



Columbia College – Orlando
Florida
2016-2017 Graduate Catalog Addendum
Updated: August 1, 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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Orlando, FL 32804
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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.

In-seat Graduate Tuition	\$370.00 Per Credit Hour
Online Graduate Tuition	\$395.00 Per Credit Hour
Textbooks	Approximately \$200.00 per class
Fees	Approximately \$185.00 Admission fee: \$55.00 (non-refundable); Graduation fee: \$120.00; 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. Thirty-six (36) credit hours are required for master'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:

5xx – indicates graduate level courses

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 Graduate catalog also pertain to the nontraditional program.

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.

The following graduate degree programs are only offered in-seat and online:

Master of Business Administration

Master of Science in Criminal Justice

The following graduate degree programs are only offered online:

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

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 location is located at 2600 Technology Drive, Suite 100, Orlando, FL 32804. This campus 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 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 5:30 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	BUSI 570 and BUSI 562	MBA, MAFM, Keller Graduate School of Management, DeVry University, Downers Grove, IL
Boutty, Benjamin	BUSI 506, MSCJ 530	J.D., University of Florida, Gainesville, FL MBA, University of Florida, Gainesville, FL
Brown, Audrey	BUSI 522, BUSI 526, BUSI 595	Ph.D., Education, Nova Southeastern, Orlando, FL MBA, Webster University, Orlando, FL
Diaz, Manuel	MSCJ 500	Ph.D., Measurement and Statistics, University of Houston, Houston, TX M.S., Psychology, Old Dominion University, Norfolk, VA
Franz, Thomas	MSCJ 500	Ph.D., Industrial/Organizational Psychology, Central Michigan University, Mt. Pleasant, MI

		M.A., Industrial/Organizational Psychology, Central Michigan University, Mt. Pleasant, MI
Hasse, Gordon	BUSI 544	MBA, University of Pennsylvania, Philadelphia, PA
Howard, Andrew	BUSI 508, BUSI 528	Ph.D., Information Systems Management, Walden University, Baltimore, MD MBA, International Business, Webster University, St. Louis, MO
Newman, Raymond F.	MSCJ 525, MSCJ 561	M.S., Criminal Justice, Rollins College, Winter Park, FL B.S., Criminal Justice, Rollins College, Winter Park, FL
Saegebarth, Erick	BUSI 510	MBA, Monmouth University, West Long Beach, NJ
Sterling, Carlene	BUSI 504	M.S., Organizational Development, The American University, Washington DC B.A., International Business, Pace University, New York, NY