



**Columbia College**  
**Florida – Jacksonville**  
**2018-2019 Undergraduate Catalog Addendum**  
**Updated: August 31, 2018**

**MISSION**

Columbia College improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential.

**VISION**

Our vision is to be a highly innovative institution of higher education, dedicated to excellence in both its traditional and nontraditional programs nationwide.

**CATALOG EFFECTIVE DATE**

Provisions of the 2018-2019 Undergraduate Catalog are effective July 31, 2018.

**LICENSURE**

Columbia College has been granted a license by the Florida Commission for Independent Education.

**ACCREDITATION**

Columbia College is accredited by the Higher Learning Commission. Students who attend colleges that are not accredited may be unable to sit for professional exams, may not be eligible for financial aid, and have difficulty in transferring college credits.

**LOCATION CONTACT INFORMATION**

Vanessa Swindell, Director

**Address:** 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216

**Phone:** (904) 338-9150; **Fax:** (904) 338-9263 **Email:** [vswindell@ccis.edu](mailto:vswindell@ccis.edu)

**ADDITIONAL INFORMATION ABOUT COLUMBIA COLLEGE CAN BE OBTAINED FROM**

The Commission for Independent Education, Florida Department of Education

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400

Phone: (850) 245-3200 or (888) 224-6684

## STUDENT COST

Undergraduate Tuition	\$375.00 Per Credit Hour
Active Military Undergraduate Tuition	\$250.00 Per Credit Hour

## BOARD OF TRUSTEES

Columbia College is governed by the Board of Trustees

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## SENIOR ADMINISTRATION:

- Dr. Scott Dalrymple, President
- Dr. Piyusha Singh, Vice President for Online Education, Interim Provost
- Kevin Palmer, Senior Vice President and Chief Operating Officer
- Mark Falkowski, Vice President and General Counsel
- Bob Burchard, Director of Athletics
- Patty Fischer, Executive Director, Human Resources
- Gary Stanowski, Chief Information Officer
- Bruce E. Boyer, Chief Financial Officer
- Clifford Jarvis, Executive Director of Plant and Facilities
- Suzanne Rothwell, Executive Director of Advancement

## CRIMINAL JUSTICE MAJORS NOTICE

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

## **COURSE CANCELLATION**

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found. Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course. Students will have the option to move to an online section of the same course if there are openings in those sections. If this is not possible, the student will receive a full refund for the course.

## **PLACEMENT ASSISTANCE**

Employment upon completion of program(s) is not guaranteed.

## **REFUNDS**

The college refund policy complies with the Commission for Independent Education.

### **Columbia College's Refund Policy:**

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

#### **1. Tuition Refunds**

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete, sign and date all add/drop/withdrawal information. Confirmation of receipt is the responsibility of the student. The add/drop/withdrawal begins the same day and date that the session starts. Add/drop periods do not begin the first day a particular class begins. Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid and Scholarships section of the Academic Catalog.

#### **2. Full Refund**

A student is entitled to a full reduction of tuition and course charges when he/she drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.

#### **3. Partial Refund**

During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges when he/she withdraws from a course(s) due to extraordinary circumstances (refer to the Tuition and Fees section of the Academic Catalog for further details). To be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter from the student explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request. Students should be

aware that a refund is not automatic, rather, request for financial consideration are subject to review and approval on case to case basis.

#### **4. No Refund**

No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of a session, unless extraordinary circumstances apply (refer to partial information listed above).

#### **APPEALS**

Unresolved conflicts should be submitted to the Higher Learning Commission or the Florida Commission for Independent Education.

#### **FINANCIAL AID**

For those who qualify, financial aid is available through Columbia College and is awarded at the main campus. In addition to the information provided in the 2018-2019 Undergraduate catalog, students can contact the Enrollment Service Center office at 1-800-231-2391, extension 7252.

#### **TRANSFER OF COLUMBIA COLLEGE CREDITS**

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

#### **CREDIT**

Columbia College uses semester credit hours. Sixty (60) credit hours are required for associate degrees and one hundred and twenty (120) credit hours are required for bachelor's degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

#### **COURSE NUMBERING**

Columbia College course numbering system follows standard practices:

- 1xx – indicates freshman level course
- 2xx – indicates sophomore level course
- 3xx – indicates junior level course
- 4xx – indicates senior level course

## **NONTRADITIONAL PROGRAMS**

Distance education courses are available through Online Education located in Columbia, MO. All academic and administrative policies and procedures identified in the 2018-2019 Undergraduate catalog also pertain to nontraditional programs.

## **GENERAL EDUCATION**

The state of Florida requires 45 hours of general education for students completing Bachelor of Arts degrees.

## **DEGREE PROGRAMS**

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

## **UNDERGRADUATE DEGREE PROGRAMS OFFERED IN-SEAT AT JACKSONVILLE LOCATION**

- Associate in Arts
- Associate in General Studies
- Associate in Science in Business Administration
- Associate in Science in Computer Information Systems
- Associate in Science in Criminal Justice Administration
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Human Resource Management
- Bachelor of Arts in Management
- Bachelor of Arts in Criminal Justice Administration
- Bachelor of Arts in Psychology
- Bachelor of General Studies
- Bachelor of Science in Business Administration
- Bachelor of Science in Human Resource Management
- Bachelor of Science in Management
- Bachelor of Science in Management Information Systems

## **UNDERGRADUATE DEGREE PROGRAMS OFFERED ONLINE**

- Associate in Science in Environmental Studies
- Associate in Science in Human Services
- Bachelor of Arts in Accounting
- Bachelor of Arts in American Studies
- Bachelor of Arts in English, Emphasis in English Literature
- Bachelor of Arts in Entrepreneurship
- Bachelor of Arts in Finance
- Bachelor of Arts in Healthcare Management
- Bachelor of Arts in History
- Bachelor of Arts in Human Resource Management

- Bachelor of Arts in Human Services
- Bachelor of Arts in International Business
- Bachelor of Arts in Management
- Bachelor of Arts in Marketing
- Bachelor of Arts in Political Science
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Public Relations & Advertising
- Bachelor of Arts in Sociology
- Bachelor of Arts in Sports Management
- Bachelor of Science in Accounting
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Finance
- Bachelor of Science in Healthcare Management
- Bachelor of Science in International Business
- Bachelor of Science in Management
- Bachelor of Science in Marketing
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Public Relations & Advertising
- Bachelor of Science in Sports Management

**CERTIFICATE PROGRAMS OFFERED IN-SEAT AT JACKSONVILLE LOCATION AND ONLINE**

- Business Administration Certificate in Human Resources Management
- Business Administration Certificate in Marketing Management
- Business Administration Certificate in Management

**CERTIFICATE PROGRAM ONLY OFFERED ONLINE**

- Crime Scene Investigation Certificate

**2018-2019 ACADEMIC CALENDAR  
ONLINE AND NATIONWIDE**

<b>Fall Session (18FALL1) August 27 – October 20, 2018</b>	
July 9	Registration for fall sessions begins for graduate students, seniors, military members and new students
July 11	Registration for the fall sessions begins for returning juniors
July 12	Registration for fall sessions begins for returning sophomores
July 13	Registration for early and late fall sessions begins for returning freshmen and non-degree seeking students
August 27	Start of session
August 29	Last day to add classes
September 3	Labor Day: offices closed; in-seat classes cancelled
September 4	Last day to drop classes

October 5	Last day to withdraw from classes with a grade of "W"
October 20	End of session
October 23	Grades entered by 12:00 noon

<b>Fall Session (18FALL2) October 22 – December 15, 2018</b>	
July 9	Registration for fall sessions begins for graduate students, seniors, military members and new students
July 11	Registration for fall sessions begins for returning juniors
July 12	Registration for the fall sessions begins for returning sophomores
July 13	Registration for fall sessions begins for returning freshmen and non-degree seeking students
October 22	Start of session
October 24	Last day to add classes
October 29	Last day to drop classes
November 22-23	Thanksgiving Break: offices closed; in-seat classes cancelled; offices and library open Nov. 19-21, 8:00 a.m.-5:00 p.m.; offices and library closed Nov. 22-24; library open Nov. 25, 2:00 p.m.-midnight
November 30	Last day to withdraw from class with a grade of "W"
December 15	End of session
December 18	Grades entered by 12:00 noon

<b>Spring Session (18SPRG1) January 7 – March 2, 2019</b>	
November 5	Registration for spring sessions begins for graduate students, seniors, military members and new students
November 7	Registration for spring sessions begins for returning juniors
November 8	Registration for spring sessions begins for returning sophomores
November 9	Registration for spring sessions begins for returning freshmen and non-degree seeking students
January 7	Start of session
January 9	Last day to add classes
January 14	Last day to drop classes
January 21	Martin Luther King Jr. Day: offices and library closed, in-seat classes cancelled
February 15	Last day to withdraw from classes with a grade of "W"
March 2	Classes end
March 5	Grades entered by 12:00 noon

<b>Spring Session (18SPRG2) March 4 – April 27, 2019</b>	
November 5	Registration for spring sessions begins for graduate students, seniors, military members and new students
November 7	Registration for spring sessions begins for returning juniors
November 8	Registration for spring sessions begins for returning sophomores
November 9	Registration for spring sessions begins for returning freshmen and non-degree seeking students
March 4	Classes begin
March 6	Grades entered by 12:00 noon
March 7	Last day to add a class
March 11	Last day to drop a class
April 12	Last day to withdraw from classes with a grade of "W"
April 27	Classes end
April 30	Grades entered by 12:00 noon

<b>Summer Session (18SUMR1) April 29 – June 22, 2019</b>	
March 18	Registration for summer begins graduate students, seniors, military members and new students
March 20	Registration for summer begins for returning juniors
March 21	Registration for summer begins for returning sophomores
March 22	Registration for summer begins for freshman and non-degree seeking students
April 29	Classes begin; Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am-5:00 pm; Sunday, 2:00-10:00 pm
May 1	Last day to add classes
May 6	Last day to drop classes
May 27	Memorial Day: offices closed; library closed both May 26 & May 27; in-seat classes cancelled
June 7	Last day to withdraw from classes with a grad of "W"
June 22	Classes end
June 25	Grades entered by 12:00 noon



<b>Summer Session (18SUMR2) June 24 – August 17, 2019</b>	
March 18	Registration for summer begins graduate students, seniors, military members and new students
March 20	Registration for summer begins for returning juniors
March 21	Registration for summer begins for returning sophomores
March 22	Registration for summer begins for freshman and non-degree seeking students
June 24	Classes begin; Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am-5:00 pm; Sunday, 2:00-10:00 pm
June 26	Last day to add classes
July 1	Last day to drop classes
July 4	Independence Day: offices and library closed, in-seat classes cancelled
August 2	Last day to withdraw from classes with a grade of a "W"
August 17	Classes end
August 20	Grades entered by 12:00 noon

### **PHYSICAL FACILITIES & EQUIPMENT**

The Jacksonville location is located in the Liberty Center, 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216. The college leases a suite on the 1<sup>st</sup> floor for administrative, testing and general office duties. The classrooms (23-30 student capacity) and computer laboratory (18 computers) are located on the second floor of the building. Each classroom is equipped with a data projector and suite of equipment capable of projecting CD, DVD, VHS, PowerPoint and other methods of instruction. The administrative office is open Monday through Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classrooms and computer lab are open per the session schedule.

### **ANTI-HAZING POLICY**

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

## FACULTY

Faculty Name	Course(s) Taught	Degrees/Diplomas Held & Awarding Institution
Allan, Terry	<ul style="list-style-type: none"> <li>• MGMT 150</li> <li>• MGMT 368</li> <li>• MGMT 479</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. Management and Human Relations, Webster University, St. Louis, MO</li> </ul>
Carlson, Raymond	<ul style="list-style-type: none"> <li>• MGMT 265</li> </ul>	<ul style="list-style-type: none"> <li>• J.D. Law, Indiana University, Bloomington, IN</li> <li>• LLM Master of Laws, University of Virginia, Charlottesville, VA</li> <li>• M.A. National Security and Strategic Studies, Naval War College, Newport, RI</li> </ul>
Carswell, Agnes	<ul style="list-style-type: none"> <li>• COMM 110</li> <li>• COMM 313</li> </ul>	<ul style="list-style-type: none"> <li>• J.D. Nova Southeastern University, Fort Lauderdale, FL</li> <li>• Executive MSC, Barry University, Miami, FL</li> </ul>
Cormier, Ronica	<ul style="list-style-type: none"> <li>• PSYC 175</li> <li>• SOCI 175</li> </ul>	<ul style="list-style-type: none"> <li>• M.S. Psychology, Capella University, Minneapolis, MN</li> </ul>
Ewing, James, Jr. (Orlando location Adjunct)	<ul style="list-style-type: none"> <li>• ANTH 101</li> <li>• GEOG 101</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. Geography, Indiana University of Pennsylvania, Indiana, PA</li> <li>• B.A. Geography, University of Pittsburgh, Pittsburgh, PA</li> </ul>
Foster, Michael John (NAS Jacksonville location Adjunct)	<ul style="list-style-type: none"> <li>• HIST 121</li> <li>• HIST 122</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. History, University of Nebraska, Kearney, NE</li> </ul>
Horne, Daniel D	<ul style="list-style-type: none"> <li>• ENGL 111</li> <li>• ENGL 112</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. English, University of North Florida, Jacksonville, FL</li> </ul>
Laymon-Frazier, Shena	<ul style="list-style-type: none"> <li>• BIOL 108</li> </ul>	<ul style="list-style-type: none"> <li>• MSHS Public Health, Trident University, Cypress, CA</li> </ul>
McGarry, Deborah	<ul style="list-style-type: none"> <li>• ACCT 280</li> <li>• FINC 298</li> <li>• FINC 350</li> </ul>	<ul style="list-style-type: none"> <li>• MBA Webster University, St. Louis, MO</li> <li>• B.S. Accounting, University of Phoenix, Phoenix, AZ</li> </ul>
Meyer, Kenneth	<ul style="list-style-type: none"> <li>• CISS 170</li> </ul>	<ul style="list-style-type: none"> <li>• M.A.T. Computer Science, Jacksonville University, Jacksonville, FL</li> <li>• M.S. System Management, University of Southern California, Los Angeles, CA</li> </ul>
Murphy, Kelly	<ul style="list-style-type: none"> <li>• MGMT 361</li> </ul>	<ul style="list-style-type: none"> <li>• M.S. Human Resource Management, Troy University, Troy, AL</li> </ul>
Plasa, Vladimir	<ul style="list-style-type: none"> <li>• MATH 104</li> <li>• MATH 106</li> <li>• MATH 150</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. Education/Curriculum Instruction Assessment, Walden University, Minneapolis, MN</li> <li>• B.A. Engineering/Education, Tirana University, Tirana, Albania</li> </ul>

Silva, Michelle Macedo	<ul style="list-style-type: none"> <li>• INCC 123</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. Management &amp; Leadership, Webster University, St. Louis, MO</li> </ul>
Simpson, James	<ul style="list-style-type: none"> <li>• ECON 293</li> <li>• ECON 294</li> </ul>	<ul style="list-style-type: none"> <li>• M.A. Economics, University of Southern California, Los Angeles, CA</li> </ul>
Stanley, Michael	<ul style="list-style-type: none"> <li>• MGMT 254</li> <li>• MGMT 362</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. Organization and Management, Capella University, Minneapolis, MN</li> <li>• M.S. Public Administration, Troy State University, Troy, AL</li> </ul>
Taborn, Gayla (NAS Jacksonville location Adjunct)	<ul style="list-style-type: none"> <li>• HUMS 305</li> <li>• HUMS 340</li> </ul>	<ul style="list-style-type: none"> <li>• M.S.W. Social Work, University of Illinois, Urbana, IL</li> <li>• B.A. University of Illinois, Urbana, IL</li> </ul>
Walden, Shelby	<ul style="list-style-type: none"> <li>• MGMT 365</li> </ul>	<ul style="list-style-type: none"> <li>• MBA Business Management, Webster University, St. Louis, MO</li> </ul>
Wider, Felicia	<ul style="list-style-type: none"> <li>• MATH 250</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. Curriculum and Instruction, University of Florida, Gainesville, FL</li> <li>• M.A. Mathematics, Jacksonville University, Jacksonville, FL</li> <li>• B.A. History and Interdisciplinary Studies, Arabic, African Studies, University of Florida, Gainesville, FL</li> </ul>