



Columbia College – Jacksonville
Florida
2016-2017 Undergraduate Catalog Addendum
Updated: July 18, 2016

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

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

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

Vision: A model institution

Catalog Effective Date: Provisions of the 2016-2017 Undergraduate Catalog are effective April 4, 2016.

Licensure: Columbia College has been granted a license by the 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, be eligible for financial aid, and have difficulty in transferring college credits.

Location Contact Information:

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Director, Jacksonville
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Phone: (904) 338-9150
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Additional Information: 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:

The estimated fees provided are based on the admission fee, graduation processing fee and transcript fee. Other fees may apply as necessary.

Undergraduate Tuition	\$250.00 Per Credit Hour
Online Undergraduate Tuition	\$290.00 Per Credit Hour
Textbooks	Approximately \$200.00 per class
Fees	Approximately \$120.00 Admission fee: \$35.00 (non-refundable); Graduation fee: \$75.00; Transcript fee: \$10.00

Board of Trustees: Columbia College is governed by the Board of Trustees: Lynne Stuver Baker, Walter E. Bixby III, Lex Cavanah, Judy Cunningham, Jerry Daugherty, Dr. Kenneth Felts, Daisy Grossnickle, Lieutenant General Richard C. Harding, George Hulett, Dr. Mitchell Humphreys, June Hurdle, Christina Ingoglia, Bill Johnston, Dr. David Russell, Jolene Marra Schulz, Helen “Dale” Coe Simons, Reverend Brad Stagg, Gary Tatlow, Carol Winkler, and Janet Wright.

Senior Administration: Scott Dalrymple, President, David Starrett, Provost and Vice President for Academic Affairs, Jeffrey C. Musgrove, Vice President for Adult Higher Education, Piyush Singh, Vice President of Online Education, Faye Burchard, Dean for Student Affairs, Kevin Palmer, Vice President for Enrollment and Marketing, Bruce E. Boyer, Chief Financial Officer; Robert P. Burchard, Director of Athletics and Physical Recreation, Patty Fischer, Executive Director of Human Resources, Clifford Jarvis, Executive Director of Plant and Facilities, Suzanne Rothwell, Executive Director of Advancement, and Gary Stanowski, Chief Information Officer.

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 be moved to another section of the same course if there are openings in those sections.

Placement Assistance: While Columbia College offers placement assistance to all graduates, employment upon 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. 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 within 3 working days from the Florida student signing an enrollment agreement or contract 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.

2. 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 (excluding the admission

fee, lab fees, textbooks, and other academic resource materials) when he/she withdraws from a course(s) due to extraordinary circumstances (refer to the Academic Regulations section of the AHE Degree Completion Catalog for further details). To be considered for a partial refund, a student must submit a complete add/drop/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, requests for financial consideration are subject to review and approval by the Vice President for Adult Higher Education.

3. 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 refund information listed above). Nonrefundable fees regarding admission and registration of Florida students shall not exceed \$150.

4. Refund Requests: Credit on a student account that results from the transfer of financial aid does not require a request for refund. These credit balances will automatically be refunded. Credit balances due to overpayment or a change in enrollment status must have a Refund Request Form submitted to the Accounting Office. This will inform the Accounting Office that the student wants to have a refund rather than have the credit apply to a future balance.

Petition and Appeals: Unresolved conflict should be submitted to the Higher Learning Commission or the 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 2016-2017 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 120 credit hours 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 administration policies and procedures identified in the 2016-2017 Undergraduate catalog also pertain to the nontraditional program.

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.

The following undergraduate degree programs are offered in-seat at the Jacksonville 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
- Bachelor of Arts in Business Administration
- 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 Management Information Systems

The following undergraduate degree programs are only offered online:

- Associate in Science in Environmental Studies
- Associate in Science in Human Services
- Bachelor of Arts in American Studies
- Bachelor of Arts in English
- Bachelor of Arts in History
- Bachelor of Arts in Human Services
- Bachelor of Arts in Political Science
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Sociology
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Nursing (RN to BSN)

Certificate Programs:

The following certificate programs are offered in-seat at the Jacksonville location and online:

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

The following certificate program is only offered online:

- Crime Scene Investigation Certificate

2016-2017 Academic Calendar

Online and Nationwide

Early Fall Session (16/51 and 16/11) August 29 – October 22, 2016	
July 5	Registration begins for graduate students, seniors, military members and new students
July 6	Registration begins for returning juniors
July 7	Registration begins for returning sophomores
July 8	Registration begins for returning freshmen and non-degree seeking students
August 29	Start of session
August 29	Classes begin
August 31	Last day to add undergraduate and graduate online classes
August 31	Last day to add undergraduate and graduate in-seat classes
September 5	Labor Day: offices closed; in-seat classes cancelled; (library closed Sept. 3-Sept. 5)
September 6	Last day to drop classes without academic record and financial liability
October 7	Last day to withdraw from classes with grade of "W"
October 22	Classes end
October 22	End of session
October 25	Grades entered by 12:00 noon

Late Fall Session (16/52 and 16/12) October 24 – December 17, 2016	
July 5	Registration begins graduate students, seniors, military members and new students
July 6	Registration begins for returning juniors
July 7	Registration begins for returning sophomores
July 8	Registration begins for returning freshmen and non-degree seeking students
October 24	Start of session
October 24	Classes begin
October 26	Last day to add undergraduate and graduate online classes
October 26	Last day to add undergraduate and graduate in-seat classes
October 31	Last day to drop classes without academic record and financial liability
November 24–25	Thanksgiving Break: offices closed; in-seat classes cancelled; offices and library open Nov. 21-23, 8:00 am-5:00 pm; offices and library closed Nov. 24-26; library open Nov. 27, 2:00 pm-midnight
December 2	Last day to withdraw from classes with grade of "W"
December 17	Classes end
December 17	End of session
December 20	Grades entered by 12:00 noon

Early Spring Session (16/53 and 16/13) January 2 – February 25, 2017	
November 28	Registration begins graduate students, seniors, military members and new students
November 30	Registration begins for returning juniors
December 1	Registration begins for returning sophomores
December 2	Registration begins for returning freshmen and non-degree seeking students
January 2	Start of session
January 2	Classes begin

January 4	Last day to add undergraduate and graduate online classes
January 4	Last day to add undergraduate and graduate in-seat classes
January 9	Last day to drop classes without academic record and financial liability
January 16	Martin Luther King Jr. Day: offices and library closed, in-seat classes cancelled
February 10	Last day to withdraw from classes with grade of "W"
February 25	Classes end
February 25	End of session
February 28	Grades entered by 12:00 noon

Late Spring Session (16/54 and 16/14) February 27 – April 22, 2017

November 28	Registration begins graduate students, seniors, military members and new students
November 30	Registration begins for returning juniors
December 1	Registration begins for returning sophomores
December 2	Registration begins for returning freshmen and non-degree seeking students
February 27	Start of session
February 27	Classes begin
March 1	Last day to add undergraduate and graduate online classes
March 1	Last day to add undergraduate and graduate in-seat classes
March 6	Last day to drop classes without academic record and financial liability
April 7	Last day to withdraw from classes with grade of "W"
April 22	Classes end
April 22	End of session
April 25	Grades entered by 12:00 noon

Early Summer Session (16/55 and 16/15) May 1 – June 24, 2017

April 3	Registration begins graduate students, seniors, military members and new students
April 5	Registration begins for returning juniors
April 6	Registration begins for returning sophomores
April 7	Registration begins for returning freshmen and non-degree seeking students
May 1	Start of session
May 1	Classes begin
May 1–Jun 23	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 3	Last day to add undergraduate and graduate online classes
May 3	Last day to add undergraduate and graduate in-seat classes
May 8	Last day to drop classes without academic record and financial liability
May 29	Memorial Day: offices and library closed, in-seat classes cancelled
June 9	Last day to withdraw from classes with grade of "W"
June 24	Classes end
June 24	End of session
June 27	Grades entered by 12:00 noon

Late Summer Session (16/56 and 16/16) June 26 – August 19, 2017

April 3	Registration begins graduate students, seniors, military members and new students
April 5	Registration begins for returning juniors

April 6	Registration begins for returning sophomores
April 7	Registration begins for returning freshmen and non-degree seeking students
June 26	Start of session
June 26	Classes begin
Jun 26–Aug 18	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 28	Last day to add undergraduate and graduate online classes
June 28	Last day to add undergraduate and graduate in-seat classes
July 3	Last day to drop classes without academic record and financial liability
July 4	Independence Day: offices and library closed, in-seat classes cancelled
August 4	Last day to withdraw from classes with grade of "W"
August 19	Classes end
August 19	End of session
August 22	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 1st 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 thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classroom and lab hours are open per the session schedule. The administrative office is open Monday thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classroom and lab hours 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.

Course Description:

CJAD/FRSC 327 Fingerprint Evidence 3 hrs.
 Exploration of the techniques and methods of identification, capture and analysis of fingerprint evidence, including consideration of the fundamentals of finger patterns, classification formulas and extensions, scarred patterns, amputations and missing fingers, filing sequence, searching and referencing, Henry Classification, techniques for taking good fingerprints, problems in fingerprinting, latent impressions, powdering and lifting latent impressions, preparation of fingerprint charts for court testimony, and practice exercises for capturing fingerprints on a ten print card and live scan fingerprint machines. *Prerequisites: CJAD 101 and a declared Criminal Justice or Forensic Science major.*

CJAD/FRSC 445 Forensic Pathology 3 hrs.
 Analysis of system and methods of determining time, cause, and means of death in criminal investigations and trials. *Prerequisites: CJAD 101 or junior standing.*

Faculty:

Faculty Name:	Course(s) Taught:	Degrees/Diplomas Held & Awarding Institution:
Allan, Terry	FINC 397, MGMT 150, MGMT 330, MGMT 341, MGMT 361, MGMT 368, MGMT 375, MGMT 422, MGMT 433, MGMT 479	M.A., Management and Human Relations, Webster University, St. Louis, MO
Allen, Vicki	MKTG 310, MKTG 360	M.S., Management and Advertising, University of Maryland, College Park, MD B.A., Graphic Design, College of Mount Saint Joseph, Cincinnati, OH
Barton, Marcella	HIST 101, HIST 102, HIST 121	Ph.D., History, University of Chicago, Chicago, IL M.A., University of Akron, Akron, OH
Beckles, Irish	PSYC 385	M.A., Counseling Mental Health and Marriage and Family, Webster University B.A., Psychology, Columbia College
Carlson, Raymond	MGMT 265, MGMT 367, CJAD 101, CJAD 301, CJAD 306, CJAD 405, CJAD 415, CJAD 495, POSC 292, POSC 302	J.D., Law, Indiana University, Bloomington, IN LL.M., University of Virginia, Charlottesville, VA
Carswell, Agnes	COMM 303, COMM 110	J.D., Nova Southeastern University, Fort Lauderdale, FL M.A., Communications – Training & Diversity, Miami, FL
Connolly, Judy	ENGL 111, ENGL 112	M.A., English Literature, Florida Atlantic University, Boca Raton, FL M.A., History, University of North Florida, Jacksonville, FL
Ewing, James	GEOG 101	M.A., Geography, Indiana University of Pennsylvania, Indiana, PA B.A., Geography, University of Pittsburgh, Pittsburgh, PA
Farrell, Christopher	BIOL/ENVS 115, BIOL 108	M.A., Biology, Florida International University, University Park, FL B.A., Biology, Florida Atlantic University, Boca Raton, FL
Fulmer, Daniel	MUSI 122, MUSI 323	D.M.A., University of Miami, Miami, FL Master of Music Composition, Florida State University
Hall, Gary W.	MGMT 339, MGMT 338, MGMT 368	M.S., Management, Troy University, Troy, AL B.S., Manufacturing Technology, University of North Florida, Jacksonville, FL B.A., Criminal Justice, University of Central Florida, Orlando, FL
Jones, Deborah	PSYC 101, PSYC 360, PSYC 381	M.Ed., Agency Counseling, Southern Arkansas University, Magnolia, AR Ed.D., Education, University of Sarasota, Sarasota, FL
Kendrick, Erin	ARTS 105	MFA, Georgia St. University, Atlanta, Georgia

Lee, December	ENGL 107, ENGL 111, ENGL 112	M.A., Applied Linguistics, University of Boston, Boston, Massachusetts MBA, Capella University, Minneapolis, Minnesota B.A., Business Administration, James Madison University, Harrisonburg, VA B.A., Modern Foreign Languages, French, James Madison University, Harrisonburg, VA
McGarry, Deborah	ACCT 280, ACCT 281, FINC 350, FINC 396	MBA, Webster University B.S., Accounting, University of Phoenix
Meyer, Kenneth	CISS 170	M.A.T., Computer Science, Jacksonville University, Jacksonville, FL M.S., Systems Management, University of Southern California, Los Angeles, CA B.A., Technology and Management, University of Maryland, College Park, MD
Plasa, Vladimir	MATH 104, MATH 106, MATH 150	M.A., Education/Curriculum Instruction Assessment, Walden University, Minneapolis, MN B.A., Engineering/Education, Tirana University, Tirana, Albania
Ryder, Cassandra	ACCT 280, ACCT 281, FINC 298, FINC 350, FINC 396, MGMT 338	M.B.A., University of California, Berkeley, CA M.S., Accountancy, University of Phoenix, Phoenix, AZ
Santos, Irma	SPAN 101, SPAN 102	M.A., Spanish Language and Culture, University of Salamanca, Salamanca, SP B.A., History/Spanish, University of Puerto Rico
Simpson, James	ECON 293, ECON 294	M.A., Economics, University of Southern California, Los Angeles, CA B.A., Economics and Business Administration, Park University
Stanley, Michael	MGMT 339, MGMT 360, MGMT 361, MGMT 364	Ph.D., Organization and Management, Saint Leo University, Saint Leo, FL M.S., Public Administration, Troy State University, Troy, AL
Strain, Lega	COMM 110	M.S., Communications, Texas Christian University, Ft. Worth, Texas B.A., Communication, Texas Christian University, Ft. Worth, Texas
Taborn, Gayla	HUMS 300, HUMS 105, HUMS 310	M.A., Social Work, University of Illinois, Urbana, IL B.A., University of Illinois, Urbana, IL
Tannous, Kareem	ACCT 280, ACCT 281	MBA, Jacksonville University, Jacksonville, FL B.A., Business Administration, Jacksonville, FL
Walton, David	MKTG 310, MGMT 330, MGMT 393	MBA, Jacksonville University, Jacksonville, FL B.S., Business, Brenau University, Gainesville, GA
Wider, Felicia	MATH 104, MATH 106, MATH 150, MATH 250	M.A.T., Mathematics, Jacksonville University, Jacksonville, FL B.A., History and Interdisciplinary Studies, Arabic, African Studies, University of Florida, Gainesville, FL

Williams, Cory	CJAD 311	M.S., Criminal Justice, Nova Southeastern University, Ft. Lauderdale, FL B.A., Criminal Justice, Columbia College, Columbia, MO
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