



Columbia College – NAS 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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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	\$235.00 Per Credit Hour
Online Undergraduate Tuition*	\$290.00 Per Credit Hour
Textbooks	Approximately \$250.00 per class
Fees	Approximately \$120.00 Admission fee: \$35.00 (non-refundable); Graduation fee: \$75.00; Transcript fee: \$10.00

*Active Duty Personnel Online Undergraduate Tuition \$250.00 per credit hour.

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 NAS Jacksonville location and online:

- Associate in Arts
- Associate in General Studies
- Associate in Science in Computer Information Systems
- 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 Computer Information Systems

The following undergraduate degree programs are offered online:

- Associate in Science in Business Administration
- Associate in Science in Criminal Justice Administration
- 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 Management Information Systems
- Bachelor of Science in Nursing (RN to BSN)

Certificate Programs:

The following certificate programs are offered in-seat at the NAS 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

Carlson, Raymond	MGMT 265, MGMT 367, CJAD 101, CJAD 301, CJAD 306, CJAD 345, CJAD 405, CJAD 415, CJAD 495, POSC 292, POSC 340, POSC 440	J.D., Law, Indiana University, Bloomington, IN LL.M., University of Virginia, Charlottesville, VA
Ferrin, Frederick	ASTR 108, CHEM 108, MATH 102, MATH 104, MATH 106, MATH 150, MATH 250, PHYS 108	M.S., Management, Army Command & General Staff College, Fort Leavenworth, KS M.S., Civil Engineering, Northwestern University, Evanston, IL B.S., Engineering, United States Military Academy, West Point, NY
Foster, Michael	HIST 102, HIST 121	M.A., History, University of Nebraska at Kearney
Fulmer, Daniel	MUSI 122, MUSI 322, MUSI 323	DMA, University of Miami, Miami, FL Master of Music Composition, Florida State University, Tallahassee, FL
Gibson, Jennifer	BIOL/ENVS 115	M.S., Biology, University of South Florida, Tampa, FL
Interlandi, Anthony	ECON 293, MGMT 338, MGMT 339, MGMT 430	MIM, American Graduate School of International Management, Glendale, AZ M.S., National Resource Strategy, National Defense University, Fort McNair, DC
Jones, Deborah	PSYC 101, PSYC 330, PSYC 360, PSYC 381	Ed.D., Education, University of Sarasota, Sarasota, FL M.Ed., Agency Counseling, Southern Arkansas University, Magnolia, AR
Lara, Walter	CISS 170, MGMT 393	M.A., Computer Resource Management, Webster University, Webster Groves, MO MBA, University of North Florida, Jacksonville, FL
Pinnix, Inga	BIOL 108, BIOL 110	Ph.D., Biochemistry, Emory University, Atlanta, GA M.S., Biochemistry, North Carolina State, Raleigh, NC
Ryder, Cassandra	ACCT 280, ACCT 281, FINC 298, FINC 350, FINC 396, MGMT 338	M.S., Accountancy, University of Phoenix, Phoenix, AZ MBA, University of California, Berkeley, CA B.S., Business Administration, Accounting, California State University, Sacramento, CA
Smedley, Bonnie	ACCT 280, ACCT 281, ACCT 381, ACCT 382, ACCT 383, ACCT 386, ACCT 481, ACCT 489, ACCT 490, FINC 350, FINC 396	M.S., Accounting, Strayer University, Manassas, VA MBA, University of North Florida, Jacksonville, FL B.S., Business Administration, Accounting, University of North Florida, Jacksonville, FL
Strain, Lega	COMM 110, COMM 203	M.S., Communications, Texas Christian University, Fort Worth, TX B.A., Communications/Political Science, Texas Christian University, Fort Worth, TX

Taborn, Galya	HUMS 105, HUMS 250, HUMS 300, HUMS 310, HUMS 325, HUMS 335, HUMS 340, HUMS 375, HUMS 385	MSW, University of Illinois, Urbana, IL B.A., University of Illinois, Urbana, IL
Walden, Shelby	MGMT 362, MGMT 364, MGMT 365	MBA, Webster University, St. Louis, MO B.S., Business Administration & Marketing Management, Jacksonville University, Jacksonville, FL
Waltbillig, John	MGMT 330, MGMT 368	MBA, Washington State/Regis University, Vancouver, WA/Denver, CO
Walton, David	MGMT 254, MGMT 330, MGMT 368, MKTG 310, MKTG 335, MGMT 393, MGMT 479	MBA, Jacksonville University, Jacksonville, FL B.S., Business, Brenau University, Gainesville, GA