



**Columbia College – Arizona**  
**2018-2019 Undergraduate Catalog Addendum**  
**Updated: September 27, 2018**

Prior to enrollment for any course of instruction at the Columbia College locations in the state of Arizona, students should be made aware of and understand the following:

**AUTHORIZATION**

Columbia College is authorized by the Arizona State Board for Private Post-Secondary Education

**ACCREDITATION**

Columbia College is accredited by the Higher Learning Commission.

**STUDENT COSTS**

Undergraduate In-seat and Online Tuition	\$375.00 Per Credit Hour
Online Graduate Tuition	\$490.00 Per Credit Hour
Active Military Undergraduate Tuition	\$250.00 Per Credit Hour
Active Military Graduate Tuition	\$325.00 Per Credit Hour

**READMISSION POLICY**

**Undergraduate Readmission**

Individuals who wish to return to Columbia College after interrupting attendance for six consecutive sessions or longer, must apply for readmission. There is no fee for readmission. Applicants will be held to the same priority processing deadlines as all new student applicants. Application deadlines will be firmly adhered to regardless of status: full-time, part-time or non-degree seeking.

Readmission to Columbia College is not guaranteed. Official transcripts from each college attended after Columbia College will be required for readmission consideration. Resubmission of original official transcripts may be required if the absence prior to re-enrollment exceeds five years. Any remaining unsubmitted transcripts or admission documents required during previous Columbia College attendance will be required prior to readmission (this includes the requirement to provide official transcripts within 90 days of initial enrollment). Academic and financial status restrictions are checked upon application review. Applicants will be notified by their campus of readmission decision or pending restrictions. Applicants with outstanding payments at Columbia College may be denied admission until financial obligations are resolved. Individuals may contact

the Enrollment Service Center directly to determine if there is a balance due. Applicants serving suspension or who are not in good standing may be denied admission until appeal processes have been completed.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

### **Graduate Readmission**

Students have an overall timeframe of seven years, from the date of admission, to complete the entire program. Catalog policies, procedures, and degree requirements in effect at the time of readmission will govern all decisions regarding subsequent procedures and requirements.

Students have one year, from the date of admission, to enroll in courses. If students do not enroll within one year of admission, or if students are absent from a graduate program for six consecutive sessions (or longer), they must submit a new application in order to be readmitted. Students must be in good academic and financial standing to be readmitted. Supporting documentation (transcripts, resume, goal statement, recommendations) is good for the entire seven-year program time limit and does not have to be resubmitted unless:

- Any of the documentation was missing from the original application file;
- The student has received credit at any other institution since the original date of admission to Columbia College; and/or
- The student is being readmitted under a time extension to the original seven-year program time limit.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

### **Readmission After Suspension**

Individuals may apply for readmission to Columbia College following a suspension of one semester. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking.

To apply for readmission after suspension, individuals must:

1. Complete the undergraduate application for admission.
2. Applicants must write a letter of appeal to the Dean of the student's School or the Director of Student Support for Adult Higher Education (Nationwide and Online students) requested consideration for readmission. Applicants must copy the Director of Admissions upon submission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to Columbia College through the Enrollment Service Center.

4. Request official transcripts be sent directly to the Office of the Registrar from each college attended since leaving Columbia College.
5. Applicants seeking admissions to the Main Campus Day Program who were born after January 1, 1957, must submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR).

### **Readmission After Dismissal**

Individuals may apply for readmission to Columbia College following a dismissal of three years. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking.

To apply for readmission after dismissal, students must:

1. Complete the undergraduate application for admission.
2. Applicants must write a letter of appeal to the Dean of the student's School or the Director of Student Support for Adult Higher Education (Nationwide and Online students) requesting consideration for readmission. Applicants must copy the Director of Admission upon submission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to Columbia College through the Enrollment Service Center.
4. Request official transcripts be sent directly to the Office of the Registrar from each college attended since leaving Columbia College.
5. Applicants seeking admissions to the Main Campus Day Program who were born after January 1, 1957, must submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR).

Students who have been permanently dismissed from Columbia College are not eligible for readmission.

### **GRIEVANCE POLICY ADDENDUM**

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The state Board address is:

Arizona State Board for Private Post-Secondary Education  
1740 W. Adams  
Phoenix, AZ 85007  
Phone: (602) 542-5709  
Fax: (602) 542-1253  
Website: [www.azppse.gov](http://www.azppse.gov)