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ACCT 381	ACCT 381	ACCT 383	ACCT 383	ACCT 384
ACCT 382	ACCT 382	ACCT 385	ACCT 385	ACCT 481
ACCT 489	ACCT 489	ACCT 386	ACCT 386	ACCT 485
ARTS 140	ARTS 140	ARTS 216	ARTS 216	ACCT 488
ARTS 216	ARTS 211	BIOL 326	BIOL 326	ACCT 490
BIOL 223	BIOL 223	BIOL 326L	BIOL 326L	ECON/
BIOL 223L	BIOL 223L	COMM/	COMM 393	ENVS 310
COMM 344	COMM 214	WMST 343	ECON 393	ENGL 204
ECON 394	COMM 303	ECON 393	EDUC 233	FINC 410
ECON/	ECON 394	EDUC 233	ENGL 420	FINC 496
FINC 395	ECON/	ENGL 420	FINC 298	MGMT 152
EDUC 233	FINC 395	FINC 298	FINC 396	MGMT 200
FINC 354	ECON/	FINC 396	FINC 397	MGMT 360
MGMT 150	FINC 495	FINC 397	FINC 498	MGMT 363
MGMT 341	EDUC 233	FINC 498	MGMT 150	MGMT 364 *
MGMT 362	FINC 354	MGMT 150	MGMT 339	MGMT 365 *
MKTG 327	MGMT 150	MGMT 339	MGMT 361	MGMT 367
MKTG 331	MGMT/	MGMT 361	MGMT 362	MGMT/
MKTG 332	POSC 311	MGMT 362	MGMT 430	HIST 371
MKTG 335	MGMT 341	MGMT 430	MKTG 332	MGMT 375
MKTG 410	MGMT 362	MKTG 335	MKTG 335	MGMT 422
MKTG 478	MKTG 331	MKTG 360	MKTG 352	MGMT 461
MKTG 480	MKTG 332	MKTG 410	MKTG 360	PHED 100
PHED 150	MKTG 335	MKTG 420	MKTG 410	PHED 101
PSYC 336	MKTG 478	MKTG 441	MKTG 420	PHED 140
	MKTG 480	MKTG 478	MKTG 441	
	PHED 150	PHED 350	MKTG 478	
	POSC 321	POSC 360	PHED 350	
	SOCI 430	PSYC/	POSC 292	
		SOCI 360	POSC 326	
			PSYC/	
			SOCI 360	

\*Via the Online Campus only.

**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION**

**A. General Education Requirements 38-41 sem. hrs**

Ethics Course Requirement:  
 MGMT 368 Business Ethics or 3 hrs  
 PHIL 330 Ethics

**B. Foreign Language Requirement 6 sem. hrs**

**C. Core Requirements 42 sem. hrs**

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

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
FINC 350	Business Finance	3 hrs

MATH 250	Statistics I <u>or</u>	3 hrs
	BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences	
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 338	International Business	3 hrs
MGMT 368	Business Ethics	3 hrs
MGMT 393	Business Information Systems	3 hrs
MGMT 479	Strategic Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs

**D. Major Requirements** **18 sem. hrs**  
(Optional)

**E. Electives** **13-16 sem. hrs**  
**120 sem. hrs**

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

**A. General Education  
Requirements** **38-41 sem. hrs**

Ethics Course Requirement:

MGMT 368	Business Ethics <u>or</u>	3 hrs
PHIL 330	Ethics	

**B. Core Requirements** **42 sem. hrs**

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

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I <u>or</u>	3 hrs
	BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences	
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 338	International Business	3 hrs
MGMT 368	Business Ethics	3 hrs
MGMT 393	Business Information Systems	3 hrs
MGMT 479	Strategic Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs

**C. Business Electives** **21 sem. hrs**  
Nine of the remaining 21 hours of Business

electives must be 300- or 400-level courses and must be taken at Columbia College. Major requirements may be fulfilled within this category. In the Public Relations and Advertising Major, six hours of non-business courses chosen from one of the tracks will count as business electives in this category.

**D. Electives** **16-19 sem. hrs**  
**120 sem. hrs**

**In general, 300-level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).** However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300-level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

## 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 courses drawn from the courses listed below.

**Required Courses** **9 hrs**

ACCT 382	Intermediate Accounting I	3 hrs
ACCT 383	Intermediate Accounting II	3 hrs
ACCT 386	Managerial and Cost Accounting	3 hrs

**Elective Courses** **9 hrs**

ACCT 381	Federal Income Tax – Individuals	3 hrs
ACCT 384	Intermediate Accounting III	3 hrs
ACCT 385	Accounting Information Systems	3 hrs
ACCT 481	Federal Income Tax – Corporations	3 hrs
ACCT 485	Fund and Government Accounting	3 hrs
ACCT 488	Advanced Financial Accounting	3 hrs
ACCT 489	Auditing I	3 hrs
ACCT 490	Auditing II	3 hrs
FINC 396	Corporate Finance	3 hrs

Three hours of Accounting Internship or three hours of Directed Study may be substituted for one of the elective courses.

## FINANCIAL SERVICES MAJOR

Students who elect to earn a major in Financial Services must complete nine semester hours of required courses and nine semester hours of elective courses drawn from the courses listed below.

<b>Required Courses</b>		<b>9 hrs</b>
FINC 354	Investments	3 hrs
FINC 395	Financial Markets and Institutions	3 hrs
FINC 498	Comprehensive Financial Planning	3 hrs
<b>Elective Courses</b>		<b>9 hrs</b>
ACCT 381	Federal Income Tax – Individual	3 hrs
ACCT 386	Managerial and Cost Accounting	3 hrs
FINC 295	Risk and Insurance	3 hrs
FINC 298	Personal Financial Planning	3 hrs
FINC 396	Corporate Finance	3 hrs
FINC 397	Principles of Real Estate	3 hrs
FINC 410	Quantitative Methods for Sports Management	3 hrs
FINC 433	Topics	3 hrs
FINC 495	International Finance	3 hrs
FINC 496	Financial Management	3 hrs
FINC 499	Internship in Business (maximum)	3 hrs

## HUMAN RESOURCE MANAGEMENT MAJOR (Some courses must be taken Online or via the Evening Campus).

Students who elect to earn a major in Human Resource Management must complete twelve hours of required courses and six hours of elective courses drawn from the courses listed below.

<b>Required Courses</b>		<b>12 hrs</b>
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MGMT 364	Workforce Planning and Development	3 hrs
MGMT 365	Compensation and Benefit Systems	3 hrs
<b>Elective Courses</b>		<b>6 hrs</b>
COMM 303	Intercultural Communication	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MGMT 360	Organizational Theory	3 hrs
MGMT 367	Business Law II	3 hrs
MGMT 375	Labor Relations	3 hrs

MGMT 430	Management Science	3 hrs
MGMT 461	Human Resource Development	3 hrs
POSC 326	International Law and Organizations	3 hrs
PSYC 336	Industrial/Organizational Psychology	3 hrs
PSYC/SOCI 360	Social Psychology	3 hrs

## INTERNATIONAL BUSINESS MAJOR

Students who elect to earn a major in International Business must complete twelve hours of required courses and six hours of elective courses drawn from the courses listed below.

<b>Required Courses</b>		<b>12 hrs</b>
MGMT 338	International Business	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 410	Global Marketing	3 hrs
FINC 495	International Finance	3 hrs
<b>Elective Courses</b>		<b>6 hrs</b>
COMM 303	Intercultural Communication	3 hrs
POSC 292	International Relations	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 322	International Law and Organization	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

Highly Recommended: Knowledge of a foreign language or a minor in a foreign language.

## MANAGEMENT MAJOR

Students who elect to earn a major in management must complete nine hours of required courses; and nine elective hours with a MGMT prefix, three hours of which must be 300-400 level courses.

<b>Required Courses</b>		<b>9 hrs</b>
MGMT 339	Cross-Cultural Management	3 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs

**Elective Courses** **9 hrs**  
Any three courses with a MGMT prefix, 3 hours of which must be 300- 400-level courses.

## MARKETING MAJOR

Students who elect to earn a major in Marketing must complete nine hours of required courses and nine elective hours with a MKTG prefix.

**Required Courses 9 hrs**

MKTG 331	Consumer Behavior	3 hrs
MKTG 441	Marketing Research	3 hrs
MKTG 478	Marketing Management	3 hrs

**Elective Courses 9 hrs**

MKTG 327	Retail Management and Strategies	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising and Sales Promotion	3 hrs
MKTG 352	Personal Selling and Sales Management	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 399/499	Internship <u>or</u>	3 hrs
MKTG 433	SIFE	3 hrs
MKTG 410	Global Marketing	3 hrs
MKTG 480	Sports and Event Marketing	3 hrs

**PUBLIC RELATIONS AND ADVERTISING MAJOR**

Students who elect to earn a major in Public Relations and Advertising must complete fifteen hours of required Business Administration courses, three hours of electives chosen from a select group of three courses and twelve hours of required courses chosen from either the Public Relations Track or the Advertising Track for a total of thirty semester hours. Six hours of non-business courses chosen from one of the tracks will count as business electives in the Bachelor of Science in Business Administration degree.

**Required Business Administration Courses 15 hrs**

MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising and Sales Promotions	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 399	Internship	3 hrs
MKTG 420	Readings in Public Relations	3 hrs

**Public Relations Track 12 hrs**

COMM 214	Mass Communication in Society	3 hrs
COMM 393	Organizational Communication	3 hrs
ENGL 204	Technical Writing	3 hrs
ENGL 420	Advanced Editing and Revision	3 hrs

**Advertising Track 12 hrs**

ARTS 140	2-D Design	3 hrs
ARTS 216	Graphic Design I	3 hrs

COMM 214	Mass Communication in Society	3 hrs
----------	-------------------------------	-------

COMM 393	Organizational Communication	3 hrs
----------	------------------------------	-------

**Elective 3 hrs**

COMM 303	Intercultural Communication	3 hrs
----------	-----------------------------	-------

COMM/WMST 343	Gender Communication	3 hrs
---------------	----------------------	-------

COMM 344	Visual Communication and Culture	3 hrs
----------	----------------------------------	-------

**SPORTS MANAGEMENT MAJOR (BACHELOR OF ARTS ONLY)**

Students who elect to earn a major in Sports Management must complete twelve hours of required courses and nine elective hours. Students should choose their elective hours carefully based on their employment goals.

**Required Courses 12 hrs**

MGMT 341	Small Business Management	3 hrs
----------	---------------------------	-------

MGMT 430	Management Science	3 hrs
----------	--------------------	-------

MGMT 499	Internship	3 hrs
----------	------------	-------

MKTG 480	Sports and Event Marketing	3 hrs
----------	----------------------------	-------

**Elective Courses 9 hrs**

BIOL 223	Anatomy	3 hrs
----------	---------	-------

BIOL 223L	Anatomy Laboratory	2 hrs
-----------	--------------------	-------

BIOL 326	Physiology	3 hrs
----------	------------	-------

BIOL 326L	Physiology Laboratory	2 hrs
-----------	-----------------------	-------

EDUC 233	Topics: Theory of Coaching	2 hrs
----------	----------------------------	-------

MGMT 361	Human Resource Management	3 hrs
----------	---------------------------	-------

MGMT 362	Organizational Behavior	3 hrs
----------	-------------------------	-------

MKTG 332	Public Relations	3 hrs
----------	------------------	-------

MKTG 335	Advertising and Sales Promotion	3 hrs
----------	---------------------------------	-------

PHED 100	Integrated Fitness I	.5 hr
----------	----------------------	-------

PHED 101	Integrated Fitness II	.5 hr
----------	-----------------------	-------

PHED 140	First Aid and Cardio-Pulmonary Resuscitation (CPR)	2 hrs
----------	--	-------

PHED 150	Basic Care & Prevention of Athletic Injuries	2 hrs
----------	--	-------

PHED 350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses	3 hrs
----------	---	-------

SOCI 430	The Sociology of Sport	3 hrs
----------	------------------------	-------

Students who have employment goals with non-professional or semi-professional organizations such as fitness centers or community centers should select their electives from the following:

BIOL	223	Anatomy	3 hrs
BIOL	223L	Anatomy Laboratory	2 hrs
BIOL	326	Physiology	3 hrs
BIOL	326L	Physiology Laboratory	2 hrs
EDUC	233	Topics: Theory of Coaching	2 hrs
PHED	100	Integrated Fitness I	.5 hr
PHED	101	Integrated Fitness II	.5 hr
PHED	140	First Aid and Cardio-Pulmonary Resuscitation (CPR)	2 hrs
PHED	150	Basic Care & Prevention of Athletic Injuries	2 hrs
PHED	350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses	3 hrs

Students who have employment goals with professional or semi-professional sports organizations should select their electives from the following:

MGMT	361	Human Resource Management	3 hrs
MGMT	362	Organizational Behavior	3 hrs
MKTG	332	Public Relations	3 hrs
MKTG	335	Advertising and Sales Promotion	3 hrs
SOCI	430	The Sociology of Sport	3 hrs

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

See degree requirements, page 88.

## CHEMISTRY

**Department:** Science

**Chairperson:** Julie Estabrooks, Ph.D.

**Full-Time Faculty:** Linda Claycomb  
Elizabeth Critser, Ph.D.  
Linda "Kay" Dingler  
Faye Fairchild  
Joyce Gentry  
Kristina Henry  
Alan James, Ph.D.

**James McAllister, Ph.D.**  
**Nathan Means, Ph.D.**  
**Sharilyn Reedy**  
**Frank Somer, Ph.D.**  
**Brad Strecker**  
**Peggy Wright, Ph.D.**

**Degrees:** Bachelor of Arts in Chemistry  
Associate in Science in Nursing

**Major:** Chemistry

**Minors:** Biology  
Chemistry  
Environmental Science

**Culminating Experience Course:**  
**CHEM 490 Senior Seminar**

Because the study of chemistry provides students with both the knowledge of the composition, properties and transformations of chemicals and the ability to analyze, synthesize and quantify, chemistry is a science central to all other scientific fields. The primary mission of the Chemistry major at Columbia College is to prepare students for employment in the chemical industry or in chemical education by providing them with a clear understanding of the underlying principles of chemistry and the ability to use analytical skills to produce this insight. Because the principles and theories of chemistry are emphasized in the program, students are also furnished with a strong foundation for graduate and professional study in chemistry or health-related professions.

Students who have completed the B.A. program in Chemistry from Columbia College should possess:

1. An understanding of the composition, properties and transformations of inorganic and organic chemical substances.
2. An understanding of chemical principles, models and theories used to rationalize and predict chemical phenomena.
3. Proficiency in laboratory skills including chemical synthesis, instrumental analysis and quantitative measurement.
4. The ability to properly observe experiments, record results, and critically interpret those results through the use of mathematical and statistical analysis.
5. Competence in scientific writing and oral presentations; familiarity with the use of chemical literature.
6. An understanding of the importance of ethics

and values in their professional lives.

7. The proper background for employment in chemistry-related technical, industrial or educational fields.
8. The foundation to continue graduate study in chemistry-related fields or professional health-related programs.

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
CHEM 110	CHEM 110	CHEM 110	CHEM 110	CHEM 433
CHEM 110L	CHEM 110L	CHEM 110L	CHEM 110L	
CHEM 112	CHEM 112	CHEM 112	CHEM 112	
CHEM 112L	CHEM 112L	CHEM 112L	CHEM 112L	
CHEM 210	CHEM 210	CHEM 212	CHEM 212	
CHEM 210L	CHEM 210L	CHEM 212L	CHEM 212L	
CHEM 301	CHEM 301	CHEM/	CHEM/	
CHEM 490	CHEM 490	PHYS 401	PHYS 401	
MATH 201	MATH 201	CHEM 490	CHEM 490	
PHYS 111	PHYS 111	MATH 201	MATH 201	
PHYS 111L	PHYS 111L	PHYS 112	PHYS 112	
		PHYS 112L	PHYS 112L	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
	CHEM 322	BIOL/ CHEM 420	BIOL/ CHEM 420	CHEM/ ENVS 230
		BIOL/ CHEM 420L	BIOL/ CHEM 420L	

## BACHELOR OF ARTS IN CHEMISTRY

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement 3 hrs**  
PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C. Core Requirements 46 sem. hrs

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

CHEM 110	Chemistry I	3 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs
CHEM 210	Organic Chemistry I	3 hrs
CHEM 210L	Organic Chemistry I Laboratory	2 hrs
CHEM 212	Organic Chemistry II	3 hrs
CHEM 212L	Organic Chemistry II Laboratory	2 hrs
CHEM 301	Quantitative Analysis	5 hrs
CHEM 401	Physical Chemistry	3 hrs
CHEM 490	Senior Seminar in Chemistry	3 hrs

MATH 201	Calculus and Analytic Geometry I	5 hrs
PHYS 111	College Physics I	3 hrs
PHYS 111L	Physics I Laboratory	2 hrs
PHYS 112	College Physics II	3 hrs
PHYS 112L	Physics II Laboratory	2 hrs

### D. Chemistry Electives 5 sem. hrs

CHEM/ENVS 230	Environmental Toxicology and Chemistry	3 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM 420	Biochemistry	3 hrs
CHEM 420L	Biochemistry Laboratory	2 hrs
CHEM 433	Topics	3 hrs
CHEM	Directed Study 255,256, 257, 355, 356, 357, 455, 456, 457	1-5 hrs

### E. Electives 22-25 sem. hrs

**120 sem. hrs**

**F. MATH 222 Calculus and Analytic Geometry II is recommended for students planning to pursue graduate study in chemistry.**

## COMPUTER INFORMATION SYSTEMS/SCIENCE

**Department:** Computer and Mathematical Sciences

**Chair:** Suzanne Tourville, Ph.D.

**Full-Time Faculty:** Ann Bledsoe, Ph.D.  
Arlin Epperson, Re.D.  
Kenneth Felts, II, Ph.D.  
Natasha Latushkina, Ph.D.  
Yihsiang Liow, Ph.D.  
Suzanne Tourville, Ph.D.  
Lawrence West, Ph.D.  
Youlong Zhuang, Ph.D.

**Degrees:** Bachelor of Science in Computer Information Systems  
Bachelor of Science in Computer Science  
Bachelor of Science in Management Information Systems  
Bachelor of Science in Mathematics  
Associate of Science in Computer Information Systems

**Minors:**            **Computer Information Systems**  
                          **Computer Science**  
                          **Mathematics**

**Culminating Experience Courses:**

**CISS 493 Information Resource Management (Computer Information Systems)**  
**CISS 494 Senior Seminar in Computer Science (Computer Science)**

The Computer and Mathematical Sciences Department offers Bachelor of Science degrees in computer science, computer information systems, management information systems as well as mathematics. The degrees provide a liberal arts education while emphasizing preparation for either graduate school or a rewarding career. Students are provided with a rigorous theoretical background coupled with practical and essential skills to begin either a rewarding career in the computer field or advanced studies in graduate school. The programs reflect important trends and developments in the computer field.

The computer degree programs are based on Computing Curricula 2001 prepared by the Association for Computing Machinery (ACM) and the IEEE Computer Society. The computer science degree has a significant mathematics component while the computer information systems and management information systems degrees require several business courses. The degrees provide a wide variety of elective courses that allow the student to tailor a program of study to match their interests.

**Students majoring in Computer Science, Computer Information Systems or Management Information Systems are required to purchase a laptop computer no later than the semester in which they enroll in CISS 245 Advanced Programming.**

**Course Rotation Schedule**

**Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
CISS 240	CISS 240	CISS 240	CISS 240	
CISS 245	CISS 245	CISS 245	CISS 245	
CISS 285	CISS 285	CISS 325	CISS 325	
CISS 493	CISS 358	CISS 350	CISS 350	
CISS 494	CISS 360	CISS 420	CISS 430	
FINC 350	CISS 493	CISS 445	CISS 493	
MATH 180	CISS 494	CISS 493	CISS 494	

MATH 201	FINC 350	CISS 494	FINC 350
MATH 225	MATH 180	FINC 350	MATH 180
MATH 250	MATH 201	MATH 180	MATH 201
MGMT 330	MATH 225	MATH 201	MATH 250
	MATH 250	MATH 250	MATH 325
	MGMT 330	MATH 325	MGMT 330
		MGMT 330	

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CISS 234	CISS 234	CISS 236	CISS 370	CISS 238
CISS 362	CISS 380	CISS 420	CISS 451	
CISS 375	CISS 391	CISS 438		
CISS 390	CISS 410	CISS 445		
CISS 450	CISS 472			
CISS 465				
CISS 472				

**BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS**

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement: 3 hrs**  
 MGMT 368 Business Ethics or  
 PHIL 330 Ethics

**B. Core Requirements 41 sem. hrs**  
 (All courses must be completed with a grade of C or higher.)

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 285	Structured Systems Analysis & Design	3 hrs
CISS 325	Systems Analysis, Design & Implementation Projects	3 hrs
CISS 350	Advanced Algorithms and Data Structures	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 493	Senior Seminar in Computer Information Systems	3 hrs
ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
MGMT 330	Principles of Management	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I	3 hrs

**C. Computer Information Systems Electives 18 sem. hrs**

Eighteen hours selected from the following courses:



CISS 234	Visual Basic <b>or</b>	3 hrs
	CISS 236 COBOL Programming <b>or</b>	
	CISS 238 Java Programming	
CISS 355	Directed Study	3 hrs
CISS 370	Operating Systems	3 hrs
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
CISS 390	Global Information Systems Management	3 hrs
CISS 391	Information Systems Security	3 hrs
CISS 410	Computer Networks and Communications	3 hrs
CISS 420	Computer Architecture	3 hrs
CISS 433	Topics in Information Systems	1-3 hrs
CISS 438	Object-Oriented Analysis Design	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 450	Artificial Intelligence	3 hrs
CISS 455	Directed Study	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

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

**D. Electives** **20-23 sem. hrs**  


---

**120 sem. hrs**

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

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement:** **3 hrs**  
 PHIL 330 Ethics

**B. Core Requirements** **46 sem. hrs**  
 (All courses must be completed with a grade of C or higher.)

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 285	Structured Systems Analysis & Design	3 hrs
CISS 350	Advanced Algorithms and Data Structures <b>or</b>	3 hrs
	CISS 358 Algorithm Analysis	
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 420	Computer Architecture	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 494	Senior Seminar in Computer Science	3 hrs
MATH 180	Precalculus	3 hrs
MATH 201	Calculus and Analytic Geometry I	5 hrs
MATH 225	Discrete Mathematics I	3 hrs
MATH 250	Statistics I	3 hrs
MATH 325	Discrete Mathematics II	3 hrs

**C. Computer Science Electives** **15 sem. hrs**

Fifteen hours selected from the following elective courses:

CISS 234	Visual Basic <b>or</b>	3 hrs
	CISS 236 COBOL Programming <b>or</b>	
	CISS 238 Java Programming	
CISS 355	Directed Study	3 hrs
CISS 362	Introduction to Automata Theory, Languages and Computation	3 hrs
CISS 370	Operating Systems	3 hrs
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
CISS 410	Computer Networks and Communications	3 hrs
CISS 433	Topics in Information Systems	1-3 hrs
CISS 438	Object-Oriented Analysis and Design	3 hrs
CISS 450	Artificial Intelligence	3 hrs
CISS 451	Introduction to Cryptography & Computer Security	3 hrs
CISS 455	Directed Study	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

**D. Electives** **18-21 sem. hrs**  


---

**120 sem. hrs**

E. CISS 494 Senior Seminar in Computer Science, is the culminating evaluative course for the Computer Science Program and includes the assessment of outcomes of the program. All students majoring in Computer Science must pass this course.

## BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

See degree requirements, page 78.

## ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

See degree requirements, page 89.

## CRIMINAL JUSTICE ADMINISTRATION

**Department:** Criminal Justice Administration and Human Services

**Chairperson:** Barry Langford, J.D.

**Full-Time Faculty:** Joseph Carrier, Ph.D.  
Barry Langford, J.D.  
Michael Lyman, Ph.D.

**Degrees:** Bachelor of Arts in Criminal Justice Administration  
Bachelor of Science in Criminal Justice Administration  
Bachelor of Science in Forensic Science  
Associate of Science in Criminal Justice Administration

**Minors:** Criminal Justice Administration  
Criminology  
Legal Studies

**Certificate:** Crime Scene Investigation

**Culminating Experience Course:**  
CJAD 495 Integrative Seminar

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 career enhancing opportunities through practicum and internship opportunities. It provides an excellent academic foundation for students planning to go on to graduate studies or law school.

Two baccalaureate degrees are offered in Criminal Justice Administration: the Bachelor of Arts and the Bachelor of Science.

Students considering either a BS or BA degree should consider their own experience in the criminal justice area. For students currently working in the criminal justice field the BA is recommended. For those desiring to enter the field, the BS degree is recommended; the BS degree offers practicum and internship experiences that add to the student's understanding of the criminal justice career area.

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
CJAD 101	CJAD 101	CJAD 101	CJAD 101	
CJAD 301	CJAD 301	CJAD 325	CJAD 350	
CJAD 311	CJAD 311	CJAD 350	CJAD 390	
CJAD 345	CJAD 320	CJAD 390	CJAD 415	
CJAD 390	CJAD 345	CJAD 405	CJAD 495	
CJAD 451	CJAD 390	CJAD 415	CJAD 499	
CJAD 499	CJAD 499	CJAD 495	HUMS 300	
POSC 390	PSYC/BIOL/	CJAD 499	POSC 340	
PSYC/BIOL/	SOCI 324	HUMS 300	PSYC/BIOL/	
SOCI 324	PSYC/	POSC 340	SOCI 324	
PSYC/	SOCI 325	PSYC/BIOL/	PSYC/	
SOCI 325	SOCI 321	SOCI 324	SOCI 325	
SOCI 321		PSYC/	SOCI 331	
		SOCI 325		

## BACHELOR OF ARTS IN CRIMINAL JUSTICE ADMINISTRATION

**A. General Education Requirements** 38-41 sem. hrs

**Ethics Course Requirement:** 3 hrs

CJAD 345 Ethics and Morality  
in Criminal Justice **or**

PHIL 330 Ethics

**B. Foreign Language Requirement** 6 sem. hrs

**C. Core Requirements** 42 sem. hrs

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

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
CJAD 320	Cultural Diversity in Criminal Justice	3 hrs
CJAD 325	Juvenile Justice System and Procedures	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
CJAD 495	Integrative Seminar	3 hrs
HUMS300	Exploring Research <u>or</u>	3 hrs
POSC 390	Political Science Research Methods	
POSC 340	Judicial Process	3 hrs
SOCI 321	Criminology <u>or</u>	3 hrs
SOCI 331	Juvenile Delinquency	

**D. Behavioral and Social Sciences Electives 6 sem. hrs**

Three semester hours must be Criminal Justice electives. The remaining 3 hours must be from one of the following: Sociology, Political Science, Psychology or Human Services.

**E. Electives (without CSI Certificate hours) 25-28 sem. hrs**

**F. Certificate in Crime Scene Investigation (Optional) 15 sem hrs**

**120 sem. hrs**

**G. CJAD 495 Integrative Seminar. Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, a culminating evaluative experience.**

**BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION**

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement: 3 hrs**  
 CJAD 345 Ethics and Morality in Criminal Justice or PHIL 330 Ethics

**B. Core Requirements 51 sem. hrs**  
 (All courses must be completed with a grade of C or higher.)

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
CJAD 320	Cultural Diversity in Criminal Justice	3 hrs
CJAD 325	Juvenile Justice System and Procedures	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
CJAD 390	Criminal Justice Practicum	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
CJAD 495	Integrative Seminar	3 hrs
CJAD 499	Internship	3 hrs
POSC 340	Judicial Process	3 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
PSYC/SOCI 325	Research Design	3 hrs
SOCI 321	Criminology <u>or</u>	3 hrs
SOCI 331	Juvenile Delinquency	

**C. Behavioral and Social Sciences Electives 9 sem. hrs**

Nine semester hours of electives chosen from the following areas of study: Human Services, Criminal Justice Administration, Political Science, Psychology and Sociology.

**D. Electives (without CSI Certificate hours) 19-22 sem. hrs**

**E. Certificate in Crime Scene Investigation (Optional) 15 sem. hrs**

**120 sem. hrs**

**E. Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a**

grade of C or higher, CJAD 495 Integrative Seminar, as a culminating evaluative experience.

## ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

See degree requirements, page 90.

## 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 courses are:

<b>Required:</b>	<b>9 sem. hrs</b>
CJAD 201 Criminal Investigation	3 hrs
CJAD 203 Crime Scene Investigation	3 hrs
CJAD 303 Crime Scene Photography	3 hrs

<b>Electives:</b>	<b>6 sem. hrs</b>
<b>(Taken from the following list)</b>	
CJAD 305 Forensic Anthropology	3 hrs
CJAD 413 Bloodstain Evidence	3 hrs
CJAD 433 Topics: (Departmental approval required)	3 hrs
CJAD 445 Forensic Pathology	3 hrs

**Total required: 15 sem. hrs**

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.

## PARTNERS IN LAW ENFORCEMENT PROGRAM

For students desiring to become law enforcement officers (or if already in law enforcement), Columbia College offers an innovative program: Partners in Law Enforcement. This collaborative initiative between Columbia College and the state's police academies is designed to give students up to 24 semester hours in course equivalencies for successful completion of the academy. To qualify, students must successfully complete a state certified, basic police academy with a minimum of 400 hours. 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 the academy. An approved demonstration of work experience is a letter on appropriate letterhead from a supervisor or human resources administrator confirming employment in the field; the letter should include employment dates/history and current position. The specific course equivalencies are listed below:

<b>Core Equivalencies</b>	<b>9 sem. hrs</b>
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 sem. hrs**

**General electives** **6 sem. hrs**

The equivalency policy is effective based on the following provisions:

1. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the five years prior to applying for equivalencies.
2. Students who complete a basic law enforcement academy of less than 400 hours will 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 training.
3. 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.

4. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes a 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.
5. 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.
6. Students must have successfully completed fifteen semester hours of college coursework at Columbia College before equivalencies may be applied. Students must notify the Evaluations Office when they are eligible for credit to 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.

## **PARTNERS IN CORRECTIONS PROGRAM**

The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers up to 24 semester hours in course equivalencies 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 equivalencies are listed below:

### **Core Equivalencies 6 sem. hrs**

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 sem. hrs**

**General electives 9 sem. hrs**

The equivalency policy is based on the following provisions:

1. The academy must be one of basic corrections and required for employment by the respective state in question and must have been completed within five years prior to applying for equivalencies.
2. Students who complete a basic corrections academy consisting of less than 275 hours will 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 hrs. of basic training.
3. Students must have successfully completed 15 semester hours of college coursework at Columbia College before equivalencies may be applied.

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

## **EDUCATION**

**Department:** Education

**Chairperson:** Paul Hanna, Ph.D.

**Full-Time Faculty:** Linda Bradley  
Paul Hanna, Ph.D.  
Kristina Miller, Ph.D.  
Karen Weston, Ph.D.

**Program/Degree:** Master of Arts in Teaching  
Teacher Certification  
Program

**Minors:** Education, General  
Art Education, K-12  
Certification  
Elementary Education  
Certification  
Middle Level Education  
Certification  
Secondary Education  
Certification

**Culminating Experiences:**

**Submission of a passing score on the appropriate PRAXIS II Examination constitutes the culminating experience for the Professional Pre-Service Education Program. Students must successfully complete the Program Goals Portfolio Assessment (including the Exit Interview) and the Student Teaching Experience to be recommended for certification. (See page 54 for student teaching eligibility.)**

In the Education program, students are expected to earn a bachelor's degree in the content area in which they expect to teach. Education students must declare a major in their content area (i.e. Math, English, History, Science) and a minor in Elementary Education Certification, or Middle Level Education Certification or Secondary Education Certification or Art Education K-12 Certification.

For all students intending to teach, distribution of content hours must meet the Missouri Department of Elementary and Secondary Education (DESE) distribution requirements for certification. Therefore, it is important that students obtain continual advice from a member of the Education faculty throughout their academic and certification sequence. (Specific content area courses are listed on Middle School and Secondary Certification Sections, pages 36-40).

In addition to content area requirements, students seeking certification to teach will need to meet Requirements for Admission into the Teacher Certification Program, complete all requirements for admission to student teaching and successfully complete student teaching to be recommended for certification. Again, it is important that students obtain advice from a member of the Education faculty.

Columbia College offers certification coursework in the following areas:

Art K-12  
 Special Education K-12<sup>2</sup>  
 Elementary (1-6)  
 Middle Level (5-9)  
 English/Language Arts  
 Mathematics  
 Science  
 Social Studies  
 Secondary (9-12)  
 Biology  
 Business (Non-Vocational)  
 Chemistry  
 English

<sup>2</sup> *Special Education K-12 Certification must be completed via the Post-Baccalaureate Master of Arts in Teaching program.*

General Science  
 Mathematics  
 Social Studies

**Admission to the Teacher Certification Program**

Education courses listed below 300-level are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department. Admission to the program is required prior to enrollment in all education courses 300 and above (excluding EDUC 390 Education and Psychology of the Exceptional Child, EDUC/PSYC 391 and EDUC/PSYC 392). Students are required to meet requirements and seek admission as early as possible.

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (ex. English, History, Business, etc.);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 101 and 251;
- Attained the following GPAs:
  - 2.5 or above on all college coursework (Columbia College and other institutions);
  - 2.8 or above on all professional education courses with no grade less than C;
  - 2.8 or above on all content/concentration area courses with no grade less than C (this GPA must be achieved prior to acceptance for student teaching).
- Demonstrated competencies in written communications, reading comprehension and basic mathematical skills and concepts as verified by a score above the national average on the ACT or equivalent standardized and nationally normed test. Current required scores are available from teacher certification program advisors, the department chair, or the certification officer; [ACT or equivalent may be waived if CBASE composite score is 300 or above (passing all sections)];
- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri College Basic Academic Skills Examination (CBASE). All sections of the CBASE must be passed within two years from the semester that the test was first taken or all sections of the test

expire and must be repeated. [If the student's ACT score is below the national average, they must pass all sections of the CBASE with a minimum composite score of 300.];

- Completed application materials for admission to the Teacher Certification Program (to be obtained from the Certification Officer by appointment) and will include: Request for Admission, GPA Worksheet, and two letters of recommendation (one from the Education Department and one from outside the Education Department).
- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
  - GPA (overall, in content area and education coursework);
  - Reports from faculty members regarding conduct and progress of student.

#### **Transfer Student Admission to the Teacher Certification Program:**

Transfer students' admission requirements will differ from the above stated requirements in that:

- Students transferring in their first six (6) hours of education coursework from another institution could be admitted provisionally and would only be required to submit one letter of recommendation from an education faculty member from that institution.
- If admitted provisionally, students would be re-evaluated after one year and also at the time of being fully admitted to the TCP.

#### **Retention Criteria:**

- Complete at least six hours of professional education each year.
- Complete Field Experiences (251, 350, 351) and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.5 or above after acceptance to the program.
- Maintain a cumulative GPA of 2.8 or above in professional education courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional

information regarding candidate dismissal can be obtained from the Education Department.

#### **Other requirements for certification that must be completed prior to graduation:**

- Successful completion/passing of appropriate Praxis II exam;
- Successful completion of program certification portfolio (EDUC 400) and exit interview.

#### **Course Rotation Schedule**

##### ***Professional Education Requirements:***

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
EDUC 101	EDUC 101	EDUC 101	EDUC 101	EDUC 372
EDUC 200	EDUC 200	EDUC 105	EDUC 105	
EDUC 251	EDUC 251	EDUC/	EDUC/	
EDUC 300	EDUC 300	PSYC 230	PSYC 230	
EDUC 311	EDUC 311	EDUC 251	EDUC 251	
EDUC 322	EDUC 322	EDUC 270	EDUC 270	
EDUC 326	EDUC 326	EDUC 300	EDUC 300	
EDUC 331	EDUC 331	EDUC 302	EDUC 302	
EDUC 338	EDUC 338	EDUC 336	EDUC 336	
EDUC 342	EDUC 342	EDUC 345	EDUC 345	
EDUC 350	EDUC 350	EDUC 350	EDUC 350	
EDUC 351	EDUC 351	EDUC 351	EDUC 351	
EDUC 365	EDUC 365	EDUC 358	EDUC 359	
EDUC 369	EDUC 369	EDUC 362	EDUC 360	
EDUC 380	EDUC 380	EDUC 367	EDUC 362	
EDUC/	EDUC/	EDUC 390	EDUC 367	
PSYC 391	PSYC 391	EDUC/	EDUC 390	
EDUC 399	EDUC 399	PSYC 392	EDUC/	
EDUC 400	EDUC 400	EDUC 399	PSYC 392	
EDUC 420	EDUC 420	EDUC 400	EDUC 399	
EDUC 422	EDUC 422	EDUC 420	EDUC 400	
EDUC 424	EDUC 424	EDUC 422	EDUC 420	
EDUC 426	EDUC 426	EDUC 424	EDUC 422	
EDUC 499	EDUC 499	EDUC 426	EDUC 424	
SOCI 270	SOCI 270	EDUC 499	EDUC 426	
		SOCI 270	EDUC 499	
			SOCI 270	

#### **STUDENT TEACHING PROGRAM**

The final clinical experience for teacher certification is Student Teaching. Prior to enrolling in Student Teaching, students must be approved and meet the eligibility requirements listed below. Applications for Student Teaching will be accepted only with verification that the following requirements have been met.

- Formal admission to the Teacher Certification Program (TCP).
- Submission of Student Teaching Application to Field Experience Director.
- Ninety (90) hours or more of college credit successfully completed.
- Grade point average of 2.8 or higher in professional education courses and in subject matter area(s) of concentration with no grade of less than "C."

- Passing PRAXIS II score
- Passing CBASE score (pass all 4 sections of test).
- Proof of liability insurance.
- Completion of the following (this applies to all certification areas):
  - EDUC 101 – Introduction to Education
  - EDUC 200 – Law, Ethics and Education
  - EDUC 230 – Educational Psychology
  - EDUC 300 – Techniques of Teaching
  - EDUC 311 – Classroom and Behavior Management Techniques
  - EDUC 251 – Beginning Field Experience
  - EDUC 350/351 – Advanced Field Experience I & II

Elementary Certification students must also have completed:

- EDUC 270 – Literature for Children and Adolescents
- EDUC 302 – Teaching Skills
- EDUC 331 – Teaching of Reading
- EDUC 336 – Creative and Language Arts in Elementary and Middle School
- EDUC 358 – Teaching Mathematics in the Elementary Schools

Middle School Certification students must also have completed:

- EDUC 326 – Middle School Methods
- EDUC 331 – Teaching of Reading
- EDUC 336 – Creative and Language Arts in Elementary and Middle School
- EDUC 338 – Teaching of Reading in the Content Area
- Appropriate methods courses for concentration area

Secondary School Certification students and Art K-12 Certification students must also have completed:

- EDUC 322 – Educational Measurement and Assessment
- EDUC 338 – Teaching of Reading in the Content Area
- 75% of required courses in the content/subject area
- Appropriate methods course for content/subject area

Exceptions to these requirements must be approved by the Teacher Certification Program Faculty. Requests for exceptional status must be submitted in writing with the application form to the Field Experience Director.

Student Teaching Application Forms must be submitted by the required date the semester **PRIOR** to the desired student teaching assignment.

Student Teaching Applications must be accompanied by the Student Teaching Requirement Verification form, Personal Data Sheets, and an Autobiography. Permission is based on these materials and a review of the student's communication competence; comprehensive ability; sense of responsibility and level of maturity; and locus of control.

## THE BEACON PROGRAM

The Beacon program is a certification program designed so that students can graduate with a baccalaureate degree in their content area as well as certification in their grade level. Students will complete all degree and certification requirements at the undergraduate level.

Students seeking certification to teach will declare a major in their content area (i.e. Math, History, English, Science) and a minor in Elementary Education Certification or Middle Level Education Certification or Secondary Education Certification or Art K-12 Certification. Students will be required to maintain a 2.8 GPA within each minor and complete a minimum of half of the Education coursework through Columbia College.

Certification students must apply and be accepted into the Teacher Certification Program before enrolling in EDUC 300 or above. Students graduating from this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary school level.

## BEACON ELEMENTARY EDUCATION (1-6) CERTIFICATION

**General Education** **38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements. In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework. (Please refer to your entrance year catalog for specific degree requirements.)

### I. Basic Studies and Mathematics

1. MATH 115 – Math for the Elementary School Teacher
2. MATH 150 – College Algebra

### II. Arts and Humanities

1. MUSI 122 – Music Appreciation **or**  
ARTS 105 – Art Appreciation **or**  
ARTS 111 – Art and Ideas I **or**  
ARTS 112 – Art and Ideas II



**III. Social and Behavioral Sciences**

1. PSYC 101 – General Psychology
2. ECON 293 – Macroeconomics
3. GEOG 101 – Introduction to Geography

**Liberal Arts and Science Degree 39-63 hrs**

Students seeking certification in Elementary Education may choose from the following recommended degree areas:

- BA – American Studies
- BA – Art
- BS – Art
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA – Psychology
- BA – Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

**Please note:** certification will be Elementary Education, not content area certification.

**Elementary Education Certification Minor 61 hrs**

Fifty-eight semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 61 hours of coursework. Students must complete at least half of the education coursework through Columbia College and maintain a 2.8 GPA with no grade less than C.

EDUC 101	Introduction to Education	1 hr
	(Must be taken within first 9 hrs of EDUC classes)	
EDUC 105	Human Health	3 hrs
EDUC 200	Law, Ethics, and Education	3 hrs
	(Meets college Ethics requirement)	
EDUC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 302	Teaching Skills	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 322	Educational Measurement and Assessment	3 hrs
EDUC 331	Teaching of Reading	3 hrs
EDUC 336	Creative and Language Arts in Elementary & Middle Schools	3 hrs

EDUC 338	Teaching Reading in the Content Area	3 hrs
EDUC 358	Teaching Math in the Elementary School (Course will include 1 hr of <u>field experience</u> : 15 hr placement)	3 hrs
EDUC 380	Diagnostic and Corrective Reading	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 391	Child Psychology	3 hrs
EDUC 400	Senior Portfolio (This course is to be taken concurrently with EDUC 420)	1 hr
SOCI 270	Minority Cultures and Relations	3 hrs

**Field Experience Coursework**

EDUC 251	Beginning Field Experiences (To be taken concurrently with EDUC 101)	1 hr
EDUC 350/351	Advanced Field Experience I & II	2 hrs
EDUC 420	Student Teaching in the Elementary Schools [12 wks] (Must receive a "B" or higher for certification)	8 hrs

\*See "Admission to Teacher Certification Program."

**NOTE: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment.) See Education Office for deadline information.**

**BEACON MIDDLE SCHOOL EDUCATION (5-9) CERTIFICATION****General Education 38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

**Liberal Arts and Science Degree 40-63 hrs**

Students seeking certification in Middle Level Education may choose from the following recommended degree areas:

- BA – American Studies
- BA – Biology
- BS – Biology
- BA – Chemistry
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA – Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Middle Level Content Area

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area. Students seeking Middle Level Education Certification may choose from the following content areas:

English/Language Arts  
Mathematics  
Science  
Social Studies

### Content Area Requirements:

#### Language Arts (Min. 27 hrs)

COMM 110	Introduction to Speech <u>or</u>	3 hrs
COMM 203	Understanding Human Communication	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle Schools	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language <u>or</u>	3 hrs
ENGL 312	The History of the English Language	3 hrs
	Literature Elective	3 hrs
	English/Language Arts Electives	6 hrs

#### Mathematics (Min. 23 hrs)

CISS 170	Introduction to Computer Information Systems	3 hrs
MATH 115	Mathematics for the Elementary School Teacher	3 hrs
MATH 150	College Algebra	3 hrs
MATH 201	Calculus and Analytic Geometry I	5 hrs
MATH 250	Statistics I	3 hrs
	Math Electives (above MATH 106)	6 hrs

#### Science (Min. 21 hrs.)

BIOL 110	Principles of Biology I <u>and</u>	3 hrs
BIOL 110L	Principles of Biology I Laboratory <u>or</u>	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science <u>and</u>	3 hrs
BIOL/ENVS 115L	Introduction to Environmental Science Laboratory	2 hrs

CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM 110	Chemistry I	3 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
GEOL 110L	Introduction to Physical Geology Laboratory	2 hrs
	Science Electives	3 hrs

#### Social Studies (Min. 27 hrs.)

GEOG 101	Introduction to Geography	3 hrs
HIST 101	Western Civilization I	3 hrs
HIST 102	Western Civilization II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology	3 hrs

### Middle Level Education Certification Minor 52 hrs

Forty-nine semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 52 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA.

EDUC 101	Introduction to Education (Must be taken within first 9 hrs of EDUC classes)	1 hr
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs
EDUC 326	Middle School Methods (Course includes 1 hr of <u>field experience</u> : 15 hr placement)	3 hrs
EDUC 331	Teaching of Reading	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle School	3 hrs
EDUC 338	Teaching Reading in the Content Area	3 hrs
	Teaching Methods Course: Math-359; Social Studies-362; Science 365; English-367; Methods course will include one hour of <u>field</u>	3 hrs

experience: 15 hour placement.)

EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (To be taken concurrently with EDUC 424)	1 hr
SOCI 270	Minority Cultures and Relations	3 hrs

### Field Experience Coursework

EDUC 251	Beginning Field Experience (To be taken concurrently with EDUC 101)	1 hr
EDUC 350/351	Advanced Field Experience I & II	2 hrs
EDUC 424	Student Teaching in Middle Level Schools [12 wks] (Must receive a "B" or higher for certification)	8 hrs

\*See "Admission to Teacher Certification Program."

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

## BEACON SECONDARY EDUCATION (9-12) CERTIFICATION

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

### Liberal Arts and Science Degree 40-63 hrs

Students seeking certification in Secondary Education may choose from the following recommended degree areas:

- BA – American Studies
- BA – Biology
- BS – Biology
- BA – Business Administration
- BS – Business Administration
- BA – Chemistry
- BA – English
- BS – Environmental Science
- BA – History
- BA – Mathematics
- BA – Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Secondary Content Area

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area. Students seeking Secondary Education Certification may choose from the following content areas:

### BIOLOGY (Grades 9-12) (Minimum 32 hrs)

BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL 290	Principles of Cell Biology	3 hrs
BIOL/ENVS 300	Evolution	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 343	Botany	5 hrs
BIOL 353	Zoology	5 hrs
CHEM 110	Chemistry I	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

### BUSINESS EDUCATION (Grades 9-12) NON-VOCATIONAL (Minimum 30 hrs)

ACCT 280	Accounting I (Financial)	3 hrs
ACCT 385	Accounting Information Systems	3 hrs

or  
An approved Computer Technology course  
CISS 170 Introduction to Computer Information Systems 3 hrs

ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
EDUC 369	Teaching Business*	3 hrs

\* This course must include a resumé that will document one (1) year or two thousand (2000) hours of approved occupational experience or appropriate internship. The approval process is determined by the nature of employment in a business occupation. Copy of resumé needed for student file.

MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 393	Business Information Systems	3 hrs

MKTG 310 Principles of Marketing 3 hrs  
Implementing Business Education Programs \*\*

\*\* This course is not offered at Columbia College; course can be taken online with the Department of Elementary and Secondary Education via the Consortium Agreement.

Business Electives (0-6 hrs) Recommended:

ACCT 281	Accounting II (Managerial)	3 hrs
FINC 298	Personal Financial Planning	3 hrs
MGMT 338	International Business	3 hrs
MKTG 410	Global Marketing	3 hrs

### CHEMISTRY (Grades 9-12) (Minimum 32 hours)

BIOL 110	Principles of Biology I	3 hrs
----------	-------------------------	-------

BIOL/ENVS 115	Introduction to Environmental Science	3 hrs	CHEM/PHYS 108L	Physical Science Survey Laboratory	2 hrs
BIOL/CHEM 420	Biochemistry	3 hrs	CHEM 110	Chemistry I	3 hrs
BIOL/CHEM 420L	Biochemistry Laboratory	2 hrs	CHEM 110L	Chemistry I Laboratory	2 hrs
CHEM 210	Organic Chemistry I	3 hrs	GEOL 110	Introduction to Physical Geology	3 hrs
CHEM 210L	Organic Chemistry I Laboratory	2 hrs	HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
CHEM 301	Quantitative Analysis	5 hrs	Electives from any of the above listed categories: Recommended Elective:		
CHEM 322	Inorganic Chemistry	3 hrs	ENVS/EDUC 372	Environmental Education	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs	<b>MATHEMATICS (Grades 9-12)</b>		
GEOL 110	Introduction to Physical Geology	3 hrs	<b>(Minimum 30 hours)</b>		
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs	CISS 170	Introduction to Computer Information Systems	3 hrs
PHYS 111	College Physics I	3 hrs	MATH 150	College Algebra	3 hrs
<b>ENGLISH (Grades 9-12) (Minimum 30 hours)</b>			MATH 201	Calculus and Analytical Geometry I	5 hrs
EDUC 270	Literature for Children and Adolescents	3 hrs	MATH 222	Calculus and Analytical Geometry II	5 hrs
ENGL 111	English Composition I	3 hrs	MATH 331	Foundations of Geometry	3 hrs
ENGL 112	English Composition II	3 hrs	MATH	Electives from above listed categories	4 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs	<b>Minimum ten (10) hours from at least three (3) of the following areas:</b>		
ENGL 312	The History of the English Language	3 hrs	<b>History of Mathematics (2-3 hrs)</b>		
<b>Two courses selected from:</b>			Recommended: MATH 330 – History of Mathematics		
ENGL 241	American Literature I	3 hrs	<b>Structure of the Real Number System (2-3 hrs)</b>		
ENGL 242	American Literature II	3 hrs	Recommended: MATH 115 – Math for the Elementary School Teacher		
ENGL 450	Minority and Ethnic Literature of the United States	3 hrs	<b>Number Theory (2-3 hrs)</b>		
<b>One course selected from:</b>			<b>Completion Calculus Sequence (2-5 hrs)</b>		
ENGL 231	English Literature I	3 hrs	Recommended: MATH 300 – Multivariate Calculus		
ENGL 232	English Literature II	3 hrs	<b>Probability and Statistics (2-3 hrs)</b>		
ENGL 263	World Literature I	3 hrs	Recommended: MATH 250 – Statistics I <u>or</u> MATH 251 Statistics II <u>or</u> MATH 340 Introduction to Probability Theory		
ENGL 264	World Literature II	3 hrs	<b>Computer Science (2-5 hrs)</b>		
Electives (six hours in writing/criticism courses)			Recommended: CISS 240 – Introduction to Programming		
Elective (3 hrs) in World/English Literature			<b>Math for Exceptional Children (2-3 hrs)</b>		
Elective English Credit (0-2 hrs)			<b>Linear Algebra (2-3 hrs)</b>		
			Recommended: MATH 303 – Linear Algebra		
<b>GENERAL SCIENCE (Grades 9-12)</b>			<b>SOCIAL STUDIES (Grades 9-12)</b>		
<b>(Minimum 32 hours)</b>			<b>(Minimum 40 hours)</b>		
ASTR 108	Introduction to Astronomy	3 hrs	ECON 293	Macroeconomics <u>or</u>	3 hrs
BIOL 110	Principles of Biology I	3 hrs	ECON 294	Microeconomics	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs	GEOG 101	Introduction to Geography	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs	HIST 101	Western Civilization I	3 hrs
BIOL/ENVS 115L	Introduction to Environmental Science Laboratory	2 hrs	HIST 102	Western Civilization II	3 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs	HIST 121	American History to 1877	3 hrs

HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology <u>or</u>	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs
Electives – Six (6) hours in American History		
Electives – Three (3) hours in World History		
Electives – (1-3 hrs) from any of the above listed categories		

### Secondary Education Certification Minor 43 hrs

Forty semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 43 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than C.

EDUC 101	Introduction to Education (Must be taken within first 9 hrs of EDUC classes)	1 hr
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs
EDUC 338	Teaching Reading in the Content Area	3 hrs
Teaching Methods Course:		3 hrs
Math-360; Social Studies-362; Science-365; English-367; Business-369; (Methods course will include 1 hour of <u>field experience</u> : 15 hour placement)		
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (This course is to be taken concurrently with EDUC 422)	1 hr
SOCI 270	Minority Cultures and Relations	3 hrs

### Field Experience Coursework

EDUC 251	Beginning Field Experiences (To be taken concurrently with EDUC 101)	1 hr
----------	--	------

EDUC 350/351	Advanced Field Experience I & II	2 hrs
EDUC 422	Student Teaching in the Secondary Schools [12 wks] (Must receive a "B" or higher for certification)	8 hrs

\*See "Admission to Teacher Certification Program."

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

## BEACON ART EDUCATION (K-12) CERTIFICATION

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

### Liberal Arts and Science Degree 51-72 hrs

Students seeking certification in Art K-12 Education may choose from the following recommended degree areas:

- BA – Art
- BS – Art
- Bachelor of Fine Arts

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Content Area Requirements 30 hrs

Students must complete the following coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education.

#### I. Design & Composition

1. ARTS 140 – 2-Dimensional Design or ARTS 141 – 3-Dimensional Design

#### II. Two-Dimensional Art

1. ARTS 120 – Drawing I
2. ARTS 130 – Painting I
3. ARTS 150 – Creative Photography I or ARTS 262 – Printmaking I

#### III. Three-Dimensional Art

1. ARTS 141 – 3-Dimensional Design
2. ARTS 271 – Ceramics I
3. EDUC 342 – Art for Elementary Schools
4. EDUC 345 – Teaching Art K-12

**IV. History, Theory, and Criticism**

- ARTS 111 – Art and Ideas I **or**  
ARTS 112 – Art and Ideas II **or**  
Art History 300 or above

**V. Art for Elementary Grades**

- EDUC 342 – Art for Elementary Schools

**VI. Art Electives (if 30 hour minimum has not been met.)****Art Education K-12 Certification Minor 46 hrs**

Forty-six semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 46 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than a C.

EDUC 101	Introduction to Education (Must be taken within first 9 hrs of EDUC classes)	1 hr
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs
EDUC 338	Teaching Reading in the Content Area	3 hrs
EDUC 342	Art Education for Elementary Schools (Methods course will include 1 hr of <u>field experience</u> : 15 hr placement)	3 hrs
EDUC 345	Teaching Art K-12 (Methods course will include 1 hr of <u>field experience</u> : 15 hr placement)	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (This course is to be taken concurrently with EDUC 422)	1 hr
SOCI 270	Minority Cultures and Relations	3 hrs

**Field Experience Coursework**

EDUC 251	Beginning Field Experiences (To be taken concurrently with EDUC 101)	1 hr
EDUC 350/351	Advanced Field Experiences I & II	2 hrs

EDUC 422	Student Teaching in the Secondary Schools [12 wks] (Must receive a “B” or higher for certification) (Two placements [1:K-6 & 1:7-12] 6 wks each for Art K-12 certification)	8 hrs
----------	---	-------

\*See “Admission to Teacher Certification Program.”

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

**SPECIAL EDUCATION (K-12)****General Education 38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements (Please refer to your entrance year catalog for specific degree requirements). In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework.

**I. Basic Studies and Mathematics**

- MATH 115 - Mathematics for the Elementary School Teacher
- CISS 170 - Introduction to Computer Information Systems

**II. Arts and Humanities**

- MUSI 122 - Music Appreciation **or**  
ARTS 105 - Art Appreciation **or**  
ARTS 111 - Arts and Ideas I **or**  
ARTS 112 - Arts and Ideas II

**III. Social and Behavioral Sciences**

- PSYC 101 - General Psychology
- ECON 293 - Macroeconomics
- GEOG 101 - Introduction to Geography

**Liberal Arts and Science Degree 37-54 hrs**

Students seeking certification in Special Education may choose from one of the following recommended degree areas:

- BA - American Studies
- BA - Psychology
- BA - Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

**\*Please note:** certification will be Special Education (K-12), not content area certification.

Special Education is not a specific Education

Minor. Students seeking Special Education certification will obtain the Education (General) Minor and finish certification requirements at the Post Baccalaureate level\*. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA within the minor with no grade less than C.

\* See Graduate Catalog for admission requirements and retention criteria for the Post Baccalaureate program.

#### Professional Education Coursework 46 hrs

EDUC 101	Introduction to Education (Must be taken within first 9 hrs of EDUC classes; concurrently with EDUC 101)	1 hr
EDUC 105	Human Health	3 hrs
EDUC 200	Law, Ethics, and Education	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 302	Teaching Skills	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 331	Teaching of Reading	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle Schools	3 hrs
EDUC 358	Teaching Mathematics in the Elementary School (Course includes 1 hr of <u>field experience</u> : 15 hr placement)	3 hrs
EDUC 380	Diagnostic and Corrective Reading	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

#### Field Experience Coursework 3 hrs

EDUC 251	Beginning Field Experiences (to be taken concurrently with EDUC 101)	1 hr
EDUC 350/351	Advanced Field Experience I and II	2 hrs

\*See "Admission to Teacher Certification Program."

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

**Readmit to the Post Baccalaureate program to complete certification sequence.**

#### Complete Certification Sequence 24 hrs (Graduate)

8/9\* hrs (Undergraduate)

EDUC 400	Senior Seminar ( <i>course may be audited</i> ) (This course may be taken concurrently with EDUC 426)	1 hr
EDUC 426	Student Teaching in Special Education [12 wks] (Two placements [1: K-6 and 1: 7-12] 6 wks each) (Must receive a B or higher for certification)	8 hrs
EDUC 514	Mathematics for the Special Needs Child (Remedial)	3 hrs
EDUC 515	Language Development for the Exceptional Child	3 hrs
EDUC 527	Introduction to Mild to Moderate Cross-Categorical	3 hrs
EDUC 528	Methods of Teaching Mild/Moderate Cross-Categorical	3 hrs
EDUC 547	Career Counseling Including Children with Special Needs	3 hrs
EDUC 548	Communications-Counseling, Conferencing and Confronting	3 hrs
EDUC 572	Individual Ability/Intelligence Testing	3 hrs
EDUC 574	Evaluation of Individual Achievement and Aptitude	3 hrs

## THE DAYSTAR PROGRAM

This program is designed primarily for Day Campus students who are new freshmen. (Freshman-level transfer students with only liberal arts and sciences college credit may also apply.)

DAYSTAR is a four-year + program that allows students to earn a Bachelor of Arts in a content area (i.e. Biology, Math, History, etc), PLUS a Master of Arts in Teaching degree. Students graduating from this program will be certified to teach in Missouri at the elementary, middle, or secondary school level.

Education courses are taught in the summer (five summers total) while academic content courses and internships are taught in the fall and spring. Students obtain substantial practical teaching experience with exposure to the classroom every semester.

New students admitted to this program will receive a DAYSTAR tuition grant to cover tuition costs for courses taken the first summer following high-school graduation. Also, students can receive a "forgivable loan" for tuition assistance for subsequent summer sessions. (The loan is "forgiven" upon completion of this program.)

Admission to Columbia College allows initial

entry into the program. Entry to the teacher certification program must occur prior to student teaching. (See "Admission to Teacher Certification Program" page 53.) Admission to the MAT program is required to complete certification. To be eligible for certification, students must have a minimum ACT score of 22, a 3.0 cumulative grade point average, passing scores on all sections of the CBASE and a passing score on the Praxis II examination.

*DAYSTAR* students will graduate from Columbia College knowing they have successfully completed one of the most challenging and innovative teaching programs in the nation while earning both a bachelor's and a master's degree in little more than four years.

*DAYSTAR* is an adapted Holmes-group model of teacher education which:

- Emphasizes academic content over pedagogy at the undergraduate level.
- Substantively increases opportunities for practical experience in clinical placements (students will participate in a clinical experience during each semester of enrollment, including summer placements),
- Provides for specific study of, and clinical experience with, special needs students,
- Requires demonstrated content (ACT, CBASE, and Praxis) and clinical (Field Placement) competence prior to being admitted to the certification sequence, and
- Focuses on pedagogy at the graduate level, culminating with a professional degree in education.

## **DAYSTAR ELEMENTARY EDUCATION (1-6) CERTIFICATION**

### **General Education 38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework.

#### **I. Basic Studies**

1. MATH 115 – Mathematics for the Elementary School Teacher
2. MATH 150 – College Algebra

#### **II. Arts and Humanities**

1. MUSI 122 – Music Appreciation **or**  
ARTS 105 – Art Appreciation **or**  
ARTS 111 – Art and Ideas I **or**  
ARTS 112 – Art and Ideas II

### **III. Social and Behavioral Sciences**

1. PSYC 101 – General Psychology
2. ECON 293 – Macroeconomics
3. GEOG 101 – Introduction to Geography

### **Liberal Arts and Science Degree 40-54 hrs**

Students seeking certification in Elementary Education may choose from the following recommended degree areas:

- BA – American Studies
- BA – Art
- BS – Art
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA – Psychology
- BA – Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

**\*Please note:** certification will be Elementary Education, not content area certification.

### **Professional Education Coursework 35 hrs**

EDUC 101	Introduction to Education (To be taken concurrently with EDUC 251)	1 hr*
EDUC 105	Human Health	3 hrs*
EDUC 200	Law, Ethics, & Education (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 302	Teaching Skills	3 hrs
EDUC 331	Teaching of Reading	3 hrs
EDUC 358	Teaching Math in the Elementary School (Course will include 1 hour of <u>field experience</u> : 15 hour placement)	3 hrs*
EDUC 380	Diagnostic and Corrective Reading	3 hrs
EDUC 391	Child Psychology	3 hrs*
EDUC 400	Senior Seminar (Students will take this course <u>after</u> their undergraduate degree is completed)	1 hr*
SOCI 270	Minority Cultures and Relations	3 hrs

\*These courses will not be taken during the summer.



<b>Field Experience Coursework</b>	<b>6 hrs</b>
EDUC 251 Beginning Field Experiences (To be taken concurrently with EDUC 101, Freshman Year)	1 hr
EDUC 350/351 Advanced Field Experiences I & II (To be taken during Spring of Junior Year)	2 hrs
EDUC 399 Internship (*2 hr Summers (1-Summer 2; 1-Summer 3) *1 hr Spring Freshman Year)	3 hrs*

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

### Three Year Baccalaureate Program 124-133 hrs

Must be admitted to the Teacher Certification Program prior to enrolling in the MAT program. (See "Admission to Teacher Certification Program.")

### Fourth Year Master of Arts in Teaching 36 hrs

(One academic year and two summer sessions)

EDUC 516 Reading and Writing Across the Curriculum 3 hrs

*(This course could be taken to remain full-time in the 2nd session of fourth year, but is not required for the MAT degree)*

EDUC 521 Language, Literature, & Arts for Creative Elem. & MS 3 hrs

EDUC 525 Educating Exceptional Individuals 3 hrs

EDUC 563 Management of the Classroom Environment 3 hrs

EDUC 580 Methods of Effective Academic Evaluation 3 hrs

EDUC 613 Practicum: Mild/Moderate Special Education 3 hrs

EDUC 699 Student Teaching Internship [10 wks] (Must receive a "B" or higher for certification) 6 hrs

Additional Graduate Courses 15 hrs

### MAT DAYSTAR Certification Emphasis:

#### Elementary

EDUC 500 Research Design 3 hrs

EDUC 504 Curriculum Design and Evaluation 3 hrs

EDUC 508 Integrative Project 3 hrs

EDUC 521 Language, Literature, and Creative Arts in the Elementary and Middle Schools 3 hrs

EDUC 525 Educating Exceptional Individuals 3 hrs

EDUC 546 Perspectives on Parents, Community & Political Involvement	3 hrs
EDUC 563 Management of the Classroom Environment	3 hrs
EDUC 580 Methods of Effective Academic Evaluation	3 hrs
EDUC 582 Evaluation of Teaching Effectiveness	3 hrs
EDUC 613 Practicum: Mild/Moderate Cross Categorical	3 hrs
EDUC 699 Student Teaching Internship (10 weeks)	6 hrs

### Four Year Certification & Master's Degree Sequence: Elementary (1-6)

#### Complete High School Hours

#### Summer One 9 hrs

EDUC 200 (3 hrs); EDUC 230 (3 hrs); EDUC 300 (3 hrs)

#### Freshman Year 30-36 hrs

Spring: EDUC 101/251 (2 hrs); EDUC 399 (1 hr)

#### Summer Two 7 hrs

EDUC 270 (3 hrs); EDUC 302 (3 hrs); EDUC 399 (1 hr)

#### Sophomore Year 30-34 hrs

#### Summer Three 7 hrs

EDUC 331 (3 hrs); EDUC 380 (3 hrs); EDUC 399 (1 hr)

#### Junior Year 30-35 hrs

Spring: EDUC 350/351 (2 hrs)

#### Bachelor's Degree Awarded Approx. 135 hrs

#### Summer Four 6 hrs

EDUC 525 (3 hrs); EDUC 563 (3 hrs)

#### Fourth Year 24 hrs

1st 8 wk Session: EDUC 521 (3 hrs); EDUC 580 (3 hrs)

2nd 8 wk Session: EDUC 613 (3 hrs)\*; EDUC 516 (3 hrs)

3rd 8 wk Session: EDUC 699 (6 hrs)\*

4th 8 wk Session: Six Graduate hours

\*Eligible for DESE Certification after the 3rd 8 wk session

#### Summer Five 6 hrs

Graduate Hrs

#### MAT Awarded (36 hrs) – Program Completed

## DAYSTAR MIDDLE SCHOOL EDUCATION (5-9) CERTIFICATION

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

### Liberal Arts and Science Degree 40-60 hrs

Students seeking certification in Middle Level Education may choose from the following recommended degree areas:

- BA – Biology
- BS – Biology
- BA – Chemistry
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA – Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Middle Level Content Area

Students seeking Middle Level Education Certification may choose from the following content areas:

- English/Language Arts
- Mathematics
- Science
- Social Studies

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area.

### MIDDLE SCHOOL CONTENT AREA REQUIREMENTS

#### Language Arts (Min. 27 hrs)

COMM 110 Introduction to Speech <u>or</u>	3 hrs
COMM 203 Understanding Human Communication	3 hrs
COMM 360 Oral Interpretation of Literature	3 hrs
EDUC 336 Creative and Language Arts in Elementary and Middle Schools	3 hrs
ENGL 111 English Composition I	3 hrs
ENGL 112 English Composition II	3 hrs
ENGL 311 Descriptive Grammar of the English Language <u>or</u>	3 hrs

ENGL 312 The History of the English Language	3 hrs
English/Language Arts Electives	6 hrs
Literature Elective	3 hrs

#### Mathematics (Min. 23 hrs)

CISS 170 Introduction to Computer Information Systems	3 hrs
MATH 115 Mathematics for the Elementary School Teacher	3 hrs
MATH 150 College Algebra	3 hrs
MATH 201 Calculus and Analytic Geometry I	5 hrs
MATH 250 Statistics I	3 hrs
MATH Electives (above MATH 106)	6 hrs

#### Science (Min. 21 hrs.)

BIOL 110 Principles of Biology I	3 hrs
BIOL 110L Principles of Biology I Laboratory <u>or</u>	2 hrs
BIOL/ENVS 115 Introduction to Environmental Science	3 hrs
BIOL/ENVS 115L Introduction to Environmental Science Laboratory	2 hrs
CHEM/PHYS 108 Physical Science Survey	3 hrs
CHEM 110 Chemistry I	3 hrs
CHEM 110L Chemistry I Laboratory	2 hrs
GEO 110 Introduction to Physical Geology	3 hrs
GEO 110L Introduction to Physical Geology Laboratory	2 hrs
Science Electives	3 hrs

#### Social Studies (Min. 27 hrs.)

GEOG 101 Introduction to Geography	3 hrs
HIST 101 Western Civilization I	3 hrs
HIST 102 Western Civilization II	3 hrs
HIST 121 American History to 1877	3 hrs
HIST 122 American History Since 1877	3 hrs
POSC 111 American National Government	3 hrs
POSC 215 State and Local Government	3 hrs
PSYC 101 General Psychology	3 hrs
SOCI 111 General Sociology	3 hrs

#### **Professional Education Coursework 32 hrs**

EDUC 101 Introduction to Education (To be taken concurrently with EDUC 251)	1 hr*
EDUC 200 Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC/PSYC 230 Educational Psychology	3 hrs
EDUC 300 Techniques of Teaching	3 hrs

EDUC 326	Middle School Methods	3 hrs
EDUC 331	Teaching of Reading	3 hrs
EDUC 338	Teaching Reading in the Content Area	3 hrs
Teaching Methods Course:		3 hrs
Math-359; Social Studies-362; Science-365; English-367 (course will include 1 hour of <u>field experience</u> : 15 hour placement)		
EDUC/PSYC 392	Adolescent Psychology	3 hrs*
EDUC 400	Senior Seminar (Students should take this course <u>after</u> their undergraduate degree has been completed)	1 hr*
SOCI 270	Minority Cultures and Relations	3 hrs

\*These courses will not be taken during the summer.

### Field Experience Coursework **6 hrs**

EDUC 251	Beginning Field Experience (To be taken concurrently with EDUC 101, Freshman Year)	1 hr
EDUC 350/351	Advanced Field Experience I & II (To be taken during Spring of Junior Year)	2 hrs
EDUC 399	Internship *2 hr Summers (1-Summer 2; 1-Summer 3) *1 hr Spring Freshman Year	3 hrs*

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

### Three Year Baccalaureate **Total 120-136 hrs** Program

Students must be admitted to Teacher Certification Program prior to enrolling in the MAT program. (See "Admission to Teacher Certification Program.")

### Fourth Year Master of Arts in Teaching **36 hrs** (One academic year and two summer sessions)

EDUC 516	Reading and Writing Across the Curriculum  <i>(This course could be taken to remain full-time in the 2nd session of fourth year, but is not required for the MAT degree.)</i>	3 hrs
EDUC 521	Language, Literature, and the Creative Arts for Elementary and Middle Schools	3 hrs
EDUC 525	Educating Exceptional Individuals	3 hrs

EDUC 563	Management of the Classroom Environment	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 613	Practicum: Mild/Moderate Special Education	3 hrs
EDUC 699	Student Teaching Internship [10 wks] (Must receive a "B" or higher for certification)	6 hrs
Additional Graduate Courses		18 hrs

### MAT DAYSTAR Certification Emphasis: Middle Level

EDUC 500	Research Design	3 hrs
EDUC 504	Curriculum Design and Evaluation	3 hrs
EDUC 508	Integrative Project	3 hrs
EDUC 521	Language, Literature and the Creative Arts for Elementary and Middle Schools	3 hrs
EDUC 525	Educating Exceptional Individuals	3 hrs
EDUC 546	Perspectives on Parents, Community & Political Involvement	3 hrs
EDUC 563	Management of the Classroom Environment	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 582	Evaluation of Teaching Effectiveness	3 hrs
EDUC 613	Practicum: Mild/Moderate Cross Categorical	3 hrs
EDUC 699	Student Teaching Intern- ship (12 weeks)	6 hrs

### Four Year Certification and Master's Degree Sequence: Middle-Level (5-9)

#### Complete High School **Hours**

#### Summer One **9 hrs**

EDUC 200 (3 hrs); EDUC 230 (3 hrs);  
EDUC 300 (3 hrs)

#### Freshman Year **31-36 hrs**

Spring: EDUC 101/251 (2 hrs);  
EDUC 399 (1 hr)

#### Summer Two **7 hrs**

EDUC 326 (3 hrs); EDUC 338 (3 hrs);  
EDUC 399 (1 hr)

#### Sophomore Year **30-34 hrs**

#### Summer Three **7 hrs**

EDUC 331 (3 hrs); EDUC/PSYC 392 (3 hrs);  
EDUC 399 (1 hr)

**Junior Year 30-35 hrs**

Spring: EDUC 350/351 (2 hrs)

**Bachelor's Degree Awarded Approx. 135 hrs****Summer Four 6 hrs**

EDUC 525 (3 hrs); EDUC 563 (3 hrs)

**Fourth Year 24 hrs**1st 8 wk Session: EDUC 580 (3 hrs);  
EDUC 521 (3 hrs)2nd 8 wk Session: EDUC 613 (3 hrs);  
EDUC 516 (3 hrs) (See note on  
previous page)

3rd 8 wk Session: EDUC 699 (6 hrs)\*;

4th 8 wk Session: Graduate hours (6 hrs)

\*Eligible for DESE Certification after the  
3rd 8 wk session**Summer Five 6 hrs**

Graduate Hrs

**MAT Awarded (36 hrs) - Program Completed****DAYSTAR SECONDARY EDUCATION (9-12) CERTIFICATION****General Education 38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

**Liberal Arts and Science Degree 40-63 hrs**

Students seeking certification in Secondary Education may choose from the following recommended degree areas:

- BA – Biology
- BS – Biology
- BA – Business Administration
- BS – Business Administration
- BA – Chemistry
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA – Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

**Secondary Content Area Requirements**

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the content area.

Students seeking Secondary Education Certification may choose from the following content areas:

**BIOLOGY (Grades 9-12) (Minimum 32 hrs)**

BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL 290	Principles of Cell Biology	3 hrs
BIOL/ENVS 300	Evolution	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 343	Botany	5 hrs
BIOL 353	Zoology	5 hrs
CHEM 110	Chemistry I	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

**BUSINESS EDUCATION (Grades 9-12) NON-VOCATIONAL (Minimum 30 hrs)**

ACCT 280	Accounting I (Financial)	3 hrs
ACCT 385	Accounting Information Systems <u>or</u>	3 hrs
An approved Computer Technology course		
CISS 170	Introduction to Computer Information Systems	3 hrs
ECON 293	Macroeconomics <u>or</u>	3 hrs
ECON 294	Microeconomics	3 hrs
EDUC 369	Teaching Business *	3 hrs

\* This course must include a resumé that will document one (1) year or two thousand (2000) hours of approved occupational experience or appropriate internship. The approval process is determined by the nature of employment in a business occupation. Copy of resumé needed for student file.

MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 393	Business Information Systems	3 hrs
MKTG 310	Principles of Marketing	3 hrs
Implementing Business Education Programs **		

\*\* This course is not offered at Columbia College; course can be taken online with the Department of Elementary and Secondary Education via the Consortium Agreement.

**Business Electives (0-6 hrs) Recommended:**

ACCT 281	Accounting II (Managerial)	3 hrs
FINC 298	Personal Financial Planning	3 hrs
MGMT 338	International Business	3 hrs
MKTG 410	Global Marketing	3 hrs

**CHEMISTRY (Grades 9-12) (Minimum 32 hours)**

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/CHEM 420	Biochemistry	3 hrs
BIOL/CHEM 420L	Biochemistry Laboratory	2 hrs

CHEM 210	Organic Chemistry I	3 hrs
CHEM 210L	Organic Chemistry I Laboratory	2 hrs
CHEM 301	Quantitative Analysis	5 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

**ENGLISH (Grades 9-12) (Minimum 30 hours)**

EDUC 270	Literature for Children and Adolescents	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs

**Two courses selected from:**

ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 450	Minority and Ethnic Litera- ture of the United States	3 hrs

**One course selected from:**

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs

Electives (six hours in writing/criticism courses)  
Elective (3 hrs) in World/English Literature  
Elective English Credit (0-2 hrs)

**GENERAL SCIENCE (Grades 9-12)  
(Minimum 32 hours)**

ASTR 108	Introduction to Astronomy	3 hrs
BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/ENVS 115L	Introduction to Envi- ronmental Science Laboratory	2 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM/PHYS 108L	Physical Science Survey Laboratory	2 hrs
CHEM 110	Chemistry I	3 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs
GEOL 110	Introduction to Physical Geology	3 hrs

HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
Electives from any of the above listed categories: Recommended Elective:		
ENVS/EDUC 372	Environmental Education	3 hrs

**MATHEMATICS (Grades 9-12)  
(Minimum 30 hours)**

CISS 170	Introduction to Computer Information Systems	3 hrs
MATH 150	College Algebra	3 hrs
MATH 201	Calculus and Analytical Geometry I	5 hrs
MATH 222	Calculus and Analytical Geometry II	5 hrs
MATH 331	Foundations of Geometry	3 hrs
MATH	Electives from above listed categories	4 hrs

**Minimum ten (10) hours from at least three (3) of  
the following areas:****History of Mathematics (2-3 hrs)**

Recommended: MATH330 – History of  
Mathematics

**Structure of the Real Number System (2-3 hrs)**

Recommended: MATH 115 – Math for the  
Elementary School Teacher

**Number Theory (2-3 hrs)****Completion Calculus Sequence (2-5 hrs)**

Recommended: MATH 300 – Multivariate  
Calculus

**Probability and Statistics (2-3 hrs)**

Recommended: MATH 250 – Statistics I or  
MATH 251 Statistics II or  
MATH 340 Introduction to Probability Theory

**Computer Science (2-5 hrs)**

Recommended: CISS 240 – Introduction to  
Programming

**Math for Exceptional Children (2-3 hrs)****Linear Algebra (2-3 hrs)**

Recommended: MATH 303 – Linear Algebra

**SOCIAL STUDIES (Grades 9-12)  
(Minimum 40 hours)**

ECON 293	Macroeconomics <u>or</u>	3 hrs
ECON 294	Microeconomics	3 hrs
GEOG 101	Introduction to Geography	3 hrs
HIST 101	Western Civilization I	3 hrs
HIST 102	Western Civilization II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs

POSC 215	State and Local Government	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology <u>or</u>	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

Electives – Six (6) hours in American History  
 Electives – Three (3) hours in World History  
 Electives – (1-3 hrs) from any of the above listed categories

**Professional Education Coursework 23 hrs**

EDUC 101	Introduction to Education (To be taken concurrently with EDUC 251)	1 hr*
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
Teaching Methods Course:		3 hrs*
Math-360; Social Studies-362; Science-365; English-367; Business-369 (Course includes 1 hour of <u>field placement</u> : 15 hour placement)		
EDUC 392	Adolescent Psychology	3 hrs*
EDUC 400	Senior Seminar (Students should take this course <u>after</u> their undergraduate degree is completed)	1 hr*
SOCI 270	Minority Cultures and Relations	3 hrs

\*These courses will not be taken during the summer.

**Field Experience Coursework 6 hrs**

EDUC 251	Beginning Field Experience (To be taken concurrently with EDUC 101, Freshman Year)	1 hr
EDUC 350/351	Advanced Field Experience I & II (To be taken during Spring of Junior Year)	2 hrs
EDUC 399	Internship *2 hr Summers (1-Summer 2; 1-Summer 3) *1 hr Spring Freshman Year	3 hrs*

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

**Three Year Baccalaureate Total Program 127-136 hrs**

Students must be admitted to Teacher Certification Program prior to enrolling in the MAT Program (See "Admission to Teacher Certification").

**Fourth Year Master of Arts In Teaching 36 hrs**

(One academic year and two summer sessions)

EDUC 516	Reading and Writing Across the Curriculum	3 hrs
EDUC 521	Language, Literature, and the Creative Arts for Elementary and Middle Schools	3 hrs

*(This course could be taken to remain full-time in the 1st session of the fourth year, but is not required for the MAT degree.)*

EDUC 525	Educating Exceptional Individuals	3 hrs
EDUC 563	Management of the Classroom Environment	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 613	Practicum: Mild/Moderate Special Education	3 hrs
EDUC 699	Student Teaching Internship [10 wks] (Must receive a "B" or higher for certification)	6 hrs
Additional Graduate Courses		15 hrs

**MAT DAYSTAR Certification Emphasis: Secondary**

EDUC 500	Research Design	3 hrs
EDUC 504	Curriculum Design and Evaluation	3 hrs
EDUC 508	Integrative Project	3 hrs
EDUC 516	Reading and Writing Across the Curriculum	3 hrs
EDUC 525	Educating Exceptional Individuals	3 hrs
EDUC 546	Perspectives on Parents, Community & Political Involvement	3 hrs
EDUC 563	Management of the Classroom Environment	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 582	Evaluation of Teaching Effectiveness	3 hrs
EDUC 613	Practicum: Mild/Moderate Cross Categorical	3 hrs
EDUC 699	Student Teaching Internship (10 weeks)	6 hrs

**Four Year Certification and Master's Degree Sequence: Secondary (9-12)**

**Complete High School Hours**

**Summer One 9 hrs**

EDUC 200 (3 hrs); EDUC 230 (3 hrs); EDUC 300 (3 hrs)
---

<b>Freshman Year</b>	<b>30-36 hrs</b>
Spring: EDUC 101/251 (2 hrs); EDUC 399 (1 hr)	
<b>Summer Two</b>	<b>7 hrs</b>
EDUC 338 (3 hrs); Hours towards major (3 hrs); EDUC 399 (1 hr)	
<b>Sophomore Year</b>	<b>30-34 hrs</b>
<b>Summer Three</b>	<b>7 hrs</b>
EDUC 392 (3 hrs); Hours towards major (3 hrs); EDUC 399 (1 hr)	
<b>Junior Year</b>	<b>30-35 hrs</b>
EDUC 350/351 (2 hrs)	
<b>Bachelor's Degree Awarded</b>	<b>Approx. 135 hrs</b>
<b>Summer Four</b>	<b>6 hrs</b>
EDUC 525 (3 hrs); EDUC 563 (3 hrs)	
<b>Fourth Year</b>	<b>21 (or 24) hrs</b>
1st 8 wk Session: EDUC 521 (3 hrs) (see note on previous page); EDUC 580 (3 hrs)	
2nd 8 wk Session: EDUC 613 (3 hrs); EDUC 516 (3 hrs)	
3rd 8 wk Session: EDUC 699 (6 hrs)*; 4th 8 wk Session: Graduate hours (6 hrs)	
*Eligible for DESE Certification after the 3rd 8 wk session	
<b>Summer Five</b>	<b>6 hrs</b>
Graduate Hrs	
<b>MAT Awarded (36 hrs) - Program Completed</b>	

## FIRST YEAR TEACHERS

First year teachers who are eligible for the GI Bill may now receive VA Education Benefits for On-the-Job Training (OJT) during their first contract year. They can be teaching with a regular professional certificate or a temporary authorization.

- A. Requirements for participation:
- Application for VA Benefits.
  - Application for approval of the OJT position.
    - Training outline developed by school officials, including a letter detailing mentoring/supervision by either school principal or experienced teacher.
    - Designate a school official to serve as the contact person between the school and Missouri Department of Elementary and Secondary Education and the VA.
- B. Benefits:
- First year teachers can receive VA Education Benefits under Chapter 34/30 that are paid

directly to him/her and thus need no special accounting or payroll practices. This is a valuable addition to first year salaries. The amount a person receives depends upon his/her chapter of eligibility and years of service.

- This benefit is separate from Troops-to-Teachers and may be used in addition to Troops-to-Teacher funds.
- Allows the school districts to participate and be a positive force in the veteran's transition from military to civilian life.

Contact the Veterans' Education and Training Section of DESE at 573-751-3487 for more details.

## ENGLISH

<b>Department:</b>	<b>Humanities</b>
<b>Chairperson:</b>	<b>Mark Price, Ph.D.</b>
<b>Full-Time Faculty:</b>	<b>Danny Campbell, Ph.D.</b> <b>Amy Darnell, Ph.D.</b> <b>Johanna Denzin, Ph.D.</b> <b>Lisa Ford-Brown, Ph.D.</b> <b>Pamela A. McClure, Ph.D.</b> <b>Lizbeth Metscher</b> <b>Carla Mettling, Ph.D.</b>
<b>Degree:</b>	<b>Bachelor of Arts in English</b>
<b>Minors:</b>	<b>English</b> <b>Music</b> <b>Spanish</b> <b>Speech Communication</b> <b>Women's Studies</b>

### Culminating Experience Course: ENGL 431 Senior Essay

The Bachelor of Arts in English provides a foundation for career preparation and graduate study. It emphasizes clear communication and critical thinking, skills fundamental to all areas of career and liberal arts studies, and offers, through literary study, a basis for growth in understanding the human condition. Society, the professions, college constituents and the individual student are well served, directly and indirectly, by the influences of an English major, which may also be effectively combined with other academic or career areas.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ENGL 207	ENGL 207	ENGL 208	ENGL 208	
ENGL 231	ENGL 231	ENGL 232	ENGL 232	

ENGL 241	ENGL 241	ENGL 242	ENGL 242
ENGL 310	ENGL 310	ENGL 331	ENGL 331
ENGL 324	ENGL 324	ENGL 420	ENGL 420
		ENGL 431	ENGL 431
		ENGL 490	ENGL 490

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ENGL 370	ENGL 311 ENGL 370	COMM 380 ENGL 312 ENGL 350 ENGL 408	COMM 360 ENGL 351	ENGL 204 ENGL 210 ENGL 211 ENGL 212 ENGL 263 ENGL 264 ENGL 280 ENGL 323 ENGL 360 ENGL 361 ENGL 362 ENGL 397 ENGL 450

**BACHELOR OF ARTS IN ENGLISH****A. General Education Requirements 38-41 sem. hrs****Ethics Course Requirement 3 hrs**

ENGL 331 Ethical Issues in Literature or  
PHIL 330 Ethics

**B. Foreign Language Requirement 6 sem. hrs****C. Choice of Literature or Creative Writing Emphasis 40 sem. hrs****1. Literature Emphasis Core Requirements 19 sem. hrs**

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

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 324	English Major Opportunities	1 hr
ENGL 431	Senior Seminar	3 hrs
ENGL 490	Literary and Critical Theory	3 hrs

**Literature Emphasis Electives 21 sem. hrs**

Twenty-one semester hours selected from the following:

ENGL 204	Technical Writing	3 hrs
ENGL 207	Creative Writing I – Fiction	3 hrs
ENGL 208	Creative Writing I – Poetry	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs
ENGL 280	Film and Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs

ENGL 333	Topics	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction and Fantasy	3 hrs
ENGL 433	Topics	3 hrs
ENGL 450	Minority and Ethnic Literature of the United States	3 hrs

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

ENGL 210	Introduction to Fiction	3 hrs
ENGL 211	Introduction to Poetry	3 hrs
ENGL 212	Introduction to Drama	3 hrs

**2. Creative Writing Emphasis 22 sem. hrs****Core Requirements**

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

ENGL 207	Creative Writing I – Fiction	3 hrs
ENGL 208	Creative Writing I – Poetry	3 hrs
ENGL 310	Creative Writing – <i>Genre</i>	3 hrs
ENGL 324	English Major Opportunities	1 hr
ENGL 420	Advanced Editing and Revision Seminar	3 hrs
ENGL 431	Senior Seminar	3 hrs

Six semester hours selected from the following:

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs

**Creative Writing Emphasis Electives 18 sem. hrs**

Eighteen hours selected from the following:

ENGL 204	Technical Writing	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs
ENGL 280	Film and Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 333	Topics	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction and Fantasy	3 hrs
ENGL 408	Advanced Creative Writing	3 hrs

(This course can be taken



	two times)	
ENGL 433	Topics	3-6 hrs
ENGL 450	Minority and Ethnic Literature of the United States	3 hrs
ENGL 490	Literature and Critical Theory	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
COMM 380	Performance Studies	3 hrs

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

ENGL 210	Introduction to Fiction	3 hrs
ENGL 211	Introduction to Poetry	3 hrs
ENGL 212	Introduction to Drama	3 hrs

**D. Open Electives: 33-36 sem. hrs**

Recommend more courses in upper-level English and/or Journalism

**120 sem. hrs**

**E. 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 Essay as a culminating evaluative experience.**

## ENVIRONMENTAL SCIENCE

**Department: Science**

**Chairperson: Julie Estabrooks, Ph.D.**

**Full-Time Faculty: Elizabeth Critser, Ph.D.  
Julie Estabrooks, Ph.D.  
Alan James, Ph.D.  
James McAllister, Ph.D.  
Nathan Means, Ph.D.  
Frank Somer, Ph.D.  
Peggy Wright, Ph.D.**

**Degree: Bachelor of Science in Environmental Science**

**Minors: Biology  
Chemistry  
Environmental Science**

**Culminating Experience Course:  
ENVS 490 Senior Seminar**

The Environmental Science major is a science-based course of study that focuses on the natural environment and man's interactions and use of its resources. Students examine the structure and function of natural systems and develop techniques and skills that will allow them to work in the field of natural resources. A degree in Environmental Science can lead to careers in a wide variety of public and private organizations and government agencies. It will also

prepare those students who wish to pursue advanced graduate study.

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	
BIOL 112	BIOL 112	BIOL 112	BIOL 112	
BIOL 112L	BIOL 112L	BIOL 112L	BIOL 112L	
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
BIOL 343	BIOL 353	CHEM 110	CHEM 110	
CHEM 110	CHEM 110	CHEM 110L	CHEM 110L	
CHEM 110L	CHEM 110L	CHEM 112	CHEM 112	
CHEM 112	CHEM 112	CHEM 112L	CHEM 112L	
CHEM 112L	CHEM 112L	ENVS/BIOL/ CHEM 198	ENVS/BIOL/ CHEM 198	
ENVS/BIOL/ CHEM 197	ENVS/BIOL/ CHEM 197	ENVS/BIOL/ CHEM 298	ENVS/BIOL/ CHEM 298	
ENVS/ GEOG 251	ENVS/ BIOL 222	ENVS/ BIOL 320	ENVS/ BIOL 320	
ENVS/BIOL/ CHEM 297	ENVS/BIOL/ CHEM 297	ENVS/ BIOL 320L	ENVS/ BIOL 320L	
ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	
ENVS/BIOL/ CHEM 397	ENVS/BIOL/ CHEM 397	ENVS/BIOL/ CHEM 398	ENVS/BIOL/ CHEM 398	
ENVS 490	ENVS 490	ENVS 490	ENVS 490	
ENVS/BIOL/ CHEM 497	ENVS/BIOL/ CHEM 497	ENVS/BIOL/ CHEM 498	ENVS/BIOL/ CHEM 498	
ENVS 499	ENVS 499	ENVS 499	ENVS 499	
GEOG 101	GEOG 101	GEOG 101	GEOG 101	

## BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement 3 hrs**  
ENVS/PHIL 332 Environmental Ethics or  
PHIL 330 Ethics

**B. Core Requirements 55 sem. hrs**

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

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 112	Principles of Biology II	3 hrs
BIOL 112L	Principles of Biology II Laboratory	2 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
BIOL 343	Botany	5 hrs
BIOL 353	Zoology	5 hrs
ENVS 197/198/297/298/397/398/497/498	Science Seminar (.5 hr each)	1 hr
ENVS/BIOL 222	Conservation Biology	3 hrs
ENVS/BIOL 251	Resource Management	3 hrs
ENVS/BIOL 320	Ecology	3 hrs

ENVS/BIOL 320L Ecology Laboratory	2 hrs
ENVS/BIOL/CHEM 395 Research Design	3 hrs
ENVS 490 Senior Seminar	1 hr
ENVS 499 Internship	3 hrs
CHEM 110 Chemistry I	3 hrs
CHEM 110L Chemistry I Laboratory	2 hrs
CHEM 112 Chemistry II	3 hrs
CHEM 112L Chemistry II Laboratory	2 hrs
GEOG 101 Introduction to Geography	3 hrs

**C. Environmental Science 18 sem. hrs**  
**Electives**

Eighteen semester hours of courses with a BIOL, ENVS, CHEM, GEOL prefix. A minimum of 12 of these hours must be in upper-level coursework. All courses must be completed with a grade of C or higher.

**D. Electives 6-9 sem. hrs**  


---

**120 sem. hrs**

**E. ENVS 490 Senior Seminar is the culminating evaluative experience course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.**

## FORENSIC SCIENCE

**Department:** Criminal Justice Administration and Human Services

**Chairperson:** Barry Langford, J.D.

**Coordinator:** Michael Lyman, Ph.D.

**Full-Time Faculty:** Ann Bledsoe, Ph.D.  
 Joseph Carrier, Ph.D.  
 Elizabeth Critser, Ph.D.  
 Julie Estabrooks, Ph.D.  
 Kenneth Felts, II, Ph.D.  
 Alan James, Ph.D.  
 Barry Langford, J.D.  
 Natasha Latushkina, Ph.D.  
 Michael Lyman, Ph.D.  
 James McAllister, Ph.D.  
 Nathan Means, Ph.D.  
 Frank Somer, Ph.D.  
 Suzanne Tourville, Ph.D.  
 Peggy Wright, Ph.D.

**Degree:** Bachelor of Science in Forensic Science

**Minors:** Biology  
 Chemistry

**Criminal Justice  
 Administration  
 Criminology**

**Certificate:** Crime Scene Investigation

**Culminating Experience Course:**  
**CJAD 475 Senior Seminar  
 in Forensic Science**

The major in *Forensic Science* is designed to provide training for students seeking to work in the forensic science laboratories or who are planning to pursue careers in the field of forensic science. The major draws from the biological sciences, physics and chemistry as well as from the fields of criminal justice and the law.

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.

As students prepare for a career in forensic sciences, they should be reasonably informed on which area to focus. For example, if one wishes to work in a crime laboratory, most positions are of the "criminalist" category, but various areas will require specific coursework. Examples are as follows:

**Criminalist I – Physical Evidence.** Coursework should include at least two natural science classes, algebra, and trigonometry (coursework in calculus can be substituted for the algebra and trigonometry).

**Criminalist I – DNA.** Coursework should include 20 semester hours in biology (course credit in genetics, biochemistry, molecular biology, recombinant DNA technology or other subjects which provide a basic understanding of the foundations of forensic DNA analysis should be included in hours).

**Criminalist I – Trace Evidence.** Coursework should include at least 20 hours of chemistry (organic and inorganic).

**Criminalist I – Toxicology.** Coursework should include at least 20 hours of chemistry including two semesters of general chemistry and two semesters of organic chemistry, and one semester of quantitative analysis, with a minimum acceptable grade of C.

**Criminalist I – Latent Prints.** Coursework should include at least two natural science classes, with a minimum acceptable grade of C.

**Criminalist I – Questioned Documents.** Baccalaureate degree should be in one of the Natural Sciences or Criminal Justice.

Students majoring in this degree should work closely with their academic advisor to ensure proper coursework is taken for the student's preferred career option.

### Course Rotation Schedule

#### Core/Track Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	PHYS 211
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	PHYS 212
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
BIOL/CHEM/ ENVS 395	BIOL/CHEM/ ENVS 395	BIOL 342	BIOL 342L	
BIOL 410	BIOL 410	BIOL/CHEM/ ENVS 395	BIOL/CHEM/ ENVS 395	
BIOL 410L	BIOL 410L	BIOL/ CHEM 420	BIOL/ CHEM 420	
CHEM 110	CHEM 110	BIOL/ CHEM 420L	BIOL/ CHEM 420L	
CHEM 110L	CHEM 110L	CHEM 110	CHEM 110	
CHEM 210	CHEM 210	CHEM 110L	CHEM 110L	
CHEM 210L	CHEM 210L	CHEM 112	CHEM 112	
CHEM 301	CHEM 301	CHEM 112L	CHEM 112L	
CJAD 335	CJAD 335	CHEM 212	CHEM 212	
CJAD 335L	CJAD 335L	CHEM 212L	CHEM 212L	
CJAD 475	CJAD 475	CJAD 335	CJAD 335	
MATH 201	MATH 201	CJAD 335L	CJAD 335L	
MATH 222	MATH 222	CJAD 475	CJAD 475	
MATH 250	MATH 250	MATH 201	MATH 201	
PHYS 111	PHYS 111	MATH 222	MATH 222	
PHYS 111L	PHYS 111L	MATH 250	MATH 250	
		PHYS 112	PHYS 112	
		PHYS 112L	PHYS 112L	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 223	BIOL 223	BIOL 312	BIOL 312	CJAD 305
BIOL 223L	BIOL 223L	BIOL 312L	BIOL 312L	CJAD 413
CHEM 301	CHEM 301	BIOL/ CHEM 420	BIOL/ CHEM 420	CJAD 445
CJAD 101	CHEM 322	BIOL/ CHEM 420L	BIOL/ CHEM 420L	PHIL/ HIST 303
CJAD 201	CJAD 101	CHEM/ PHYS 401	CHEM/ PHYS 401	
CJAD 203	CJAD 201	CJAD 101	CJAD 101	
CJAD 499	CJAD 203	CJAD 203	CJAD 203	
PHIL 210	CJAD 406	CJAD 303	CJAD 303	
PSYC 450	CJAD 499	CJAD 415	CJAD 415	
	MATH 380	CJAD 499	CJAD 495	
	PHIL 210	PHIL 210	CJAD 499	
	PSYC 450		PHIL 210	

## BACHELOR OF SCIENCE IN FORENSIC SCIENCE

### A. General Education Requirements 38-41 sem. hrs

Ethics Course Requirement 3 hrs

CJAD 345 Ethics & Morality in Criminal Justice or PHIL 330 Ethics

### B. Core Requirements 46 sem. hrs

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

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL/CHEM/ENVS 395	Research Design in the Sciences	3 hrs
CHEM 110	Chemistry I	3 hrs
CHEM 110L	Chemistry I Laboratory	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs
CHEM 210	Organic Chemistry I	3 hrs
CHEM 210L	Organic Chemistry I Laboratory	2 hrs
CJAD 335	Criminalistics	3 hrs
CJAD 335L	Criminalistics Laboratory	2 hrs
CJAD 475	Senior Seminar in Forensic Science	3 hrs
MATH 201	Calculus & Analytic Geometry I	5 hrs
MATH 222	Calculus & Analytic Geometry II	5 hrs
PHYS 111	College Physics I	3 hrs
<u>and</u> PHYS 111L	Physics I Laboratory	2 hrs
<u>or</u> PHYS 211	Calculus-based Physics I	5 hrs

**In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two tracks: Chemistry or Biology.** The decision to choose one of these two options is based on the student's career objectives which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar with their targeted career track to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

*Please note: As you schedule your classes, please ensure that you have a sufficient number of upper-level hours to satisfy the 39 upper-level requirement.*

### C. Chemistry Track 15 sem. hrs

CHEM 212	Organic Chemistry II	3 hrs
CHEM 212L	Organic Chemistry II Laboratory	2 hrs
CHEM 301	Quantitative Analysis	5 hrs
PHYS 112	College Physics II <u>and</u>	3 hrs
PHYS 112L	College Physics II Laboratory <u>or</u>	2 hrs
PHYS 212	Calculus-Based Physics II	5 hrs

### D. Biology Track 18 sem. hrs

BIOL 342	Genetics	3 hrs
BIOL 342L	Genetics Laboratory	2 hrs

BIOL	410	Molecular Biotechnology	3 hrs
BIOL	410L	Methods in Molecular Biotechnology	2 hrs
BIOL	420	Biochemistry	3 hrs
BIOL	420L	Biochemistry Laboratory	2 hrs
MATH	250	Statistics I <b>or</b>	3 hrs
		BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences	3 hrs

**E. Electives for Chemistry & Biology Tracks 12-17 sem. hrs**

BIOL	420	Biochemistry	3 hrs
BIOL	420L	Biochemistry Laboratory	2 hrs
CHEM	301	Quantitative Analysis	5 hrs
CHEM	322	Inorganic Chemistry	3 hrs
CHEM/PHYS	401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
CJAD	406	Expert and Scientific Evidence	3 hrs
MATH	380	Advanced Calculus	3 hrs

**F. General Forensic Science Area Electives 12-18 sem. hrs**

BIOL	223	Anatomy	3 hrs
BIOL	223L	Anatomy Laboratory	2 hrs
BIOL	312	Microbiology	3 hrs
BIOL	312L	Microbiology Laboratory	2 hrs
CJAD	101	Introduction to Criminal Justice Administration	3 hrs
CJAD	201	Criminal Investigation	3 hrs
CJAD	203	Crime Scene Investigation	3 hrs
CJAD	303	Crime Scene Photography	3 hrs
CJAD	305	Forensic Anthropology	3 hrs
CJAD	413	Bloodstain Evidence	3 hrs
CJAD	415	Criminal Procedures	3 hrs
CJAD	445	Forensic Pathology	3 hrs
CJAD	499	Criminal Justice Internship	1-3 hrs
PHIL	210	Logic	3 hrs
PHIL/HIST	303	History & Philosophy of Modern Science	3 hrs
PSYC	450	Abnormal Psychology	3 hrs

**G. Crime Scene Investigation Certificate (Optional) 15 sem. hrs**

**H. A candidate for a baccalaureate degree with a major in Forensic Science must pass, with a satisfactory rating (grade of C or higher), CJAD 475 Senior Seminar in Forensic Science, as a culminating evaluative experience.**

**I. TOTAL 123-140 sem. hrs**

## 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 credit hour core block of courses with 6 additional discretionary credit hours chosen from a list of pre-approved courses. These courses are:

<b>Required:</b>	<b>9 sem. hrs</b>
CJAD 201 Criminal Investigation	3 hrs
CJAD 203 Crime Scene Investigation	3 hrs
CJAD 303 Crime Scene Photography	3 hrs

<b>Electives (Taken from the following list)</b>	<b>6 sem. hrs</b>
CJAD 305 Forensic Anthropology	3 hrs
CJAD 413 Bloodstain Evidence	3 hrs
CJAD 433 Topics: (Departmental approval required)	3 hrs
CJAD 445 Forensic Pathology	3 hrs

**Total required: 15 sem. hrs**

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.

## GENERAL STUDIES

### BACHELOR OF GENERAL STUDIES

This degree is designed by the student and advisor and integrates coursework from across the curriculum. It is designed 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 degree around minors.

**A. General Education Requirements** **38-41 sem. hrs**

**B. Ethics Course Requirement** **3 hrs**  
PHIL 330 Ethics or Ethics course specific to the minor being pursued.

**C. Electives** **79-82 sem. hrs**  
**120 sem. hrs**

HIST/  
RELI 381

HIST 336  
HIST 350  
HIST/  
RELI 382

HIST/  
PHIL 303  
HIST 318  
HIST/  
PHIL 340  
HIST/  
ENVS 352  
HIST 362  
HIST/  
MGMT 371

## HISTORY

**Department:** History and Social Sciences

**Chairperson:** Brad Lookingbill, Ph.D.

**Full-Time Faculty:** Anthony Alioto, Ph.D.  
Tonia Compton, Ph.D.  
David Karr, Ph.D.  
Brad Lookingbill, Ph.D.  
Michael Polley, Ph.D.

**Degree:** Bachelor of Arts in History

**Minors:** Geography  
History  
International Relations  
Legal Studies  
Political Science

**Culminating Experience Course:**  
**HIST 494 Historical Research and Methods**

History majors acquire an education that promotes citizenship and personal enrichment while preparing them for a wide range of professional goals. The History program helps to prepare majors for graduate or law school as well as public service and private sector careers. Internship opportunities are available.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
HIST 101	HIST 101	HIST 101	HIST 101	
HIST 102	HIST 102	HIST 102	HIST 102	
HIST 121	HIST 121	HIST 122	HIST 122	
HIST 490	HIST 490	HIST 494	HIST 494	

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
HIST 312	HIST 321	HIST 235	HIST 316	HIST 231
HIST 342	HIST 335	HIST 314	HIST 359	HIST 232
HIST 358	HIST 370	HIST 322	HIST 372	HIST 234

## BACHELOR OF ARTS IN HISTORY

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** **3 hrs**  
PHIL 330 Ethics

**B. Foreign Language Requirement** **6 hrs**

**C. Core Requirements** **18 sem. hrs**  
(All courses must be completed with a grade of C or higher.)

HIST 101	Western Civilization I	3 hrs
HIST 102	Western Civilization II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
HIST 490	Historiography	3 hrs
HIST 494	Historical Research & Methods	3 hrs

**D. History Electives** **24 sem. hrs**

**Nine semester hours selected from the following United States History cluster:**

HIST 312	Twentieth Century American Diplomatic History	3 hrs
HIST 321	History of the Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 350	American Revolution	3 hrs
HIST 352	American Environmental History	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST 371	History of American Business	3 hrs
HIST 372	American Indian History	3 hrs

**Nine semester hours selected from the following European History cluster:**

HIST 303	History and Philosophy of Modern Science	3 hrs
HIST 322	History of European Society and Sexes	3 hrs
HIST 335	Nineteenth Century Europe	3 hrs
HIST 336	Twentieth Century Europe	3 hrs
HIST 340	Philosophy of Revolution	3 hrs
HIST 358	The Making of Modern Britain	3 hrs
HIST 359	Rise and Fall of the British Empire	3 hrs
HIST 381	History of Christianity: The Early Church	3 hrs

HIST 382	Christianity in the Modern World	3 hrs
<b>Three semester hours selected from the following Comparative History cluster:</b>		
HIST 231	Imperial Russia	3 hrs
HIST 232	History of Russia 1825 to Present	3 hrs
HIST 234	History of Latin America	3 hrs
HIST 235	History of the Modern Middle East	3 hrs
HIST 314	Modern China	3 hrs
HIST 316	Modern Japan	3 hrs
HIST 318	The Vietnam War	3 hrs

**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.

**E. Other Electives** 31-34 sem. hrs

**120 sem. hrs**

**F. HIST 494, Historical Research and Methods, is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.**

## HUMAN SERVICES

<b>Department:</b>	<b>Criminal Justice Administration and Human Services</b>
<b>Chairperson:</b>	<b>Barry Langford, J.D.</b>
<b>Full-Time Faculty:</b>	<b>Michael Perkins Lia Willis, Ph.D.</b>
<b>Degrees:</b>	<b>Bachelor of Arts in Human Services Bachelor of Science in Human Services Associate in Science in Human Services</b>
<b>Minors:</b>	<b>Criminology Human Services Intergenerational Studies Sociology</b>

### Culminating Experience Course:

#### HUMS 495 Integrative Seminar

The field of Human Services is one of the most rapidly growing sectors within the United States' economy with many career options.

The National Organization for Human Services (NOHS) defines Human Services as the profession of:

Meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability and coordination among professionals and agencies in service delivery.

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

Two baccalaureate degrees are offered in Human Services: The Bachelor of Arts and the Bachelor of Science.

For students currently working in the field of human services, or who otherwise have considerable work experience, the BA is recommended. For those desiring to enter the field, or for those with minimal work experience, the BS degree is recommended since it offers the internship experience.

#### Course Rotation Schedule

##### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
HUMS 105	HUMS 105	HUMS 105	HUMS 105	
HUMS 250	HUMS 250	HUMS 250	HUMS 250	
HUMS 325	HUMS 325	HUMS 300	HUMS 300	
HUMS 335	HUMS 335	HUMS 340	HUMS 340	
HUMS 495	HUMS 495	HUMS 345	HUMS 345	
HUMS 499	HUMS 499	HUMS/	HUMS/	
PSYC 101	PSYC 101	SOCI 365	SOCI 365	
SOCI 270	SOCI 270	HUMS 495	HUMS 495	
		HUMS 499	HUMS 499	
		PSYC 101	PSYC 101	
		SOCI 270	SOCI 270	

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
HUMS/ SOCI 350	HUMS 380 HUMS 385 SOCI 421	HUMS 375 HUMS 390	HUMS 375 HUMS 390	
HUMS 380 HUMS 385 SOCI 421				

## BACHELOR OF ARTS IN HUMAN SERVICES

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement 3 hrs**  
PHIL 330 Ethics

### B. Foreign Language Requirement 6 hrs

### C. Core Requirements 33 sem. hrs

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

HUMS 105 Introduction to Human Services 3 hrs

HUMS 250 Working with Individuals 3 hrs

HUMS 300 Exploring Research 3 hrs

HUMS 325 Case Management 3 hrs

HUMS 335 Working with Groups 3 hrs

HUMS 340 Working with Families 3 hrs

HUMS 345 Working with Communities and Organizations 3 hrs

HUMS/SOCI 365 American Social Policy 3 hrs

HUMS 495 Integrative Seminar 3 hrs

PSYC 101 General Psychology 3 hrs

SOCI 270 Minority Cultures & Relations 3 hrs

### D. Human Services Electives 12 sem. hrs

Chosen from below:

HUMS 310 Military Case Work 3 hrs

HUMS 333/433 Topics 3 hrs

HUMS/SOCI 350 Social Gerontology 3 hrs

HUMS 375 Disabilities 3 hrs

HUMS 380 Substance Abuse 3 hrs

HUMS 385 Mental Health 3 hrs

HUMS 390 Child Welfare 3 hrs

SOCI 421 Class, Status and Power 3 hrs

### E. Electives 28-31 sem. hrs

---

120 sem. hrs.

### F. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.

## BACHELOR OF SCIENCE IN HUMAN SERVICES

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement 3 hrs**  
PHIL 330 Ethics

### B. Core Requirements 33-36 sem. hrs

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

HUMS 105 Introduction to Human Services 3 hrs

HUMS 250 Working with Individuals 3 hrs

HUMS 300 Exploring Research 3 hrs

HUMS 335 Working with Groups 3 hrs

HUMS 340 Working with Families 3 hrs

HUMS 345 Working with Communities and Organizations 3 hrs

HUMS/SOCI 365 American Social Policy 3 hrs

HUMS 495 Integrative Seminar 3 hrs

HUMS 499 Internship 3-6 hrs

PSYC 101 General Psychology 3 hrs

SOCI 270 Minority Cultures & Relations 3 hrs

### C. Human Services Electives 12 sem. hrs

Chosen from below:

HUMS 310 Military Case Work 3 hrs

HUMS 325 Case Management 3 hrs

HUMS 333/433 Topics 3 hrs

HUMS/SOCI 350 Social Gerontology 3 hrs

HUMS 375 Disabilities 3 hrs

HUMS 380 Substance Abuse 3 hrs

HUMS 385 Mental Health 3 hrs

HUMS 390 Child Welfare 3 hrs

SOCI 421 Class, Status and Power 3 hrs

### D. Electives 31-37 sem. hrs

---

120 sem. hrs.

### E. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.

## MANAGEMENT INFORMATION SYSTEMS

Department: Computer and Mathematical Sciences

Chairperson: Suzanne Tourville, Ph.D.

Full-Time Faculty: Hoyt Hayes, Ph.D.  
Timothy Ireland, Ph.D.

**Angela Kinworthy**  
**Yihsiang Liow, Ph.D.**  
**Kenneth Middleton, Ph.D.**  
**Sean Siebert, D.M.**  
**Tom Stauder**  
**Diane Suhler, Ph.D.**  
**Joann Wayman, Ph.D.**  
**Sally Wells**

**Lawrence West, Ph.D.**  
**Youlong Zhuang, Ph.D.**

**Degree: Bachelor of Science in Management Information Systems**

**Minors: Business Computer Information Systems Computer Science**

**Culminating Experience Course: CISS 492 Senior Seminar in Management Information Systems**

The Computer and Mathematical Sciences Department offers Bachelor of Science degrees in computer science, computer information systems, management information systems as well as mathematics. The degrees provide a liberal arts education while emphasizing preparation for either graduate school or a rewarding career. Students are provided with a rigorous theoretical background coupled with practical and essential skills to begin either a rewarding career in the computer field or advanced studies in graduate school. The programs reflect important trends and developments in the computer field.

The computer degree programs are based on Computing Curricula 2001 prepared by the Association for Computing Machinery (ACM) and the IEEE Computer Society. The computer science degree has a significant mathematics component while the computer information systems and management degrees require several business courses. The degrees provide a wide variety of elective courses that allow the student to tailor a program of study to match their interests.

**Students majoring in Computer Science, Computer Information Systems or Management Information Systems are required to purchase a laptop computer no later than the semester in which they enroll in CISS 245 Advanced Programming.**

**Course Rotation Schedule**

**Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ACCT 280	ACCT 280	ACCT 280	ACCT 280	CISS 238

ACCT 281	ACCT 281	ACCT 281	ACCT 281
CISS 234	CISS 234	CISS 236	CISS 240
CISS 240	CISS 240	CISS 240	CISS 245
CISS 245	CISS 245	CISS 245	CISS 325
CISS 274	CISS 274	CISS 325	CISS 430
CISS 285	CISS 285	CISS 492	CISS 492
CISS 365	CISS 472	ECON 293	ECON 293
CISS 472	CISS 492	ECON 294	ECON 294
CISS 492	ECON 293	FINC 350	FINC 350
ECON 293	ECON 294	MATH 250	MATH 250
ECON 294	FINC 350	MGMT 254	MGMT 254
FINC 350	MATH 250	MGMT 265	MGMT 265
MATH 250	MGMT 254	MGMT 330	MGMT 330
MGMT 254	MGMT 265	MGMT 338	MGMT 338
MGMT 265	MGMT 330	MKTG 310	MKTG 310
MGMT 330	MGMT 338		
MGMT 338	MKTG 310		
MKTG 310			

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CISS 390	CISS 391		CISS 298	
CISS 465				

**BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS**

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement: 3 hrs**  
 MGMT 368 Business Ethics or  
 PHIL 330 Ethics

**B. Computer Information System Core Requirements 27-29 sem. hrs**

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

Two courses selected from one of the following two options.

Option I (6 hours):

CISS 234	Visual Basic	3 hrs
CISS 236	COBOL Programming	3 hrs
CISS 238	Java Programming	3 hrs

**OR**

Option II (8 hours):

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs

**AND**

CISS 274	Introduction to Internet Technology and Electronic Communication	3 hrs
CISS 285	Systems Design and Analysis I	3 hrs
CISS 325	Systems Design and Analysis II	3 hrs
CISS 365	Project Management	3 hrs



CISS 430	Introduction to Database Systems	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 492	Senior Seminar in Management Information Systems	3 hrs

**C. Business Core Requirements 33 sem. hrs**  
(All courses must be completed with a grade of C or higher.)

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 338	International Business	3 hrs
MKTG 310	Principles of Marketing	3 hrs

**D. Computer Information Systems Electives 6 sem. hrs**

Six hours selected from the following courses:

CISS 298	Web Programming	3 hrs
CISS 390	Global Information Systems Management	3 hrs
CISS 391	Information Systems Security	3 hrs
CISS 465	Software Engineering	3 hrs

**E. Electives 8-13 sem. hrs**

**120 sem. hrs**

## MATHEMATICS

**Department:** Computer and Mathematical Sciences

**Chairperson:** Suzanne Tourville, Ph.D.

**Full-Time Faculty:** Ann M. Bledsoe, Ph.D.  
Kenneth Felts, II, Ph.D.  
Nataliya Latushkina, Ph.D.  
Yihsiang Liow, Ph.D.  
Suzanne Tourville, Ph.D.  
Youlong Zhuang, Ph.D.

**Degree:** Bachelor of Science in Mathematics

**Minors:** Computer Information Systems  
Computer Science  
Mathematics

### Culminating Experience Courses:

**MATH 493 Senior Seminar in Mathematics for Teachers**

**MATH 494 Senior Seminar**

The Computer and Mathematical Sciences Department offers the Bachelor of Science degree in Mathematics. The degree provides students a mathematics education in the context of a liberal arts and sciences college. A mathematics major is excellent preparation for professional employment in a variety of areas such as business, technology and actuarial science, for teaching at the secondary school level and for entry into medical or law school. The program is also designed to give mathematics majors a solid background for graduate study, not only in mathematics but in related areas as well.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CISS 240	CISS 240	CISS 240	CISS 240	
MATH 201	MATH 201	MATH 201	MATH 201	
MATH 222	MATH 222	MATH 222	MATH 222	
MATH 225	MATH 225	MATH 304	MATH 340	
MATH 300	MATH 303	MATH 381	MATH 493	
MATH 493	MATH 380	MATH 493	MATH 494	
MATH 494	MATH 493	MATH 494		
	MATH 494			

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>
MATH 305	MATH 330	MATH 325	MATH 325
MATH 390		MATH 371	MATH 331
			MATH 370

## BACHELOR OF SCIENCE IN MATHEMATICS

**A. General Education Requirements 38-41 hrs**

**Ethics Course Requirement 3 hrs**  
PHIL 330 Ethics

**B. Core Requirements 38 sem. hrs**

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

MATH 201	Calculus & Analytic Geometry	5 hrs
MATH 222	Calculus & Analytic Geometry II	5 hrs
MATH 225	Discrete Mathematics I	3 hrs
MATH 300	Multivariate Calculus	3 hrs
MATH 303	Linear Algebra	3 hrs
MATH 304	Introduction to Abstract Algebra	3 hrs
MATH 340	Probability Theory	3 hrs
MATH 380	Advanced Calculus I	3 hrs

MATH	381	Advanced Calculus II	3 hrs
MATH	493	Senior Seminar in Mathematics for Teachers	3 hrs
	<b>or</b>	MATH 494 Senior Seminar	3 hrs
CISS	240	Introduction to Programming	4 hrs

**C. Mathematics Electives 12 sem. hrs**

6 semester hours selected from the following:

MATH	305	Number Theory	3 hrs
MATH	330	History of Mathematics	3 hrs
MATH	331	Foundations of Geometry	3 hrs
MATH	390	Introduction to Topology	3 hrs

6 semester hours selected from the following:

MATH	325	Discrete Mathematics II	3 hrs
MATH	370	Differential Equations	3 hrs
MATH	371	Introduction to Complex Variables	3 hrs

**D. Other Electives 29-32 sem. hrs**

**120 sem. hrs**

**\*Students pursuing teacher certification should complete MATH 493 as their culminating experience course.**

## PHILOSOPHY AND RELIGIOUS STUDIES

**Department:** Humanities

**Chairperson:** Mark Price, Ph.D.

**Full-Time Faculty:** Anthony Alioto, Ph.D.  
Mark Price, Ph.D.

**Degree:** Bachelor of Arts in  
Philosophy and Religious  
Studies

**Minor:** Ethics, Philosophy and  
Religious Studies

**Culminating Experience Course:**  
PHIL 490 Thematic Seminar  
in Philosophy and Religious  
Studies

The academic study of philosophy and religion has been traditionally an essential part of the liberal arts. The study of philosophy seeks to develop intellectual abilities important for life as a whole. Properly pursued, philosophy enhances analytical, critical and interpretive capacities that may be applied

to any academic field. Philosophy is as old as human civilization, asking the most general and profound questions; philosophy begins in wonder and, at its best, seeks the path to wisdom. In a world where religion often plays a central role in political, social and even economic events, there is a vital need for an ongoing critical analysis, reflection and understanding of religious traditions, issues, and ideas. The study of religion examines the social and intellectual dimensions of what people have called the “sacred”, the “numinous,” the “holy,” or simply “the search for meaning.” Taken together, philosophy and religious studies open doors to rich and world-wide traditions. The major seeks to develop the individual's abilities to critically examine, analyze and appreciate these traditions and ideas – and, in the process, build personal self-expression, creativity and an appetite for life-long learning.

## MISSION AND GOALS

1. Students will develop intellectual abilities important for life as a whole. Examples: the study of logic, critical examination of ethics, the study of scientific thought.
2. Students will be prepared for the tasks of citizenship. Example: participation in democracy requires a citizen be sufficiently informed, have knowledge of political philosophy, and be aware of manipulation and demagoguery.
3. Students will develop analytical skills and problem solving abilities. Example: philosophy courses require analysis and reflection on complex issues and texts.
4. Students will develop writing and verbal skills. Example: every course demands cogent logical and creative responses to issues raised in debate, responses that eschew ill-informed and uncritical (often emotional) arguments.
5. In a global world and economy, students need to clearly understand diverse assumptions and ways of thinking. Examples: students will read and analyze basic philosophical and religious texts and practices of the world.
6. Students will be acquainted with the basic methodologies employed in the study of religion and philosophy. Example: courses require research and the practice of such methodologies.
7. A good education in philosophy and religious studies enhances the individual's ability to construct a personal and well thought-out value system. Example: examining past religions and

philosophies, the student will become aware of their strengths and weaknesses, and how and why many fail in practice.

8. Assessment: all majors are required to take PHIL/RELI 490 Thematic Seminar. This culminating course requires: a) concentrated study of a particular issue in the chosen field, b) rigorous examination of the literature, c) a major research paper, d) giving and defending the paper to the seminar, a conference or college-wide audience.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
PHIL 201	PHIL 201	PHIL 201	PHIL 201	PHIL/ RELI 490
PHIL/ RELI 202	PHIL/ RELI 202	PHIL/ RELI 202	PHIL/ RELI 202	
PHIL 210	PHIL 210	PHIL 210	PHIL 210	
RELI 101	RELI 101	RELI 101	RELI 101	
RELI 201	RELI 201			

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
PHIL 322	HIST/ RELI 381	ENVS/ PHIL 332	PHIL 460	ENGL/ RELI 124
PHIL/ RELI 390	PHIL 321	HIST/ RELI 382		HIST/ PHIL 303
PHIL/ POSC 400				HIST/ PHIL 340
				PHIL/ RELI 350
				PHIL 358
				PHIL 401

## BACHELOR OF ARTS IN PHILOSOPHY AND RELIGIOUS STUDIES

### A. General Education Requirements 38-41 sem. hrs

Ethics Course Requirement 3 hrs  
PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C. Core Requirements 18 sem. hrs

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

PHIL 201	Introduction to Western Philosophy	3 hrs
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions	3 hrs
PHIL 210	Logic	3 hrs
PHIL/RELI 490	Thematic Seminar in Philosophies and Religious Studies	3 hrs

RELI 101	Religion and Human Experience	3 hrs
RELI 201	Religious Classic Texts	3 hrs

### D. Electives 30 sem. hrs

Students must take a minimum of nine hours from each of the two tracks.

#### Track A: Religious Studies

ENGL/RELI 124	The Bible as Literature	3 hrs
RELI/HIST 381	History of Christianity: Early Church	3 hrs
RELI/HIST 382	Christianity in the Modern World	3 hrs
RELI/PHIL 390	The Buddha and Buddhism	3 hrs
RELI 400	Religion and Science	3 hrs
RELI 233/333/433	Topics	3 hrs

#### Track B: Philosophy

ENVS/PHIL 332	Environmental Ethics	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
HIST/PHIL 340	History and Philosophy of Revolution	3 hrs
PHIL 321	Major Figures/Schools, Ancient/Medieval	3 hrs
PHIL 322	Major Figures/Schools, Early Modern/Modern	3 hrs
PHIL/RELI 350	Philosophy of Religion	3 hrs
PHIL 358	Existentialism	3 hrs
PHIL/POSC 400	Political Philosophy	3 hrs
PHIL 401	Significant Philosophers	3 hrs
PHIL 460	Biomedical Ethics	3 hrs

### E. Electives 25-28 sem. hrs

### F. Total 120 sem. hrs

## POLITICAL SCIENCE

Department: History and Social Sciences

Chairperson: Brad Lookingbill, Ph.D.

Full-Time Faculty: Brian Kessel, Ph.D.  
David Roebuck, Ph.D.

Degree: Bachelor of Arts in Political Science

Minors: Geography  
History  
International Relations  
Legal Studies  
Political Science

**Culminating Experience Course:**  
**POSC 490 Independent**  
**Study in 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.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

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.

**Course Rotation Schedule**

**Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
POSC 111	POSC 111	POSC 111	POSC 111	
POSC 390	MGMT/	POSC 490	POSC 292	
PHIL/	POSC 311		POSC 490	
POSC 400				

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
POSC 350	AMST/	POSC 315	POSC 215	POSC 330
POSC 353	POSC 280	POSC 331	POSC 317	
POSC 361	POSC 321	POSC 332	POSC 326	
	POSC 440	POSC 340	POSC 340	
		POSC 360		

**BACHELOR OF ARTS IN POLITICAL SCIENCE**

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement 3 hrs**  
 PHIL 330 Ethics

**B. Foreign Language Requirement 6 sem. hrs**

**C. Political Science Core Requirements 18 sem. hrs**

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

POSC 111	American National Government	3 hrs
POSC 292	International Relations	3 hrs
POSC/MGMT 311	Public Administration and Policy	3 hrs
POSC 390	Political Science Research Methods	3 hrs
POSC/PHIL 400	Political Philosophy	3 hrs
POSC 490	Independent Study in Political Science (Senior Thesis)	3 hrs

**D. Political Science Electives 30 sem. hrs**

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 hrs
POSC/AMST 280	American Political and Social Thought	3 hrs
POSC 315	American Public Policy	3 hrs
POSC 330	Media and Politics	3 hrs
POSC 332	The American Presidency	3 hrs
POSC 340	Judicial Process	3 hrs
POSC 350	Legislative Process	3 hrs
POSC 361	American Political Parties	3 hrs
POSC 440	Constitutional Law	3 hrs

**Track B: International Studies**

POSC 317	Politics of Russia and Eurasia	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 326	International Law and Organizations	3 hrs
POSC 331	European Politics	3 hrs
POSC 353	Asian Politics	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

**E. Other Electives 25-28 sem. hrs**

**120 sem. hrs**

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

**F. POSC 490 is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.**

# PSYCHOLOGY

**Department:** History and Social Sciences

**Chairperson:** Brad Lookingbill, Ph.D.

**Full-Time Faculty:** Cheryl Hardy, Ph.D.  
Graham Higgs, Ph.D.  
Christopher Mazurek, Ph.D.

**Degree:** Bachelor of Arts in  
Psychology

**Minor:** Psychology

**Culminating Experience Course:**  
PSYC 495 Integrative  
Psychology

Psychology is the discipline which, through scientific study, 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, motivation and emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Behaviorism, social learning theory, cognitivism, humanism, existentialism, neuroscience and psychodynamics comprise the theoretical paradigms most emphasized over the course of studies.

Because 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 between two programs of study. The applied program is designed to prepare those who plan to seek employment, in either the private or public sector immediately following graduation with the bachelor degree. The academic studies program prepares 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) specializations. All psychology majors are expected to develop outcome competencies at the knowledge, comprehension, application, analysis, synthesis, and evaluation levels.

## Course Rotation Schedule

### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
PSYC 101	PSYC 101	PSYC 101	PSYC 101	
BIOL/PSYC/ SOC 324	BIOL/PSYC/ SOC 324	BIOL/PSYC/ SOC 324	BIOL/PSYC/ SOC 324	
PSYC/ SOC 325	PSYC/ SOC 325	PSYC/ SOC 325	PSYC/ SOC 325	
		PSYC 381	PSYC 381	
		PSYC 495	PSYC 495	

### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
PSYC 330	PSYC 304	PSYC/ SOC 360	PSYC/ SOC 360	
PSYC 450	PSYC 330 PSYC 450	PSYC/ BIOL 371	PSYC 460	
		PSYC 412		

## BACHELOR OF ARTS IN PSYCHOLOGY

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** **3 hrs**  
PHIL 330 Ethics

**B. Foreign Language Requirement** **6 sem. hrs**

**C. Psychology Core Requirements** **15 sem. hrs**

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

PSYC 101 General Psychology 3 hrs  
PSYC/SOCI/BIOL 324 Statistics for the Behavioral and Natural Sciences 3 hrs

PSYC/SOCI 325 Research Design 3 hrs

PSYC 381 History and Systems of Psychology 3 hrs

PSYC 495 Integrative Psychology 3 hrs

**D. Psychology Electives** **24 sem. hrs**

At least 12 hours chosen from:

PSYC 304 Personality Theory 3 hrs

PSYC 330 Lifespan Developmental Psychology 3 hrs

PSYC/SOCI 360 Social Psychology 3 hrs

PSYC/BIOL 371 Neuroscience 3 hrs

PSYC 412 Learning and Cognition 3 hrs

PSYC 450 Abnormal Psychology 3 hrs

PSYC 460 Introduction to Clinical and Counseling Psychology 3 hrs

Twelve additional hours in psychology are chosen by the student with the approval of a Psychology advisor. Psychology electives should be selected

on the basis of career interests.

**E. Electives** **34-37 sem. hrs**

**120 sem. hrs**

**F. Culminating Evaluative Experiences: all students must complete PSYC 495 Integrative Psychology with a grade of C or higher and also a comprehensive exit interview.**

## SOCIOLOGY

**Department:** History and Social Sciences

**Chairperson:** Brad Lookingbill, Ph.D.

**Full-Time Faculty:** Yngve Digernes, Ph.D.  
Kathleen Fitzgerald, Ph.D.

**Degree:** Bachelor of Arts in Sociology

**Minors:** Criminology  
Intergenerational Studies  
International Relations  
Sociology  
Women's Studies

**Culminating Experience Course:**  
SOC 495 Integrative Seminar

Sociology attempts, through systematic research methodologies, to explain and predict small- and large-scale social interactions and social organizations, from individual interactions in everyday life to collective behavior, population movement, and the highly organized behavior of business corporations, national and international organizations.

The Sociology program is designed to develop a special insight and a broad understanding of, and a critical concern for, the operation and the problems of human society including racism, sexism, classism, homophobia and environmental destruction. Additionally, a goal is to foster competencies in accurate observation, analysis and evaluation of social interaction and social organization.

A B.A. 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 and government agencies.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
SOCI 111	SOCI 111	SOCI 111	SOCI 111	
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
PSYC/ SOCI 325	PSYC/ SOCI 325	PSYC/ SOCI 325	PSYC/ SOCI 325	
SOCI 495	SOCI 460 SOCI 495	SOCI 470 SOCI 495	SOCI 495	

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
SOCI 218	SOCI 214	PSYC/ SOCI 360	AMST/ SOCI 375	SOCI 312 SOCI 350
SOCI 270	SOCI 270	SOCI 112	PSYC/ SOCI 360	SOCI 401
SOCI/ WMST 310	SOCI 421	SOCI 216	SOCI 112	
SOCI 321	SOCI 430	SOCI 218	SOCI 218	
SOCI/ WMST 336		SOCI 270	SOCI 270	
SOCI 421		SOCI 331	SOCI 270	
		SOCI 341	SOCI 326	
		SOCI/ HUMS 365	SOCI 331	
			SOCI/ HUMS 365	

## BACHELOR OF ARTS IN SOCIOLOGY

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** **3 hrs**  
PHIL 330 Ethics

**B. Foreign Language Requirement** **6 sem. hrs**

**C. Core Requirements:** **18 sem. hrs**  
(All courses must be completed with a grade of C or higher.)

SOCI 111	General Sociology	3 hrs
SOCI/PSYC/BIOL 324	Statistics for the Behavioral and Natural Sciences	3 hrs
SOCI/PSYC 325	Research Design	3 hrs
SOCI 460	Classical Social Theory	3 hrs
SOCI 470	Contemporary Social Theory	3 hrs
SOCI 495	Integrative Seminar	3 hrs

**D. Sociology Electives** **24 sem. hrs**

**1. At least 18 hours chosen from below:**

SOCI 214	Family	3 hrs
SOCI 216	American Social Problems	3 hrs
SOCI 218	Social Deviance	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs
SOCI/WMST 310	Women and Society	3 hrs
SOCI 312	Organizations and Institutions	3 hrs
SOCI 321	Criminology	3 hrs

SOCI 326	Qualitative Methods	3 hrs
SOCI/WMST 336	Global Perspectives on Women and Development	3 hrs
SOCI 341	Sociology of Religion	3 hrs
SOCI/PSYC 360	Social Psychology	3 hrs
SOCI/AMST 375	Social Movements	3 hrs
SOCI 401	The American Community	3 hrs
SOCI 421	Class, Status and Power	3 hrs

**2. Six additional hours** in sociology chosen by students with the approval of the sociology advisor. Three hours must be upper-level.

**E. Electives** **31-34 sem. hrs**  
**120 sem. hrs**

**F. As the Culminating Evaluative 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.

## SPEECH COMMUNICATION

**Department:** Humanities  
**Chairperson:** Mark Price, Ph.D.  
**Full-Time Faculty:** Amy Darnell, Ph.D.  
 Lisa Ford-Brown, Ph.D.  
**Degree:** Bachelor of Arts in  
 Speech Communication  
**Minor:** Speech Communication

**Culminating Experience Course:**  
**COMM 495 Speech  
 Communication  
 Integrative Seminar**

As one of the most studied subjects in western civilization, the Bachelor of Arts in Speech Communication provides students with a culturally vital and significant education. The study of oral, as well as written communication, is at the heart of all academic fields. This particular major offers the opportunity to explore how individuals create, maintain, and alter their identity in artistic and everyday endeavors.

The Speech Communication major combines well with other majors such as English, art, pre-law, sociology and psychology, by addressing students' artistic vision and critical thinking and writing skills.

The Speech Communication major locates its

synergy in Aristotle's major works "The Rhetoric" and "The Poetics", as well as contemporary methods of communicating. For these reasons, students will choose between emphases in Communication Studies, Performance Studies, and/or Media Studies enhanced by interdisciplinary study in related fields.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
COMM 230	COMM 230	COMM 323	COMM 360	
COMM 344	COMM 303	COMM 495	COMM 495	

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
COMM 220	COMM 214	COMM 203	COMM 203	COMM 420
COMM 313	COMM 320	COMM 324	COMM 224	
COMM 334	COMM 385	COMM 343	COMM 393	
COMM 399	COMM 399	COMM 380	COMM 399	
COMM 499	COMM 499	COMM 399	COMM 499	
JOUR 301	JOUR 301	COMM 499	JOUR 302	
		JOUR 302		

## BACHELOR OF ARTS IN SPEECH COMMUNICATION

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** **3 hrs**  
 PHIL 330 Ethics

**B. Foreign Language Requirement** **6 sem. hrs**

**C. Core Requirements** **18 sem. hrs**  
 (All courses must be completed with a grade of C or higher.)

COMM 230	Introduction to Communication Theory and Research	3 hrs
COMM 303	Intercultural Communication	3 hrs
COMM 323	Advanced Public Speaking and Persuasion	3 hrs
COMM 344	Visual Communication and Culture	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
COMM 495	Speech Communication Integrative Seminar	3 hrs

**D. Track Related Electives** **15 sem. hrs**

Students will select 9 hours from one track and 3 hours from each of the others for a total of 15 hours. (Courses offered in more than one track or those that can be taken more than once can only count once under Track Related Electives.)

**Track A: Communication Studies**

COMM 203	Understanding Human Communication	3 hrs
COMM 214	Mass Media and Society	3 hrs
COMM 233/433	Topics	3 hrs
COMM 313	Interpersonal and Small Group Communication	3 hrs
COMM 343	Gender Communication	3 hrs
COMM 393	Organizational Communication	3 hrs
COMM 399/499	Speech Communication Internship	3 hrs

**Track B: Performance Studies**

COMM 220	Introduction to Theatre	3 hrs
COMM 224	Film History and Analysis	3 hrs
COMM 233/433	Topics	3 hrs
COMM 320	Advanced Theatre	3 hrs
COMM 380	Performance Studies	3 hrs
COMM 385	Performance Styles and Genres	3 hrs
COMM 399/499	Speech Communication Internship	3 hrs
COMM 420	Advanced Acting and Production Techniques	1-3 hrs

**Track C: Media Studies**

COMM 214	Mass Media and Society	3 hrs
COMM 224	Film History and Analysis	3 hrs
COMM 233/433	Topics	3 hrs
COMM 324	Film Styles and Genres	3 hrs
COMM 334	Political Economy of Film and Media	3 hrs
COMM 399/499	Speech Communication Internship	3 hrs
JOUR 301 or 302	Newspaper Production	3 hrs

**E. Related Interdisciplinary Electives 6 sem. hrs**

Six 300- 400-level semester hours of electives chosen from the following areas of study: Art, English, Geography, History, Management, Marketing, Music, Religious Studies, Political Science, Psychology, Philosophy, Sociology and Women's Studies.

**F. Electives 34-37 sem. hrs**  
**120 sem. hrs**

Department offers advising to students who plan to transfer to an engineering program after one or two years of study at Columbia College. Typically, pre-engineering students should enroll in mathematics, science, and computer science courses appropriate to their chosen area of engineering, and liberal arts courses that will meet general education requirements at the transfer institution. Additionally, students should consider taking introductory engineering courses through the cooperative cross-enrollment program with the University of Missouri in order to minimize time to graduation.

**PRE-LAW**

The liberal arts component of the general education requirements at Columbia College provides an excellent foundation for student success in law school. Students from all majors may have an excellent chance of going on to law school. Recently criminal justice, English, history and political science have all been popular majors for students pursuing a law degree. Whatever major they choose pre-law students should take classes that enhance written and oral communication, research and critical thinking skills.

The University of Missouri-Columbia, School of Law offers a combined undergraduate and law program also known as the 90-hour program. The combined curriculum enables students to obtain the bachelor of arts/science and juris doctor degrees in six years.

The undergraduate degree is a requirement for the juris doctor degree. Students entering under the combined degree program must make arrangements with their undergraduate schools to complete all requirements for their undergraduate degree. In addition, students must have a letter sent from the Dean of their undergraduate institution to the University of Missouri-Columbia School of Law, indicating that their law school coursework will earn the remaining hours of undergraduate credit, and that a B.A. or B.S. will be awarded before or at the time of graduation from law school.

To obtain more information about the program contact University of Missouri-Columbia School of Law, 103 Hulston Hall, phone: 573-882-6042.

**PRE-MED**

Students interested in pursuing a Pre-Med curriculum should refer to the Biology or Chemistry degrees.

**PRE-PROFESSIONAL PROGRAMS****PRE-ENGINEERING**

The Computer and Mathematical Sciences



## MILITARY SCIENCE, NAVAL SCIENCE, AND AEROSPACE STUDIES ROTC: RESERVE OFFICER TRAINING CORPS

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship sophomores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri-Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI.

Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri-Columbia. For more information, contact Military Science (Army ROTC) at 573-882-7721, Naval Science (Navy ROTC) at 573-882-6693, or Aerospace Studies (Air Force ROTC) at 573-882-7621.

## SPORTS MEDICINE

Sports Medicine is an internship program in which students may take coursework and gain practical experience to aid them in pursuing Athletic Training, Physical Therapy, Pre-Med or Physician's Assistant certification and/or degrees.

Under the direction of the Certified Athletic Trainer, students are involved in the prevention, immediate care, evaluation and rehabilitation of athletic injuries that may occur in the five varsity sports at Columbia College (men's and women's basketball, soccer, softball and women's volleyball).

# ASSOCIATE DEGREES

## 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 of 2.0;
6. fulfill the residency requirement of at least 15 of the last 24 semester hours taken with Columbia College;
7. satisfy all financial obligations; and
8. apply for graduation through the Evaluations Office the semester before they expect to graduate.

## ASSOCIATE IN ARTS

<b>A. ENGL 111 English Composition I</b>	<b>3 sem. hrs</b>
<b>B. General Education Requirements</b>	<b>38-41 sem. hrs</b>
<b>C. Electives</b>	<b>16-19 sem. hrs</b>
<b>TOTAL</b>	<b>60 sem. hrs</b>

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

The Associate in Science in Business Administration is a general business degree that provides for the student a fundamental understanding of basic business practices.

### Course Rotation Schedule

#### Major Area Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
ECON 294	ECON 294	ECON 294	ECON 294	
FINC 350	FINC 350	FINC 350	FINC 350	
MGMT 150	MGMT 150	MGMT 150	MGMT 150	
MGMT 254	MGMT 254	MGMT 254	MGMT 254	

MGMT 265	MGMT 265	MGMT 265	MGMT 265
MGMT 330	MGMT 330	MGMT 330	MGMT 330
MKTG 310	MKTG 310	MGMT 361	MGMT 361
		MKTG 310	MKTG 310

to computer programming and the functional applications of computers in the business world.

**Course Rotation Schedule**

**Major/Related Area Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ACCT 280	ACCT 280	ACCT 280	ACCT 280	CISS 238
ACCT 281	ACCT 281	ACCT 281	ACCT 281	MGMT 152
CISS 234	CISS 234	CISS 234	CISS 240	
CISS 240	CISS 240	CISS 236	CISS 245	
CISS 245	CISS 245	CISS 240	CISS 325	
CISS 285	CISS 285	CISS 245	CISS 350	
MATH 170	CISS 360	CISS 325	CISS 370	
MATH 250	CISS 380	CISS 350	CISS 430	
	MATH 170	CISS 445	MATH 170	
	MATH 250	MATH 170	MATH 250	
		MATH 250		

**A. ENGL 111 English Composition I 3 sem. hrs**

**B. General Education Requirements 21 sem. hrs**

**Basic Studies 6 hrs**

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems 3 hrs

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

ECON 293 Macroeconomics and ECON 294 Microeconomics recommended.

MATH 150 College Algebra or MATH 170 Finite Mathematics required.

**C. Major Area Requirements 24 sem. hrs**

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

Choose at least two courses from the following:

- ECON 294 Microeconomics
- MGMT 254 Business Communication
- MGMT 265 Business Law I
- MGMT 361 Human Resource Mgmt.

**D. Major Area Electives 12 sem. hrs**

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

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

**60 sem. hrs**

**ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS**

The Associate in Science in Computer Information Systems degree provides an intense exposure

**A. ENGL 111 English Composition I 3 hrs**

**B. General Education Requirements 21 sem. hrs**

**Basic Studies 6 hrs**

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems 3 hrs

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

MATH 150 College Algebra or MATH 170 Finite Mathematics required.

PSYC 101 General Psychology and SOCI 111 General Sociology or ECON 293 Macroeconomics and ECON 294 Microeconomics strongly recommended.

**C. Major Area Requirements 26 sem. hrs**

CISS 240 Introduction to Programming 4 hrs

CISS 245 Advanced Programming 4 hrs

CISS 285 Structured Systems Analysis & Design 3 hrs

CISS 325 Systems Analysis, Design and Implementation Projects 3 hrs

CISS 350 Advanced Algorithms and Data Structures 3 hrs

CISS 360 Computer Systems and Assembly Language 3 hrs

Choose two of the following: 6 hrs

- CISS 234 Visual Basic
- CISS 236 COBOL Programming
- CISS 238 Java Programming

CISS 355	Directed Study
CISS 370	Operating Systems
CISS 380	Computer Graphics
CISS 430	Database Systems
CISS 445	Programming Languages

**D. Related Area Requirements 9 sem. hrs**

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs

Choose one of the following:	<u>3 hrs</u>
MGMT152	Business Mathematics
MATH 170	Finite Mathematics
MATH 250	Statistics I

**E. Open Elective: 1 sem. hr****60 sem. hrs****ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION**

The Associate in Science in Criminal Justice Administration is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology and psychology.

**Course Rotation Schedule****Major Area Requirements:**

<u>Even/Fall</u>	<u>Odd/Fall</u>	<u>Even/Spring</u>	<u>Odd/Spring</u>	<u>Occasional</u>
CJAD 101	CJAD 101	CJAD 101	CJAD 101	
CJAD 301	CJAD 301	CJAD 301	CJAD 301	
CJAD 311	CJAD 311	CJAD 350	CJAD 350	
CJAD 345	CJAD 345	CJAD 405	CJAD 410	
CJAD 451		CJAD 415	CJAD 415	
		POSC 340	POSC 340	
		SOCI 331	SOCI 331	

**A. General Education Requirements 21 sem. hrs****Basic Studies 6 hrs**

ENGL 112	English Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems	3 hrs

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

PSYC 101 General Psychology  
and SOCI 111 General Sociology recommended.

**B. ENGL 111 English Composition I 3 hrs****C. Major Area Requirements 24 sem. hrs**

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
----------	---	-------

CJAD 311	Police in a Democratic Society	3 hrs
CJAD 345	Ethics & Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
POSC 340	Judicial Process	3 hrs

Choose at least three of the following:

CJAD 301	Criminal Law	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 410	Drug Abuse and Crime Control	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
SOCI 331	Juvenile Delinquency	3 hrs

**D. Major Area Electives 9 sem. hrs**

Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following: criminal justice, sociology, political science or psychology.

**E. Open Elective 3 sem. hrs****60 sem. hrs****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:

**A. General Education Requirements 21 sem. hrs**

ENGL 112	English Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems	3 hrs

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

**B. ENGL 111 English Composition I 3 sem. hrs****C. Electives 36 sem. hrs****60 sem. hrs****ASSOCIATE IN SCIENCE IN HUMAN SERVICES**

The Associate in Science in Human Services is

designed to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field.

### Course Rotation Schedule

#### Major Area Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HUMS 105	HUMS 105	HUMS 105	HUMS 105	
HUMS 250	HUMS 250	HUMS 250	HUMS 250	
HUMS 335	HUMS 335	HUMS 300	HUMS 300	
SOCI 270	SOCI 270	HUMS 340	HUMS 340	
		HUMS 345	HUMS 345	
		HUMS/	HUMS/	
		SOCI 365	SOCI 365	
		SOCI 270	SOCI 270	

**A. ENGL 111 English Composition I 3 hrs**

**B. General Education 21 sem. hrs Requirements**

#### Basic Studies:

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems 3 hrs

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

15 hrs

**C. Major Area Requirements 15 sem. hrs**

HUMS 105 Introduction to Human Services 3 hrs

HUMS 250 Working with Individuals 3 hrs

HUMS 335 Working with Groups 3 hrs

HUMS 340 Working with Families 3 hrs

Three hours from one of the following:

HUMS 300 Exploring Research 3 hrs

HUMS 345 Working with Communities and Organizations 3 hrs

HUMS 365/SOCI 365 American Social Policy 3 hrs

SOCI 270 Minority Cultures and Relations 3 hrs

**D. Human Services Elective 3 sem. hrs**

**E. Electives 18 sem. hrs**

**60 sem. hrs**

## ASSOCIATE IN SCIENCE IN NURSING

The Associate in Science in Nursing Program is offered at two sites – at the Home Campus in Columbia, Missouri and at the Lake Ozark Campus.

The program is open to individuals who have no prior nursing education and to individuals who hold a Licensed Practical Nursing license.

The program is approved by the Missouri State Board of Nursing and is a candidate for accreditation with the National League for Nursing Commission (NLNAC).

The program is designed to prepare the graduate for a nurse generalist role. Graduates are awarded an Associate in Science in Nursing degree and are eligible to apply for the Registered Nursing Licensure Examination. \*

The curriculum consists of general education, mathematics and science courses and specific nursing courses. Students are required to complete all of the general education, mathematics and science courses before entering the Nursing Course Sequence.

**Admission to the nursing program is on a selective basis.** Selection will be made each August and each January. The application deadline is August 2 for students who plan to start the nursing sequence courses in January. The application deadline is January 2 for students who plan to start the nursing sequence courses in March and for LPN students who plan to start the nursing sequence courses in June. The maximum number for the Home Campus-Columbia is 40 students (made up of a combination of non-LPNs and LPNs). The maximum number for the Lake Campus is 32 students (made up of a combination of non-LPNs and LPNs).

All candidates for the nursing program are expected to meet general admission requirements to the College. Acceptance to Columbia College does not guarantee acceptance to the Nursing Course Sequence. Selection criteria for the Nursing Course Sequence:

1. Completion of NURS 209 Introduction to Nursing or at least one year of documented clinical experience in a health care setting. An admission committee of nurse faculty will determine the adequacy of health care experience and may require the student to successfully complete a clinical skills assessment.
2. Completion of the general education, mathematics and science courses. Students may elect to complete NURS 209, one or more of their remaining general education, mathematics, or science courses in the eight week session between the time of submission of the nursing application and the start of the nursing classes. Students are limited to a maxi-

imum of eight semester hours of coursework during an eight-week session.

3. Minimum of an overall GPA of 2.0 for the general education, mathematics and science courses and be in good academic standing within Columbia College. A minimum grade of "C" is required for all science courses and for English Composition I and II.
4. Achieve a minimum score of 75% on the TEAS (Test of Essential Skills).
5. Be at least 18 years of age.
6. Possess the necessary functional abilities to provide safe and effective patient care. \*\*
7. LPN students must submit the following paperwork:
  - official copy of Practical Nursing transcript.
  - copy of LPN license (current and undisciplined) for the state of Missouri.
8. A criminal background check is required at the time of submission of the nursing application. Forms and directions for completion are available as part of the nursing application.
9. Selection of nursing students will be based on the GPA of the prerequisite courses and the TEAS score.
10. Additional requirements for those selected for the Nursing Program:
  - Urine drug test
  - Physical forms, including documentation of immunizations/titers
  - Current CPR certification by the American Heart Association, Health Care Providers course.

\* Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Nursing Program Website and in the Nursing Program Information document.

\*\*Functional abilities to meet the role of the nurse include: behavioral/emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities.

These Functional Abilities are described in the Nursing Student Handbook and the Nursing Program Information document.

**Course Rotation Schedule**

**Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Summer
BIOL 110	BIOL 110	BIOL 110	BIOL 110	NURS 209
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	NURS 211
BIOL 221	BIOL 221	BIOL 312	BIOL 312	NURS 212
BIOL 221L	BIOL 221L	BIOL 312L	BIOL 312L	NURS 214
BIOL 223	BIOL 223	CHEM 110	CHEM 110	
BIOL 223L	BIOL 223L	ENGL 112	ENGL 112	
CHEM 110	CHEM 110	MATH 106	MATH 106	
ENGL 112	ENGL 112			

MATH 106	MATH 106	NURS 210	NURS 209
NURS 209	NURS 209	NURS 211	NURS 210
NURS 210	NURS 210	NURS 212	NURS 211
NURS 213	NURS 213	NURS 213	NURS 212
NURS 214	NURS 214	NURS 215	NURS 213
NURS 215	NURS 215	NURS 216	NURS 215
NURS 216	NURS 216	PSYC 101	NURS 216
PSYC 101	PSYC 101		PSYC 101

**A. General Education, Mathematics and Science Requirements 32 sem. hrs**

Math and Science (26 sem. hrs)

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 221	Clinical Microbiology <u>and</u>	3 hrs
BIOL 221L	Clinical Microbiology Laboratory <u>OR</u>	2 hrs
BIOL 312	Microbiology <u>and</u>	3 hrs
BIOL 312L	Microbiology Laboratory	2 hrs
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
CHEM 110	Chemistry I	3 hrs
MATH 106	Intermediate Algebra or higher General Education Mathematics course.	3 hrs

General Education (6 sem. hrs)

ENGL 112	English Composition II	3 hrs
PSYC 101	General Psychology	3 hrs

**B. Nursing Sequence Courses 36 sem. hrs (All courses must be completed with a grade of C or higher.)**

NURS 210	Fundamentals of Nursing*	6 hrs
NURS 211	Mental Health Nursing	3 hrs
NURS 212	Pharmacology for Nursing	3 hrs
NURS 213	Foundations of Professional Nursing	6 hrs
NURS 214	Medical Surgical Nursing I	6 hrs
NURS 215	Medical Surgical Nursing II	6 hrs
NURS 216	Women's and Infant's Health	6 hrs

\* Licensed Practical Nurses (LPN's) are not required to take NURS 210 Fundamentals of Nursing if they are able to pass the HESI Fundamentals exam with a score of 75% or greater and successfully complete a clinical skills assessment conducted by nurse faculty. The HESI Exam and clinical skills assessment are arranged through the Nursing Program Office. The exam costs \$50.

NURS 209 is a prerequisite for NURS 210. NURS 209 may be waived if students have at least one year of documented clinical experience in a health care setting. See #1 on page 91 for more information.

**68 sem. hrs**

# ACADEMIC HONORS

## HONORS PROGRAM

### Mission

The Honors Program is designed for high achieving students who are philosophers in the literal sense, i.e., lovers of wisdom. Honors students approach the liberal arts and sciences with excitement; they do not continually look for the “cash value” of their education. The goal of the program is to promote genuine inquiry and collaborative learning, emphasizing the dialogic nature of academic work and intellectual discovery. Students who lack the appropriate intellectual curiosity should not take honors courses.

### Description

Through multidisciplinary and collaborative coursework, honors students respond to the significant challenges confronting the next generation of scholars. The honors courses both within the General Education curriculum and beyond it are consistent with the students’ academic abilities, preparation and goals. The courses resonate with any academic major or minor and provide opportunities for students to discover their intellectual curiosities, to engage in community service, to develop critical thinking skills, and to excel in oral and written expression.

Although faculty may propose to teach a special topics course or to designate a General Education course, favorable consideration is given to courses that cohere to one or more of the following descriptions: multidisciplinary, collaborative teaching, travel/co-curricular activities, and reading and writing intensive. Classes range in size from 5 to 20 students. Under the direction of a faculty mentor, honors students are encouraged to complete an Honors Distinction project during their final year.

### Participation

To graduate with honors, a student completes at least 16 academic hours in the Honors Program. A one semester hour community service project for Honors 310 must be completed prior to graduation. Students may enroll in three to six hours of honors credits designated for General Education and may be eligible to enroll in a maximum of 3 hours of honors credits for an Honors Distinction project. An honors student may apply no more than six hours of honors credits transferred from accredited institutions toward the completion of the Honors Program.

No honors courses may be taken with the pass/fail option. A minimum 3.25 GPA overall and a 3.0 GPA in honors courses is required to remain qualified for graduation from the Honors Program. Graduation from the Honors Program is recognized during the graduation ceremony and indicated on the final transcript.

### Admission

Eligible students must demonstrate academic achievement with at least two of the following minimum standards:

- 1) 3.5 high school GPA;
- 2) 78th or higher percentile on ACT (24) or equivalent SAT;
- 3) 3.5 Columbia College GPA;
- 4) 78th or higher percentile on GED (290);
- 5) Thirty transferrable semester hours with a 3.6 GPA.

Eligible students gain entry into the Honors Program automatically. Home-schooled or other non-traditional schooled students are eligible for admission to the Honors Program upon presentation of an ACT, SAT or GED score at or above the 78th percentile (GED of 290) and demonstration of scholarship in high school level academic coursework. Any student may petition for admission to the Honors Program if he or she has completed a minimum of 30 hours of academic credit at Columbia College with a cumulative grade point average of 3.6. Transfer students with prior college experience must have 30 semester hours of credit with a minimum GPA of 3.6 or higher on a 4.0 scale and submit a petition to the Honors Program Council for admission. To petition for admission a student must complete a petition form and write a letter to the Honors Program Council including the reasons for desiring admission and the anticipated benefits to the student. The student must also have two Columbia College faculty members submit letters to the Council supporting the petition. The Council grants admission to the program.

International students who qualify are eligible for the Honors Program.

### Required Coursework:

Honors	General Education	3-6 hrs
HNRS 310	Honors Service	1 hr
HNRS 340	Schiffman Ethics in Society Lecture	3-9 hrs
HNRS 350	Honors Topics	<u>3-9 hrs</u>
<b>Total</b>		<b>16 hrs</b>

## RECOGNITION OF ACADEMIC ACHIEVEMENT

### 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:

- 1) they complete at least 12 semester hours of Columbia College credit in a given semester with a GPA of 3.5 or higher; **or**
- 2) they complete a minimum of 6 semester hours during each of two consecutive eight-week sessions with a GPA of 3.5 or higher.

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. ESOL 100, 101, 102, 103, 104, 105; ENGL 107; ENGL 107N; 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 requirement of at least 12 semester hours (Day) or six semester hours in two consecutive terms (Evening, Online, AHE).

### Awards Convocation

In the Spring of each year, an Honors and Awards Convocation is held, a special occasion recognizing those students who have made exceptional contributions to Columbia College through outstanding scholarship and/or leadership. Students who have completed at least 15 semester hours at Columbia College with a cumulative GPA of 3.5 or higher are eligible for these awards. Recipients of these awards are generally chosen from this pool.

### Graduation Honors

Columbia College confers baccalaureate degrees with the following Latin honors designations:

GPA	Designation
3.9 and above	<i>summa cum laude</i>
3.75 to 3.89	<i>magna cum laude</i>
3.5 to 3.74	<i>cum laude</i>

**To receive a degree with these honors, students must have completed 60 hours of credit at Columbia College.**

Students seeking a second baccalaureate degree and 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.

### Dean's Academic Achievement Award

Students who graduate with at least 39 but fewer than 60 Columbia College hours and earn at least a 3.5 cumulative G.P.A. may be eligible for the Dean's Academic Achievement Award upon graduation. Students must meet the following criteria:

1. Hold an Associate in Arts or Associate in Science from a community college with an articulation agreement with Columbia College.
2. Complete a bachelors degree at the AHE site of articulation.
3. Earn a cumulative G.P.A. of 3.5 or higher.
4. Complete 39 hours in residency with Columbia College.

Students seeking a second baccalaureate degree and to whom a Dean's Academic Achievement Award was granted with a prior degree must complete an additional 39 hours in residency with at least a 3.5 cumulative G.P.A. to be granted a second Dean's Academic Achievement Award.

Students eligible for Latin Honors are ineligible for the Dean's Academic Achievement Award.

### Baccalaureate Degrees with Distinction

The Bachelor's Degree with Distinction is available for any degree program offered by Columbia College and requires a demonstration of excellence in a special two-semester project (excluding summer session) in addition to satisfying degree requirements.

Distinction work is done under the direct supervision of a faculty member qualified in the field of the project. At all major stages of the project (formal prospectus, complete draft or evidence of significant and substantive progress, and final project), work must be submitted by designated deadlines to the Chair of the Academic Honors and Awards Committee for approval or direction. Credits and grades for distinction work are optional.

To be eligible, a student must be currently enrolled and must have second-semester junior standing (75 semester hours, with at least 15 semester hours at Columbia College) and a 3.5 cumulative GPA. Eligibility is based on the assumption that a student may be eligible after five semesters. Entry into the program must be at a date that permits two semesters of work on the project.

### High Achievement On Senior Test

The Major Field Test is taken by thousands of

college seniors at hundreds of schools. It tests achievement in the senior's baccalaureate degree program.

Columbia College offers the Major Field Test in biology, business administration (undergraduate and graduate), chemistry, computer information systems, computer science, English, history, mathematics, political science, psychology and sociology.

Graduates who score in the top ten percentile nationally in their academic area are presented with a navy and silver cord at the graduation ceremony.

### **The Presidential Award**

Each Commencement, special recognition is given to students earning a 4.0 grade point average who have completed the entire course of study for the bachelor's degree at Columbia College.

### **The President's Honorarium for Academic Excellence (Overload Fee Waiver)**

Columbia College day students who have earned 30 institutional semester hours may take an overload to a total of 21 semester hours without additional cost if their cumulative grade-point average is at least 3.75.



# SPECIAL ACADEMIC PROGRAMS

## ARTICULATION AGREEMENTS

Columbia College has an articulation agreement with the following colleges:

- Allan Hancock College (CA)  
Associate in Art  
Associate in Science
- Brevard Community College (FL)  
Associate in Art
- Central Christian College of the Bible (MO)  
Associate in Art  
Associate of General Studies  
Associate in Science
- Central Texas College (TX)  
Associate in Art  
Associate in Science  
Associate of General Studies  
Associate in Applied Science
- Coastline Community College (CA)  
Associate in Art
- College of Lake County (IL)  
Associate in Art  
Associate in Science
- Community College of Aurora (CO)  
Associate in Art  
Associate in Science
- Cottey College (MO)  
Associate in Art  
Associate in Science
- Cuesta College, San Luis Obispo Campus (CA)  
Associate in Arts  
Associate in Science
- East Central College (MO)  
Associate in Arts  
Associate in Science  
Associate in Applied Science
- Elgin Community College (IL)  
Associate in Arts  
Associate in Science  
Associate in Applied Science in Criminal Justice  
Associate in Science in Paralegal
- Florida Community College at Jacksonville (FL)  
Associate in Art
- Front Range Community College (CO)  
Associate in Arts  
Associate in Science
- Grossmont College (CA)  
Associate in Arts  
Associate in Science
- Highland Community College (IL)  
Associate in Arts  
Associate in Science
- Jefferson Community College (NY)  
Associate in Art  
Associate in Applied Science  
Associate in Science
- Kongju National University (Korea)
- McHenry Community College (IL)  
Associate in Arts  
Associate in Science  
Associate of Fine Arts
- The Metropolitan Community Colleges (MO)  
Associate in Applied Science
- Moberly Area Community College (MO)  
Associate in Arts  
Elementary Education
- Ozarks Technical College (MO)  
Associate in Art
- Rockford Business College (IL)  
Associate in Applied Science
- Salt Lake Community College (UT)  
Associate in Arts  
Associate in Science
- Seminole Community College (FL)  
Associate in Arts  
Associate in Science
- St. Charles Community College (MO)  
Associate in Arts  
Associate in Science
- University of Missouri-Columbia (MO)  
Associate in Science in Pre-Communication Science and Disorders
- Waubonsee Community College (IL)  
Associate in Art  
Associate in Science  
Associate in Engineering Science
- Wentworth Military Academy and College (MO)  
Associate in Arts
- West Hills Community College (CA)  
Associate in Arts  
Associate in Science

For additional information on Articulation Agreements, contact the Evaluations Department at (573) 875-7658.

## COOPERATIVE CROSS-ENROLLMENT PROGRAMS WITH THE UNIVERSITY OF MISSOURI-COLUMBIA AND STEPHENS COLLEGE

Columbia College participates with the University of Missouri-Columbia and Stephens College in a cooperative cross-enrollment program. The intent of the program is to facilitate students' educational needs when a desired course or its equivalent is not available at the home institution during the semester of enrollment. Students must meet the course prerequisites prescribed and all coursework must be for academic credit.

Enrollment is on a space-available basis on the first day of classes during the Fall and Spring/Winter semesters on the Columbia, Missouri campuses of the respective institutions. Each institution reserves the right to close courses in certain programs to cross enrollment and to prohibit its students from enrolling in courses in designated programs at the other institutions. Tuition will be paid at the student's home institution at the home institution rate. Each institution will waive the admission application fee.

To be eligible to enroll in the Cooperative Cross-Enrollment Program, Columbia College students

must:

1. Be enrolled as full-time, degree-seeking undergraduate Day Program students (includes hours taken at both the home and host institution) during the semester of cross-enrollment.
2. Be in good academic standing. Students who are dismissed for low academic achievement from one Cooperative institution and subsequently accepted at another Cooperative institution may not cross-register at the institution of dismissal until they are eligible for readmission.
3. Receive the approval of the appropriate faculty advisor.
4. Receive the approval of the Registrar or Executive Vice President and Dean for Academic Affairs.

Students shall be subject to the rules, regulations, and standards of conduct of the institution offering the course during the time of actual attendance.

Students must be in good financial standing at the cooperating institution in order for a transcript showing course grades and credits earned to be sent to the parent institution.

See the Registrar for additional information about cooperative cross-enrollment courses and to obtain the required form for enrollment.

Students may also request library privileges at Ellis Library on the University of Missouri-Columbia campus, participate in University of Missouri-Columbia study abroad programs and may use Education Career Services at University of Missouri-Columbia.

## ENGLISH AS A SECOND LANGUAGE PROGRAM

English as a Second Language (ESL) is designed to help students who are non-native speakers of English raise their language skills to a level of competence necessary to function and succeed in American colleges and universities. The one-year program also provides support for international students as they adapt to an unfamiliar cultural environment.

Students who enter Columbia College with a score below 500 (paper-based), 173 (computer-based), or 61 (internet-based) on the Test of English as a Foreign Language (TOEFL), enter the ESL program at one of two proficiency levels, Intermediate or Advanced. Placement is determined by in-house diagnostic testing administered to ESL students at the beginning of each semester. TOEFL scores are also considered.

International students who enter Columbia College with a TOEFL score of 500 or above on the

paper-based, 173 or above on the computer-based or 61 or above on the internet-based exam take the English Placement exam to determine initial placement in English courses.

**Intermediate: below 500 (paper-based) / 173 (computer-based) / 61 (internet-based) TOEFL or individual/overall band IELTS scores below 5.0**

- ESOL 100 Academic English I (3)
- ESOL 101 Grammar and Composition I (6)
- ESOL 102 Speaking and Listening I (3)

**Advanced: above 500 (paper-based) / 173 (computer-based) / 61 (internet-based) TOEFL or individual/overall band IELTS scores below 5.5**

- ESOL 103 Academic English II (3)
- ESOL 104 Speaking and Listening II (3)
- ESOL 105 Grammar and Composition II (3)

**Intermediate ESL:** 20 hours of classroom instruction in English per week, 12 semester hours per semester.

**Advanced ESL:** 15 hours of classroom instruction in English per week, 9 semester hours per semester. Students may be allowed to take one or two additional courses per semester, **with advisor consent.**

ESOL courses require the grade of C or better to move on in the ESOL sequence and to English Composition. ESOL prerequisites are ESOL 100 for ESOL 103, ESOL 101 for ESOL 105, and ESOL 102 for ESOL 104. Also ESOL 105 is the prerequisite for ENGL 107N. (If ENGL 107N is not being taught, ENGL 107A follows ESOL 105).

New students who will be enrolled full-time in English as a Second Language courses: ESOL 100, ESOL 101, ESOL 102, ESOL 103, ESOL 104 or ESOL 105 are eligible for a \$1,000 per semester tuition grant. Recipients are eligible for the grant during the first two semesters they are enrolled in the ESL sequence.

## FOUR-YEAR GRADUATION PLAN

The Four-Year Graduation Plan assures an entering freshman that if all conditions of the Plan are met, the student will be able to graduate in eight consecutive semesters. If a student meets all the conditions of the Plan and is unable to graduate in eight consecutive semesters, Columbia College will waive the additional tuition if the required coursework is completed within the next year. A contract outlining the agreement will be signed by the student and a College officer. If the student does not fulfill the requirements of the contract, no penalty will be assessed; however, the student will continue to be

responsible for any additional tuition.

*Note: Certain academic programs are not eligible for pursuit under the Four-Year Graduation Plan program. Students enrolled in English as a Second Language courses may have difficulty fulfilling the Plan requirements. Complete information about this program is available in the Office for Academic Affairs, the Admissions Office and on the Columbia College website at: [www.ccis.edu](http://www.ccis.edu).*

## SUMMER SESSION

The eight-week term held during the months of June and July is administered by the Evening Campus. Students may enroll in both day and evening hours. Students may not enroll for more than 8.5 semester hours of credit without written permission from the Office for Academic Affairs.

## THE MATHEMATICS CENTER

The Ether L. Bruce Mathematics Center, located in Missouri Hall, provides academic tutoring services for students enrolled in most 100- or 200-level math courses, from Beginning Algebra to Calculus II and Statistics I. These services are provided free of charge to students enrolled for credit in a course offered through the Computer and Mathematical Sciences Department on the Columbia College home campus as well as local online students.

At the Center math specialists answer questions about homework or calculator use, check solutions of non-graded problems and explain concepts. Students visiting the Center also have access to the Mathematica software and solution manuals. Students are taught skills to enable them to become independent learners. Math specialists are experts at decreasing math anxiety and increasing student success.

All services at the Bruce Math Center are offered on a walk-in basis. The Center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

For more information, contact Mrs. Susan Hughes at (573) 875-7618 or e-mail: [sdhughes@ccis.edu](mailto:sdhughes@ccis.edu). You can also check the local site at [www.ccis.edu/departments/mathcenter/](http://www.ccis.edu/departments/mathcenter/).

## STUDENT SUPPORT SERVICES (SSS) PROGRAM

The Student Support Services (SSS) program is a federally funded, U.S. Department of Education TRIO program that provides support for first-generation college students with economic and/or disability related needs. The goal of SSS is to promote the academic success, retention and graduation rates of the program participants through various forms of academic assistance. SSS provides financial and personal counseling, academic advice, peer and professional tutoring, mentoring, career services, and serves as a referral agent for many departments on campus. Activities are varied from month-to-month and include educational workshops, cultural excursions, and social events. SSS also offers opportunities to develop leadership skills and to participate in community service. In addition to these services, SSS offers a computer lab, study room and a spacious student lounge.

Student Support Services is located in Missouri Hall. Office hours are Monday-Friday, 8:00 a.m.-5:00 p.m. Applications to determine eligibility are available to all interested students. For more information, please call (573) 875-7624, or

e-mail: [asbrundage@ccis.edu](mailto:asbrundage@ccis.edu).

## STUDY-ABROAD PROGRAMS

Columbia College encourages students to explore opportunities to study outside the United States. The College is a member of the Missouri London Consortium and the Central College (IA) study abroad consortium. The College also offers a study tour to a different country each year in late May. Participants in the study tour may enroll for up to six hours of course credit as part of the Spring semester. Dr. Brian Kessel, 207 St. Clair Hall, is the Study Abroad Advisor and advises students about the availability, value and academic appropriateness of these programs.

To help defray costs for study abroad, students may apply for financial aid through the Columbia College Registration and Financial Services Office. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance study abroad. Institutional grants and awards cannot be used for study abroad. Students who are interested in obtaining more information about these opportunities should contact Dr. Brian Kessel, Study Abroad Advisor, at (573) 875-7625 or e-mail: [blkessel@ccis.edu](mailto:blkessel@ccis.edu).

## TUTORING SERVICES

Professional tutors are available through the Seabrook Writing Center to enhance student learning experiences in the various academic disciplines, such as accounting, computer information systems and the sciences. This free service is available on a walk-in basis at a variety of times each week.

The following services are available to all students enrolled in classes taught on the home campus:

- Help in understanding concepts and working problems.
- Discussion and study groups.
- Test preparation.
- Strategies for researching and writing papers in disciplines other than English.

For more information, contact Mrs. Katie Denehy at (573) 875-7614 or e-mail: [mcdenehy@ccis.edu](mailto:mcdenehy@ccis.edu).

## VETERANS SERVICES CENTER

The Veterans Service Center supports the educational needs and processes for veteran, military and dependent students. Students planning to use GI Educational Benefits may stop by the center to complete the Application for VA Education Benefits and other required Columbia College documents. The Veterans Service Center is located on the second floor of Missouri Hall, Room 224. For additional information contact the Columbia College Veterans Certifying Official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu), or visit <http://www.ccis.edu/military/veterans.asp>.

## THE WRITING CENTER

The Elizabeth Toomey Seabrook Writing Center, located in 212 Missouri Hall, provides free educational support services to help students enrolled at Columbia College develop and maintain writing skills needed to meet established academic standards. These services are offered by appointment or walk-in basis at select times.

The Center offers the following services in a one-to-one or small group format:

- Writing skills improvement.
- Help with assignments and test preparation for English courses.
- Techniques for planning and writing research papers.

- Help with documentation of sources according to MLA and APA guidelines.

For more information contact Mrs. Lynda Dunham, Coordinator, at (573) 875-7616 or e-mail: [Imdunham@ccis.edu](mailto:Imdunham@ccis.edu).

# SPECIAL ACADEMIC FACILITIES

## LIBRARY

The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 80 hours a week and staff members are available to provide assistance and answer questions at all times. Library instruction is provided to individuals or to classes.

The library's collection supports the curriculum of Columbia College with over 80,000 items (books, videos, compact discs, etc.) and more than 250 magazine, journal, and newspaper titles in paper. Arthur, the library's catalog, is available on the Internet. The library classroom is used for group study and library instruction. Copy machines and other equipment are available for student use.

Library computers provide access to a variety of databases and the Internet. Over forty online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers, magazines and reference publications. Students are able to access the databases from off campus using their eServices account.

Columbia College is a member of the MOBIUS Consortium (Missouri Bibliographic Information User System). This membership provides Columbia College students access to the collections of more than sixty academic libraries in the state of Missouri. Students can borrow books by using the MOBIUS online catalog or visiting a participating library. Students taking classes at Missouri extended campuses can use MOBIUS libraries in the area.

### LIBRARY HOURS: \*

Monday – Thursday . 8:00 a.m. – 10:00 p.m.  
 Friday . . . . . 8:00 a.m. – 8:00 p.m.  
 Saturday . . . . . 9:00 a.m. – 5:00 p.m.  
 Sunday . . . . . 2:00 p.m. – 10:00 p.m.  
 Finals Week . . . . . Open until midnight

\* Hours subject to change during breaks and holidays.

## LAPTOP AVAILABILITY

Laptops can be checked out from the Stafford Library circulation desk to be used in the library only. Students must have their ID card and a loan agreement form must be signed to check out a laptop. Students using these laptops are responsible for damage to or theft of the computer. Laptops may not be reserved in advance.

## TECHNOLOGY SOLUTIONS CENTER

The Technology Solutions Center is available to students via phone or face-to-face. Help desk analysts are available to assist students with Internet connectivity and telephone issues in the residence halls, issues with accessing email and eServices and general computer related questions.

### HOURS OF OPERATION \*

#### Phone Support:

Monday – Thursday . . 7:00 a.m. –10:00 p.m.  
 Friday . . . . . 7:00 a.m. – 8:00 p.m.  
 Saturday . . . . . 10:00 a.m. – 6:00 p.m.  
 Sunday . . . . . Noon – 6:00 p.m.

#### Walk-In Support:

Monday – Thursday . . 8:00 a.m. – 7:00 p.m.  
 Friday . . . . . 8:00 a.m. – 5:00 p.m.  
 Saturday . . . . . 11:00 a.m. – 5:00 p.m.  
 Sunday . . . . . Noon – 5:00 p.m.

\* Hours subject to change during breaks and holidays.

## E-MAIL, INTERNET ACCESS AND ANTI-VIRUS SOFTWARE

Students are assigned email accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: <http://accounts.ccis.edu>. An alternate path would be to click on eServices on the main page of the web site. CougarMail, an Internet application, is a free service to all students and is a life-time account for graduates. The system is accessible using any web browser from any location with the exception of military bases. Internet access is available to students for use as a resource in the student Open Lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop users.

Students using computers on the College network must have the latest version of anti-virus software. Technology Services will provide this software free of charge.

## COMPUTER CLASSROOMS

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Classes using computing resources, such as English, Computer Programming and Accounting are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the Open Lab.

## OPEN LAB USE

Technology Services maintains an open lab equipped with computers, scanners, a copy machine and a high speed laser printer. This lab in Buchanan Hall is available to currently enrolled students on a walk-in basis. Software used in classroom instruction is available to students for use in completing assignments. Email and Internet access is also provided.

Within the Open Lab is a multi-media room. The room is equipped with two Dell computers and one Apple computer. In addition, a color printer and scanners are available for student use. These computers have video and photo editing software installed. This room is available for use as a group study room.

The Open Lab has two digital still cameras and one digital video camera available for check out. Cameras may be checked out for a period of 24 hours. For more information, contact the Student Computer Lab at 875-7333.

## COLUMBIA COLLEGE COMPUTER USE POLICY

**Use of any Columbia College (hereinafter referred to as CC) computer, CC network or other CC information system constitutes full acceptance of the terms and conditions of this policy and consent to monitoring. The consequences for not complying with the conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions including student dismissal and employee termination.**

Except as noted, this policy pertains to:

- All faculty, staff, students, alumni, and others who utilize CC computers, the CC network or other CC information systems (any provision that applies exclusively to employees is italicized).
- Access to the Internet via CC computer or network.
- Personal webspace on a CC server.
- Use of the CC email address or any email accessed through a CC network.
- Access to computer files on a CC network or stored in individual CC computers.

### 1. AUTHENTICATION PROCESS

Users must be authorized through a Technology Services (TS) assigned username and password. The username and password are the responsibility of the individual to whom they are assigned and should never be shared with anyone. The user will be held responsible for unauthorized use of the username and password

by other individuals and for any and all actions of those individuals. Users will have access to sensitive and confidential information and will be responsible for the security of this information. Great care should be taken in ensuring that the user is logged out prior to leaving the computer unoccupied.

An email "account" is assigned to each user. Any communication sent from that account is the responsibility of the user assigned to the account. The author of a communication from an account accessible to multiple users is responsible for that communication. Users are prohibited from allowing other individuals to send email from their account and may not use another individual's account to send email communications for their own purposes. The user should know that email communications sent through the CC system are not confidential.

### 2. USE

Access to a CC network is a privilege with concomitant responsibilities pertaining to appropriate and ethical use. Access must be approved by the Chief Information Officer (CIO). Use of the Internet, personal webspace and e-mail, etc., via the CC network, constitutes the individual's acceptance of this policy. Users accessing network resources from remote locations are held to this policy.

Users are expected to be knowledgeable of these and all policies of CC. Care must be taken by users to ensure that accessing the Internet via the CC network does no harm to College interests. Any questions should be directed to the CIO.

### 3. PROPER AND ETHICAL USE OF THE INTERNET AND EMAIL

CC reserves the right to examine email, personal file directories, web browser bookmarks, logs of web sites visited, computer system configuration, network activity, and other information stored on CC computers at any time and without prior notice. Use of the system constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other CC policies including but not limited to policies prohibiting plagiarism, harassment, discrimination, offensive conduct or inappropriate behavior. Users are prohibited from using the system for any unethical purposes, including but not limited to plagiarism, pornography, violence, gambling, racism, harassment, or any illegal activity.

Users access the Internet at their own risk while using Columbia College facilities and equip-

ment. Email systems and browsers may deliver unsolicited messages that contain offensive content. Columbia College is not responsible for material viewed, downloaded or received by users or for content that users may encounter via the Internet. When and if users make a connection with web sites containing objectionable content, they must promptly move to another site or terminate the session. Columbia College computer users who discover that they have connected with a website that contains sexually explicit, racist, sexist, violent or other potentially offensive materials must disconnect immediately from that site. Faculty who must access such sites for research or course content purposes must have written approval from their department chair.

Users are prohibited from using the system for profit-making activities and/or for business use other than Columbia College business.

Users must not intentionally write, compile, copy, propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any CC computer system.

Any posting to public forums such as newsgroups must include the following disclaimer that the views are those of the user and not CC: "Any views or opinions presented are solely those of the author and do not necessarily represent Columbia College."

Users are prohibited from entering into any contract or agreement on behalf of CC through email or on the Internet, except as expressly authorized.

Disclosure of any information classified as confidential through email to any party not entitled to that information is prohibited. In general, users should exercise the same restraint and caution in drafting and transmitting messages over email as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipient.

#### **4. MASS EMAIL AND DISTRIBUTION LISTS**

Technology Services will create and maintain distribution lists at the request of appropriate Administrative Council members or their designee. The requesting Administrative Council member or designee will be considered the owner of the list and will authorize security privileges to individuals who send email to that list.

#### **5. EMAIL AND DOWNLOADING SOFTWARE THROUGH THE INTERNET**

Users may need to download software or files to and from individuals through the Internet (outside of CC's network). Users should exercise extreme caution when using the Internet in this manner. All files or software must be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into CC's network. Users must comply with copyright and trademark laws when downloading materials from the Internet.

If the user finds that damage occurred as a result of downloading software or files, the incident must be reported immediately to the CIO.

Unless authorized, users may not install other on-line services to access the Internet on CC owned computers (e.g. America OnLine, CompuServe, Earthlink, etc.).

### **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.<sup>1</sup>

<sup>1</sup> Columbia College endorses this statement of software 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 and peripherals for commercial purposes.
  2. When working in College Computing Labs users will be aware of and follow fair use rules as posted.
  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 appropriate handbook/bulletin, up to and including termination or expulsion. The computer systems administrator reserves the right to examine users 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.

### EXAMPLES

The following are examples of ethical or responsible uses 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 Executive Vice President and Dean for Academic Affairs.
- 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.



- 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 and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

## COLUMBIA COLLEGE GLOBAL STUDENT EMAIL POLICY

**Assignment of email address** – Individuals will be issued an official Columbia College student email address (CougarMail) when they apply to the College. This email account will become a lifetime account upon enrollment and subsequent attendance.

**Student responsibilities** – Official correspondence from faculty and staff will be communicated through the Columbia College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student's convenience, Columbia College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over CougarMail, even if there is a problem with the alternate email service.

Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in disciplinary action including revocation of system privileges.

**Student rights** – Students may use their account for personal email in accordance with the Columbia College Computer Use Policy.

**Security** – CougarMail provides a secure sign-on and secure transfer of email within the Cougar Mail system. However, students should be aware

that Columbia College cannot be responsible for the security of information forwarded to other accounts.

## COLUMBIA COLLEGE GLOBAL ALUMNI EMAIL POLICY

**Alumni eligibility** – All alumni who have received degrees from the College are eligible to receive a lifetime CougarMail account

**Alumni responsibilities** – Official College correspondence may be communicated through the Columbia College email address. Columbia College email addresses may be forwarded to another email account as desired.

Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in revocation of system privileges.

**Alumni rights** – Alumni may use their account for personal email in accordance with the Columbia College Computer Use Policy.

**Security** – CougarMail provides a secure sign-on and secure transfer of email within the Cougar Mail system. However, alumni should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.

# ADMISSION POLICIES

## DAY STUDENTS

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated that they are likely to complete the College's broad-based general education curriculum and to master an undergraduate major. Many factors are considered in the admission decision but previous academic achievement is the best predictor of success at Columbia College. The College does not admit applicants whose previous academic performance predicts failure. Admission requirements are moderately selective.

## GENERAL ADMISSION

Each applicant is individually considered for admission based on their qualifications as a whole. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking.

Admission is generally granted to high school applicants with no previous college credit (excluding high school dual enrollment) who follow a college preparatory curriculum, rank in the top half of their class or have an ACT or SAT score at a minimum 50th percentile and have earned at least a 2.5 cumulative high school grade point average. Admission is also generally granted to applicants with a GED score at a minimum 50th percentile and home schooled applicants who present an ACT, SAT or GED score at a minimum 50th percentile. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration. However, these scores are also used for freshman course advising and placement.

Columbia College welcomes students with academic credit from other institutions. Transfer applicants must present a minimum 2.0 cumulative grade point average. In general, students transferring 24 or more credits accepted by Columbia College will be favorably considered for admission. Only grades of C or above are accepted in transfer. If fewer than 24 hours are accepted, transfer applicants may also be considered for admission on the basis of the high school record (class rank, ACT/SAT, grade point average) in addition to college coursework. A stu-

dent who has earned more than six college credits after high school completion is considered a transfer student.

Columbia College reserves the right to randomly check any and all applications for a criminal history. Applicants with a felony or misdemeanor conviction must provide details regarding the crime(s).

## NEW FRESHMEN

To apply for admission as a new freshman, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants and October 1 for Day Campus spring semester applicants.
2. Request official high school transcripts be sent directly to the Admissions Office, or submit official GED scores.
3. Request an official transcript be sent directly to the Admissions Office from each college or university from which credit (including dual credit) was earned.
4. Submit either ACT or SAT scores.
5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.

## HOME SCHOOLED STUDENTS

Complete steps 1, 3, 4, and 5 (if applicable) and submit a record of high school-level coursework or a GED score. Scholarship candidates must submit a high school equivalent grade point average or other relative materials and a resumé to be considered for institutional aid. Please contact the Admissions Office for details.

## RECOMMENDED HIGH SCHOOL CURRICULUM

Final high school transcripts should reflect a college bound curriculum with a minimum of four units of English, three units of mathematics (two years of algebra and one year of geometry), three units of science, and two units of social studies. Two years of a foreign language is recommended. Students who completed the College Preparatory Certificate recognized by Missouri's Coordinating

Board for Higher Education are typically well prepared for academic success at Columbia College.

## FOUR-YEAR GRADUATION PLAN

The Four-Year Graduation Plan assures an entering freshman that if all conditions of the Plan are met, the student will be able to graduate in eight consecutive semesters, Columbia College will waive the additional tuition if the required course work is completed within the next year. A contract outlining the agreement will be signed by the student and a College officer. If the student does not fulfill the requirements of the contract, no penalty will be assessed; however, the student will continue to be responsible for any additional tuition.

*Note: The following majors/programs are not included in the Four-Year Graduation Plan: Education (BEACON and DAYSTAR), Forensic Science and Bachelor of Fine Arts in Art. Students enrolled in English as a Second Language courses may have difficulty fulfilling the Plan requirements. Complete information about this program is available in the Office for Academic Affairs, the Admissions Office and on the Columbia College website at: [www.ccis.edu](http://www.ccis.edu).*

## TRANSFER STUDENTS

To apply for admission to Columbia College as a transfer student, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 application fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants and October 1 for Day Campus spring semester applicants.
2. Request an official transcript from each college or university attended, including dual credit, be sent directly to the Admissions Office. (See page 136 for information on evaluation of transfer credit.)
3. If semester hours earned total less than 24, request an official high school transcript or GED scores be sent directly to the Admissions Office.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.

Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission

through the Admissions Review Committee process.

Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension can be considered for admission only through the review committee process.

## 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 translation from each college and university attended must be submitted to the College 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 campus where the applicant plans to attend. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. 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 having all transcripts/credit documents submitted prior to an evaluation. 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 or 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 who 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 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 STATUS**

The Non-Degree Seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Enrollment as a Non-Degree Seeking student neither guarantees automatic admission to degree seeking status, nor does it necessarily impact an admission decision. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Non-Degree Seeking students in the Day Campus may stay continuously enrolled in consecutive semesters while in good academic standing (not on academic or disciplinary probation). Non-Degree Seeking students who do not enroll in one or more semesters must reapply for admission. Non-Degree Seeking students are not eligible for financial aid. Students enrolling at Columbia College under this status may be considered for degree-seeking status in a subsequent term by completing the regular application process.

Students who wish to apply for Non-Degree Seeking status must complete the Non-Degree Seeking application for admission and submit it with the \$35 one-time, non-refundable application fee.

Non-Degree Seeking international students must show proof of English proficiency: minimum TOEFL score of 500 paper-based, 173 computer-based or 61 internet-based; an APIEL score of 3 or higher; completion of an advanced proficiency level in an accredited English as a Second Language (ESL) program; completion of a course equivalent to English

Composition I with a grade of C or higher; or satisfactory completion of the Columbia College diagnostic test. Additionally, international students must submit a copy of a valid passport, visa, I-94 departure record and most recent I-20, if currently enrolled at another institution.

Enrollment for Non-Degree Seeking students is on a space available basis only. Course selections may be limited. Students under this status must be cleared for enrollment through the Office for Academic Affairs. Non-Degree Seeking students must provide proof that course prerequisites have been met.

Non-Degree Seeking students who enroll in twelve or more hours in the Day Campus are considered full-time students. Enrolling as a Non-Degree Seeking student does not negate the residence hall requirement (applicable to full-time students).

## **ADDITIONAL ACADEMIC INFORMATION**

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DANTES, DD214, USAFI); Law Enforcement Training Institute; RN certification and LPN certification. For use in admissions consideration or for an official evaluation of credit, all documents must be submitted directly to the Admissions Office. For additional information about the transfer of alternative credit, contact the Evaluations Office.

## **RESIDENCE LIFE REQUIREMENTS**

All full-time freshmen and sophomore Day Campus students are required to live on campus unless they meet one or more of the following exceptions: 1) live in Boone County with parents, 2) are 22 years of age or older, 3) have completed 52 semester hours, 4) are married, 5) are a parent or 6) are a military veteran defined by federal guidelines.

## **READMISSION**

Students who wish to return to Columbia College after interrupting attendance for one semester must apply for readmission through the Admissions Office. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time,

part-time or non-degree seeking.

Official transcripts from each college attended after Columbia College will be required for readmission consideration. Resubmission of transcripts may be required if the absence exceeds five years. The Admissions Office checks academic and financial status and notifies the student of the readmission decision. (Students may wish to contact the Registration and Financial Services Office directly to determine if there is a balance due.)

## READMISSION AFTER SUSPENSION

Students may apply for readmission to Columbia College following a suspension of one semester. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking.

To apply for readmission after suspension, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable \$35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Executive Vice President and Dean for Academic Affairs 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.
3. Reconcile any balance owed to the Registration and Financial Services Office.
4. Request official transcripts be sent directly to the Admissions Office from each college attended since leaving Columbia College.
5. Await the decision by the Admissions Review Committee.
6. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

## READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time,

part-time or non-degree seeking.

To apply for readmission after dismissal, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable \$35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Executive Vice President and Dean for Academic Affairs 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 Registration and Financial Services Office.
4. Request official transcripts be sent directly to the Admissions Office from each college attended since leaving Columbia College.
5. Await the decision by the Admissions Review Committee.
6. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

**Students who have been permanently dismissed from Columbia College are not eligible for readmission.**

## EARLY-OUT ADMISSION

Students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 units of high school credit. Applicants for early-out admission must complete the normal procedure for regular admission as well as arrange for a personal interview. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the Admissions Review Committee.

## CAMPUS TRANSFERS

Currently enrolled students who wish to change campuses (i.e., Evening to Day, Nationwide to Day, Day to Evening, Nationwide to Evening, Online to Evening, Evening to Online) must apply for Campus transfer in the Admissions Office. The Admissions Office checks academic and financial status and notifies the student of the transfer decision.

## HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school. Application deadlines will be firmly adhered to for all applicants regardless of status.

Students in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission to the Day Campus with a one-time, non-refundable \$35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying.
2. Request an official high school transcript and ACT or SAT score be sent directly to the Admissions Office.
3. Present a 2.5 cumulative high school grade point average and a minimum 50th percentile on ACT/SAT or minimum 50th percentile class rank.
4. Provide written support from the high school principal or guidance counselor and a parent by completing the Columbia College dual enrollment form.
5. Homeschooled students should contact the Admissions Office for dual enrollment information.

The Admissions Review Committee reserves the right to review any application for admission under the dual enrollment status.

## INTERNATIONAL STUDENTS

Columbia College is welcoming of international students and encourages application from non-citizens. New international students must meet the admission standards for the Day Program (see general admission requirements on pages 94-95). New International students must additionally meet English language proficiency requirements. Students seeking admission to academic programs must provide official scores from the TOEFL (Test of English as a Foreign Language) exam, IELTS (International English Language Testing System) exam, or appropriate SAT or ACT scores.

An international student is categorized as a foreign born person who is not a citizen, national or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must meet provide all application materials necessary to be considered for international admission until residency or citizenship has been

granted. Columbia College does not extend admission to undocumented persons.

International students seeking a SEVIS I-20 Form from Columbia College for F-1 visa are eligible for undergraduate admission through the Day Campus, Elgin Campus, or Aurora Campus only. International students who are accepted for admission will receive a housing contract and I-20 if applicable, in the acceptance packet. International students not seeking an I-20 from Columbia College may apply for admission to the Evening Campus, any Nationwide campus or Online campus, or as a part-time Day Campus student so long as the visa status of the applicant allows for academic study while in the United States. Persons in F-2 status may apply for admission to Columbia College only as non-degree seeking students, and are limited to avocational and recreational studies.

The following visa types are eligible for full-time studies at Columbia College without seeking I-20 from Columbia College:

- A-1/A-2 dependants
- H-1, H-4
- I dependants
- J-1 Au Pair (subject to *J Au Pair* regulations)
- J-2
- L-2
- M-2
- O-3
- P-4
- Q-1/Q-2/Q-3 dependants
- R-2
- TD

International applicants seeking full-time study who have not entered the United States under one of the above visa types should contact the Admissions Office for enrollment eligibility information.

## NEW FRESHMEN

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to university-level studies in their countries of secondary study. This requirement is equivalent to the twelve-year program of elementary, middle school and high school in the United States.

## TRANSFER STUDENTS

Columbia College welcomes international students with academic credit from other institutions. The College does not admit applicants whose previous performance predicts lack of academic success. In general, students who present a minimum 2.0 cumulative grade point average from previous college coursework are considered for admission. University-level coursework completed at appropriate international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be translated to a 4.0 scale for U.S. equivalency. If a transfer

student does not present a minimum cumulative grade point average of 2.0, he/she may be considered for admission through the Admissions Review Committee process.

Students who attend Columbia College from universities and colleges that maintain an active exchange agreement with Columbia College receive a 20% tuition discount upon admission to the College. Renewable for three additional years with good academic standing. Students from Kongju National University and National University of Kaohs'ung University receive this award.

## **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 translation from each college and university attended must be submitted to the College 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 campus where the applicant plans to attend. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. 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 having all transcripts/credit documents submitted prior to an evaluation. 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 or 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 who 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 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.

## **EVIDENCE OF 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.

Students with a TOEFL or IELTS score below the minimum requirements will be considered for admission to the English as a Second Language (ESL) Program. The ESL Program is not available through the Evening Campus. Students wishing to complete ESL courses must apply through the Day Campus. Students enroll in the ESL program at one of two proficiency levels: intermediate or advanced. Placement is determined by in-house diagnostic testing. This test is given to ESL students during orientation or prior to the beginning of classes.

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.

## APPLICATION PROCESS

International Applicants to the Day Program must provide complete application materials as outlined below. All necessary documents must be received by Columbia College no later than four weeks from the start of the fall semester, and no later than five weeks from the start of the spring semester for applicants to those terms respectively. To be considered for admission to Columbia College, an international student must:

1. Submit the application for admission to the Day Campus with a one-time, non-refundable \$35 (U.S. dollars) application fee. Checks should be made payable to Columbia College. The application fee is waived prior to January 1 for Day Campus fall semester applicants and October 1 for Day Campus spring semester applicants.
2. Submit the international application for admission – SEVIS Supplement.
3. Request official original secondary school records in the native language and an official English translation be sent directly to the Admissions Office.

Columbia College evaluates advanced secondary school education from other countries such as the British Advanced Level Examinations, the French Baccalaureate, the German Abitur, and the Canadian CEGEPs. Students who have successfully completed advanced secondary school education may receive advanced standing or transfer credit at Columbia College for that work. Such credit is evaluated on a course-by-course basis. Students may be asked to submit course descriptions and/or course syllabi for evaluation purposes.

4. Request official original transcripts (in the native language) from each college/university attended and an official English translation be sent directly to the Admissions Office.
5. Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for every year of study at the College.
6. Proof of English language proficiency as evidenced by a TOEFL score of at least 500 on the paper-based exam, 173 on the computer-based exam, or 61 on the internet-based exam. The minimum IELTS score required to demonstrate English language proficiency is an overall band score of 5.5 with no individual band below a 5.0.
7. Students transferring to Columbia College from an institution in the United States must complete a Transfer Eligibility form and furnish a copy of a

valid passport, visa, I-94 and I-20 from the last school attended.

Proof of English language proficiency is not required for students from English speaking countries such as the United Kingdom, Canada, New Zealand, Australia and Ireland.

International applicants seeking full-time study who have not entered the United States under one of the above visa types should contact the Admissions Office for enrollment eligibility information. International students seeking an I-20 may not enroll in any program other than the Day Program at the main campus in Columbia, Missouri.

## NON-DEGREE SEEKING STUDENTS

International students who are not seeking a degree from Columbia College and wish to enroll part-time may be considered for admission as a Non-Degree Seeking student. (See Non-Degree Seeking information on page 98). Students must be degree seeking to be eligible for a SEVIS I-20 Form from Columbia College. Students on an F-2 Visa must apply as non-degree seeking and enroll in courses that are avocational or recreational in nature.

## ADMISSIONS REVIEW PROCESS

Applicants who do not meet the standards described above for general admittance may be considered for admission through the Admissions Review Committee process. Applications submitted after August 1 for the Day Campus fall semester and December 1 for the Day Campus spring semester which do not meet general admissions standards will not be considered for admission. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. In addition to the materials outlined above, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered; a description of an activity, project or task at which they have persevered to completion; and a plan for success at Columbia College. Include name, Social Security Number and address in the letter.
2. Complete a personal interview with an Admissions Counselor.

Applications with supporting materials will be reviewed to determine whether applicants are admitted to the College. The Committee looks for one or more of the following: unrealized potential, uncommon talent in a given area, perseverance and prediction of academic success or substantial work



experience. **If admitted, students must earn a minimum 2.0 grade point average during their first term enrolled at Columbia College. Failure to do so may result in suspension from the College.**

An applicant who is denied admission to the home campus programs may be granted permission to enroll through the Nationwide Campuses or the Online Campus programs. An applicant who is denied admission to the home campus programs may appeal through the Admissions Office.

International students seeking an I-20 may not enroll in any program other than the Day Program at the home campus.

## **ADMISSIONS DEADLINE**

Domestic applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. International applicants no later than four weeks from the start of the Day Campus fall semester, and no later than five weeks from the start of the Day Campus spring semester. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking.

## **DEPOSIT**

Upon notification of admission to the Day Campus, students should acknowledge acceptance of the offer of admission by making a deposit payment of \$100. The fee is credited to the student's account and is refundable until May 1 prior to the fall of initial enrollment or until December 15 prior to the spring of initial enrollment. The fee assures the privilege to preregister for classes offered the succeeding semester and secures a residence hall assignment if appropriate.

## **IMMUNIZATION REQUIREMENT**

The Columbia College immunization policy does not affect admission to the College nor initial enrollment in the Day Campus. However, new Day Campus students must submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR), and, if indicated, the meningococcal meningitis vaccine and tuberculosis screening (PPD). Failure to submit this information within the first semester of attendance will affect subsequent enrollment.

## **WARRANTED DEGREE PROGRAM**

Students who have an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible students may enroll in one course free of charge if

five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **The Warranted Degree Program cannot be used for graduate-level or Online Campus courses.**

Students are required to pay lab fees and for textbooks associated with the courses.

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

Students must apply for admission to be eligible to register for a warranted degree course, and no application fee is required. Warranted Degree applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

## **COURSE PREREQUISITES**

Many courses have prerequisite/corequisite requirements. (See course descriptions pages 162-226 for details regarding specific courses.) It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements will result in being dropped from the course(s).

## **ADULT HIGHER EDUCATION DIVISION**

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College adult and higher education campuses. Students seeking to enroll through the AHE Division should apply for admission at the respective location. See page 18 for a map of the Nationwide Campuses.

## **ONLINE EDUCATION**

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College online courses. Students seeking to enroll through the Online Campus should apply for admission via the College website at [www.ccis.edu/online/](http://www.ccis.edu/online/).

# FINANCIAL AID AND SCHOLARSHIPS

## FEDERAL AND STATE FINANCIAL AID AND SCHOLARSHIPS

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 the Admissions Office (applies to first-time students only).
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College school code, **002456**. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, [www.ccis.edu/financialaid](http://www.ccis.edu/financialaid), or the Department of Education's website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper FAFSA applications may be obtained through the Federal Student Aid Information Center by calling 1-800-4-FED-AID. The FAFSA must be completed for each academic year.
  - The priority deadline for all financial aid is March 1 of the year the student plans to attend college (i.e. March 1, 2009 for 2009-2010 academic year.)
  - The state deadline for Missouri state grant aid is April 1 of the year the student plans to attend college (i.e. April 1, 2009 for 2009-2010 academic year). Missouri grant aid is

only available to Missouri residents.

- All returning students should have the 2009-2010 FAFSA completed and all other needed paperwork submitted by May 2009 to avoid registration delays for Fall 2009.
3. Check your CougarMail, the email address assigned to you by Columbia College. 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.
  4. Students who are interested in applying for additional assistance through federal Stafford loan programs should complete:
    - Entrance Counseling (first time Columbia College borrower only)
    - Stafford Loan Master Promissory Note (first time Columbia College borrower only)
    - Submission of eAward letter (see Notification of Financial Aid Status and Awards)
  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:
    - PLUS loan data sheet
    - PLUS Master Promissory Note (first time Columbia College borrower only)

Students may access these forms under the Financial Aid Section of eServices.

Parents may access these forms at [www.ccis.edu/offices/financialaid/parentforms.aspx](http://www.ccis.edu/offices/financialaid/parentforms.aspx).

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

### ELIGIBILITY FOR FEDERAL AND STATE FINANCIAL AID

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

- U.S. citizenship or eligible non-citizen status.
- 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.
- Making Financial Aid satisfactory academic progress. (See financial aid standards of

academic progress.)

- Other eligibility factors that are identified based upon 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.

Full-time status is measured as enrollment in 12 hours or more per semester at Columbia College. Enrollment is determined after the add/drop period.

Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

## FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

According to 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.

Satisfactory progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior course work at Columbia College is applied to these standards.

### QUALITATIVE MEASURE

The quality of a student's progress is measured by grade point average (cumulative GPA). The minimum cumulative GPA 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 Program	3.00

### QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the Cumulative Completion Rate (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 (Withdrawing), or WE (Excused Withdrawal) for a course in a semester or session will have those courses included in the cumulative attempted hours (for definition of grades please see Academic Policies, Regulations, and Procedures). The Cumulative Completion Rate is calculated in December and May to determine eligibility for financial aid for the following term. All courses are included in the Cumulative Completion Rate calculated. Please note the following:

**Repeated courses** add total hours attempted but not hours completed; the grade is simply replaced. The new grade is included in the cumulative calculation, which is considered when progress is again checked; therefore the repeated course is included in both qualitative and quantitative calculations.

**Withdrawals**, including excused withdrawals, count toward hours attempted for the Cumulative Completion Rate.

**Remedial, Enrichment and English as a Second Language** courses count toward the Cumulative Completion Rate as well as cumulative GPA.

**Audit and Pass/Fail** courses count toward the Cumulative Completion Rate.

**Transfer credit** (including those received during consortium study) does not count in the calculation of both cumulative attempted credit hours and cumulative completed credit hours. Transfer credit does not count toward the Cumulative Completion Rate. Transfer credit does not count in the calculation of GPA. Transfer credit does count toward Maximum Time Measure.

### MAXIMUM TIME 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. For example, a student pursuing a bachelor's degree requiring 120 semester hours may attempt up to 180 hours before Financial Aid eligibility is suspended ( $120 \times 150\% = 180$ ).

Financial Aid recipients that have reached 100% of the published length of the educational program are certified via CougarMail that they are approaching their maximum time frame. Those warnings will continue to be sent each time academic progress is reviewed until a student reaches 150%. At 150% the student is no longer eligible to receive federal financial aid. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year, once in December and again in

May. A student may appeal (see appeal procedures).

## FINANCIAL AID PROBATION AND SUSPENSION

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

Probation is a warning, in writing via CougarMail, that subsequent failure to meet the minimum requirement will result in financial aid suspension. The second and subsequent time a student fails to meet the minimum requirement results in loss of financial aid for the following terms of enrollment.

If placed on Financial Aid Suspension, notification is sent to the student and all forms of Title IV federal and state aid are withdrawn for the next terms in which the student enrolls. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year; once in December and again in May. Notification of suspension is sent via email to a student's CougarMail address and via postal mail.

## REINSTATEMENT

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

- 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;
- OR**
- The student files an appeal and the Campus Hearing Board approves the appeal (see appeal procedures below).

**It is the student's responsibility to notify the Registration and Financial Services office when reinstatement conditions have been met.**

## 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:

- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Emergency situations such as fire or flood
- Legal separation from spouse or divorce

- 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 form available under the Financial Aid Section of eServices (see appeal form).
2. The completed appeal form is presented to the Campus Hearing Board for review.
3. The student is notified in writing via CougarMail of the Board's decision and recommendations. The Board's decision is final.

## DETERMINATION OF FEDERAL FINANCIAL AID AWARD

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

Cost of Attendance (from August, 2009 to May, 2010):

<u>Expense</u>	<u>On Campus</u>	<u>Off Campus</u>
Tuition . . . . .	\$14,576 . . . . .	\$14,576
Books . . . . .	.800 . . . . .	.800
Room & Board. . . . .	5,898 . . . . .	7,516
Transportation . . . . .	2,916 . . . . .	2,916
Personal . . . . .	<u>4,908</u> . . . . .	<u>4,908</u>
<b>TOTAL:</b>	<b>\$29,098</b>	<b>\$30,716</b>

Financial Need: Cost of Attendance minus EFC (as determined by FAFSA)

Unmet need: Cost of Attendance minus EFC minus aid awarded.

Unmet cost: Cost of Attendance minus aid awarded (shown on award notification).

Once the Expected Family Contribution and financial need have been determined, the student's information is reviewed. The student is 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 Registration and Financial Services office all assistance received from outside sources, as federal law requires that all outside assistance be considered as a 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, room and board, as long as the aid (all types) is not over 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 is prorated, per federal guidelines.

#### Federal Stafford Loan Annual Limits

Dependent Undergraduate	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 semester 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 Undergraduate (and dependents whose parents are unable to borrow under the PLUS program)	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 semester 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 (Limit of all loans combined)		
	Subsidized	Total (Subsidized & Unsubsidized)
Dependent Undergraduate	\$23,000	\$31,000 (no more than \$23,000 of which may be subsidized).
Independent Undergraduate	\$23,000	\$57,500 (no more than \$23,000 of which may be subsidized).

## NOTIFICATION OF FINANCIAL AID STATUS AND AWARDS

College email addresses are assigned to all Columbia College applicants (see Special Academic

Facilities). 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 eServices link on Columbia College's website: <https://www.ccis.edu/eServices>. 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 and understand 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 attends 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 his/her student account and applied to tuition, fees and housing costs each semester. 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 paycheck on the 15th and last workday of the month. Funds are paid for authorized hours worked.

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 term to purchase books by using a book voucher. Refund dates are posted and are available from the Registration and Financial Services office.

## RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who withdraws from a class but still completes one or more classes does not require a Return of Title IV 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, Federal SEOG (Supplemental Educational Opportunity Grant) and Federal SSS (Student Support Services) Grant.

To conform to the policy, Columbia College must determine the student's withdrawal date. The withdrawal date is defined as the date the student began the withdrawal process or officially notified Columbia College of his/her intent to withdraw. For all other withdrawals without notification, the withdrawal date is the mid-point or the last date of attendance at an academically-related activity by a student. The last date of attendance at an academically-related activity is defined as attendance and participation in class as defined by the instructor.

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 five 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 con-

ditions 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 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 is no longer 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 forwards the payment to the U.S. Department of Education and the student remains 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.

U.S. Department of Education  
 Student Financial Assistance Programs  
 P.O. Box 4222  
 Iowa City, IA 52245  
 Phone: 1-800-621-3115  
 Email: [DCS\\_HELP@ed.gov](mailto: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.

## STUDY ABROAD PROGRAMS

Federal financial aid may be available for Study Abroad Programs. Information regarding individual eligibility is available from the Registration and Financial Services Office.

## SCHOLARSHIPS, GRANTS AND AWARDS

Scholarships, awards and grants are forms of “gift” assistance that do not require repayment. Institutional aid is generally intended for tuition assistance. Institutional aid is awarded to degree seeking students working on their first undergraduate degree. Many scholarships for the Day Campus at Columbia College are awarded on a competitive basis to students of high academic ability. Some awards are automatic based on specific criteria. Other scholarships, awards and grants are made available in recognition of performance or special talent. Endowed and Heritage scholarships and awards are made through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance. Generally, scholarships, awards and grants are non-need based forms of financial assistance.

First time applicants must submit a résumé to be considered for any institutional scholarships, grants or awards. Admissions materials and a personal résumé are used to determine eligibility for institutional forms of aid. Students are considered for competitive awards based on academic and subjective information. Only full-time Day Campus students are eligible to be considered for the following scholarships, grants and awards. Awards are made for the academic year starting in August. Awards may also be made for students who are admitted at the Spring semester.

The maximum amount of institutional and endowed aid that can be awarded is tuition, room and board, if a student is living on campus, and tuition only if living off campus. Total aid (institutional and federal combined) cannot exceed the Cost of Attendance. A student may not receive more than one tuition scholarship. Tuition discounts are not considered tuition scholarships.

Scholarship recipients not receiving federal or state need-based aid who also receive external private scholarships may receive the full value of the private scholarship unless otherwise stated by the organization giving the scholarship. Any fees incurred by the recipients (single room, phone charges, lab fees, etc.) will be deducted from the private scholarship. If the scholarship is restricted to tuition, room and/or board, the recipient cannot receive a refund.

All full-time freshmen and sophomore Day Campus students (those with fewer than fifty-two semester hours completed) must live on campus unless they meet one or more of the following exceptions:

- Live in Boone County with parents (where such address has been established as the sole, legal and permanent residence of parents);
- Are 22 years of age or older;
- Have completed 52 semester hours;
- Are married;
- Are a parent;
- Are a military veteran as defined by federal guidelines.

Any student receiving institutional aid is required to live on campus unless he/she is living in Boone County with a parent, is 22 years of age, or has completed 52 semester hours. Students receiving a room and board scholarship must live on campus in order to receive the scholarship (cash value for these awards will not be issued to students).

Scholarships for non-transfer students are available for a maximum of a combined total of four years (one year initial award and three years renewal). Scholarships for transfer students are available a maximum of a combined total of two years (1 year initial and 1 year renewal). See Individual Awards for specific eligibility and renewal requirements.

## INSTITUTIONAL SCHOLARSHIPS

<u>Award</u>	<u>New Freshmen</u>	<u>New Transfers</u>	<u>Currently Enrolled</u>	<u>International</u>
A+ Scholarship		X		
Althea and John Schiffman Ethics Scholarship				X
Alumni Legacy Grant	X	X		X
Alumni Legacy Scholarship	X	X		X
Associate Degree Transfer Grant		X		
Athletic Grant	X	X	X	X
Boone County Endowed Scholarship		X		
Canadian Tuition Grant				X
Capstone Presidential			X	X
Capstone Scholarship	X		X	X
Columbia College Scholarship	X			
Community College Scholarship		X		
Cornerstone Scholarship	X		X	X
Dillingham Family Scholarship	X			
Disciples of Christ Pastoral Award	X	X		X
Disciples of Christ Schiffman Supplementary Award	X	X	X	X
Endowed & Heritage Scholarships	X	X		
ESL Tuition Grant				X
Freshman Transfer Award		X		
International Award				X
International Excellence Scholarship				X
Keystone Scholarship	X		X	X
Leadership Award	X			
Lois Singletary Scholarship	X			
Mary Green Lozier Award	X			
Midwest Student Exchange	X	X		
Midwest Student Exchange	X	X		
Military Spouse Grant	X	X		X

## CAPSTONE, CORNERSTONE AND KEYSTONE SCHOLARSHIP REQUIREMENTS

SCHOLARSHIP	AWARD AMOUNT (per year)	INITIAL REQUIREMENTS		RENEWAL REQUIREMENTS	COMMENTS
		NEW STUDENTS	RETURNING STUDENTS		
CORNERSTONE	\$2000	Composite ACT Score $\geq 22$ <u>and</u> High School GPA $\geq 3.2$	Latest 30 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.2$	Latest 24 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.0$	For new Students, equivalent SAT scores are acceptable in lieu of ACT scores; comparable GED scores are acceptable in lieu of the GPA requirements. Home-schooled students are also eligible. Please contact the Admissions office for complete details.  Scholarships are available only up to a combined total of four years (1 year initial Award and 3 years of renewal).
KEYSTONE	Half Tuition	Composite ACT Score $\geq 24$ <u>and</u> High School GPA $\geq 3.4$	Latest 30 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.4$	Latest 24 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.2$	
CAPSTONE	Half Tuition + \$2000	Composite ACT Score $\geq 28$ <u>and</u> High School GPA $\geq 3.75$	Latest 30 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.75$	Latest 24 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.4$	
SCHOLARSHIP	AWARD AMOUNT (per year)	REQUIREMENTS		RENEWAL REQUIREMENTS	COMMENTS
PRESIDENTIAL CAPSTONE	Full Tuition	Latest 90 hours of credit must be earned at CC <u>and</u> a cumulative GPA $\geq 3.85$		Non-renewable	Available to Seniors only

<u>Award</u>	<u>New Freshmen</u>	<u>New Transfers</u>	<u>Currently Enrolled</u>	<u>International</u>
Phi Theta Kappa Honor Scholarship			X	X
Phi Theta Kappa Scholarship	X			X
Presidential Scholarship	X			
ROTC Award	X	X	X	
Silver Citizen Discount	X	X	X	
Special Honors Awards			X	X
Talent Awards	X	X	X	
Two-in-Family Grant	X	X	X	X
Valedictorian/Salutatorian Award	X			
Veteran's Grant	X	X	X	

### RENEWAL

Academic scholarships and awards are renewed after the Spring semester only. Many awards require an average of 30 semester hours earned per academic year at Columbia College to maintain satisfactory progress for scholarship purposes. Renewal of the capstone, cornerstone, and keystone scholarships requires 24 semester hours per year at Columbia College with a cumulative grade point average of 3.0 – 3.4, depending on the individual scholarship.

If a student has not earned the minimum credit hour requirement of the scholarship by the end of the Spring semester, summer courses may be taken at Columbia College or at another college or university. Credit hours must be accepted based on Columbia College's transfer policy to count toward scholarship eligibility. Only the Columbia College cumulative

grade point average is used for scholarship renewal purposes. Hours transferred in through outside testing such as CLEP do not count toward scholarship eligibility or renewal.

Students enrolling in Summer courses in order to meet renewal requirements must inform the Registration and Financial Services Office of the need to check their academic record in early August to determine if the renewal requirements have been met.

Awards may also be made for students who are admitted at the Spring semester will be reviewed for renewal in January of the following year.

Students are considered for competitive awards based on academic and subjective information.

Endowed and Heritage scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance.

### FRESHMEN

#### Alumni Legacy Grant

Children of alumni who earned an associate, bachelor's or master's degree at Columbia or Christian College are eligible for this 15% tuition discount grant. Grandchildren of alumni are eligible for a 10% tuition discount grant. Renewable for three



additional years with good academic standing and 30 semester hours earned at Columbia College per academic year.

### **Alumni Legacy Scholarship**

Children of alumni who earned an associate, bachelor's or master's degree at Columbia or Christian College are eligible for this 20% tuition discount scholarship. Grandchildren of alumni are eligible for a 10% tuition discount grant. Recipients must be new freshmen with a minimum 26 ACT or 1180 SAT and a 3.5 high school grade point average or 304 GED or new transfer students with a 3.3 cumulative college grade point average. Renewable for three additional years with 30 semester hours earned at Columbia College per academic year and a 3.3 Columbia College cumulative grade point average in Columbia College coursework.

### **Boone County Endowed Award**

New freshmen who are residents of Boone County with a minimum cumulative grade point average of 3.1 or a GED score of 280 and a minimum ACT score of 22 or SAT cumulative score of 1020, may compete for these scholarships. One letter of recommendation is required from a leader of a community organization in which the student participates. Each year \$1,000 awards are awarded to full-time Day students, renewable with a 2.5 Columbia College cumulative grade point average.

### **Capstone Scholarship**

Students who are entering freshmen with a minimum 3.75 cumulative grade point average or a GED score of 3200 (or 320), plus a score of 28 on the ACT or 1260 SAT score, are awarded this half-tuition plus \$2,000 scholarship. The award is renewable with an average of 24 semester hours earned at Columbia College per academic year and a 3.4 grade point average in Columbia College coursework.

### **Columbia College Scholarship**

Five students are selected at Scholarship Days to receive this most prestigious award which includes full tuition, room and board. New freshman applicants with a minimum 3.5 cumulative grade point average and minimum 25 ACT or 1140 SAT and school/community leadership are eligible to compete at Scholarship Days. To participate in Scholarship Days, applicants must complete the admission process and submit two letters of recommendation and a resumé of school/community activities. Scholarship Days activities include a written essay and an interview with Columbia College faculty members and administrators. The deadline to apply for the Columbia College Scholarship is February 21 and is renewable

for three additional years with a 3.5 cumulative GPA and 30 semester hours earned at Columbia College per academic year.

The Columbia College Scholarship is coordinated with federal and/or state web-based aid. In no case will the student receive less than tuition, room and board as a total aid package.

Columbia College Scholarship recipients not receiving federal or state need-based aid who also receive external private scholarships may receive the full value of the private scholarship unless otherwise stated by the organization giving the scholarship. Any fees incurred by the recipient (single room, phone charges, lab fees, etc.) will be deducted from the private scholarship. If the scholarship is payable to the College only, or if the scholarship is restricted (e.g., books only) the recipient cannot receive a refund.

Recipients of the Columbia College Scholarship who receive Resident Assistant and/or Honors and Awards Scholarships may receive up to \$400/ semester book voucher.

### **Cornerstone Scholarship**

Students who are entering freshmen with a minimum 3.2 cumulative grade point average or a GED score of 2850 (or 285), plus a score of 22 on the ACT or 1020 SAT, are awarded this \$2,000 scholarship. The award is renewable with an average of 24 semester hours earned at Columbia College per academic year and a 3.0 grade point average in Columbia College coursework. This is considered a tuition scholarship.

### **Dillingham Family Scholarships**

New freshmen who demonstrate academic and community leadership and who live in Clay or Platte County, Missouri are 12.5 eligible to compete for these varying awards. Preference is given to students with artistic talent. Non-renewable.

### **Disciples of Christ Pastoral Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers are eligible for these \$1,000 awards. This award is available to new, transfer and returning students at Columbia College. There is no limit per congregation. Renewable for three additional years with a 2.5 cumulative GPA.

### **Disciples of Christ Schiffman Supplementary Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers may be eligible for a supplementary award in varying amounts. This award is available to new, transfer, and returning students. Renewable for three additional years with a 2.5 cumulative GPA.

**Endowed and Heritage Scholarship**

These awards are made possible by the generous support of Columbia College benefactors. New freshmen who show promise of academic success may be considered for these scholarships.

**Keystone Scholarship**

Students who are entering freshmen with a minimum 3.4 cumulative grade point average or a GED score of 2900 (or 290), plus a score of 24 on the ACT or 1110 SAT, are awarded this half-tuition scholarship. The award is renewable with an average of 24 semester hours earned at Columbia College per academic year and a 3.2 grade point average in Columbia College coursework.

**Leadership Award**

New freshmen who demonstrate leadership in high school and/or community activities are eligible to compete for these awards which vary up to \$1500. Preference may be given to students who have been involved in Girls/Boys State, Scouts or the Junior Miss Program. Renewable for three additional years with participation in leadership development activities, including involvement in a minimum of two campus organizations.

**Mary Green Lozier Award**

New freshmen with at least a 3.0 cumulative grade point average may compete for varying amounts. Priority is given to Missouri residents who are members of the Christian Church (Disciples). Renewable for one year with a 3.0 cumulative grade point average.

**Midwest Student Exchange**

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are residents of Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota and Wisconsin receive a 10% tuition discount upon admission to the College. Renewable for three additional years with good academic standing.

**Presidential Scholarship**

Five students are selected at Scholarship Days to receive this full tuition award. New freshman applicants with a minimum 3.5 cumulative grade point average and minimum 25 ACT or 1140 SAT and school/community leadership are eligible to compete at Scholarship Days. The deadline to apply for the Presidential Scholarship is February 21. Renewable for three additional years with a 3.5 cumulative GPA and 30 semester hours earned at Columbia College per academic year. Recipients of Presidential

Scholarship who receive Resident Assistant and/or Honors and Awards Scholarships may receive up to \$400/semester book voucher.

**ROTC Award**

ROTC scholarship recipients are eligible for 100% of room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Registration and Financial Services Office. ROTC students at Columbia College participate in conjunction with the University of Missouri-Columbia.

**Silver Citizen Discount**

Students 65 years of age or older are eligible for the Silver Citizen Discount which is a 50% tuition scholarship. 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 or through Registration and Financial Services. This is considered a tuition scholarship.

**Lois Singletary Scholarship**

New freshmen with a 3.0 Columbia College cumulative grade point average who show promise of academic success and leadership potential may compete for these varying awards. Non-renewable.

**Talent Awards**

Students with talent in art, music and athletics are eligible to compete for these awards. The department chairs/directors determine awards, which vary in amount. Contact the Admissions Office or the appropriate department directly for more information.

**Two-in-Family**

Full-time students with an immediate family member enrolled full-time at Columbia College are eligible. The grant is worth \$500 per year, per student. Scholarship is renewable with good academic standing. Student must apply for scholarship each academic year through Institutional Aid Application available online or through Registration and Financial Services.

**Valedictorian/Salutatorian Scholarship**

New freshman applicants ranked first or second in their high school graduating class are awarded a \$1,000 non-renewable scholarship.

**Veteran's Grant**

Former U.S. military personnel are eligible for this need-based, non-renewable grant. The award is available for each six months of active service and is worth \$200 (maximum of \$800). Student must apply for scholarship through Institutional Aid Application available online or through Registration and Financial Services.

**NEW TRANSFER STUDENTS****A+ Scholarship**

This one-third tuition scholarship is awarded to students who transfer from a Missouri public two-year college with a minimum 3.0 GPA and an Associate in Arts or Associate in Science degree or 60 transferable hours. In addition, the student must have attended the community college on an A+ grant. The scholarship is renewable for one year with a 3.0 GPA and 24 semester hours earned at Columbia College.

**Alumni Legacy Grant**

Children of alumni who earned an associate, bachelor's or master's degree at Columbia or Christian College are eligible for this 15% tuition discount grant. Grandchildren of alumni are eligible for a 10% tuition discount grant. Renewable with good academic standing earned in 30 semester hours at Columbia College per academic year.

**Alumni Legacy Scholarship**

Children of alumni who earned an associate, bachelor's or master's degree at Columbia or Christian College are eligible for this 20% tuition discount scholarship. Grandchildren of alumni are eligible for a 10% tuition discount grant. Recipients must be new freshmen with a minimum 26 ACT or equivalent SAT and a 3.5 high school grade point average or 304 GED or new transfer students with a 3.3 cumulative college grade point average. Renewable with 30 semester hours earned at Columbia College per academic year and a 3.3 Columbia College cumulative grade point average in Columbia College coursework.

**Associate Degree Transfer Grant**

Students who transfer directly to Columbia College from a community college who have earned an associate degree with a minimum 2.0 cumulative grade point average are awarded this non-renewable \$1,000 grant. Phi Theta Kappa, Community College Scholarship and A+ Scholarship recipients are not eligible for this award.

**Community College Scholarship**

Students transferring from a community college with a 3.4 cumulative grade point average who have earned an Associate in Arts or Associate in Science degree or 60 transferable semester hours are awarded this half-tuition scholarship. Renewable for one year with a 3.2 cumulative Columbia College grade point average and 24 semester hours earned at Columbia College per academic year.

**Disciples of Christ Pastoral Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers are eligible for these \$1,000 awards. This award is available to new, transfer and returning students at Columbia College. There is no limit per congregation. Renewable for three additional years with a 2.5 cumulative GPA.

**Disciples of Christ Schiffman Supplementary Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers may be eligible for a supplementary award in varying amounts. This award is available to new, transfer and returning students with a minimum cumulative grade point average of 2.5. Renewable for three years.

**Endowed and Heritage Scholarship**

These awards are made possible by the generous support of Columbia College benefactors. New freshmen who show promise of academic success may be considered for these scholarships.

**Freshman Transfer Award**

Transfer students who have attended only one semester at another institution and have earned a 3.4 grade point average are awarded any automatic scholarships and awards for which they were eligible as a new freshman at Columbia College.

**Midwest Student Exchange**

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are residents of Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota and Wisconsin receive a 10% tuition discount upon admission to the College. Renewable for three additional years with good academic standing.

**Phi Theta Kappa Honor Scholarship**

New transfer students who are Phi Theta Kappa members may compete for this full tuition scholarship. Applicants must be transferring to Columbia College from a community college with an Associate in Arts or an Associate in Science degree or at least 60 transferable semester hours with a 3.5 cumulative

grade point average. Renewable for one year with a 3.5 cumulative Columbia College grade point average and 30 semester hours earned at Columbia College.

### **Phi Theta Kappa Scholarship**

Half-tuition plus \$500 scholarships are awarded to Phi Theta Kappa members who transfer from a community/junior college who have earned an Associate in Arts or Associate in Science degree or 60 transferable semester hours with a 3.5 grade point average. Renewable for one year with a 3.2 cumulative Columbia College grade point average and 24 semester hours earned at Columbia College per academic year.

### **ROTC Award**

ROTC scholarship recipients are eligible for 100% of room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Registration and Financial Services Office. ROTC students at Columbia College participate in conjunction with the University of Missouri-Columbia. Student must apply for scholarship each academic year through Institutional Aid Application available online or through Registration and Financial Services.

### **Silver Citizen Discount**

Students 65 years of age or older are eligible for the Silver Citizen Discount which is a 50% tuition scholarship. Students are required to pay all other charges in connection with enrollment, coursework and graduation. Student must apply for scholarship each academic year by completing the Institutional Aid Application available online or through Registration and Financial Services. This is considered a tuition scholarship.

### **Talent Awards – Art, Music, Athletics**

Students with talent in art, music or athletics are eligible to compete for these awards. The department chair/director determines awards, which vary in amount. Contact the Admissions Office or the appropriate department directly for more information.

### **Two-in-Family**

Full-time students with an immediate family member enrolled full-time at Columbia College are eligible. The grant is worth \$500 per year, per student. Renewable with good academic standing. Student must apply for scholarship each academic year through Institutional Aid Application available online or through Registration and Financial

Services.

### **Veteran's Grant**

Former U.S. military personnel are eligible for this need-based, non-renewable grant. The award is available for each six months of active service and is worth a maximum of \$800.

## **INTERNATIONAL STUDENTS**

### **Alumni Legacy Grant**

Children of international alumnae/alumni who earned an associate, bachelor's or master's degree at Columbia College or Christian College are eligible for this 15% tuition discount grant. Grandchildren of alumni are eligible for a 10% tuition discount grant. Renewable for three additional years with good academic standing and 30 semester hours earned at Columbia College per academic year.

### **Alumni Legacy Scholarship**

Children of alumnae/alumni who earned an associate, bachelor's or master's degree at Columbia or Christian College are eligible for this 20% tuition discount scholarship. Grandchildren of alumni are eligible for a 10% tuition discount scholarship. Recipients must be new freshmen with a minimum 26 ACT or equivalent SAT and a 3.5 high school grade point average or 304 GED or new transfer students with a 3.3 cumulative college grade point average. Renewable for three additional years with a 3.3 cumulative GPA and 30 semester hours earned at Columbia College per academic year.

### **Athletic Grant**

International students may be awarded the Athletic Grant up to cost of tuition and room and board. Columbia College competes in NAIA Division I in men's basketball, women's basketball, men's soccer, women's volleyball and women's softball.

### **Canadian Tuition Grant**

This automatic \$3,000 grant is intended to subsidize tuition for Canadian students who enroll full-time at Columbia College. The grant offers funds to Canadian citizens to help offset the imbalance in the exchange rate. The grant is renewable with a 2.5 Columbia College GPA and 30 hours earned at Columbia College per academic year.

### **Capstone Scholarship**

Students who are entering freshmen with a minimum 3.75 cumulative grade point average or a GED score of 3200 (or 320), plus a score of 28 on the ACT or equivalent SAT, are awarded this half-tuition plus \$2,000 scholarship. The award is renewable with an

average of 24 semester hours earned per academic year and a 3.4 grade point average in Columbia College coursework.

### **Capstone Presidential Scholarship**

The full-tuition scholarship is available to students with 90 cumulative semester hours (seniors) who have enrolled for the last three years at Columbia College and have earned a 3.85 cumulative grade point average. Not renewable. Recipients of the Capstone Presidential Scholarship who receive Honors and Awards Scholarships from the College may receive up to \$400/semester book voucher.

### **Cornerstone Scholarship**

Students who are entering freshmen with a minimum 3.2 cumulative grade point average or a GED score of 2850 (or 285), plus a score of 22 on the ACT or equivalent SAT, are awarded this \$2,000 scholarship. The award is renewable with an average of 24 semester hours earned at Columbia College per academic year and a 3.0 grade point average in Columbia College coursework.

### **Disciples of Christ Pastoral Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers are eligible for these \$1,000 awards. This award is available to new, transfer and returning students at Columbia College. Renewable for three additional years with a 2.5 cumulative GPA. There is no limit per congregation.

### **Disciples of Christ Schiffman Supplementary Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers may be eligible for a supplementary award in varying amounts. This award is available to new, transfer and returning students with a minimum cumulative grade point average of 2.5. Renewable for three years.

### **ESL Tuition Grant**

A \$1,000 per semester tuition grant is available to full-time English as a Second Language students enrolled in ESOL 100, ESOL 101, ESOL 102, ESOL 103, ESOL 104 or ESOL 105. The grant is awarded to students who are new to Columbia College and is applied during the first two semesters the student is enrolled in the ESL sequence.

### **International Award**

New freshman international students with a minimum TOEFL score of 530 (paper-based), 197 (computer-based), or 71 (internet-based), a minimum IELTS band score of 5.5, ACT score of 22, or SAT of 1030, as well as a 3.00 secondary school cumulative

grade point average on a 4.0 scale are eligible for this automatic award of \$1,000.

New transfer international students with a minimum TOEFL score of 530 (paper-based), 197 (computer-based), or 71 (internet-based), a minimum IELTS overall band score of 5.5 with no individual band score below 5.5, and a college cumulative grade point average of 3.0 on a 4.0 scale are eligible for this automatic award.

New freshman international students who enroll in Columbia College ESL courses and earn 24 semester hours in their first year at Columbia College with a 3.0 cumulative grade point average are eligible for this automatic award. Renewable with a 3.0 Columbia College cumulative grade point average and 30 semester hours earned at Columbia College annually.

### **International Excellence Scholarship**

New freshman international students with a minimum TOEFL score of 560 (paper-based), 220 (computer-based), 79 (internet-based), a minimum IELTS overall band score of 6.0 with no individual band score below 6.0, score of 28 ACT or SAT score of 1260 as well as a 3.0 secondary school cumulative grade point average on a 4.0 scale are eligible for this automatic award of half tuition. Renewable with a 3.4 Columbia College cumulative grade point average and 30 semester hours earned annually at Columbia College. Recipients are not eligible for the International Award.

### **International Student Discount**

Students who attend Columbia College from universities or colleges that maintain an active exchange agreement with Columbia College receive a 20% tuition discount upon admission to the College. Renewable for three additional years with good academic standing. Students from Kongju National University (South Korea) and National University of Kaohsiung (Taiwan) currently receive this award.

### **Keystone Scholarship**

Students who are entering freshmen with a minimum 3.4 cumulative grade point average or a GED score of 2900 (or 290), plus a score of 24 on the ACT or equivalent SAT, are awarded this half-tuition scholarship. The award is renewable with an average of 24 semester hours earned at Columbia College per academic year and a 3.2 grade point average in Columbia College coursework.

### **Phi Theta Kappa Honor Scholarship**

New transfer students who are Phi Theta Kappa members may compete for this full tuition scholarship. Applicants must be transferring to Columbia College from a community college with an Associate

in Arts or an Associate in Science degree or at least 60 transferable semester hours with a 3.5 cumulative grade point average. Renewable for one year with a 3.5 cumulative Columbia College grade point average and 30 semester hours earned at Columbia College. Recipients are not eligible for the International Award.

### **Phi Theta Kappa Scholarship**

Phi Theta Kappa members transferring from a community/junior college with a 3.5 cumulative grade point average on a 4.0 scale and an Associate in Arts or Associate in Science degree or 60 transferable hours are eligible for this automatic award of half tuition plus \$500. Renewable for one year with a 3.2 Columbia College cumulative grade point average and 24 semester hours earned annually at Columbia College. Recipients are not eligible for the International Award.

### **Two-in-Family Grant**

Full-time students with an immediate family member enrolled full-time at Columbia College are eligible. The grant is worth \$500 per year, per student. Renewable with good academic standing. Student must apply for scholarship each academic year through Institutional Aid Application available online or through Registration and Financial Services.

## **CURRENTLY ENROLLED STUDENTS**

### **Althea and John Schiffman Ethics Scholarship**

Full-time students pursuing a minor in Ethics, Philosophy and Religious Studies may be eligible for this scholarship, available in varying amounts. Formal application is required and recipients must maintain a minimum cumulative grade point average of 2.5 and continue to make progress toward completion of the minor. Renewable for a maximum of four semesters.

### **Capstone Scholarship**

This half-tuition plus \$2,000 scholarship is available to students with the most recent 30 hours earned at Columbia College, and a 3.75 cumulative grade point average. The Capstone Scholarship is renewable with a 3.4 cumulative grade point average and 24 Columbia College semester hours earned per academic year.

### **Capstone Presidential Scholarship**

The full-tuition scholarship is available to students with 90 cumulative semester hours (seniors) who have enrolled for the last three years of study at Columbia College and have earned a 3.85 cumulative grade point average. Previous Capstone recipi-

ents are not eligible. Not renewable. Recipients of the Capstone Presidential Scholarship who live off campus and receive scholarships from the College (e.g., Resident Assistant, Honor and Awards, etc.) may receive up to \$400/semester book voucher.

### **Cornerstone Scholarship**

This \$2,000 tuition scholarship is available to students with the 30 most recent hours earned at Columbia College, and a 3.2 cumulative grade point average. The Cornerstone Scholarship is renewable with a 3.0 cumulative grade point average and 24 Columbia College semester hours earned per academic year.

### **Disciples of Christ Pastoral Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers are eligible for these \$1,000 awards. This award is available to new, transfer and returning students at Columbia College. There is no limit per congregation. Scholarship is renewable for three additional years with 2.5 cumulative GPA.

### **Disciples of Christ Schiffman Supplementary Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers may be eligible for a supplementary award in varying amounts. This award is available to new, transfer and returning students with a minimum cumulative grade point average of 2.5. Renewable for three years.

### **Keystone Scholarship**

This half-tuition scholarship is available to students with the 30 most recent hours earned at Columbia College, and a 3.4 cumulative grade point average. The Keystone Scholarship is renewable with a 3.2 cumulative grade point average and 24 Columbia College semester hours earned per academic year.

### **Midwest Student Exchange**

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are residents of Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota and Wisconsin receive a 10% tuition discount upon admission to the College.

### **ROTC Award**

ROTC scholarship recipients are eligible for 100% of room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Registration and Financial Services

Office. ROTC students at Columbia College participate in conjunction with the University of Missouri-Columbia.

### **Silver Citizen Discount**

Students 65 years of age or older are eligible for the Silver Citizen Discount which is a 50% tuition scholarship. Students are required to pay all other charges in connection with enrollment, coursework and graduation. Students must apply for scholarship each academic year by completing the Institutional Aid Application available online or through Registration and Financial Services. This is considered a tuition scholarship.

### **Special Honors Awards**

Several awards and scholarships, typically for upperclassmen, are provided through gifts and donations from private individuals, alumni, companies and/or foundations. Information regarding specific eligibility criteria may be obtained in the Student Financial Services Office. Receipt of Special Honors Awards does not require on-campus residency.

### **Talent Awards – Art, Music, Athletics**

Students with talent in art, music or athletics are eligible to compete for these awards. The department chair/director determines awards, which vary in amount. Contact the Admissions Office or the appropriate department directly for more information.

### **Two-in-Family**

Full-time students with an immediate family member enrolled full-time at Columbia College are eligible. The grant is worth \$500 per year, per student. Renewable with good academic standing. Student must apply for scholarship each academic year through Institutional Aid Application available online or through Registration and Financial Services.

### **Veteran's Grant**

Former U.S. military personnel are eligible for this need-based, non-renewable grant. The award is available for each six months of active service and is worth a maximum of \$800. Student must apply for scholarship each academic year through Institutional Aid Application available online or through Registration and Financial Services.

## **STUDENT EMPLOYMENT**

### **Federal College Work-Study Program**

This federal program provides jobs for students who demonstrate financial need according to the results of FAFSA. Students work either on or off cam-

pus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Student must meet all federal aid eligibility. Student cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator.

### **College Work Program**

This institutional program provides jobs for students. Students work on campus earning minimum wage or above. Work Program eligible students are not guaranteed employment. Students must meet and continue making satisfactory academic progress for employment eligibility. Student must be enrolled as a degree-seeking student and attending at least part-time. If a student should withdraw from all classes, the student is no longer eligible for employment. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator.

### **Stipends**

This institutional program provides jobs for students. Students work on campus earning a set amount based on stipend program. Students must complete all stipend requirements to earn the set amount of funds. Student must be enrolled as a degree-seeking student and attending at least part time. If a student should withdraw from all classes, the student is no longer eligible for employment. Columbia College has various stipends available to students including athletic trainers, Emerging leaders, etc. Information regarding stipend options is available from the Student Employment Coordinator.

## **STATE FINANCIAL AID**

### **Access Missouri**

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). 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.

### 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, which is renewable for four years with full-time enrollment and maintaining 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 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.

### 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 pursue teacher certification. 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: [www.dese.mo.gov/divteachqual/scholarships](http://www.dese.mo.gov/divteachqual/scholarships). Application deadline is February 15.

### 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 pursue teacher certification. Columbia College matches the \$1,000 award 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: [www.dese.mo.gov/divteachqual/scholarships](http://www.dese.mo.gov/divteachqual/scholarships). Application deadline is February 15.

### ROTC Scholarship

Students who are interested in Army, Navy, or Air Force ROTC programs are eligible for this scholarship. The award provides \$150 monthly and supplies funding for tuition (in varying amounts), books and fees. Two- and three-year scholarships are available. Contact the Admissions Office.

## FEDERAL FINANCIAL AID

### Academic Competitiveness (AC) Grant

The Academic Competitiveness (AC) Grant is available to undergraduate students who are Pell eligible. Student must also be a U.S. citizen and enrolled full-time. Student must be in first or second academic year of eligible degree program.

Student must have completed a "rigorous high school program of study" as designated by their state. Rigorous high school program requires that a student complete:

- Four years of high school English;
- Three years of high school math (including Algebra I and another higher-level math course);
- Three years of high school science (including two years of biology, chemistry or physics);
- Three years of high school social studies; and
- One year of high school foreign language.

Students may contact the Registration and Financial Services office for more information on rigorous high school program requirements.

#### AC GRANT GRADE LEVELS

	<u>Semester Hours</u>	<u>Amounts</u>	<u>High School Graduation</u>
1st Year	1-23.9*	\$750	Must have completed high school January 1, 2006 or later
2nd Year	24-48*	\$1,300	Must have completed high school January 1, 2005 or later

\*A student may only receive the grant once per grade level as defined for AC Grant.

Students must have at least a 3.0 cumulative grade point average as of the end of the first year of undergraduate study to receive the grant as a second-year student.

### Pell Grant

The Federal Pell Grant is available to undergraduate students and ranges from \$976 to \$5,350 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.

### 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 8.5%. Parent must complete PLUS loan data sheet and PLUS master promissory note for loan to be certified.



Parent also must be approved through lenders credit check for loan to guarantee.

- FFEL PLUS loans use private lenders who provide funds that are guaranteed by the federal government. For lender information, please see Columbia College's website at [www.ccis.edu/financialaid](http://www.ccis.edu/financialaid). These loans are repaid to the bank or private lender. 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).

### SMART Grant

National Science and Mathematics Access to Retain Talent (SMART) Grant is available to undergraduate students who are Pell eligible. Student must also be a U.S. citizen and enrolled full-time. Student must be in third or fourth academic year of eligible four-year degree program. Student must pursue one of the following degrees: BS.CIS, BS.CS, BA.BIOL, BS.BIOL, BS.MATH, and BA.CHEM. A student must have 3.0 GPA or higher. GPA is reviewed each semester for eligibility. New transfer students are required to have a 3.0 GPA or higher from transfer coursework that is applicable to student's degree; once grant is awarded consecutive reviews of GPA and eligibility is based on cumulative GPA at Columbia College only. A student must be enrolled in at least one course that is specific to the SMART Grant-eligible program. A student may not be enrolled in all general education courses or electives and still receive the SMART grant.

#### SMART Grant Grade Levels

Semester	Semester Hours*	Amounts
3rd Year	49-71.9	\$4,000
4th Year	72+	\$4,000

\*A student may only receive the grant once per grade level as defined for SMART Grant.

### 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 5.6% for subsidized loans and 6.8% for unsubsidized loans. Columbia College uses the Federal Family Education Loan (FFEL) Program. FFEL Stafford Loans use private lenders who provide funds that are guaranteed by federal government. For lender information, please see Columbia College's website at [www.ccis.edu/financi-](http://www.ccis.edu/financi-)

alaid. These loans are repaid to the bank or private lender. Students must complete Stafford loan entrance loan counseling, Stafford Loan master promissory note, and submission of eAward 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 US Department of Education pays the interest while a student is in school at least half time, for first six months after student leaves school, and during a period of deferment.
- Unsubsidized Stafford loans are available for students who do not have financial need and for amounts beyond subsidized loan limit for some students. The US Department of Education does not pay interest on unsubsidized loans.

### 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 not made after funds have been expended. To increase possibility of being awarded SEOG, students 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.

## OUTSIDE SOURCES

### 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.

### 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 the Veterans Coordinator, Columbia College, (573) 875-7504.

### **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 benefit programs. For additional information and application materials, contact the Columbia College Veterans Certifying Official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu).

### **Job Training Partnership Act (JTPA)**

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical or professional employment; and funding for tuition and books. To apply, contact the local Work Connections Office.

## **SUMMER AID**

Financial aid is available during the summer program in the form of the Pell Grant, Federal Work-Study (if funding permits), the Stafford Loan Program and the PLUS Loan Program. Specific information and application materials for summer assistance may be obtained in the Registration and Financial Services Office.

## **STUDY ABROAD PROGRAMS**

Federal financial aid may be available for Study Abroad Programs. Information regarding individual eligibility is available from the Registration and Financial Services Office.

## **COURSEWORK AT OTHER COLLEGES**

A student may be eligible to receive financial aid for courses that apply to the student's degree that the student enrolls in at another school. A student may complete a Consortium Permission Request form and submit it to Registration and Financial Services (RFS) to be reviewed for eligibility. The form must be received in RFS at least three weeks before the course at the other college begins. For more information, contact RFS.

## **ONLINE EDUCATION**

Federal financial aid may be available for Online Education. Information regarding individual eligibility is available in the Registration and Financial Services Office.

## **WARRANTED DEGREE PROGRAM**

Students who have an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **The Warranted Degree program cannot be used for graduate-level or online education courses.**

Students are required to pay lab fees and textbooks associated with the courses.

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

Students must apply for admission to be eligible to register for a warranted degree course, and no application fee is required. Warranted Degree applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

## **FINANCIAL AID INFORMATION**

If you have any questions about the College's financial aid program, call the Registration and Financial Services Office for assistance at (573) 875-7390.

Additional financial aid information is available at the Columbia College web site: [www.ccis.edu](http://www.ccis.edu)

# FEES

**Basic fees for 2009-2010 are explained below. Fees are reviewed on an annual basis and are subject to change without notice.**

## FULL-TIME STUDENTS (12 or more semester hours)

### Fees per semester:

Tuition.....	\$7,288
Room and Board – campus resident:	
Room.....	\$1,835
(Hughes Haven Room .....	\$2,085)
(Cougar Village .....	\$2,035)
20 Meal Plan.....	\$1,114
14 Meal Plan.....	\$1,051

Each semester's fees are due in full at the time of registration. Arrangements may be made to use a deferred payment plan (refer to deferred payment plan section).

## PART-TIME STUDENTS (11.9 or fewer semester hours)

Tuition (per semester hour) .....	\$ 312
-----------------------------------	--------

### OTHER FEES

Application Fee.....	\$ 35
Audit Fee (per semester hour) .....	\$ 90
Credit for Prior Learning Assessment	
Fee (per semester hour).....	\$ 75
Deferred Payment Plan fee (four installments) .....	\$ 75
Evening Program Tuition (per semester hour) .....	\$ 189
Graduate Tuition Seat-Based (per semester hour) ...	\$ 299
Graduate Tuition Online (per semester hour) .....	\$ 320
Graduation Fee .....	\$ 75
Health Insurance Plan (required for International	
Students in F-1 and F-2 status) .....	\$ 1,176*
Lab Fee (see course descriptions).....	\$20 - \$100
Late Registration Fee.....	\$ 35
Nursing Program Tuition (per semester hour).....	\$ 314
Online Undergraduate Tuition (per semester hour) ..	\$ 220
Overload Fee (over 18 sem. hours) per sem. hr.....	\$ 312
Parking Fee (yearly) .....	\$ 40-65
Returned Check Fee .....	\$ 25
Single Room Charge (per semester) .....	\$ 500
Summer School Tuition (per semester hour) .....	\$ 189
Testing Fee/Standardized Tests (CLEP, ACT).....	\$ 10
Transcript.....	\$7.50

\*Approximation-premiums adjusted annually.

## EXPLANATION OF TUITION AND FEES

**Tuition:** The basic charge for general instructional, general institutional, student services, library and

plant operations. Tuition covers but a portion of these costs, which also are supported by generous gifts, grants and endowment income.

**Room and Board:** Covers the cost of residence hall operations, repairs and maintenance, utilities, contractual food service operations, etc.

**Part-time Student Tuition and Fees:** Covers a portion of the expenditures listed above for full-time students.

**Audit Fee Per Semester Hour:** A reduced rate of tuition designed for students and members of the community who merely wish to take a course without credit. The audit fee per semester hour enables an undergraduate to sit in on as many class periods as the student desires in any lecture course on the campus. Prior permission of the instructor is required and students will participate to the extent determined by the instructor. Audit students will not receive a grade or credit for the course.

**Late Registration Fee:** A special handling charge for students who register after the prescribed period each semester. Students are encouraged to register early to avoid this charge.

**Overload Fee:** The full-time tuition at Columbia College is predicated on a certain number of courses, available classroom space and an average student semester hour load which permits graduation within eight semesters of full-time attendance. Students who enroll for more than 18 semester hours per semester are normally required to pay the additional per semester hour fee.

**Transcript Fee:** A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools.

**Graduation Fee:** A charge for graduation processing. This fee is charged to all students regardless of participation in a commencement ceremony.

## POLICIES ON PAYMENTS, CREDITS, AND REFUNDS

When a student is accepted for admission, the student, parents, or guardians accept Columbia College's payment conditions. If any part or all of a financial aid package is reduced or eliminated, the balance created by the change is payable immediately. Degrees, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college,

including, if applicable, all collection fees, attorney fees and court costs.

A student account that remains unpaid at the end of the semester may be submitted to an outside agency or attorney for collection assistance. The standard collection charge can exceed 50% of the original amount owed. This charge will be added to the principal balance of the student's account to cover collection agency and/or attorney fees.

All students are responsible for notifying the Registration and Financial Services Office when a change of address has occurred.

**No student may complete registration for any subsequent term if an unpaid balance remains on account or if payments are not current on existing deferred payment arrangements.**

Upon receipt of a letter of acceptance from the Admissions Office, a deposit of \$100 is required by May 1 before the fall semester of initial enrollment or by December 15 prior to the Spring semester of initial enrollment. The deposit is non-refundable after May 1 or December 15 respectively. This deposit is applied to the student's semester charges and assures the privilege of pre-registration for classes offered the succeeding semester. If housing contracts are returned with the deposit, room is also assured.

## PAYMENT

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan. A \$35 late registration fee is charged to all students registering on or after the first day of classes.

## DEFERRED PAYMENT PLANS

If a student needs to pay educational expenses over a period of time, a deferred payment plan may be requested.

The college offers various plans that allow payments to be deferred over four to six installments. Each plan has different terms, payment due dates and fees. The terms are provided upon enrollment in a payment plan. Payment plans offered are subject to change at any time without notice.

## ADD/DROP FROM INDIVIDUAL COURSES

Financial liability for the semester is assessed from the time of initial enrollment in the course(s). If students add courses and this creates an overload for the semester, additional overload tuition fees are assessed and are payable at the time of registration for the overload.

Day students may drop a course(s) through Monday of the second week of the semester without financial liability (not applicable to total withdrawal).

## CANCELLATION OF REGISTRATION

All financial charges are dropped if written notification of registration cancellation is received by the Registration and Financial Services Office prior to the first day of classes. Deposits are nonrefundable after May 1 before the fall of initial enrollment, or December 15 before the Spring of initial enrollment.

## TOTAL WITHDRAWAL FROM COLLEGE

**After classes begin**, tuition and room charges are determined as follows if the student completes the total withdrawal process from Columbia College:

<u>Time Frame</u>	<u>Charge</u>
(count all days, including weekends):	
1st day of class through Monday of the 2nd week of classes	
Full-time Student	\$250
Part-time Student	\$100
Tuesday of 2nd week of class through the 14th day of semester	20% of original charges
15th through 21st day of semester	40% of original charges
22nd through 28th day of semester	60% of original charges
After the 28th day of semester	100% of original charges

Students wishing to withdraw totally from classes must see the Dean for Campus Life to complete the withdrawal process. If a student is removed from the residence hall, tuition and room charges are reduced according to the schedule listed above. Board charges are reduced at the rate charged per day for the days remaining.

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to drop/withdraw from a course(s). 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 Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

The \$100 deposit is nonrefundable after May 1 before the fall of initial enrollment or December 15 before the Spring of initial enrollment and no reduction of charges will be made for laboratory/course fees, etc.

Some students must withdraw from all courses enrolled due to unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member; certain changes in the student's employment, and mental or physical illness befalling the student or member of his/her immediate family). Mere inconvenience, discomfort with the academic workload or changes in employment are not sufficient to meet the definition of extraordinary, mitigating or extenuating circumstances. Columbia College will assist students who must withdraw due to extraordinary circumstances with options regarding the proration of tuition, room and board. Columbia College reserves the right to require additional documentation and/or supporting evidence any time a refund or partial refund is requested by a student.

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. 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.

Columbia College recognizes that individuals serving in National Guard or Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

## FAILURE TO PAY

Timely payment of all tuition and fees is required to continue attendance at the College. If unforeseen circumstances occur that preclude timely payment, the Registration and Financial Services Office should be contacted to see if an alternative payment agreement can be arranged.

**Failure to make initial payment for semester/session tuition have the following possible consequences:**

- Course registration is invalidated.
- Course spaces may be given to other students.
- Campus services will not be available.

**Failure to meet appropriate payment dates.**

The total bill becomes due immediately. An

administrative fee of \$35 will be charged for processing a late registration. Any collection or legal fees incurred in collecting an account will be the responsibility of the student/parent. The privilege of deferred payments in subsequent semesters may not be permitted.

**Outstanding balance from a previous semester.**

Until the balance is paid, the student will not be allowed to:

- Register for any subsequent semester.
- Obtain a transcript of academic work.
- Apply for a residence hall room.
- Participate in graduation ceremonies.

# CAMPUS LIFE

## CAMPUS LIFE OFFICE

The Department of Campus Life provides programs and services that encourage the development of an inclusive, involved and educated community. Student success is fostered by a commitment to provide opportunities and support services that promote individual growth, leadership and character development, academic achievement, having fun and building positive lifelong relationships.

## INTERNATIONAL PROGRAMS

The International Programs office strives to maintain the integrity of the College through the recruitment, admission, integration and retention of international students. The staff serves as an advocate and liaison for international students at Columbia College concerning interactions with various federal, state and local agencies as well as campus constituents. The Director counsels students, faculty, staff and the administration on current global issues affecting international education. The staff disseminates up-to-date information regarding changes in the United States immigration law to students and the campus community; advises students of their responsibilities to abide by these laws and regulations; and assists students in achieving their goals within the context of the applicable laws and regulations. Information is also provided to students, faculty and staff on changes in institutional policies and practices affecting international education. Through effective and mandatory orientation activities, ongoing programming and communication, International Programs promotes an environment of cross-cultural awareness, diversity and understanding in all aspects of campus life.

## STUDY ABROAD PROGRAMS

Columbia College provides study abroad opportunities. Students are encouraged to explore opportunities to study outside the United States. The College is a member of the Missouri London Consortium and the Central College (IA) study abroad consortium. The College also offers a study tour to a different country each year. Participants in the study tour may enroll for up to six hours of course credit as part of the eight week summer session. Dr. Brian Kessel, 207 St. Clair Hall, is the Study Abroad Advisor and advises students about the availability, value and academic appropriateness of these programs.

To help defray costs to study abroad, students may apply for financial aid through the Columbia

College Registration and Financial Services Office. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance study abroad. Institutional grants and awards cannot be used for study abroad. Students who are interested in obtaining more information about these opportunities should contact Dr. Brian Kessel, Study Abroad Advisor, at (573) 875-7625 or e-mail: [blkessel@ccis.edu](mailto:blkessel@ccis.edu).

## NEW STUDENT ORIENTATION

All entering day students, including transfer and part-time students, are required to participate in new student orientation sessions which are provided each semester. Orientation is intended to help students successfully begin their college careers by acquainting them with campus resources and with college personnel. It provides students with an opportunity to socialize with other new students and to take care of basic necessities before the start of classes. A group of carefully selected peers, called Community Consultants, assists new students. Orientation is developed and coordinated by the Director of Student Development.

## HOUSING REQUIREMENT

All full-time freshmen and sophomore Day Campus students (those with fewer than fifty-two semester hours completed) must live on campus except:

- Married students;
- Single parent students;
- Students residing with parents in Boone County, Missouri, where such address has been established as the sole legal and permanent residence of parents;
- Students age 22 or older;
- Military veterans as defined by federal guidelines.

## RESIDENCE HALLS

Columbia College residence halls are an integral part of the campus learning environment. The Residential Life program enriches the total college experience by providing a variety of opportunities that supplement the students' classroom experience. The residence hall program is designed to foster personal growth and development and to provide a successful experience in democratic living.

Residence halls range from modern and modular to charming and traditional. All halls contain lounges, recreation or game rooms, kitchenettes with microwave ovens, laundry rooms and computer labs.

Rooms are furnished with beds, dressers, desks and chairs.

Computer labs are provided in each of the residence halls. Each lab is equipped with personal computers networked to the campus computer system.

Students may bring computers for their room and access the campus computer network system, provided they have ethernet cards.

Each residence hall has an Area Coordinator or Head Resident. Every Area Coordinator/Head Resident is assisted by student Resident Assistants (RAs). RAs are responsible for maintaining contact with students, providing assistance with problems and concerns, encouraging participation in activities, communicating policies and regulations and recording rule violations.

Every residence hall has its own governance structure. Officers are elected in the fall and activities are funded through Campus Life and Student Government Association. Hall governments serve to provide social, recreational, cultural and educational activities and events for hall members.

Additional information about residence hall living is available in the Student Handbook and the Residence Hall Handbook.

## **BANKS HALL**

Banks Hall is co-educational and houses 108 students in double rooms. Among its features are special study rooms on each floor, air-conditioning, hall baths and a spacious kitchen area.

## **HUGHES HALL**

Hughes Hall houses 64 women in 32 double rooms. It is traditional in architecture with hardwood floors and a spacious parlor. The air-conditioned double-room suites are connected by full baths shared by four residents.

Hughes Haven is a special living environment, housing nine women, in the lower-level of Hughes Hall. Rooms are apartment style. A lottery is held every spring semester to determine who will live there the following academic year.

## **MILLER HALL**

Miller Hall, a co-educational hall, is Columbia College's largest residence hall, housing 154 students in double-room suites connected by full baths. The modern three-story structure is air-conditioned and subdivided into four sections of living quarters, each section having its own lounge.

## **COUGAR VILLAGE**

Cougar Village is a fourteen-apartment complex housing 56 students. Among its features are full kitchens and three or four bedrooms. All apartments

are fully furnished. To live in Cougar Village, students must be at least sophomores and be in excellent standing with Residential Life. Selection occurs in the spring for the following year.

## **COMPUTER PURCHASE**

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College web site: <http://www.cdwg.com/columbiacollege>

## **FOOD SERVICES**

The College offers two meal plan options: 1) a 20 meals per week plan; or 2) a 14 meals per week plan. All residential students must purchase a meal plan. Students can change their meal plan option up to the last day of registration in the Campus Life Office. Meals are served in Dulany Dining Hall. If students have a class conflict and cannot eat in the dining hall, they can request a sack lunch through the Campus Life Office or use the value exchange option associated with their meal plan at Cougar Café in the Student Commons. There are limited hours when the value exchange option can be used.

Food service begins with dinner on the day the residence halls open and ends with dinner on the last day of scheduled final examinations each semester. Meals are also served to all students participating in orientation.

Students who live in a residence hall must have their student identification card scanned at the entrance of the dining hall or at check-out at Cougar Café in the Student Commons if using the value exchange option. Students who live off campus may contract for board only, pay for meals individually or purchase discounted meal tickets. Tickets for students' guests may be purchased at Dulany Dining Hall.

A student Food Advisory Committee meets throughout the school year with dining hall personnel to promote the best possible food service operation.

## **IMMUNIZATION POLICY**

Columbia College policy requires that all newly admitted, readmitted or non-degree seeking students in the Day Program, and any person living in the residence halls, provide a completed Columbia College Medical History Form and show proof of required vaccinations.

The required immunizations are: two vaccinations for measles, mumps and rubella (MMR), and if indicated, the meningococcal meningitis vaccine and tuberculosis screening (PPD).

The meningococcal meningitis vaccine applies to all students living in the residence halls.

Tuberculosis screening is required for students who have lived for two or more months in Asia, Africa, Central or South America or Eastern Europe.

A student will not be able to register and enroll for classes in subsequent semesters beyond the initial semester of enrollment if the health history form and documentation of required immunizations are not submitted. Please complete the appropriate statement of exemption if personal, religious beliefs or specific medical conditions preclude immunization. In the event of an outbreak, exempted persons will be asked to leave school.

It is recommended that students be immunized against other vaccine-preventable diseases such as tetanus, diphtheria, polio, chicken pox, hepatitis A and B and influenza.

## HEALTH SERVICES

The Health Center is located on the second floor of the Atkins-Holman Student Commons (AHS). Health services are available to all students, faculty and staff. The Health Center is a nurse practitioner-directed clinic that, along with a consulting physician, provides care for minor illnesses and injuries, health care counseling, health promotion and community referral services. Visits to the clinic are free; however, payment of lab work, most vaccines and referred physician visits are the client's responsibility.

## ATHLETICS

Columbia College sponsors five intercollegiate sports: volleyball, softball and basketball for women; basketball and soccer for men.

The College is a member of the American Midwest Conference (six Missouri colleges, two Illinois colleges and one Arkansas college) and the National Association of Intercollegiate Athletics (NAIA).

Opportunities to participate are available to day campus students who meet the eligibility requirements as established by the NAIA, AMC, and Columbia College. Full-time currently enrolled graduate students who completed or are completing their bachelor's degree in the Day Program may be eligible to participate.

The College also has an active intramural program that attracts spirited participation in activities such as flag football, basketball and softball.

In addition, the College sponsors various classes in physical recreation that vary with student interest and have included aerobics, tennis, volleyball, weight training and outdoor recreation.

Further information is available from the Campus Life Office or Athletic Office.

## RECREATION

The AHS Commons, Southwell Sports Complex, Southy Fitness Center, common areas and residence hall lounges are available for a variety of recreational activities. The Fitness Center is located in Southy Building. It includes free weights, machine weights and cardio equipment. The courts at Southwell Sports Complex are available for basketball, tennis and volleyball. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, the Cougar Den, classrooms, Dulany Hall and the AHS Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first-come, first-served basis. More information is available in the Student Activities Office.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Stephens Lake Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

### Hours of Operation \*

Southy Fitness Center  
and Southwell Building (Courts & Arena)

	<u>Open</u>	<u>Close</u>
Monday.....	6:30 a.m. ....	10:00 p.m.
Tuesday.....	6:30 a.m. ....	10:00 p.m.
Wednesday.....	6:30 a.m. ....	10:00 p.m.
Thursday.....	6:30 a.m. ....	10:00 p.m.
Friday.....	6:30 a.m. ....	8:00 p.m.
Saturday .....	11:00 a.m.....	8:00 p.m.
Sunday .....	11:00 a.m.....	8:00 p.m.

\* Hours subject to change during breaks and holidays.

## STUDENT DEVELOPMENT (COUGAR DEN)

The Student Development Office (Cougar Den) located in AHSC 224 serves as a campus resource for all students, faculty and staff. The office promotes healthy lifestyle choices and encourages balance between the mind, body and spirit. Throughout the year it sponsors workshops and seminars that focus on personal development, wellness, diversity and leadership. The Student Development Office also offers classes in various outdoor recreation areas, as well as peer advising opportunities.

The Office of Student Development is located adjacent to the Cougar Den. The Cougar Den is a



wonderful place to socialize between classes or to get away from the noise and find a quiet spot to relax. It houses a small library focusing on wellness, spirituality and other health-related topics.

## COUNSELING SERVICES

Counseling Services provides confidential counseling free of charge to assist students with personal, developmental or psychological concerns related to their academic progress and/or personal growth. Counseling is short-term, solution-focused with session limits set per semester. For chronic mental health issues or those that may require more extensive counseling, referrals to community resources are provided. Students may seek assistance with or assessment of the following issues: anxiety/panic, depression, stress and time management, relationships, conflict resolution, eating disorders, and drug and alcohol abuse, as well as others. Counseling sessions are available Monday through Friday by appointment. More information is available at [www.ccis.edu/offices/campuslife/counseling/](http://www.ccis.edu/offices/campuslife/counseling/). For more information, or to make an appointment, call Terri Zeilenga, M.A., LPC at 573-875-7423 or Cynthia Baker, MSW, LCSW at 573-875-7267.

## RELIGIOUS AFFAIRS

Opportunities abound in Columbia for religious expression, cultural appreciation, spiritual exploration and faith development. The Columbia College Chapel is open to all students, faculty and staff for prayer and meditation. Programs on campus include spiritual events, studies of religious issues, and opportunities for discussion with others through affiliated clubs and organizations. Information is available in the Student Development Office and Student Activities Office.

Columbia College respects the right of all persons to practice their faith according to the recognized tenets of their religion. Should religious observance require absence from regularly scheduled activities, individuals are responsible for notifying supervisors/instructors prior to the absence and making appropriate arrangements.

## CAREER SERVICES CENTER

The Career Center has trained personnel to assist students with all aspects of career planning and development. Specific services designed to promote professional and personal success include a carefully guided assessment of their skills, abilities, values, achievements and interests as aids to effective career planning; a library of information about occupations, corporations, agencies and government

organizations; salary surveys; employment qualifications and employment trends; development and maintenance of placement documents; listings of full-time, part-time and summer employment opportunities and internships; and services for graduate and professional school placement. Programs are provided to inform and train the individual in such areas as interviewing, resume/cover-letter construction, job hunting and sourcing, networking, decision making and salary negotiation.

## TESTING SERVICES

The Testing Center conducts a variety of tests such as the CLEP, ACT Residual, Math and English Placement, CBase and testing for students with disabilities. The Center is located in Missouri Hall, Room 218. Contact Elaine Warn for assistance ([mewarn@ccis.edu](mailto:mewarn@ccis.edu)/ or phone 573-875-7485).

## STUDENT HANDBOOK

Every fall a new edition of the *Student Handbook* is published providing detailed information about all aspects of campus life. Copies are available in the Campus Life Office and on the Columbia College website.

## BOOKSTORE

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Both new and used textbooks are available.

Textbooks for both day and evening on-campus courses are available for purchase a few weeks before classes begin. When obtainable, used texts are sold at 25% less than the cost of a new text. Students can reserve textbooks online at the website: <http://ccis.bncollege.com> or [whywaitforbooks.com](http://whywaitforbooks.com).

Students may receive textbook refunds based on the policies listed below. No refund will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

### REFUND POLICY:

For all courses a full refund will be given with a receipt if the textbook is returned within the first week of classes.

Textbooks must be in original condition, including all components in packages.

Merchandise other than textbooks may be refunded with a valid receipt within thirty days.

Merchandise must be in original condition, unopened with tags.

Refunds will be issued in the original form of

payment.

The textbook buyback period is during finals week. This is the best time to sell back textbooks.

TI-83 calculators will not be considered for buyback.

### **BOOKSTORE HOURS:**

#### Regular Semester:

9:00 a.m. – 8:00 p.m., Monday-Thursday

9:00 a.m. – 5:00 p.m., Friday

Closed: Saturdays and Sundays

#### Summer / Winter Break / Holiday Hours:

Will be posted on Bookstore door and available via phone greeting at (573) 875-7341.

#### Contact Information:

Address: Columbia College Bookstore  
Atkins-Holman Student Commons  
1009 Rogers Street  
Columbia, MO 65216

Phone Number: (573) 875-7341

FAX Number: (573) 442-0747

Email: [ccis@bkstore.com](mailto:ccis@bkstore.com)

Website: <http://ccis.bncollege.com>

## **STUDENTS WITH DISABILITIES**

The Rehabilitation Act of 1973 (public law 93-112) section 504, provides that “no otherwise qualified disabled individual in the United States shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

1. It is the student’s responsibility to notify the institution of a disability that would require academic adjustments in accordance with the Americans with Disabilities Act (ADA) in section 504. To self-identify as a student with a disability, the student must register with the Coordinator of Disability Services two weeks in advance of the date accommodations are needed. Although students are encouraged to discuss their needs with their instructors, registration with the Coordinator of Disability Services is necessary each semester or term in order to receive accommodations. All disabilities must be appropriately documented.
2. While students are encouraged to self-identify at the earliest possible time, students may not know or choose to self-identify, but may still receive services at any time once they self-disclose and document.
3. Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Students wishing to file a grievance must complete the Disabilities Grievance Form in its

entirety, attach a description of the circumstances leading to the complaint as directed on the Disabilities Grievance Form, and submit both documents to the Campus Life Office.

Disabilities Grievance Forms are available in the Campus Life Office, the Academic Affairs Office, the ADA Coordinator’s Office and the Administrative Services Office.

## **PARKING PERMITS**

To assist in providing a safe and secure environment, all vehicles parking on Columbia College campus property must be registered with the Campus Safety Office. Parking permits must be **purchased online** by using the “Campus Safety” link found at the bottom of the Columbia College website ([www.ccis.edu](http://www.ccis.edu)) or by going directly to the following online address: [www.ccis.edu/parkingpermits](http://www.ccis.edu/parkingpermits). Once the application has been completed, a receipt must be printed and taken to one of the following offices: Administrative Services (St. Clair Hall, Room 112), Evening Campus (Missouri Hall, Room 121), or Campus Safety (Robnett-Spence, Room 202). The office staff will require the receipt and proof of identification to issue a parking permit “hangtag.” The price for a full year starting in August is \$65 (resident-student) or \$40 (commuter student), \$35 when purchased in January and \$30 for the summer session.

## **POST OFFICE**

Every full-time Day student living in a residence hall is assigned a campus post office box. Students living off campus may request a mailbox by bringing your Columbia College student ID to Mail and Print Services (Room 15 on the Garden Level of St. Clair Hall) and completing a mailbox request form. Students keep the same mailbox throughout their enrollment at Columbia College. Post office boxes are located in the AHS Commons and all official campus mail is routed through the student’s box. Students are responsible for all mail, publications, and notices placed in their box, including official correspondence from the College. No fee is charged for the mailbox.

Students may mail letters and packages from the Mailroom on the garden level of St. Clair Hall. The College’s official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216.

#### **Mailroom Hours:**

Monday – Friday 8:00 a.m. – 5:00 p.m.

## **STUDENT GOVERNMENT**

All full-time Day Campus Columbia College students are members of Student Government

Association (SGA). SGA is the direct tie between the student body and the College's administration. While each club/organization is a separate entity, all clubs and organizations are a part of SGA.

SGA elections are held in the spring and fall; full-time students who meet the requirements for an office may run for election or petition for appointed positions. The Student Government Association includes the following:

## SGA SENATE

The direct tie between the student body and College administration, SGA's Senate consists of the SGA Executive Board and elected student representatives from the residence halls, off campus, class representatives and at large representatives. As the official voting body representing the students, the SGA Senate has direct impact on major policy issues and in initiating and recommending changes to meet student needs and wishes.

## SGA EXECUTIVE BOARD

**The President** acts as a liaison between the students and administration as well as the representative of the student body at official functions.

**The Vice President** is responsible for keeping accurate records for SGA, planning the fall and spring elections and the leadership retreat.

**The Treasurer** is responsible for keeping all financial records for SGA and chairs the Finance Committee that distributes money to the clubs and organizations.

**The Chairperson of Student Relations** is responsible for the clubs and organizations, Presidents Club meetings and serves as a support person for students who are going before an academic or disciplinary hearing board.

**The Chairperson of Public Relations** acts as a liaison between SGA and the Columbia College administration regarding the goings-on of SGA and oversees special events planned and executed by SGA including the annual SGA spring dance.

**The Chairperson of Residence Hall Council Association** is responsible for providing leadership and supervision to the weekly RHCA meetings and acts as a liaison between senate and RHCA.

**The Secretary** is responsible for taking minutes at all Executive and Senate meetings and for maintaining an accurate member contact list.

## STUDENT ACTIVITIES COMMISSION (SAC)

The purpose of SAC is to plan, implement, execute and evaluate events, both on and off campus, that provide entertaining and exciting social opportunities for the students at Columbia College. Examples of events include comedians, illusionists, dinner and movie nights, day trips and more.

## RESIDENCE HALL COUNCIL ASSOCIATION (RHCA)

RHCA is composed of the officers of the residence halls and an advisor. It deals with concerns of resident students and coordinates planning and budgeting among the halls.

## STUDENT ORGANIZATIONS PUBLICATIONS

The campus newspaper, *The Columbian*, is produced by students in newspaper production courses. Students are encouraged to enroll in these classes for academic credit, but in limited circumstances they may also participate on a voluntary basis. Editorships may carry scholarship awards. See section regarding fee waiver for overload.

An activities calendar is available online out of the Campus Life Office and provides an overview of events planned on campus.

## HONOR SOCIETIES

### Alpha Chi

Missouri Epsilon chapter of the national honor society for four-year colleges and universities selects its members from junior and senior Day students of good character who rank in the top ten percent of their class based on cumulative GPA, have earned at least 24 semester hours at Columbia College, and are enrolled for coursework at the time of eligibility. Cord colors: green and blue.

### Alpha Kappa Delta

Alpha Kappa Delta is an international sociology honor society. Membership is limited to sociology majors who have maintained high academic achievement in both their sociology coursework as well as their coursework overall (must maintain 3.0 cumulative GPA). Cord colors: turquoise.

### Alpha Lambda Delta

A national scholastic honorary that recognizes superior scholastic achievements by freshmen students during their first year at Columbia College. They select their members from students who rank in the top twenty percent of their class during their first term, have a 3.5 GPA, and are enrolled full-time pur-

suing a baccalaureate degree at an institution with an active Alpha Lambda Delta chapter at the time of eligibility. Cord colors: red, white and gold.

### **Alpha Phi Sigma**

A national honor society for students in criminal justice administration and forensic science. Members must rank in the top 35% of their class, have completed a minimum of four courses within the criminal justice curriculum, maintain a 3.2 GPA in their criminal justice courses as well as maintain a 3.0 cumulative GPA. Cord colors: blue and gold.

### **Alpha Sigma Lambda**

A national honor society for adult students who, while handling their life responsibilities, achieve and maintain high scholastic standards. Membership is open to online students who have a minimum GPA of 3.75 and at least twenty-four semester hours with Columbia College. Cord colors: gold and maroon.

### **Kappa Delta Pi**

A national education honorary society, with membership limited to the top 10% of undergraduate and graduate education students with the required cumulative GPA. The organization encourages excellence in scholarship, personal standards and teacher preparation. Once elected to this society, membership is renewable for life. Cord colors: green and purple.

### **Kappa Mu Epsilon**

A national honor society in mathematics. Membership is open to students who rank in the upper 35% of their class and who have completed at least three semesters of college work and completed at least three courses in mathematics, including at least one semester of calculus, and attained an average of B or better in all mathematics courses. Cord colors: silver and pink.

### **Lambda Pi Eta**

A national honor society for students in speech communication. Eligibility for membership requires completion of sixty semester hours, a minimum cumulative GPA of 3.0, completed twelve semester hours in Communication Studies and have at least a 3.25 GPA for all Communication Studies courses. Cord colors: red and white.

### **Phi Alpha Delta**

Phi Alpha Delta is an academic fraternity open to any student interested in pre-law study.

### **Phi Alpha Theta**

Phi Alpha Theta is a professional society which promotes the study of history through the encouragement of research, good teaching, publication and the exchange of learning among historians. Eligibility for

membership is based upon a minimum GPA of at least 3.1 in 12 or more hours of history credits and a minimum of a 3.0 GPA overall. Cord colors: Madonna red and blue.

### **Pi Sigma Alpha**

A national honor society for student in political science. Its purpose is to stimulate scholarship and interest in political science by recognizing students who have excelled in the field. Eligibility for membership requires a minimum completion of ten semester hours of political science courses with a minimum GPA of 3.0, and rank in the upper third of their class.

### **Psi Chi**

Psi Chi encourages, stimulates and maintains excellence in scholarship of the individual members in psychology, and advances the science of psychology. Membership is open to day students majoring or minoring in psychology at Columbia College who have completed 3 semesters of college; have completed 9 semester hours of psychology; have a minimum GPA of 3.0 in their general studies and psychology courses. Cord colors: gold.

### **Sigma Beta Delta**

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 grade point average of 3.5 and at least thirty semester hours at Columbia College. Cord colors: green and gold.

### **Sigma Tau Delta**

Sigma Tau Delta is an international English honor society. Active membership is limited to English majors and minors with a B or higher average in English classes (beyond Composition) who rank in the highest 35 percent of their class in general scholarship and who have completed at least three semesters of college work. Associate membership is open to students with the requisite academic background who are not majoring or minoring in English. Cord colors: Cardinal red and black.

### **Sigma Zeta**

A national honor society primarily for science students. Membership is open to students who have earned at least fifteen hours of science and mathematics courses with at least a 3.0 GPA and whose other grades are satisfactory.

### **Upsilon Pi Epsilon**

A national honor society in computer and information sciences. Membership is limited to students who have completed at least 64 semester hours including CISS 350 or equivalent, have a GPA of at least 3.5 in Computer Science or Computer Information Systems, and rank in the upper third of

all students in the major. Cord colors: white and maroon.

### **Who's Who Among Students in American Universities and Colleges**

Each year, top upperclassmen in colleges across the country are selected by nomination for this special group. Columbia College students elected to Who's Who are announced at the annual Honors and Awards Convocation.

## **MUSIC**

### **The Jane Froman Singers (JFS)**

JFS is a choral ensemble that performs a variety of musical styles from various eras and cultures. The Singers perform frequently on and off campus and participate in an annual concert tour. Membership is by audition. JFS can be taken each semester for 3 hours of academic credit.

## **OTHER ORGANIZATIONS**

### **Art Club**

Members support and promote the creative and educational aspects of art.

### **BACCHUS**

A student group organized to promote and encourage responsible habits, lifestyles and attitudes about the peer issues that college students face such as alcohol, smoking, staying fit, and creating positive relationships.

### **Biology Club**

The mission of the Biology Club is to enhance and expand the knowledge and understanding of biological issues. It is open to all Columbia College students.

### **Black Student Association (BSA)**

BSA seeks to promote unity, academic enrichment and career development for black students and to be of service to the Columbia College community and the surrounding communities.

### **Columbia College Democrats**

College Democrats work to spread the message of the Democratic Party and provides a forum for discussion of progressive issues.

### **Cougarette Dance Team**

The Cougarette dance team serves as a fun, positive environment for dancers to demonstrate their abilities and provide dancers with a venue to perform at various college events.

### **Criminal Justice Student Association**

The Criminal Justice Student Association allows for those with an interest to learn about the different aspects of the criminal justice field. Activities include field trips and guest speakers. Issues dealing with

the criminal justice field are pondered and discussed. Membership is open to any student currently enrolled in Columbia College. The association participates in a minimum of two community service activities each year.

### **Delta Epsilon Chi (DEX)**

DEX is an active organization that promotes students who are currently pursuing a degree in the field of business, finance, marketing, or management. DEX members have the opportunity to illustrate their knowledge through state and national competitive events designed to enhance practical skills and experience in a diversity of business careers. Delta Epsilon Chi focuses on building self esteem and ethical business practices; it is also committed to community service and development activities.

### **Elysium Players (DRAMA)**

Elysium Players encourages all students, faculty and staff at Columbia College to participate in the art of acting and the experience of theater.

### **Fellowship of Christian Athletes**

FCA is an inclusive organization to provide all collegiate and non-collegiate athletes at Columbia College a community for athletic participation and Christian fellowship.

### **Forensic Science Student Association (FSSA)**

FSSA provides students the opportunity to network with fellow forensic science students at the college and complement their learning through guest speakers and field trips.

### **Horizons Gay Straight Alliance (GSA)**

HORIZONS GSA is an alliance of LGBT (lesbian, gay, bisexual and transgendered) and allied students who work to create an inclusive campus atmosphere. HORIZONS seeks to educate people about the trials faced by LGBT persons and to help overcome stereotypes and misperceptions about the LGBT community.

### **International Club**

The International Club is open to all students. Members take an active role in helping international students transition to American customs as well as student life at Columbia College. This group promotes diversity, culture, respect and understanding through programming, social activities and service projects at Columbia College and in the larger community.

### **Ivy Review Literary Society**

Ivy Review Literary Society encourages all Columbia College students, faculty and staff to participate in the art and appreciation of creative writing, literary readings and in the publication of the *Ivy*

*Review* literary magazine. They operate in cooperation with the English Honors Society, Sigma Tau Delta.

### **Martial Arts Club (CCMAC)**

The purpose of CCMAC is to develop a sense of unity and common purpose as members discover, display, and explore physical, philosophical, and intrinsic properties of martial arts as well as share these experiences with Columbia College and the community.

### **Mock Trial Association**

The mission of Mock Trial is to promote leadership, develop critical thinking, and gain experience and understanding of courtroom proceedings. The Mock Trial team provides experiences in the field of law while competitively representing Columbia College in inter-collegiate competitions.

### **Model United Nations**

This organization promotes better understanding and interest in the function and processes of the United Nations (UN). Members of Model UN will also role-play the part of a UN member state at a United Nations simulation that includes participating teams from colleges and universities nationwide.

### **National Education Association (CCSNEA)**

This is a national education association which promotes and advances the cause of education for all individuals. The mission of the organization is to promote excellence among educators and protects the rights of educators and advance their interests and welfare.

### **Participant Advisory Council For Student Support Services (PAC)**

The purpose of PAC is to assist the Student Support Services staff in its efforts to enhance student retention and graduation, and provide leadership opportunities for SSS participants. PAC is active in all aspects of SSS including serving as peer advisors and facilitating and supporting SSS, activities, workshops, trips and cultural events.

### **Partners in Education (PIE)**

The Partners in Education organization provides support and assistance to the faculty and students at Field Elementary School through the volunteer efforts of its members.

### **Political Science Club**

The mission of the Political Science Club is to provide a suitable environment for the free exchange of ideas among like-minded individuals and to organize and coordinate activities of interest for the members. The goal is educate, enlighten and spark inter-

est in the field of political science.

### **Psychology Club**

Psychology Club is open to all students who have an interest in psychology. Its purpose is to make known and promote interest in the field of psychology and sponsor activities and gatherings for students interested in psychology.

### **Residence Hall Council Association**

A service committee of the Student Government Association, RHCA represents the concerns of the residence halls to SGA. The group works to build community in the halls and helps plan necessary changes and improvements.

### **Spanish Club**

Spanish Club is open to Columbia College students, faculty and staff with an interest in Hispanic culture and the Spanish language. This club promotes the various cultures of the Spanish-speaking world and provides opportunities for discussion on related topics as well as practicing Spanish language skills. Members also participate in service projects at Columbia College and in the larger community.

### **Student Ambassadors Club**

Student Ambassadors serve as liaisons between prospective students, parents and the Admissions Office; promote standards of intellectual and creative excellence; inform prospects of campus services, activities and issues; create an atmosphere that minimizes anxiety and promotes the development of positive attitudes; and provide support to other Admissions and Columbia College activities.

### **Student Leaders Advocating Teaching Excellence (S.L.A.T.E.)**

S.L.A.T.E. is an organization whose members have a sincere interest in encouraging professional development as well as serving as a social group by supporting students interested in education. S.L.A.T.E. sponsors programs and events that encourage other students to take an active role in education and expose non-education students to the field of education.

### **Travel Club**

Travel Club is focused on learning about other cultures through travel. They promote local travel (here in Columbia, MO and surrounding cities), state travel (day trips all around Missouri and adjacent states), national travel (2-3 day trips to other states) and international travel [travel (and/or study) abroad opportunities].

# ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES

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

## ADVISING

### ACADEMIC ADVISING PHILOSOPHY

Academic advising at 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.

### ACADEMIC ADVISOR

The College has a carefully planned program of student advising. In addition, individual relationships are maintained between students and instructors in the classroom and through informal conferences. After students have been admitted, they are assigned an advisor on the basis of admissions information. The advisor assists in planning academic work and in solving general problems during the student's college career. A change in advisor may be made by completing a Change of Advisor Form and submitting it to the Registration and Financial Services Office.

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 in the Evaluations Office during the semester in which 48-60 semester hours are scheduled for completion.

## ASSESSMENT

Columbia College assesses student learning outcomes at all key points of the undergraduate experience.

**Pre-matriculation.** Entering student ACT Math sub-scores are used for math course placement and ACT English sub-scores are used for English Composition placement. A score of 21 or above on the ACT math sub-score or equivalent SAT score is required to place into MATH 150, College Algebra. Entering student ACT sub-scores (or equivalent SAT scores) are used to place into

English Composition courses. A score of 18 or above on the English sub-score is required to place into ENGL 111 English Composition I; a score of 30 or above is required to place into ENGL 112 English Composition II.

**General Education.** Achievement of general education learning outcomes is assessed by the Measure of Academic Proficiency and Progress (MAPP) (Short Form), administered to seniors during their culminating experience course. A pre-test of the MAPP is administered during INCC 111, the Freshman Year Experience course.

**Major.** Achievement of outcomes in the major is assessed by the major culminating experience which is noted in bold face in the course descriptions. The instrument of assessment varies from department to department. Many administer the Major Field Test, a standardized test of undergraduate mastery of the discipline.

**Other.** A sample of students is surveyed during odd-numbered years using the ACT Enrolled Student Survey. A sample of alumni is surveyed every three years using the ACT Alumni Survey.

**Feedback.** Faculty, coordinated by the Academic Assessment Committee, and administrators use data from assessment to improve curricula and pedagogy and to improve the physical learning environment of the College.

## ATTENDANCE AND LACK-OF-EFFORT POLICIES

Students are expected to attend all classes and laboratory periods for which they are enrolled. The instructor defines conditions under which an absence is excused. The instructor is responsible for the 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, the student's instructor will submit a course Warning Report promptly to the Student Records and Transcripts Office. An instructor may drop such a student from the course; and any drop

initiated during the semester or session by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record with a grade of F or W at the discretion of the instructor. Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies.

Students who will be absent from class due to participation in athletics or a college-sponsored extracurricular activity are responsible for completing all required coursework as stipulated in their course syllabus for each class provided by the instructor. The instructor is the only individual who determines performance standards, evaluates student achievement and determines if and how student absences are calculated and accommodated. Student athletes must meet the conditions of their 'Letter of Intent,' but may participate in conflicting college-sponsored events with their coach's acquiescence. Student participants who are unable to enroll in a day course because of intractable conflicts caused by attendance requirements may be allowed to take the course during the evening or online.

Students are notified if their instructor cannot meet with them during any regularly scheduled class period. In the event that the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and after representatives of the class have made inquiries in the Office for Academic Affairs, students are excused from the class.

Please refer to the Financial Aid section regarding attendance requirements for financial aid purposes.

## **CATALOG CHANGES AND TIME LIMIT FOR COMPLETING DEGREE**

No time limit exists for a student to complete a degree. Students have the option of graduating under the degree requirements of the catalog, including general education requirements and courses designated as general education, in effect at the time of their graduation from the College or in effect at the time of their initial enrollment to the College, provided no more than eight years have elapsed between initial enrollment and graduation. Students enrolled through the Service Members' Opportunity College Program are exempt from the eight-year limitation.

The responsibility for understanding and meeting graduation requirements rests entirely with the student.

## **CURRICULUM REQUIREMENTS**

Students are required to abide by the curriculum

requirements, including course prerequisites, semester hour(s), upper-level/lower-level status, content, etc., based on the current academic year's catalog.

## **STUDENT CONDUCT**

The College has adopted a Student Conduct Code to protect the rights of students, faculty, staff and the College itself. This code ensures that the Columbia College learning community is one characterized by mutual respect, civility and good citizenship.

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 and other officials acting in the performance of their duties.
3. Treat the campus itself with respect, including buildings, grounds and furnishings.
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 shall 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 College Catalog, Student Handbook, Residential Life Handbook and Code for Computer Users.
9. Refrain from tampering with fire safety equipment on campus grounds and in College buildings.
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 including self, or that intentionally or recklessly causes reasonable apprehension of such harm.



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

### Academic Integrity

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.

### 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 Executive Vice President and Dean for Academic Affairs (EVPDAA) and the Dean for Campus Life must be notified in writing of the incident and the 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 EVPDAA and the Dean for Campus Life must be notified in writing of the incident and the action taken.

2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the Department Chair. The EVPDAA 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 request a formal hearing. The individual must initiate the hearing procedure by filing an Appeal Request Form with the EVPDAA within one (1) school day after the informal disposition meeting. The written request will be forward to the EVPDAA and the Dean for Campus Life.
4. The EVPDAA and the Dean for Campus Life will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decisions. 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 Campus Life.

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

### 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 as outlined in the Student Handbook and in the course syllabus. 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

### Personal Conduct

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. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

#### Procedures:

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Campus Life Department.

1. The Assistant Dean for Campus Life 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 Campus Life determines there was a violation, college disciplinary action will ensue. The student will be notified in writing of the finding of fact and the recommended disciplinary sanction recommended by the Assistant Dean for Campus Life. If the student is facing possible suspension or dismissal from the College, the student, by working through the Dean for Campus Life, can request that a Campus Hearing Board review the finding of fact and/or the sanction.
2. If facing disciplinary action, the student has the right to accept the Assistant Dean's finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the Dean for Campus Life 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 Form with the Dean for Campus Life within one (1) school day of the informal disposition meeting with the Assistant Dean for Campus Life. The Dean for Campus Life will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the deci-

sion. All parties will be notified.

4. If a decision is made to reconsider, a campus hearing board will be empaneled to hear the matter. Decisions made by the Campus Hearing Board are final.

### Interim Suspension

The Dean for Campus Life or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings or resolution of the health issue. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the college campus poses a substantial threat to him or herself or to others or to 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 Campus Life 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/condition and surrounding circumstances reasonably indicate that the continued presence of the student on the college campus poses a substantial threat to him or herself or to others or to the stability and continuance of normal college functions.

An interim suspension period can last, but does not have to, up to final adjudication of the matter through the normal college disciplinary procedures or resolution of the health issue.

### Disciplinary Dismissal

A disciplinary dismissal results in the separation of a student from the college for at least three years. Dismissal applies to all programs. After a three year separation, a student may request in writing that the Dean for Campus Life review the dismissal and consider allowing the student to reapply for admission. If denied readmission by the Dean, the student may submit subsequent requests one year after the previous request. The student's written request must include the following:

- How the student has used his/her time of separation from the college;
- What the student has learned; and
- How the student's return will be different.

Decisions are made on a case-by-case basis. Some violations of the college's Student Conduct Code are so serious that students will not ever be permitted to return. The Dean's decision will be provided in writing to the student. Students returning from a disciplinary dismissal are placed on disciplinary probation for one year. Other conditions could

also be included.

### 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 readmittance. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served, the student should contact the Dean for Campus Life for directions regarding his/her possible re-enrollment.

## CREDIT AND TESTING

### ACT RESIDUAL

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside Columbia College. The cost is \$28.50 which includes a \$10 administration fee.

### ADVANCED PLACEMENT

Columbia College awards semester hours credit for Advanced Placement Tests (AP). A score of 3 or above is acceptable. AP credit in English meets the College's requirement for ENGL 111.

### CLEP

Columbia College awards semester hours credit for the 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.

Students may choose to re-take the tests after a six month waiting period. Waiver of the waiting period cannot be submitted to the Test Administrator until ninety days have elapsed since the last exam completion.

Students may also contact the Evaluations Department for possible options concerning procurement of previous CLEP test results from other institutions that may allow for evaluation by Columbia College. All credit completed by examination and accepted in transfer is recorded in semester hours. Additional information about CLEP credit may be obtained in the Evaluations Department. Contact the Test Administrator to take CLEP examinations.

## CORRESPONDENCE CREDIT

Correspondence credit is accepted if recorded on an official transcript from another regionally accredited college or university.

## CREDIT FOR PRIOR LEARNING (Also See "Professional Designations," Below)

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests, ACE credit and course test-outs are the preferred means because they require a theory-base for awarding credit, have national norms/criteria or both. If none of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL).

Before applying for CPL credits, students must have completed 12 hours of Columbia College credit. Students also must have completed ENGL 111 and ENGL 112 or their equivalent with a grade of C or better. These credits, if taken at Columbia College, may be included in the 12-hour requirement.

Columbia College courses that offer CPL credit are generally applicable to degree requirements. A maximum of 15 credits prior to learning can be awarded. CPL is not awarded where college credit in a similar course has been earned. CPL credit does not count toward Columbia College residency.

### Courses for which CPL is available:

#### Art

- ARTS 120 Drawing I
- ARTS 130 Painting I
- ARTS 150 Creative Photography I
- ARTS 211 Watercolor I
- ARTS 216 Graphic Design I
- ARTS 262 Printmaking I
- ARTS 302 Illustration I

#### Business Administration

- MGMT 152 Business Mathematics
- MGMT 330 Principles of Management
- MGMT 341 Small Business Management
- MKTG 352 Personal Selling and Sales Management

#### Computer and Mathematical Sciences

- CISS 234 Visual Basic
- CISS 236 COBOL Programming
- CISS 238 Java Programming
- CISS 240 Introduction to Programming
- CISS 241 Programming I
- CISS 242 Programming II
- CISS 243 Programming III

CISS	245	Advanced Programming
CISS	280	Systems Analysis and Design I
CISS	285	Structured Systems Analysis and Design
CISS	320	Systems Analysis and Design II
CISS	325	Systems Analysis, Design and Implementation Projects

### **Criminal Justice Administration and Human Services**

CJAD	201	Criminal Investigation
CJAD	203	Crime Scene Investigation
CJAD	303	Crime Scene Photography
CJAD	306	Military Justice Systems
CJAD	351	Community Based Corrections
MSCJ	561	Crisis Intervention

### **Education**

EDUC	251	Beginning Field Experience II
EDUC	350	Advanced Field Experience I
EDUC	351	Advanced Field Experience II
EDUC	420	Student Teaching in the Elementary School
EDUC	422	Student Teaching in the Secondary School
EDUC	424	Student Teaching in the Middle School
EDUC	426	Student Teaching in Special Education
EDUC	499	Internship
EDUC	699	Internship

### **Science**

BIOL	230	Medical Terminology
------	-----	---------------------

### **CPL is evaluated using the following criteria:**

- It has general applicability outside the specific situation in which it was acquired;
- It articulates theories, principles and general techniques;
- It has both a theoretical and practical understanding of the subject area;
- It may be assessed by a faculty expert;
- It is of college-level quality as determined by the faculty expert;
- It meets specific course objectives or competencies and has a relationship to degree aspirations or educational goals.
- The knowledge or skill represented as learning is current with that expected in the classroom/employment situation; and
- The level of confidence equals or exceeds what would normally be considered a C level of performance in the classroom.

Students seeking CPL must submit a portfolio of

relevant information that describes the learning acquired in a specific course area. Portfolio contents are described below. Students must have adequate writing skills (ENGL 111 and ENGL 112 are prerequisites). An evaluation assessment fee of \$75 per semester hour is required for each course submitted for review. This fee is payable upon submission of the portfolio.

No additional fees are assessed if credit is awarded. Each portfolio is assessed by a full-time faculty member in the corresponding subject. If the faculty member determines that the knowledge of the subject is college-level and equal to a grade of C or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit. If the faculty member decides more information is needed to make a recommendation, the student will be asked to submit additional evidence.

Send the portfolio to the Assistant Dean for the Adult Higher Education Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Attach to the portfolio a check or money order for the assessment fee. Anticipate 60 to 90 days for the evaluation process to be completed. Students will be notified of the evaluation outcome and credit, if awarded, will be posted to the transcript at no additional charge.

### **EXCELSIOR EXAMS**

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official score reports must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information may be obtained in the Evaluations Department.

### **INTERNATIONAL BACCALAUREATE**

Columbia College accepts credit from successfully completed International Baccalaureate (IB) coursework. Course equivalencies and transfer credit award vary by subject and IB course level (standard; higher). Credit will be granted on a per-course basis for individually completed, higher-level courses completed with a score of 5 or higher. Students who have completed the IB Diploma will receive a minimum of 24 semester-hours of credit so long as higher-level courses have been completed with a score of 4 or higher, and standard-level courses have been completed with a score of 5 or higher. Specific course equivalencies are available from the Evaluations Department.

### **TRANSCRIPTS/CREDIT DOCUMENTS**

- The applicant 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 from each college and university attended must be sent to the Admissions Office, or the Online Office for Online applicants 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 campus where the applicant plans to attend. A transcript marked official and hand-delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official.
- The Admissions Office, advisors and the Nationwide campuses may review or advise applicants from unofficial transcripts/credit documents as they deem appropriate and necessary. Academic credit from all sources must be received by the Evaluation Department before an evaluation will be completed and must be validated by the Evaluation Department before such credit is considered official and made part of the student's Columbia College academic record. Credit will not be evaluated for one institution from another institution's transcript. AARTS, CGI, National Guard and SMARTS transcripts will be evaluated for military experience as well as CLEP, Excelsior and DANTES examinations.
- Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. The appeal should be made in writing and turned into the Admissions Office with their other information. The Admissions Office will forward the appeal to the Evaluations Department to log in the Waiver/Substitution Appeal Log. The Evaluations Department will coordinate the processing of the appeal with the Executive Vice President and Dean for Academic Affairs. Evaluations will relay the response to the Admissions Office who will inform the applicant of the decision. For Nationwide Campuses and Online applicants, the appeal should be made in writing to the AHE and Online campuses and forwarded to the Evaluations Department. The Evaluations Department will log it in the Waivers/Substitution Appeal Log and coordinate the processing of the appeal with the Executive Vice President and Dean for Academic Affairs. The Evaluations Department will inform the extended campus of the response.
- 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. The appeal is only for having all the documents submitted prior to the initial evaluation; if the appeal is approved the document is still required and must be received prior to the start of the next term of enrollment. A registration restriction will be placed on the applicant barring enrollment without the required document. A waiver/disclaimer statement must also be signed by the applicant indicating understanding of responsibility for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, advising, academic level, financial aid and VA.
- Appeals will not be approved or 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 who 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 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. If a previous institution is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College, then the appeal may be made directly to the Evaluations Department via the Admissions Office or the extended campus; Evaluations will confirm accreditation status and approve or deny request to evaluate without the transcript.
- Applicants are not required to submit military documentation or civilian training certificates for evaluation. Evaluations will not be held for receipt of these items if the applicant specifically requests in writing to proceed without them. By requesting that an evaluation be completed without these documents, applicants are accepting responsibility for any consequences incurred due to evaluation of credit without a complete packet.
- Once a document has been submitted to

Columbia College it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

## 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 prior learning. Students who have earned the following professional designations will be awarded credit as follows:

<b>Professional Designation:</b>	<b>Columbia College Equivalent:</b>
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
Licensed Practical Nurse (LPN)	NURS 210
State Real Estate Salesperson's or Broker's License	FINC 397
NASD General Securities Representative (Series 7)	FINC 354

Individuals who currently hold a professional designation/license can receive credit for the above courses as indicated upon submission of a statement of designation/license renewal from the appropriate professional regulatory organization. Designations/license must be active at the time credit is sought.

LPNs must present a copy of their license in order to receive credit, and pass with a 75%, or higher, the HESI Fundamentals of Nursing Proficiency Exam and successfully complete a clinical skills assessment conducted by nurse faculty.

## EVALUATION OF ACADEMIC TRANSFER CREDIT

If students enter Columbia College after having attended another institution, they are referred to as transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

An approved transferable Associate in Arts or Associate in Science degree from an approved accrediting body, completed prior to enrollment with Columbia College usually will be accepted in transfer as fulfilling the Columbia College general education requirements. The approved accrediting bodies for

this transfer policy include but are not limited to the following: MSA, NCA, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR.

The Evaluations Department at Columbia College determines if the degree is "approved" and "transferable." Prior to an official evaluation, there is no guarantee of an Associate transfer.

Any other Associate degree from an approved accrediting body or any other Associate degree from any other accepted accrediting body will follow the alternate Associate Transfer Policy. The alternate policy acknowledges Associate degrees from accepted and/or regionally accredited institutions, completed prior to enrollment with Columbia College, that contain ENGL 111 and ENGL 112 with a grade of "C" or better, 33 hours of General Education courses with representation in Humanities, Social/Behavioral Sciences and Mathematics/Science.

Bachelor of Arts and Bachelor of Science degrees from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College will be honored as their equivalents at Columbia College with regard to general education requirements.

If students have not received an associate or baccalaureate degree from a transferring school prior to enrollment with Columbia College, or a baccalaureate degree from a transferring school, then Columbia College's general education requirements must be completed even if the previous schools' requirements were met.

To obtain credit, students submit official transcripts from each college or university attended when applying 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 post-secondary institutions attended. 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 colleges are not accepted for upper-level credit.

Graduate level coursework may not be transferred to Columbia College for undergraduate credit. However, if graduate level coursework is evaluated and is considered equivalent to undergraduate coursework at Columbia College, the undergraduate course requirement will be waived. The hours of credit will not be granted.

Courses at other institutions that may be completed for undergraduate or graduate credit will be reviewed on an individual basis. If the student was an undergraduate at the time of completion, the

course may be accepted in transfer as undergraduate credit. If the student had completed a baccalaureate degree prior to the course, the course will not be accepted as undergraduate credit and the above listed process for graduate credit will apply. For additional information, see the Evaluations Department.

## MILITARY CREDIT

### DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)

Semester hour credit recommended by ACE is awarded upon attainment of an acceptable passing score per section, or credit is awarded as determined by the testing authority at the time the test was taken. An official record of test results must be sent to the Evaluations Department.

### MILITARY SERVICE

Columbia College accepts the following military documents for review. Transfer credit may be awarded for Military Service, Basic Training, Military Education (Service Schools) and Military Occupations. Army: Official AARTS transcript, certified-true DA 2-1; Navy: Official SMART record, certified-true Page 4's; Air Force: Official CCAF transcript; Coast Guard: Official CGI transcript, certified-true page 8's; National Guard: Official National Guard transcript, Official AARTS transcript. For information on additional documents that may be accepted for evaluation or for specific policies concerning the evaluation of documents, contact the Evaluations Department.

### UNITED STATES ARMED FORCES INSTITUTE (USAFI)

USAFI standardized end-of-course tests are accepted if attainment is at the 20th percentile or above. An official record of test results must be sent to the Evaluations Department.

## RESIDENCE CREDIT

"Residence credit" or "credit earned in residence" refers to credits earned through Columbia College.

For Associate in Arts and Associate in Science degrees, 15 of the last 24 semester hours of coursework must be completed with Columbia College. For the baccalaureate degree, 24 of the last 36 semester hours of coursework must be completed with the college.

## eSERVICES

eServices 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 also available through eServices. Once students have completed an enrollment process online they receive an email confirmation of their course schedules; they should review it carefully to ensure that they have been registered appropriately. If there are any errors or questions they should contact the Student Records and Transcripts Office at (573) 875-7526.

## FINAL EXAMINATION POLICY

Students in the Day Program are expected to complete all final exams according to the final exam schedule, but are not expected to take more than two exams in one day. Students who are scheduled for three or more exams in one day and who wish to change their schedule should go to the Office for Academic Affairs for assistance in rescheduling exam times.

## GOOD ACADEMIC STANDING

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

## GRADING SYSTEM

Academic progress is reported twice each semester, at mid-semester and at the semester's end. Mid-term grade reports are available for all 100- and 200-level courses to Day students only.

## GRADES AND NOTATIONS

- A..... Excellent
- B..... Superior
- C..... Satisfactory
- D..... Inferior
- F..... Failing
- I..... Incomplete: Unfinished work to be completed without further class attendance.
- N..... Audit: Did not complete course.
- S/U ..... Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen
- U ..... Unsatisfactory. An option that can be used as a grade for MATH 104, MATH 106, and ESOL 101, 102, 103, 104, 105, ENGL 107 and ENGL 107N.
- W ..... Withdraw
- WE ..... Excused from the course for extraordinary circumstances.\*
- Y..... Audit: Completed course. No official credit recorded on transcript.

**\* Extraordinary Circumstances**

Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, certain changes in the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family). **All classes currently enrolled in must be included in the WE request.**

**APPEALS**

Grade appeals should be filed only when it is possible to demonstrate with substantial objective evidence that an incorrect or an unfair grade has been assigned. If a student believes that the final grade received in any course is incorrect or unfair, he or she follows the grade appeal procedure outlined below:

1. Discuss the problem with the faculty member (instructor) involved.
2. If not satisfied with that faculty member's explanation, seek mediation from the department chair.
3. Failing resolution of the problem, student makes an appeal to the Executive Vice President and Dean for Academic Affairs (EVPDAA) by requesting a grade appeal hearing with the Campus Hearing Board. This request is filed in writing with the EVPDAA within 60 calendar days after grades have been issued by the Registrar. The EVPDAA may inform the student that materials submitted do not support the request for change in grade and/or forward the appeal to the Campus Hearing Board. The decision of the Campus Hearing Board is final. The chair of the Campus Hearing Board communicates this decision in writing to the student, the EVPDAA, the Dean for Campus Life, and any other parties involved in the appeal. If a change in grade or academic standing results, the chair of the Campus Hearing Board notifies the Registrar of the new grade or change in standing.
4. In the event that new evidence becomes available, a request may be made in writing to the EVPDAA, who determines whether the appeal is to be reconsidered. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the EVPDAA s who has the final authority in passing judgment on such matters.
5. Operating procedures for Campus Hearing Boards are available in the offices of Academic Affairs and Campus Life.

**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 course work 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-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 in the Registration and Financial Services Office.

Applicants requesting to only audit a course are subject to the standard admission requirements.

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

**GRADE POINT AVERAGE (GPA)**

Grade-point average (GPA) is determined by assigning point values to letter grades for each semester hour earned at Columbia College. Quality points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

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

Course	Credit hours	Grade	Quality Points	Total
English Composition . . . . .	3 . . . . .	B . . . . .	9	
Biology . . . . .	5 . . . . .	C . . . . .	10	
American History . . . . .	3 . . . . .	B . . . . .	9	
Introduction to Business . . . . .	3 . . . . .	A . . . . .	12	
Art and Ideas . . . . .	2 . . . . .	A . . . . .	8	
	<b>16</b>			<b>48</b>

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that semester 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. Courses that



are repeated or taken on a pass/fail (S-U grade) basis are not considered when determining a semester or cumulative GPA. See section "Repeating A Course."

## CHANGES OF GRADE

A change in grade may be made when a computational error has been made by the instructor or when a processing error has been made in the Student Records and Transcripts Office. Request for a grade change is honored only when approved by the Executive Vice President and Dean for Academic Affairs.

## CLASSIFICATION

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

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

According to United States Department of Education regulations and Missouri Coordinating Board for Higher Education policy, all students applying for federal and/or state financial assistance must maintain satisfactory progress in a degree program to receive funding. Satisfactory progress is measured in terms of qualitative, quantitative and maximum time frame standards. Once a student receives financial aid, all course work in prior terms will count toward these standards.

## DIRECTED STUDY

Directed study is available in most academic disciplines. Its purpose is to allow students to undertake additional, in-depth study of a topic that transcends the existing coursework described in the academic catalog. Directed study is not available for audit (see Audit above).

Students enrolling in these courses work closely with a selected faculty member, meeting on a regular basis and working toward a mutually agreed-upon goal. Students approach a faculty member with a written proposal. If the proposal is approved, the faculty member and the student then complete the application form. The application form is to be submitted to the Executive Vice President and Dean for Academic Affairs for final approval. The proposal is to be attached to the form, which also requires approval by the supervising faculty member and his/her department chair.

This contract defines the title of the study, the learning objectives, resources to be used, evaluation methods to be employed and other academic infor-

mation. Since it is retained in the student's academic file, the proposal must be completed on the college form that is available in the Registration and Financial Services Office.

To be eligible for Directed Study, students must meet the following requirements: (1) completion of at least 45 semester hours of coursework, (2) prior completion of at least 6 semester hours in the discipline of the proposed study and (3) a cumulative GPA of 3.0 or higher.

## INCOMPLETE COURSEWORK

The 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 semester. Extraordinary circumstances is 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). The request for an Incomplete must be initiated by the student and only the instructor may grant an incomplete. 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 the following semester (or by the end of two eight-week sessions) unless the instructor requires a shorter completion date. Extensions beyond one semester completion time must be granted in writing by the instructor. Subsequent extensions must be approved by the Executive Vice President and Dean for Academic Affairs. The student is responsible for this deadline. Incompletes that are not finished are to be permanently recorded by the instructor as I or any other grade.

When incomplete work in a course is completed, the instructor is responsible for reporting the letter grade that replaces the I on the student's permanent record to Student Records and Transcripts.

## PASS/FAIL

Students may elect to take one course per semester on a pass/fail basis. These may not be courses in the declared major. (Exception: Honors projects in the major may be taken pass/fail.) Certain courses, by program definition, are always taken on a Satisfactory/Unsatisfactory basis. Students may take one additional course per semester on a pass/fail basis if they are enrolled in a course only offered

on a satisfactory/unsatisfactory basis. To receive a grade of S, work must equal the work of other students who earn an A, B, or C. Further details are available from faculty advisors or in the Student Records and Transcripts Office.

Students must designate at the time of 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 quarter (usually 4 weeks for a semester, 2 weeks for a session) of that term. Courses taken on a pass/fail basis are not considered when determining Dean's List eligibility.

## REPEATING A COURSE

Any Columbia College course may be repeated at Columbia College in an attempt to improve the grade. The grade earned the second time the course is taken is used to determine grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade is not included in total hours attempted or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given. Additionally, students who use federal financial aid assistance must check with the Registration and Financial Services Office to determine financial liability when repeating a course. 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.

## CANDIDACY FOR DEGREE

Declaration of candidacy for degree must occur **no later** than one session prior to the last session of enrollment. File the form by the early spring if you anticipate an October or December degree completion date. File the form by early Fall if you anticipate a March, May or July degree completion date. Candidacy forms are to be filed in the Evaluations Department after payment of the graduation processing fee has been made in the Registration and Financial Services Office. Candidacy forms are available in the Evaluations Department and online via the Evaluations Department webpage.

Responsibility for understanding and meeting graduation requirements rests entirely with the student.

Filing the Declaration of Candidacy for Degree form indicates anticipated degree completion. It does not confirm participation in a commencement ceremony. Ceremony participation is a separate process that also occurs via the Evaluations Department. Deadline to sign up to participate in the December Commencement Ceremony is in mid-October. The deadline to sign up to participate in a May Commencement Ceremony is in mid-March. Failure to sign up for participation by the deadline date results in a later commencement opportunity.

## MAIN CAMPUS COMMENCEMENT CEREMONY PARTICIPATION

Students who complete their degrees in March and May are eligible to participate in the May commencement ceremonies of the same year. July graduates who request to participate in the May ceremony of the same year are allowed to do so without appeal (see detailed information below).

Students who complete their degrees in October and December are eligible to participate in the December commencement ceremony of the same year. March graduates who request to participate in the preceding year's December ceremony are allowed to do so without appeal (see detailed information below). July graduates who request to participate in the December Ceremony of the same year are allowed to do so without appeal (see detailed information below).

Students with degree completion dates other than the ones listed must appeal to participate in a different ceremony. Students who request to participate after the deadline date must appeal. Appeals are filed in the Evaluations Department and coordinated with the Executive Vice President and Dean for Academic Affairs.

## JULY GRADUATES

### GUIDELINES FOR JULY GRADUATES TO PARTICIPATE IN THE MAY COMMENCEMENT CEREMONY

To be eligible to participate in a May Commencement Ceremony, students anticipating a July degree completion date must file a *Declaration of Candidacy for Degree* form prior to the May ceremony participation deadline. A degree audit will determine eligibility. Students who are not cleared

for a July degree completion date will not be eligible for participation in the May ceremony. They will default to a later date as well as a later commencement opportunity. Any exceptions will be via written appeal, submitted via the Evaluations Department and coordinated with the Executive Vice President and Dean for Academic Affairs.

July graduates who opt to participate in a May ceremony will not be eligible for the President's Award as it is based on a final, cumulative GPA of 4.0 and cannot be determined prior to final coursework completion.

July graduates who do not participate in a preceding May ceremony are eligible to participate in the following December ceremony. Graduates must contact the Evaluations Department in October to sign up for participation.

## MARCH GRADUATES

### GUIDELINES FOR MARCH GRADUATES TO PARTICIPATE IN THE DECEMBER COMMENCEMENT CEREMONY

To be eligible to participate in the preceding December Commencement Ceremony, students anticipating a March degree completion date must file a Declaration of Candidacy for Degree form prior to the December ceremony participation deadline. A degree audit will determine eligibility. Students who are not cleared for a March degree completion will not be eligible for participation in the December ceremony. They will default to a later degree completion date as well as a later commencement opportunity. Any exceptions will be via written appeal, submitted via the Evaluations Department and coordinated with the Executive Vice President and Dean for Academic Affairs.

March graduates who opt to participate in a December Commencement Ceremony will not be eligible for the President's Award as it is based on a final, cumulative GPA of 4.0 and cannot be determined prior to final coursework completion.

March graduates who do not participate in a preceding December ceremony are eligible to participate in the following May ceremony. Graduates must contact the Evaluations Department in February to sign up for participation.

## GRADUATION REQUIREMENTS — see “CATALOG CHANGES”

## INTERNSHIPS

Internships are in-depth, practical learning experiences wherein students are placed in various agencies and/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 supervisor in the agency or organization. A formal contract is developed in cooperation with the student, the faculty member, and the agency supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

Internships are available in the junior or senior academic years. Two course numbers are assigned for internships: 399 and 499. Students enroll for credit during the term in which they undertake the internship. They may enroll for credit up to a maximum of 12 semester hours at each level; however, some departments may limit the number of hours for internship (refer to Course Descriptions for additional information on hours limitation). Some programs require a cumulative GPA of 3.0 or higher for enrollment in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every semester hour for which they enroll. In other words, if a student enrolls for an internship worth 9 semester hours, the student is expected to work 405 clock hours during the term in which enrollment takes place.

Evaluation of student performance is made by the faculty member and the agency supervisor. The successful completion of contracted papers, projects and tasks must occur before credit is given. If a student is dismissed from an internship position by the agency for legitimate reasons (a situation tantamount to being fired), the student fails the course. However, if a situation beyond the student's control results in that student's inability to complete the course, then the student must initiate action through the faculty member to find an alternative resolution.

## OVERLOAD

Students are charged an overload fee calculated from their semester enrollment status for hours above the eighteen-hour maximum. An overload of no more than three semester hours may be allowed in a semester with special permission from the

Academic Affairs Office. Students requesting an overload must have a minimum cumulative grade point average of 3.0. Exceptions to the overload tuition fee are overloads resulting from choir, newspaper production, resident-assistant class for one credit, ROTC and college-sponsored activities. The fee for three hours of overload credit is waived for students with a cumulative grade-point average of 3.75 or higher only if such students have accumulated at least 30 semester hours from Columbia College.

## PROBATION, SUSPENSION, DISMISSAL, AND READMISSION

### PROBATION

Students are placed on academic probation and may be suspended or dismissed if they fail to maintain the following cumulative GPA standards by the time they have attempted or completed the indicated number of hours, including hours accepted in transfer:

0-30.9 semester hours:	1.75 GPA
31-45.9 semester hours:	1.90 GPA
46 or more semester hours:	2.00 GPA

“Completed credit hours” refers to semester hours attempted by a student for all courses for which letter grades (A, B, C, D, F, S, or U) have been received. Semester hours accepted in transfer from other colleges count as completed semester hours for determining GPA requirements; but, since no letter grades are recorded for transfer credits, such credits are not computed in the numerical GPA.

If students are placed on academic probation, they may not hold appointed or elected offices in any student organization, they may not participate in intercollegiate athletic competition and they may not carry an overload.

If students are placed on academic probation, they must earn sufficient quality points during their probation term to bring the GPA to the standards stated above. If they fail to do so, they are suspended for the following regular academic term(s) (the next fall or spring semester or the next two evening sessions). Day students may not serve a suspension during summer session.

### SUSPENSION

1. A suspension may be imposed on students who do not earn sufficient quality points to bring their GPA to the standards stated above. This occurs

at the end of one probationary term for the following regular academic term(s) (the next fall or spring semester or the next two sessions). Students may appeal the academic suspension action.

2. Regular-admit students completing their first semester or session at Columbia College with a GPA of 0 may be suspended for one semester (Day student) or two sessions (Online or Evening student). Summer-admit students completing courses with a GPA of 0 may be suspended for two sessions.
3. Students admitted by the Admissions Review Committee (see Admissions section of this catalog) and who do not earn a 2.0 GPA may be suspended (see below).

Academically suspended students may be reviewed for readmission to Columbia College after an absence of one semester or two sessions.

### DISMISSAL

Students may be dismissed from Columbia College if they are granted readmittance after their suspension and fail to achieve a satisfactory cumulative grade-point average in the next term (semester or session).

Academically dismissed students may be reviewed for readmission to Columbia College only after a three-year period has elapsed.

### READMISSION

Students must write a letter of appeal to the Executive Vice President and Dean for Academic Affairs and apply to the Admissions Office for readmission to the College after a suspension or dismissal period is completed. The Admissions Review Committee reviews student records, makes recommendations regarding eligibility to return, and establishes conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

### NON-DEGREE SEEKING STUDENTS

Non-Degree seeking students must be in good academic standing in order to be eligible to re-enroll as a non-degree seeking student. Students who do not maintain this standard may be subject to probation or suspension.

Students who are suspended may be ineligible to apply for non-degree seeking status again. In order to be reconsidered for admission to Columbia College, the student will be required to complete the process for degree-seeking students, including a review by the Admissions Review Committee.

## REGISTRATION POLICIES

A student who registers in a Day class has all other semester hours registered during that 16 week period classified as Day semester hours, regardless of the Program (Evening, Online or AHE) in which the semester hours are taken.

Students register for courses prior to the beginning of each semester. If they are unable to register during the regular period, they may register late, upon payment of a late-registration fee. No registration is accepted after the first week of classes.

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. A semester is defined as the sixteen-week term beginning in August and ending in December or the sixteen-week term beginning in January and ending in April or May. Semester hours are based on the number of hours per week students attend classes. A three semester hour course, for instance, requires students to go to classes approximately three hours a week for the entire semester. Semester enrollment status is calculated by adding all hours (day, evening, and Online education) for which students are properly registered.

## REGISTRATION PROCESSES

Day students must meet with their advisor to choose an appropriate schedule of classes prior to registration. Prerequisites and other eligibility criteria, as listed in the catalog, are required. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they will be dropped from the course. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared.

Students may register through eServices or by visiting the Registration and Financial Services Office located in Missouri Hall. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Payment in full or the first deferred payment must be paid by July 30 (Fall semester) or December 31 (Spring semester). Failure to make this payment will result in the student's schedule and on-campus housing being cancelled.

## CANCELLATION OF REGISTRATION

Students may cancel registration any time through the close of official registration by submitting a written notification of registration cancellation to the Registration and Financial Services Office. Once classes have started, students wishing to discontinue enrollment must complete formal withdrawal proce-

dures with the Dean for Campus Life.

## DAY STUDENTS ENROLLING IN EVENING, ONLINE OR NATIONWIDE CAMPUS CLASSES

- A. Students enrolled in the Day Program may be eligible to enroll in Evening, Online or Nationwide Campus courses, but only under special circumstances.
- B. **Eligibility.** Day students requesting permission to enroll in Evening, Online or Nationwide Campus courses must meet one of the following eligibility criteria:
  1. They are seniors who, through no fault of their own, must enroll in a specific course to graduate. (If students postpone until their senior year taking a course that they could have taken earlier, they do not qualify for enrollment under this criterion.)
  2. They are students who will benefit educationally by taking a course that is not available in the day.
- C. **Requirements.** Students applying for enrollment in Evening, Online or Nationwide Campus courses must submit written evidence documenting why the course is not and was not available in the daytime. Students requesting permission to take a course other than those offered through the Day Program must complete a Day Student Enrollment for Evening, Online or Nationwide Campus Classes Form and obtain written approval from their faculty advisor, the Department Chair of their major and the Department Chair of the course.
 

Students paying at the per-hour tuition rate, may not exceed a combined total of 11.9 semester hours during any one term (a 16-week semester, or 8-week session, or a combination of both). If a student wishes to enroll and his or her total number of semester hours exceeds 11.9, then that student must pay the full-time tuition rate.
- D. Highest priority for enrollment in Evening, Online or Nationwide Campus courses is accorded students who have completed at least 84 hours toward a degree at Columbia College and who, through no fault of their own, cannot satisfy all graduation requirements during the Day and for whom no other options are available and therefore request to enroll in an Evening, Online or Nationwide Campus course to graduate.

## CHANGES IN REGISTRATION

Final dates for courses to be added or dropped

are listed for each semester on the official College calendar in this catalog. Final dates are also published by the Student Records and Transcripts Office.

## ADDING A COURSE

Day students may add courses during the first week of a semester. Forms are available in the Registration and Financial Services Office. The forms must be returned to the Registration and Financial Services Office before the end of the add period to be registered for the courses. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are added to the students' schedules if space is available in the class.

## DROPPING A COURSE

Day students may drop a course(s) through the first business day of the second week of the semester without financial liability and academic penalty (not applicable to total withdrawal). After the drop period, students are financially and academically liable for all courses. If a student withdraws from school (i.e., drops all classes) then he/she may be eligible for pro-rated tuition credit depending on the completion date of the total withdrawal process (see section on Total Withdrawal from Columbia College). Drop forms are available in the Registration and Financial Services Office.

## CANCELLATION OF REGISTRATION

Students may cancel registration any time through the close of official registration by submitting a written notification of registration cancellation to the Registration and Financial Services Office. Once classes have started, students wishing to discontinue enrollment must complete formal withdrawal procedures with the Dean for Campus Life.

## WITHDRAWAL

### TOTAL WITHDRAWAL FROM COLUMBIA COLLEGE

The Dean for Campus Life establishes the official date of withdrawal for day students based upon the date the student initiates the process by visiting Campus Life. Information regarding academic and financial liability is available in the Campus Life Office.

All withdrawals by Day students for extraordinary

circumstances must be approved by the Executive Vice President and Dean for Academic Affairs and Dean for Campus Life. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances as well as substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval. **All classes currently enrolled in must be included in the WE request.**

**A WE cannot be granted unless all courses enrolled in are dropped.**

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action. Tuition, room and board will be prorated according to the schedule listed in the portion of the catalog entitled "FEES". No credit will be given for nonrefundable deposits, laboratory or course fees, etc.

### WITHDRAWAL FROM A COURSE

A student may withdraw from a course or courses with a grade of "W" between the end of the drop period and prior to the end of the 12th week of classes. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript. Financial liability is not reduced when a student withdraws from a course.

Discontinuing class attendance does not constitute withdrawal from a course. Students must complete the withdrawal process by submitting the completed Withdrawal form to Registration and Financial Services. Withdrawal requests must be received in writing and become effective when a staff member in Registration and Financial Services or the Student Records and Transcripts Office receives the appropriate form from the student. If students do not complete the withdrawal process as outlined above, but discontinue attending class, they are in danger of receiving a grade of F.

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 Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

### WITHDRAWAL AFTER THE PUBLISHED LAST DATE TO WITHDRAW

After the last date to withdraw (according to

the academic calendar) students will not be allowed to withdraw without extraordinary circumstances. In such cases a “withdrawal excused (WE)” must be requested and submitted prior to the end of the term. (See below for criteria.) In the rare situation when a student can substantiate the inability to contact the campus, in any manner, prior to the end of the term, a WE will be considered but only within 60 days of the end of the term. Students should be aware that requesting a WE after the published date to withdraw does not guarantee that the student will be withdrawn nor does it eliminate the possibility of a punitive grade and/or financial obligation.

A student may also request a grade of W (withdrawn) from their instructor; however, the instructor is under no obligation to grant the request and the student is not guaranteed a grade of W. The request must be made prior to the end of the term and the student remains financially liable for all tuition and fees.

## WITHDRAWAL EXCUSED

Students may request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled (both land-based and online) must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student’s control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary, mitigating, or extenuating circumstance.

Request for a WE must be submitted in writing at the time withdrawal procedures are initiated. A letter from the student along with substantiating documentation of the extraordinary circumstances must be provided (to the appropriate personnel depending upon program) by the last day of class (excluding finals week for Day Program students.) Students should be aware that a refund is not automatic; rather requests for financial consideration are subject to review and approval by the appropriate dean (depending upon program.) WE requests submitted during the regular published withdrawal period will be processed with a grade of W immediately; the grade will be changed to a WE if/when approval is received. Withdrawal requests which are submitted

after the end of the withdrawal period will not be processed unless WE approval is received from the appropriate dean.

A student receiving any form of Federal Title IV assistance who withdraws from a course(s) with extraordinary circumstances, even with the College’s concurrence, may be required by federal regulation to return some, or all of the federal aid received. The College follows 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. This includes the Federal Pell and SEOG grants and the Stafford and PLUS loans. See the Financial Aid portion of the Undergraduate Catalog or contact the Registration and Financial Services Office for additional information.

## INTERNATIONAL STUDENTS

Students in F-1 student status must adhere to the regulatory requirements outlined in the United States Federal Register, Part 8 of the Code of Federal Regulations. Students must register for and complete 12 semester hours each semester of enrollment. Failure to comply with this requirement constitutes a violation of status and can impose serious consequences.

To ensure that non-immigrant students are able to cover any medical expenses in the United States, it is required that all international students purchase the insurance plan provided through Columbia College. Students in F-1 status will be charged for this insurance on their Columbia College student account upon enrollment for any number of credit hours. Students pursuing Optional Practical Training will be given the opportunity to continue insurance coverage. Payments will be divided in two segments and are due at the beginning of the fall and spring semesters. For questions and details about the mandatory insurance program, please contact the Director of International Programs.

Upon arrival on campus, international students must physically report to the International Programs Office. Students need to bring the following documents: a valid passport, visa (stamp located inside the passport), I-94 card and all I-20 forms (Certificate of Eligibility for Non-Immigrant Student) issued to them throughout the duration of their studies in the United States. These documents will be reviewed and photocopied for the student’s file. At this time, the Director will register the student in the Student and Exchange Visitor Information System (SEVIS).

Under SEVIS reporting requirements, the Designated School Official (DSO) must report the

following information for each student no later than 30 days after the deadline for course registration:

1. Full-time enrollment
2. Student dropped below full-time without prior approval by the DSO
3. Student failed to enroll
4. Current address – defined as where the student is physically residing
5. Start date of next term or semester

For students in initial status, the deadline for reporting is 30 days from the report date on the SEVIS I-20 form. For continuing students, the deadline is 30 days from beginning date of the term.

The DSO at Columbia College enters data and keeps records on all international students as well as their dependents. These data are entered into SEVIS. The DSO is required to update information in SEVIS within a given time period regarding certain events related to a student or the dependent spouse/child. These reportable events include, but are not limited to:

1. Change of legal name
2. Change of address, both in the United States and abroad
3. Failure to maintain status or complete the educational program
4. Early completion of the program prior to the end date on SEVIS Form I-20
5. Disciplinary action taken by the school against the student as a result of a conviction of a crime
6. Any other notification about the student's status

Students must report a change of name or address to the International Programs office within 10 days of the change. The DSO then is required to update this information in SEVIS within 21 days.

As part of the record-keeping requirements under the F-1 regulations, the College must maintain the following information about each student:

1. Name
2. Date and place of birth
3. Country of Citizenship
4. Residential Address, both in the United States and abroad
5. Enrollment status: Full/Part-time
6. Date of Beginning of Activities

7. Degree Program and Field of Study
8. Practical Training Recommendations
9. Termination Date and Reason
10. Documents Required for Admission to Columbia College
11. Credits Completed Each Term/Semester
12. Photocopy of Form I-20

Students who are approved to enroll in Online courses may only count one course, three semester hours, toward the total required to maintain a full course of study. Other courses must be traditional and land-based. Note: Students are not limited to take only one Online course; however, only one Online course counts toward maintaining a full course of study. Student enrollments will be checked each semester for compliance. For example, an undergraduate student taking nine semester hours of land-based courses and three semester hours through Online has met the full course of study requirement while a student taking six hours of land-based courses and six hours of Online courses has not.

In order to maintain F-1 status and ensure compliance with U.S. immigration law, it is imperative that students communicate with the Director of International Programs through the duration of their studies at the College.

If an emergency develops and an international student must withdraw from Columbia College prior to completing the program, the DSO must update SEVIS to indicate that the student has been authorized to withdraw. If the SEVIS record is updated with an approved early withdrawal, the student has a "grace period" of 15 days within which to depart from the United States. Without DSO approval for early withdrawal, the student has no grace period and must depart immediately.

## STUDENT'S RIGHT TO PRIVACY

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 Executive 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 identify 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.** 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 education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
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

**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, e-mail 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), pictures and date and place of birth. “Directory information” is released at the discretion of the institution. However, students who do not wish any or all of this information to be released may prevent such release by completing and signing a *Request to Prevent Disclosure of Directory Information* available in the Registration and Financial Services Office. Also available in the Registration and Financial Services Office or on the website are forms a student may complete granting access of non-directory information (such as student’s account or grades) to parents or other individuals.

## 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 a college official by submission of the Columbia College Change of Address form 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. Student records indicate the rates at which he or she is progressing, final grades in each subject for each semester or session, withdrawals from courses and re-enrollments in subjects from which he or she had previously withdrawn.

The College maintains records through the last date of attendance or the effective date of their unofficial withdrawal.

Columbia College transcripts of permanent student records 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 e-mail even if an electronic signature is included. Payments may be made by cash, check, money order or credit card. The Transcript fee is \$7.50 per transcript (fee

subject to change without notice).

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SSN, 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. Transcript Request Forms are available on the Columbia College website. 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.

# COURSE DESCRIPTIONS

The following descriptions are applicable to Columbia College courses wherever they are taught. Scheduling information (e.g., "Offered Fall") refers only to Day classes offered on the campus in Columbia unless otherwise noted.

The notation **G.E.** in a course description indicates that the course satisfies a General Education requirement of the College.

Many courses have prerequisite/corequisite requirements. It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements will result in being dropped from the course(s).

## ACCOUNTING (ACCT)

### Business Administration Department

#### **ACCT 280 Accounting I (Financial) 3 hours**

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. Prerequisite: sophomore standing; MGMT 150 and MGMT 152 highly recommended. A grade of C or higher is highly recommended before progressing to ACCT 281. Offered Fall and Spring.

#### **ACCT 281 Accounting II (Managerial) 3 hours**

Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. Prerequisite: ACCT 280 (grade of C or higher in ACCT 280 is highly recommended). Offered Fall and Spring.

#### **ACCT 381 Federal Income Tax - Individuals 3 hours**

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. Prerequisites: ACCT 281 and junior standing. Offered Fall.

#### **ACCT 382 Intermediate Accounting I 3 hours**

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. Prerequisite: ACCT 281. Offered Fall.

#### **ACCT 383 Intermediate Accounting II 3 hours**

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. Prerequisite: ACCT 382. Offered Spring.

#### **ACCT 384 Intermediate Accounting III 3 hours**

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. Prerequisite: ACCT 383. Occasional Offering.

#### **ACCT 385 Accounting Information Systems 3 hours**

Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. Prerequisites: ACCT 281, CISS 170. Offered Spring.

#### **ACCT 386 Managerial and Cost Accounting 3 hours**

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. Prerequisite: ACCT 281. Offered Spring.

#### **ACCT 481 Federal Income Tax--Corporations 3 hours**

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. Prerequisites: ACCT 381 and senior standing. Occasional Offering.

**ACCT 485 Fund and Government Accounting 3 hours**

Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. Prerequisite: 9 hrs. of accounting. Occasional Offering.

**ACCT 488 Advanced Financial Accounting 3 hours**

Policies and procedures used in preparing financial statements and reports. Prerequisites: ACCT 382 and ACCT 383. Occasional offering.

**ACCT 489 Auditing I 3 hours**

Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. Prerequisites: 12 hours of upper-level accounting including ACCT 382 and ACCT 383. Offered Fall.

**ACCT 490 Auditing II 3 hours**

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. Prerequisites: ACCT 382, 383, 384, and 489. Occasional Offering.

**AEROSPACE STUDIES (ASCI)**

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used at the university.

**ASCI 1100 The Foundations of the United States Air Force 2 hours**

Introduces the Air Force and Air Force ROTC. Topics include professional appearance, military customs and courtesies, core values, equal opportunity and treatment, officer opportunities, group leadership problems. Applies communicative skills. Leadership Lab. Offered Fall.

**ASCI 1200 The Foundations of the United States Air Force 2 hours**

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force origins, organizations, major commands, installations, sister services (Army and Navy), group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

**ASCI 2100 The Evolution of USAF Air and Space Power 2 hours**

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership Lab. Offered Fall.

**ASCI 2200 The Evolution of USAF Air and Space Power 2 hours**

Continues the transition from cadet to officer candidate. Expands leadership topics through the use of group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

**ASCI 3100 Air Force Leadership Studies 3 hours**

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership Lab. Offered Fall.

**ASCI 3200 Air Force Leadership Studies 3 hours**

Air Force leadership principles are examined from the foundation developed in ASCI 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership Lab. Offered Spring.

**ASCI 4100 National Security Affairs/Preparation for Active Duty 3 hours**

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession, and civilian control of the military. Continued emphasis on communicative skills. Leadership Lab. Offered Fall.

**ASCI 4200 National Security Affairs/Preparation for Active Duty 3 hours**

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership Lab. Offered Spring.

**AMERICAN SIGN LANGUAGE (AMSL)**

Humanities Department

**AMSL 101 American Sign Language I 3 hours**

The first course in a series of elementary courses designed to explore the fundamentals of American Sign Language including basic vocabulary, language structure and active language production. Prerequisite: Not open to native signers. *Course meets three hours of Foreign Language graduation requirement.* Offered Fall and Spring.

**AMSL 102 American Sign Language II 3 hours**

A continuation of American Sign Language I, with increased attention to grammar. Prerequisite: AMSL 101 with a grade of C or higher. *Course meets three hours of Foreign Language graduation requirement.* Offered Fall and Spring.

**AMSL 103 American Sign Language III 3 hours**

A continuation of AMSL 102, building upon the vocabulary and linguistic analysis learned in AMSL 101 and AMSL 102. Not open to native signers. Prerequisite: AMSL 102. Occasional offering.

**AMERICAN STUDIES (AMST)****AMST 280 American Political and Social Thought 3 hours**

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as POSC 280. Prerequisite: ENGL 112. Offered odd Fall.

**AMST 375 Social Movements 3 hours**

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 SOC1375. Prerequisite: Junior standing. Offered odd Spring.

**AMST 490 American Studies Senior Seminar 3 hours**

**A seminar course required as a culminating experience prior to graduating for all seniors majoring in American Studies.** 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. Prerequisite: Junior standing. Offered Fall.

**ART AND GRAPHIC DESIGN (ARTS)****Art Department****ARTS 105 Art Appreciation 3 hours**

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. Offered Fall and Spring. **G.E.**

**ARTS 111 Art and Ideas I 3 hours**

Survey of world art from prehistoric through medieval periods. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**ARTS 112 Art and Ideas II 3 hours**

Survey of world art from the Renaissance to the present. Offered Spring. **G.E.**

**ARTS 120 Drawing I 3 hours**

Introduction to figure drawing from direct observation. \$30 lab fee. Offered Fall and Spring.

**ARTS 130 Painting I 3 hours**

Introduction to the fundamentals of oil painting. Prerequisite: ARTS 120. \$30 lab fee. Offered Fall and Spring.

**ARTS 140 2-D Design 3 hours**

Theoretical foundation for all fine arts. Includes the study and application of the elements and principles of 2-dimensional design. \$30 lab fee. Offered Fall.

**ARTS 141 3-D Design 3 hours**

Theoretical foundation for all 3-D fine art production. Includes the study and application of

the elements and principles of 3-dimensional design. \$30 lab fee. Offered Spring.

**ARTS 150 Creative Photography I 3 hours**

Beginning black and white photo course, a foundation for all photography courses. Topics include basic camera operations, exposure, characteristics of light, concepts, composition, film processing, printing, print finishing, and discussion of the history of photography and issues related to photography. \$30 lab fee. Students supply *own* adjustable cameras. Offered Fall.

**ARTS 152 Digital Photography 3 hours**

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 (minimum of 3 megapixels). \$30 lab fee. Offered Spring.

**ARTS 201 Introduction to Studio Art 1 hour**

Introduction to the Columbia College Art Department and to being an artist or designer in modern society. This eight-week seminar provides students an opportunity to explore the studio options at Columbia College and the resources available for artists and designers in the Columbia Community and beyond. Faculty, guest artists and other professionals visit classes. Students learn proper ways to professionally present their art and designs for exhibition and how to prepare a good digital portfolio. Additionally, students share their portfolios with faculty and advanced student assessors. These assessors provide practical feedback that helps beginning students prepare for classes at the intermediate level and ongoing artistic development. Prerequisite: Sophomore standing; students entering the Art Program as juniors or seniors must take this course their first year at Columbia College. Offered Fall and Spring.

**ARTS 211 Watercolor I 3 hours**

Beginning watercolor course that uses the figure, still-life and the landscape as its subject. \$30 lab fee. Prerequisite: ARTS 120. Offered even Fall.

**ARTS 216 Graphic Design I 3 hours**

Basic course exploring layout, typography, and visual communication. Computer software including Adobe Illustrator, InDesign and Photoshop are introduced. \$30 lab fee. Offered Fall and Spring.

**ARTS 222 Drawing II 3 hours**

Figure drawing course using direct observation. Expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 120. Offered Fall and Spring.

**ARTS 232 Painting II 3 hours**

Continuation of ARTS 130. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. \$30 lab fee. Prerequisite: ARTS 130. Offered Fall and Spring.

**ARTS 233 Topics 1-3 hours**

Occasional offering.

**ARTS 252 Creative Photography II 3 hours**

Concentration of special techniques in 35mm and use of the zone system of photography. Topics include studio lighting, close-up photography, and a specialized method of exposure and development. Emphasis is on improving technique and visual awareness. \$30 lab fee. Students supply *own* adjustable cameras. Prerequisite: ARTS 150. Offered Fall and Spring.

**ARTS 262 Printmaking I 3 hours**

Introduction to printmaking and basic techniques in relief printing. \$30 lab fee. Prerequisite: ARTS 120. Offered Spring and odd Fall.

**ARTS 271 Ceramics I 3 hours**

Beginning study of three-dimensional principals of ceramics open to art majors and non-majors. The techniques of hand building are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized. \$30 lab fee. Offered Fall and Spring.

**ARTS 292 Jewelry I 3 hours**

Introduction to metals. Exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Open to art majors and non-majors. \$30 lab fee plus metal cost. Offered Fall and Spring.

**ARTS 300 Special Problems 3 hours**

Advanced studies in studio art. \$30 lab fee. Offered Fall and Spring.

**ARTS 301 3-D Modeling & Animation I 3 hours**

Introduction to 3-D modeling and animation using Maya 8.5. \$30 lab fee. Prerequisite: Sophomore standing. Offered Fall and Spring.

**ARTS 302 Illustration 3 hours**

Study of illustration and the media and techniques available. Both traditional and digital techniques are explored. \$30 lab fee. Prerequisites: ARTS 120, ARTS 130, ARTS 140. Offered odd Spring.

**ARTS 306 Ancient Art History 3 hours**

The art and culture of the Ancient World, including Near Eastern, Egyptian, Greek, Etruscan, and Roman Art. Prerequisites: ARTS 111 and 112. Offered Fall (2011, 2015, 2019).

**ARTS 307 Flash Animation 3 hours**

Beginning course in Flash Animation using a series of projects designed to cover the fundamental work flow used in producing vector and bitmapped animations. Prerequisite: Junior standing. Offered Fall.

**ARTS 308 Medieval Art History 3 hours**

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. Prerequisites: ARTS 111 and 112. Occasional offering.

**ARTS 310 Renaissance Art History 3 hours**

Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. Prerequisites: ARTS 111 and 112. Offered Fall (2012, 2016).

**ARTS 311 Watercolor II 3 hours**

Continuation of Watercolor I, emphasizing composition and its relation to watercolor painting. \$30 lab fee. Prerequisite: ARTS 211. Offered even Fall.

**ARTS 312 17th- and 18th-Century Art History 3 hours**

Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. Prerequisites: ARTS 111 and 112. Offered Fall (2009, 2013, 2017).

**ARTS 314 Nineteenth-Century Art History 3 hours**

History of painting, architecture, sculpture in Europe, 1800 to 1900. Prerequisites: ARTS

111 and 112. Offered odd Spring.

**ARTS 316 Graphic Design II 3 hours**

In depth study of publication design and layout. Students work on the computer using Adobe InDesign and other graphics software. \$30 lab fee. Prerequisites: ARTS 140, 216. Offered Fall.

**ARTS 323 Drawing III 3 hours**

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 222. Offered Fall and Spring.

**ARTS 334 Painting III 3 hours**

This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. \$30 lab fee. Prerequisite: ARTS 232. Offered Fall and Spring.

**ARTS 353 Creative Photography III 3 hours**

This course teaches the techniques used in the field of graphic art and creative fine art photography. The more advanced principles of lighting, composition and photo layout are covered. \$30 lab fee. Prerequisite: ARTS 252. Offered Fall and Spring.

**ARTS 354 Digital Imaging 3 hours**

Introduction to approaches and techniques of digital imaging with specific emphasis on the use of Adobe Photoshop. Topics include technical and practical aspects of digital software, cameras, scanners, and printers. The course explores the technical and aesthetic potential of digital photography in both graphic design and fine art. \$30 lab fee. Prerequisite: Junior standing. Offered Spring.

**ARTS 364 Printmaking II 3 hours**

Development of the intaglio etching process into an art form. \$30 lab fee. Prerequisite: ARTS 262. Offered Spring and odd Fall.

**ARTS 366 Printmaking III 3 hours**

Continuation of Printmaking II. \$30 lab fee. Prerequisite: ARTS 364. Offered Spring and odd Fall.

**ARTS 373 Ceramics II 3 hours**

Continuation of the study of three-dimensional principals of ceramics. The techniques of hand building and the potter's wheel are introduced with an emphasis on the development of an

understanding of the form and functions of both hand-built and wheel-thrown pottery. \$30 lab fee. Prerequisite: ARTS 271. Offered Fall and Spring.

**ARTS 374 Digital Filmmaking 3 hours**

An introductory level digital moviemaking course that builds basic skills in video pre-production, videography techniques, sound, digital video editing and software using Final Cut Express. \$30 lab fee. Prerequisite: Sophomore standing. Offered Fall.

**ARTS 375 Ceramics III 3 hours**

Continuation of the study of three-dimensional principals of ceramics. Advanced techniques of the potter's wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter's wheel projects. \$30 lab fee. Prerequisite: ARTS 373. Offered Fall and Spring.

**ARTS 394 Jewelry II 3 hours**

Exploration of the design and creation of personal jewelry forms using the lost wax casting process. \$30 lab fee. Prerequisite: ARTS 292. Offered Fall and Spring.

**ARTS 396 Jewelry III 3 hours**

Advanced jewelry production techniques, including the exploration and experimentation of non-traditional materials and techniques in jewelry design. \$30 lab fee plus metal cost. Prerequisite: ARTS 394. Offered Fall and Spring.

**ARTS 399 Internship 3-9 hours**

Students participate in a work experience in a setting appropriate to their major area of study (graphic design, photography, gallery work, etc.). Students are required to work 45 clock hours per each hour of credit. Instructor's permission required one semester prior to internship. Prerequisites: Junior or senior standing; most core ARTS requirements and advanced work completed in student's major area. Evaluation: Satisfactory/Unsatisfactory.

**ARTS 400 Special Problems II 3 hours**

Advanced studies in studio art. Prerequisites: Art major; junior standing and completion of six semester hours in the discipline of the proposed study. \$30 lab fee. Offered Fall and Spring.

**ARTS 403 Twentieth-Century Art History 3 hours**

American and European painting, sculpture, and architecture, 1900 to present. Prerequisites: ARTS 111 and 112. Offered even Spring.

**ARTS 406 American Art History 3 hours**

America's early primitive tradition to its leading role in the contemporary art scene. Prerequisites: ARTS 111 and 112. Offered Fall (2010, 2014, 2018).

**ARTS 411 Watercolor III 3 hours**

Continuation of Watercolor II emphasizing color in water media painting. \$30 lab fee. Prerequisite: ARTS 311. Offered even Fall.

**ARTS 416 Graphic Design III 3 hours**

Introduction to the basics of web design using DreamWeaver software (other software may be included or substituted). Advertising design, including packaging design, product promotion and point-of-purchase is covered as well. \$30 lab fee. Prerequisites: ARTS 316 and 354. Offered Spring.

**ARTS 425 Drawing IV 3 hours**

Figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element. Explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 323. Offered Fall and Spring.

**ARTS 433 Topics 1-3 hours**

Occasional offering.

**ARTS 435 Printmaking IV 3 hours**

Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking. \$30 lab fee. Prerequisite: ARTS 366. Offered Spring and odd Fall.

**ARTS 436 Painting IV 3 hours**

Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$30 lab fee. Prerequisite: ARTS 334. Offered Fall and Spring.

**ARTS 454 Creative Photography IV 3 hours**

This is a portfolio preparation course. It concentrates on the professional presentation using design principals, shooting and lighting techniques, color, digital knowledge, structure, and presentation skills. \$30 lab fee. Prerequisite: ARTS 334. Offered Fall and Spring.



quisite: ARTS 353. Students supply own adjustable camera. Offered Fall and Spring.

**ARTS 465 Drawing V** **3 hours**

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 425. Offered Fall and Spring.

**ARTS 466 Painting V** **3 hours**

Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$30 lab fee. Prerequisite: ARTS 436. Offered Fall and Spring.

**ARTS 476 Ceramics IV** **3 hours**

Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using both hand-building and wheel-throwing techniques. Experimentation with glazing and advanced firing techniques is encouraged. \$30 lab fee. Prerequisite: ARTS 375. Offered Fall and Spring.

**ARTS 486 Watercolor IV** **3 hours**

The emphasis of this course is on personal expression and the study of major artists who are known for their work in watercolor. \$30 lab fee. Prerequisite: ARTS 411. Offered even Fall.

**ARTS 496 Senior Portfolio** **3 hours**

**Culminating experience course for all Art degrees.** This course is for both portfolio development and to provide information into the practical application of professional practices, business skills and career planning specific to the discipline of studio art and design. It assists the art/design major in building a professional career and/or pursuing advanced education or training. Students present a portfolio of their most recent work to faculty and guests at the end of this course. This portfolio is part of the Art Department's program assessment. Students select a faculty mentor to assist them in their portfolio project. This course is required of all BA, BS, and BFA students. Prerequisites: ARTS 201 and senior standing. Offered Fall and Spring.

**ARTS 498 Jewelry IV** **3 hours**

Combination of jewelry form experimentation and research and is strictly experimental in both materials and forms with an emphasis in developing personal jewelry forms for commercial applications. \$30 lab fee plus metal cost. Prerequisite: ARTS 396. Offered Fall and Spring.

**ARTS 499 Internship** **3-9 hours**

Students participate in a work experience in a setting appropriate to their major area of study (graphic design, photography, gallery work, etc.). Students are required to work 45 clock hours per each hour of credit. Instructor's permission required one semester prior to internship. Prerequisites: Junior or senior standing; most core ARTS requirements and advanced work completed in student's major area. Evaluation: Satisfactory/Unsatisfactory.

## **ASTRONOMY (ASTR)**

### **Science Department**

**ASTR 108 Introduction to Astronomy** **3 hours**

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. Prerequisite: MATH 106 or above. Offered Spring. **G.E.**

## **BIOLOGY (BIOL)**

### **Science Department**

**BIOL 108 Human Biology** **3 hours**

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. Offered Fall and Spring. **G.E.**

**BIOL 108L Human Biology Laboratory** **2 hours**

Laboratory experiences to complement BIOL 108. \$30 lab fee. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. Prerequisite: BIOL 108 or concurrent enrollment. BIOL 108 must be completed

before BIOL 108L can be used for **G.E.** credit. Offered Fall and Spring. **G.E.**

**BIOL 110 Principles of Biology I 3 hours**

Fundamental processes underlying biological systems from a cellular and organismal viewpoint. Students majoring in Biology must earn a grade of C or higher. 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. Offered Fall and Spring. **G.E.**

**BIOL 110L Principles of Biology I Laboratory 2 hours**

Laboratory experiences to complement BIOL 110. \$30 lab fee. Prerequisite: BIOL 110 or concurrent enrollment. BIOL 110 must be completed before BIOL 110L can be used as **G.E.** credit. Students majoring in Biology must earn a grade of C or higher. Offered Fall and Spring. **G.E.**

**BIOL 112 Principles of Biology II 3 hours**

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. Prerequisite: BIOL 110. Students majoring in Biology must earn a grade of C or higher. Offered Fall and Spring.

**BIOL 112L Principles of Biology II Laboratory 2 hours**

Laboratory experiences to complement BIOL 112. Students majoring in Biology must earn a grade of C or higher. \$30 lab fee. Prerequisites: BIOL 110 and BIOL 110L, BIOL 112 or concurrent enrollment. Offered Fall and Spring.

**BIOL 115 Introduction to Environmental Science 3 hours**

Survey of environmental science, ecosystems and human impact. Cross-listed as ENV 115. Offered Fall and Spring. **G.E.**

**BIOL 115L Introduction to Environmental Science Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENV 115. \$30 laboratory fee. Cross-listed as ENV 115L. Prerequisite: BIOL/ENV 115 or concurrent enrollment. BIOL/ENV 115 must be taken as a corequisite or completed before BIOL/ENV 115L can be used as **G.E.** credit. Offered Fall and Spring. **G.E.**

**BIOL 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar .5 hour**

Bi-weekly science seminar at which students,

faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/CHEM/ENV 395 or BIOL/CHEM 490 or ENV 490. Enrollment limited to students who have declared a major or minor within the Science Department. Evaluation is Satisfactory/Unsatisfactory. Students majoring in Biology must earn a grade of C or higher. Course may not be repeated to remove a failing grade. Cross-listed as CHEM/ENV 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department. Offered Fall and Spring.

**BIOL 221 Clinical Microbiology 3 hours**

A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health care applications of microbiology and transmission of infectious disease agents. Prerequisite: BIOL 110. Corequisite: BIOL 221L. Offered Fall.

**BIOL 221L Clinical Microbiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 221. \$30 lab fee. Prerequisite: BIOL 110L. Corequisite: BIOL 221. Offered Fall.

**BIOL 222 Conservation Biology 3 hours**

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 ENV 222. Prerequisite: BIOL 112. Offered odd Fall.

**BIOL 223 Anatomy 3 hours**

Structure of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 223L is required. Prerequisite: BIOL 110. Offered Fall.

**BIOL 223L Anatomy Laboratory 2 hours**

Laboratory experiences to complement BIOL 223. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 223 or concurrent enrollment. Offered Fall.

**BIOL 233 Topics 1-3 hours**

**BIOL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**BIOL 290 Principles of Cell Biology 3 hours**

Theoretical foundations of basic 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. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 110. Concurrent enrollment in BIOL 290L is strongly recommended. Offered Fall.

**BIOL 290L Principles of Cell Biology Laboratory 2 hours**

Laboratory experiences to complement BIOL 290. Students majoring in Biology must earn a grade of C or higher. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 290 or concurrent enrollment. Offered Fall.

**BIOL 300 Evolution 3 hours**

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 are considered. Cross-listed as ENVS 300. Prerequisites: BIOL 112 and BIOL 342. Offered odd Fall.

**BIOL 312 Microbiology 3 hours**

Survey study of microorganisms. Concurrent enrollment in BIOL 312L is required. Prerequisites: BIOL 110, BIOL 290 and sophomore standing; concurrent enrollment in BIOL 312L is required. Offered Spring.

**BIOL 312L Microbiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 312. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 290L, and BIOL 312 or concurrent enrollment. Offered Spring.

**BIOL 320 Ecology 3 hours**

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENVS 320. Prerequisites: BIOL 112; BIOL/ENVS 320L or concurrent enrollment; BIOL/ENVS 222 recommended. Offered even Spring.

**BIOL 320L Ecology Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as ENVS 320L. Prerequisites: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment. Offered even Spring.

**BIOL 324 Statistics for the Behavioral and Natural Sciences 3 hours**

Study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as PSYC/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: MATH 150 or higher. Offered Fall and Spring.

**BIOL 326 Physiology 3 hours**

Functional processes of the human body with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is required. Prerequisites: BIOL 110 and CHEM 110. Offered Spring.

**BIOL 326L Physiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 326. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 326 or concurrent enrollment. Offered Spring.

**BIOL 330 Exercise Physiology 3 hours**

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. Prerequisites: BIOL 110 and CHEM 110. Occasional offering.

**BIOL 342 Genetics 3 hours**

Basic principles of Mendelian and molecular genetics. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110, BIOL 290. Offered Spring.

**BIOL 342L Genetics Laboratory 2 hours**

Laboratory experiences to complement BIOL 342; methodology and applications in classical and molecular genetics. \$30 lab fee. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110L with a grade of C or higher; BIOL 290L; BIOL 342 or concurrent enrollment. Offered Spring.

**BIOL 343 Botany 5 hours**

Anatomy, physiology and taxonomy of plants. Laboratory is included. \$30 lab fee. Prerequisites: BIOL 112 and BIOL 112L. Offered even Fall.

**BIOL 353 Zoology 5 hours**

Survey of animal phyla and vertebrate organ systems. Laboratory is included. \$30 lab fee.

Prerequisites: BIOL 112 and BIOL 112L.  
Offered odd Fall.

**BIOL 360 Kinesiology 3 hours**

Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. Prerequisites: BIOL 110 and BIOL 323. Occasional offering.

**BIOL 371 Neuroscience 3 hours**

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. Prerequisite: Six hours of PSYC courses or six hours of BIOL courses. Offered even Spring.

**BIOL 372 Sensation and Perception 3 hours**

Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as PSYC 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing. Offered odd Spring.

**BIOL 380 Developmental Biology 3 hours**

Study of animal development, including gamete development and fertilization, embryonic development, mechanisms of cellular differentiation, cell-cell interactions during development and mechanisms of differential gene expression. Emphasis on understanding development at the cellular and molecular level. Prerequisites: BIOL 110, BIOL 290, BIOL 342, CHEM 110. Offered even Fall.

**BIOL 395 Research Design in the Sciences 3 hours**

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 ENV5 395 and CHEM 395. Students majoring in biology, chemistry, or environmental science must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENV5, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

**BIOL 410 Molecular Biotechnology 3 hours**

Methodology and applications in molecular biology, with special emphasis on biotechnology. Prerequisite: BIOL 342 with a grade of C or higher. Concurrent enrollment in BIOL 410L is strongly recommended. Offered Fall.

**BIOL 410L Methods in Molecular Biotechnology 2 hours**

Laboratory experiences to complement BIOL 410. \$30 lab fee. Prerequisite: BIOL 342L with a grade of C or higher. Concurrent enrollment in BIOL 410 is required. Offered Fall.

**BIOL 415 Immunology 3 hours**

Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 110, BIOL 312. Offered odd Spring.

**BIOL 420 Biochemistry 3 hours**

Basic concepts and foundations of biochemistry, including structure and function of macromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare pre-professional students for later studies. Cross-listed as CHEM 420. Students majoring in Biology or Chemistry must earn a grade of C or higher. Concurrent enrollment in BIOL 420L is required. Prerequisites: BIOL 110 and CHEM 210. Offered Spring.

**BIOL 420L Biochemistry Laboratory 2 hours**

Laboratory teaching fundamental techniques in biochemistry. Cross-listed as CHEM 420L. Concurrent enrollment in BIOL 420 is required. \$30 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 210. Offered Spring.

**BIOL 433 Topics 1-3 hours**

**BIOL 472 Psychopharmacology 3 hours**

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. Prerequisite: Junior standing. Offered even Fall.

**BIOL 490 Senior Seminar 3 hours**

**A seminar course required as a culminating experience prior to graduation for all seniors majoring in science.** Students do library research project(s) in their major field. A grade

of C or higher is required. Prerequisites: Senior standing, ENGL 112, BIOL 395. Offered Fall and Spring.

## CHEMISTRY (CHEM)

### Science Department

#### **CHEM 108 Physical Science Survey 3 hours**

Examination of the physical world and its basic underlying scientific principles. Cross-listed as PHYS 108. Prerequisite: MATH 106. Offered Fall. **G.E.**

#### **CHEM 108L Physical Science Survey Laboratory 2 hours**

Laboratory experiences to complement CHEM 108. Cross-listed as PHYS 108L. CHEM 108 must be completed before CHEM 108L can be used for **G.E.** credit. Prerequisite: CHEM/PHYS 108 or concurrent enrollment. Offered Fall. **G.E.**

#### **CHEM 110 Chemistry I 3 hours**

Fundamental course in the principles of chemistry. Topics include stoichiometry, chemical equations, chemical reactions, properties of gases, properties of solutions, and thermochemistry. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: MATH 106 or higher with a grade of C or higher or a grade of C or higher in high school chemistry or CHEM/PHYS 108 or ACT math score above 22 or SAT score above 530. Offered Fall and Spring. **G.E.**

#### **CHEM 110L Chemistry I Laboratory 2 hours**

An experimental introduction to the physical and chemical properties of matter to complement CHEM 110. \$30 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: CHEM 110 or concurrent enrollment. Offered Fall and Spring. **G.E.**

#### **CHEM 112 Chemistry II 3 hours**

A continuation of CHEM 110. Topics to be covered include kinetics, equilibrium, electrochemistry, nuclear chemistry and coordination complexes. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 110. Offered Fall and Spring.

#### **CHEM 112L Chemistry II Laboratory 2 hours**

Laboratory experiences to complement

CHEM 112 to include the qualitative analysis of compounds. \$30 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: CHEM 112 or concurrent enrollment; CHEM 110L with a grade of C or higher. Offered Fall and Spring.

#### **CHEM 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar .5 hour**

Bi-weekly science seminar at which students, faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/CHEM/ENVS 395 or BIOL/CHEM 490 or ENVS 490. Enrollment limited to students who have declared a major or minor within the Science Department. Evaluation is Satisfactory/Unsatisfactory. Students majoring in Chemistry must earn a grade of C or higher. Course may not be repeated to remove a failing grade. Cross-listed as BIOL/ENVS 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department. Offered Fall and Spring.

#### **CHEM 210 Organic Chemistry I 3 hours**

The first semester of a two semester 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. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 112. Offered Fall.

#### **CHEM 210L Organic Chemistry I Laboratory 2 hours**

Laboratory experiences to complement CHEM 210 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. \$30 lab fee. Prerequisites: CHEM 210 or concurrent enrollment; CHEM 112L with a grade of C or higher. Offered Fall.

#### **CHEM 212 Organic Chemistry II 3 hours**

Continuation of CHEM 210 Organic Chemistry I. Topics include groups in organic chemistry such as alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids and amines. Biomolecules are covered. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: CHEM 210 with a grade of C or higher. Offered Spring.

**CHEM 212L Organic Chemistry II Laboratory 2 hours**

Laboratory experiences to complement CHEM 212 focusing on synthetic methods. Students majoring in Chemistry must earn a grade of C or better. \$30 lab fee. Prerequisites: CHEM 212 or concurrent enrollment; CHEM 210L with a grade of C or higher. Offered Spring.

**CHEM 230 Environmental Toxicology and Chemistry 3 hours**

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. Prerequisite: CHEM 112. Occasional offering.

**CHEM 233 Topics 1-3 hours****CHEM 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-5 hours****CHEM 301 Quantitative Analysis 5 hours**

Standard quantitative chemical analysis covering sample treatment, data development, the basic principles of modern instrumental analysis, properties and theory. Students majoring in Chemistry must earn a grade of C or higher. Laboratory work is included as part of the course. \$30 lab fee. Prerequisites: CHEM 112 with a grade of C or higher, MATH 150 or higher. Offered Fall.

**CHEM 322 Inorganic Chemistry 3 hours**

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. Prerequisite: CHEM 112. Offered odd Fall.

**CHEM 395 Research Design in the Sciences 3 hours**

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 BIOL 395. Students majoring in biology, chemistry, or environmental science must earn a grade of C or higher. Prerequisites: Fifteen semester hours of

BIOL, ENVS, and/ or CHEM courses; junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

**CHEM 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying chemical science. Topics include kinetic theory of gases, thermodynamics and quantum mechanics. Cross-listed as PHYS 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite). Offered Spring.

**CHEM 420 Biochemistry 3 hours**

Basic concepts and foundations of biochemistry, including structure and function of macromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare pre-professional students for later studies. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as BIOL 420. Concurrent enrollment in CHEM 420L is required. Prerequisites: BIOL 110 and CHEM 210. Offered Spring.

**CHEM 420L Biochemistry Laboratory 2 hours**

Laboratory teaching fundamental techniques in biochemistry. \$30 lab fee. Cross-listed as BIOL 420L. Concurrent enrollment in CHEM 420 is required. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 210. Offered Spring.

**CHEM 433 Topics 1-3 hours****CHEM 490 Senior Seminar 3 hours**

**A seminar course required as a culminating experience prior to graduation for all seniors majoring in science.** Students do library research project(s) from the field of natural sciences. A grade of C or higher is required. Prerequisites: Senior standing; ENGL 112; CHEM 301; a minimum of 26 hours of coursework with CHEM prefix. Offered Fall and Spring.

**COLLEGE INTRODUCTORY STUDIES (COLL)**

College Introductory Studies are skills courses and consist of the following: COLL 103, 104, 105, 106, 107, 108, 109, 277, 377, 477; ESOL 100, 101, 102, 103, 104, and 105; ENGL 107; INCC 111; MATH 104

and MATH 106. **These courses may be used as elective credits toward a degree but do not fulfill general education requirements.**

**COLL 103 Concepts of Physical Activity and Wellness 2 hours**

Basic knowledge, understanding, and values of physical activity and wellness. Occasional offering.

**COLL 104 Peer-Advising Skills Seminar – Part I .5 hour**

Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant, or Peer Educator positions. Offered Spring (1st 8 weeks).

**COLL 105 Peer-Advising Skills Seminar – Part II .5 hour**

Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant, or Peer Educator positions. This is a continuation of the Peer Advising Skills Seminar – Part I. Offered Spring (2nd 8 weeks).

**COLL 106 Strategic Studying Seminar .5 hour**

Designed to help students make the transition to the college setting by enhancing their study strategies. Topics include note-taking, reading textbooks, memory and organizational strategies, and test-taking skills. Occasional offering.

**COLL 107 Decision-Making and Career Planning .5 hour**

This course improves student decision-making skills at a crucial point in life. Students perform exercises for self-exploration and discerning values and research employment trends and job markets to make the best match in choosing a career. Occasional offering.

**COLL 108 Analytical Thinking Seminar .5 hour**

Students improve analytical-thinking skills using in-class writing, take-home assignments, and group projects; they demonstrate their ability to sort out opinions, to interpret data, to recognize errors of perception, judgment, or reaction, to evaluate judgments, and to express their own opinions clearly and logically. Occasional offering.

**COLL 109 Communicating to Our World: An Introduction to Leadership .5 hour**

Students learn about the social change model of leadership development. Through participation in the Emerging Leaders

Institute (ELI), students have an opportunity to apply their learned knowledge to real life experiences. This class can only be taken by those chosen for the ELI Program. Offered Spring.

**COLL 177 Study Tour Experiences 1 hour**

Short term study abroad experience. Occasional offering.

**COLL 225 Tutoring .5 - 3 hours**

Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required clock hours for credit. Prerequisite: to be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

**ESOL 100 Academic English I 3 hours**

Content-based language instruction for intermediate students of English as a second language. Offered Fall and Spring.

**ESOL 101 Grammar and Composition I 6 hours**

Grammar and composition course for intermediate students of English as a second language that emphasizes the link between sentence structure and the writing process, as well as the structure of the spoken language. Offered Fall and Spring.

**ESOL 102 Speaking and Listening I 3 hours**

Conversational English, listening comprehension, and pronunciation for intermediate students of English as a second language. Offered Fall and Spring.

**ESOL 103 Academic English II 3 hours**

Content-based language instruction for advanced students of English as a second language. Prerequisite: Placement or successful completion of ESOL 100. Offered Fall and Spring.

**ESOL 104 Speaking and Listening II 3 hours**

Academic and conversational English, listening comprehension, and pronunciation for advanced ESOL students. Prerequisite: ESOL 102 or placement in the advanced level of the ESOL Program. Offered Fall and Spring.

**ESOL 105 Grammar and Composition II 3 hours**

Grammar and composition course for advanced students of English as a second

language. Emphasizes paragraph and essay development. Prerequisite: ESOL 101 with a grade of C or higher. Offered Fall and Spring.

**ENGL 107 Developmental English Composition 3 hours**

Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Prerequisite: Placement by ACT English Score or by SAT Writing Score: students whose ACT English Score is from 1 to 17 or whose SAT Writing Score is from 300 to 420 shall be placed in ENGL 107. Offered Fall and Spring.

**ENGL 107N Developmental English Composition 3 hours**

Special class section for non-native speakers. Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Offered Fall and Spring.

**INCC 111 Introduction to Columbia College 1 hour**

Introduction to Columbia College and to the values of learning. The eight-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural, and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook will be introduced. Additionally, students will become familiar with the wide variety of resources available to help them meet their collegiate goals. **All freshmen are strongly encouraged to enroll in this seminar during their first semester.** Offered Fall and Spring.

**INCC 133 Topics: Introduction to Columbia College for Student Support Services 1 hour**

This eight-week seminar should be taken following INCC 111. It is designed to provide Student Support Services (SSS) participants with an overview of the history, requirements, benefits and services provided by Columbia College's SSS program. Students assess and enhance their academic and interpersonal skills and expand their cultural knowledge and experience. Prerequisite: INCC 111 recommended. Offered Fall and Spring.

**MATH 104 Beginning Algebra 3 hours**

Introduction to the fundamental concepts of algebra. Review of arithmetic skills, skill development in areas of algebraic expression, equations, inequalities, applied problems, polynomials, factoring and rational expressions. Students must repeat the course the succeeding semester if a U, F, or D grade is awarded. Offered Fall and Spring.

**MATH 106 Intermediate Algebra 3 hours**

Second course in a three-course sequence in algebra; covers topics needed to bridge the gap between Beginning and College Algebra. Includes review of factoring and rational expressions. Skill development in the area of graphing linear equations and inequalities; solving systems of equations; radicals and rational exponents; quadratic equations; exponential and logarithmic functions. Students must repeat the course the succeeding semester if a U, F, or D grade is awarded. Prerequisite: A passing score on the Columbia College math placement exam or grade of C or higher in MATH 104. Offered Fall and Spring.

## COMMUNICATION (COMM)

### Humanities Department

**COMM 110 Introduction to Speech 3 hours**

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. Offered Fall and Spring. **G.E.**

**COMM 203 Understanding Human Communication 3 hours**

Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. Offered Spring. **G.E.**

**COMM 214 Mass Communication in Society 3 hours**

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. Prerequisite: COMM 110. Offered odd Fall.

**COMM 220 Introduction to Theatre 3 hours**

Introduction to the elements utilized during the production of a play as well as an emphasis on increased appreciation of numerous major performance styles and genres. Offered even Fall.

**COMM 224 Film History and Analysis 3 hours**

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. Prerequisite: COMM 110. Offered odd Spring.

**COMM 230 Introduction to Communication Theory and Research 3 hours**

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. Prerequisites: Sophomore standing, completion of at least one COMM course, and a C average in all Speech Communication courses. Offered Fall.

**COMM 233 Topics 1-3 hours**

**COMM 303 Intercultural Communication 3 hours**

Study of the role of communication in multicultural and intercultural contexts, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Prerequisite: COMM 203. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**COMM 313 Interpersonal and Small Group Communication 3 hours**

An introduction to the process of communication as it operates in personal and small group relationships. Prerequisite: COMM 110. Offered even Fall.

**COMM 320 Advanced Theatre 3 hours**

Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This

course has a significant focus on advance acting skills and theatre on the global stage. Prerequisite: COMM 220. Offered odd Fall.

**COMM 323 Advanced Public Speaking and Persuasion 3 hours**

Detailed study and application of speech communication theory with an emphasis on the philosophical and theoretical foundations of persuasion. Prerequisite: COMM 110. Offered even Spring.

**COMM 324 Film Styles and Genres: (Specific Topic) 3 hours**

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. Prerequisite: COMM 224. Offered even Spring.

**COMM 334 Political Economy of Film and Media 3 hours**

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. Prerequisite: COMM 214 or COMM 224. Offered even Fall.

**COMM 343 Gender Communication 3 hours**

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. Prerequisite: COMM 230. Offered even Spring.

**COMM 344 Visual Communication and Culture 3 hours**

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. Prerequisite: COMM 110. Offered even Fall.

**COMM 360 Oral Interpretation of Literature 3 hours**

Appreciation of poetry, prose and drama through oral performance. Prerequisite:

COMM 110 and/or COMM 203 strongly recommended. Offered odd Spring.

**COMM 380 Performance Studies 3 hours**

Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. Prerequisite: COMM 360. Offered even Spring.

**COMM 385 Performance Styles and Genres: (Specific Topic) 3 hours**

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. Prerequisite: COMM 360. Offered odd Fall.

**COMM 393 Organizational Communication 3 hours**

Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110. Offered odd Spring.

**COMM 399 Speech Communication Internship 3 hours**

To practice acquired communication skills in a professional environment. Prerequisites: GPA 3.0 or higher, junior or senior standing. Offered Fall and Spring.

**COMM 420 Advanced Acting and Production Techniques 1-3 hours**

This course exposes students to the acting, directing, and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will require evening and weekend rehearsal time required for participation in the class. All students must participate in the set production dates scheduled prior to production dates. This course may be taken for variable credit and up to three times. Prerequisite: Audition. Occasional offering.

**COMM 433 Topics 1-3 hours**

**COMM 495 Speech Communication Integrative Seminar 3 hours**

**Culminating experience for the major; completion with a C or higher required.** Advanced examination of the nature of com-

munication theory, research, and methods. With the instructor's permission, a student not majoring in Speech Communication may enroll and propose a project specific to the Speech Communication discipline. Prerequisites: COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; senior standing. Offered Spring.

**COMM 499 Speech Communication Internship 1-3 hours**

To practice acquired communication skills in a professional environment. Prerequisites: GPA 3.0 or higher; senior standing; COMM 399. Offered Fall and Spring.

## COMPUTER AND INFORMATION SCIENCE (CISS)

### Computer and Mathematical Sciences Department

**CISS 145 Introduction to Python Programming 3 hours**

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 tool. This course is intended for non-Computer Science majors. Prerequisite: MATH 150. Offered Spring.

**CISS 170 Introduction to Computer Information Systems 3 hours**

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 use of microcomputers in business. Offered Fall and Spring. **G.E.**

**CISS 234 Visual Basic 3 hours**

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. Prerequisites: CISS 170, MATH 150. Offered Fall.

**CISS 236 COBOL Programming 3 hours**

COBOL syntax and semantics, data structures including record processing using sequential, indexed, and relative files; sorting and merging files, and other language features. Prerequisites: CISS 170 and MATH 150. Offered even Spring.

**CISS 238 Java Programming 3 hours**

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. Prerequisites: CISS 170, MATH 150. Occasional offering.

**CISS 240 Introduction to Programming 4 hours**

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. Prerequisites: Math 150, CISS 170. Offered Fall and Spring.

**CISS 245 Advanced Programming 4 hours**

A continuation of CISS 240. Topics include object-oriented programming in C++ with classes, methods, inheritance, dynamic memory allocation, file streams, linked lists and stacks. Prerequisite: Grade of C or higher in CISS 240. Offered Fall and Spring.

**CISS 274 Introduction to Internet Technology and Electronic Commerce 3 hours**

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. Prerequisite: CISS 170. Offered Fall.

**CISS 285 Structured Systems Analysis and Design 3 hours**

This course explores the structured tools, techniques, methodologies, and the system development life cycle used to plan, analyze,

design, implement/build and maintain computer information systems. Prerequisite: CISS 234 or CISS 238 or CISS 240. Offered Fall.

**CISS 298 Web Programming 3 hours**

Introduction to Web Programming issues associated with developing web applications and website design. Prerequisites: CISS 274; CISS 285 or CISS 280. Offered odd Spring.

**CISS 312 ACM Programming Contest 1 hour**

Open to computer majors participating in the ACM Programming Contest. May be repeated for a total of 3 semester hours. Prerequisites: Junior standing, computer major – either CIS or CS. Offered Fall and Spring.

**CISS 325 Systems Analysis, Design and Implementation Projects 3 hours**

The systems analysis and design topics introduced in CISS 285 are applied to create one or more operational computer information systems. Prerequisite: CISS 285 (or CISS 280) with a grade of C or higher. Offered Spring.

**CISS 350 Advanced Algorithms and Data Structures 3 hours**

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. Prerequisite: CISS 245 or CISS 243. Offered Spring.

**CISS 355 Directed Study 1-3 hours**

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: CISS 245 or CISS 243.

**CISS 358 Algorithm Analysis 3 hours**

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. Prerequisites: MATH 225, CISS 245 or CISS 243. Offered odd Fall.

**CISS 360 Computer Systems and Assembly Language 3 hours**

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 programming. Prerequisite: CISS 245 or CISS 243. Offered odd Fall.

**CISS 362 Introduction to Automata Theory, Languages and Computation 3 hours**

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. Prerequisites: MATH 225 and CISS 240. Offered even Fall.

**CISS 365 Project Management 3 hours**

An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management and procurement management. Prerequisites: MGMT 254; CISS 320 or CISS 325. Offered even Fall.

**CISS 370 Operating Systems 3 hours**

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. Prerequisites: CISS 350 or CISS 358. Offered odd Spring.

**CISS 375 Compiler Construction 3 hours**

Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, run-time storage. Prerequisite: CISS 350 or CISS 358. Offered even Fall.

**CISS 380 Computer Graphics 3 hours**

Techniques for picture development and

transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, animation techniques. Prerequisite: CISS 350 or CISS 358. Offered odd Fall.

**CISS 390 Global Information Systems Management 3 hours**

Introduction to global information systems management issues associated with culture, politics and geo-economics, international IS standards and regulations, outsourcing and off-shoring. Prerequisites: CISS 274; CISS 285 or CISS 280. Offered even Fall.

**CISS 391 Information Systems Security 3 hours**

Introduction to information systems security issues associated with formal and informal systems' protection, detection and responses. Prerequisite: CISS 274; CISS 285 or CISS 280. Offered odd Fall.

**CISS 410 Computer Networks and Communications 3 hours**

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. Prerequisite: CISS 350. Offered odd Fall.

**CISS 420 Computer Architecture 3 hours**

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, memory systems. Prerequisite: CISS 360. Offered even Spring.

**CISS 430 Database Systems 3 hours**

Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. Prerequisite: CISS 285 or CISS 280. Offered odd Spring.

**CISS 433 Topics 1-3 hours**

These courses will cover selected topics not offered as part of the CIS curriculum. .

**CISS 438 Object-Oriented Design and Analysis 3 hours**

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 is used as a modeling tool. Prerequisite: CISS 350 or 358. Offered even Spring.

**CISS 445 Programming Languages 3 hours**

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. Prerequisite: CISS 350 or CISS 358. Offered even Spring.

**CISS 450 Artificial Intelligence 3 hours**

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, language understanding. Prerequisite: CISS 350 or CISS 358. Offered even Fall.

**CISS 451 Introduction to Cryptography & Computer Security 3 hours**

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. Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Spring.

**CISS 455 Directed Study 1-3 hours**

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: Senior standing.

**CISS 465 Software Engineering 3 hours**

An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. Prerequisite: CISS 430. Offered even Fall.

**CISS 472 Data Warehousing and Decision Support Systems 3 hours**

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. Prerequisite: CISS 430. Offered Fall.

**CISS 492 Senior Seminar in Management Information Systems 3 hours**

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 365, CISS 430 and senior standing. Offered Fall and Spring.

**CISS 493 Senior Seminar in Computer Information Systems 3 hours**

**Culminating 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. Prerequisites: CISS 325 (or CISS 320), CISS 350, CISS 360, CISS 430 and senior standing. Offered Fall and Spring.

**CISS 494 Senior Seminar in Computer Science 3 hours**

**Culminating experience course required for Computer Science Majors.** Requires original research project, paper and presentation under the supervision of a computer science faculty member. Grade of C or higher required. The course includes a program evaluation component. Prerequisites: CISS 420, CISS 430, CISS 445 and senior standing. Offered Fall and Spring.

**CISS 499 Internship 1-6 hours**

Application and use of computer knowledge and skills in a supervised work experience. Prerequisites: Senior standing, cumulative GPA

of 3.0 or higher. Offered Fall and Spring.

## CRIMINAL JUSTICE ADMINISTRATION (CJAD)

### Criminal Justice Administration and Human Services Department

#### **CJAD 101 Introduction to Criminal Justice Administration 3 hours**

History and development of major components of the CJ system: police, prosecution, defense, criminal courts, institutional and community-based corrections. Offered Fall and Spring.

#### **CJAD 201 Criminal Investigation 3 hours**

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 the basic elements for prosecution of criminal cases. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. Prerequisite: CJAD 101. Offered Fall.

#### **CJAD 203 Crime Scene Investigation 3 hours**

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. \$20 lab fee. Prerequisite: CJAD 101. Offered Fall and Spring.

#### **CJAD 233 Topics 1-3 hours**

#### **CJAD 233 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

#### **CJAD 301 Criminal Law 3 hours**

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. Prerequisite: CJAD 101. Offered Fall.

#### **CJAD 303 Crime Scene Photography 3 hours**

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. \$20 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). Prerequisites: CJAD 101 and junior standing. Offered Spring.

#### **CJAD 305 Forensic Anthropology 3 hours**

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. Prerequisite: Junior standing. Occasional offering.

#### **CJAD 306 Military Justice System 3 hours**

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. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 310 Crisis Intervention 3 hours**

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. Prerequisite: PSYC 101. Occasional offering.

**CJAD 311 Police in a Democratic Society 3 hours**

Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. Prerequisite: CJAD 101. Offered Fall.

**CJAD 315 Private Security and Loss Prevention 3 hours**

A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. Prerequisite: Junior standing. Occasional offering.

**CJAD 320 Cultural Diversity in Criminal Justice 3 hours**

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. Strongly recommended as prerequisite for CJAD 345 Ethics and Morality in Criminal Justice. Prerequisites: CJAD 101 and junior standing. Offered odd Fall.

**CJAD 325 Juvenile Justice System and Procedures 3 hours**

Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. Prerequisites: CJAD 101 and junior standing. Offered even Spring.

**CJAD 333 Topics: Mock Trial 1 hour**

Available to members of the Columbia

College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 333. Prerequisite: Student must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

**CJAD 335 Criminalistics 3 hours**

Introduction to the scientific techniques commonly used in forensic crime solving, covering in detail all aspects of forensic science, the organization of a crime lab and how evidence is treated from the crime scene to the courtroom. Prerequisites: CHEM 110, BIOL 110, junior standing. Offered Fall and Spring.

**CJAD 335L Criminalistics Laboratory 2 hours**

Criminalistics laboratory supplements CJAD 335 Criminalistics and covers the basic biology, chemistry and instrumentation techniques used in the analysis of forensic evidence. \$20 lab fee. Prerequisites: CJAD 335 or concurrent enrollment, CHEM 110, CHEM 110L, BIOL 110, BIOL 110L, junior standing. Offered Fall and Spring.

**CJAD 345 Ethics and Morality in Criminal Justice 3 hours**

Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Prerequisite: CJAD 101. Offered Fall.

**CJAD 350 Corrections and Penology 3 hours**

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. Prerequisite: CJAD 101. Offered Spring.

**CJAD 351 Community Based Corrections 3 hours**

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. Prerequisites: CJAD 101 and sophomore standing. Occasional offering.

**CJAD 352 Victims in the Justice System 3 hours**

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 stalking, domestic violence, hate crimes and sex crimes involving adults and children. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 390 Criminal Justice Practicum 3 hours**

Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Prerequisite: Completion of sixty hours of coursework with a GPA of 2.5. Evaluation: Satisfactory/Unsatisfactory. Offered Fall and Spring.

**CJAD 403 Cold Case Investigation 3 hours**

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. Prerequisites: CJAD 101, CJAD 203, CJAD 405. Occasional offering.

**CJAD 405 Laws of Criminal Evidence 3 hours**

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. Prerequisites: CJAD 101 and

junior standing. Offered even Spring.

**CJAD 406 Expert and Scientific Evidence 3 hours**

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 consideration of evidentiary issues connected with specific scientific techniques. Prerequisites: CJAD 101 and junior standing. Offered Fall.

**CJAD 410 Drug Abuse and Crime Control 3 hours**

Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. Prerequisite: CJAD 101. Offered odd Spring.

**CJAD 413 Bloodstain Evidence 3 hours**

A practice-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. Prerequisite: CJAD 101. Occasional offering.

**CJAD 415 Criminal Procedures 3 hours**

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. Prerequisite: Junior standing. Offered Spring.

**CJAD 420 Legal Issues in Criminal Justice 3 hours**

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. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 421 Organized Crime 3 hours**

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. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 425 Legal Research and Writing 3 hours**

Application of systems and methods of legal research to problems and issues in the Justice system. Prerequisite: Junior standing. Occasional offering.

**CJAD 433 Topics 1-3 hours**

**CJAD 445 Forensic Pathology 3 hours**

Analysis of systems and methods of determining time, cause, and means of death in criminal investigations and trials. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 451 Management of Criminal Justice Agencies 3 hours**

Examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices. Prerequisites: CJAD 101 and junior standing. Offered even Fall.

**CJAD 455, 456 Directed Study 1-3 hours**

**CJAD 475 Senior Seminar in Forensic Science 3 hours**

**A seminar course required as a culminating experience for all seniors majoring in Forensic Science.** This capstone course integrates prior learning while exploring current research, contemporary issues and professional standards in forensic science. Completion with a grade of C or higher is required. Prerequisites: Senior standing, Forensic Science major. Offered Fall and Spring.

**CJAD 495 Integrative Seminar 3 hours**

**Culminating course for graduation as a 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. Prerequisites: Completion of 90 hours of coursework and senior standing. Offered Spring.

**CJAD 499 Internship in Criminal Justice Administration 1-3 hours**

Involves working as an intern in an agency under supervision of field instructor. Instructor's permission at least one term prior to the term in which the internship is taken is required. Evaluation is Satisfactory/Unsatisfactory. Prerequisites: CJAD 101, GPA of 3.0 in the major, senior standing. Offered Fall and Spring.

## ECONOMICS (ECON)

### Business Administration Department

**ECON 293 Macroeconomics 3 hours**

Introduction to concepts and theories applicable to a national economy. Prerequisite: Sophomore standing. Offered Fall and Spring. **G.E. Course meets Multicultural graduation requirement.**

**ECON 294 Microeconomics 3 hours**

Introduction to specific economic units and to individual markets and individual interactions within an economy. Prerequisite: Sophomore standing. Offered Fall and Spring. **G.E.**

**ECON 310 Environmental and Resource Economics 3 hours**

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 ENV5 310. Prerequisites: ECON 293 or ECON 294; ENV5/BIOL 115. Occasional offering.

**ECON 393 Intermediate Macroeconomics 3 hours**

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. Prerequisites: ECON 293; MATH 150 or MATH 170. Offered Spring.

**ECON 394 Intermediate Microeconomics 3 hours**

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. Prerequisites: ECON 294; MATH 150 or MATH 170. Offered Fall.

**ECON 395 Financial Markets and Institutions 3 hours**

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. Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350. Offered Fall.

**ECON 495 International Finance 3 hours**

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 man-

agement. Cross-listed as FINC 495. Prerequisites: ECON 293, FINC 350. Offered odd Fall.

## EDUCATION (EDUC)

### Education Department

*Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department.*

**EDUC 101 Introduction to Education 1 hour**

Introduction to the Teacher Certification Program at Columbia College. Topics include certification requirements, content area majors information, Missouri Department of Elementary and Secondary Education information, portfolio construction, the examination of teaching as a profession and schooling as it currently functions in the United States and an examination of one's beliefs, motivations and goals. \$20 lab fee. Corequisite: EDUC 251. Offered Fall and Spring.

**EDUC 105 Human Health 3 hours**

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. Offered Spring.

**EDUC 200 Law, Ethics and Education 3 hours**

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. Prerequisite: Sophomore standing. Offered Fall.

**EDUC 230 Educational Psychology 3 hours**

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 230. Prerequisite: PSYC 101. Offered Spring.

**EDUC 233 Topics 1-3 hours**

**EDUC 251 Beginning Field Experience 1 hour**

Pre-service teachers, in their practicum experience, expand knowledge about teaching through observation and participation in classroom activities. Students are

supervised in the field and attend a required concurrent seminar. Successful completion of thirty-five clock hours in the field placement and the seminar yield one hour of credit. Only one field experience may be completed in any eight-week period. \$20 lab fee. Students must complete the Field Experience Application at least one semester prior to taking this course. Prerequisite: EDUC 101 (may be taken concurrently). Evaluation: Satisfactory or Unsatisfactory. Offered Fall and Spring.

**EDUC 270 Literature for Children and Adolescents 3 hours**

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. Prerequisites: EDUC 101, ENGL 112. Offered Spring.

**EDUC 271 Production and Utilization of Instructional Technology 3 hours**

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. \$20 lab fee. Occasional offering.

**EDUC 300 Techniques of Teaching 3 hours**

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies, and methods of evaluation. Prerequisites: EDUC 101, EDUC/PSYC 230 and admission to the Teacher Certification Program. Offered Fall and Spring.

**EDUC 302 Teaching Skills 3 hours**

The study of teaching multiple content areas. Students describe, analyze, and critique the content areas of elementary school health, physical education, science and social studies. In each of the content areas, students develop and present micro-teaching lessons, evaluations, and learning centers. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered Spring.

**EDUC 311 Classroom and Behavior Management Techniques 3 hours**

The study of managing classroom environments and the behavior of students.

Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered Fall.

**EDUC 322 Educational Measurement and Assessment 3 hours**

The study of methods used to develop educational measurements, and the procedures used to globally assess student achievement. Included in the program of study are the development and use of standardized assessments, structured and constructed assessments, observational methods, performance assessment, portfolio assessment, affective measures, and special needs measures. Included also are the historical study of psychometry, the concepts of validity and reliability, referencing methods, and evaluation and reporting methods. Prerequisites: EDUC 101, EDUC/PSYC 230, EDUC 300 and admission to the Teacher Certification Program. Offered Fall.

**EDUC 326 Middle School Methods 3 hours**

Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns, planning for instruction and 15-hour field experience. \$20 lab fee. Students must complete the Field Experience Application at least one term prior to taking this course. Prerequisites: EDUC 101, EDUC 200, EDUC/PSYC 230, EDUC 300 and admission to the Teacher Certification Program. Offered Fall.

**EDUC 331 Teaching of Reading 3 hours**

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 uses of children's literature, and writing processes. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered Fall.

**EDUC 336 Creative and Language Arts in Elementary and Middle Schools 3 hours**

Study of creative arts (music, art, drama and dance) and language curricula, including the

teaching of writing and oral communications, instructional decisions, teaching techniques and strategies, teaching/learning materials, and methods related to aesthetic and language arts models of instruction. Students produce various instructional resources, including a thematic unit based on specific knowledge acquired in this course. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered Spring.

**EDUC 338 Teaching Reading in the Content Area** 3 hours

The study of teaching reading in differing 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. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered Fall.

**EDUC 342 Art Education for Elementary Schools** 3 hours

A methods course in the teaching of art to children from grades 1-6 with appropriate media for each level. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC/PSYC 230, EDUC 251, ARTS 111 or 112, ARTS 120, admission to the Teacher Certification Program. Offered Fall (2nd 8 weeks).

**EDUC 345 Teaching Art K-12** 3 hours

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state, and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials, and methods for creating a variety of K-12 art studio projects. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC/PSYC 230, EDUC 251, ARTS 111 or 112, ARTS 120, admission to the Teacher Certification Program. Offered Spring (1st 8 weeks).

**EDUC 350 Advanced Field Experiences I** 1 hour

Pre-service teachers work with cooperating classroom teachers, under the supervision of college professors, assisting in tutorial, small-group and whole-class experiences, culminating in one prepared lesson presented by the student. Successful completion of thirty-five clock hours in the field placement and seminar yields one hour of credit. Only one field experience may be completed in any eight-week period. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC/PSYC 230, EDUC 251, EDUC 300, EDUC 311 and admission to the Teacher Certification Program. Evaluation is Satisfactory or Unsatisfactory. Offered Fall and Spring.

**EDUC 351 Advanced Field Experiences II** 1 hour

Pre-service teachers work with cooperating classroom teachers, under the supervision of college professors, assisting in tutorial, small-group and whole group experiences culminating in one prepared lesson presented by the student. Successful completion of thirty-five clock hours in the field placement and seminar yields one hour of credit. Only one field experience may be completed in any eight-week period. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 300, EDUC 311, EDUC 350. Evaluation is Satisfactory or Unsatisfactory. Offered Fall and Spring.

**EDUC 358 Teaching Mathematics in the Elementary School** 3 hours

This course has as its focus the methods and materials for teaching elementary school mathematics. The purpose of the course is to help preservice teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. Students must complete the Field

Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered even Spring.

**EDUC 359 Teaching Mathematics in the Middle School 3 hours**

A major goal of this course is to empower prospective middle school mathematics teachers to develop a sound mathematical program that is based on the needs and characteristics of the middle school student. The course provides an integration of mathematics content and the middle school philosophy while examining the learning and teaching at this level. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered odd Spring (1st 8 weeks).

**EDUC 360 Teaching Mathematics in the Secondary School 3 hours**

This course is designed to not only encourage preservice teachers to explore aspects of teaching mathematics, but also to enhance preservice teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered odd Spring (2nd 8 weeks).

**EDUC 362 Teaching Middle and Secondary Social Studies 3 hours**

The study of secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course.

\$20 lab fee. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program. Offered Spring (2nd 8 weeks).

**EDUC 365 Teaching Science 3 hours**

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. Prerequisites: EDUC 300, admission to the Teacher Certification Program. Offered Fall (1st 8 weeks).

**EDUC 367 Teaching English 3 hours**

The study of methods, materials, practices and curriculum in secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program. Offered Spring (1st 8 weeks).

**EDUC 369 Teaching Business Education 3 hours**

The study of methods, materials, practices and curriculum in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. Prerequisites: EDUC 300, admission to the Teacher Certification Program. Offered Fall (2nd 8 weeks).

**EDUC 372 Environmental Education 3 hours**

The study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as ENV 372. Prerequisite: EDUC 300. Occasional offering.

**EDUC 380 Diagnostic and Corrective Reading 3 hours**

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. Prerequisites: EDUC 300; EDUC 322 or EDUC 331. Offered Fall.

**EDUC 390 Education & Psychology of the Exceptional Child 3 hours**

The study of teaching children with exceptionalities. Students study the effects of exceptionality on children's cognitive, affective and psychomotor behaviors. Offered Spring.

**EDUC 391 Child Psychology 3 hours**

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. Prerequisite: PSYC 101. Offered Fall.

**EDUC 392 Adolescent Psychology 3 hours**

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. Prerequisite: PSYC 101. Offered Spring.

**EDUC 399 Internship 1 hour**

Students, under the guidance of college supervisors and classroom cooperating teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of thirty-five clock hours in the field placement plus attendance at weekly seminar is required. Prerequisite: Admission to the DAYSTAR Program. Offered Fall and Spring.

**EDUC 400 Senior Seminar 1 hour**

**Integrative seminar culminating in a professional portfolio which demonstrates competency in major areas of theory and practice accompanied by successful presentation and oral examination.** A minimum grade of "C" is required for graduation. Prerequisites: EDUC 101, EDUC 300, senior standing and admission to the Teacher Certification Program. Offered Fall and Spring.

**EDUC 420 Student Teaching in the Elementary School 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers,

assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). Grade of B or higher required for certification. \$20 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 422 Student Teaching in the Secondary School 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). Grade of B or higher required for certification. \$20 lab fee required. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 424 Student Teaching in the Middle School 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). Grade of B or higher required for certification. \$20 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 426 Student Teaching in Special Education 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks, six weeks elementary and six weeks secondary). Grade of B or higher required for certification. \$20 lab

fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 433 Topics 1-3 hours**

**EDUC 499 Internship 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presentation, and evaluation of instruction and related responsibilities. Grade of B or higher required for certification. \$20 lab fee. The application must be completed one term prior to beginning internship. Prerequisites: Senior standing, admission to the Teacher Certification Program; and completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

## ENGLISH (ENGL)

### Humanities Department

*ESOL = English as a Second or Other Language*

**ESOL 100 Academic English I 3 hours**

Content-based language instruction for intermediate students of English as a second Language. Offered Fall and Spring.

**ESOL 101 Grammar & Composition I 6 hours**

Grammar and composition course for intermediate students of English as a second language that emphasizes the link between sentence structure and the writing process, as well as the structure of the spoken language. Offered Fall and Spring.

**ESOL 102 Speaking and Listening I 3 hours**

Conversational English, listening comprehension, and pronunciation for intermediate students of English as a second language. Offered Fall and Spring.

**ESOL 103 Academic English II 3 hours**

Content-based language instruction for advanced students of English as a second language. Prerequisite: Placement or successful completion of ESOL 100. Offered Fall and Spring.

**ESOL 104 Speaking and Listening II 3 hours**

Academic and conversational English, listening comprehension, and pronunciation for advanced ESOL students. Prerequisite: ESOL 102 or placement in the advanced level of the ESOL Program. Offered Fall and Spring.

**ESOL 105 Grammar & Composition II 3 hours**

Grammar and composition course for advanced students of English as a second language. Emphasizes paragraph and essay development. Prerequisite: ESOL 101 with a grade of C or higher. Offered Fall and Spring.

**ENGL 107 Developmental English Composition 3 hours**

Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Prerequisite: Placement by ACT English Score or by SAT Writing Score: students whose ACT English Score is from 1 to 17 or whose SAT Writing Score is from 300 to 420 shall be placed in ENGL 107. Offered Fall and Spring.

**ENGL 107N Developmental English Composition 3 hours**

Special class section for non-native speakers. Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Offered Fall and Spring.

**ENGL 111 English Composition I 3 hours**

Expository writing to practice traditional rhetorical modes and strategies, to increase analytical clarity, and to achieve precise expression. Grade of C or higher required. Prerequisite: Grade of C or higher in ENGL 107, or placement by 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. Offered Fall and Spring.

**ENGL 112 English Composition II 3 hours**

Continued practice of expository writing, applied primarily to textual analysis (fiction, drama, poetry), and culminating in a research paper. Students who do not earn a grade of C or higher must reenroll in ENGL 112 the succeeding term. Prerequisite: grade of C or higher in ENGL 111, or placement by ACT English Score or by SAT Writing Score:

students whose ACT English Score is from 30 to 36 or whose SAT Writing Score is from 660 to 800 will be placed in ENGL 112. **G.E.** Offered Fall and Spring.

**ENGL 123 Introduction to Mythology and Folklore 3 hours**

Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, Native American, African and Polynesian. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**ENGL 124 The Bible as Literature 3 hours**

A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as RELI 124. Occasional offering.

**ENGL 132 Introduction to Shakespeare 3 hours**

Beginning study of Shakespeare as a playwright. Occasional offering.

**ENGL 190 The Short Story 3 hours**

Introduction to the study of fiction through the short story. Occasional offering. *Course meets Multicultural graduation requirement.*

**ENGL 204 Technical Writing 3 hours**

Study of grammar and practice in writing class reports. Prerequisite: ENGL 112 or sophomore standing. Occasional offering.

**ENGL 207 Creative Writing I—Fiction 3 hours**

Workshop class in the writing of short fiction; including class criticism of student and professional work. Prerequisite: ENGL 112. Offered Fall.

**ENGL 208 Creative Writing II—Poetry 3 hours**

Writing of poetry, including class criticism of student and professional work. Prerequisite: ENGL 112. Offered Spring.

**ENGL 210 Introduction to Fiction 3 hours**

A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths. Occasional offering. **G.E.**

**ENGL 211 Introduction to Poetry 3 hours**

A comprehensive introduction to the elements and major writers of poetry of varying lengths. Occasional offering. **G.E.**

**ENGL 212 Introduction to Drama 3 hours**

A comprehensive introduction to the ele-

ments and major writers of drama of varying lengths. Occasional offering. **G.E.**

**ENGL 231 English Literature I 3 hours**

Survey from Beowulf to late eighteenth-century British writers. Prerequisite: ENGL 112. Offered Fall. **G.E.**

**ENGL 232 English Literature II 3 hours**

Survey from Romantic period to present. Prerequisite: ENGL 112. Offered Spring. **G.E.**

**ENGL 233 Topics 1-3 hours**

**ENGL 241 American Literature I 3 hours**

Survey of major American writers from Colonial to Realist figures. Prerequisite: ENGL 112. Offered Fall. **G.E.**

**ENGL 242 American Literature II 3 hours**

Survey of major American writers from Realist to Contemporary figures. Prerequisite: ENGL 112. Offered Spring. **G.E.**

**ENGL 263 World Literature I 3 hours**

European (non-British) and Asian literature from origins to the fourteenth century. Prerequisite: ENGL 112. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**ENGL 264 World Literature II 3 hours**

Significant European (non-British) and Asian literature from the fourteenth century to the present. Prerequisite: ENGL 112. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**ENGL 280 Film and Literature 3 hours**

Critical viewing of international films and study of relationships between film and literature. Prerequisite: ENGL 112. Occasional offering. *Course meets Multicultural graduation requirement.*

**\*ENGL 310 Creative Writing: (Genre) 3 hours**

Course work may focus on creative writing or nonfiction (the instructor may choose a specific genre). Prerequisites: ENGL 112 and ENGL 207 or ENGL 208. Offered Fall.

**ENGL 311 Descriptive Grammar of the English Language 3 hours**

Study of the grammar (sounds, structures, sentences and dialects) of American English. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered odd Fall.



**ENGL 312 The History of the English Language 3 hours**

Study of the history and dialects of the English language. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered even Spring.

**ENGL 323 The Hero in Mythology 3 hours**

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. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering. *Course meets Multicultural graduation requirement.*

**ENGL 324 English Major Opportunities 1 hour**

This course explores career options for English majors, helping students prepare for successful careers after graduation, and introduces students to methods of assessing graduate programs in English, looking toward the graduate school application. Prerequisites: ENGL 112, junior standing and C average in English courses. Offered Fall.

**ENGL 331 Ethical Issues in Literature 3 hours**

Analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. Prerequisites: ENGL 112, junior standing. Offered Spring.

**\*ENGL 350 Major Literary Figures 3 hours**

Study of the works of one-to-three major writers (e.g., Chaucer, Shakespeare, Mark Twain, Faulkner, Cervantes, or Melville and Whitman, Donne and Milton, Dante and Goethe, etc.). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered even Spring.

**ENGL 351 Readings in Shakespeare 3 hours**

Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered odd Spring.

**\*ENGL 360 Readings in Fiction 3 hours**

Study of the genre, possibly from a special perspective or literary period (e.g., American novel and short story, contemporary novel, the comic novel and short story). Prerequisites: ENGL 112 and a previous 200-

level or higher English course. Occasional offering.

**\*ENGL 361 Readings in Poetry 3 hours**

Intensive study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, lyric poetry, epic poetry). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**\*ENGL 362 Readings in Drama 3 hours**

Study of the genre, possibly from a special perspective or literary period. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**\*ENGL 370 Major Literary Periods 3 hours**

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). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered Fall.

**ENGL 397 Science Fiction and Fantasy 3 hours**

Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**ENGL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****ENGL 408 Advanced Creative Writing 3 hours**

This course 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 in magazines or for submission (as a collection) to contests or to small presses. This course can be taken two times. Prerequisites: ENGL 112, ENGL 310, and ENGL 207 or 208. Offered even Spring.

**ENGL 420 Advanced Editing and Revision 3 hours**

A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered Spring.

**ENGL 431 Senior Seminar 3 hours**  
**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. Prerequisites: 68 semester hours, C average in English courses. Offered Spring.

**ENGL 433 Topics** 1-3 hours

**ENGL 450 Minority and Ethnic Literature of the United States** 3 hours

Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**ENGL 490 Literary and Critical Theory** 3 hours

Introduction to methods and applications of literary and critical theories. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered Spring.

**ENGL 499 Writing Internship** 1-3 hours

Prerequisite: Senior standing.

\*ENGL 310, 350, 360, 361, 362, and 370 may be taken more than once when the subject matter in the course varies.

## ENGLISH AS A SECOND OR OTHER LANGUAGE (ESOL)

### Humanities Department

**ESOL 100 Academic English I** 3 hours

Content-based language instruction for intermediate students of English as a second language. Offered Fall and Spring.

**ESOL 101 Grammar & Composition I** 6 hours

Grammar and composition course for intermediate students of English as a second language that emphasizes the link between sentence structure and the writing process, as well as the structure of the spoken language. Offered Fall and Spring.

**ESOL 102 Speaking and Listening I** 3 hours

Conversational English, listening comprehension and pronunciation for intermediate students of English as a second language. Offered Fall and Spring.

**ESOL 103 Academic English II** 3 hours

Content-based language instruction for advanced students of English as a second language. Prerequisite: Placement or successful completion of ESOL 100. Offered Fall and Spring.

**ESOL 104 Speaking and Listening II** 3 hours

Academic and conversational English, listening comprehension and pronunciation for advanced ESOL students. Prerequisite: ESOL 102 or placement in the advanced level of the ESOL Program. Offered Fall and Spring.

**ESOL 105 Grammar and Composition II** 3 hours

Grammar and composition course for advanced students of English as a second language. Emphasizes paragraph and essay development. Prerequisite: ESOL 101 with grade of C or higher. Offered Fall and Spring.

## ENVIRONMENTAL STUDIES (ENVS)

### Science Department

**ENVS 115 Introduction to Environmental Science** 3 hours

Survey of environmental science, ecosystems and human impact. Cross-listed as BIOL 115. Offered Fall and Spring. **G.E.**

**ENVS 115L Introduction to Environmental Science Laboratory** 2 hours

Laboratory experiences to complement ENVS/BIOL 115. \$30 laboratory fee. Cross-listed as BIOL 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before ENVS 115L can be used as G.E. credit. Offered Fall and Spring. **G.E.**

**ENVS 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar** .5 hours

Bi-weekly science seminar at which students, faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/CHEM/ENVS 395 or BIOL/CHEM 490 or ENVS 490. Enrollment limited to students who have declared a major

or minor within the Science Department. Evaluation is Satisfactory/Unsatisfactory. Students majoring in Biology must earn a grade of C or higher. Course may not be repeated to remove a failing grade. Cross-listed as CHEM/BIOL 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department. Offered Fall and Spring.

**ENVS 220 Introduction to Atmospheric Sciences 3 hours**

An introduction to the study of weather and climate. Cross-listed as GEOG 220. Prerequisite: Sophomore standing. Offered odd Spring.

**ENVS 222 Conservation Biology 3 hours**

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. Prerequisite: BIOL 112. Offered odd Fall.

**ENVS 223 Environmental Disasters 3 hours**

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. Prerequisite: GEOG 101. Offered odd Fall.

**ENVS 230 Environmental Toxicology and Chemistry 3 hours**

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 CHEM 230. Prerequisite: CHEM 112. Occasional offering.

**ENVS 233 Topics 3 hours**

**ENVS 251 Resource Management 3 hours**

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. Prerequisite: GEOG 101. Offered even Fall.

**ENVS 272 An Introduction to Environmental Literature 3 hours**

An introduction to contemporary writings 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. Prerequisite: ENGL 112. Offered Fall.

**ENVS 300 Evolution 3 hours**

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 are considered. Cross-listed as BIOL 300. Prerequisite: BIOL 112 and BIOL 342. Offered odd Fall.

**ENVS 310 Environmental and Resource Economics 3 hours**

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 ECON 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115. Occasional offering.

**ENVS 312 Environmental Politics 3 hours**

Study of environmental issues and policies from both a national and global perspective. Cross-listed as POSC 312. Prerequisite: POSC 111. Occasional offering.

**ENVS 320 Ecology 3 hours**

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 320. Prerequisites: BIOL 112; BIOL/ENVS 320L or concurrent enrollment; BIOL/ENVS 222 recommended. Offered even Spring.

**ENVS 320L Ecology Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as BIOL 320L. Prerequisite: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment. Offered even Spring.

**ENVS 332 Environmental Ethics 3 hours**

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. Offered even Spring.

**ENVS 333 Topics 1-3 hours**

**ENVS 352 American Environmental History 3 hours**

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as HIST 352. Prerequisite: Junior standing. Occasional offering.

**ENVS 372 Environmental Education 3 hours**

The study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as EDUC 372. Prerequisite: EDUC 300. Occasional offering.

**ENVS 390 Environmental Studies Project 1 hour**

Final culminating project for the Environmental Studies minor arranged in conjunction with one or more of the Environmental Studies 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. Prerequisite: Completed at least 12 hours toward the Environmental Studies minor. Offered Fall and Spring.

**ENVS 395 Research Design in the Sciences 3 hours**

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 CHEM 395. Students majoring in biology, chemistry or environmental science must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

**ENVS 433 Topics 3 hours****ENVS 490 Senior Seminar-Environmental Studies 1 hour**

**A seminar required as a culminating experience prior to graduation for all seniors majoring in environmental studies.** Students carry out a project that demonstrates a synthesis of ideas from their environmental studies program. A grade of C or higher is required. Prerequisites: Senior standing, completion of 26 hours of major requirements, ENGL 112. Offered Fall and Spring.

**ENVS 499 Internship 1-3 hours**

Field experience working as an intern in a private or public agency. Supervised, on-site work experience required. Forty-five clock hours of experience are required for 1 semester hour of credit. A total of 3 hours of internship is required for the Environmental Studies major. Prerequisite: Advisor approval must be obtained the semester before the internship is undertaken. Offered Fall and Spring.

**FINANCE (FINC)****Business Administration Department****FINC 295 Risk and Insurance 3 hours**

Basic concepts and practices found in modern insurance and other methods of handling risk. Occasional offering.

**FINC 298 Personal Financial Planning 3 hours**

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. Offered Spring.

**FINC 350 Business Finance 3 hours**

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. Prerequisites: ACCT 281; MATH 150 or MATH 170. Offered Fall and Spring.

**FINC 354 Investments 3 hours**

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. Prerequisite: ACCT 281. Offered Fall.

**FINC 395 Financial Markets and Institutions 3 hours**

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. Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350. Offered Fall.

**FINC 396 Corporate Finance 3 hours**

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. Prerequisites: ACCT 281; MATH 150 or MATH 170; FINC 350. Offered Spring.

**FINC 397 Principles of Real Estate 3 hours**

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. Offered Spring.

**FINC 410 Quantitative Methods for Sports Management 3 hours**

An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. Prerequisites: ECON 293, ECON, 294, FINC 350, MATH 170, MATH 250. Occasional offering.

**FINC 495 International Finance 3 hours**

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 ECON 495. Prerequisites: ECON 293, FINC 350. Offered odd Fall.

**FINC 496 Financial Management 3 hours**

Application of various financial management decision-making techniques as they apply to complex business problems. Prerequisite: FINC 396. Occasional offering.

**FINC 498 Comprehensive Financial Planning 3 hours**

A study of the principles and practices of professional financial planning using an integrated planning model. Case studies 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. Prerequisite: FINC 354. Offered Spring.

**FINC 499 Internship 1-3 hours**

## GEOGRAPHY (GEOG)

### History and Social Sciences Department

**GEOG 101 Introduction to Geography 3 hours**

Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**GEOG 220 Introduction to Atmospheric Sciences 3 hours**

An introduction to the study of weather and climate. Cross-listed as ENV5 220. Prerequisite: Sophomore standing. Offered odd Spring.

**GEOG 223 Environmental Disasters 3 hours**

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. Prerequisite: GEOG 101. Offered odd Fall.

**GEOG 233 Topics 1-3 hours**

**GEOG 251 Resource Management 3 hours**  
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 ENVS 251. Prerequisite: GEOG 101. Offered even Fall.

**GEOG 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**GEOG 433 Topics**

## **GEOLOGY (GEOL)**

### **Science Department**

**GEOL 110 Introduction to Physical Geology 3 hours**

An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes. Offered even Fall. **G.E.**

**GEOL 110L Introduction to Physical Geology Laboratory 2 hours**

Laboratory experience to accompany GEOL 110. Prerequisite: GEOL 110 or concurrent enrollment. GEOL 110 must be completed before it can be used as G.E. credit. \$30 lab fee. Offered even Fall. **G.E.**

## **HISTORY (HIST)**

### **History and Social Sciences Department**

**HIST 101 Western Civilization I 3 hours**  
European history from Greece to 1715. Offered Fall and Spring. **G.E.**

**HIST 102 Western Civilization II 3 hours**  
European history since 1715. Offered Fall and Spring. **G.E.**

**HIST 121 American History to 1877 3 hours**  
A survey of institutions, politics, culture, and society in America from colonization to reconstruction. Offered Fall. **G.E.**

**HIST 122 American History Since 1877 3 hours**

A survey of institutions, politics, culture and society in America from reconstruction to the present. Offered Spring. **G.E.**

**HIST 231 Imperial Russia 3 hours**

Russian history from the founding of Kiev to the death of Alexander I, with emphasis on the Princes 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. Occasional offering. *Course meets Multicultural graduation requirement.*

**HIST 232 History of Russia 1825 to Present 3 hours**

Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriotic War, the Cold War, to the Commonwealth of Independent States. Occasional offering.

**HIST 233, 333, 433 Topics 3 hours**

Selected courses approved by the History and Social Sciences Department for history credit.

**HIST 234 History of Latin America 3 hours**

Survey of the history of Latin America from the early nineteenth century to the present. Through themes such as struggles for independence, colonial legacies, economic dependency, ethnic, gender, and class relations, U.S. intervention, and the political and social movements of Latin American countries, students gain an understanding of these major themes and how they compare within different Latin American countries. The focus shifts from country to country depending on the theme, and includes examples from Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay, and Venezuela. Occasional offering.

**HIST 235 History of the Modern Middle East 3 hours**

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 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. Offered even Spring. *Course meets Multicultural graduation requirement.*

**HIST 250 Missouri History 3 hours**

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 will highlight the state's diverse cultural heritage and distinctive political culture. Occasional offering.

**HIST 255, 256, 257, 355, 356, 357, 456, 457 Directed Study 1-3 hours**

**HIST 303 History and Philosophy of Modern Science 3 hours**

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as PHIL 303. Prerequisite: HIST 102. Occasional offering.

**HIST 312 Twentieth Century American Diplomatic History 3 hours**

Diplomacy since 1890s and emergence of the nation as a world power. Prerequisite: HIST 122. Offered even Fall.

**HIST 314 Modern China 3 hours**

Chinese history since 1800. Prerequisite: Junior standing. Offered even Spring. *Course meets Multicultural graduation requirement.*

**HIST 316 Modern Japan 3 hours**

Japanese history since 1800. Prerequisite: Junior standing. Offered odd Spring. *Course meets Multicultural graduation requirement.*

**HIST 318 The Vietnam War 3 hours**

A study of the war in Vietnam by examining the American involvement in the context of Vietnamese history and culture and the goals of countries outside Vietnam. Events of the war are placed in a multiplicity of contexts to show how ideological, political, diplomatic, social, and economic considerations affected the conduct of the war. The

impact of the war on American society, politics, and cold war diplomacy are examined. Prerequisite: HIST 122. Occasional Offering. *Course meets Multicultural graduation requirement.*

**HIST 321 History of the Modern U.S. 3 hours**

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 1928, 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. Prerequisite: HIST 122. Offered odd Fall.

**HIST 322 European Society and the Sexes 3 hours**

Explores the interrelationship among culture, politics, economics, family and gender in Europe from roughly 1700 to the present. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of a Europe in which gender has differentiated historical experiences. Topics include gender theory, separate of spheres, the historical meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution and selected intellectual contributions of key thinkers. Cross-listed as WMST 322. Prerequisite: HIST 102. Offered even Spring.

**HIST 335 Nineteenth Century Europe 3 hours**

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 I. Prerequisite: HIST 102. Offered odd Fall.

**HIST 336 Twentieth Century Europe 3 hours**

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 European community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of these 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 affected Europe between 1914 and the twenty-first century. Prerequisite: HIST 102. Offered even Spring.

**HIST 340 Philosophy of Revolution 3 hours**

Examination of the nature of revolution – intellectual, philosophical, economic, and political. Cross-listed as PHIL 340. Occasional offering.

**HIST 342 American Civil War 3 hours**

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. Offered even Fall.

**HIST 348 World War II 3 hours**

Examination of the causes, events and consequences of the Second World War from a global perspective. This course examines the major diplomatic, political and military objectives, and campaigns of the nations involved, and examines the war from the perspective of the individual combatant and civilian non-combatant. The impact of the war on American society and culture and the

political alignment of the past war is studied as well. Prerequisite: HIST 122. Occasional offering.

**HIST 350 American Revolution 3 hours**

Analysis of the American Revolution during the eighteenth century. The course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military, and constitutional issues shaping the struggle for independence. Significant attention is given to the clash of values, interest, arms and ambitions transforming the thirteen colonies into the United States before 1787. Prerequisite: HIST 121. Offered even Spring.

**HIST 352 American Environmental History 3 hours**

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as ENV 352. Prerequisite: Junior standing. Occasional offering.

**HIST 358 The Making of Modern Britain 3 hours**

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. Offered even Fall.



**HIST 359 Rise and Fall of the British Empire 3 hours**

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. Offered odd Spring.

**HIST 362 History of the American West 3 hours**

Analysis of Western America from colonization to the present. This course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of natives and strangers 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. Occasional offering.

**HIST 370 American Military History 3 hours**

Analysis of the military history of the United States from the colonial period to the present. This course considers the role and use of armed forces in relation to the social, cultural, political, economic, and technological development of the United States. It not only addresses such themes as wartime strategy, operational tactics, and combat technology, but also the impact of warfare on society and on the remembrances of ordinary men and women in uniform. Significant attention is given to the evolution of civil-military relations, the advent of professionalism in the military, the non-military uses of the military, and the military's role as a tool for global power. Prerequisite: Junior standing. Offered odd Fall.

**HIST 371 History of American Business 3 hours**

Analysis of American business from the colonial period to the present. The course traces the stories of significant entrepreneurs and the firms they built. It focuses on the mana-

gerial revolution that established a modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention is given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. Cross-listed as MGMT 371. Prerequisite: Junior standing. Occasional offering.

**HIST 372 American Indian History 3 hours**

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. Prerequisite: Junior standing. Offered odd Spring.

**HIST 381 History of Christianity: The Early Church 3 hours**

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 with RELI 381. Prerequisite: HIST 101. Offered odd Fall.

**HIST 382 Christianity in the Modern World 3 hours**

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. Prerequisite: HIST 102. Offered even Spring.

**HIST 399 Internship 1-12 hours****HIST 433 Topics 1-3 hours**

**HIST 490 Historiography 3 hours**

A proseminar on the works of historians from antiquity to the present. It provides participants an opportunity to study significant historical fields of inquiry and to consider how historians have dealt with such concerns as the cause of events, the reliability of evidence, and the citation of sources. All participants develop a proposal for a senior thesis on an historical topic. The proseminar is required of all history majors. Prerequisites: HIST 101, HIST 102, HIST 121 and HIST 122. Offered Fall.

**HIST 494 Historical Research and Methods 3 hours**

**The culminating seminar for graduation as a History major.** 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 grade of "C" or higher is required. Prerequisite: HIST 490. Offered Spring.

**HIST 499 Internship 1-12 hours****HONORS (HNRS)****HNRS 310 Honors Service 1 hour**

All students participating in the Honors Program must complete this course prior to graduation. Students must design a community service activity, choose a professor to direct that activity, and perform the project. Requires 45 hours of service activity. Prerequisite: Eligibility for Honors Program. Offered Fall and Spring.

**HNRS 340 Schiffman Ethics in Society Lecture 3 hours**

Each year a renowned scholar or public figure is invited to the home campus to speak on the role of ethics in society. This course is a careful review of the writings by this year's speaker as well as an investigation of the literature surrounding the topic of the guest's presentation. May be repeated. Prerequisite: Eligibility for Honors Program. Offered Spring.

**HNRS 350 Topics 3 hours**

An investigation of some great idea or ideas

in the liberal arts and sciences, a focus on an epoch or trend in cultural history, an in-depth study of an alternative culture or a myopic biography. Examples: Beauty, Justice, Evolution and Fundamentalism, Postmodernism, Gay and Lesbian Culture, The Civil Rights Movement, What Are Numbers?, American Political Philosophy, etc. May be repeated. Prerequisite: Eligibility for Honors Program. Offered Fall.

**HNRS 484 Honors 3 hours**

Open to students who have been accepted as candidates for degrees with Distinction and who are registering for their final semester. Offered Fall and Spring.

**HUMAN SERVICES (HUMS)****Criminal Justice Administration and Human Services Department****HUMS 105 Introduction to Human Services 3 hours**

Introduction to the profession, practice and career options of human services. Offered Fall and Spring.

**HUMS 250 Working with Individuals 3 hours**

Theories and methods for working with individuals. Offered Fall and Spring.

**HUMS 300 Exploring Research 3 hours**

Finding, understanding, critical analysis and communication of empirically based research for practice application. Prerequisite: MATH 150 or MATH 170. Offered Spring.

**HUMS 310 Military Case Work 3 hours**

Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. Prerequisite: Sophomore standing. Offered odd Fall.

**HUMS 325 Case Management 3 hours**

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. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Fall.

**HUMS 335 Working with Groups 3 hours**

Theoretical foundations, knowledge, values and skills of human service practice as they apply to working with groups. Prerequisite: HUMS 105 or PSYC 101. Offered Fall.

**HUMS 340 Working with Families 3 hours**

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. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Spring.

**HUMS 345 Working with Communities and Organizations 3 hours**

The values, knowledge and skills of human service practice in the context of communities and organizations. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Spring.

**HUMS 350 Social Gerontology 3 hours**

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. Prerequisite: Junior standing. Offered even Fall.

**HUMS 365 American Social Policy 3 hours**

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. Prerequisite: Junior standing. Offered Spring.

**HUMS 375 Disabilities 3 hours**

Examination of 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 dif-

ferent types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten to 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 on this vulnerable population. Prerequisite: Sophomore standing. Offered Spring.

**HUMS 380 Substance Abuse 3 hours**

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. Prerequisite: Sophomore standing. Offered Fall.

**HUMS 385 Mental Health 3 hours**

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. Prerequisite: PSYC 101. Offered Fall.

**HUMS 390 Child Welfare 3 hours**

This course begins with an 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. Prerequisite: Sophomore standing. Offered Spring.

**HUMS 495 Senior Seminar 3 hours**

**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. Grade of C or higher is required. Writing intensive. Emphasis is on creating expertise within an area of interest pertinent to the career and academic goals of the student. Prerequisites: Human Services major, senior standing, and at least 24 hours in the major; may be taken concurrently with HUMS 499. Offered Fall and Spring.

**HUMS 499 Internship 3-6 hours**

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. Permission must be obtained one semester prior to the internship. Prerequisites: Senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements. Evaluation: Satisfactory/Unsatisfactory. Offered Fall and Spring.

## INTRODUCTION TO COLUMBIA COLLEGE (INCC)

### Freshman Experience

**INCC 111 Introduction to Columbia College 1 hour**

Introduction to Columbia College and to the values of learning. The eight-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural, and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook will be introduced. Additionally, students will become familiar with the wide variety of resources available to help them meet their collegiate goals. **All freshmen are strongly encouraged to enroll in this seminar during their first semester.** Offered Fall and Spring.

## JAPANESE (JAPA)

### Humanities Department

**JAPA 101 Beginning Japanese I 2 hours**

Introduction to basic words, phrases, and sentences useful for travelers. Occasional offering. *Course meets three hours of Foreign Language graduation requirement. Course meets Multicultural graduation requirement.*

**JAPA 102 Beginning Japanese II 2 hours**

Continuation of JAPA 101. Occasional offering. *Course meets three hours of Foreign Language graduation requirement. Course meets Multicultural graduation requirement.*

## JOURNALISM (JOUR)

### Humanities Department

**JOUR 101, 201, 301, 401****Newspaper Production 3 hours**

News writing, design layout, copy editing, and photography. The College newspaper, The Columbian, is produced by students in journalism courses. Offered Fall.

**JOUR 102, 202, 302, 402****Newspaper Production 3 hours**

News writing, design layout, copy editing, and photography. The College newspaper is produced by students in journalism courses. Offered Spring.

## MANAGEMENT (MGMT)

### Business Administration Department

*\*Denotes a course that may carry any business administration code.*

**MGMT 150 Introduction to Business 3 hours**

Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized. Offered Fall and Spring.

**MGMT 152 Business Mathematics 3 hours**

Development of an understanding of and skill in using arithmetic calculations in business-oriented problems. Occasional offering.

**MGMT 200 Calculus for Business and Finance 3 hours**

Introduction to analytic geometry, limits, derivatives, definite integrals and their applications. Cross-listed as MATH 200. 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. Occasional offering.

**(\* ) 233 Topics 1-3 hours**

Specialized inquiry into topics not covered in the curriculum.

**MGMT 254 Business Communication 3 hours**

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. Prerequisite: ENGL 112. Offered Fall and Spring.

**MGMT 265 Business Law I 3 hours**

Fundamental principles of law relating to business activity and court systems. Extensive use of cases. Prerequisite: Sophomore standing. Offered Fall and Spring.

**MGMT 311 Public Administration and Policy 3 hours**

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as POSC 311. Prerequisite: POSC 111. Offered odd Fall.

**MGMT 330 Principles of Management 3 hours**

Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. Prerequisites: MGMT 150, junior standing. Offered Fall and Spring.

**MGMT 338 International Business 3 hours**

Exploration of the challenges involved in multinational and international business. Prerequisites: Junior standing, MGMT 330. *Course meets Multicultural graduation requirement.* Offered Fall and Spring.

**MGMT 339 Cross-Cultural Management 3 hours**

Emphasis on interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. Prerequisite: MGMT 330. Offered Fall and Spring.

**MGMT 341 Small Business Management 3 hours**

The elements to establish and operate a small business are examined in light of internal and external environmental requirements. Prerequisite: MGMT 330. Offered Fall.

**MGMT 360 Organizational Theory 3 hours**

Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330. Occasional offering.

**MGMT 361 Human Resource Management 3 hours**

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. Prerequisite: MGMT 330. Offered Spring.

**MGMT 362 Organizational Behavior 3 hours**

Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101. Offered Fall and Spring.

**MGMT 363 Productions and Operations Management 3 hours**

Emphasis on techniques and skill for manufacturing. Prerequisite: MGMT 330. Occasional offering.

**MGMT 364 Workforce Planning and Employment 3 hours**

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. Prerequisite: MGMT 361. Available via the Online Program only.

**MGMT 365 Compensation and Benefit Systems 3 hours**

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. Prerequisite: MGMT 361. Available via the Online Program only.

**MGMT 367 Business Law II 3 hours**

Continuation of Business Law I. Prerequisite: MGMT 265. Occasional offering.

**MGMT 368 Business Ethics 3 hours**

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. Prerequisite: MGMT 330. Offered Fall and Spring.

**MGMT 371 History of American Business** **3 hours**

Analysis of American business from the colonial period to the present. The course traces the activities of significant entrepreneurs and the firms they built. It will focus on the managerial revolution that established a modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. 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. Prerequisite: Junior standing. Occasional offering.

**MGMT 375 Labor Relations** **3 hours**

Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances and agreement administration. Prerequisite: MGMT 361. Occasional offering.

**MGMT 393 Business Information Systems** **3 hours**

Emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing. Offered Fall and Spring.

**MGMT 422 Small Business Development** **3 hours**

Continuation of MGMT 341, focusing on the operation and development of an established business concern. Prerequisite: MGMT 341. Occasional offering.

**MGMT 430 Management Science** **3 hours**

Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. A variety of models and approaches are introduced 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. Prerequisites: MATH 150 or MATH 170, MATH 250, FINC 350. Offered Spring.

**(\* 433 Topics** **1-3 hours**

Special inquiry into topics not covered in the curriculum.

**MGMT 461 Human Resource Development** **3 hours**

Study of Human Resource Development in 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 are addressed. Prerequisite: MGMT 361. Available via the Online Program only.

**MGMT 479 Strategic Management** **3 hours**

**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. Prerequisites: Senior status, completion of a minimum 33 hours of core requirements and at least six hours of upper-level courses within the identified major. Offered Fall and Spring.

**(\* 499 Internship** **1-6 hours**

Application, analysis, and evaluation of managerial functions and practices from the perspective of a management trainee. Supervised, on-site work experience

required. Prerequisites: senior standing, cumulative GPA of 3.0 or higher.

## MARKETING (MKTG)

### Business Administration Department

#### **MKTG 310 Principles of Marketing** 3 hours

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. Prerequisite: Junior standing. Offered Fall and Spring.

#### **MKTG 327 Retail Management and Strategies** 3 hours

Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. Prerequisites: MGMT 150, junior standing. Offered even Fall.

#### **MKTG 331 Consumer Behavior** 3 hours

Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. Prerequisite: MKTG 310. Offered Fall and Spring.

#### **MKTG 332 Public Relations** 3 hours

Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. Prerequisites: MGMT 254 or ENGL 204, and MKTG 310. Offered Fall.

#### **MKTG 335 Advertising and Sales Promotion** 3 hours

Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communications. Prerequisite: MKTG 310. Offered Fall and Spring.

#### **MKTG 352 Personal Selling and Sales Management** 3 hours

Emphasis on techniques and skills of personal selling. Sales presentations required. Prerequisite: MKTG 310. Offered odd Spring.

#### **MKTG 360 E-Marketing** 3 hours

This course explores how the Internet can be used effectively to enhance the marketing

activities of corporate enterprises, non-profits and government agencies. Prerequisites: CISS 170 and MKTG 310. Offered Spring.

#### **MKTG 399 Internship** 1-3 hours

#### **MKTG 410 Global Marketing** 3 hours

Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Prerequisite: MKTG 310. Offered Spring. *Course meets Multicultural graduation requirements.*

#### **MKTG 420 Readings in Public Relations** 3 hours

Case studies and special readings are utilized to illustrate and apply public relations' theories and practices in diverse organizational settings; emphasis is on the proper design and utilization of public relations tools that illustrate strategic public relations competencies. Prerequisites: MKTG 310, MKTG 332. Offered Spring.

#### **MKTG 441 Marketing Research** 3 hours

A managerial approach to this highly technical and quantitative field. Prerequisites: MKTG 310, MATH 250. Offered Spring.

#### **MKTG 478 Marketing Management** 3 hours

Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. Prerequisite: MKTG 310. Offered Fall and Spring.

#### **MKTG 480 Sports and Event Marketing** 3 hours

Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. Prerequisite: MKTG 310. Offered Fall.

#### **MKTG 499 Internship** 1-6 hours

Students can earn a maximum of six semester hours of internship credit.

## MATHEMATICS (MATH)

### Computer and Mathematical Sciences Department

**MATH 104 Beginning Algebra 3 hours**

Introduction to the fundamental concepts of algebra. Review of arithmetic skills, solving linear equations and inequalities, application problems, graphing lines, and introduction to polynomials and factoring. Students must repeat the course if a U, F or D grade is awarded. Offered Fall and Spring.

**MATH 106 Intermediate Algebra 3 hours**

Second course in a three-course sequence in algebra. Review of factoring and graphing lines. An introduction to solving systems of linear equations, rational expressions, roots and radicals, quadratic equations and an introduction to exponential and logarithmic functions. Students must repeat the course if a U, F or D grade is awarded. Prerequisite: A passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher. Offered Fall and Spring.

**MATH 115 Mathematics for the Elementary School Teacher 3 hours**

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. Prerequisite: Grade of C or higher in MATH 104 or a score of 21 or above on the math portion of the ACT or 500 or above SAT score, or a passing score on the Columbia College math placement exam. Offered Spring.

**MATH 150 College Algebra 3 hours**

Study of algebraic concepts including linear and quadratic equations, inequalities and systems; polynomials, rational, exponential and logarithmic functions in the natural and social sciences with emphasis on their numerical, graphical, and algebraic properties and their applications. Introduction to summation notation, sequences, and series. 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

500 or above SAT score, or a passing score on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

**MATH 170 Finite Mathematics 3 hours**

This course presents 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, and the mathematics of finance. Prerequisite: Grade of C or higher in MATH 104, 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 500 or above SAT score, or a passing grade on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

**MATH 180 Precalculus 3 hours**

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. Prerequisite: Grade of C or higher in MATH 150, or a score of 23 or above on the math portion of the ACT or 540 or above SAT score. Offered Fall and Spring. **G.E.**

**MATH 200 Calculus for Business and Finance 3 hours**

Introduction to analytic geometry; limits, derivatives, definite integrals and their applications. Cross-listed as MGMT 200. 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 above SAT score. Occasional offering.

**MATH 201 Calculus and Analytic Geometry I 5 hours**

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in MATH 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score. Offered Fall and Spring. **G.E.**

**MATH 222 Calculus and Analytic Geometry II 5 hours**

The second part of the three-part calculus series. Transcendental functions, techniques



of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. Prerequisite: MATH 201 with grade of C or higher. Offered Fall and Spring.

**MATH 225 Discrete Mathematics I 3 hours**

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). Prerequisite: Grade of C or higher in MATH 201; or score of 26 or above on the ACT math portion or 590 or above SAT score. Offered Fall.

**MATH 233 Topics 1-3 hours**

**MATH 250 Statistics I 3 hours**

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. 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. Offered Fall and Spring. **G.E.**

**MATH 251 Statistics II 3 hours**

This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. Prerequisite: MATH 250. Offered even Spring.

**MATH 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**MATH 300 Multivariate Calculus 3 hours**

Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. Prerequisite: MATH 222 or MATH 245. Offered even Fall.

**MATH 303 Linear Algebra 3 hours**

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. Prerequisite: Grade of C or higher in MATH 201. Offered odd Fall.

**MATH 304 Introduction to Abstract Algebra 3 hours**

Introduction to 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. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225. Offered even Spring.

**MATH 305 Number Theory 3 hours**

The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225. Offered even Fall.

**MATH 325 Discrete Mathematics II 3 hours**

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. Prerequisite: Grade of C or higher in MATH 225. Offered Spring.

**MATH 330 History of Mathematics 3 hours**

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. Prerequisite: Grade of C or higher in MATH 222. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**MATH 331 Foundations of Geometry 3 hours**

This course provides students with the opportunity to broaden and deepen their 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. Prerequisite: Grade of C or higher in MATH 222. Offered odd Spring.

**MATH 340 Introduction to Probability Theory 3 hours**

Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. Prerequisite: Grade of C or higher in MATH 222. Offered odd Spring.

**MATH 370 Differential Equations 3 hours**

Ordinary differential equations and systems with application to the sciences and engineering. Prerequisite: Grade of C or higher in MATH 222. Offered odd Spring.

**MATH 371 Introduction to Complex Variables 3 hours**

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, residues, poles and conformal mapping. Prerequisite: Grade of C or higher in MATH 222. Offered even Spring.

**MATH 380 Advanced Calculus I 3 hours**

Rigorous development of some central ideas in analysis including limits, continuity and differentiability. Prerequisite: Grade of C or higher in MATH 222 or MATH 245. Offered odd Fall.

**MATH 381 Advanced Calculus II 3 hours**

A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. Prerequisite: MATH 380. Offered even Spring.

**MATH 390 Introduction to Topology 3 hours**

Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation, compactness, convergence, completeness and connectedness. Prerequisite: Grade of C or higher in MATH 222. MATH 380 recommended. Offered even Fall.

**MATH 433 Topics 1-3 hours****MATH 493 Senior Seminar in Mathematics for Teachers 3 hours**

**A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels.** Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the

concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. A grade of C or higher is required. Prerequisites: Senior standing, admission to the Teacher Certification Program, EDUC 358 or EDUC 359 or EDUC 360. Offered Fall and Spring.

**MATH 494 Senior Seminar in Mathematics 3 hours**

**A seminar course required as a culminating experience for mathematics majors.** Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for Mathematics. Grade of C or higher required. Prerequisite: Senior standing. Offered Fall and Spring.

**MILITARY SCIENCE (MSCI)**

**Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the university.**

**MSCI 1100 Foundations of Officership 1 hour**

Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management. Offered Fall.

**MSCI 1110 Introductory Military Science Laboratory I 1 hour**

Field application of skills taught in MSCI 1100 to include leadership, land navigation, tactical skills and basic soldier skills. Offered Fall.

**MSCI 1120 Basic Leadership 1 hour**

Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling. Offered Spring.

**MSCI 1130 Introductory Military Science Laboratory II 1 hour**

Field application of skills taught in MSCI 1120 to include leadership, land navigation, tactical skills and basic soldier skills. Offered

Spring.

**MSCI 2160 Topics in Military Science 1-2 hours**

Organized study of selected military science topics. Subjects and credit vary semester to semester. Repeatable once with departmental consent. Prerequisites: departmental consent.

**MSCI 2200 Individual Leadership Studies 2 hours**

Study of military leadership, practical application of critical reasoning and individual judgement with emphasis on developing leaders. Application of physical fitness plan, land navigation and confidence skills. Introduction to military orders. Written and oral presentations required. Offered Fall.

**MSCI 2210 Intermediate Military Science Laboratory I 1 hour**

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught. Offered Fall.

**MSCI 2220 Leadership and Teamwork 2 hours**

Introduction to values and ethics with emphasis on developing leaders. Students learn officer duties including counseling and mentoring techniques. Practical application of confidence skills and marksmanship. Further study of military orders. Written and oral presentations required. Offered Spring.

**MSCI 2230 Intermediate Military Science Laboratory II 1 hour**

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon level offensive and defensive operations. First aid topics and drill and ceremony are also taught. Offered Spring.

**MSCI 3160 The Military and Wars in American Society 3 hours**

Study of how wars and service in the military by citizen volunteers or conscripts affected the subsequent course of United States history. Offered Fall.

**MSCI 3230 Leadership and Problem Solving 3 hours**

Students conduct self-assessment of leadership style, develop personal fitness regimen,

and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. Offered Fall.

**MSCI 3240 Leadership and Ethics 3 hours**

Examines the role communications, values and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability. Offered Spring.

**MSCI 3250 Leadership and Management 3 hours**

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques. Offered Fall.

**MSCI 3260 Officership 3 hours**

Study includes case study analysis of military law and practical exercises on establishing an ethical command climate, service as an officer; capstone exercise. Leadership lab: Students must complete a semester-long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. Prerequisite: MSCI 3250. Offered Spring.

## MUSIC (MUSI)

### Humanities Department

**MUSI 102 Music Fundamentals 3 hours**

An introduction to the elements of music, including study of the musical staff, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of music theory at the keyboard, and rhythmic, melodic and harmonic ear training. Prerequisite: Ability to read music. Offered even Spring.

**MUSI 122 Music Appreciation 3 hours**

A musical appreciation course focusing on European and American works since 1500. Offered Fall and Spring. **G.E.**

**MUSI 160, 360 Jane Froman Singers 3 hours**

Select group requiring travel and performance; by audition. Offered Fall and Spring.

**MUSI 233 Topics 1-3 hours****MUSI 322 Masterpieces of Music 3 hours**

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. Offered Fall.

**MUSI 323 Music of the United States 3 hours**

Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present. Offered odd Spring.

**MUSI 433 Topics 1-3 hours****Applied Music**

Instrumental study must be taken in sequence with the same instrument.

**MUSI 171, 172, 273, 274 Piano 1 hour****MUSI 181, 182, 283, 284 Voice 1 hour****MUSI 183 Broadway Music Voice Class 1 hour**

Class instruction in voice using appropriate music from the American Broadway Musical Theater repertoire. Prerequisite: Ability to match pitch. Occasional offering.

**MUSI 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****NAVAL SCIENCE (NSCI)**

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the University.

**NSCI 1100 Introduction to Naval Science 2 hours**

Introduction to Midshipmen to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service, and the duties of a Junior Officer.

**NSCI 1200 Seapower and Maritime Affairs 3 hours**

Seminars examine the application of seapower as an instrument of foreign policy by the major nations of the world. Emphasis placed on role of the Navy.

**NSCI 2110 Naval Ships Systems I 3 hours**

Ship construction, stability and damage control, basic thermodynamics, the steam cycle and engineering plant, including introduction to gas turbine, diesel and nuclear powered systems.

**NSCI 2130 Evolution of Warfare 3 hours**

Evolution of strategy, tactics, weapons and leadership through the Vietnam period. Development of military policy, the impact of warfare on the political, social and economic structure of nations.

**NSCI 2210 Naval Ships Systems II 3 hours**

Naval weapons systems, their employment and control, including the basic fire control problem, with emphasis on new systems.

**NSCI 3120 Marine Navigation 3 hours**

Theoretical and practical application of the principles of marine navigation. Includes fundamentals of dead reckoning, piloting, tides and current, celestial navigation and electronic navigation.

**NSCI 3130 Amphibious Warfare 3 hours**

History and development of amphibious warfare, principles of amphibious warfare techniques; their application in selected examples from modern.

**NSCI 3140 Leadership and Management 3 hours**

This course provides a basic understanding of the interrelationship between authority, responsibility and accountability within a task oriented organization. Students learn to apply leadership and management skills to prioritize competing demands and to attain mission objectives. Students learn the importance of planning and follow-up. They develop a basic understanding of communication and counseling as it pertains to personnel management. Students gain basic understanding of effective leadership traits and how they should be applied to ensure accomplishment of a unit's objectives. Prerequisites: NSCI 3220 or 3130; sophomore standing. Graded on A/F basis only.

**NSCI 3220 Naval Operations 3 hours**

Principles and concepts of naval operations; rules of the road, command and control in naval operations, communications, anti-submarine warfare, international maritime law, and practical solution of relative motion problems. Prerequisite: NSCI 3120.

**NSCI 4940 Leadership and Ethics 2 hours**

Capstone course of the NROTC academic syllabus. It is designed to provide all midshipmen with the ethical foundation and basic leadership tools needed to be effective junior officers. Prerequisite: junior standing in NROTC.

**NURSING (NURS)****Science Department****NURS 209 Introduction to Nursing 6 hours**

This introductory course to nursing is designed to expose the student to the health care environment and to develop basic care skills. It is recommended for those students who have little or no health care experience or who want a refresher in basic skills before applying to the nursing program. Important concepts and essential basic skills in clinical patient care for the beginning nursing student are discussed and practiced. Other topics include study skills, test-taking strategies, information technology, medical terminology, math assessment and communication skills. \$50 lab fee. Offered Fall (1st 8 weeks), Spring (1st 8 weeks) and Summer.

**NURS 210 Fundamentals of Nursing 6 hours**

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. The nursing process is utilized to identify and provide the building blocks of nursing care in a variety of healthcare settings. Emphasis is placed on developing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, basic introduction to skills for supporting patient care, physical assessment, infection control, patient education, safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. \$100 lab fee. Prerequisites: Admission to the nursing program; NURS 209 if applicable. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

**NURS 211 Mental Health Nursing 3 hours**

This course is designed provide the founda-

tion for entry level competence in mental health nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiology and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship are highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education, pharmacological and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and organizations as resources and support mechanisms. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 212. Offered Spring (1st 8 weeks) and Summer.

**NURS 212 Pharmacology for Nursing 3 hours**

This course is designed to provide the nursing student with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, with patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classification by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 211. Offered Spring (1st 8 weeks) and Summer.

**NURS 213 Foundations of Professional Nursing 6 hours**

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Communication principles, nutrition and patient teaching continue to be discussed. Principles of medication administration, math as applied to medication administration, intravenous therapy and

physical assessment skills are covered. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principles of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus. Accompanying skills lab and clinical experiences are designed to increase the knowledge, judgement, skills level and professional behaviors in the nursing student. \$75 lab fee. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212. Offered Fall (1st 8 weeks) and Spring (2nd 8 weeks).

#### **NURS 214 Medical Surgical Nursing I 6 hours**

This course is designed to integrate knowledge and skills from previous nursing courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology, nutrition, and culture/ethnic/socially diverse concepts are integrated with these topics to develop critical thinking skills in patient care. Introduction to leadership and management theories are presented. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213. Offered Fall (2nd 8 weeks) and Summer.

#### **NURS 215 Medical Surgical Nursing II 6 hours**

This course is designed to introduce students to specialty areas and technology associated with care of critically ill medical surgical patients. Emphasis is placed on developing skills needed to plan, manage and provide patient care to critically ill patients using the nursing process. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Communication, legal-ethic concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213, NURS 214. Offered Fall (1st 8 weeks) and Spring (1st 8 weeks).

#### **NURS 216 Women's and Infant's Health 6 hours**

This course is designed to provide the foundation for entry-level competence in women's and infant's health. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for a woman with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's reproductive and post-reproductive health and health deviations. Various developmental theories are presented to assist the student in analyzing growth and development from birth through middle age adults. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213, NURS 214, NURS 215. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

## **PHILOSOPHY (PHIL)**

### **Humanities Department**

#### **PHIL 201 Introduction to Western Philosophy 3 hours**

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. Offered Fall and Spring. **G.E.**

#### **PHIL 202 Introduction to Eastern Philosophies and Religions 3 hours**

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as RELI 202. Offered Fall and Spring. *Course meets Multicultural graduation requirement.* **G.E.**

#### **PHIL 210 Logic 3 hours**

Introduction to the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic. Offered Fall and Spring. **G.E.**

#### **PHIL 233 Topics 1-3 hours**

**PHIL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**PHIL 303 History and Philosophy of Modern Science 3 hours**

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as HIST 303. Prerequisite: HIST 102. Occasional offering.

**PHIL 321 Major Figures and Schools; Ancient to Medieval 3 hours**

Intensive study of treatises by major philosophers in the ancient and medieval world. Prerequisite: Junior standing. Offered odd Fall.

**PHIL 322 Major Figures and Schools; Early Modern to Modern 3 hours**

Intensive study of treatises by major philosophers in the early modern and modern world. Prerequisite: Junior standing. Offered even Fall.

**PHIL 330 Ethics 3 hours**

Examination of various moral philosophers' attempts to prescribe ethical norms applicable to all mankind. Prerequisite: Junior standing. Offered Fall and Spring.

**PHIL 332 Environmental Ethics 3 hours**

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. Offered even Spring.

**PHIL 340 Philosophy of Revolution 3 hours**

Examination of the nature of revolution – intellectual, philosophical, economic and political. Cross-listed as HIST 340. Occasional offering.

**PHIL 350 Philosophy of Religion 3 hours**

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. Prerequisite: PHIL 201 or RELI 101. Occasional offering.

**PHIL 358 Existentialism 3 hours**

An investigation of the philosophy of existentialism through works of philosophy and fiction. The class 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. Prerequisite: Junior standing. Occasional offering.

**PHIL 390 The Buddha and Buddhism 3 hours**

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 as RELI 390. Prerequisite: Junior standing. Offered even Fall.

**PHIL 400 Political Philosophy 3 hours**

Study of major writers in political philosophy including Plato, Aristotle, Aquinas, Hobbes, Locke, Rousseau, Marx and others. Cross-listed as POSC 400. Offered even Fall. *Course meets Multicultural graduation requirement.*

**PHIL 401 Significant Philosophers 3 hours**

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 context. Emphasis is on systematic thinkers. May be repeated with instructor's permission. Prerequisite: PHIL 321 or PHIL 322. Occasional offering.

**PHIL 460 Biomedical Ethics 3 hours**

Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. Prerequisite: Junior standing. Offered odd Spring.

**PHIL 490 Thematic Seminar in Philosophy and Religious Studies 3 hours**

**Culminating course for Philosophy and Religious Studies majors.** Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students write and present a research paper. Cross-listed as RELI 490. Prerequisite: Junior standing. Occasional offering.

## PHYSICAL EDUCATION (PHED)

### Education Department

**PHED 100 Integrative Fitness I .5 hour**

1st 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique. Occasional offering.

**PHED 101 Integrative Fitness II .5 hour**

2nd 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique. Occasional offering.

**PHED 103 Varsity Volleyball 1 hour****PHED 104 Varsity Basketball 1 hour****PHED 106 Varsity Softball 1 hour****PHED 107 Varsity Soccer 1 hour**

**Note:** PHED 103, 104, 105, 106, and 107 require participation and completion of all requirements for varsity sports as determined by the Athletic Department.

**PHED 108 Beginning Weight Training and Conditioning I .5 hour**

1st eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity. Offered Fall and Spring.

**PHED 109 Beginning Weight Training and Conditioning II .5 hour**

2nd eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity. Offered Fall and Spring.

**PHED 110 Yoga .5 hour**

An activity class designed to teach the basics of yoga practice to develop lifelong strength and flexibility. Occasional offering.

**PHED 111 Beginning Tennis .5 hour**

An activity class designed for the individual who wants to learn a lifetime activity. Offered Fall and Spring.

**PHED 112 Indoor Racquet Sports .5 hour**

A lifetime activity class (Badminton).

**PHED 113 Recreational Volleyball .5 hour**

An activity class designed to teach the basics of recreational volleyball.

**PHED 114 Advanced Lifesaving .5 hour**

A Red Cross certified course for people interested in lifeguarding. Occasional offering.

**PHED 115 Outdoor Recreation .5 hour**

An activity class focusing on outdoor lifetime activities. Offered Fall and Spring.

**PHED 140 First Aid and Cardio-Pulmonary Resuscitation (CPR) 2 hours**

American Red Cross certification: basic first aid and Cardio-Pulmonary Resuscitation (CPR) procedures. Offered Fall.

**PHED 150 Basic Care and Prevention of Athletic Injuries 2 hours**

Introduction to fundamentals of care and prevention of athletic injuries and athletic training. Offered Fall.

**PHED 350 Advanced Care, Prevention, and Rehabilitation of Athletic Injuries and Illnesses 3 hours**

In-depth study of athletic-training techniques and rehabilitation of injuries and illnesses. Prerequisite: PHED 150. Offered Spring.

**PHYSICS (PHYS)****Science Department****PHYS 108 Physical Science Survey 3 hours**

Examination of the physical world and its underlying scientific principles. Cross-listed as CHEM 108. Prerequisite: MATH 106. Offered Fall. **G.E.**

**PHYS 108L Physical Science Survey Laboratory 2 hours**

Laboratory experience to complement PHYS 108. Cross-listed as CHEM 108L. Prerequisite: PHYS 108 or concurrent enrollment. PHYS 108 must be completed before PHYS 108L can be used for **G.E.** credit. Offered Fall. **G.E.**

**PHYS 111 College Physics I 3 hours**

First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elas-



ticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: MATH 150 or MATH 170 or MATH 180. Offered Fall. **G.E.**

**PHYS 111L Physics I Laboratory 2 hours**

Laboratory experiences to complement PHYS 111. \$30 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisites: MATH 150 or MATH 170 or MATH 180; PHYS 111 (may be taken concurrently). Offered Fall. **G.E.** when taken with PHYS 111.

**PHYS 112 College Physics II 3 hours**

Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111. Offered Spring.

**PHYS 112L Physics II Laboratory 2 hours**

Laboratory experiences to complement PHYS 112. \$30 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111. Offered Spring.

**PHYS 211 Calculus-Based Physics I 5 hours**

First part of a two-part calculus-based college physics sequence. The course will cover the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. \$30 lab fee. Prerequisite: MATH 201. Occasional offering.

**PHYS 212 Calculus-Based Physics II 5 hours**

This is the second of a two-part calculus-based college physics sequence. The course will cover the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. \$30 lab fee. Prerequisite: PHYS 211. Occasional offering.

**PHYS 233 Topics 1-3 hours**

**PHYS 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying

chemical science. Topics include: kinetic theory of gases, quantum mechanics and thermodynamics. Cross-listed as CHEM 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or 211, PHYS 112 or PHYS 212 (may be taken as a co-requisite). Offered Spring.

**PHYS 433 Topics 1-3 hours**

## POLITICAL SCIENCE (POSC)

### History and Social Sciences Department

**POSC 111 American National Government 3 hours**

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system. Offered Fall and Spring. **G.E.**

**POSC 215 State and Local Government 3 hours**

To survey American governments on the sub-national level to increase awareness of the impact those governments have over citizens' lives. Offered odd Spring.

**POSC 233, 333, 433 Topics 1-3 hours**

**POSC 233 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

**POSC 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**POSC 280 American Political and Social Thought 3 hours**

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as AMST 280. Prerequisite: ENGL 112. Offered odd Fall.

**POSC 292 International Relations 3 hours**

Theory and practice of how nations relate to

each other. Offered odd Spring. *Course meets Multicultural graduation requirement.*

**POSC 311 Public Administration and Policy 3 hours**

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as MGMT 311. Prerequisite: POSC 111. Offered odd Fall.

**POSC 312 Environmental Politics 3 hours**

Study of environmental issues and policies from both a national and global perspective. Cross-listed as ENVS 312. Prerequisite: POSC 111. Offered odd Fall.

**POSC 315 American Public Policy 3 hours**

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. Prerequisites: ENGL 112, POSC 111. Offered even Spring.

**POSC 317 Politics of Russia and Eurasia 3 hours**

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. Offered odd Spring.

**POSC 321 Politics of Developing Nations 3 hours**

Analysis of the governmental structures and roles played by developing nations in contemporary world affairs. Offered odd Fall.

**POSC 326 International Law and Organizations 3 hours**

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. Prerequisite: POSC 292. Offered odd Spring.

**POSC 330 Media and Politics 3 hours**

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. Prerequisite: POSC 111. Occasional offering.

**POSC 331 European Politics 3 hours**

Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. Offered even Spring.

**POSC 332 The American Presidency 3 hours**

Presidential powers and their use and impact on American political life. Prerequisite: POSC 111. Offered even Spring.

**POSC 333 Topics: Mock Trial 1 hour**

Available to Members of the Columbia College Mock Trial team. Requires participation beginning in the fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 333. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

**POSC 333 Topics: Model United Nations 2 hours**

Available to Members of the Columbia College United Nations team. Requires participation beginning in the fall when the team begins preparing for the spring Model United Nations simulation. Course may be repeated two times.

**POSC 340 Judicial Process 3 hours**

Study of the state and federal court systems and the impact those systems have on American politics and society. Offered Spring.

**POSC 350 Legislative Process 3 hours**

Study of Congress, its structure, procedures, role, and impact in American government. Prerequisite: POSC 111. Offered even Fall.

**POSC 353 Asian Politics 3 hours**

Analysis of the government and politics of selected Asian countries and their economic and social systems. Offered even Fall.

**POSC 360 U.S. Foreign Policy 3 hours**

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. Prerequisite: POSC 292. Offered even Spring.

**POSC 361 American Political Parties 3 hours**

Practical and theoretical study of the American party system. Prerequisite: POSC 111 or HIST 121 and HIST 122. Offered even Fall.

**POSC 390 Political Science Research Methods 3 hours**

An introduction to the research processes used by political science. The scope of political science research and the methods used to address political questions are studied. Prerequisite: three previous courses in political science or government. Offered even Fall.

**POSC 399 Internship 1-12 hours**

Involves working as an intern in a governmental office. Students must work 45 clock hours during the semester for one hour of academic credit. Evaluation is Satisfactory/Unsatisfactory. Permission to enroll must be obtained one semester prior to internship. Prerequisite: POSC 111.

**POSC 400 Political Philosophy 3 hours**

Study of major writers in political philosophy including Plato, Aristotle, Aquinas, Hobbes, Locke, Rousseau, Marx, and others. Cross-listed as PHIL 400. Offered even Fall. *Course meets Multicultural graduation requirement.*

**POSC 440 Constitutional Law 3 hours**

Study of the Constitution's evolution through Supreme Court decisions. Prerequisite: POSC 111. Offered odd Fall.

**POSC 490 Independent Study in Political Science 3 hours**

**Culminating experience for graduation with a B.A. in Political Science.** Requires original research project and final paper. Grade of C or higher required. Prerequisite: POSC 390. Offered Spring.

**PSYCHOLOGY (PSYC)****History and Social Sciences Department****PSYC 101 General Psychology 3 hours**

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.** Offered Fall and Spring. **G.E.**

**PSYC 230 Educational Psychology 3 hours**

Application 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. Prerequisite: PSYC 101. Offered Spring.

**PSYC 233 Topics 1-3 hours****PSYC 260 Introduction to Applied Psychology 3 hours**

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. Offered Spring.

**PSYC 270 Psychology of Emotion 3 hours**

Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in the discipline of psychology. The course examines the relationship between theory and practice in applications designed for use by teachers, counselors and other practitioners in the helping professions. Prerequisite: PSYC 101 or PSYC 260. Offered even Fall.

**PSYC 304 Personality Theory 3 hours**

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. \$20 lab fee (Day Program only). Prerequisites: 6 hrs. of PSYC courses and junior standing. Offered odd Fall.

**PSYC 320 Tests and Measurements 3 hours**

Study of informal and standardized test devel-

opment, administration and evaluation from both the normative and criterion-referenced points-of-view. Prerequisites: PSYC 101 and BIOL/PSYC/SOCI 324. Offered odd Spring.

**PSYC 324 Statistics for the Behavioral and Natural Sciences 3 hours**

The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as BIOL/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: MATH 150 or higher. Offered Fall and Spring.

**PSYC 325 Research Design 3 hours**

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric statistics. Cross listed as SOCI 325. **Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: Grade of C or higher in PSYC/SOCI 324; junior standing. Offered Fall and Spring.

**PSYC 326 Experimental Psychology 3 hours**

Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. Prerequisite: 6 hours of psychology courses. Offered odd Fall.

**PSYC 330 Lifespan Developmental Psychology 3 hours**

The study of physiological, environmental, and interactive variables influencing human development from conception to death. Prerequisite: PSYC 101. Offered Fall.

**PSYC 336 Industrial/Organizational Psychology 3 hours**

Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. Prerequisite: PSYC 101. Offered even Fall.

**PSYC 360 Social Psychology 3 hours**

Theories, methods and research on the nature and causes of individual behavior in social situations. Cross-listed as SOCI 360.

Prerequisite: Six hours of PSYC and/or SOCI courses. Offered Spring.

**PSYC 371 Neuroscience 3 hours**

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. Prerequisites: Six hours of PSYC courses or six hours of BIOL courses. Offered even Spring.

**PSYC 372 Sensation and Perception 3 hours**

Introduction to the study of human senses and higher order perceptual processes. Cross-listed as BIOL 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses, and junior standing. Offered odd Spring.

**PSYC 381 History and Systems of Psychology 3 hours**

Overview of historical antecedents and major theoretical and historical systems within psychology. **Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: PSYC 101 and sophomore standing. Offered Spring.

**PSYC 385 Human Sexuality 3 hours**

Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Prerequisite: PSYC 101. Offered Fall.

**PSYC 391 Child Psychology 3 hours**

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. Prerequisite: PSYC 101. Offered Fall.

**PSYC 392 Adolescent Psychology 3 hours**

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 EDUC 392. Prerequisite: PSYC 101. Offered Spring.

**PSYC 395 Adult Psychology 3 hours**

Physiological, behavioral and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. Prerequisite: PSYC 101. Occasional offering.

**PSYC 412 Learning and Cognition 3 hours**

Theoretical and empirical research related to learning, memory, attention, problem solving, concept formation and language. Prerequisite: Six hours of psychology courses. Offered even Spring.

**PSYC 433 Topics 1-3 hours****PSYC 450 Abnormal Psychology 3 hours**

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. Prerequisites: Six hours of psychology courses; junior standing. Offered Fall.

**PSYC 455, 456, 457 Directed Study 3 hours****PSYC 460 Introduction to Clinical and Counseling Psychology 3 hours**

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. Prerequisites: Six hours of psychology courses and junior standing. Offered odd Spring.

**PSYC 472 Psychopharmacology 3 hours**

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. Prerequisite: Junior standing. Offered even Fall.

**PSYC 480 Group Process 3 hours**

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal and ethical issues associated with paraprofessional and professional practice. Prerequisites: PSYC 101 and PSYC 460. Occasional offering.

**PSYC 495 Integrative Psychology 3 hours**  
**Required as a culminating experience prior to graduation.** 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. Grade of C or higher is required for this course and all prerequisite courses. Prerequisites: Senior standing, Psychology major; PSYC 101, PSYC/BIOL/SOCI 324, PSYC/SOCI 325, PSYC 381. Offered Spring.

**PSYC 499 Internship 1-3 hours**

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 allowed per semester and maximum of six hours allowed over the course of the degree. Prerequisites: Cumulative GPA 3.0 or higher, senior standing. One hour credit awarded for each 45 clock hours.

## RELIGIOUS STUDIES (RELI)

### Humanities Department

**RELI 101 Religion and Human Experience 3 hours**

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 experiences. Offered Fall and Spring. **G.E.**

**RELI 124 The Bible as Literature 3 hours**

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy. Cross-listed as ENGL 124. Occasional offering.

**RELI 201 Religious Classic Texts 3 hours**

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. Offered Fall.

**RELI 202 Introduction to Eastern Philosophies and Religions 3 hours**

Examination of philosophy, religion, and

belief systems of Eastern cultures, past and present. Students study the various traditional “systems of thought” from India, China, Tibet and Japan. Cross-listed as PHIL 202. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**RELI 350 The Philosophy of Religion 3 hours**

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. Prerequisite: PHIL 201 or RELI 101. Occasional offering.

**RELI 381 History of Christianity: The Early Church 3 hours**

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. Prerequisite: HIST 101. Offered odd Fall.

**RELI 382 Christianity in the Modern World 3 hours**

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. Prerequisite: HIST 102. Offered even Spring.

**RELI 390 The Buddha and Buddhism 3 hours**

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 as PHIL 390. Prerequisite: Junior standing. Offered even Fall.

**RELI 400 Religion and Science 3 hours**

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, secular humanism. Prerequisite: Junior standing. Offered odd Spring.

**RELI 490 Thematic Seminar in Philosophy & Religious Studies 3 hours**

**Culminating course for Philosophy and Religious Studies majors.** Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students research, write, and present a research paper. Cross-listed as PHIL 490. Prerequisite: Junior standing. Occasional offering.

## SOCIOLOGY (SOCI)

### History and Social Sciences Department

**SOCI 111 General Sociology 3 hours**

Introductory study of small and large scale human social interaction and social organizations. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**SOCI 112 General Anthropology 3 hours**

Introduction to the study of human physical and cultural evolution. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**SOCI 214 Family 3 hours**

Survey of structures, functions, processes, alternative life styles and problems in the contemporary family. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**SOCI 216 American Social Problems 3 hours**

Nature and impact of contemporary social problems. Offered even Spring.

**SOCI 218 Social Deviance 3 hours**

Nature, 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. Offered Spring and even Fall.

**SOCI 270 Minority Cultures and Relations 3 hours**

Survey of historical and contemporary

minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Offered Fall and Spring. **G.E. Course meets Multicultural graduation requirement.**

**SOCI 310 Women and Society 3 hours**

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. Offered even Fall.

**SOCI 312 Organizations and Institutions 3 hours**

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. Prerequisite: Junior standing. Occasional offering.

**SOCI 321 Criminology 3 hours**

Theories concerning the nature, cause, control, treatment, and prevention of crime. 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. Prerequisite: Junior standing. Offered Fall.

**SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hours**

The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included is analyses of relationship and variance, as well as effect sizes associated with each. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Cross-listed as BIOL/PSYC 324. Prerequisite: MATH 150 or higher. Offered Fall and Spring.

**SOCI 325 Research Design 3 hours**

The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric statistics. Cross-listed as PSYC 325. Students majoring in psychology must earn a grade of C or higher. Prerequisites: Grade of

C or higher in BIOL/PSYC/SOCI 324; junior standing. Offered Fall.

**SOCI 326 Qualitative Research Methods 3 hours**

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. Offered odd Spring.

**SOCI 331 Juvenile Delinquency 3 hours**

Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. Prerequisite: Junior standing. Offered Spring.

**SOCI 333, 433 Topics 1-3 hours**

**SOCI 336 Global Perspectives on Women and Development 3 hours**

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 WMST 336. Prerequisite: Junior standing. Offered even Fall. *Course meets Multicultural graduation requirement.*

**SOCI 341 Sociology of Religion 3 hours**

Theories regarding the sources and roles of religion in society. Sociological principles and concepts applied to religions and religious movements. Examination of current trends in religious movements. Religious perspectives on and experiences of women, homosexuals and ethnic minorities. Topics include: paganism and secular humanism. Prerequisite: Junior standing. Offered even Spring.

**SOCI 350 Social Gerontology 3 hours**

Social, psychological, and physical aspects of aging, including the consequences of the societal demographic shifts toward an increas-

ingly 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. Prerequisite: Junior standing. Offered even Fall.

**SOCI 355, 356, 357, 455, 456, 457**  
**Directed Study** 1-3 hours

**SOCI 360 Social Psychology** 3 hours  
Theories, methods, and research on the nature and causes of individual behavior in social situations. Cross-listed as PSYC 360. Prerequisite: Six hours of PSYC and/or SOCI courses. Offered Spring.

**SOCI 365 American Social Policy** 3 hours  
Nature and development of American social welfare 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 with an emphasis on policy that promotes optimal health and social well-being. Cross-listed as HUMS 365. Prerequisite: Junior standing. Offered Spring.

**SOCI 375 Social Movements** 3 hours  
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. Prerequisite: Junior standing. Offered odd Spring.

**SOCI 380 Sociology of Culture and Mass Media** 3 hours  
Sociological theories of mass media, social impacts of mass media and popular culture on collective consciousness; structure versus agency; new media; the internet. Prerequisite: Junior standing. Offered even Fall.

**SOCI 401 The American Community** 3 hours  
Theories of community change in nature,

history, structure and function of 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, cybercommunities. Prerequisite: Junior standing. Occasional offering.

**SOCI 421 Class, Status, and Power** 3 hours  
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. Prerequisite: Junior standing. Offered Fall.

**SOCI 430 The Sociology of Sport** 3 hours  
Survey of social theories and projected role of the patterns of sports and heroism in society. Offered odd Fall.

**SOCI 460 Classical Social Theory** 3 hours  
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, Mannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. Prerequisite: Junior standing. Offered odd Fall.

**SOCI 470 Contemporary Social Theory** 3 hours  
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 Giddens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. Prerequisite: Junior standing. Offered even Spring.

**SOCI 495 Integrative Seminar** 3 hours  
**Culminating experience for the major.** A capstone course to apply prior learning to probing major areas of research in sociology. Prerequisites: Senior standing, Sociology



Major, SOCI 111, 324, and 325. Offered Fall and Spring.

**SOCI 499 Internship 1-3 hours**

Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one semester prior to internship. Prerequisites: Sociology major, senior standing, 3.0 or higher GPA in Sociology courses. Offered Fall and Spring.

## SPANISH (SPAN)

### Humanities Department

**SPAN 101 Elementary Spanish I 3 hours**

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. Offered Fall and Spring. *Course meets Multicultural graduation requirement. Course meets three hours of Foreign Language graduation requirement.*

**SPAN 102 Elementary Spanish II 3 hours**

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. Prerequisite: SPAN 101 with a grade of C or higher or three years of high school Spanish. Offered Fall and Spring. *Course meets Multicultural graduation requirement. Course meets three hours of Foreign Language graduation requirement.*

**SPAN 103 Elementary Spanish III 3 hours**

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 begin with SPAN 103. Prerequisite: SPAN 102 with a grade of C or higher. Offered Fall and Spring.

**SPAN 104 Elementary Spanish IV 3 hours**

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. Prerequisite: SPAN 103 with a grade of C or higher. Offered odd Fall.

**SPAN 110 Spanish for Medical Personnel 3 hours**

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. Occasional offering.

**SPAN 111 Spanish for Law Enforcement Personnel 3 hours**

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. Occasional offering.

**SPAN 112 Spanish for Social-Service Workers 3 hours**

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. Occasional offering.

**SPAN 203 Spanish Conversation I 3 hours**

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. Prerequisite: SPAN 104 with a grade of C or higher. Offered even Spring.

**SPAN 204 Spanish Composition/Conversation and Culture 3 hours**

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. Prerequisite: SPAN 104 with a grade of C or higher. Offered even Fall.

**SPAN 233 Topics 1-3 hours**

**SPAN 255, 256, 355, 356, 455, 456 Directed Study 1-3 hours**  
Individual students meet with the instructor

to carry out a prearranged program of specialized study.

**SPAN 305 Advanced Spanish Conversation and Composition 3 hours**

Intensive study of comprehension, pronunciation, and grammar, with brief written compositions and oral dialogues. Prerequisite: SPAN 102. Offered odd Fall.

**SPAN 306 Commercial Spanish 3 hours**

Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. Prerequisite: SPAN 305. Offered even Spring.

**SPAN 433 Topics 1-3 hours**

**SPAN 499 Internship 1-12 hours**

Qualified students have the opportunity to work during the summer months in an international trade setting. Occasional offering.

## STUDY ABROAD

**COLL 177 Study Tour Experiences 1 hour**

Short term study abroad experience. Occasional offering.

**\_\_ 277 / 377 / 477 1-3 hours**

Short term study abroad experiences. Subject matter will vary within the department's field of study. Course may be repeated. Prerequisite: Determined by instructor. Occasional offering.

## TUTORING

**\_\_ 225 Tutoring .5-3 hours**

Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required hours for credit. Prerequisite: to be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

## WOMEN'S STUDIES (WMST)

### History and Social Sciences Department

**WMST 310 Women and Society 3 hours**

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. Offered even Fall.

**WMST 322 European Society and the Sexes 3 hours**

Explores the interrelationship among culture, politics, economics, family and gender in Europe from roughly 1700 to the present. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of a Europe in which gender has differentiated historical experiences. Topics include gender theory, separate of spheres, the historical meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution, and selected intellectual contributions of key thinkers. Cross-listed as HIST 322. Prerequisite: HIST 102. Offered even Spring.

**WMST 336 Global Perspectives on Women and Development 3 hours**

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 336. Prerequisite: Junior standing. Offered even Fall. *Course meets Multicultural graduation requirement.*

**WMST 343 Gender Communication 3 hours**

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as COMM 343. Prerequisite: COMM

226 Course Descriptions

230. Offered even Spring.

**WMST 485 Feminist Theory and Methodology 3 hours**

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 covered. Offered odd Fall.

## BOARD OF TRUSTEES

### OFFICERS

Chair ..... **Daisy Grossnickle '66**  
 Vice Chairman ..... **Richard Montgomery**  
 Secretary ..... **Janet Wright '58**

**TERM EXPIRES IN 2009**

**Daisy Grossnickle '66**  
Columbia, Missouri

**Sandra Nichols '80**  
North Potomac, Maryland

**R. Marvin Owens**  
Columbia, Missouri

**Carol Winkler '93**  
Columbia, Missouri

**TERM EXPIRES IN 2010**

**Judith Cunningham '64**  
Columbia, Missouri

**Jerry Daugherty**  
Columbia, Missouri

**Lisa Ford-Brown\***  
Columbia, Missouri

**Don Landers**  
Columbia, Missouri

**Robert W. Maupin**  
Columbia, Missouri

**Jolene Schulz '61**  
Columbia, Missouri

**Anita Timmons '58**  
Sea Island, Georgia

**Rev. John J. Yonker**  
Columbia, Missouri

**TERM EXPIRES IN 2011**

**Mark Baisley '93**  
Aurora, Colorado

**Walter E. Bixby III, '82**  
Kansas City, Missouri

**Gary Drewing**  
Columbia, Missouri

**Richard Montgomery**  
Columbia, Missouri

**Ron Nielsen**  
Columbia, Missouri

**Peggy Price '43**  
Brookfield, Missouri

**Daniel L. Scotten**  
Columbia, Missouri

**Patrick Smith**  
Columbia, Missouri

**Diane Suhler\***  
Columbia, Missouri

\*Faculty Representative

## ADMINISTRATION

### SENIOR ADMINISTRATION

**Gerald T. Brouder**, President

A.A., Mayfair College; B.S., University of Illinois; M.S., Northern Illinois University; Ph.D., University of Texas-Austin

**Terry B. Smith**, Executive Vice President and Dean for Academic Affairs, Professor of Political Science

B.A., Central Methodist College; M.A., Ph.D., Michigan State University

**Mike Randerson**, Vice President for Adult Higher Education

B.A., Southern Illinois University-Carbondale; M.A., The George Washington University

**Faye Burchard**, Dean for Campus Life

B.S.E., Arkansas State University; M.A., East Carolina University

**Bruce E. Boyer**, C.P.A., Controller/Chief Financial Officer

B.S., Bowling Green State University

**Robert P. Burchard**, Director of Athletics and Physical Recreation; Head Men's Basketball Coach

B.A., Catawba College; M.A., East Carolina University

**Tery Donelson**, Assistant Vice President for Enrollment Management

B.S., California State Polytechnic University; M.S., Air Force Institute of Technology

**Bob Hutton**, Executive Director of Administrative Services

B.S., Culver-Stockton College, M.Ed., Memphis State University; APPA Institute for Facilities Management

**Mike Kateman**, Executive Director of Development, Alumni and Public Relations

B.S., M.A., University of Missouri-Columbia

**Kevin Palmer**, Chief Information Officer

A.A.S., St. Louis Community College; B.S., Maryville University; M.B.A., Fontbonne University

**Lana Poole**, Executive Director of Marketing

B.S., Missouri State University; M.P.A., University of Missouri-Columbia

### ACADEMIC AFFAIRS

**Terry B. Smith**, Executive Vice President and Dean for Academic Affairs, Professor of Political Science

B.A., Central Methodist College; M.A., Ph.D., Michigan State University

**Misty Haskamp**, Research Analyst

B.S., Southwest Missouri State University; M.A., University of Missouri-Columbia

**Terry Obermoeller**, Executive Assistant

B.S., University of Missouri-Columbia

### ADMINISTRATIVE SERVICES

**Bob Hutton**, Executive Director of Administrative Services

B.S., Culver-Stockton College; M.Ed., Memphis State

University; APPA, Institute for Facilities Management and Housekeeping

### ADMISSIONS

**Samantha White**, Director of Admissions

B.A., University of Missouri-Columbia; M.Ed., Stephens College

**Brian J. Allen**, Assistant Director for Transfer Admissions

B.A., Columbia College

**Lacey Childress**, Associate Director of Admissions

B.A., University of Missouri-Columbia

**Mikel Fields**, Admissions Counselor

B.A., Columbia College

**Annie Hubbell**, Admissions Counselor

B.A., Westminster College

**Kip Kendrick**, Assistant Director

B.A., Columbia College

**Kathy Monnig**, Admissions Counselor

B.S., Central Methodist University

**Penny Sanders**, Evening Admissions Counselor

A.A., B.A., Columbia College

**Tim Tesar**, Coordinator of International and Graduate Admissions

B.A., Drake University

**Erin Zevely**, Admissions Counselor

B.A., Truman University

### ADULT HIGHER EDUCATION DIVISION

**Mike Randerson**, Vice President for Adult Higher Education

B.A., Southern Illinois University-Carbondale; M.A., The George Washington University

**Eric Cunningham**, Associate Dean for Adult Higher Education

B.S., U.S. Military Academy; M.S., Troy State; M.S., University of Missouri-Columbia

**René Massey**, Assistant Dean

A.A., B.A., M.B.A., Columbia College

**Ramona McAfee**, Assistant Dean for Military and Federal Programs

A.A., B.A., University of Alaska Fairbanks; M.P.A., University of Alaska Southeast

**Gary Oedewaldt**, Assistant Dean

B.S., University of Wisconsin; M.A., Central Michigan University

**Sonda Ridgway**, Director of Budget and Personnel

B.S., M.B.A., Columbia College

**Cecil "Pete" Baker**, Director, NAS Jacksonville, Florida

B.S., Southern Illinois University; M.A., Jacksonville University

**Karen Beckstrom**, Director, Elgin, Illinois

B.S., Penn State University; M.A., Michigan State University

**Kim Bonine**, Director, Jefferson City, Missouri

B.S., Lincoln University; M.B.A., Columbia College

**Kathy Crawford**, Director, Christian County, Missouri

B.A., M.Ed., Drury University

**Jeffrey Einhorn**, Director, Guantanamo Bay, Cuba  
B.S., Columbia College; M.S., Mercer University

**Marshall Ferrell**, Director, Ft. Sill, OK  
B.S., Southern Nazarene University; M.A.T., Cameron University

**Theresa Genova**, Director, San Luis Obispo, California  
A.A., Cuesta College; B.A., Mount Saint Mary's College;  
M.B.A., California Polytech State University – San Luis Obispo

**Gary Hall**, Director, Jacksonville, Florida  
A.A., Florida Community College; B.A., University of Central Florida; B.T., University of North Florida; M.S.M., Troy University

**John Hammill**, Director, Hancock Field, New York  
B.S., Syracuse University; M.A., University of Maryland

**John Hardy**, Director, Ft. Worth, Texas  
B.A., University of Texas; M.S., Frostburg State University

**Jewly Harris**, Director, Salt Lake City, Utah  
B.A., University of Phoenix; M.A., Webster University

**Alan Hilliard**, Director, Orlando, Florida  
B.S., Heidelberg College; M.S., State University of New York; Ph.D., Rutgers University

**Bruce Jackson**, Director, Moberly, Missouri  
B.A., University of Missouri-Columbia; B.M., New England Conservatory of Music; M.Mus., University of Arkansas; Ph.D., Ball State University

**John Keeney**, Director, Lake Ozark, Missouri  
B.S., M.A., Southeast Missouri State University; Ph.D., University of Mississippi

**David King**, Director, Ft. Leonard Wood, Missouri  
B.S., Southwest Missouri State University; M.Ed., Ed.D., University of Missouri-Columbia

**MarJean Knokey**, Director, Whidbey Island, Washington  
B.A., Oregon State University; M.A., Columbia University

**Elizabeth Koeller**, Director, Freeport, Illinois  
B.A., University of Evansville; M.S., Eastern Illinois University

**Wanda Lancaster**, Director, Ft. Drum, NY  
B.S., Mississippi State University; M.A., Syracuse University

**Thomas Larsen**, Director, Marysville, Washington  
B.S., Humboldt State University; Master of Strategic Planning, Naval War College (equivalent); M.B.A., National University

**Keith McIver**, Director, NWS Charleston, South Carolina  
B.A., Williams College; M.S., Milano The New School for Management and Urban Policy

**Thomas Meehan**, Director, Coast Guard Island, California;  
A.A.Delta College; B.A., Saginaw Valley State University; M.A., Central Michigan University

**Cindy Miller**, Director, Kansas City, Missouri  
B.A., University of Wisconsin; M.A., University of Missouri-Kansas City

**Mary F. Morgan**, Director, Redstone Arsenal, Alabama  
B.S., University of Texas; M.Ed., University of Texas

**David Mull**, Director, Aurora, Colorado  
B.S., University of Maryland; M.A., Webster University

**Jeffrey C. Musgrove**, Director, Southeast Region, Patrick Air Force Base and Jacksonville, Florida

A.S., Community College of the Air Force; B.S., University of Maryland; M.A., Webster University

**Betsy Quade**, Director, Lemoore, NAS, California  
B.A., California State University; M.A., Chapman University

**Debra Shrout**, Director, St. Louis, Missouri  
BS.E., M.A., Ed.S., Truman State University

**Patti Skinner**, Director, Evening Campus, Missouri  
B.A., Central Methodist College; M.A., Kansas State College-Pittsburg

**Hank Spencer**, Director, Ft. Stewart, Georgia  
B.S., Central Missouri State University; M.S., Troy State University

**Stephen Stephany**, Director, Illinois Region and Lake County, Illinois

B.S., Regis University; M.B.A., Gonzaga University

**Gregory Stratman**, Director, Rolla, Missouri  
B.A., M.A., Ph.D., University of Missouri

**Melissa Stutz**, Director, Crystal Lake, Illinois  
B.A., University of Texas; M.A., Webster University

## ATHLETICS

**Robert P. Burchard**, Director of Athletics and Physical Recreation; Head Men's Basketball Coach

B.A., Catawba College; M.A., East Carolina University

**Jon Barfknecht**, Certified Athletic Trainer and Athletic Training Coordinator

B.S., University of Iowa; M.A., Tennessee Technological University

**Michael B. Davis**, Head Women's Basketball Coach  
B.S., Central Methodist College

**John D. Klein**, Head Soccer Coach

B.S., St. Louis University; M.B.A., University of Missouri-Columbia

**Wendy Spratt**, Head Softball Coach

B.S., Columbia College; M.B.A., Central Missouri State University

**Melinda Wrye-Washington**, Head Volleyball Coach

B.A., Columbia College; M.Ed., William Woods University

## BUSINESS SERVICES

**Bruce E. Boyer**, C.P.A., Controller/Chief Financial Officer  
B.S., Bowling Green State University

**Phyllis Grant**, Payroll Manager

A. A., B.S., Columbia College

**Randal Schenewerk**, Associate Controller

A.A.S., Linn State Technical College; B.S., Columbia College; M.B.A., William Woods University

## CAMPUS LIFE

**Faye Burchard**, Dean for Campus Life

B.S.E., Arkansas State University; M.A., East Carolina University

**Cynthia Baker**, Counselor

B.S., Southeast Missouri State University; M.S.W.,  
University of Missouri-Columbia

**Kim Coke**, Director of Student Development

B.S., University of Missouri-Columbia

**Jimmy French**, Area Coordinator

B.A., Western Washington University

**Elizabeth Kauffman**, Director of Student Activities and  
Leadership Development

B.S., M.Ed., University of Missouri-Columbia

**Diane Ketter**, Coordinator of Health Services

B.S.N., M.S.N., University of Missouri-Columbia

**Don Malson**, Director of Career Services

B.S. Central Methodist College; M.Ed., Northeast Missouri  
State University

**Ryann Schmidt**, Area Coordinator

B.A., Missouri Valley College

**Julie P. Starkey**, Assistant Dean for Campus Life

B.B.A., Texas A&M University; M.Ed., Southwest Texas  
State University

**Ruth Tichenor**, Coordinator of Disability Services

B.A., Southwest Baptist College; M.A., Lincoln University

**Britta Wright**, Director of International Programs

A.A., B.S., Columbia College

**Terri Zeilenga**, MA, LPC Coord. of Counseling Services

B.A., Hope College; M.A., University of Arizona

## DEVELOPMENT, ALUMNI SERVICES & PUBLIC RELATIONS

**Mike Kateman**, Executive Director of Development and  
Alumni Services

B.S., M.A., University of Missouri-Columbia

**Susan Y. Davis**, Senior Director of Alumni Services

B.A., William Woods University

**Lindsay Lopez**, Senior Director of Development

B.A., University of Missouri-Columbia

**Missy Montgomery**, Major Gifts Officer

B.A., William Woods University; M.B.A., Columbia College

**John Randolph**, Director of Research and Grants

B.A., Columbia College

**Therese Wheatley**, Manager of Advancement Services

B.S., Columbia College

## ENROLLMENT MANAGEMENT

**Tery Donelson**, Assistant Vice President for Enrollment  
Management

B.S., California State Polytechnic University; M.S., Air  
Force Institute of Technology

## EVALUATIONS

**Gary Cain**, Director

B.S., University of Missouri-Columbia

## EVENING CAMPUS

**Eric Cunningham**, Associate Dean for Adult Higher  
Education

B.S., U.S. Military Academy; M.S., Troy State; M.S.,  
University of Missouri-Columbia

**Michael Garver**, Academic Advisor

B.A., Columbia College

**John Kenerley**, Assistant Director

B.A., Guilford College; M.A., Illinois State University

**Kim Major**, Academic Advisor

B.A., University of Missouri-Columbia; M.Ed., Stephens  
College

**Patti R. Skinner**, Director of Evening Campus

B.A., Central Methodist College; M.A., Kansas State  
College-Pittsburg

## FINANCIAL AID

**Sharon Abernathy**, Director

B.S., Southeast Missouri State University; M.B.A.,  
Columbia College

## GRADUATE STUDIES

**Terry B. Smith**, Executive Vice President and Dean for  
Academic Affairs, Professor of Political Science

B.A., Central Methodist College; M.A., Ph.D., Michigan  
State University

## HUMAN RESOURCES

**Patty Fischer**, Director of Human Resources

B.S., M.B.A., William Woods University

## INSTITUTIONAL RESEARCH

**Misty Haskamp**, Research Analyst

B.S., Southwest Missouri State University; M.A.,  
University of Missouri-Columbia

## LIBRARY

**Janet Caruthers**, Director

B.A., Central Missouri State University; M.A.L.S.,  
University of Missouri-Columbia

## MAIL AND PRINT SERVICES

**Mark Tindell**, Director

## MARKETING

**Lana Poole**, Executive Director of Marketing

B.S., Missouri State University; M.P.A., University of  
Missouri-Columbia

## MATH CENTER

**Susan Hughes**, Coordinator

B.S., M.A., M.S., University of Missouri-Columbia

## MUSIC ACTIVITIES

**Nollie Moore, Jr.**, Instructor of Music, and Director of Jane Froman Singers  
B.S., M.Ed., University of Missouri-Columbia

## ONLINE CAMPUS

**Gary Massey**, Associate Dean for Adult Higher Education and Online Campus  
B.A., Columbia College; M.A., D.M., Webster University  
**William Carney**, Director, Academic Programs  
B.S., M.A., Truman State University  
**Marilyn Whitehead**, Director, Administration for Online Campus  
B.S., University of Missouri; M.B.A., William Woods University

## PRESIDENT

**Gerald T. Brouder**, President  
A.A., Mayfair College; B.S., University of Illinois; M.S., Northern Illinois University; Ph.D., University of Texas-Austin  
**Lori Ewing**, Executive Assistant  
B.S.E., Northeast Missouri State University

## STUDENT RECORDS & TRANSCRIPTS

**Susan M. Koopmans**, Registrar  
B.A., University of Minnesota

## STUDENT SUPPORT SERVICES

**Nancy Lombardi**, Student Support Services Director  
B.S., Central Missouri State University; M.Ed., University of Missouri-Columbia

## SYSTEMS ANALYSTS

**Karen Huggins**, Director  
B.S., Columbia College

## TECHNOLOGY SERVICES

**Kevin Palmer**, Chief Information Officer  
A.A.S., St. Louis Community College; B.S., Maryville University; M.B.A., Fontbonne University

## WRITING CENTER

**Lynda Dunham**, Writing Center Coordinator  
B.A., Central Missouri State University; M.A., University of Missouri-Columbia

## EMERITI FACULTY

**Paulina A. Batterson**, Professor Emerita of Government  
A.B., Marietta College; M.A., University of Missouri-Columbia

**Carolyn F. Dickinson**, Associate Professor Emerita of English

B.A., M.A., Ph.D., University of Missouri-Columbia

**L. Novelle Dunathan**, Professor Emerita of Education  
B.A., Northwestern University; M.S., University of Utah; Ed.D., University of Missouri-Columbia

**Dennis M. Grev**, Professor Emeritus of Chemistry  
A.B., Mankato State University; M.S., University of Missouri-Columbia

**Elaine T. Grev**, Professor Emerita of Music  
B.S., M.M.Ed., University of Missouri-Columbia

**Helga Huang**, Professor Emerita of Sociology  
A.B., National Taiwan University; M.C.L., Southern Methodist University; Ph.D., University of Missouri-Columbia

**Anthony S. Marshall**, Professor Emeritus of Business  
B.A., M.A., Central Missouri State University; Ph.D., University of Missouri-Columbia

**David O'Hagan**, Professor Emeritus of Music  
A.B., Furman University; M.Mus., Indiana University

**Becky J. Widener**, Associate Professor Emerita of Education

B.S., Southeast Missouri State University; M.A., Webster University; Ph.D., University of Missouri-Columbia

## FACULTY

### FULL-TIME FACULTY AT COLUMBIA CAMPUS

**Anthony M. Alioto**, Professor of History  
B.S., University of Wisconsin, Oshkosh; M.A., Ph.D., Ohio University

**Ann M. Bledsoe**, Associate Professor of Mathematics  
B.S., Southwest Missouri State University; M.A., Ph.D., University of Missouri-Columbia

**Linda Bradley**, Visiting Instructor of Education  
B.A., University of Kentucky; M.A., Eastern Kentucky University

**Ben D. Cameron**, Professor of Art  
B.S., St. Louis University; M.A., University of Iowa; M.F.A. University of Cincinnati

**Danny C. Campbell**, Associate Professor of English  
B.A., William Jewell College; M.A., University of Missouri-Kansas City; Ph.D., University of Oklahoma

**Joseph J. Carrier**, Associate Professor of Criminal Justice  
B.A., Southeastern Louisiana University; M.A., Ph.D., University of Missouri-Columbia; Certification in Law Enforcement

**Linda S. Claycomb**, Instructor of Nursing, Nursing Program Director  
B.S., M.S., University of Missouri-Columbia

**Edward C. Collings**, Professor of Art  
A.B., M.A., M.F.A., University of Missouri-Columbia

**Tonia Compton**, Assistant Professor of History  
B.A., Columbia College; M.A., Texas A&M University; Ph.D., University of Nebraska



**Elizabeth Critser**, Associate Professor of Biology  
A.B., Mount Holyoke College; M.S., University of Wisconsin; M.B.A., Indiana University; Ph.D., University of Wisconsin

**Amy Darnell**, Assistant Professor of Speech Communication  
B.A., Morehead State University; M.A., University of Texas at Austin; Ph.D., Southern Illinois University

**Johanna Denzin**, Assistant Professor of English  
B.A., M.Ed., M.A., Ph.D., University of Illinois

**Yngve Digernes**, Assistant Professor of Sociology  
A.A., Bergen University, Norway; B.A., M.A., Ph.D., University of Missouri-Columbia

**Linda "Kay" Dingler**, Instructor of Nursing  
B.S.N., M.S.N., University of Central Arkansas

**Arlin Epperson**, Associate Professor of Business Administration  
B.S., University of Missouri-Columbia; M.A., Re.D., Indiana University-Bloomington

**Julie Estabrooks**, Assistant Professor of Biology  
B.S., University of Nebraska; Ph.D., New Mexico State University

**Faye Fairchild**, Instructor of Nursing  
B.S.N., M.S.N., University of Missouri-Columbia

**Kenny R. Felts, II**, Assistant Professor of Mathematics  
B.S., M.S., Ph.D., University of Missouri-Columbia

**Kathleen Fitzgerald**, Associate Professor of Sociology  
B.A., St. Louis University; M.A., Southern Illinois University; Ph.D., University of Missouri-Columbia

**Lisa Ford-Brown**, Associate Professor of Speech Communication  
B.S., M.A., Indiana State University; Ph.D., Southern Illinois University

**Joyce Gentry**, Instructor of Nursing  
B.S.N., Truman State University; M.S.N., University of Missouri-Columbia

**Paul Hanna**, Assistant Professor of Education  
B.S., Alfred University; M.A., Lincoln University; Ed.D., North Central University

**Cheryl Hardy**, Professor of Psychology  
B.S., Bowling Green State University; M.A., Ph.D., State University of New York at Binghamton

**Hoyt Hayes**, Associate Professor of Business  
B.S., M.B.A., Western Illinois University; M.A., Eastern Illinois University; Ph.D., Mississippi State University

**Kristina Henry**, Instructor of Nursing  
B.S., University of Central Missouri; M.S.N., University of Kansas Medical Center

**Graham E. Higgs**, Professor of Education and Psychology  
B.A., Vanderbilt University; M.S., Ph.D., University of Tennessee

**Timothy Ireland**, Associate Professor of Business  
B.A., Kansas State University; B.B.A., Washburn University; M.A., University of Iowa; M.B.A., University of Kansas; Ph.D., Emory University

**Alan J. James**, Assistant Professor of Chemistry  
B.S., Truman State University; Ph.D., University of

Missouri-Columbia

**David S. Karr**, Assistant Professor of History  
B.A., M.A., University of Alabama; Ph.D., Vanderbilt University

**Brian L. Kessel**, Associate Professor of Political Science  
B.A., University of Northern Iowa; M.A., Ph.D., University of Iowa

**Angela Kinworthy**, Instructor of Business Administration  
B.S., M.B.A., Lincoln University

**Barry R. Langford**, Instructor of Criminal Justice  
B.A., M.S., J.D., University of Missouri-Columbia

**Nataliya Latushkina**, Associate Professor of Mathematics  
M.S., Ph.D., Odessa University

**Yihsiang Liow**, Associate Professor of Computer Science  
B.S., National University of Singapore; M.S., M.S., Ph.D., University of Illinois at Urbana-Champaign

**Brad D. Lookingbill**, Professor of History  
B.A., Southwestern Oklahoma State University; M.A., Ph.D., University of Toledo

**Michael Lyman**, Professor of Criminal Justice  
B.S., M.S., Wichita State University; Ph.D., University of Missouri-Columbia

**Christopher J. Mazurek**, Assistant Professor of Psychology  
B.S., University of Illinois; M.A., Ph.D., University of North Carolina

**James A. McAllister**, Associate Professor of Biology  
B.S., University of Massachusetts; M.A., M.Phil., Ph.D., University of Kansas

**Pamela A. McClure**, Associate Professor of English  
B.A., M.A., Ph.D., University of Missouri-Columbia

**Nathan Means**, Assistant Professor of Biology  
B.S., Southwest Missouri State University; M.S., Ph.D., University of Missouri-Columbia

**Lizbeth Brydges Metscher**, Instructor of English  
B.S., Oklahoma State University; M.A., University of Oklahoma

**Carla Mettling**, Assistant Professor of English  
B.A., Lawrence University; M.A., University of Chicago; Ph.D., Stanford University

**Kenneth A. Middleton**, Associate Professor of Business Administration  
B.A., M.A., Ph.D., Arizona State University

**Kristina L. Miller**, Assistant Professor of Education  
B.A., University of California; M.A., Bowling Green State University; Ph.D., University of Missouri-Columbia

**Nollie Moore, Jr.**, Instructor of Music, Director of Jane Froman Singers  
B.S., M.Ed., University of Missouri-Columbia

**Michael R. Perkins**, Instructor of Human Services  
B.A., Columbia College; M.S.W., University of Missouri-Columbia; L.C.S.W.

**Michael J. Polley**, Associate Professor of History  
B.A., St. Joseph's College; M.A., Washington State University; M.A., Temple University; Ph.D., Washington State University

**Mark L. Price**, Associate Professor of Philosophy  
A.A., Dalton College; B.A., University of Georgia; M.S.,  
Ph.D., University of Missouri-Columbia

**Sharilyn Reedy**, Instructor of Nursing  
B.S., M.S.N., University of Missouri-Columbia

**David Roebuck**, Professor of Political Science  
B.A., M.S.S., Mississippi State University; Ph.D.,  
University of Mississippi

**Sean Siebert**, Assistant Professor of Business  
Administration  
A.A., St. Louis Community College; B.A., University of  
Missouri-Columbia; M.B.A., William Woods University;  
D.M., Webster University

**Michael Sleadd**, Associate Professor of Art  
B.A., Georgetown College; M.F.A., University of Missouri-  
Columbia

**Frank L. Somer, Jr.**, Associate Professor of Physical  
Chemistry  
B.S., Oglethorpe University; Ph.D., University of  
Tennessee

**Thomas J. Stauder**, Instructor of Business Administration  
B.S., M.A., University of Missouri-Columbia

**E. Bradley Strecker**, Instructor of Nursing  
B.S., University of Wyoming; M.A. Webster University

**Naomi Sugino**, Associate Professor of Art  
B.MUS, B.A., Eastern Illinois University; M.F.A., Wichita  
State University

**Diane R. Suhler**, Associate Professor of Business  
Administration  
A.A., Otero Junior College; B.S., University of Colorado;  
M.I.A., Columbia University; Ph.D., University of Maryland

**Suzanne E. Tourville**, Associate Professor of  
Mathematics  
B.A., Agnes Scott College; M.A., Ph.D., Washington  
University

**J. Thomas Watson**, Professor of Art  
B.A., Harding College, M.A., M.F.A., University of  
Missouri-Columbia

**B. Joann Wayman**, Professor of Business Administration  
B.S., Northeast Missouri State University; M.S., Ph.D.,  
University of Missouri-Columbia

**Sarah S. Wells**, Assistant Professor of Business  
Administration  
B.A., M.B.A., University of Missouri-Columbia

**Lawrence W. West**, Professor of Computer Science  
B.S., Southwest Missouri State University; Ph.D., The  
University of Kansas

**Karen Weston**, Assistant Professor of Education  
B.A., Stephens College; M.Ed, Ph.D., University of  
Missouri-Columbia

**Lia Willis**, Assistant Professor of Human Services  
B.A., M.S.W., Ph.D., University of Missouri-Columbia

**Peggy J. Wright**, Assistant Professor of Biology  
B.S., M.S., Ph.D., University of Missouri-Columbia

**Youlong Zhuang**, Assistant Professor of Business  
Administration/Management Information Systems  
B.S., Shanghai University of Science and Technology;  
M.B.A., Indiana State University; Ph.D., University of  
Kentucky

# ALUMNI ASSOCIATION

## BOARD OF DIRECTORS

President . . . . .	<b>Kerri McBee Black '93</b> Columbia, MO
President Elect . . . . .	<b>Helen "Dale" Coe Simons '65</b> Harrisburg, MO
Secretary/Treasurer . . . . .	<b>Lollie Zander Reed '68</b> Lee's Summit, MO
Immediate Past President . . . . .	<b>William "Bill" J. Johnston '82</b> Columbia, MO
Alumni-Trustee . . . . .	<b>Carol Winkler '93</b> Columbia, MO
Directors . . . . .	<b>Lynne Stuver Baker '64</b> Independence, MO <b>Brandon Beza '96</b> Columbia, MO <b>Deneise Caruthers '96</b> Columbia, MO <b>Tanya Clatterbuck '00</b> Ashland, MO <b>Steve Combs '95</b> Harrisburg, MO <b>Martha Eberhard '00</b> Columbia, MO <b>Beverly Stemmons Green '94</b> Florissant, MO <b>Marjorie Thomas Gutelius '69</b> Kansas City, MO <b>Laura Hutton '03</b> Columbia, MO <b>Rachael Kaelin '05</b> Columbia, MO <b>Joe Reardon '93</b> Columbia, MO

All graduates and former students requesting membership belong to the Columbia College National Alumni Association, which includes more than 30,000 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.

There are more than 61,000 Christian College alumnae and Columbia College alumni.

# INDEX

Academic Achievement .....	93	Recommended High School Curriculum.....	105
Academic Departments .....	20	Residence Life Requirement .....	107
Academic Honors .....	93	Review Process .....	111
Academic Integrity .....	144	TOEFL .....	109
Academic Policies, Regulations and Procedures .....	142	Transcript/Credit Documents Requirement .....	110
Academic Programs .....	19	Transfer Students .....	106, 109
Academic Progress .....	114, 150	Warranted Degree Program .....	112
Accreditation .....	13	Advanced Placement Credit.....	146
ACT Residual .....	136, 146	Advising.....	142
ADA .....	137	Advisor.....	142
Adding/Dropping Courses (see also Withdrawal).....	157	Alpha Chi.....	138
Address Information .....	160	Alpha Kappa Delta.....	138
<b>ADMINISTRATION</b>		Alpha Lambda Delta.....	138
Academic Affairs .....	228	Alpha Phi Sigma.....	139
Administrative Services .....	228	Alpha Sigma Lambda .....	139
Admissions .....	228	Alumni Association (see also Warranted Degree Program) .....	234
Adult Higher Education.....	228	Articulation Agreements.....	96
Athletics .....	229	Assessment.....	142
Business Services .....	229	<b>Associate Degrees .....</b>	<b>88</b>
Campus Life.....	229	Associate in Arts .....	88
Development, Alumni Services and Public Relations.....	230	Associate in General Studies.....	90
Emeriti Faculty.....	231	Associate in Science	
Enrollment Management.....	230	Business Administration.....	88
Evaluations .....	230	Computer Information Systems .....	89
Evening Campus .....	230	Criminal Justice Administration .....	90
Faculty .....	231	Human Services.....	90
Financial Aid .....	230	Nursing.....	91
Human Resources .....	230	Athletics.....	13, 135
Institutional Research .....	230	Attendance .....	116, 142
Library.....	230	Auditing Courses .....	151
Mail and Print Services.....	230	Awards Convocation.....	94
Marketing.....	230		
Math Center.....	230	<b>Baccalaureate Degrees .....</b>	<b>34</b>
Music Activities .....	231	Bachelor of Fine Arts .....	37
Online Campus.....	231	Bachelor of General Studies.....	75
President.....	231	Bachelor with Distinction.....	94
Student Records and Transcripts .....	231	Degree Requirements.....	34
Student Support Services .....	231	BEACON Education Program.....	55
Systems Analysts.....	231	Board of Trustees .....	227
Technology Services.....	231	Bookstore .....	136
Writing Center.....	231		
Administrative Offices.....	Inside Front Cover	Calendars .....	3
<b>Admission Policies.....</b>	<b>105</b>	Campus Buildings.....	15
Adult Higher Education Division .....	112	Campus Life Office.....	133
Application Process .....	105, 111	Campus Visits.....	Inside Front Cover
Campus Transfers .....	108	Cancellation of Registration.....	131, 156
Deadline.....	112	Candidacy for Degree.....	153
Deposit.....	112	Career Services.....	136
Early Out Admission .....	108	Catalog Changes.....	143, 154
English Proficiency .....	110	Central College.....	98
Four-Year Graduation Plan.....	106	Certification Areas .....	53
General Admission.....	105	Cert. in Crime Scene Investigation .....	51, 75
High School Dual Enrollment.....	109	CISS 170 Requirement.....	31
Home Schooled Students .....	105	Classical Program of Study .....	26
Immunization Requirement.....	112	Classification .....	152
International Students.....	109	Class Level.....	152
New Freshmen .....	105, 109	Class Standing .....	152
Non-Degree Seeking Status.....	107	Clubs and Organizations .....	138
Non-Degree Seeking Students.....	111	College-Level Entrance Program (See Credit) .....	146
Online Education .....	112	College Profile .....	13
Readmission.....	107, 108	Commencements .....	153

Computer Lab.....	101
Computer Purchase.....	134
Computer Science Minor.....	21
Computer Use Policy.....	101
Conduct (see Student Conduct).....	143, 144
Cooperative Cross-Enrollment Programs.....	96
Correspondence Credit (see Credit).....	146
Cougar Den.....	135
CougarMail.....	104, 150
Cougar Village.....	134
Counseling Services.....	136
<b>Course Descriptions.....</b>	<b>162</b>
Accounting (ACCT).....	162
Aerospace Studies (ASCI).....	163
American Sign Language (AMSL).....	163
American Studies (AMST).....	164
Art and Graphic Design (ARTS).....	164
Astronomy (ASTR).....	168
Biology (BIOL).....	168
Chemistry (CHEM).....	172
College Introductory Studies (COLL).....	173
Communication (COMM).....	175
Computer and Information Science (CISS).....	177
Criminal Justice Administration (CJAD).....	181
Economics (ECON).....	184
Education (EDUC).....	185
English as a Second Language (ESOL)....	174, 190, 193
English (ENGL).....	190
Environmental Studies/Science (ENVS).....	193
Finance (FINC).....	195
Geography (GEOG).....	196
Geology (GEOL).....	197
History (HIST).....	197
Honors (HNRS).....	201
Human Services (HUMS).....	201
Introduction to Columbia College (INCC).....	175, 203
Japanese (JAPA).....	203
Journalism (JOUR).....	203
Management (MGMT).....	203
Marketing (MKTG).....	206
Mathematics (MATH).....	175, 206
Military Science (MSCI).....	209
Music (MUSI).....	210
Naval Science (NSCI).....	211
Nursing (NURS).....	212
Philosophy (PHIL).....	213
Physical Education (PHED).....	214
Physics (PHYS).....	215
Political Science (POSC).....	216
Psychology (PSYC).....	218
Religious Studies (RELI).....	220
Sociology (SOCL).....	221
Spanish (SPAN).....	224
Study Abroad.....	225
Tutoring.....	225
Women's Studies (WMST).....	225
Course Prerequisites.....	112, 143, 156, 162
<b>Credit</b>	
ACT Residual.....	136, 146
Advanced Placement (AP).....	146
CLEP.....	146
Correspondence.....	146
Credit for Prior Learning.....	146
DANTES.....	150
Excelsior Exams.....	147
International Baccalaureate.....	147
Military Service.....	150
Professional Designations.....	149
Residence.....	150
Transcripts/Credit Documents Requirement.....	147
Transfer.....	149
USAFI.....	150
Crime Scene Investigation Certificate.....	51, 75
Culminating Experience.....	20, 34
Curriculum Requirements.....	143
DANTES Credit (see also Credit).....	150
DAYSTAR Program.....	62
Day Students Enrolling in Evening Courses.....	156
Dean's Academic Achievement Award.....	94
Declaration of Major.....	20
Deferred Payment Plan.....	131
Degree Information.....	34, 88
Degrees and Majors Offered.....	19
Deposit.....	112
Directed Study.....	152
Directory Information (Release of).....	160
Disabilities (students with).....	137
Disciplinary Dismissal.....	145
Disciplinary Suspension.....	146
Disclaimer Statement.....	2
Dismissal.....	155
Distinction, Baccalaureate Degree.....	94
Double Major.....	20
Dropping.....	131, 157
Dual Degrees.....	20
Dual Enrollment.....	109
Education.....	52
E-Mail.....	100, 104
Emeriti Faculty.....	231
English as a Second Language (ESL) Program.....	97
English Composition Requirement.....	31
EServices.....	150
Ethics Code for Computer Usage.....	101
Ethics Course Requirement.....	27, 28
Ethics, Philosophy and Religious Studies Minor.....	22
Evaluation of Transfer Credit.....	149
Excelsior Exams.....	147
Faculty.....	231
Family Educational Rights and Privacy Act.....	159
<b>Fees.....</b>	<b>130</b>
Add/Drop.....	131
Cancellation of Registration.....	131
Credits.....	130
Deferred Payment Plan.....	131
Overload Fee.....	130
Payments.....	130, 131
Refunds.....	130
Total Withdrawal.....	131
Tuition and Fees.....	130
FERPA.....	159
FICE #.....	13, 113
Final Examination Policy.....	150
<b>Financial Aid.....</b>	<b>113</b>
Academic Progress.....	114
Appeals.....	115
Application.....	113
Attendance.....	116

Award Notification.....	113, 116	Who's Who .....	140
Disbursement.....	116	Honors Program .....	93
Eligibility.....	113	Housing Requirement.....	107, 133
FAFSA.....	113	IELTS .....	31, 97, 109, 110
Federal Aid.....	113, 127	Immunization Policy.....	112, 134
Honors and Awards .....	118	Incomplete Grades .....	152
International Students.....	123	Independent Study (see Directed Study).....	152
Loans.....	113, 116	Intergenerational Studies Minor.....	23
Notification.....	113, 116	Interim Suspension.....	145
Outside Sources .....	128	International Baccalaureate.....	147
Probation .....	115	International Programs .....	133
Reinstatement.....	115	International Relations Minor.....	23
Renewal Requirements .....	119	International Students.....	109, 133, 158
Satisfactory Progress.....	114	Internet Access .....	100
Scholarships, Grants and Awards.....	118, 119	Internships.....	154
State Aid .....	126	Jane Froman Singers .....	140
Student Employment .....	126	Jewelry Minor .....	24
Study Abroad .....	117, 129	July Graduates .....	153
Summer Aid .....	129	Kappa Delta Pi.....	139
Suspension.....	115	Kappa Mu Epsilon .....	139
Warranted Degree Program .....	129	Lack-of-Effort Policy .....	142
First Year Teachers.....	70	Lambda Pi Eta.....	139
Focused Baccalaureate Academic Sequence.....	20	Laptop Availability.....	100
Food Services and Dining .....	134	Laptop Requirement.....	47, 79
Foreign Language Requirement.....	30, 34	Latin Honors .....	94
Four Year Graduation Plan.....	97, 106	Legal Studies Minor.....	24
General Education Courses .....	25–30	Library 16, 100	
General Education Requirements .....	25–30	Major, Declaration of.....	20
Good Academic Standing.....	150	<b>Major Fields of Study .....</b>	<b>19</b>
Grade Appeals and Procedure .....	151	Accounting.....	42
Grade Changes .....	152	American Studies.....	34
<b>Grading System.....</b>	<b>150</b>	Art.....	36
Appeals.....	151	Biology .....	38
Audit .....	151	Business Administration.....	40, 88
Grade-Point Average (GPA) .....	151	Ceramics.....	38
Incomplete Coursework.....	152	Chemistry.....	45
Letter Grades.....	150	Computer Information Systems .....	46, 89
Pass/Fail.....	152	Computer Science .....	46
Quality Points.....	151	Criminal Justice Administration.....	49, 90
<b>Graduation</b>		Education.....	52
Honors .....	94	English.....	70
Presidential Award .....	95	Environmental Science .....	72
Health Services .....	135	Financial Services.....	43
Home Campus.....	15	Forensic Science .....	73
Homeschooled.....	105	General Studies .....	75, 90
Honors and Awards Convocation .....	94	Graphic Design.....	38
<b>Honor Societies .....</b>	<b>138</b>	History.....	76
Alpha Chi .....	138	Human Resource Management.....	43
Alpha Kappa Delta.....	138	Human Services .....	77, 90
Alpha Lambda Delta .....	138	International Business .....	43
Alpha Phi Sigma .....	139	Management.....	43
Alpha Sigma Lambda .....	139	Management Information Systems .....	78
Kappa Delta Pi.....	139	Marketing .....	43
Kappa Mu Epsilon.....	139	Mathematics .....	80
Lambda Pi Eta .....	139	Military Science, Naval Science, and Aerospace Studies .....	88
Phi Alpha Delta .....	139	Nursing .....	91
Phi Alpha Theta .....	139	Painting and Drawing.....	38
Pi Sigma Alpha .....	139	Philosophy and Religious Studies .....	81
Psi Chi .....	139	Photography .....	38
Sigma Beta Delta.....	139	Political Science.....	82
Sigma Tau Delta .....	139		
Sigma Zeta .....	139		
Upsilon Pi Epsilon.....	139		

Pre-Engineering.....	87
Pre-Law .....	87
Pre-Med.....	87
Printmaking.....	38
Psychology .....	84
Public Relations and Advertising .....	44
Sociology .....	85
Speech Communication.....	86
Sports Management .....	44
Sports Medicine .....	88
Major Field Test .....	94
Maps, Home Campus, Adult and Higher Education Division.....	17–18
March Graduates.....	154
Mathematics Center .....	98
Military Service, Credit for .....	150
Minor Fields of Study.....	20
Misconduct .....	143, 145
Mission Statement.....	2
Missouri London Consortium.....	98
Missouri State Board of Nursing.....	13, 14, 91
MOBIUS Consortium .....	100
Multicultural Requirement.....	30
Music Activities .....	140
Ninety-Hour Program (Pre-Law).....	87
Non-Degree Students.....	107, 111, 155
Nursing .....	91
Office Hours.....	Inside Front Cover
Optional Program of Study .....	27
Orientation, New Students.....	133
Outcomes Assessment.....	142
Overload .....	130, 154
Parking Permits .....	137
Partners in Corrections Program.....	52
Partners in Law Enforcement Program .....	51
Pass/Fail Option .....	152
Payment Policy, Credits, Refunds .....	130
Personal Curriculum Guide .....	32–33
Personnel Directory .....	227
Phi Alpha Delta .....	139
Phi Alpha Theta .....	139
Photography Minor .....	24
Pi Sigma Alpha .....	139
Plagiarism.....	144
Post Office.....	137
Pre-Engineering.....	87
Pre-Law .....	87
Pre-Medicine .....	87
Prerequisites.....	112, 143, 156, 162
Presidential Award.....	95
President's Honorarium for Academic Excellence.....	95
Privacy Act.....	159
Probation .....	155
Psi Chi .....	139
Readmission.....	108, 155
Registration .....	156
Registration Changes.....	156
Adding and Dropping Courses.....	157
Release of Information .....	160
Repeating a Course.....	153
Residence Credit.....	150
Residence Hall Council Association .....	138
Residence Halls.....	134
Residency Requirements .....	34, 88
ROTC .....	25, 88
Scholarships, Grants and Awards .....	118–119
School Code.....	13, 113
Senior Test.....	94
Sigma Beta Delta.....	139
Sigma Tau Delta .....	139
Sigma Zeta .....	139
Sports Management .....	44
Sports Medicine.....	88
Student Activities and Organizations .....	138
Student Activities Commission .....	138
Student Classification .....	152
Student Conduct.....	143
Student Files, Information (see Release of Information) ...	160
<b>Student Government.....</b>	<b>137</b>
Chairperson of Student Relations.....	138
Residence Hall Council Association (RHCA).....	138
SGA Executive Board .....	138
SGA Senate.....	138
Student Activities Commission (SAC).....	138
Student Government Association (SGA) .....	137
Student Handbook.....	136
Student Publications.....	138
Student Support Services Program (SSS) .....	98
Students with Disabilities.....	137
Student Teaching Program .....	54
Student Work Programs .....	126
Studio Focus.....	37
Study Abroad.....	98, 133, 225
Summer Session .....	98
Suspension.....	155
Teacher Certification Program .....	53
Technology Solutions Center.....	100
Testing Services .....	136
TOEFL .....	109, 110
Transcripts.....	106, 160
Transfer Students .....	106, 109
Tuition 130	
Tutoring Services.....	99
Upsilon Pi Epsilon.....	139
USAFI 150	
Veterans Service Center.....	99
Vocational Rehabilitation Benefits .....	128
Warranted Degree Program .....	112
Website Address.....	1
Who's Who Among Students.....	140
Withdrawal Excused.....	158
<b>Withdrawal Policy and Procedure.....</b>	<b>157–158</b>
From College .....	131, 157
From Course.....	157
From Courses .....	131
Women's Studies Minor.....	25
Writing Center.....	99