

**COLUMBIA COLLEGE**  
Division of Adult Higher Education  
2009 - 2010 Graduate Bulletin

**TABLE OF CONTENTS**

	<u>Page Number</u>
Administrative Offices .....	.2
Accrediting Agencies .....	.3
College Profile .....	.5
Mission, Values and Vision Statement .....	.5
Calendar .....	.6
Admission Policy .....	.7
Tuition and Fees .....	.9
Financial Aid .....	.11
Academic Policies, Regulations and Procedures .....	.19
Academic Support Services .....	.28
Master of Arts in Teaching .....	.34
Education Course Description .....	.35
Master of Business Administration .....	.37
Business Course Descriptions .....	.39
Master of Science in Criminal Justice .....	.40
Criminal Justice Course Descriptions .....	.41
Personnel Directory .....	.43
Index .....	.44

## ADMINISTRATIVE OFFICES

<b>Columbia College Switchboard</b> .....	<b>573/875-8700</b>
<b>General Fax</b> .....	<b>573/875-7209</b>
*Admissions ( <i>Requirements, application forms, catalogs, campus tours, transfer information and course offerings</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
Career Services ( <i>Career planning/placement off-campus jobs, career opportunities, testing</i> ) .....	573/875-7425
*Evaluations Office ( <i>Credit evaluation, transfer information</i> ) .....	573/875-7671
Fax.....	573/875-7391
Financial Aid ( <i>Information, application forms, assistance</i> ).....	573/875-7390
Fax.....	573/875-7452
Library ( <i>Reference information, library hours</i> ) .....	573/875-7374
Fax.....	573/875-7379
Online Campus Office ( <i>Online courses</i> ) .....	573/875-7422
*Registration and Financial Services Office ( <i>Payment of fees, repayment of loans, general business policies, registration of classes</i> ) .....	573/875-7526
Fax.....	573/875-7436
Student Records and Transcripts ( <i>Assistance with eServices, loan deferments, VA benefits</i> ) .....	573/875-7252
Fax.....	573/875-7262
Transcripts .....	573/875-7652
Fax.....	573/875-7392

**General Web Site Address: [www.ccis.edu](http://www.ccis.edu)**

**Graduate Programs Web Site Address: [www.ccis.edu/graduate](http://www.ccis.edu/graduate)**

## ACCREDITING AGENCIES

**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  
 800-621-7440  
 E-mail: infor@ncacihe.org

**Department of Elementary and  
 Secondary Education**  
 P.O. Box 480  
 Jefferson City, MO 65102  
 Telephone: 573-751-6504  
 E-mail: mlvcas@mail.dese.state.mo.us

## CATALOG INSERT

A catalog insert will be provided for those campuses located in states (AL, CA, FL, GA, MO, TX, WA) which require additional campus specific information.

### NOTICE OF NON-DISCRIMINATORY POLICY

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.

### DISCLAIMER

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

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

**Publication Date: August 1, 2009 at Columbia, Missouri.**

Provisions of this Catalog are effective August 1, 2009. This Catalog replaces 2008-09, Columbia College Degree Completion Catalog, Division of Adult Higher Education, Columbia, Missouri, dated August 1, 2008.

# Nationwide Campuses



## ALABAMA

Redstone Arsenal  
(256) 881-6181  
redstone@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

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

# COLLEGE PROFILE

<b>ADDRESS</b>	Columbia College, 1001 Rogers Street, Columbia, Missouri 65216
<b>TELEPHONE</b>	(573) 875-8700 (800) 231-2391 Fax: (573) 875-7660 Email: dahe@ccis.edu Homepage: www.ccis.edu
<b>BACKGROUND</b>	Columbia College, a private, coeducational institution, offers associate, baccalaureate, and masters 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.
<b>ACCREDITATION</b>	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. Students may enroll in either day or evening classes at the home campus in Columbia, Missouri, or in its Division of Adult Higher Education at one of the many campuses nationwide. Students may also enroll in the web-based online education classes worldwide.
<b>MISSION, VALUES AND VISION STATEMENT</b>	<p>Columbia College improves the lives of diverse undergraduate and graduate learners through exemplary teaching.</p> <p>The liberal arts and sciences and professional programs of the College embrace and profess these values:</p> <ul style="list-style-type: none"> <li>• Student-centrism</li> <li>• Life long learning</li> <li>• Ethics and citizenship</li> <li>• Flexibility and innovation</li> <li>• Quality and improvement</li> <li>• Civility and respect</li> <li>• Environmental and fiscal stewardship.</li> </ul> <p>Vision: A model institution.</p> <p>Approved by the Board of Trustees, May 1, 2009</p>
<b>THE DIVISION OF ADULT HIGHER EDUCATION</b>	<p>To help accomplish its mission, Columbia College operates a Division of Adult Higher Education (AHE) to provide academic programs, guidance, and administration to campuses situated throughout the country. A number of these campuses are located on military installations and offer educational opportunities to military personnel, their dependents, and Department of Defense employees. Other partnerships provide graduates of community colleges the additional course work needed to complete baccalaureate degrees. All campuses are governed by Columbia College policies and procedures and comply with applicable requirements established by federal and state authority.</p> <p>Each AHE campus has a Director and staff who, in cooperation with the home campus administration, develop course schedules, advise students, and coordinate registration, financial aid, and payment requirements with the home campus. Campuses are regularly visited by faculty and staff from the home campus to ensure that they are in compliance with the policies and procedures of Columbia College.</p>
<b>CHARACTER OF INSTRUCTION</b>	<p>Associate and baccalaureate degree requirements, course objectives, and academic standards at each AHE campus are the same as those established for students on the home campus in Columbia, Missouri.</p> <p>Classes at extended campuses are taught primarily by adjunct faculty who meet the qualifications for appointment by the full-time faculty of each academic department, based at the Columbia campus. The credentials of all adjunct faculty are reviewed by the Executive Vice President and Dean of Academic Affairs and the appropriate academic department chair who determine the courses they are qualified to teach.</p> <p>Course goals and objectives are prescribed by full-time faculty. They develop master syllabi for all courses and recommend textbooks to be used. The Vice President for Adult Higher Education, along with the Director at each AHE campus, has the responsibility of recruiting faculty and ensuring that the academic programs and instruction at the campuses are of the highest quality.</p>

# CALENDAR FOR ACADEMIC YEAR 2009-2010

## — NATIONWIDE CAMPUS GRADUATE CLASSES —

### **09/M11 Session**

August 7, 2009	Last day to register for August (Early Fall) session
August 10, 2009	August (Early Fall) session begins
August 17, 2009	Last day to drop without academic/financial liability
<i>September 7, 2009</i>	<i>Labor Day Holiday; offices closed, classes cancelled</i>
September 14, 2009	Registration begins for October (Late Fall) session
September 18, 2009	Last day to withdraw with a grade of W
October 3, 2009	August (Early Fall) session ends

### **09/M12 Session**

October 16, 2009	Last day to register for October (Late Fall) session
October 19, 2009	October (Late Fall) session begins
October 26, 2009	Last day to drop without academic/financial liability
November 23, 2009	Registration begins for January (Winter) session
November 26-27, 2009	Thanksgiving Holiday; offices closed, classes cancelled
November 30, 2009	Last day to withdraw with a grade of W
December 12, 2009	October (Late Fall) session ends
<i>December 24-25, 2009</i>	<i>Christmas Holiday; offices closed, classes not in session (TBD)</i>
<i>Dec. 31, 2009-Jan. 1, 2010</i>	<i>New Year's Holiday; offices closed, classes not in session (TBD)</i>

### **09/M13 Session**

January 8, 2010	Last day to register for January (Winter) session
January 11, 2010	January (Winter) session begins
<i>January 18, 2010</i>	<i>Martin L. King, Jr's Birthday; offices closed, classes not in session(TBD)</i>
January 19, 2010	Last day to drop without academic/financial liability
February 15, 2010	Registration begins for March (Spring) session
February 19, 2010	Last day to withdraw with a grade of W
March 6, 2010	January (Winter) session ends

### **09/M14 Session**

March 19, 2010	Last day to register for March (Spring) session
March 22, 2010	March (Spring) session begins
March 29, 2010	Last day to drop without academic/financial liability
April 26, 2010	Registration begins for June (Summer) session
April 30, 2010	Last day to withdraw with a grade of W
May 15, 2010	March (Spring) session ends
<i>May 31, 2010</i>	<i>Memorial Day Holiday; offices closed, classes not in session</i>

### **09/M15 Session**

May 28, 2010	Last day to register for June (Summer) session
May 31, 2010	June (Summer) session begins
June 7, 2010	Last day to drop without academic/financial liability
<i>July 5, 2010</i>	<i>Forth of July Holiday; offices closed, classes not in session (TBD)</i>
July 5, 2010	Registration begins for August (Early Fall) session
July 9, 2010	Last day to withdraw with a grade of W
July 24, 2010	June (Summer) session ends



# ADMISSION POLICY

The standards of admission to Columbia College graduate programs require evidence of personal integrity and responsibility, academic preparation and leadership potential. Applicants must present a minimum 3.0 cumulative undergraduate grade point average from a regionally accredited institution(s) (3.0 must be cumulative for all colleges attended) or a departmentally approved GRE or GMAT score (cumulative grade point average calculation is done using a straight 4.0 grading system with no consideration of pluses and minuses in the calculation). Criteria for admission apply to all categories of any graduate program at Columbia College unless otherwise specified.

Graduate applicants are expected to present undergraduate coursework achievement commensurate with graduate program requirements. It is expected that applicants have completed a sound undergraduate degree program from a regionally accredited institution(s). Each applicant's record is carefully examined to determine if the student has potential for successful completion of a master's degree program at Columbia College.

Students entering graduate school at Columbia College are expected to possess computer skills equivalent to those obtained from a basic computer applications course, such as CISS 170 Introduction to Computer Information Systems. This includes competency with word processing, spreadsheets, and computer presentation software.

Students not meeting graduate program admission standards may petition for admittance. Petitions must be accompanied by written justification and substantiating documentation to support the candidate's request. Consideration for admission will be at the discretion of the respective academic department. It is important that applicants read and understand requirements before making application.

## ADMISSION CATEGORIES

All categories are not available in every program. Refer to the categories below for admissions options for the Master of Arts in Teaching, Master of Business Administration (MBA) and Master of Science in Criminal Justice (MSCJ) admission options.

### Full Program Admission

Students who meet the admission criteria and wish to pursue a graduate degree are classified as full program admits. Fully admitted graduate students may enroll for undergraduate or graduate courses for which they have met prerequisites.

MAT Full Program: Students applying for Full Program admission must complete steps 1-7 listed under Full Admission (page 8)

MBA Full Program: Students applying for Full Program admission must complete steps 1-5 listed under Application Procedures (page 8).

MSCJ Full Program: Students applying for Full Program admission must complete steps 1-5 listed under Application Procedures (page 8).

### Non-Degree Seeking

Students who hold a baccalaureate degree but do not wish to earn a graduate degree at Columbia College may enroll in graduate courses as non-degree seeking students. Non-degree seeking students may complete a maximum of twelve (12) semester hours of graduate-level coursework and **are not eligible for financial aid**. Non-degree application requirements vary among programs.

### Post-Baccalaureate

Students who hold a baccalaureate degree from a regionally accredited college or university but who have not completed necessary undergraduate prerequisites for the respective graduate program may enroll in undergraduate courses.

MBA Post-Baccalaureate: Students applying for Post-Baccalaureate status must complete steps 1-5 listed under Application Procedures (page 8). Students must earn a grade of B or higher in each undergraduate prerequisite in order to be considered for full admission to the MBA program.

MSCJ Post-Baccalaureate: Students applying for Post-Baccalaureate status must complete steps 1-5 listed under Application Procedures (page 8). Students must earn a grade of B or higher in each undergraduate prerequisite in order to be considered for full admission to the MSCJ program.

## APPLICATION PROCEDURES

To be considered for full admission to the Columbia College Graduate Program, an applicant's file must include the materials outlined below. All documents should be sent to the appropriate nationwide or online Campus Director (see map on page 4, or visit web site at [www.ccis.edu](http://www.ccis.edu)).

Graduate programs and individual graduate level courses may be offered at some Adult Higher Education Campuses. Applications for admission for these programs or courses must be submitted through the AHE Campus Director. Students interested in taking

graduate courses at Nationwide Campuses should contact the respective location for information.

1. A completed and signed application for graduate admission, accompanied by a non-refundable \$55 application fee. Checks should be made payable to Columbia College. The application fee is waived for students who earn a baccalaureate degree from Columbia College.
2. Official transcripts from each undergraduate and graduate college or university attended.
3. Three completed Columbia College graduate program recommendation forms. All should attest to the applicant's ability to successfully perform graduate work and at least 80% of the quantified descriptors should be in the two highest categories.
4. A personal goal statement 300-500 words which establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
5. Resume
6. MAT applicants must also submit a notarized Affidavit of Moral Character (available online).
7. MAT applicants must also submit a copy of their teacher certification.

To be guaranteed consideration for enrollment in a session, the completed file needs to be received no later than two (2) weeks prior to the beginning of any academic session. Review of graduate application files will not begin until six months prior to the intended term of enrollment.

A completed application file is required before Columbia College may process an application for financial aid.

## eSERVICES

eServices will allow students access to Cougar-Mail (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.

## READMISSION

Students who have earned graduate credit at Columbia College but have voluntarily withdrawn for five sessions or more must apply for readmission through the Admissions Office. Updated supporting documents may be requested by the department in which the student is reapplying. Returning students who have earned graduate credit at another institution must submit a transcript(s) for evaluation of transfer credit. No more than nine semester hours of graduate degree requirements may be fulfilled by transfer coursework. Catalog policies, procedures and degree requirements in effect at the time of readmission will govern all decisions regarding subsequent procedures and requirements.

## PREREQUISITES

Students must check prerequisite requirements carefully (see Course Descriptions). Failure to meet prerequisite(s) may result in being dropped from the respective course(s).



# TUITION AND FEES

## Tuition and Fees

Application Fee . . . . .	\$ 55
Audit Fee (per semester hour) . . . . .	\$ 90
Credit for Prior Learning Assessment Fee (per semester hour) . . . . .	\$ 75
Graduate Tuition (per semester hour variable) . . . . .	\$ 299
Graduation Fee . . . . .	\$ 120
Online Graduate Tuition (per semester hour) . . . . .	\$ 320
Online Undergraduate Tuition (per semester hour) . . . . .	\$ 220
Returned Check Fee . . . . .	\$ 25
Transcript Fee . . . . .	\$ 7.50
Undergraduate Tuition (per sem. hour) . . . . .	\$145-190

*All fees are subject to change without notice.*

Students enrolled as graduate students pay graduate tuition for courses receiving graduate credit, and undergraduate tuition for courses receiving undergraduate credit. Charges vary depending on the combination of graduate and undergraduate courses.

Payment plans are available; contact the Registration and Financial Services Office for more information.

## POLICIES ON PAYMENTS, CREDITS AND REFUNDS

When an applicant is admitted to the graduate program, the student, the parents or the guardians accept the standard payment policy of Columbia College. Students incur financial liability when they complete and sign an official Columbia College course registration form. Full payment is due at that time. Liability is not dependent upon a student receiving a billing statement.

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

### Deferred Payment Plan

If full payment is not possible, students may request a deferred payment plan. The arrangement requires payment of one half of the personal payment portion at the time of registration. The student must enroll in a deferred payment plan for the remaining half with a maturity date no later than the last day of the

session before registering for a subsequent session. Deferred payment plans are valid for only one session and must be requested for each individual session.

Students with pending financial aid are required to enroll in a deferred payment plan.

### Failure to Pay

Students are financially responsible for the payment of all fees charged to their accounts such as tuition, textbooks, lab fees, and all miscellaneous fees. Students may not register or attend future sessions if the financial obligations for which the student is responsible are not paid in full.

The personal payment portion of a student's account that remains unpaid after the end of the session may be assessed a 1% finance charge each month until the account is paid in full.

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

### Applying Federal Financial Aid

If the student has applied for and been awarded financial assistance, the aid, excluding college employment programs, is subtracted from the balance owed to determine the amount to be paid or deferred. Aid in the form of a Stafford (subsidized and unsubsidized) Loan is considered on the deferred payment plan only if awarded by the Financial Aid Office.

### Employer Tuition Assistance

Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employers to determine which plan is appropriate for them.

1. *Direct Billing:* A student whose employer offers direct payment to the College must ensure that the College receives a letter from the employer which authorizes and describes the conditions of such an arrangement. The letter must be on file in the Registration and Financial Services Office.

2. *Reimbursement:* A student attending under employer reimbursement is required to follow the standard payment policy and then receive reimbursement following guidelines established by his/her employer.

Under either form of tuition assistance, students are responsible for any portion of the educational fees not paid by their employers. Students whose employers have contingencies on payments (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

**Military Tuition Assistance (MTA)**

Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if they have a balance due from previous sessions. It is recommended that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

**Veterans Educational Assistance**

An individual who is currently serving or has served in our nation’s armed forces may be eligible for educational assistance from the Veterans Administration (VA). Eligible students must complete paperwork required to establish VA eligibility at the time of registration. The VA pays benefits directly to eligible individuals. Students receiving VA benefits are, therefore, personally responsible for payment for all of their educational fees and are required to follow the standard payment policy of the College.

**Attendance Policy for VA Students**

Students using veterans’ benefits to attend Columbia College will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student’s stay in school. All violations of the attendance policy will be reported to DVA on VA form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

**Dropping a Class**

Financial liability is assessed at the completion of the drop period for each session. If students drop a class prior to the end of the drop period, no financial or academic liability is incurred. If students drop a class after the drop period, they are financially liable for the full amount of tuition. No reduction of charges is made for laboratory/course fees, etc.

**Withdrawal from College**

After classes begin, tuition charges (if applicable) are determined by the following schedule should the student complete a total withdrawal from Columbia College:

<u>Time Frame</u>	<u>Charge</u>
<small>(Count all days, including weekends)</small>	
Before the 1st day through the 6th business day of term. . . . .	No charge
After the 6th day of term . . . . .	100% of original charges

**For students who are recipients of federal Title IV student aid, refunds will be made in accordance with federal regulation 34 CFR 668.22. A current schedule is available in the Financial Aid portion of this course catalog.**

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to drop a course. For additional information, please refer to the Financial Aid portion of the catalog.

**Active Service**

Columbia College recognizes that individuals serving in both National Guard and 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.

# FINANCIAL AID

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 Financial Aid

To apply for federal financial assistance at Columbia College:

1. Complete an application for admission and submit the required one time non-refundable application fee to the AHE Campus Office. Students must be accepted to a graduate program before aid is awarded.
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College federal school code, **002456**. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, [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 via the AHE Campus Office. 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.) All returning students should have the 2009-2010 FAFSA completed 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 is sent to a student's Cougar-Mail account.
4. Students receive their maximum Federal Stafford loan award through their electronic award letter. Students must also complete:
  - a. Entrance counseling (first time Columbia College borrower only).
  - b. Stafford Loan Master Promissory Note (first time Columbia College borrower only).
 Students may access these forms at under the Financial Aid section of eServices.
5. Students who are interested in applying for additional assistance through federal Stafford PLUS loan programs should complete:
  - a. PLUS Loan data sheet
  - b. PLUS Loan Master Promissory Note (first time Columbia College borrower only)
 Students may access these forms at under the Financial Aid section of eServices.
6. Students who are interested in applying for additional assistance through federal GRAD PLUS Loan programs should complete:
  - a. GRAD PLUS Loan Data Sheet
  - b. GRAD Plus Master Promissory Note
 Students may access these forms at under the Financial Aid section of eServices.
 

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, he/she is not eligible for financial aid. Students admitted as non-degree seeking, student-at-large or pre-graduate are not considered to be seeking a degree. Post-baccalaureate students must see "Post-Baccalaureate" section for eligibility.
- 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 eligibility issues. This communication will be sent via CougarMail.
- Examples of eligibility issues include verification, selective service, citizenship, etc.

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

Satisfactory progress is measured in terms of qualitative, quantitative and maximum time standards. All prior coursework 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 Attempted Hours	Minimum Cumulative Grade Point Average
46 or more	2.00 Post-Baccalaureate
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 GPA

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 as well as cumulative GPA.

**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 counts toward the Cumulative Completion Rate.

**Transfer** credit (including credit received during consortium study) does not count toward the calculation of cumulative attempted semester hours and cumulative completed semester hours. Transfer credit does not count toward the Cumulative Completion Rate. Transfer credit does not count in the calculation of GPA.

### 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. All attempted, withdrawn, and/or transferred credits count toward this maximum time limit. For example, a student pursuing a master's degree requiring 36 semester hours may attempt up to 54 hours before financial aid eligibility is suspended ( $36 \times 150\% = 54$ ).

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 Procedure).

## FINANCIAL AID PROBATION AND SUSPENSION

Failure to meet the minimum academic progress requirements results 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 ac-



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 can be reinstated when one of the following conditions has been met:

1. The student completes courses in one or more terms at Columbia College with the cumulative GPA and the cumulative completion rate at the required standard; **or**
2. The student files an appeal and the Campus Hearing Board approves the appeal (see Appeal Procedure below).

**It is the student's responsibility to notify your local campus 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 will be disbursed.

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

1. Submit a completed appeal form available under the Financial Aid section of eServices.
2. The completed appeal packet 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>Master</u>	<u>Post-Baccalaureate</u>
Tuition . . . . .	\$5,580 . . . . .	\$3,444 . . . . .
Books . . . . .	.800 . . . . .	.800 . . . . .
Room & Board . . . . .	7,516 . . . . .	7,516 . . . . .
Transportation . . . . .	2,916 . . . . .	2,916 . . . . .
Personal . . . . .	4,908 . . . . .	4,908 . . . . .
TOTAL:	\$21,720	\$19,584

Cost of Attendance: Estimated allowances for tuition, books, room and board, transportation, and personal expenses. Cap on amount of aid (from any source) that a student can receive.

EFC: Estimated Family Contribution. EFC is determined by FAFSA.

Financial need: Cost of Attendance minus EFC.

Unmet need: Cost of Attendance minus EFC minus awarded need-based aid.

Unmet cost: Cost of attendance minus aid awarded.

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.

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**

<b>Dependent Undergraduate</b>	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
--------------------------------	-------------------	--

Post-Baccalaureate	\$ 5,500	\$ 7,500
--------------------	----------	----------

<b>Independent Undergraduate</b> <i>(and dependents whose parents are unable to borrow under the PLUS program)</i>	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
---	-------------------	--

Post-Baccalaureate	\$ 5,500	\$ 12,500
Graduate	\$ 8,500	\$ 20,500
Graduate PLUS	See Types of Aid	

**Aggregate Limits (Limit of all loans combined)**

	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
--	-------------------	--

Dependent Undergraduate	\$23,000	\$ 31,000
Independent Undergraduate	\$23,000	\$ 57,500
Graduate	\$23,000	\$138,500

**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: <http://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 will attend school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

**Aid Disbursement**

A student's financial aid (except Federal Work-Study) is credited directly to his/her student account and applied to tuition and, fees each term. 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 receives 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 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 at-



tendance 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 conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Federal Unsubsidized loans, Federal Subsidized loans, Federal 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 will notify 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 will forward 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.

## POST-BACCALAUREATE

Post-baccalaureate programs at Columbia College are programs that require a student be enrolled in some type of undergraduate coursework before being fully admitted to the master's program. Federal financial aid regulations require that the Financial Aid Office differentiate these students from fully admitted masters students when awarding aid. While post baccalaureate students are not considered degree seeking they do have eligibility for some types of aid.

### Master of Business Administration Post-Baccalaureate

Master of Business Administration Post-Baccalaureate program (MBA.PB) is a program for students who have completed a bachelor's degree but must complete undergraduate prerequisite courses before becoming fully admitted to the Master of Business Administration program (MBA). MBA.PB students may be eligible for federal loans. Their federal loan eligibility begins at the time of enrollment in the first post baccalaureate course. From the beginning of federal loan eligibility an MBA.PB student has 12 months to complete all required post baccalaureate courses. MBA.PB students are considered to be undergraduate students for federal financial aid purposes; these students also must complete the following items to be eligible for aid.

1. Be fully admitted to the MBA.PB program.

2. Complete the FAFSA. Students must answer the following questions as indicated below:
  - a. Question 28, “When your begin the 2009-2010 school year, what will be your grade level?” will need to be answered “5th year other/undergraduate.”
  - b. Question 29, “When you begin the 2009-2010 school year, what degree or certificate will you be working on?” will need to be answered “9-other/undecided.”
  - c. Question 50, “At the beginning of the 2009-2010 school year, will you be working on a Master’s or Doctoral program (such as MA, MBA, MD, JD, Ph.D., Ed.D., or graduate certificate, etc.)? will need to be answered “no” for not working on a master’s program.

Once the 12 month period of time is over a student must be fully admitted into the MBA program in order to continue receiving federal aid. Once the student is fully admitted to the MBA program the student should contact the Financial Aid Office to have aid processed at graduate levels. Once a student is fully admitted to the MBA program the student will need to update the answers on the FAFSA to the following questions.

- a. Question 28, “When your begin the 2009-2010 school year, what will be your grade level?” will need to be answered “6-first year graduate/professional.”
- b. Question 29, “When you begin the 2009-2010 school year, what degree or certificate will you be working on?” will need to be answered “8-graduate or professional degree.”
- c. Question 50, “At the beginning of the 2009-2010 school year, will you be working on a Master’s or Doctoral program (such as MA, MBA, MD, JD, Ph.D., Ed.D., or graduate certificate, etc.)? will need to be answered “yes” for working on a master’s program.

## Master of Science in Criminal Justice Post-Baccalaureate

Master of Science in Criminal Justice Post Baccalaureate program (MSCJ.PB) is a program for students who have completed a bachelor’s degree but must complete undergraduate prerequisite courses before becoming fully admitted in the Master of Science in Criminal Justice program (MSCJ). MSCJ.PB students may be eligible for federal loans. Their federal loan eligibility begins at the time of enrollment in the first post-baccalaureate course. From the beginning of federal loan eligibility an MSCJ.PB student has 12 months to complete all required post-baccalaureate courses. MSCJ.PB students are considered to be undergraduate students for federal financial aid purposes; these students also must complete the following items to be eligible for aid:

1. Be admitted to the MSCJ.PB program.
2. Complete the FAFSA. Students must answer the following questions as indicated below:
  - a. Question 28, “When your begin the 2009-2010 school year, what will be your grade level?” will need to be answered “5th year other/undergraduate.”
  - b. Question 29, “When you begin the 2009-2010 school year, what degree or certificate will you be working on?” will need to be answered “9-other/undecided.”
  - c. Question 50, “At the beginning of the 2009-2010 school year, will you be working on a Master’s or Doctoral program (such as MA, MBA, MD, JD, Ph.D., Ed.D., or graduate certificate, etc.)? will need to be answered “no” for not working on a master’s program.

Once the 12 month period of time is over a student must be fully admitted into the MSCJ program in order to continue receiving federal aid. Once the student is fully admitted to the MSCJ program the student should contact the financial aid office to have aid processed at graduate levels. Once a student is fully admitted to the MSCJ program the student will need to update the answers on the FAFSA to the following questions.

- a. Question 28, “When you begin the 2009-2010 school year, what will be your grade level?” will need to be answered “6-first year graduate/professional.”

- b. Question 29, "When you begin the 2009-2010 year, what degree or certificate will you be working on?" will need to be answered "8-graduate or professional degree."
- c. Question 50, "At the beginning of the 2009-2010 school year, will you be working on a Master's or Doctoral program (such as MA, MBA, MD, JD, Ph.D., Ed.D., or graduate certificate, etc.)? will need to be answered "yes" for working on a master's program.

## SUMMER AID

Financial aid is available during the summer program in the form of Federal Pell Grant, Student Employment (if funding permits) and the Federal Loan Programs. Specific information and application materials for summer assistance may be obtained from the Registration and Financial Services Office.

## TYPES OF AID

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.

### Student Employment

The College provides jobs for students on campus through institutional and federally funded programs. Student employment is limited based on positions that are available. Students are paid minimum wage or above. Information is available from the local campus.

### Federal Work-Study Program

This program provides jobs for students who demonstrate financial need through a federally funded program. Federal Work-Study program has jobs on campus and through specific community service entities.

### College Work Program

College Work Program provides jobs for students on campus through an institutionally-funded program.

## Loans

A loan is a type of financial assistance that must be repaid when students graduate or are no longer enrolled in college at least half time, depending on the

terms of the loan. Students must sign a promissory note (legal agreement to repay) for any loan monies received. The promissory note contains detailed information about terms, responsibilities and repayment of loans.

### Federal Family Education Loans

A loan is a type of financial assistance that must be repaid when students graduate or are no longer enrolled in college, depending on the terms of the loan. Students must sign a promissory note (legal agreement to repay) for any loan monies received. The promissory note contains detailed information about terms, responsibilities and repayment of loans.

### Federal Stafford Loan Program

This program provides to students subsidized or unsubsidized loans. The government pays the interest on a subsidized Stafford loan while the student is enrolled. The student is responsible for paying the interest that accrues on an unsubsidized Stafford loan. Loans must be repaid. The interest rate for the subsidized loan is 5.6% and 6.8% for unsubsidized loans.

### Federal PLUS Loan Program

This is a credit-based unsubsidized loan made to graduate students (Graduate PLUS) and parents of dependent post-baccalaureate students. This loan must be repaid. The interest rate for the PLUS Loan program is 8.5%. Students must access their Stafford loan eligibility first before they are eligible for the Graduate PLUS loans. Graduate PLUS loan award amounts are available for the difference between the cost of attendance less other aid and Stafford loans. Graduate PLUS Loans are only available to Full and Conditional Admit graduate students.

### Private, Credit-Based Loan (Also Known as Alternative Loans)

This is a credit-based loan for students to help with college financing beyond federal aid. A student does not have to complete the FAFSA to apply for and receive a private, credit-based loan. Various products are available for students.

## 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.

### **GI Educational Benefits**

For additional information and application materials, contact the Veterans certifying official, Columbia College, (573) 875-7504 or [vacert@ccis.edu](mailto:vacert@ccis.edu).

---

**Students with questions about financial aid should call their local campus VA certifying official for assistance. Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill) from the U.S. Department of Veterans Affairs. Eligibility requirements vary for veterans education benefit programs. Financial aid information is available at the Columbia College website: [www.ccis.edu/financialaid](http://www.ccis.edu/financialaid).**

# ACADEMIC POLICIES, REGULATIONS AND PROCEDURES

Graduate students enroll for course work prior to the beginning of each session. Post Baccalaureate students are allowed to register for undergraduate courses during the registration period for seniors. Five eight-week sessions are offered each year beginning in January, March, June, August and October.

Students who are fully admitted to a graduate degree program or with written permission from the respective graduate program director may be eligible to enroll in undergraduate and graduate courses for which they have met the prerequisites. Students may enroll in undergraduate and graduate courses within the same session or semester, however financial aid may be affected.

## Advising

Students are encouraged to meet regularly with their advisor. The importance of the advisor/advisee relationship cannot be overemphasized. Both personal and academic concerns should be addressed at these meetings.

## Course Load

Students may take a maximum of six graduate semester hours per session. Students taking fewer than three graduate semester hours (six undergraduate semester hours) per session are classified as part-time students.

3 Graduate Semester Hours .....	Full-time
1.5-2 Graduate Semester Hours .....	Half-time
below 1.5 Graduate Semester Hours .....	Less than Half-time

Students desiring to take a course from a department outside the one to which they were admitted must obtain permission from the Chair of the Department for that course.

## Online Registration

Graduate Students have the ability to register via the web at [www.ccis.edu](http://www.ccis.edu). Students should log into eServices and click on the appropriate registration link. Students may choose an *Express Registration* format, used when the exact course number and section is known, or the *Search and register for sections* method allowing a search for classes based on specified criteria. This method also allows students to view seat availability. Either method will place selected section(s) on a preferred sections list where students will complete the registration process. The student may choose

to register from this screen immediately or in the future as sections will remain on the preferred section list until the student either removes a section or registers for it. It is important to note that the appearance of a section on this screen does not guarantee eligibility to register for the section or that a seat will be available. Eligibility screening takes place when the student actually registers. Students may return to this screen to complete the registration process by clicking on the *Register and drop sections* link.

If an error message is received during any part of the registration process, please make a note of the contents of the message and contact the appropriate office for assistance. Students may also contact the Student Records and Transcripts Office at 573/875-7526 or 800/231-2391 ext. 7526 during normal business hours. Students who have trouble logging into eServices should call the Help Desk at 573/875-7369 or 800/231-2391 ext. 7369.

## Adding a Course

Registration for graduate courses ends Friday before the start of classes. Graduate students may be allowed to add courses under extraordinary circumstances with permission from the AHE campus director of graduate program director if the course has not met for the first time.

## Dropping a Course

Graduate students may drop courses without academic record and financial liability through the first business day of the second week of the session. Drop forms are available online or at your campus location office.

## Withdrawal from Courses

Graduate students who withdraw from a course or courses between the end of the drop period and the end of the sixth week of a session receive a grade of W. Students do not receive grade points for withdrawn grades, but the notation appears on the transcript.

To withdraw, a student must complete a withdrawal form and submit the form to the Campus office (Withdrawals cannot be initiated through eServices). Withdrawals become effective the date a staff member at the appropriate office receives the withdrawal form from the student. Discontinuing class attendance does not constitute withdrawal and students remain academically liable; those who do not complete the withdrawal process as outlined above are in danger of receiving an F in the course.



Financial liability is not reduced when a student withdraws from a course. Students who receive any form of Federal Title IV assistance, and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Federal Perkins, Stafford, and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

### Cancellation Policy

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

### Graduate Grading System

Columbia College records letter grades for course work. Grades for graduate courses include:

- A . . . Outstanding performance
- B . . . Average performance
- C . . . Less than acceptable performance
- F . . . Significant performance failure with no academic credit or quality points awarded

### Other grades include

W ....Withdrawn. Awarded when a student officially withdraws from a course, or when an instructor withdraws a student from a course. Students may not withdraw from a course after the sixth week has been completed.

WE ....Excused from the course for extraordinary circumstances. Generally, "extraordinary circumstances" is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's ability to control that prevent continued attendance in all classes (death of an immediate family member, a significant change in the location and/or conditions of the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family).

A request for a grade of WE must be accompanied by a letter from the student explaining the circumstances. In addition, substantiating documentation must be provided. **A grade of WE may be requested anytime during the term of enrollment, and all courses currently enrolled in must be included in the WE request.**

A grade of WE is not automatic and is subject to review and approval.

I .....Assignment of an Incomplete is reserved for extraordinary circumstances that prevent a student from completing the requirements of a course by the end of the session. Extraordinary circumstances is narrowly interpreted to mean unforeseen, unexpected circumstances beyond the students' control that prevents 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 the immediate family). In such cases instructors make specific written arrangements with students for completion of the course.

If a student receives an Incomplete, he/she must complete required course work by the end of the following eight-week session. Incompletes that are not finished are to be permanently recorded by the instructor as I or any other grade assigned by the instructor.

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.

Graduate credit is awarded only for courses designated as graduate courses and the graduate grade point average is computed based on those courses. Undergraduate credit is given only for courses designated as undergraduate courses. A grade of B or higher is expected in all graduate and undergraduate course work.

### Repeating a Course

Courses may be repeated at Columbia College in an attempt to improve grades. The grade earned the second time the course is taken is used to determine the grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade does not figure in the total hours or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given.

### Audit

Students wishing to audit graduate courses must be properly admitted to the Graduate Program and complete the Audit Approval Request Form.

Students may audit a regularly scheduled class for no grade and no credit; however, participation in the course is noted on their official records. Acceptable performance and attendance is defined by all instructors of the course. Audit enrollments do not fulfill requirements for course work for degree completion or financial aid awards. The cost to audit is \$90 per semester hour. Audit courses are not available via the Online Campus.



## Award of Academic Credit

### 1. Transfer of Credit from other Colleges/Universities:

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.

Upon petition by the student to the appropriate graduate program coordinator, credit may be given for graduate hours taken at another institution or another Columbia College degree program within the last seven years. Petitions must include an official course description from the transferring college catalog and/or course syllabus to be considered. Credit may be transferred from regionally accredited institutions only. International institutions that do not have regional accreditation will be evaluated per the Evaluations Department International credentialing process. Petitions for consideration of transfer credit must be made prior to the successful completion of 12 hours of graduate course work at Columbia College. A maximum of 9 semester hours of transfer credit, with the grade of B or higher, may be allowed for graduate students. In all instances, the culminating experience must be taken at Columbia College.

After being admitted to a graduate program at Columbia College, a student at Columbia College who wishes to take courses at another college or university while pursuing a graduate degree at Columbia College must first obtain written permission for the transfer of these courses from the appropriate graduate program coordinator.

An official transcript 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.

Appeals may be made for an exception to having all transcripts/credit documents submitted. An appeal must include a statement of why the transcript/credit document is unavailable.

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 that are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state 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.

### 2. CLEP (College Level Examination Program):

Columbia College awards semester hours of credit for CLEP. Credit for CLEP may be accepted toward the undergraduate prerequisite courses needed for the Master of Business Administration degree. The required "B" level scores for CLEP exams to be accepted toward the Master of Business Administration degree include:

<u>Test Title</u>	<u>CC Course</u>	<u>Level "B" Score</u>
Financial Accounting Principles of	ACCT 280	65
Management	MGMT 330	56
Principles of Marketing	MKTG 310	62

### 3. Credit for Prior Learning (CPL)

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 101	Art Principles
ARTS 120	Drawing I
ARTS 126	Graphic Design I
ARTS 130	Painting I
ARTS 150	Creative Photography I
ARTS 211	Watercolor I
ARTS 215	Illustration I
ARTS 262	Printmaking 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	Introduction to Programming
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 Social Work

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 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.

#### 4. DANTES (Defense Activity for Non-Traditional Educational Support):

Credit for DANTES may be accepted toward the undergraduate prerequisite courses needed for the Master of Business Administration degree. The required "B" level scores for DANTES exams to be accepted toward the Master of Business Administration degree include:

<u>Test Title</u>	<u>CC Course</u>	<u>Level "B" Score</u>
Principles of Financial Accounting	ACCT 280	55
Principles of Finance	FINC 350	53
Intro to Law Enforcement	CJAD 101	52

**5. Military training:** Training that may carry a graduate level equivalency must be submitted via AARTS transcript, SMARTS transcript, official CCAF transcript, Coast Guard transcript from CG Institute or Army - Form 2-1; Navy - Page 4's; Coast Guard - Page 3's; Marine Corps - NAVMC 118 8a. Graduate Level credit is reviewed for acceptance by the academic department chair.

#### Change in Degree Program

A student wishing to pursue a graduate degree or program other than the one originally sought should contact the AHE Campus Office to determine whether additional materials need to be submitted.

#### Second Degrees

A student who desires a second masters degree from Columbia College may receive a maximum of 9 hours credit from the first degree toward the second degree, if the credit is deemed applicable by the academic department in which the second degree is sought. All other requirements for the second degree, including the culminating experience, must be completed.

#### Graduation Requirements

In order to complete a graduate level degree with Columbia College you must:

1. Successfully complete 36 semester hours of course work as specified by the degree being pursued. Twenty-seven of these hours must be with Columbia College

2. Have a cumulative grade point average of

3.00 or higher

3. Complete a Declaration of Candidacy (DEC) form

#### Candidacy for Degree

Declaration of candidacy for a degree must occur no later than one session prior to the last session of enrollment for degree completion. Candidacy forms are to be filed with the AHE Campus Office and must include payment of the graduation processing fee. Before advancement to candidacy can be approved, students must present evidence that the completion of all College and Department requirements, including all course work with the required grade point average, will be met.

#### 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 identifying the part of the record he/she wants changed and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** 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, status (full-time, part-time, etc.), class, previous institutions attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes) picture and date and place of birth. "Directory Information" is released at the discretion of the institution. However, students who do not wish 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 at the AHE Campus Office. Also available are forms a student may complete granting access of non-directory information (such as student's account or grades) to parents or other individuals.

## Transcripts

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. Payment may be

made by cash, check, money order or credit card. The transcript fee is \$7.50 per transcript.

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SS number, birth date, the student's current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment.

If payment is to be made via credit card, the card number, expiration date and a daytime phone number by which the student may be contacted must be included. A student's current account balance must be clear prior to the release of the transcript.

## Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

## Academic Progress

### Probation

Students whose cumulative grade point average falls below the 3.0 minimum for courses within their degree program will be placed on probation. Students placed on probation must earn sufficient grade points, within their degree program, during their probationary term, to raise their cumulative grade point average to 3.0 within the next 9 semester hours. Failure to do so will result in dismissal.

### Dismissal

Students will be dismissed from the graduate program and not considered as having met graduation requirements for any of the following:

1. Receipt of a grade of C in two or more graduate courses. Note: Although students may repeat a course in order to replace a C with a higher grade, receiving a second C prior to repeating the first C with a grade of B or higher will cause the student to be dismissed.
2. Receipt of a grade of F in any one graduate course.
3. Failure to remove themselves from probation as described above.
4. Recommendation of the academic department, based on proven academic dishonesty, or ethical or professional misconduct.
5. Students not completing the graduate degree program within a seven-year period will be dismissed.



Students who are dismissed will not be readmitted to Columbia College graduate programs. Students having extenuating circumstances may appeal the academic dismissal to the Graduate Council. Appeals should be directed to the Chair of the Graduate Council within one session after dismissal. Students will be informed by the Assistant Dean for Graduate Studies, in writing, of the action taken.

## Grade Appeals

Students may file appeals when they believe that an incorrect or unfair grade has been awarded. Documentation which demonstrates compelling objective evidence is required in all grade appeals.

In general, students should follow this procedure for grade appeals:

1. Discuss the problem with the faculty member involved.
2. If not satisfied with the faculty member's explanation, seek mediation from the appropriate nationwide Campus Director or the Associate Dean for AHE and Online Campus.
3. Failing resolution of the problem, request a grade appeal hearing with the Hearing Board. This request must be filed in writing with the Vice President for Adult Higher Education within 60 calendar days after grades have been posted by the Registration Office. The Vice President for Adult Higher Education may inform students that their submitted materials do not support requests for changes in grades and/or forward the appeals to the Campus Hearing Board. The decision of the Campus Hearing Board is final. The chair of the Campus Hearing Board communicates decisions to the student and 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 Vice President for Adult Higher Education, who determines if the appeal is to be reconsidered. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the Vice President for Adult Higher Education, who has the final authority in passing judgment on these matters.

## 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 College community with courtesy, respect and dignity.
2. Comply with directions of College officials acting in the performance of their duties.
3. Treat the campus itself with respect, including buildings, grounds and furnishings.
4. Respect the rights and property of other members of the College 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*, and *Code for Computer Users*.
9. Refrain from any contact with firearms on campus and from tampering with fire safety equipment in College buildings.
10. Have no firearms, weapons or any other item designed to inflict harm or damage on campus.

The Student Conduct Code, 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:

- Knowingly furnishing false or misleading information.

- Falsification, alteration or misuse of College forms or records.
- Any joint effort in examinations, assignments or other academic activity unless authorized by the instructor.
- 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.
- 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 procedures 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 Vice President for Adult Higher Education 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 course syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The Vice President for Adult Higher Education 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 Campus Director. The Vice

- President for Adult Higher Education 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 Vice President for Adult Higher Education within one (1) school day after the informal disposition meeting.
  4. The Executive Vice President and Dean for Academic Affairs and the Dean for Campus Life will review the request and determine if there are proper grounds for appeal and whether 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 Executive Vice President and Dean for Academic Affairs 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. 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 appropriate nationwide or Online Campus Director.

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.
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 decision. All parties will be notified.
4. If a decision is made to reconsider, a campus hearing board will be empanelled to hear the matter. Decisions made by the Campus Hearing Board are final.

# ACADEMIC SUPPORT SERVICES

## Career Services Center

The 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 pre-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. The Career Services 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 through eServices.

## Library

The J.W. and Lois Stafford Library, built in 1989, is open more than 80 hours a week and staff members are available to provide assistance and answer questions at all times.

The library's collection of materials supports the curriculum of Columbia College with over 70,000 items (books, videos, CDs, etc.) and more than 300 magazine, journal, and newspaper titles in paper and on microfilm. Arthur, the library's catalog, is available on the internet. Over thirty 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 through eServices.

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 fifty 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 sites can use MOBIUS libraries in the area.

## Email, 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. Internet access is available to students for use as a resource in the student walk-in lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop users. Students should bring their laptops to Technology Services for authentication to the wireless network.

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.

## 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 ADA Coordinator two weeks in advance of the date accommodations are needed. Although students are encouraged to discuss their needs with their instructors, registration with the ADA Coordinator is necessary 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.

## Computer Purchase

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College website, <http://www.cdwg.com/columbia.college>.

## 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 unau-

thorized 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 Director of Technology Services (DTS). 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 DTS.

### 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 equipment. 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**

\* Microsoft Exchange has an Options feature permitting delayed delivery of a message.

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 DTS.

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 copy-



right 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 for commercial purposes.
2. When working in College Computing Labs users will be aware of and follow rules posted for fair use.
3. Use of College Computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminating, 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 such 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 in their products. Software license agreements serve to increase compliance with copyright and patent laws, and to help insure publishers, authors and developers of 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 to use them has been obtained or the programs are within the public domain.
7. Security systems for computers 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/catalog, 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 reimbursement 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 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 to use on another computer.
- Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
- Installing software on College computers without permission of supervisor.
- Downloading materials from the Internet or World Wide Web and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

## **Student Email Policy (Use of Email for Official Correspondence with Students)**

### **1. College use of email**

Email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community. As steward of this process, the Executive Vice President and Dean for Academic Affairs is responsible for directing the use of the official student e-mail system.

### **2. Assignment of student email**

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

### **3. Redirecting of email**

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

### **4. Expectations about student use of email**

Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable reasons for missing official College communications via email.

### **5. Authentication for confidential information**

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

### **6. Privacy**

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

### **7. Educational uses of email**

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

## 8. Email Account Activation

Students will receive an email account at the time they register for classes. Individuals will sign an acceptance form which will include the College's Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the Alumni e-mail account, or deactivated.

## 9. Deactivation of account

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

## COLUMBIA COLLEGE GLOBAL STUDENT EMAIL POLICY

**Assignment of email address** – Individuals will be issued an official Columbia College student email address (also known as 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** – Cougar Mail 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 email account (also known as CougarMail).

**Alumni responsibilities** – Official College correspondence may be communicated through the Columbia College email address. Columbia College e-mail 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** – Cougar Mail 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.

# MASTER OF ARTS IN TEACHING

## PROGRAM DESCRIPTION

For the Master of Arts in Teaching Program, Columbia College and the Education Faculty have endorsed national certification of teachers, and have adopted the core proposals of the National Board for Professional Teaching Standards as goals of the program. When conducting best practice, teachers:

1. Are committed to students and their learning;
2. Know the subjects they teach and how to teach those subjects to students;
3. Are responsible for managing and monitoring student learning;
4. Think systematically about their practice and learn from experience; and
5. Are members of learning communities.

*All MAT students who are public school teachers are encouraged to use their program of study as a springboard to obtaining national certification.*

To help students reach these goals, Columbia College believes that truly effective teaching must be modeled, not just taught. Therefore faculty are encouraged to engage students in active learning, research infield situations, problem solving, interactive dialogue and questioning, and constant exploration of what is and what could be. Students are supported in their efforts: to identify and evaluate relevant issues as they relate to various aspects of teaching and learning; to engage in critical and creative thinking with colleagues, peers and professors; to develop as whole persons, valuing individualism, uniqueness and diversity of others; to consistently use reflection and research as the foundation for decision making; and, to value and promote professionalism and a commitment to learning which is never ending.

## ADMISSION

### Admission Categories

**Full-Program:** Students applying for Full Program admission must complete steps 1-7 listed under Application Procedures (page 8).

**Non-Degree:** Students applying for Non-Degree admission must complete steps 1-7 listed under Application Procedures (page 8).

**Conditional Admission:** Students not meeting the nationwide or Online campus department admission requirements may be approved for “conditional admission” at the discretion of the Director, based on appropriate professional work at teaching experience, potential for academic success at the graduate level, and/or strong recommendation from school administrators. Students who are granted conditional admission are limited to one-course per session until a GPA of 3.0 has been maintained through twelve hours of coursework. Students may then petition for Full Admission.

## MAT Program Requirements

1. Students must meet the satisfactory academic progress requirements of the College.
2. Students must complete a minimum of thirty-six graduate semester hours in an approved course of study. The program is comprised of a core of three courses and three courses in each of the three areas of curriculum and instruction, psychological and philosophical foundations, and measurement and evaluation.

### A. Required Core Courses (9 hours)

EDUC 500	Research Design	3 hrs
EDUC 504	Curriculum Design and Evaluations	3 hrs
EDUC 508	Integrative Project	3 hrs

### B. Required MAT Support Courses

EDUC 512	The Integrated Curriculum	3 hrs
EDUC 523	Critical & Creative Problem Solving	
EDUC 532	Technology in Education	
EDUC 544	Current Issues & Philosophical Precedents	3 hrs
EDUC 546	Perspectives on Parental, Community and Political Involvement in Public Schools	3 hrs
EDUC 560	Theories of Learning	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 582	Evaluation of Teaching Effectiveness	3 hrs
EDUC 590	Analysis & Correction of Reading Disabilities	<u>3 hrs</u>

**Total Semester Hours** **36 hrs**

3. Complete EDUC 500 Research Design, and EDUC 504 Curriculum Design and Evaluation as early in the program as possible and define a final project topic area early in the course of study and direct course work toward the topic area throughout the program.
4. Students may not register for EDUC 508 Integrative Project until they have an approved proposal. Students who register for EDUC 508, but do not complete the course in one session, will receive a grade of Incomplete. Subsequently, students must continue to register each session (except for Summer session) until the project is completed and accepted.
5. Completion of the degree means more than the accumulation of the required course hours. Students must be aware that the integrative project requires acceptance as demonstrated by satisfactory oral presentation before a jury of faculty and peers.
6. Students must participate in a final review, which includes a portfolio that documents progress toward exit competencies and program goals, a self-evaluation which demonstrates an ability to reflect and use analytic and creative skills, a collaborative assessment with faculty and an evaluation of the program.

## ASSESSMENT

The five core propositions of the National Board for Professional Teaching Standards (NBPTS) provide the goals for the Master of Arts in Teaching Program. These core propositions are:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects they teach and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring students learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

Students completing the MAT program document their professional growth and accomplishment of the propositions through portfolios. The portfolio is evaluated by a committee of faculty members. A portfolio must also be presented in a public forum attended by the committee and interested parties. A grade of B or better is required. Outcomes data are collected in an exit interview. These data are used to guide appro-

priate changes and improvements in the MAT program in order to better meet students' needs for course scheduling, course offerings, learning activities for the accomplishment of course objectives, use of technology, etc.

## COURSE DESCRIPTIONS

### Core Courses

#### **EDUC 500 Research Design 3 hrs**

The study of educational research from a comprehensive perspective. Included are: techniques and concepts of social and behavioral research; writing in the APA format; ethical standards governing educational research; experiences in the use of internal and external critique methods; readings in curriculum, assessment, philosophical and psychological research products; experiences accessing and using archival and web-based data sources; evaluation of descriptive, true-experimental and quasi-experimental research designs; identification and use of appropriate parametric and nonparametric statistical analyses, computation and interpretation of effect size tests of practical significance; conducting primary and secondary source literature reviews; demonstration of research designing; and use of portfolio research. Prerequisite: Graduate standing.

#### **EDUC 504 Curriculum Design and Evaluation 3 hrs**

The study of curriculum design from historical precedent to current models of curriculum construction, implementation, and evaluation. Prerequisite: Graduate standing.

#### **EDUC 508 Integrative Project 3 hrs**

The application of portfolio research skills needed to document the accomplishments of program goals. The integrative project must meet quality standards for graduate research, and requires acceptance by the graduate faculty, following a satisfactory oral presentation and defense. Students must participate in a final review which includes the portfolio presentation, self-evaluation and program evaluation. All must demonstrate, in an exit interview, reflective analysis, analytic and creative skills. Students should consult their advisor in the semester prior to enrollment to begin planning this experience. Completion may require more than one enrollment session. Prerequisites: EDUC 500, an approved plan of completion and instructor's permission.



**EDUC 512 The Integrated Curriculum 3 hrs**

The study of research, theorists and proponents of the integrated curriculum and instruction in the elementary, middle level and secondary schools.

**EDUC 523 Critical and Creative Problem Solving 3 hrs**

The study of critical and creative problem solving as it applies to teaching and learning. Cognitive understanding of the major models of critical thinking and creativity will be reinforced by experiences which require higher levels of thinking, including analysis, evaluation and creative; creative problem solving, self-expression and original synthesis of design within content or interest areas.

**EDUC 532 Technology in Education 3 hrs**

The study of instructional media and its use in the classroom. Traditional media and the latest technology are investigated. Provided are opportunities to work with the various mediums, produce materials, and integrate mediated experiences into instruction. Prerequisite: Graduate standing.

**EDUC 544 Current Issues and Philosophical Precepts 3 hrs**

The study of current issues in education, and education reform, such as: educational practice; specialization and professionalization; governance; finance; legal precedents; cultural, social and ethnic influences; and equal opportunity demands. Issues are explored from the philosophical precedents formed in idealism, realism, perennialism, essentialism, pragmatism, progressivism, social constructivism, humanism, existentialism, philosophical analysis and emerging reform philosophies. Prerequisite: Graduate standing.

**EDUC 546 Perspective on Parental Community, and Political Involvement in Public Schools 3 hrs**

The study of relationships between the schools and professional educators and the people and agencies outside the schools which influence and affect them. Formal and informal relationships are identified and positive and negative effects discussed. Strategies for fostering and improving cooperative involvement and support are developed and a practical application is required. Prerequisite: Graduate standing.

**EDUC 560 Theories of Learning 1-3 hrs**

The study of major learning theories including those proposed by Skinner, Pavlov, Bandura, Piaget, Bruner, Sternberg and others. Current and historical research into the application of theoretical knowledge in edu-

cation systems are addressed. Prerequisite: Graduate standing.

**EDUC 580 Methods of Effective Academic Evaluation 3 hrs**

A study of formative, placement, diagnostic and summative evaluation. Emphasis is on the development, administration, interpretation and utilization of informal, teacher-made evaluation measures, to include paper-pencil and observation instruments. These measures may be norm-referenced, criterion referenced or learner referenced. Additionally, students learn to read and interpret formal assessment data produced by either parametric or nonparametric statistics. Prerequisite: Graduate standing.

**EDUC 582 Evaluation of Teaching Effectiveness 3 hrs**

The study of methods, models and materials which can be used to analyze teaching effectiveness. Variables studied include: input and output measures as standards; the relationship between goals and measurements; criterion, norm and self-referencing; intended use-formative or summative; sources-peer, supervisor, self and client; personal or mediated; formal or informal; systematic or random; planned or spontaneous. Prerequisite: Graduate standing.

**EDUC 590 Analysis and Correction of Reading Disabilities 3 hrs**

The study of current commercially prepared instruments for reading evaluation, construction or instruments for classroom and specialist use, and analysis and interpretation of testing results. Prerequisite: Graduate standing.



# MASTER OF BUSINESS ADMINISTRATION

## PROGRAM DESCRIPTION

The Master of Business Administration (MBA) offers a balance of theory and practice. The mission of the MBA program is to prepare working adults in the early stages of their careers in small or middle-sized organizations with the knowledge, skills, and personal characteristics that will enhance performance in their present occupation, and prepare them for advancement to upper-level management in the future.

A principal strategy for achievement of this overall goal is to employ a balanced educational approach that includes a rich mixture of business theory and practice. The MBA program complements management development activities which, in combination, prepare working adults for advancement within an organization. To this end, the MBA program enhances career opportunities in the management of business firms or other formally organized enterprises. Therefore, the program centers on a professional approach which balances business theory with practice in the search for knowledge, skills, and methodologies that are useful in formulating strategies for the future in an uncertain and often turbulent business environment.

## ADMISSION

Students must submit all required application materials to the appropriate nationwide or Online campus for approval by the director.

### Admission Categories

**Full-Program:** Students applying for Full-Program admission must complete steps 1-5 listed under Application Procedures (page 8)

**Conditional Admission:** Students not meeting the department admission requirements may be approved for "conditional admission" by the Associate Dean for AHE and Online Campus, based on appropriate professional experience or other preparation. Students must earn a grade of B or higher in each of the first two graduate courses for which they are enrolled in order to be reviewed for full admission to the MBA program.

**Non-Degree:** Those applying as Non-Degree Seeking students must complete steps 1-5 listed under Application Procedures (page 8), complete all prerequisite coursework, and present a minimum 3.0 undergraduate cumulative grade point average.

Admission of "Non-Degree" students to take graduate level Business Administration courses is granted by the nationwide Campus Director or the Associate Dean for AHE and Online Campus. Students must submit all required application materials to the AHE Campus for approval by the director.

**Post-Baccalaureate:** Those applying as Post-Baccalaureate must complete steps 1-5 listed under Application Procedures (page 8). Students must earn a grade of B or higher in undergraduate prerequisites in order to be considered for full admission to the MBA program.

Admission of students in the Post-Baccalaureate status is granted by the nationwide Campus Director or the Associate Dean for AHE and Online Campus. Application materials must be submitted to the appropriate nationwide or Online campus for approval.

## Admission Criteria

Serving the needs of working adults with graduate studies in business is a guiding principle in the MBA program. To this end, admission to the MBA program rests heavily upon the extent to which the applicant has had the opportunity for work-related experience that would complement further study in business at the graduate level. A minimum of two years of substantial work experience is required. Applicants who have recently completed undergraduate studies are encouraged first to enter the world of work and then later to seek admission to the MBA program after obtaining a larger experiential base.

Applicants who have successfully completed graduate admission procedures required by Columbia College will be evaluated by appropriate nationwide or Online Campus Director.

Students who have not completed the following concept courses in their baccalaureate degree and cannot show evidence of professional experience or other preparation must complete these courses (or their equivalent) before being considered for full admission to the MBA program:

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

**ACCT 280, ACCT 281, and FINC 350 must be taken sequentially.**

The following factors are considered in the admission process:

1. A baccalaureate degree with a cumulative GPA of 3.0 or above from a regionally-accredited institution, as represented by official transcripts from the degree-granting institution.
2. The potential of the student to achieve academic and career goals by enrolling in the MBA program. This factor requires evaluation of the narrative component of the application and three graduate program recommendation forms attesting to the ability of the student to complete the MBA program.

## PROGRAM REQUIREMENTS

Degree requirements include common core courses and integrate foundation courses for a minimum of 36 semester hours. The foundation courses must be among the first 18 hours of course work in the MBA program.

### Required Graduate Foundation Courses

(12 semester hours)

BUSI 508	Decision Science for Business	3 hrs
BUSI 510	Managerial Economics	3 hrs
BUSI 562	Managerial Accounting	3 hrs
BUSI 570	Managerial Finance	3 hrs

### Required Graduate Core Courses (24 semester hours)

BUSI 502	Information Systems for Management	3 hrs
BUSI 504	Business Communication Theory and Practice	3 hrs
BUSI 506	Legal and Ethical Environment for Business	3 hrs
BUSI 522	Organizational Theory and Practice	3 hrs
BUSI/ MSCJ 526	Human Resource Management and Theory	3 hrs
BUSI 528	International Business	3 hrs
BUSI 544	Marketing Strategy	3 hrs
BUSI 595	Strategic Management (Capstone Course*)	3 hrs

**Minimum total semester hours 36 hrs**

\*The capstone course is required of students as the culminating experience for the MBA Program, and students must have completed thirty hours in the MBA program before enrolling in this course. Students must earn a B or higher in this course in order to graduate.

## ASSESSMENT

Competent performance as a manager requires both context and judgment. As a result, assessment will rely less on purely knowledge-based experiences

and more on the student's ability to prepare for and master various "roles" and situations that competent professionals encounter in their work. The goal in assessment is to use methods that replicate authentic challenges and conditions rather than isolated drills or tests. Use of the case method and discussion learning is a primary component of courses in the MBA program.

Skilled managers recognize that judgment in adapting knowledge to the situation at hand is, perhaps, more important than the acquisition of knowledge alone. Therefore, students will be challenged to perform or execute tasks or processes using a knowledge base effectively and in a novel or creative way. The process adapts to changing environmental situations—much like those that are dealt with on a day-to-day basis in the course of managing a formal organization. The assessment process not only provides the opportunity to evaluate the completion of performance tasks but also measures skills and personal characteristics that are essential for managers and to foster further learning.

Projects and assignments other than tests will be emphasized. The process requires the student, under time constraints, to present his or her case clearly, concisely, and persuasively, a skill that is invaluable to effective managers. The principal product of the MBA program will be a graduate who has learned how to think strategically and critically and is able to present his or her thoughts orally or in writing in a competent manner. The relevant measure becomes the student's capacity to apply critical thinking and analytical skills in whatever occupation is chosen.

The most critical element of the assessment process occurs as part of the student's culminating experience. Both product and process components that form key outcomes or performance tasks must be completed satisfactorily as part of the culminating experience (BUSI 595 Strategic Management).

Case work from BUSI 595 affords the opportunity for students to demonstrate competency in each area of study covered in the MBA program. With the approval and guidance of the instructor, the student may also experience a real-world analysis and presentation of material specific to the student's place of employment. Each component of the case work is measured against standards and these standards are included in the course syllabus for BUSI 595. Students refer to their study of Strategic Management and case analysis as the process for demonstrating critical thinking, judgment, analytical skill, and the ability to communicate in writing and/or orally.

## COURSE DESCRIPTIONS

### **BUSI 502 Information Systems for Management 3 hrs**

Examination of the value and uses of information systems for business operations, management decision-making and strategic advantage. Discussions and applications focus on spreadsheet software and its usefulness as a managerial aid.

### **BUSI 504 Business Communication Theory and Practice 3 hrs**

This course is designed to strengthen students' communications skills in the context of managerial communication. Topics include writing and research skills, listening skills, nonverbal communication, conflict resolution and negotiation strategies, conducting interviews and meetings, and giving formal presentations.

### **BUSI 506 Legal and Ethical Environment for Business 3 hrs**

Examination of the topics in the area of law, regulatory controls, and ethical issues. Topics include contracts, the Uniform Commercial Code, agency agreements, partnerships, corporations, and product liability. Discussions focus on the implications of these legal situations in management.

### **BUSI 508 Decision Science for Business 3 hrs**

Examination of quantitative skills useful to managers. Discussions focus on selected algebra topics, mathematics for finance and descriptive statistics and probability. Prerequisite: Knowledge of College Algebra, Excel® or other computer spreadsheet applications is important.

### **BUSI 510 Managerial Economics 3 hrs**

Examination of the impact of the economic environment on business decision-making. Discussions focus on macro- and microeconomics topics with particular emphasis on marginal analysis and supply and demand considerations. Prerequisite: BUSI 508.

### **BUSI 522 Organizational Theory and Practice 3 hrs**

Examination of modern concepts of effective management. Discussions focus on foundations, theories, models and literature for designing effective organizational relationships. Prerequisite: Full admission to MBA Program.

### **BUSI 526 Human Resource Management and Theory 3 hrs**

Examination of the organizational human resource function and contemporary techniques for managing human resources. Discussions focus on EEO law, work force diversity, managing change, staffing, train-

ing and development, compensation and benefits, EEO/AA and other human resource topics. Cross-listed as MSCJ 526.

### **BUSI 528 International Business 3 hrs**

Examination and analysis of the importance of international trade as it applies to the business sector. Analysis of import, export, trade deficit, balance of trade and balance of payment is explored. The course gives students an understanding of how the cultural, social, political, and economic environment in different countries can affect the international competitive environment and the implications for business strategy.

### **BUSI 544 Marketing Strategy 3 hrs**

The course is organized around the marketing planning process to clearly delineate the relationship among marketing decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the managerial process. The course presents concepts from a decision making perspective rather than from a descriptive point of view. This approach reflects an emphasis on the marketing decisions that students are most likely to confront in their careers. Additionally, because marketing managers are held accountable for profits as well as sales, budgetary considerations of marketing decisions are discussed.

### **BUSI 562 Managerial Accounting 3 hrs**

Examination of the strengths and limitations of an organization's accounting system in many different organizational settings. Discussions focus on the different roles of managers within organizations; the importance of cross-functional skills; being an integral part of the firm's organizational infrastructure; and analysis of the information generated by the accounting system for both planning and control decisions.

### **BUSI 570 Managerial Finance 3 hrs**

Examination of the process of evaluating financial resources and planning and controlling activities within the firm. Discussions focus on ratio and cash flow analysis, financial forecasting, development and use of budgets for management and planning and control. Prerequisite: BUSI 508.

### **BUSI 595 Strategic Management 3 hrs**

Culminating experience/capstone course for the MBA degree. Requires application of all previous learned educational experiences in accounting, economics, finance, management and marketing. Extensive use of case analysis and strategic report writing is used to integrate all previous course materials in the analysis and resolution of complex business strategic planning problems. A final grade of B or better must be achieved to satisfy graduation requirements. Prerequisite: Completion of at least 30 semester hours in the MBA program.

# MASTER OF SCIENCE IN CRIMINAL JUSTICE

## PROGRAM DESCRIPTION

The Master of Science in Criminal Justice (MSCJ) is designed primarily for practitioners in the field of criminal justice interested in developing and/or enhancing administrative skills. The program is also designed to meet the analytical and theoretical needs of students who will continue with doctoral or law studies. The degree emphasizes four foundational areas: trends in criminal justice, policy development and analysis, research design and ethics in criminal justice. Understanding derived from these courses provides graduate students a solid foundation for dealing with the many critical issues confronting the contemporary criminal justice administrator. Courses are structured in a hands-on format encouraging maximum student interaction while at the same time encouraging the development of useful action skills.

## ADMISSION

### Admission Categories

Admission to the full program is granted by the appropriate nationwide campus Director of the Associate Dean for AHE and Online Campus.

**Full Program:** Students applying for Full Program admission must complete steps 1-5 listed under Application Procedures.

Admission to the program is granted by the appropriate nationwide or Online Campus Director at the home campus (page 8).

**Conditional Admission:** Students not meeting the department admission requirements may be approved for "conditional admission" at the discretion of the Associate Dean for AHE and Online Campus, based on appropriate professional experience or other preparation. Students may enroll in a maximum of nine hours under the category and must earn a grade of B or higher in all courses in order to be considered for Full Admission.

**Non-Degree:** Students applying for non-degree admission must complete steps 1-5 listed under Application Procedures.

Admission of Non-Degree students to take graduate level Criminal Justice courses is granted by the AHE Campus Director. Students must submit all required application materials to the AHE Campus for approval by the director.

**Post-Baccalaureate:** Students accepted as Post-Baccalaureate must meet two undergraduate prerequisites: CJAD 101 Introduction to Criminal Justice Administration and CJAD 415 Criminal Procedures. Those applying as Post-Baccalaureate students must complete steps 1-5 under Application Procedures. Students must earn a grade of B or higher in undergraduate prerequisites in order to be considered for full admission to the MSCJ program.

Application materials must be submitted through the appropriate nationwide or Online Campus for approval.

### Admission Criteria

Applicants who have completed admission procedures will be evaluated by the Campus Director for acceptance into the Master of Science in Criminal Justice degree program. To be considered, applicants must meet the following criteria:

1. A baccalaureate degree in criminal justice or closely related cognate area.
2. A cumulative grade point average of 3.0 or higher on a 4.0 scale from a regionally accredited degree-granting institution.

Students possessing a baccalaureate degree in a field other than criminal justice and who do not meet the minimum two-year experience requirement may enroll as a Post-Baccalaureate. Students in this category must complete CJAD 101 Introduction to Criminal Justice Administration and CJAD 415 Criminal Procedures, earning a grade of B or higher in both courses. Subsequent to successful completion of these courses students may be considered for admission to the MSCJ program.

Post Baccalaureate students may take graduate courses with permission from the MSCJ Graduate Program Coordinator.

## PROGRAM REQUIREMENTS

The degree requirements include 12 hours of foundation courses and 24 hours of core courses for a minimum of 36 semester hours.

### Required Graduate Foundation Courses (12 semester hours)

MSCJ 500	Research Design	3 hrs
MSCJ 501	Current Issues and Future Directions in Criminal Justice	3 hrs



MSCJ 510	Legal and Ethical Issues in Criminal Justice	3 hrs
MSCJ 524	Criminal Justice Policy Development and Evaluation	3 hrs

### Required Graduate Core Courses

(21 semester hours)

MSCJ 525	Comparative Criminal Justice Systems	3 hrs
MSCJ/ BUSI 526	Human Resource Management and Theory	3 hrs
MSCJ 532	Organizational Behavior	3 hrs
MSCJ 550	Readings in Criminal Justice Administration	3 hrs
MSCJ 561	Crisis Intervention	3 hrs
MSCJ 567	Seminar in Juvenile Justice	3 hrs
MSCJ 580	Capstone/Intensive Writing Seminar	3 hrs

### One Course Selected From the Following

(3 semester hours)

MSCJ 530	Legal Aspects of Criminal Justice Management	3 hrs
MSCJ 535	Budgeting and Planning for Criminal Justice	<u>3 hrs</u>

**Minimum total semester hours 36 hrs**

## ASSESSMENT

The Master of Science in Criminal Justice is writing intensive with scholarly research required in each of the graduate classes. The program is assessed in several ways. Student course evaluations provide guidance to instructors regarding the pedagogy, course organization and related concerns. The most critical element of the assessment process occurs as part of the student's culminating experience. A faculty-designed assessment instrument is given to students in the capstone course MSCJ 580. Both product and process components that form key outcomes or performance tasks must be completed satisfactorily as part of the culminating experience (MSC 580). An eleven member criminal justice advisory board comprised of criminal justice professionals in the field meets periodically to provide advice, suggestions and recommendations. Each currently enrolled student is requested to complete and return a graduate student survey. Students in the MSCJ 580 intensive writing course are asked to complete a program assessment instrument.

All assessment activities are designed to measure the degree to which MSCJ students have met the seven learning goals:

1. To acquire and increase skills in writing in a criminal justice context.
2. To acquire, increase and improve skills in public speaking.
3. To enhance managerial decision making, communication and organizational skills.
4. To attain real world critical thinking/problem solving skills as they relate to criminal justice and public policy.
5. To gain knowledge about recent developments in criminal justice.
6. To learn how to apply experience and research to the development of public policy and accepted criminal justice procedure.
7. To gain knowledge of comparative criminal justice policy and procedures and the possible application in an American criminal justice setting.

## COURSE DESCRIPTIONS

### MSCJ 500 Research Design 3 hrs

The study of applied research designs. Data collection methods emphasized are observation and psychometry. Both qualitative and quantitative data analysis methods are studied, with strong emphasis on results interpretation. Must be taken as a foundational course for the Master of Science in Criminal Justice. Prerequisite: Graduate standing.

### MSCJ 501 Current Issues and Future Directions in Criminal Justice 3 hrs

An examination of the salient, current critical issues in the justice system affecting law enforcement, criminal justice personnel, public policy and recent social developments. Must be taken as a foundational course for the Master of Science in Criminal Justice.

### MSCJ 510 Legal and Ethical Issues in Criminal Justice 3 hrs

Examination of topics in the areas of law, legal controls, and ethical issues in the criminal justice field. Areas such as corruption, misconduct and related issues are discussed.

### MSCJ 524 Criminal Justice Policy Development and Evaluation 3 hrs

Examination of the development, implementation and analysis of public policy. Students identify and evaluate public policies as they relate to the criminal justice system. Prerequisite: Graduate standing.



**MSCJ 525 Comparative Criminal Justice Systems 3 hrs**

Examination of criminal justice systems worldwide. Includes exploration of means of establishing cooperation toward mutual goals despite structural, historical and ideological differences. Prerequisite: Graduate standing.

**MSCJ 526 Human Resource Management and Theory 3 hrs**

Examination of the organizational human resource function and contemporary techniques for managing human resources. Discussions focus on EEO law, work force diversity, managing change, staffing, training and development, compensation and benefits, EEO/AA and other human resource topics. Cross-listed as BUSI 526.

**MSCJ 530 Legal Aspects of Criminal Justice Administration 3 hrs**

Examination of the legal issues within criminal justice management, and of the effects of constitutional provisions, statutes, ordinances and judicial decisions on justice administration. Analysis of the legal aspects of selection, compensation, promotion, assignment and termination of justice employees and consideration of operational issues not addressed in other courses. Prerequisite: Graduate Standing.

**MSCJ 532 Organizational Behavior 3 hrs**

The study of individual and group behavior in organizational settings. Included are issues relating to how we live our lives at work and in organizations and are approached from a motivation, teamwork and leadership standpoint. Prerequisites: Students are encouraged to take the four foundational courses set forth in the college catalog (MSCJ 500, MSCJ 501, MSCJ 510, and MSCJ 524) before enrolling for any other MSCJ course.

**MSCJ 535 Budgeting and Planning for Criminal Justice Managers 3 hrs**

Examination of public sector budgeting from the perspective of agency and departmental managers. Analysis of the issues involved in planning, developing, tracking and implementing an agency or department budget. Prerequisite: Graduate standing.

**MSCJ 550 Readings in Criminal Justice Administration 3 hrs**

Selected readings that allow the student to pursue areas of particular interest or need not covered in established courses or programs. Prerequisite: 12 semester hours of required graduate foundation courses.

**MSCJ 561 Crisis Intervention 3 hrs**

Study of the theory and practice of crisis intervention with an emphasis on outreach intervention models. Demonstration of skills is required. Prerequisite: 12 semester hours of required graduate foundation courses.

**MSCJ 567 Seminar in Juvenile Justice 3 hrs**

Analysis of all aspects of the juvenile justice system and process. Topics include history, movements toward diversion and deinstitutionalization, police interaction, court co-process, due process and community intervention. Included is an examination of the law as it relates to juvenile justice and future trends in the field. Prerequisites: MSCJ 500, MSCJ 501, MSCJ 510, MSCJ 524.

**MSCJ 580 Capstone/Intensive Writing Seminar 3 hours**

This **culminating experience** requires students to refine their writing skills. Numerous assignments are given students with special attention to paper preparation in APA format, critical thinking content, identification of salient topics in the field and presentation of findings. Prerequisites: 12 semester hours of required graduate foundation courses and an additional 18 semester hours of required graduate core courses

# PERSONNEL DIRECTORY

## 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

**Tery Donelson**, Assistant Vice President for Enrollment Management

B.S., California State Polytechnic University, Pomona  
M.S., Air Force Institute of Technology

**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

**Bob Hutton**, Executive Director of Administrative Services

B.S., Culver-Stockton College, M.Ed., Memphis State University; APPA Institute for Facilities Management and Housekeeping

**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

# INDEX

Academic Integrity .....	25	GI Educational Benefits .....	18
Academic Policies .....	19	Grade Reports (see eServices) .....	8
Academic Progress .....	24	Grading System .....	20
Academic Support Services .....	28	Grading Appeals .....	25
Accreditation .....	3	Graduation Requirements .....	23
Active Service .....	10	Incomplete Grade .....	20
ADA .....	28	Library .....	28
Adding/Dropping .....	19	Map, Adult Higher Education Division .....	4
Administrative Offices .....	2	Master of Arts in Teaching .....	34
Admission Policy .....	7	Master of Business Administration .....	37
Advising .....	19	Master of Science in Criminal Justice .....	40
Affirmative Action Policy .....	3	Military training credit.....	23
Application for Admission .....	7	Military Tuition Assistance .....	10
Assessment .....	35, 38, 41	Non-Degree Seeking .....	7
Attendance.....	14	Online Registration .....	19
Audit.....	20	Payment Policy .....	9
Calendar .....	6	Personnel Directory .....	43
Candidacy for Degree .....	23	Post Baccalaureate.....	7, 15
Career Services.....	28	Prerequisites .....	8
Change in Degree Program.....	23	Probation .....	24
CLEP .....	21	Readmission .....	8
College Profile .....	5	Refund Policy.....	9
Computer Use Policy .....	29	Repeating a Course.....	20
Conditional Admission		Return of Title IV funds .....	14
Business .....	37	Right to Privacy .....	23
Criminal Justice .....	40	Second Degrees .....	23
Teaching .....	34	Standards of Progress.....	12
Course Descriptions		Student Conduct .....	25
Business .....	39	Students with Disabilities.....	28
Criminal Justice .....	41	Transfer Credit .....	21
Teaching .....	35	Transcripts .....	24
Conduct .....	25	Tuition and Fees .....	9
CougarMail .....	32	Tuition Reimbursement .....	10
Course Cancellation Policy .....	20	VA Attendance Policy.....	10
Course Load .....	19	Veterans Educational Assistance .....	10
Credit for Prior Learning .....	21	Vocational Rehabilitation Benefits .....	17
DANTES .....	23	Withdrawal with Extraordinary Circumstances .....	20
Deferred Payment Plan .....	9	Withdrawal Policy and Procedure .....	10, 19
Directory Information .....	2		
Dismissal .....	24		
Dropping a Class.....	10		
E-mail.....	28		
Employer Tuition Assistance .....	9		
eServices.....	8		
Ethics Code for Computer Users.....	30		
Fees.....	9		
FERPA .....	23		
Financial Aid .....	11		
Financial Aid Probation .....	12		
Financial Aid Suspension .....	12		
Full Program Admission.....	7		