



2023 – 2024 SCHOOL YEAR CALENDAR

SESSION	PERIOD	WEEK	HOLIDAYS
2023 Spring I		10	
2023 Spring I A	01/17/2023 – 02/18/2023	5	MLK Jr. Day (01/16)
2023 Spring I B	02/21/2023 – 03/25/2023	5	Presidents Day (02/20)
2023 Spring II		10	
2023 Spring II A	03/27/2023 – 04/29/2023	5	Spring Break (04/05 - 04/08)
2023 Spring II B	05/01/2023 – 06/03/2023	5	Memorial Day (05/29)
2023 Summer		10 (11)	
2023 Summer A	06/05/2023 – 07/08/2023	5	Juneteenth Day (06/19) Independence Day (07/04)
2023 Summer B	07/10/2023 – 08/12/2023	5 (6)	Summer Vacation (08/14-08/19)
2023 Fall		10	
2023 Fall A	08/21/2023– 09/23/2023	5	Labor Day (09/04)
2023 Fall B	09/25/2023 – 10/28/2023	5	Columbus Day (10/09) School's 24 th Birthday (10/17)
2023 Winter		10 (11)	
2023 Winter A	10/30/2023– 12/02/2023	5	Veterans Day (11/10 - Observed) Thanksgiving Break (11/22- 11/25)
2023 Winter B	12/04/2023 – 01/13/2024	5 (6)	Christmas Break (12/25) Winter Break (12/26 – 12/30) New Year's Day (1/1/2024)
2024 Spring I		10	
2024 Spring I A	01/16/2024 – 02/17/2024	5	MLK Jr. Day (01/15)
2024 Spring I B	02/20/2024 – 03/23/2024	5	Presidents Day (02/19)
2024 Spring II		10	
2024 Spring II A	03/25/2024 – 04/27/2024	5	Spring Break (03/27 - 03/30)
2024 Spring II B	04/29/2024 – 06/01/2024	5	Memorial Day (05/27)
2024 Summer		10 (11)	
2024 Summer A	06/03/2024 – 07/06/2024	5	Juneteenth Day (6/19) Independence Day (07/04)
2024 Summer B	07/08/2024 – 08/10/2024	5 (6)	Summer Vacation (08/12-08/17)
2024 Fall		10	
2024 Fall A	08/19/2024 – 09/21/2024	5	Labor Day (09/02)
2024 Fall B	09/23/2024 – 10/26/2024	5	Columbus Day (10/14) School's 25 th Birthday (10/17)
2024 Winter		10 (11)	
2024 Winter A	10/28/2024– 11/30/2024	5	Veterans Day (11/11) Thanksgiving Break (11/27- 11/30)
2024 Winter B	12/02/2024 – 01/11/2025	5 (6)	Christmas Break (12/25) Winter Break (12/23 – 12/28)

WEATHER CLOSING AND MAKE-UP POLICIES

Classes canceled more than four days per session will be made up and the make-up schedule will be announced by assigned department.

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PART I – SCHOOL GENERAL INFORMATION

1. Introduction

Columbia College is accredited by the Council on Occupational Education (COE) to award associate degrees and certificates.

Columbia College has been certified to operate by State Council of Higher Education for Virginia (SCHEV).

2. Mission Statement

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those whom it serves.

3. Vision of the College

Columbia College strives to provide competitive and responsive professional training programs. It cultivates a student-centered culture that challenges and supports student learning outcomes and offers exceptional hands-on professional enhancement programs. The College focuses on excellence in adult educational curricula and delivery which utilize creative approaches to teaching and learning while incorporating the rich cultural diversity of the D.C. Metropolitan area.

4. Educational Goals

The curriculum of each College program is guided by the following goals and objectives:

- A. To provide professional training opportunities to empower economic independence in the community.
- B. To provide academic studies to assist students in developing self-confidence and successful performance in their chosen occupational field of study.
- C. To provide career training opportunities for students who wish to enter rapidly growing service industries.
- D. To constantly find new ways of instruction to improve upon and deliver educational programs to all students.

5. Strategic Objectives

- A. Student Support: Columbia College creates a campus environment which promotes equity, opportunities for individual growth, and educational achievement.
- B. Excellence of Teaching and Learning: Columbia College provides professional development opportunities for faculty and administrators benefitting both teachers and students.
- C. Staff Development: Columbia College provides staff development programs that foster individual and team professional growth thus leading to a cohesive educational organization.
- D. Partnerships: Columbia College has secured partnerships with key community agencies and organizations including those working with immigrant communities.

6. Facilities and Directions

Columbia College has been planned and built with the convenience of its students in mind. The College has one main campus in the metropolitan area. The Tysons campus is located on 8620 Westwood Center Drive, Vienna, Virginia. Classrooms, media resources, and laboratory equipment remain available for use even when classes are not in session.

A. Directions to Tysons Campus:

From Washington D.C.

Take US-50 W/Constitution Avenue NW and continue onto I-66W; Follow I-66W to VA-7 W/Leesburg Pike in Pimmit Hills; Take exit 66B and continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

From Maryland

Take I-495N and exit at 47A-B to merge onto VA-7W/Leesburg Pike toward Tysons Corner; continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

From Centreville

Take I-66E towards Washington D.C and exit 64B for I-495 N toward Tysons Corner/Baltimore; Merge onto I-495N; Take exit at 47A-B to merge onto VA-7W/Leesburg Pike toward Tysons Corner; continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

From Southern Virginia

Take I-495N towards Rockville/Tysons Corner and exit at 47A-B to merge onto VA-7W/Leesburg Pike toward Tysons Corner; continue on VA-7W/Leesburg Pike; Turn left onto Westwood Center Drive and go 0.4 miles; the school is located on the right side of the road.

By Metro/Bus

Take the Silver Line towards Wiehle Reston East; get off at Spring Hill Metro Station; head northwest on Leesburg Pike and turn left toward Westwood Center Drive; turn right toward Westwood Center Drive walk 0.5 miles; the school is located on the right side of the road. (It is about 8-10minutes walk from the station.)

7. Non-Discrimination Policy

Columbia College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. The College complies with the Civic Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and all Civil Rights Laws of the state of Virginia.

8. Admission Information

Columbia College is committed to equal opportunity in student admissions. Students who are high school graduates or the equivalent qualify for admission and can benefit from the College's programs and services. Columbia College offers associate degree programs, certificate programs, and non-degree programs in order to accommodate a variety of students with different educational objectives and backgrounds. Some students may not qualify for programs with more stringent requirements. For more information, students should contact the appropriate department and/or the admissions office.

A. Criteria for Admission

In order to qualify for enrollment in Columbia College, the applicant must meet the following conditions:

- 1) A graduate of an accredited high school or has satisfactorily completed the General Educational Development (GED) test.
- 2) A home-schooled student who is in compliance with state and county education guidelines. The compliance form has to be submitted with the admissions application.
- 3) If an applicant graduated the high school on foreign countries and cannot provide the diploma, he/she must complete waivers of diploma forms as a proof of graduation.
- 4) An official college/university transcript is an acceptable document to prove high school graduation if applicant is currently attending or previously attended. For the foreign institution, the transcript must be evaluated by an organization recognized by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
- 5) Associate degree and Vocational English as a Second Language (VESL/ESL) applicants are administered a nationally recognized exam for the purpose of evaluating language proficiency and academic propensity. Please note, VESL/ESL students are also required to complete a nationally recognized exam upon completion of their program for the purpose of evaluating learning outcomes and language proficiency.

B. Admission Requirement for Distance Education

Admission standards are same as the traditional residential program except technical specifications. Newly admitted student must take a nationally recognized exam, the same as students in the traditional residential programs.

Students are expected to have at least the following skills prior to taking distance education courses:

- 1) Basic keyboarding competence
- 2) Elementary knowledge of their computer operating system
- 3) Basic knowledge of software and tools such as word processor, e-mail, Internet browser, and search engine

A personal computer which has access to a common internet network (using typical DSL speed 10M down/2M up) is required and headphones and/or headsets are preferred for privacy.

Any student may enroll in distance education courses. However, distance education courses may not be appropriate for everyone. These courses are independent study and require additional self-discipline and motivation.

C. Required Materials

- 1) A completed application form
- 2) Non-refundable application fee
- 3) Academic diploma/school transcript (at least high school), DD-214 form or General Equivalency Diploma (GED).
- 4) A copy of a photo ID (passport, driver's license, state-issued ID)
- 5) Student enrollment agreement form

D. Required Materials for International Students

- 1) A completed application form
- 2) Non-refundable application fee

- 3) Academic diploma/school transcript (at least high school) or International High School Equivalency certificate
- 4) A copy of a photo ID (passport, driver's license, state-issued ID)
- 5) Student enrollment agreement form
- 6) I-20 request form
- 7) Financial document (bank statement)
- 8) Family census registration form or birth certificate (For F2)
- 9) I-901 SEVIS student exchange/visitor processing fee receipt
- 10) Study plan and a letter of willingness to return to his/her country upon the completion of the program
- 11) **For associate degree applicants:** Language proficiency test score must meet a minimum of ESL Level 301 or its equivalent from nationally recognized placement tests, such as TOEFL, Accuplacer, MTELP, or CaMLA which are administered as current College placement test tools

All applicants to degree, diploma, and certain certificate programs must take a placement examination or qualify for a waiver as indicated below. The assessment is an entrance examination. The purpose of placement examinations is to determine the individual's skill level and readiness. Results will be used to determine the need, if any, for developmental placement. Faculty advisors will also use the results in planning students' programs and classes.

Placement assessments are administered in students' language proficiency, English skills. All placement scores are valid at Columbia College for five years from date of examination. The College will accept official copies of placement tests taken at other colleges (TOEFL, ACCUPLACER, MTELP, and CaMLA). Also, SAT scores directly from the College Board are accepted by Columbia College.

Students enrolling in programs that have placement testing requirements are required to have placement test scores on file prior to the first day of class at Columbia College.

The placement test may not be necessary if the applicant meets one or more of the following requirements:

- Successfully completed comparable writing and reading courses at an accredited college or university.
- Achieved College's cut-off scores for desired curriculum programs by submitting official TOEFL, ACCUPLACER, MTELP, and CaMLA scores taken at other institutions within the last five years.
- Achieved the following minimum scores within the last five years: SAT Reading OR Writing – 500 (Prior to March 2019); SAT Evidence-Based Reading/Writing 480 (Tested March 2019 and Future); ACT Reading – 22 or English – 18; SAT Math 500 (Prior to March 2019); Math 530 (Tested March 2019 and Future) or ACT Math – 22; and has submitted an official copy to the Admissions Office.
- Satisfactorily completed a college level English Composition course above the developmental level at an accredited college or university.

9. Transfer Information

A. Transfer-in

The College welcomes transfer students from other institutions. If the student meets the college's admission requirements, he/she may be admitted with no restrictions.

1) International Students

- Request a school transfer form and an acceptance letter from the international students office.
- Fill out a school application form and submit all required documents such as former school transcripts, a high school diploma, and an I-20 from another school, financial documents, and a copy of passport, visa/I-94, and a family registration form.
- Once a student is eligible to transfer to Columbia College, the school registrar will issue a school acceptance letter to the transfer student within one week of submission.

2) US citizens and permanent resident students

- Fill out a school application form and submit all required documents including former school transcripts, high school diploma, and a copy of a photo ID to the admissions office.
- Once the student is eligible for transfer into Columbia College, the registrar will issue an acceptance letter to the transfer student within one week of acceptance.

B. Transfer-out

A student who wants to transfer-out to another institution must come to the Admissions Office or International Student Office to discuss and review transfer-out procedures.

1) Transfer-out Requirements for International Students

- A student must come to the registrar/international student office and inform a school official of their intention to transfer from Columbia College. The student must be in compliance with current school policies. (Refer to the Policy on Satisfactory Academic Progress.)
- The student must obtain an approval from the International Student Advisor prior to initiating action on their transfer. The approval process usually takes approximately one to two business days.
- Once the student is approved for transfer, he/she must submit the registrar/international student office their acceptance letter and transfer application from the institution they wish to attend.
- Students who transferred into Columbia College from another institution must complete at least two sessions (20 weeks) at Columbia College to be qualified for transfer out.
- Newly admitted international students with their first I-20 issued from Columbia College must complete at least 3 sessions (30 weeks) at the College to be qualified to transfer out.
- Returning students from vacation must complete at least one session (10 weeks) at Columbia College to be qualified for transfer.

C. Transfer Credits from other Institutions

Transfer credits may be awarded for courses taken from previous institutions which are nationally or regionally accredited or equivalent. College transfer credits are recognized up to 50% of the graduation requirement, all of which completed with a grade of C or better, and must coincide with the College's course description and outline.

With the credits earned in the domestic institutions, student or student prospect can apply the credit transfer by submitting sealed official transcript(s). The student who earned the credits from the international institution, he/she must get a course evaluation from the agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org) to prove the credits from the previous institutions are equivalent to U.S. nationally or regionally accredited ones. Additional documentation such as course descriptions might be requested for recognition process.

Students or student prospects in cosmetology and massage therapy programs with official transcript from the previous domestic institution and license in other states may transfer up to a maximum 50 percent of the clock hours required for graduation.

Once the credits from other institutions are transferred, the normal length and maximum time frame might be diminished based on amount of the credit transfer so the student will receive adjusted amount of federal financial aid. The grade 'T' is awarded to all transferred courses and is not counted toward qualitative standard measured by CGPA but is counted as earned credits/hours.

D. Transfer Credits within the Institution

If a student changes the program or seeks additional degree/certificate after completion of one program, the attempted credits and CGPA will be counted from the beginning of his/her enrollment at the College toward new program. The credits from the identical course in previous program can be fully credited toward the completion of a program so the student will have adjusted amount of financial aid for new program support.

10. Orientation

All new students are required to attend new student orientation. The purpose of the new student orientation at Columbia College is to provide new students with a blueprint of all available resources the school has to offer.

Columbia College provides a comprehensive orientation that fully prepares students, thereby providing an orderly and smooth transition into the school. During the orientation, new students will meet the school staff. It also includes library orientation about the on-site and online library which is available for all Columbia College students. Its goal is to facilitate a smooth transition into the College.

After the orientation, new students will be given assistance with the registration process, receive an overview of each program which may be helpful in the transition process. An introduction to learning resources and student services available will be provided with information on how to access and receive assistance from the school.

The orientation date will be given to students prior to the start of their initial term.

11. Registration

All Columbia College students have to register for classes for each session. Students are required to register for classes at least on the last Tuesday prior to the new session start. Once the student is registered for the class, he/she can drop or withdraw from the class using the class drop/withdraw form within the class drop/withdraw period and get a partial tuition refund.

A. Course Drop/Add

The course drop/add period is the second week of each 10-week session. During the drop/add period, a student may either add or drop a class and get a refund based on the refund policy.

** Newly admitted or transferred-in International students CANNOT drop classes for the first two sessions.*

12. Vacation Policy

- A. Vacation will be approved based on individual student’s request. Students enrolled in degree programs can take a 10-week vacation in each academic year. F-1 students are eligible to take a 10-week vacation after 30 consecutive weeks of course work and must make a one-session tuition deposit (non-refundable) before taking the vacation.
- B. Students enrolled in certificate programs, except for ESL and Culinary Arts, can request a vacation only after completion of the first 25 weeks of course work. The vacation period can be a minimum of 5 weeks and maximum 25 weeks.

13. Academic Policies

A. Grading System

The formal grading system utilized by Columbia College conforms to recognized educational standards as follows:

Grade	Grade Points	Description
A	4.0	Excellent
B	3.0	Very Good
C	2.0	Average
D	1.0	Poor
F	0.0	Failing
I	0.0	Incomplete
W	0.0	Withdrawal
AU	0.0	Audited Course
T	0.0	Transferred from other institution

Columbia College’s grades are based on quizzes, homework, attendance, etc. Instructors are responsible for clearly presenting their expectations for the quality of work as well as their course objectives and goals.

B. Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving a grade. A written request must be first submitted to the instructor of the class. If the issues are not resolved, a written request must be submitted to the appropriate program coordinator. A school committee, consisting of faculty and staff, will request a hearing in which the student

and the faculty member will present their cases. All decisions made by this committee are final and the same issue cannot be appealed.

C. Incomplete Course

A student is required to make up any incomplete course work within the session. If the work is not completed and approved by the instructor within the five-week period, the grade converts from an I (Incomplete) to an F (Failure). Any student who wishes to make up course work will be charged tuition at the regular rate.

D. Course Repetition

A student who is required to repeat a course must complete it within the maximum time frame and will be charged tuition at the regular published rate. Students who want to repeat a course for a grade need to secure the approval of the dean by completing the registration form. The final grade will be based only on the most recent course grade, meaning all previous attempts will be excluded.

E. Course Audit

All students in Columbia College may register for an “audit class.” An audit student is not required to take an active part in the class or to take examinations. Audit courses are subject to all regular tuition and fees. Audited classes are not graded and have no effect on a student’s report.

Also, Students receiving any kind of institutional or federal aid may not repeat courses that were previously passed. If students wish to retake the courses that were previously passed, they should register the course as an audit class and pay for the tuition and fees out of their own pocket. This policy is not in place for international students.

F. Policy on Satisfactory Academic Progress (SAP)

All Columbia College students must comply with the Satisfactory Academic Progress (SAP) standards toward earning diploma or certificate in order to maintain their status and/or to be eligible for federally supported financial aid programs. “Satisfactory Academic Progress” is a measurement of a student’s successful progress in his/her studies to fulfill the requirements expressed by the Higher Education Act (HEA) of U.S. Department of Education. All students are measured in two categories of standards: Qualitative and Quantitative. The academic office and financial aid office carry out the monitoring process of SAP to determine whether the students are making satisfactory academic progress. If the student fails to fulfill the minimum requirement of the SAP, the notification – warning letter, probation notice, dismissal notice, is issued from the academic office and the information is forwarded to financial office and each department director. Incremental evaluation time for SAP is at the end of each 10-week session, meaning satisfactory progress of a student is evaluated every ten weeks.

1) Student SAP (Satisfactory Academic Progress) Status

Students must meet the minimum SAP standard to remain in good standing toward their completion of the program. If a student does not meet the standard, he/she will be placed on the status which needs special advices and/or restrictions. Students who fail to attain the SAP still can enroll the program and receive the federal financial aid unless his/her status at Columbia College is terminated.

- 2) **Good Standing**
Students are in good standing if his/her cumulative grade point average (CGPA) and completion percentage meet or exceed the minimum SAP requirement.
- 3) **Warning**
Students are placed in warning status in the first term the CGPA or completion percentage does not meet the minimum SAP requirement. The student in the warning status must meet the program director for his/her course schedule and registration for the following session. If the student successfully achieves a satisfactory CGPA and completion percentage in the warning session, his/her status is restored to good academic standing and is allowed to continue the program toward a degree or certificate.
- 4) **Probation**
Students are placed on probation status in the second consecutive term the CGPA or completion percentage does not meet the minimum SAP requirement. The student in the probation status must meet the program director for his/her course schedule and registration for the following session and have a follow-up meeting in every three weeks. If the student successfully achieves a satisfactory CGPA and completion percentage in the provisional session, his/her status is restored to good academic standing and is allowed to continue the program toward a degree or certificate.
- 5) **Dismissal**
Students are placed on dismissal status in the third consecutive term the CGPA or completion percentage does not meet the minimum SAP requirement. The student in the dismissal status can no longer enroll at the College or receive the federal financial aid. Students who do not complete the program within maximum time frame are also placed on dismissal status regardless of his/her CGPA.
- 6) **Qualitative Standard**
The Qualitative standard is the level of academic performance and is a requirement to maintain his/her student status at Columbia College. The minimum required level of academic performance is a cumulative grade point average (CGPA) of 2.0 (C) on total enrolled clock hours or credit hours. Letter grades of A, B, C, D, F, and grades on repeated courses are counted in the CGPA calculation as a qualitative standard. Failed courses (F), Withdrawals (W), Incompletes (I), audited course (AU), and courses transferred from another institution prior to the student's attendance at Columbia College (T), are not counted in the CGPA. However the grade "I" can be changed to A, B, C, or D if the student makes up the deficiency in the course upon the instructor's permission, and the converted grade will be counted in CGPA.
- 7) **Quantitative Standard**
The Quantitative standard is the total clock hours or credit hours earned and time allotments for completion. In order to meet the quantitative standard, students must complete at least 67% of assessed course work at each session. To ensure every student completes within timely manner, the College defines a maximum time frame, which is 150% of normal program length for all programs. It means the students must progress through the program at a pace that will ensure successful completion within 1.5 times the program length as measured in session. Student vacation is counted in program length or maximum

time frame. The additional period can be used to make-up non-completed hours and credits or other required academic work for graduation. Students cannot get a federal financial aid support for the extended enrollment period. Letter grades of A, B, C, D, and T are counted in the earned clock hours/credits as a quantitative standard. The letter grades F, W, I, and AU and repeated courses are not counted in the earned clock hours/credits. The grade “I” can be changed to A, B, C, or D if the student makes up the deficiency in the course upon the instructor’s permission, and the converted grade will be counted in earned clock/credit hours.

- 8) Maximum Time Frame (MTF) - The maximum time allowed to finish the course is 1.5 times of the course length.

Associate Degree Program	Completion Requirement	Maximum Time Frame
Business Administration	70 weeks	105 weeks
Computer Science	70 weeks	105 weeks
Culinary Arts	70 weeks	105 weeks
Dental Lab Technology	70 weeks	105 weeks
Massage Therapy	70 weeks	105 weeks
Teaching English for Early Childhood	70 weeks	105 weeks
Technical and Business English	70 weeks	105 weeks

Certificate Program	Completion Requirement	Maximum Time Frame
Vocational English as a Second Language (VESL)	60 weeks	90 weeks
Cosmetology	60 weeks	90 weeks
Culinary Arts	60 weeks	90 weeks
Dental Laboratory Technology	60 weeks	90 weeks
Massage Therapy	30 weeks	45 weeks

* Coursework only. Student vacation period is not included.

** Student is charged for the exceeded clock hours or credits based on the regular tuition rate.

- 9) Review of Eligibility for Financial Aid

The financial aid office determines a student’s financial aid eligibility at the end of each session (10 weeks) based on satisfactory academic progress status. Students who fail to attain either the qualitative or quantitative standards will be subject to warning, probation and loss of financial aid eligibility with dismissal. This decision is notified within a week by the Financial Aid office. During warning or provisional period, student still can receive the federal financial aid for incumbent payment period. They must meet the qualitative and quantitative standards by the next evaluation period to be placed in good standing to maintain the eligibility.

If a student who receives a federal financial aid does not meet the either qualitative or quantitative standard at the end of the second academic year, he/she will lose the eligibility for the financial aid. The student can’t enroll at the school unless he/she wishes to study without federal financial aid support.

G. Unsatisfactory Academic Progress Appeal

A student may submit an appeal for an Unsatisfactory Academic Progress status in writing to the school's Academic Office. A copy of the request is forwarded to Financial Aid Office if the student is under the federal financial aid program. A meeting with the Academic Dean and the Financial Aid Officer to discuss this appeal will be held within 5 business days after receipt of the appeal. The student's grade reports and attendance records will be examined at the meeting. If the school made an error for any reason, the student's satisfactory academic progress evaluation will be corrected.

Columbia College may consider a student with special circumstances as making satisfactory progress even though he/she fails to meet the requirements due to:

- The death of a family
- An injury or illness of the student or
- Other special circumstances

In the written document, the student needs to explain the reason why he/she could not make the required standard to continue the status at the College and maintain the eligibility of financial aid. It is required for the student to submit the documented evidence to prove he/she is under mitigating circumstances. They include:

- Copy of death certificate
- Medical certificate from a physician
- Bank statement or financial documents (not for international student)
- Supporting statement from faculty, program director, and school official
- Other supporting documents

The Academic Dean will make the following decisions on each appeal in timely fashion:

- 1) The student's appeal may be fully accepted and financial aid eligibility fully reinstated. This is the case that the student's appealing for his/her circumstance was granted or it is the result of an administrative or recording error made on the student's academic record. If the case is appeal for dismissal by mitigating circumstances, the student will be placed on probation and the financial aid eligibility is restored. Under the probation, the student needs to meet the program director for counseling and approval for registration for the following session. The student also must meet the SAP requirement to be in good standing.
- 2) The student's appeal may be denied thus making him/her ineligible for federal financial aid. In this case, the student must be readmitted without financial aid after one session. Student can try a second appeal process but the student must enroll without financial aid before decision of the second appeal is made.
- 3) **IMPORTANT:** Generally, student cannot use the same reason for the appeal process for the dismissal status.

H. Graduation Requirements

To earn a diploma/certificate upon successful completion of the course at Columbia College:

- 1) Student must complete all of the required courses and credits/hours within maximum time frame.
- 2) Student must finish the entire program of study with a minimum cumulative grade point average of 2.0, C, regulated by satisfactory academic progress.

- 3) Student must be in good financial standing with the school (pay full tuition and other required fees)
- 4) Student in federal financial aid program must have exit counseling.
- 5) Graduation exam may be assessed in the programs which require licensure examination for job placement – Cosmetology and Massage Therapy.

I. Make up Work

Students who miss classes need to meet with their instructors regarding make-up work and hours missed. The program coordinator/advisor will assign an oral, written, or practical assignment for missed work based on what he/she considers appropriate.

J. Make up Exam

Make-up exams will be available to students who miss a test due to verifiable circumstances acceptable to the instructor. Whether taken prior to or after the scheduled exam period, make-up exams represent a special privilege. A make-up exam is not to be used as a means of changing grades (other than 'I' when applicable) or of delaying exam for which the student is unprepared.

Any student who needs to take a make-up exam must, upon request, present his/her instructor evidence of a verifiable circumstance that caused the student to miss the test. The student must then arrange with the instructor a convenient date and time for the make-up exam. The make-up exam will be scheduled at the instructor's discretion; however, it should be scheduled as close to the original exam date as possible. The instructor should report to the academic department. If a student is unable to take the scheduled exam because of medical or other emergency, it is his/her responsibility to call the instructor and discuss the situation prior to the exam.

K. Code of Conduct

A student who engages or assists in misconduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to violations remedy of this policy.

1) Academic Dishonesty/Misconduct

- Students shall not cheat during exams or quizzes.
- Students shall not plagiarize; plagiarism is defined as a student presenting the work or ideas of another as his/her own in a paper, exam, or other assignment.
- Students shall not sell or purchase previous examinations or other assignments.

2) Non-Academic Dishonesty/Misconduct

- Physical and/or psychological abuse, threat, or harassment
- Initiating any false report, warning, threat of fire, explosion, or other emergency
- Unauthorized use, possession, storage of any weapon, dangerous chemical, or explosive element
- Disrupting, obstructing, or interfering with the college-sponsored events
- Theft of the college equipment, products, or materials
- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- Gambling or holding lotteries/raffles on the college campus without proper approval

- Disorderly, lewd, or obscene conduct
- Making illegal copies of college software – The college software is protected by copyright. Students must not copy the institution’s software without permission of the copyright holder. Additionally, students must not install personal software on the college computers or damage/destroy the software/computers.

3) Prohibition of Sexual Harassment of Students

- Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communication of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Sexual harassment can be verbal, written, or physical and ranges from subtle innuendos of a sexual nature to derogatory gender-specific comments about physical exposure, assault, to coerced sexual relationships.
- Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior shall be subject to disciplinary action that may include dismissal from the College. Students accused of sexual harassment will have the right to due process.

L. Permanent Withdrawal from School

If a student wants to withdraw entirely from the College, it is strongly recommended that the student notify the Registrar’s office in writing as soon as possible to begin the process. If the student does not notify the College (in writing as recommended or by contacting the office orally) of the intent to withdraw, it is likely that the student will receive a W (withdrawal) or a failing grade in all registered classes. When the student withdraws, the College will determine if any tuition must be refunded based on the refund policy.

Students who fail to register for an upcoming session are considered withdrawn from the College.

M. Leave of Absence

An approved leave of absence allows a student to be absent from the College for one session, while authorizing the student to return and continue to study under catalog requirements applied prior to their absence. Students must be in good academic standing in order to qualify for a leave of absence.

The following are valid reasons to request a leave of absence while students can maintain his/her F-1/M-1 nonimmigrant student status:

1) International Students

The following are valid reasons for which you may request a leave of absence and at the same time maintain your F-1 & M-1 nonimmigrant student status:

- Medical leave – A medical leave must be accompanied by a physician’s letter which supports the request for a leave of absence from the College.
- Going back to your home country due to personal reasons or family emergency – A copy of your plane ticket must be submitted.

** The Students who requests for leave of absence must submit his/her required document before the leave of absence.*

*** In order to maintain F-1/M-1 status, students must have a valid reason for the Leave of Absence. For example, if a student requests a leave of absence due to a family emergency*

in his/her home country, the student must be physically in his/her home country during the session for which the leave has been granted. Staying in the U.S without attending the College violates F-1/M-1 status.

2) Procedures for Requesting a Leave of Absence

Step 1: If you are currently enrolled in the session, but you intend to take a leave of absence, you must withdraw from all classes using a program drop form and a refund request form. Both forms must be approved and stamped by a school official and a refund amount will be determined based upon the refund policy.

Step 2: Fill out a leave of absence request form, giving information on the reason for the leave and the duration. Forms are available at the program office. A leave of absence is usually granted for one session. The maximum duration for a leave of absence is one session.

Step 3: Make an appointment with the student services. Present the completed leave of absence request form along with any supporting letters or documents. The director will review a request, write a recommendation, and deliver the form to the appropriate person at the registrar and/or the international student office for final approval. This process may take up to one week.

14. Cancellation and Refund Policy

- A. The entire amount except the application fee paid by the student will be fully refunded if the student chooses not to enroll or withdraws after having signed the enrollment agreement before the first day of instruction.
- B. If a student decides to withdraw or drop out after classes begin, refunds will be made according to the following schedule:

Proportion of Total Program Taught by Withdrawal Date	Tuition refund
Through 25%	50% of course cost
After 25% through 50%	25% of course cost
After 50%	No Refund

- C. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.
- D. Refunds will be determined based on the last attendance date.
- E. If a student fails to return to the program by the end of a temporary leave of absence, the refund amount will be determined based on the date of withdrawal or termination, and will be paid within 30 days from the last day of leave of absence.
- F. All refunds due will be paid within 30 days of the student's last day of attendance.
- G. Purchased books are students' property and they are not refundable unless they are returned before classes begin.

** New international students who paid the deposit for the first session are NOT ELIGIBLE to get a refund after the I-20 is issued.*

Columbia College complies with the refund policies adopted by the Council on Occupational Education.

Refund calculation is based on a percentage of the number of clock hours remaining in the program from the last day attended, rounded down to the nearest 10%, minus any unpaid student charges or fees and an administrative fee which is less than 5% of the cost of the program (or \$100). The school does not retain any federal funds for any term not attended.

15. Student Complaint and Grievance

Columbia College always strives to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting the institution. Therefore, Columbia College has established a specific policy to resolve student complaints and grievances.

A student who has a complaint is responsible for following the procedures described below. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at other than authorized and published times, or grading grievances.

A. Student Complaint Procedures

1) Contact the school official directly:

- If this concerns a grade received, the student must contact the instructor on or before the last day of the following session.
- If this concerns an administrative matter, contact the school business manager.
- If this concerns a matter not covered in the previous two instances, contact the student services.

2) Appeal to the school official's supervisor:

- If this must be done within 10 calendar days of the process outlined in 1) above.
- It is the responsibility of the appropriate administrator to hear the student's complaint within 10 calendar days of his/her appeal.
- The administrator must notify the student in writing of the condition of the appeal within 10 calendar days of the hearing.
- If the matter is not resolved to the mutual satisfaction of both parties, it may be elevated to the next level. At this point, it becomes a "grievance," as the complaint resolution process has not engendered a mutually satisfactory end to the complaint.

B. Student Grievance Procedures

- 1) Obtain a student grievance form from the student services director. Fill it out completely, stating your case in full detail, and return it to the student services director.
- 2) The student has the right to make his/her case to the college council. All evidence of unfair treatment must be presented as well as whether the student has suffered any

damage or injury as a result of such treatment. If satisfaction is not obtained, the student may further elevate his/her case to the president of the college.

- 3) If it is determined that the student has a valid grievance, the college council will be convened. Seated at the head will be a member of the college's administrative staff. The council will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, then the faculty member must be an actual instructor at the college.
- 4) The college council will notify the student in writing within 10 calendar days of the time and place of the hearing. The hearing will be held within 14 days of the designation of the college council. The college council will reach its decision by a simple majority vote and pass its recommendation to the college within 10 calendar days of the hearing.
- 5) The student will be notified in writing within 10 calendar days of the college council's recommendation, based on the post-marked date of the envelope in which it was submitted. Either party can appeal the decision by a written appeal to the president of the college within 10 days of the post-marked date of the envelope in which it was submitted, to reach his/her decision.
- 6) The student may address his/her concerns in writing to the following:

The State Council of Higher Education for Virginia (SCHEV)

James Monroe Building 9th Floor
101 N. 14th Street
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
Website: www.schev.edu/

The Council on Occupational Education (COE)

41 Perimeter Center East NE, Suite 640
Atlanta, GA 30346
Tel: (770) 396-3898 Fax: (770) 396-3790
Website: www.council.org/

** Students who initiate a complaint will not be subject to unfair actions by the school.*

16. General Information

- A. Food and Drinks in Classrooms – Food and drinks other than water are not allowed in classrooms or laboratories with the exception of class-sponsored lunches that are approved by the administration. Water is permitted in a closed, covered container (to prevent the water spilling if the container tips over). This is to protect the equipment and furnishings in the classroom and laboratories.
- B. Leaving Campus During Class Hour – All students who leave campus during class-session due to sickness or personal reasons must inform their instructor.
- C. Lunch – Students may leave the classroom/laboratory during their 30-minute lunch break. Students must return to the class by the end of their lunch break.

- D. Parking Regulations – Students are allowed to park in the College’s designated parking lot ONLY. For safety, loitering inside or around parked vehicles is not allowed.

17. Code of Conduct

A student who engages or assists in misconduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to violations remedy of this policy.

A. Academic Dishonesty/Misconduct

- 1) Students shall not cheat during exams or quizzes.
- 2) Students shall not plagiarize; plagiarism is defined as a student presenting the work or ideas of another as his/her own in a paper, exam, or other assignment.
- 3) Students shall not sell or purchase previous examinations or other assignments.

B. Non-Academic Dishonesty/Misconduct

- 1) Physical and/or psychological abuse, threat, or harassment
- 2) Initiating any false report, warning, threat of fire, explosion, or other emergency
- 3) Unauthorized use, possession, storage of any weapon, dangerous chemical, or explosive element
- 4) Disrupting, obstructing, or interfering with the college-sponsored events
- 5) Theft of the college equipment, products, or materials
- 6) Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- 7) Gambling or holding lotteries/raffles on the college campus without proper approval
- 8) Disorderly, lewd, or obscene conduct
- 9) Making illegal copies of college software – The college software is protected by copyright. Students must not copy the institution’s software without permission of the copyright holder. Additionally, students must not install personal software on the college computers or damage/destroy the software/computers.

C. Prohibition of Sexual Harassment of Students

- 1) Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communication of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Sexual harassment can be verbal, written, or physical and ranges from subtle innuendos of a sexual nature to derogatory gender-specific comments about physical exposure, assault, to coerced sexual relationships.
- 2) Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior shall be subject to disciplinary action that may include dismissal from the College. Students accused of sexual harassment will have the right to due process.

18. Library Usage Guideline

The Columbia College Library collection is available to use for the research/ assignments students are required to complete. With its easy and simple search strategies, the user can find the desired library book by author, by title, by key word, by subject and / or by bar code number of the book. When the particular type of word is typed in the search dialog box, the software displays the list of related words in its prompted list. The library user can select desirable book as his desired book/document with its detailed bibliographic data. Also, a grand online database by LIRN® is available to every student and faculty to access more than 1 million article titles. Directory of Open Access Journal is also open to the public 24/7. For further assistance, the full-time library staff is available to assist your research during business hours (M~Th, 9AM to 5PM) on the first floor.

19. Out-of-Class Assignment Policy

Students are required to complete a minimum of two-hours of out-of-class assignment(s) for each lecture hour taught in the classroom or direct instruction. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for lecture courses. Federal regulations for the allocation of student financial assistance for credit hour courses establish an expectation of two-hours of out-of-class work for each hour of lecture or direct instruction for which credit is awarded, or an equivalent amount of learning over a different amount of time.

20. Campus Safety

Columbia College ensures safety and security on the campus on a daily basis. In light of recent events, Columbia College has increased security measures for students and staff safety. In addition, in preparation for emergencies and disasters that may occur on campus, the school has in place a Campus Emergency Plan. Under this plan, personnel are assigned particular responsibilities and will respond when needed.

A. Treat Code Explanation:

RED – Severe Risk of Terrorist Attack
ORANGE – High Risk of Terrorist Attack
YELLOW – Significant Risk of Terrorist Attack
BLUE – General Risk of Terrorist Attack
GREEN – Low Risk of Terrorist Attack

- 1) Be aware of your surroundings. Report any suspicious activity or person to the school office.
- 2) If an evacuation alarm (fire alarm) goes off or if the condition in the building appears to warrant it, leave the building and proceed to a safe location.
- 3) If you feel that you or others are in danger, immediately report the situation to the school office.

B. Current School Policy Concerning Security Procedures and Practices

- 1) Only students, school employees, and authorized personnel are permitted on Columbia College premises during stipulated hours.
- 2) All guests must check in at the reception desk.
- 3) All students of Columbia College will be informed about crime prevention measures during orientation.

- 4) All employees of Columbia College are to be acquainted with the proper security procedures of the school.
- 5) Criminal actions or other emergencies occurring at the school must be first reported to the instructor and second to the school president. If a perpetrator is suspected, the police will be notified.
- 6) The school will take appropriate measures to maintain the safety and security of all individuals. The school may suspend or dismiss a student in violation of the policies stipulated in the catalog. If deemed appropriate, a report will be made to the local police.
- 7) All employees and staff are encouraged to report all crimes accurately and promptly to the local police.
- 8) The school will make timely reports to students and employees on crimes considered to be a threat to other students and employees after reporting to the authorities.
- 9) The school will distribute an annual security report to current students and employees containing relevant statistics, policies, and a description of programs that promote campus safety.
- 10) The accident and fire evacuation plans/policies will be strictly followed and evaluated annually.
- 11) The campus accident report is available in the admissions office or school business office.

21. Lost and Found

The lost and found department is located in the admissions and VESL/ESL offices. Between the hours of 9:00 a.m. to 5:00 p.m. (Monday through Friday), students, faculty, staff, and visitors are encouraged to inquire about lost or misplaced items. You may inquire in person or call the office at (703) 206-0508.

22. Drug and Alcohol Free Policy

This policy statement of Columbia College is in compliance with the U.S. Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g and Higher Education Act of 1965, Section 1213.

A. Policy

It is the policy of Columbia College that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Columbia College campus, any off-campus site, and at any school functions at off-campus locations are strictly prohibited.

All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action as set forth in Columbia College regulations.

Under school regulations, students, faculty, and staff are required to abide by state laws concerning alcoholic beverages. Virginia laws state that, if one is under the age of 21, it is unlawful to:

- 1) Possess or consume alcoholic beverages,
- 2) Misrepresent one's age for the purpose of purchasing alcoholic beverages,
- 3) Use a fake ID in an attempt to purchase alcoholic beverages,
- 4) Drink or be drunk on campus and in the classroom.

B. Policy Review

This policy statement and any revisions hereto shall be distributed annually to students and employees. Distribution shall be the responsibility of the school president.

23. School Governing Board

A governing board of directors oversees Columbia College Inc. The school governing board has the responsibility to ensure that all of the institutional programs are in compliance with budgets of the corporation, policies, procedures, and regulations of all accrediting bodies. The school governing board meets twice per year to discuss all aspects of school programs including facilities.

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PART II – TECHNICAL & BUSINESS ENGLISH

1. DEGREE REQUIREMENTS

To pass relevant coursework with a successful grade, students are recommended to: A. maintain satisfactory attendance/participation (80%); B. participate in the class work including presentations and assignment; 3) obtain a passing grade (C or better).

2. GENERAL EDUCATION REQUIREMENTS

For successful completion of the Associate degree programs, a student must complete the range from 24 credit hours to 32 credit hours depending on his/her field of study. The student must select at least one course from each discipline required:

Humanities

BPS102 Business and Professional Speech

ENG101 English Composition

HIST203 U.S. History

SPN101 Introduction to Spanish I

SPN102 Introduction to Spanish II

Natural/Applied Sciences

BIO102 Introduction to Biology

CPS101 Introduction to Computer Science

Mathematics

MAT101 Algebra

MAT201 Pre-Calculus

Behavioral Sciences

CRT101 Critical Thinking

PSY101 Introduction to Psychology

SOC101 Introduction to Sociology

SOC201 Society and Human Behavior

3. ASSOCIATE DEGREES OFFERED AT COLUMBIA COLLEGE

- Associate of Applied Science (AAS) and Associate of Occupational Studies (AOS) degrees are considered terminal degrees; therefore, earned credits do not generally apply to other degrees.
- Earned credits from Columbia College are transferrable to other institutions at the discretion of the accrediting institution.

4. WORK-BASED ACTIVITY COURSE POLICY

Student(s) selecting work-based activity courses, such as BUA270/ BUA271 Career Development I & II, CPS270/CPS271 Career Development I & II, CUA270/CUA271 Career Development I & II, DLT270/DLTC270 Career Development, TBE270/TBE271 Career Development I & II, and EDU270/EDU271 Field Experience in Early Childhood Education I & II, either as elective or mandatory course(s), will be required to find a relevant organization that coincides with the course of study. Students are to receive approval from the academic department or Academic Director prior to confirmation of their registration. The Professional Experience Agreement Plan must be submitted and approved not later than 2 weeks prior to beginning of the requested term.

5. TEACHING ENGLISH FOR EARLY CHILDHOOD

1. Mission

Technical and Business English program is dedicated to offering effective communicative knowledge and skills that prepare students as business administrative professionals with integration of writing, oral presentation, and interpersonal skills.

2. Description

This program offers effective communication skills that prepare students as business administrative professionals with writing, oral presentation, and interpersonal skills. With the strong communication and analytical skills developed completing the program, graduates may pursue a wide variety of careers in media organizations, trade and professional associations, non-profit organizations related to the arts, schools, social change, and a variety of businesses.

3. Core Requirements

Number	Course	Credits
TBE101.....	Basic Occupational Communication	4
TBE103.....	Computer Technology and Applications	4
TBE107.....	Critical Reading and Study Skills	4
TBE108.....	Legal Terminology	4
TBE109.....	Conference Papers and Presentations	4
TBE110.....	Document Designs	4
TBE113.....	Foundations of Technical Communications	4
TBE114.....	Descriptive Grammar	4
TBE115.....	Banking	4
TBE117.....	Communications and Documentation	4
TBE149.....	Business Enterprises and Corporation	4
TBE154.....	Business Writing	4
TBE156.....	Web Based Literature	4

TBE201.....	Professional Letters and Proposals	4
TBE204.....	Practical Reading and Writing	4
TBE208.....	Technical Reports	4
TBE210.....	Advanced Composition	4
TBE211.....	Real Estate Specialization	4
TBE214.....	Fundamentals of Editing	4
TBE215.....	Principles of Public Speaking	4
TBE250.....	Small Group Communication I	4
TBE251.....	Small Group Communication II	4
TBE270.....	Career Development I	4
TBE271.....	Career Development II	4
	<u>Required 16 courses (Select from above)</u>	64

4. General Education Requirements

Required 7 courses 28

(Select from at least one of each section on pg.26)

6. ASSOCIATE COURSE PREFIX DESIGNATION

BUA – Business Administration

COS - Cosmetology

CPS – Computer Science

CUA – Culinary Arts

DLT – Dental Laboratory Technology

EDU – Early Childhood Education

TBE – Technical and Business English

7. ASSOCIATE COURSE DESCRIPTIONS

- TBE101 Basic Occupational Communication (4 credits)

This course provides a description of the main topic and purpose as well as an overview of its contents. Students learn a very short, brief one- or two-sentence paragraph. Students also learn different types of paragraphs appearing at the beginning of journal articles.

Prerequisite: None.

- TBE103 Computer Technology and Applications (4 credits) This course provides fundamental knowledge of Windows operation, data handling, and sharing online. It emphasizes transferring files and settings, setting up a stand-alone computer for multiple users, opening and switching between

windows, asking for help using remote assistance, and handling tasks through the online.
Prerequisite: None.

- TBE107 Critical Reading and Study Skills (4 credits) This course helps students gain practice in applying effective strategies for understanding college material by relating generalization to supporting ideas and identifying the patterns into which ideas are structured.

Prerequisite: None.

- TBE108 Legal Terminology (4 credits)

This is an introductory course in legal terminology designed to acquaint the legal secretarial student with the law office. The major focus is on legal terminology that is relevant to a law office. Students will learn terms used in law of contracts, torts, corporation, and bankruptcy.

Prerequisite: None.

- TBE109 Conference Papers and Presentations (4 credits) Students learn how to prepare and deliver an oral presentation. Employers look for coursework and experience in preparing written documents, but they also look for experience in oral presentation as well.

Prerequisite: None.

- TBE110 Document Designs (4 credits)

Focusing on graphics commonly required of technical writers, this course begins with rhetorical principles relating to graphic design. It challenges students to envision graphics for plain text and introduces software such as Photoshop for editing graphics, including techniques for importing and positioning graphics into desktop publishing software such as Microsoft Word.

Prerequisite: None.

- TBE113 Foundations of Technical Communications (4 credits) This course introduces students to the profession of technical communication. It is designed to make students more aware of their own writing process and enhances their planning and revision strategies. They work with different types of documents and audiences to increase their awareness of the diverse nature of technical communication.

Prerequisite: TBE101.

- TBE114 Descriptive Grammar (4 credits)

Students learn the traditionally based grammar as modified by the insights of descriptive grammar includes parts of speech, grammatical categories, sentence forms, punctuation conventions, usage, and usage forms.

Prerequisite: None.

- TBE115 Banking (4 credits)

This course is an introduction to the broad area of banking and finance. Topics include the evolution of banking, Federal Reserve System, negotiable instruments, rudimentary laws and regulations, as well as a study of banking and finance terminology. Upon completion of this course, the student will be able to perform basic banking functions.

Prerequisite: None.

- TBE117 Communications and Documentation (4 credits) This course covers the writing and organizing documentation for technical, business, and legal purpose, emphasizing development

of verbal and written communication skills.

Prerequisite: TBE101.

- TBE149 Business Enterprises and Corporation (4 credits) This course is an introduction to the business organization and corporation basic law. Students will learn the difference of sole proprietorships, partnerships, corporations, and unincorporated associations, as well as the basic corporation law.

Prerequisite: None.

- TBE154 Business Writing (4 credits)

This course offers how to prepare a business plan, a document used to start a new business or get funding for a business that is changing in some significant way. Business plans are important documents for business partners who need to agree upon and document their plans, government officials who may need to approve aspects of the plan, and potential investors such as banks or private individuals who may decide to fund the business or its expansion.

Prerequisite: None.

- TBE156 Web Based Literature (4 credits)

This course brings together all of the elements of web site design: graphics, animation, data storage in the construction of fully functional commercial web site applications. The use of industry standard software products and end to end construction will be emphasized.

Prerequisite: TBE103.

- TBE201 Professional Letters and Proposals (4 credits)

Students learn how to write a documentation proposal, a proposal whose primary objective is getting a contract or getting approval to do a documentation project.

Prerequisite: TBE113.

- TBE204 Practical Reading and Writing (4 credits)

This course is designed to teach students fundamental skills in communication focusing on reading and writing letters and memos in the work field. This course also teaches basic patterns of the most commonly used business communication and how to write clear, concise business messages.

Prerequisite: TBE113.

- TBE208 Technical Reports (4 credits)

The assignment in this unit is to learn about technical reports, their different types, their typical audiences and situations, and then to plan one of your own (due toward the end of the semester). Specifically, your task in this unit is to pick a report topic, report audience and situation, report purpose, and report type. The planning you do in this unit leads directly into the proposals chapter. There, you write a proposal that proposes to write the report you planned in this unit.

Prerequisite: TBE114.

- TBE210 Advanced Composition (4 credits)

This course introduces students to advanced literature and to develop varied literary forms. Students learn reading comprehension and sharpening their interpretive and critical abilities.

Prerequisite: ENG101.

- TBE211 Real Estate Specialization (4 credits)

The objective of the real estate program is to prepare students for careers in areas such as commercial real estate finance, asset management, investment analysis, property management, corporate real estate management, brokerage, appraisal, and land development, as well as other real-estate-related careers in the public and private sectors.

Prerequisite: None.

- TBE214 Fundamentals of Editing (4 credits)

Students learn editorial responsibilities and practice in the communication of scientific and technical information; the editor's role both as editor and as supervisor of publication groups.

Prerequisite: TBE114.

- TBE215 Principles of Public Speaking (4 credits)

This course prepares students to develop an effective personal style and repertoire of communication abilities that apply to the variety of public speaking situations that they anticipate participating in throughout their life.

Prerequisite: TBE101.

- TBE250 Small Group Communication I (4 credits)

This course helps students increase their awareness of what happens in groups, and provides some relatively simple tools for optimizing small group communication.

Prerequisite: TBE113, 2nd year undergraduate student.

- TBE251 Small Group Communication II (4 credits)

The focus is on five issues that need to be dealt with in group settings: how people talk in groups, decision-making, conflict, leadership, and ground rules.

Prerequisite: TBE250, 2nd year undergraduate student.

- TBE270 Career Development (4 credits)

The ability to write well is essential to getting a job, performing well on the job, and advancing in a career area. To prepare students for the working world, this course provides practical experience in writing letters, memos, reports, technical instructions in their job field.

Prerequisite: 2nd year undergraduate student.

- TBE271 Career Development II (4 credits)¹

This extensive internship/externship course provides the opportunity to build tangible connections between knowledge and skills learned through the lecture and lab with the real experience gained from the relevant field. Through the course, students acquire atmospheres, cultures, and interactions in the work field while enhancing their competences to be prepared for the future employment.

Prerequisite: TBE270.

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Appendix

Plan for the Health and Safety of Employees, Students, and Visitors

POLICIES AND PROCEDURES – INSTITUTIONAL INFRASTRUCTURE
Responsible Staff: Operation Director
Last Revisited: 8/7/2023

Purpose

Columbia College has developed this plan to ensure a safe and healthy environment. The following procedures help faculty and staff be prepared to execute a plan of action in response to an accident, incident, and sickness or medical emergency situations. While the administration acknowledges that not all emergency situations can be accounted for, some specific courses of action have been defined in the Emergency Response Quick Reference Guide component of this plan. Columbia College has also created a procedure for reporting all accidents/incidents.

Safety Procedures

Columbia College has created an Emergency Response Quick Reference Guide that must be followed in the event of a campus-wide emergency. The following basic procedures should be followed to help ensure the campus is safe for employees, students, and visitors.

1. Encourage all staff and students to consider safety first. It is everyone's responsibility to be conscious of health and safety at school.
2. Entrance, exit, and bathroom doors meet state and federal dimensions.
3. Bathrooms are fitted with handles for use by handicapped individuals in accordance with ADA (Americans with Disabilities Act) requirements.
4. Bathrooms and classrooms with sinks have an adequate supply of soap and disposable towels.
5. The facility is cleaned daily. A contracted cleaning service is called in as needed or for larger annual projects.
6. Floors are properly maintained and safe for faculty, staff, students, and visitors.
7. All safety equipment (fire extinguishers, smoke alarms, security alarm) testing is scheduled periodically to ensure effective operation.
8. Students are accurately instructed on the proper use of medical apparatus or equipment.

Reporting Accident/Incidents

Columbia College has created an Emergency Response Quick Reference Guide that must be followed in the event of campus-wide emergencies. The following steps should be used to report any/all accidents or incidents.

1. All accidents/incidents must be reported within 24 hours and are kept in the appropriate log for investigation and/or annual reporting.
2. An Incident Form has been created to ensure consistency in reporting all accidents/incidents. Forms may be obtained from the Compliance Office and are kept in the Incident Binder.
3. Once the accident/incident has been reported on the form and submitted to the Operation Director, the Operation Director will work with Program Coordinators, Instructors, and the

Strategic Planning Director to investigate the event reported and document steps taken to prevent future occurrence.

Infection Control

Infection control procedures will be followed by students and staff while participating in lab training and at the clinical site, where contact with body fluids (i.e.: blood) is a possibility. In the event of an accident or incident at a clinical or external site, follow the procedure of the facility first and then report to Columbia College as directed above.

1. Instructors provide information to the student regarding the proper PPE (Personal Protective Equipment) to be used prior to the start of procedure.
2. The instructor supervises and ensures that a proper PPE is in place and appropriate procedure is followed.
3. If a student or staff member has an exposure incident, an incident report is completed. (Incident reports are kept by the Compliance Officer.) This is to include information regarding the name of the source if known. If occurring on campus, the Compliance Officer is to be immediately notified and the director and the students involved are to report to an area medical facility for needle stick protocol. If occurring at a clinical site, the student is to follow the facility procedures regarding exposure and notify the Compliance Officer as soon as possible (the institution will need a copy of the clinical site's incident report).
4. Needle stick protocol: If you are stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to your supervisor/instructor and seek immediate medical attention. For exposure cases that occur on campus (or at clinical site whose policy states to defer to policy of student's institution):
 - i. Document exposure through incident report and entry into Sharps Injury Log.
 - ii. If source can be identified, test as soon as possible to determine HBV/HIV infectivity. If infection with HBV/HIV is already known, retesting is not required (Institution must document if consent for testing cannot be obtained) Results of testing will be shared with exposed individual
 - iii. Exposed individual's blood shall be collected and tested as soon as possible and tested for infectivity.
 - iv. Post-exposure prophylaxis will be administered when medically indicated by the evaluating health care professional.
 - v. If provided to the institution will provide, the institution will share with the exposed individual a copy of the written opinion of the postexposure evaluation (if the written opinion is given directly to the student, the student should supply the college with a copy).

Campus Crime Report

An Annual Crime Report is published every year. The report will be made available to all staff and students at Columbia College. The procedure will outline information on security of and access to campus facilities, sex offenses and offender registration.

1. Timely warnings of situations which arise, in the judgment of the Director of the College, that constitute an ongoing threat to the students at Columbia College will be issued to the students.
2. Crime Statistics will be prepared and reported by the Columbia College Safety Officer. All crime incident reports will be researched and reported. The information reported by the state authorities

(Fairfax County Police Department) for the Annual Report submitted to the federal government will be included in the Campus Crime Report.

3. Confidential reporting is allowed to the Operation Director. If the victim of a crime does not want to pursue action through the local authorities' criminal justice system (Fairfax County Police Department) the student may want to consider making a confidential report.
With the permission of the student the school will notify the authorities of the details of the crime without revealing the students' identity (if Fairfax County allows this).
Columbia College encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Confidential reports will be included in the annual crime report statistics.
4. Access to Columbia College is by key holders only outside of business hours (day or night classes). Normal business hours are Monday - Friday, between 8:30 am to 5 pm for operation. All exterior doors are kept locked during night classes with the instructors and students being responsible for locking doors after breaks when returning inside.
5. In Student Orientation students are made aware of safety issues on campus and to call 911 in an emergency. Students are informed to keep their belongings either under the vehicle seats or locked in the trunk. Students are informed regarding known criminal activity on campus and the surrounding area. Most of all, students are informed they are ultimately responsible for their own safety and the safety of each other and to remain resolute in watching out for possible unsafe situations.
6. Alcoholic beverages and illegal drugs are not allowed in Columbia College nor on the surrounding area adjacent to campus buildings.
7. Should any member of Columbia College faculty or student body require Substance Abuse Counseling, a confidential reference to a local center will be made by a designated instructor.
8. In the case of sexual assault, confidential reporting is allowed to the Director of the college and/or the Compliance Officer. If the victim of a crime does not want to pursue action through the local authorities' criminal justice system, the student may want to consider making a confidential report. With the permission of the student the school will notify the authorities of the details of the crime without revealing the students' identity (if the State of Virginia allows this). Columbia College encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Confidential reports will be included in the annual crime report statistics.
9. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. To view a list of registered sex offenders in campus area, students and faculty can view the Fairfax County Police Department's website at <https://www.fairfaxcounty.gov/police/fairfax-county-police-department>, and search under "Sex Offenders". A link to this information will also be posted under the consumer notifications for the school for students and faculty to see.

Emergency Response Quick Reference Guide

Columbia College is committed to providing a safe environment for students, faculty, and visitors. The college is ready to execute a plan of action in response to an accident and/or medical emergency.

Fire Emergency—Actions

- Immediately stop what you are doing!
- Warn others of the emergency!! Yell Fire!!!
- Rescue anyone in immediate danger
- Activate the alarm and alert others throughout the facility
- Confine the fire by closing the door of the fire area
- Evacuate to the designated meeting area and take a roll call

- If any egress is blocked by the fire, any window on the ground-level may be used to escape
- If there is no way out, pull as many doors between you and the fire and seal vents with towels or clothing. GET DOWN LOW TO AVOID POSSIBLE SMOKE INHALATION
- Wave a flashlight (night) or a bright (white or yellow cloth) so the firefighters can locate you
- Call 9-1-1 when in a safe location away from the fire

Biological Threat—Actions

- Get away from the substance (as applicable)
- Cover your mouth and nose with 2-3 handkerchiefs, towels or t-shirts to filter the air
- Use Infection Control Procedures (washing hands) to prevent or minimize the spread of germs
- Listen to local broadcast for public health information or additional instructions

Bomb Threat—Actions

- If threat is received complete "bomb threat" checklist and report to the school safety officer immediately, which in-turn, will call the authorities
- If the bomb threat is in the building exit as quickly as possible
- If outside of the building, take shelter under a table, away from any and all windows
- If trapped under debris after an explosion, avoid unnecessary movement, cover your nose and mouth and signal location with flashlight, tapping. SHOUT ONLY AS LAST RESORT
- DO NOT LIGHT A MATCH/LIGHTER

Earthquake—Actions

- Take shelter under a table
- Protect your cranium, cover your head with a pillow or any item that may
- Hold on until shaking stops
- Use a doorway for shelter only if it is in close proximity and if you know it is a strongly support, load bearing doorway
- Stay inside until the shaking stops
- DO NOT USE ELEVATORS
- If outdoors move away from buildings, streetlights and utility wire

Hurricane—Actions

- Secure items that may cause damage or injury
- Place strips of masking tape on windows
- Evacuate if given an evacuation order, if time turn off gas, electricity and water
- Follow designated evacuation routes
- Seek shelter bathrooms in bathtubs and cover yourself with plywood (if available) or other hard material

Severe Winter Storm

- Stay indoors
- Dress warmly
- Treat Ramps, walkways with ice-melt
- If able, move vehicle off the street so emergency vehicles may have access
- Listen to radio and television for updates on the conditions of the roads and surrounding area

Tornado—Actions

- Go to a safe place to protect yourself from glass or other flying objects

- Go to the lowest floor in the building
- If you are in a vehicle, GET OUT, DO NOT REMAIN IN VEHICLE and lie flat in a face- down position on the ground.

TORNADO WATCH=conditions are favorable

TORNADO WARNING=Tornado has been sighted (Brace and prepare for possible impact)

Hazardous Materials/Chemical Threat—Actions

- If instructed to stay indoors/shelter in place gather and designated supply kit, and go to an interior room away from windows and seal the shelter room doors/vents with duct tape, place towels under the door and DO NOT OPEN THE DOOR unless instructed to do so by authorities
- Close as many interior doors as possible, vents, dampers, drapes blinds and windows
- If in a Vehicle, stop and find shelter or remain in the vehicle with the windows closed, shut vents and turn-off AC/heat
- Cover your body as much as possible and avoid contact with liquid/mist or solid deposit as applicable
- If you are outside, try to go uphill because the gas is heavier than air so, stay as far away as possible from the incident as possible
- Avoid smoking!!!

Power Outages—Actions

- Monitor temperature and apply extreme heat or cold procedures
- Gather emergency lighting and communication supplies
- Plug in the corded telephone
- Ensure cellular devices are working and fully charged

Floods—Actions

- Gather emergency supplies
- Go to the highest room in the building
- Turn-off all electrical power when there is standing water, fallen power lines or before evacuation

Extreme Heat or Cold

- Extreme Heat
 - o Stay hydrated (Drink plenty of water if available)
 - o Dress in light clothing to avoid becoming overheated
 - o Relocate per local emergency relocation protocol
- Extreme Cold
 - o Stay hydrated
 - o Dress warmly in layers to avoid frostbite/hypothermia
 - o Relocate per local emergency relocation protocol

Human Threat (Dangerous Situation on/off campus)—Actions

- Threat Code Explanation
 - o RED – Severe Risk of Terrorist Attack
 - o ORANGE – High Risk of Terrorist Attack
 - o YELLOW – Significant Risk of Terrorist Attack
 - o BLUE – General Risk of Terrorist Attack
 - o GREEN – Low Risk of Terrorist Attack

- Be aware of your surroundings. Report any suspicious activity or person to the school office.
- If an evacuation alarm (fire alarm) goes off or if the condition in the building appears to warrant it, leave the building and proceed to a safe location.
- If you feel that you or others are in danger, immediately report the situation to the school office. Students, faculty and staff are encouraged to report any suspicious activities or persons that are acting inappropriately or conducting suspicious activity in or near the facility to the primary or alternated safety officers. "If you See Something, Say Something"
- In the event of a CODE RED* Active Shooter situation, quickly assess whether to RUN, HIDE, or FIGHT:

RUN

- o Act quickly to evacuate the area and put as much distance between you and the shooter as possible
- o Leave belongings and keep your hands visible and empty
- o Call 9-1-1 as soon as it is safe to do so

HIDE

- o Find a hiding place, lock the door and block it if possible
- o Silence your phone and keep quiet
- o Call 9-1-1 if it is safe and stay on the line even if you are not able to speak

FIGHT

- o As a last resort, if you cannot flee or hide, and your life is threatened, attempt to incapacitate the shooter.

When Law Enforcement arrives, evacuate the area the way they entered the premise. Law enforcement will first act to stop the shooter. Your focus is to remain calm, follow directions, and get to safety.

Evaluation

This plan is to be distributed to employees at the point of their employment. It is also evaluated once a year by Columbia College staff, faculty, and revised as necessary. It may also be revised and updated according to local, state, and federal regulations. Columbia College also conducts a survey named "Building Safety and Security Evaluation" to students and employees on a regular basis.

Emergency Contact

Columbia College Safety Officers

- John Kim (Operation Director), Primary
- Raphael Lee (Strategic and Planning Director), Secondary

Student Handbook Acknowledgement Form

I hereby acknowledge receipt of the 2023-2024 _____ Program Student Handbook containing current policies and procedures for the 2023-2024 academic year.

I understand and agree that it is my responsibility to read and understand this Handbook. I also understand that the Program Director/Coordinator is available to answer any questions that arise as a result of my review of the Handbook.

My signature below represents my acknowledgment that I have thoroughly read and understood the policies and my obligations under those policies and procedures, and further represents my consent to conducting myself in a way consistent with the policies and procedures. I have been provided with a copy of the current Columbia College Student Handbook, and know how to access the College Catalog which is available at www.ccdc.edu.

I have received and read the 2023-2024 Program Student Handbook, and understand that my enrollment in the Program is depending upon my compliance with the policies and procedures contained in this Handbook. I further understand that nothing in this 2023-2024 Program Student Handbook creates or is intended to create a promise or representation of continued enrollment, and that the policies and procedures contained herein may be changed at any time.

Student's Signature

Date

Student's Name – Printed

Once you have signed this page, remove it from the Handbook and give to the department for your records before the end of the late registration period.

Thank you!