



**Columbia College
Florida – Orlando
2018-2019 Graduate 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

On-campus and Online Graduate Tuition	\$490.00 Per Credit Hour
On-campus and Online Active Military Graduate Tuition	\$325.00 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 (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 – 2018-2019 Graduate catalog

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. Thirty-six (36) credit hours are required for graduate degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

COURSE NUMBERING

Columbia College course numbering system follows standard practices:

- 5xx – indicates graduate level courses
- 6xx – indicate graduate level courses

NONTRADITIONAL PROGRAMS – Graduate catalog

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.

GRADUATE DEGREE PROGRAMS:

The Graduate 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.

GRADUATE DEGREE PROGRAMS OFFERED IN-SEAT AND ONLINE:

- Master of Business Administration
- Master of Science in Criminal Justice

GRADUATE DEGREE PROGRAMS OFFERED ONLINE:

- Master of Arts in Teaching
- Master of Education in Educational Leadership

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

Fall Session (18FALL1) August 27 – October 20, 2018	
July 9	Registration for fall sessions begins.
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

Fall Session (18FALL2) October 22 – December 15, 2018	
July 9	Registration for fall sessions begins.
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.
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.
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
March 18	Registration for summer begins.
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.
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

Late Summer Session (18SUMR2) June 24 – August 17, 2019	
March 18	Registration for summer begins.
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 thru Thursday from 8:30 a.m. to 5:30 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
Battaglia, Anthony	<ul style="list-style-type: none"> • BUSI 510 	<ul style="list-style-type: none"> • MBA Accounting and Financial Management, Keller Graduate School of Management, DeVry University, Downers Grove, IL
Boutty, Benjamin	<ul style="list-style-type: none"> • MSCJ 510 	<ul style="list-style-type: none"> • J.D. University of Florida, Gainesville, FL • MBA Business Administration, University of Florida, Gainesville, FL.
Franz, Thomas	<ul style="list-style-type: none"> • MSCJ 500 	<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
Howard, Andrew	<ul style="list-style-type: none"> • BUSI 502 • BUSI 528 	<ul style="list-style-type: none"> • Ph.D. Applied Management and Decision Science – Information Systems Management, Walden University, Minneapolis, MN • MBA International Business, Webster University, St. Louis, MO
Lyle, Perry Lee	<ul style="list-style-type: none"> • MSCJ 524 	<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
Newman, Raymond Francis	<ul style="list-style-type: none"> • MSCJ 550 	<ul style="list-style-type: none"> • M.S. Criminal Justice, Rollins College, Winter Park, FL
Sterling, Carlene	<ul style="list-style-type: none"> • BUSI 504 	<ul style="list-style-type: none"> • M.S. Organizational Development, The American University, Washington, DC