



**Columbia College
Florida – Orlando
2018-2019 Undergraduate Catalog Addendum
Updated: October 2, 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

Aaron Williams, Director

Address: 2600 Technology Drive, Suite 100, Orlando, FL 32804

Phone: (407) 293-9911, **Fax:** (407) 293-8530, **Email:** aawilliams@ccis.edu

ADDITIONAL INFORMATION ABOUT COLUMBIA COLLEGE CAN BE OBTAINED FROM

The Commission for Independent Education, Florida Department of Education

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

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

STUDENT COSTS

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

- Walter E. Bixby III, Chair
- Helen (Dale) Coe Simons
- George W. Hulett, Jr.
- Jolene Marra Schulz
- Lynne Stuver Baker
- Lex R. Cavanah
- Jerry D. Daugherty
- Daisy Willis Grossnickle
- Lt. Gen. Richard C. Harding
- David M. Hardy, Jr.
- Dr. Mitchell R. Humphreys, M.D.
- June Viner Hurdle
- William J. Johnston
- Danielle Langdon
- Genie Rogers
- Dr. David R. Russell, Ph.D.
- Reverend Brad Staggs
- Dr. Ahoo Tabatabai, Ph.D.
- Gary Tatlow
- Matt Williams
- Carol J. Winkler
- Janet Carter Wright

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 (excluding the admission fee, textbooks, and other academic resource materials) when he/she drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.

3. Partial Refund

During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges 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 ORLANDO LOCATION AND ONLINE

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

UNDERGRADUATE DEGREE PROGRAMS OFFERED ONLINE

- Associate in Science in Environmental Studies
- 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 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 ORLANDO 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**

Fall Session (18FALL1) August 27 – October 20, 2018	
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 fall sessions begins for returning sophomores
July 13	Registration for 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

Late Fall Session (18FALL2) October 22 – December 15, 2018	
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 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

Spring Session (18SPRG1) January 7 – March 2, 2019	
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

Spring Session (18SPRG2) March 4 – April 27, 2019	
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

Summer Session (18SUMR1) April 29 – June 22, 2019	
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

Summer Session (18SUMR2) June 24 – August 17, 2019	
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 location is located at 2600 Technology Drive, Suite 100, Orlando, FL 32804. This location currently occupies 11 classrooms, 2 computer labs, a student resource lab, a student lounge, 10 administrative offices and a faculty room. Each classroom is equipped with a Nova station housing the room's Dell Pentium computers with flat panel monitors and projector supported by TI connectivity. Two classrooms have smart boards and WiFi is available for the students throughout the school. The administrative office is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 9:00 a.m. to 4:00 p.m.

ANTI-HAZING POLICY

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

FACULTY

Faculty Name	Course(s) Taught	Degrees/Diplomas Held & Awarding Institution
Adams, Cleverick	<ul style="list-style-type: none"> • HUMS 335 • PSYC 304 • PSYC 450 	<ul style="list-style-type: none"> • M.S. Counseling and Human Development, Troy University, Troy AL
Baker, Douglas	<ul style="list-style-type: none"> • COMM 110 	<ul style="list-style-type: none"> • M.A. Communication Interpersonal Communications Track, University of Central Florida, Orlando, FL
Boren Dumas, Kimberly	<ul style="list-style-type: none"> • COMM 110 • COMM 203 	<ul style="list-style-type: none"> • M.A. Interpersonal Communication, University of Central Florida, Orlando, FL • B.A. Interpersonal Communication, University of Central Florida, Orlando, FL

Boutty, Benjamin Shane	<ul style="list-style-type: none"> • POSC 340 	<ul style="list-style-type: none"> • J.D. Levin College of Law, University of Florida, Gainesville, FL • MBA University of Florida, Gainesville, FL
Bricker, Todd	<ul style="list-style-type: none"> • SOCI 331 	<ul style="list-style-type: none"> • Ph.D. Social Sciences, Michigan State University, East Lansing, MI • M.S. Administration of justice, Shippensburg University of PA, Shippensburg, PA
Brown, Audrey	<ul style="list-style-type: none"> • MGMT 254 • MGMT 361 • MGMT 368 	<ul style="list-style-type: none"> • Ed.D. Organizational Leadership, Nova Southeastern, Orlando, FL • MBA Webster University, St. Louis, MO
Caldwell, James	<ul style="list-style-type: none"> • ANTH 270 • SOCI 270 	<ul style="list-style-type: none"> • M.A. Applied Sociology, University of Central Florida, Orlando, FL
Carter, Rose Marie	<ul style="list-style-type: none"> • HUMS 375 • HUMS 385 • HUMS 390 	<ul style="list-style-type: none"> • M.A. Human Services, Health and Wellness, Liberty University, Lynchburg, VA
Celestin, Marie Linda	<ul style="list-style-type: none"> • INCC 123 • MGMT 254 	<ul style="list-style-type: none"> • DBA Marketing, Argosy University, Tampa, FL • MBA Business Administration, Webster University, St. Louis, MO
Clark, Terry	<ul style="list-style-type: none"> • MATH 104 • MATH 150 • MATH 170 	<ul style="list-style-type: none"> • M.S. Mathematics/Education, Nova Southeastern University, Ft. Lauderdale, FL • B.S. Accounting, Bethune Cookman College, Daytona Beach, FL
Daceus, Jude	<ul style="list-style-type: none"> • AFCS 101 • AFCS 102 	<ul style="list-style-type: none"> • Ph.D. History, Howard University, Washington, D.C. • M.A. History, Monmouth University, West Long Branch, NJ
Dillman, Allen	<ul style="list-style-type: none"> • PSYC 175 • PSYC 325 • PSYC 330 • SOCI 175 	<ul style="list-style-type: none"> • M.S. Forensic Psychology Walden University, Minneapolis, MN
Dorn, Carol	<ul style="list-style-type: none"> • BIOL 108 • BIOL 108 • BIOL 110 	<ul style="list-style-type: none"> • M.A. Teaching, Biology Rollins College, Winter Park, FL
Eckstein, Paul	<ul style="list-style-type: none"> • PHIL 201 • PHIL 330 • PHIL 330 	<ul style="list-style-type: none"> • M.A. Philosophy, City University of New York, New York, NY
Edwards, Russell Lynn	<ul style="list-style-type: none"> • CJAD 311 	<ul style="list-style-type: none"> • M.S. Criminal Justice Administration, Columbia College, Columbia, MO
Ewing, James David	<ul style="list-style-type: none"> • ANTH • GEOG 101 	<ul style="list-style-type: none"> • M.A. Geography, Indiana University of Pennsylvania, Indiana, PA
Finn, Daniel	<ul style="list-style-type: none"> • HIST 101 • HIST 121 • HIST 122 	<ul style="list-style-type: none"> • MLA History, Boston University, Boston, MA

Franz, Thomas M.	<ul style="list-style-type: none"> • PSYC 360 	<ul style="list-style-type: none"> • Ph.D. Industrial/Organizational Psychology, Central Michigan University, Mt. Pleasant, MI • M.A. Industrial/Organizational Psychology, Central Michigan University, Mt. Pleasant, MI
Garoutsos, James	<ul style="list-style-type: none"> • CISS 170 	<ul style="list-style-type: none"> • M.S. Management – Information Systems, University of South Florida, Miami, FL
Guzman-Clark, Vanessa	<ul style="list-style-type: none"> • ACCT 281 	<ul style="list-style-type: none"> • M.A. Accounting and Financial Management, DeVry University, Downers Grove, IL
Hargrett, Coolidge Jerome	<ul style="list-style-type: none"> • CJAD 325 	<ul style="list-style-type: none"> • M.S. Criminal Justice, Rollins College, Winter Park, FL
Higgs, Crystal	<ul style="list-style-type: none"> • ENGL 107 • ENGL 111 • ENGL 112 	<ul style="list-style-type: none"> • Ed.D. English Education, Nova Southeastern University, Ft. Lauderdale, FL • M.S. Urban Studies Education, University of Central Florida, Orlando, FL
Howard, Andrew	<ul style="list-style-type: none"> • MGMT 338 	<ul style="list-style-type: none"> • Ph.D. Applied Management, Walden University, Minneapolis, MN • MBA Business Administration, Webster University, St. Louis, MO
Khan, Abdussalam Adil	<ul style="list-style-type: none"> • MGMT 339 	<ul style="list-style-type: none"> • Ph.D. Organization and Management, Capella University, Minneapolis, MN • MBA International Business, University of Phoenix, Phoenix, AZ
Koch, Larry	<ul style="list-style-type: none"> • FINC 350 	<ul style="list-style-type: none"> • MBA University of Richmond, Richmond, VA
Lyle, Perry Lee	<ul style="list-style-type: none"> • CJAD 320 • CJAD 415 	<ul style="list-style-type: none"> • Ph.D. Public Safety/Criminal Justice, Capella University, Minneapolis, MN • M.S., Criminal Justice, Rollins College, Winter Park, FL
Makki, Houssein Joseph	<ul style="list-style-type: none"> • CISS 170 	<ul style="list-style-type: none"> • M.A. General Administration: Management Information Systems, University of Maryland University College, Adelphi, MD
Martinez-Soto, Jorge Antonio	<ul style="list-style-type: none"> • MATH 106 • MATH 250 	<ul style="list-style-type: none"> • M.S. Math Education, Nova Southeastern University, Ft. Lauderdale, FL
Melli, Claire	<ul style="list-style-type: none"> • ARTS 105 	<ul style="list-style-type: none"> • MFA Art, University of Montana, Missoula, MT
Montfort, Dianna Renee	<ul style="list-style-type: none"> • MGMT 461 	<ul style="list-style-type: none"> • Ed.D. Education Leadership, University of New England, Biddeford, ME • M.S. Human Resource Development, Indiana State University, Terre Haute, IN
Newman, Raymond F.	<ul style="list-style-type: none"> • CJAD 301 • CJAD 350 • CJAD 405 	<ul style="list-style-type: none"> • M.S. Criminal Justice, Rollins College, Winter Park, FL

Olsen, Lloyd	<ul style="list-style-type: none"> • RELI 101 • RELI 124 	<ul style="list-style-type: none"> • Ph.D. Graduate Theological Foundation (University of Oxford Program), England • D.Min. Reformed Theological Seminary, Orlando, FL • M.Div. Virginia Theological Seminary, Alexandria, VA
Prince, David	<ul style="list-style-type: none"> • CJAD 310 	<ul style="list-style-type: none"> • DBA Criminal Justice, Northcentral University, San Diego, CA • M.S. Criminal Justice, University of Central Florida, Orlando, FL
Reynolds, Constance M	<ul style="list-style-type: none"> • PSYC 101 	<ul style="list-style-type: none"> • Ph.D. Psychology, Fordham University, Bronx, NY • M.A. Psychology, Fordham University, Bronx, NY • MBA Business Administration, Kaplan University, Davenport, IA
Rilea, Ryan Christopher	<ul style="list-style-type: none"> • POSC 111 	<ul style="list-style-type: none"> • M.A. Political Science, University of Central Florida, Orlando, FL
Saegebarth, Eric	<ul style="list-style-type: none"> • ECON 293 	<ul style="list-style-type: none"> • MBA Monmouth University, West Long Beach, NJ
Sarhan, Suzan	<ul style="list-style-type: none"> • ENGL 107 • ENGL 111 	<ul style="list-style-type: none"> • M.A. English Secondary Education, The City University of New York, New York, NY
Saunders, Kimberly	<ul style="list-style-type: none"> • FINC 298 	<ul style="list-style-type: none"> • MBA., Business Administration, Florida A & M University, Tallahassee, FL
Schlesinger, Marjorie	<ul style="list-style-type: none"> • HUMS 300 • HUMS 325 • HUMS 365 	<ul style="list-style-type: none"> • MSW University of Pittsburgh, Pittsburgh, PA
Shultz, William	<ul style="list-style-type: none"> • SOCI 111 • SOCI 214 	<ul style="list-style-type: none"> • M.S. Urban and Regional Planning, Florida State University, Tallahassee, FL
Taylor, Diana A	<ul style="list-style-type: none"> • MGMT 341 	<ul style="list-style-type: none"> • MBA Business Administration, Human Resource Management, Capella University, Minneapolis, MN
Weis, Wallace	<ul style="list-style-type: none"> • BIOL 108 	<ul style="list-style-type: none"> • MPA Public Administration/Public Management, Troy University, Troy, AL
Yeager, Heith Alan	<ul style="list-style-type: none"> • CJAD 101 	<ul style="list-style-type: none"> • M.S. Criminal Justice Administration, Columbia College, Columbia, MO