

CATALOG

COLUMBIA COLLEGE

GRAB YOUR FUTURE AT COLUMBIA COLLEGE

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 it serves.



www.ccdc.edu

301-929-0565

admissions@ccdc.edu



Welcome letter from the President



Dear Columbia College Students,

On behalf of the Columbia College family, I am pleased to welcome you into the exciting, challenging, and rewarding educational journey that you have chosen to pursue.

Columbia College offers a variety of programs ranging from Vocational English as a Second Language (VESL) to certificate and degree programs. Through a variety of programs, every member of our faculty and staff are dedicated to your success. From your first moment at the College, to the day you go out into the world, we will be with you every step of the way.

Since 1999, Columbia College has served the Washington D.C. metropolitan area by providing our students with innovative, high-demand workforce training options to include industry recognized certificates and degrees. It is with great honor that we continue this vital effort by ensuring our students thrive in a varied and dynamic environment in support of their success.

All programs at the College are designed to promote community economic development by meeting employer-driven demands for a qualified workforce. All faculty and staff assist and support our students in acquiring the knowledge, skills and abilities to secure employment or professional development. We are committed to job readiness and life enhancement opportunities for our students.

In the fall of 2016, the College's main-campus relocated to its new location, Tysons Corner in Vienna, Virginia, which is one of the most energetic and fast-growing city in the D.C. metropolitan area. I am confident this is a new era for the College and also for our students, who have committed the future of their success to the College.

At Columbia College, our motto states, "We would like to Challenge you to Succeed." The entire faculty and staff will work closely and productively with you because you are so much more than a student to us; you are a member of our family. Together we will excel in the years to come. We look forward to having you and serving you along the way.

Sincerely,

Richard K. Kim
President

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2021 - 2022 SCHOOL YEAR CALENDAR

SESSION	PERIOD	WEEK	HOLIDAYS
2021 Spring I		10	
2021 Spring I A	01/19/2021 – 02/20/2021	5	MLK Jr. Day (01/18)
2021 Spring I B	02/22/2021 – 03/27/2021	5	Presidents Day (02/15)
2021 Spring II		10	
2021 Spring II A	03/29/2021 – 05/01/2021	5	Spring Break (03/31 – 04/03)
2021 Spring II B	05/03/2021 – 06/05/2021	5	Memorial Day (05/31)
2021 Summer		10 (11)	
2021 Summer A	06/07/2021 – 07/10/2021	5	Independence Day (07/05 - Observed)
2021 Summer B	07/12/2021 – 08/14/2021	5 (6)	Summer Vacation (08/16 – 08/21)
2021 Fall		10	
2021 Fall A	08/23/2021 – 09/25/2021	5	Labor Day (09/06)
2021 Fall B	09/27/2021 – 10/30/2021	5	Columbus Day (10/11) School's 22nd Birthday (10/17)
2021 Winter		10 (11)	
2021 Winter A	11/01/2021 – 12/04/2021	5	Veterans Day (11/11) Thanksgiving Break (11/24 – 11/26)
2021 Winter B	12/06/2021 – 01/15/2022	5 (6)	Christmas Break (12/24 – 12/25) Winter Break (12/27 – 01/01)
2022 Spring I		10	
2022 Spring I A	01/18/2022 – 02/19/2022	5	MLK Jr. Day (01/17)
2022 Spring I B	02/22/2022 – 03/26/2022	5	Presidents Day (02/21)
2022 Spring II		10	
2022 Spring II A	03/28/2022 – 04/30/2022	5	Spring Break (04/13 – 04/15)
2022 Spring II B	05/02/2022 – 06/04/2022	5	Memorial Day (05/30)
2022 Summer		10 (11)	
2022 Summer A	06/06/2022 – 07/09/2022	5	Independence Day (07/04)
2022 Summer B	07/11/2022 – 08/13/2022	5 (6)	Summer Vacation (08/15 – 08/20)
2022 Fall		10	
2022 Fall A	08/22/2022 – 09/24/2022	5	Labor Day (09/05)
2022 Fall B	09/26/2022 – 10/29/2022	5	Columbus Day (10/10) School's 23 rd Birthday (10/17)
2022 Winter		10 (11)	
2022 Winter A	10/31/2022 – 12/03/2022	5	Veterans Day (11/11) Thanksgiving Break (11/23 – 11/25)
2022 Winter B	12/05/2022 – 01/14/2023	5 (6)	Christmas (12/26 - Observed) Winter Break (12/26 – 12/31)

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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GENERAL INFORMATION

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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 it serves.

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.

Educational Goals

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

1. To provide professional training opportunities that support economic independence in the community.
2. To provide academic studies that assist students in developing self-confidence and success in their chosen occupational field of study.
3. To provide career training opportunities for students who wish to enter rapidly growing service industries.
4. To constantly innovate instruction and improve delivery of academic material for our students.

Strategic Objectives

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

Control and Governance

The Columbia College Incorporation which is located at 8620 Westwood Center Drive, Vienna, Virginia, holds 100% ownership of Columbia College. The exclusive stockholder is Richard Kim, the school president, and he is responsible for managerial decision as a Chief Executive Officer. The overall control of the College operations rests with the College Governing Board, which is composed of the following members:

Mr. Richard Kim, President

Mrs. Joanne Kim, Executive Vice President

The 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 Governing Board meets twice per year to discuss all aspects of school's programs including facilities.

Academic Governance Policy

Effective academic governance is a hallmark of a mature educational institution. Therefore, all participants have the duty to strive to make academic governance:

1. A cooperative process that demands a joint effort between the Vice President/ Academic Dean and the faculty of Columbia College with appropriate participation by students, alumni, and staff; (4)
2. An open process that is characterized by a courteous, free-flowing exchange of information and opinions between all interested parties;
3. A respectful process that gives increased weight to the opinions of participants who are accountable for the matters under consideration;
4. A comprehensive process that assumes that any issue may be relevant to the academic enterprise;
5. A bilateral process that produces policies that apply to Columbia College as a whole, and policies that apply only to one college or non-collegiate academic unit; and
6. A responsible process that is subordinate to governmental authority, the final institutional authority of the Board and the delegated authority of the President. The level of participation by the faculty in the academic governance process varies. It includes but is not limited to;
 - A. Participation in the development of the educational program of the institution
 - B. Participation in the selection of course materials
 - C. Participation in the selection of instructional equipment and other educational resources
 - D. Systematic evaluation and revision of the Institutional curriculum
 - E. Assessment of student learning-outcomes
 - F. Assist with the planning for Institutional effectiveness
 - G. Consultation – A body of faculty members who discuss with and inform the administrator with authority and responsibility for the decision. Such a committee is not a deliberative body; there is no vote. Rather the members express their views to inform an administrator's decision.
 - H. Advice or Recommendation – A deliberative body of faculty members who recommend policies or actions to an administrator who is authorized to make decisions. There is

a vote. The

administrator is not bound by the recommendation and accepts responsibility for the decision.

- I. Shared Responsibility – A deliberative body of faculty members who make recommendations concerning policies or actions to an administrator who is authorized to make decisions. There is a vote. If the administrative and the deliberative body cannot agree and a decision is needed, the recommendation of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.
- J. Delegated Authority – A deliberative body of faculty is authorized to make decisions on specified matters. There is a vote. Such decisions are subject to administrative review, but will be altered only in rare circumstances.

History

Columbia College was established in Manassas, Virginia October 17, 1999 to meet the growing needs of industry and businesses locally, nationally and internationally. The College was approved by the State Council of Higher Education for Virginia (SCHEV) to offer certificates in Computer Basic, Culinary Arts, Dental Laboratory Technology, and Vocational English as a Second Language (VESL), Massage Therapy.

The Institution moved to Fairfax, Virginia in 2004 and was approved to offer associate degree programs in Business Administration, Computer Science, Cosmetology, Dental Laboratory Technology, Teaching English for Early Childhood, and Technical and Business English in 2005 by SCHEV.

Columbia College received its national accreditation from the Council on Occupational Education (COE) for the Certificate programs in February 2007 and Associate degree programs in September 2008, with the addition of Cosmetology and Teaching English to Speakers of Other Languages (TESOL). This enhances the abilities of the College to meet the ever-changing needs of a diverse global population.

Additional Extension Sites were opened, one in Silver Spring, Maryland in February 2006 and the other in Centreville, Virginia April 2008 to accommodate individuals who resided in those areas. VESL and Massage Therapy certificate programs at these Extensions were certified to operate by the Maryland Higher Education Commission (MHEC) and SCHEV, respectively and later accredited by COE as well.

In May 2009, the College was approved to participate in the Federal Student Financial Aid Programs (Title IV), which aimed to assist students' with financing their education.

The College was also approved for the training of Veterans by the State Department of Veterans Affairs in 2010. This provides members who served in our armed forces access to a quality education and resources to assist with their transition into the global marketplace.

In 2010, J-1 Visa program for visiting international students and

scholars was approved by U.S. Department of State.

Columbia College moved to its current location in Vienna, Virginia in September 2016, near the Spring Hill Metro station. This enhanced accessibility to the main campus and convenience for current and prospective students.

Over the years, Columbia College has developed and expanded its program offering to a diverse population of students and curriculum revisions along with, the addition of new facilities and equipment to better serve our students.

Currently, the College main campus offers seven Associate degrees, five certificates and VESL courses to students from over 30 countries globally.

Statement of Accreditation

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

The Maryland Higher Education Commission (MHEC) has approved, extension site of Columbia College, to operate in Rockville, Maryland.

Memberships and Affiliations

Columbia College has expanded its educational and professional boundaries by establishing solid relationships with a variety of affiliations:

- U.S. Department of Education
- U.S. Department of State
- U.S. Citizenship and Immigration Services (USCIS)
- Student and Exchange Visitor Information System (SEVIS)
- Maryland Higher Education Commission (MHEC)
- Maryland State Corporation Commission
- Private Educational Institution from Montgomery County, MD
- National Association of Dental Laboratories (NADL)

Staff and Full Time Faculty

Name, Title

Richard K. Kim, President
Joanne Kim, Executive Vice President/Business
James Han, Vice President
Rani Park, Academic Dean
Eunju Lee, Admission Director
Raphael Lee, Strategic Planning Director
John Kim, Operation Director/PDSO
Jeff Lee, Compliance Director
Sung Kim, Compliance Officer
Hanna Kang, Academic Director
Beau Yoon, International Student Advisor
Tim Bae, Student Service Director
Bom Hoe Huh, Accountant
Aran Kim, Business Officer
Justin Seo, Dental Laboratory Technology Director
Youngju Moon, Dental Laboratory Technology Coordinator
Amy Billerbeck, Librarian
Safi Ali, Admission Representative
Junho Song, Marketing Administrator
Naw W. H. Ah, Admission Administrator
Tiffany Toscano, Admission Administrator
Jennifer Song, Admission Administrator

Facilities and Directions

Columbia College was designed for students' convenience. The school is located on the second (2nd) floor of the building, the in the building commonly known as 20 West Gude Drive, Rockville, Maryland 20850. Adequate parking is available next to the building.

Directions to the campus:

From Washington D.C.

Take I-495 N and continue to I-270 Spur N to MD-28 W/W Montgomery Ave in Rockville. Take exit 6B from I-270 N. Follow MD 28 W/W Montgomery Ave, Research Blvd and W Gude Dr. to Columbia College.

From Fairfax, Virginia

Take I-66 E toward Washington and take exit 64B Baltimore onto I- 495 N; continue on to I-270 Spur N to MD-28 W/W Montgomery Ave in Rockville. Take exit 6B from I-270 N. Follow MD 28 W/W Montgomery Ave, Research Blvd and W Gude Dr. to Columbia College.

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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 program and non-degree programs in order to accommodate a variety of students with different educational objectives and backgrounds. Some students may not qualify for program with more stringent requirements. For more information, students should contact the appropriate department and/or the admissions office.

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.

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 applicants are administered a nationally recognized exam for the purpose of evaluating language proficiency and academic propensity. Please note, 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.

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

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. I-901 SEVIS student exchange/visitor processing fee receipt
9. Language proficiency test score should meet to the minimum required score range if applying for an Associate Degree Program

Admission Procedures

1. A completed application for admission with the non-refundable application fee (\$100.00).
2. A proof of graduation from a high school or equivalent certified by the State Department of Education. Under certain or special circumstances where is, the applicant's high school diploma is not available prospective student will be required to complete the high school diploma waiver form for verification of graduation.
3. Students must complete an enrollment agreement, which defines all tuition and fees along with the method of payment, in order to secure a position in their desired classes. The enrollment agreement is usually completed during the interview. Out-of-town students can submit a completed agreement by mail.

Admission Procedures for International Students

1. Admission requirements and acceptance procedures are the same as U.S. citizen students.
2. In order for international students to obtain a Certificate of Eligibility (Form I-20), he or she must provide the financial document and/or an Affidavit of Support Form (I-134) to the admissions office. I-134 form verifies that all funds will be available for educational and living expenses while a student is studying in the United States. Once accepted, prospective students in foreign countries must apply to the American Consulate in their country for a special student non-quota F-1 or M-1 visa.
3. International students are required to deposit the first session's tuition at a minimum (non-refundable).
4. For associate degree applications: If students' native language is not English, students need to provide evaluation of language proficiency by submitting a test score. (College's minimum score to be eligible to enroll the program is 500 in TOEFL PBT, 173 in TOEFL CBT, 61 in TOEFL IBT, 261 in ACCUPLACER, 6 in IELTS, or 62 in CaMLA)
5. Students who do not meet the English proficiency requirement are assigned to the English as a Second Language (ESL) class

based on the test score until they achieve the appropriate proficiency to be admitted to their desired program. The admission to the associate degree program is granted if the student can provide the updated test score to meet the minimum admission requirement or satisfactory completion of the Advanced I level of the College's ESL program.

** Columbia College will not issue an I-20 form or an acceptance letter if an applicant fails to submit the required documentation and to pay the appropriate fees.*

Transfer Information

1. Transfer In

The College welcomes transfer students from other institutions. If the student meets our Admission Requirements, he/she may be admitted with no restrictions.

A. International Students

- 1) Request a school transfer form and an acceptance letter from the international students office.
- 2) 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.
- 3) 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.

B. U.S. Citizens and Permanent Resident Students

- 1) 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.
- 2) 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.

2. Transfer Out

A student who wants to transfer out from Columbia College must come to the registrar or international student office to get information and review the transferring procedures.

A. Transfer Out Requirements for International Students

- 1) 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.)

- 2) 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.
- 3) 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.

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, and 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.

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.

Course Drop/Add

The course drop/add period is the first day of 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.*

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Tuition and Fees

Students registered at Columbia College pay tuition according to the tuition cost outlined in Appendix. All fees are **non-refundable**.

* *Columbia College reserves the right to change tuition and fees at any time. Refer to the appendices for current tuition and fees.*

Cancellation and Refund Policy

Columbia College in Rockville financially obligates students by 10- or 5-week academic term.

1. If the school closes, cancels, or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student tuition and fees and monies for which the student is liable for tuition and fees.
2. All fees paid by a student, shall be refunded if the student chooses not to enroll or to withdraw from the school within 7 calendar days after having signed the Enrollment Agreement form.
3. If student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee.
4. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refund shall be based on the total tuition for the course and shall include all fees, except the charges for materials, supplies, or books which have been purchased and used by the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course/program taught by date of withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No refund

5. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
6. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
7. Purchased books are students' property and they are not refundable unless they are returned within 7-day cancellation period.

8. A student may be entitled to make a claim against the Maryland Guaranty Student Tuition Fund for For-profit Institutions of Higher Education ("Student Tuition Fund") in the case of certain events, including a school closure. The Student Tuition Fund is administered by the Maryland Higher Education Commission. Information about the Student Tuition Fund and instructions for filing a claim may be found in Regulations 13B.02.06.01 through .13 of the Code of Maryland Regulations or by contacting the Maryland Higher Education Commission.

Student Financial Aid Services

The Federal Student Aid (Title IV) program is available for students who are U.S. citizens or eligible permanent residents and will be working towards a diploma in an eligible program. The purpose of the Federal Student Aid is to provide monetary assistance to students who can benefit from education beyond high school. It is issued in the form of a grant, low interest loans, and scholarships.

Columbia College main campus has six associate degrees and five certificate programs that are eligible for Title IV assistance.

Students must be enrolled at least half-time to be eligible for assistance.

Contact the financial aid department for more specific information regarding eligibility.

Federal Financial Aid (Title IV)

1. Federal Pell Grant

The Federal Pell Grant Program provides need-based grants to low-income students to promote access to postsecondary education. Grant amounts vary from \$598 to \$5,815 per year and are dependent on the student's financial need. Federal Supplemental Educational Opportunity Grant (FSEOG) FSEOGs are awarded to undergraduate students with exceptional financial need. It depends not only on the financial need but also on the amount of other aid received and the amount of available funds at the time of application. FSEOG awards range from \$100 to \$4,000 for the first academic year.

2. Federal Direct Subsidized Loan

A subsidized loan is awarded on the basis of financial need. If the student is eligible for a subsidized loan, the government will pay the (subsidized) interest on the student's loan while he/she is in school and for the first six months after he/she leaves school. The loan can be repaid in the minimum payment of \$50 per month during a period of 10 years.

3. Federal Direct Unsubsidized Loan

The student may be able to borrow loan funds beyond his/her subsidized loan amount even if he/she has not demonstrated financial need. In that case, the student would receive an unsubsidized loan. Unlike a subsidized loan, the student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. Student can choose to pay the interest or allow it to accrue and be capitalized (that is, added to the principal amount of the loan).

**Other student financial assistance is available from several external and internal sources such as private financing, the Columbia College Scholarship, and the Columbia College Installment Payment Plan.*

Private Financing

Private financing is available from recommended local bank. Since it is financing from an outside agency, it is not affiliated with the Federal Financial Aid Program. See the financial aid officer in the business office for more information/assistance.

Columbia College Scholarship

Columbia College has a scholarship for the students who meet the criteria as follows:

- Columbia College Academic Scholarship: Students with excellent academic records are considered for the College Academic Scholarship. This program is for current students who enroll in an associate degree program
- Student with a cumulative GPA (CGPA) of 3.8 or higher at the most recent completed session
- Students who meet this criterion can apply for the scholarship for the upcoming session. The application form is available in the Financial Aid Office and the deadline is 30 calendar days prior to the starting date of the upcoming session. Recipients are awarded a maximum of \$1,000 which is disbursed in equal portions of \$200 per session, for five sessions. To remain eligible for this scholarship, students must take at least 8 quarter credits with a minimum of a 3.5 GPA for each session.

Columbia College Installment Payment Plans

This plan is designed to offer students a flexible schedule of tuition payment. A monthly payment plan is available for those who cannot afford to pay the whole amount of the tuition payment in one installment. Contact the financial aid officer in the business office for more information.

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STUDENT SERVICES

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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
 - A. Students shall not cheat during exams or quizzes.
 - B. 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.
 - C. Students shall not sell or purchase previous examinations or other assignments.
2. Non-Academic Dishonesty/Misconduct
 - A. Physical and/or psychological abuse, threat, or harassment
 - B. Initiating any false report, warning, threat of fire, explosion, or other emergency
 - C. Unauthorized use, possession, storage of any weapon, dangerous chemical, or explosive element
 - D. Disrupting, obstructing, or interfering with the college-sponsored events
 - E. Theft of the college equipment, products, or materials
 - F. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
 - G. Gambling or holding lotteries/raffles on the college campus without proper approval
 - H. Disorderly, lewd, or obscene conduct
 - I. 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
 - A. 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.
 - B. 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.

Student Life

Columbia College is located in the Fairfax County, the city of Vienna and Centreville, Virginia and Rockville, Maryland. The Fairfax County is ranked 3rd on Forbes Top 25 Places to Live in the United States. Fairfax is a suburb just west of Washington D.C. The campus is conveniently located in walking distance from the Spring Hill metro stop making the nation’s capital easily accessible to our students.

Additionally, Fairfax is in the top one percentile for most sole proprietors per capita, meaning there is a demand for skilled labor even during a recession. This means that Columbia College graduates are more likely to find employment right here in the D.C. metropolitan area than the vast majority of the U.S. cities.

Columbia College Library

Columbia College Library Center serves students and faculty of main campus and two extensions. Our teaching, learning and research objectives are supported by the on/offline library system and as a subscribed member of LIRN consortium, “The LIRN® collection is provided to students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, eLibrary, Books24x7, and more, covering topics for General and Vocational Education, Business, and Medical programs”. Students can gain 24/7 access via web. Columbia College strives to provide competitive and responsive professional training programs.

Career and Student Services

Student Services provides an academic support system for students at Columbia College. This support system is designed to ensure that Columbia College students have the opportunity to succeed through academic guidance and support.

Student Services provides comprehensive support through a variety of services and programs. At a student’s request, the school can provide services such as assistance for disabled students, study skills instruction, academic advising, tutoring, faculty mentoring, and learning enhancement strategies.

By taking advantage of the services offered, students can experience not only academic success but personal success as well. Each service is designed to benefit students’ learning experience, assist them with academic challenges, and help them achieve their goals at Columbia College.

Students who complete programs successfully are well prepared to find jobs related to their respective fields of

study. While it is impossible to guarantee that each student will find employment in his/her chosen field at any given time, Columbia College will work with the student to support him/her find satisfactory employment. Program coordinators are also available to provide academic and career advisement to students.

Student Housing

Any students who enroll during the academic term are eligible to apply for school housing. Students who would like to get housing 1) can bring his/her family, 2) can make a group with other students, or 3) will be grouped with other students who will share the apartment unit. The group will be same gender unless they are family members. Students will be assigned in one-bedroom, two-bedroom, or three-bedroom apartment units, depending on the number of people and availability. The maximum number of people is two per one-bedroom, four per two-bedroom, and six per three-bedroom apartments. Preferences such as the number of bedrooms or sharing bedrooms with others will be considered but not guaranteed.

The minimum length for a housing contract is 3 sessions (30 weeks). The student cannot terminate the contract within this period. If a student needs to move out, he/she has to find another student who can fill the remaining period of the contract. If a student wants to move out after 30 weeks, he/she has to notify the school office of his/her intention to move out at least 5 weeks prior to the last date of the contract. A security deposit will be forfeited if a student does not meet the school housing regulations. Students can stay in the school housing units during vacation periods if a tuition deposit for the session (10 weeks) is paid after the vacation.

Before filling out the school housing application, student needs to bring 1) I.D. (driver's license, passport) and 2) income statement. If the student does not have an income in the U.S., he/she can bring a bank statement indicating sufficient funds.

Columbia College housing is affiliated with several apartment complexes which are located in the local area.

Policy on Satisfactory Academic Progress

All Columbia College students must comply with the Satisfactory Academic Progress (SAP) standards toward earning diploma 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 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.

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.

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.

Associate Degree Program	Completion Requirement	Maximum Time Frame
Dental Lab Technology	70 weeks	105 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.

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 not 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

Students must progress through the program at a pace that will ensure successful completion within 1.5 times the program length as measured in the session clock hour system.

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.

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.

Extended Enrollment Status

If a student fails to make the academic satisfactory progress within the normal length of the program, the student may be placed on extended enrollment status. The financial aid is not provided for the student in this status and the tuition will be charged at the regular published rate. If student retakes the course to raise the CGPA, the final grade will be based only on the most recent course grade, meaning all previous grades will be excluded.

Transfer Credits

1. Within the College
If a student changes the program or seeks additional degree 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.
2. 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 each category (major and general) 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.

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.

Graduation Requirements

To earn a diploma 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.

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 director/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.

Dismissal

1. Students will be dismissed from Columbia College in the following cases:
 - A. Three academic warnings
 - B. Failure or refusal of registration

- C. Serious misbehavior in the classroom such as threatening, physical abuse, sexual harassment, refusal to follow instruction, or continuous disturbances
 - D. Proven theft
 - E. Any serious violation of the school's regulations
2. When a student is academically dismissed:
 - A. He/she is not eligible to enroll in Columbia College's day or evening classes for a minimum of one session
 - B. International students must request for reinstatement by submitting a reinstatement form to a designated school official (DSO) at the International Students Office

3. Unsatisfactory Academic Progress Appeal

A student may request to appeal an Unsatisfactory Academic Progress evaluation by writing to the academic dean. The request must be submitted to the business office and a meeting will be scheduled within 5 days after the request submission. 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 Unsatisfactory Academic Progress evaluation will be revoked.

Permanent Withdrawal from the College

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.

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. Medical leave – A medical leave must be accompanied by a physician's letter that supports the request for a leave of absence from the College.
2. Going back to a home country due to personal reasons or a family emergency – A copy of a 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 provide a valid reason for a 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 of absence has been granted. Staying in the U.S without attending the College violates F-1/M-1 status.*

1. Procedures for Requesting a Leave of Absence

- A. 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.
- B. 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 admissions office. A leave of absence is usually granted for one session. The maximum duration for a leave of absence is one session.
- C. 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.

Retention of School Records

All employees are responsible and accountable for the records in their possession and those records for which they have control.

All local and federal laws will be followed by every Columbia College employee during the creation, retention, and disposition of school records.

Columbia College management is responsible and accountable for managing and implementing the legal requirements for record-keeping in the school facilities.

All records created or received in the ordinary course of administrative and academic activities are the property of Columbia College, and are subject to this guideline. This pertains to *all* forms and *all* media including:

- Handwritten, typed, or printed documents on paper
- Electronic documents (e.g., e-mails, Web sites, CDs, USBs)
- Video
- Audio
- Graphic representations
- Network servers and document management systems

1. Record Retention Schedule

There are two types of records - "General Records" and "Special Records." The retention schedule provides guidance for categorizing and describing all records and assigning a retention period for each.

- A. General Records: General school operation records may be kept for a period not to exceed five years (max. 5 years) after the record creation date. All Columbia College records are in this category unless identified as a Special Record.
- B. Special Records: Special Records have a business, tax, or legal requirement, and academic records. These records are in the Special Records Retention Regulation and maintained for an indefinite time period.

Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) offers students certain rights regarding their educational records such as:

1. The right to inspect and review their education records. The student may request to review his/her records by submitting a written request to the college business office.
2. The right to correct the records that the student believes to be inaccurate or misleading. Requests for amendment of records must be made in writing and should describe the specific portions or specific record(s) the student wishes to have amended, text or instructions of the desired change, and reasons why the change is justified.
3. The right to consent to the disclosure of personal identification information contained in the student's educational records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, academic, research, supervisory, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. FERPA also allows schools to disclose a student's directory information without consent, but the student can request that his/her directory information not be released. If the student wishes to make such a request, he/she must do so in writing.

Student Complaint and Grievance Policy

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.

1. Student Complaint Procedures

- A. Contact the school official directly:
 - 1) If this concerns a grade received, the student must contact the instructor on or before the last day of the following session.
 - 2) If this concerns an administrative matter, contact the school business manager.
 - 3) If this concerns a matter not covered in the previous two instances, contact the student services.
- B. Appeal to the school official's supervisor:
 - 1) If this must be done within 10 calendar days of the process outlined in 1) above.
 - 2) It is the responsibility of the appropriate administrator to hear the student's complaint within 10 calendar days of his/her appeal.
 - 3) The administrator must notify the student in writing of the condition of the appeal within 10 calendar days of the hearing.
 - 4) 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.

2. Student Grievance Procedures

- A. 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.
- B. 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.
- C. 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.
- D. 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.

- E. 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.
- F. The student may address his/her concerns in writing to the following:

Maryland Higher Education Commission (MHEC)

6 N Liberty Street
Baltimore, MD 21201
Tel: (410) 767-3301 Fax: (410) 332-0250
Website: www.mhec.maryland.gov/

The Council on Occupational Education (COE)

7840 Roswell Road Building 300, Suite 325
Atlanta, GA 30350
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.*

Campus Safety and Security Plan

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.

1. 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

- A. Be aware of your surroundings. Report any suspicious activity or person to the school office.
- B. 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.
- C. If you feel that you or others are in danger, immediately report the situation to the school office.

2. Current School Policy Concerning Security Procedures and Practices

- A. Only students, school employees, and authorized personnel are permitted on Columbia College premises during stipulated hours.
- B. All guests must check in at the reception desk.
- C. All students of Columbia College will be informed about crime prevention measures during orientation.
- D. All employees of Columbia College are to be acquainted with the proper security procedures of the school.
- E. 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.
- F. 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.
- G. All employees and staff are encouraged to report all crimes accurately and promptly to the local police.
- H. 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.
- I. 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.
- J. The accident and fire evacuation plans/policies will be strictly followed and evaluated annually.
- K. The campus accident report is available in the admissions office or school business office.

Lost and Found

The lost and found department is located in admissions and academic office. 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.

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.

1. 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:

- A. Possess or consume alcoholic beverages,
- B. Misrepresent one's age for the purpose of purchasing alcoholic beverages,
- C. Use a fake ID in an attempt to purchase alcoholic beverages,
- D. Drink or be drunk on campus and in the classroom.

2. 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.

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Academic Freedom

In order to create an atmosphere most conducive to excellent teaching, Columbia College has adopted the following policy for academic freedom.

Academic freedom encourages the flow of ideas with the recognition that the freedom to teach and the freedom to learn carry both rights and responsibilities within the framework of the law and Columbia College's curricular objectives.

The instructors, staff, and students of Columbia College shall be free from censorship and interference when speaking or writing. However, the authoritative position of instructors entails particular obligations. Instructors and staff, as representatives of Columbia College, are expected to be accurate, objective, and to exercise appropriate judgment and restraint, to encourage a spirit of respect for the opinion of others, and ensure the relevancy of subject matter in their respective subjects.

Faculty Responsibility

Columbia College requires faculty participation in curriculum development, academic planning, and the enforcement of academic quality.

The faculty has the responsibility to set, supervise, and enforce standards of academic quality that are necessary for maintaining the integrity of a Columbia College academic programs.

The faculty and the administration shall have collective responsibility for academic planning and for carrying out the mission of the institution.

Faculty/Staff Grievance Policy

Grievance procedures are available to all employees of Columbia College. The following plan has been implemented to keep employees' morale high and keep the customers satisfied. The following steps will be followed when filing a grievance.

Immediate Supervisor: The employee that has a grievance, complaint or concern should bring the complaint to the attention of their immediate supervisor first. The supervisor should respond to the complaint within 48 hours or at a time that is appropriate or convenient or feasible. This is contingent upon the nature and/or circumstances of the complaint or concern.

Written Grievance: If the grievance or complaint cannot be resolved by notifying the immediate supervisor, the employee will present a written letter with an explanation of the grievance to the Vice President. The Vice President should respond to the concern within 48 hours or earlier.

Presidential Appointment: If the grievance is not resolved to the satisfaction of all parties involved, an appointment with the President of the College will be scheduled. During this appointment, the grievance will be resolved to the satisfaction of all parties. The grievance will be resolved at this level with no further appeal.

Review: The procedure will be reviewed and will be analyzed once per year at the executive committee or governing board meeting.

Academic Term and Programs

Columbia College operates on a session system. The academic year is divided into five 10-week sessions. Each 10-week session has an A and B schedule. Schedule "A" meets for the first five weeks and Schedule "B" meets for the second five weeks of the session.

Federal Definition of the Credit Hour

For purposes in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. Columbia College follows quarter credit hours defined as follows: (a) Credit in traditionally delivered programs measured in credit hours must be calculated based on one of the following attribution formulas:

(i) One quarter credit hour equals, at a minimum, 10 classroomhours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$; or

(ii) One semester credit hour equals, at a minimum, 15 classroomhours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$.

Grading System

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

<u>Grade</u>	<u>Grade Points</u>	<u>Description</u>
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
<u>T</u>	<u>0.0</u>	<u>Transferred Credit</u>

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

Faculty Responsibility

Columbia College requires faculty participation in curriculum development, academic planning, and the enforcement of academic quality.

The faculty has the responsibility to set, supervise, and enforce standards of academic quality that are necessary for maintaining the integrity of a Columbia College academic programs.

The faculty and the administration shall have collective responsibility for academic planning and for carrying out the mission of the institution.

Faculty/Staff Grievance Policy

Grievance procedures are available to all employees of Columbia College. The following plan has been implemented to keep employees' morale high and keep the customers satisfied. The following steps will be followed when filing a grievance.

Immediate Supervisor: The employee that has a grievance, complaint or concern should bring the complaint to the attention of their immediate supervisor first. The supervisor should respond to the complaint within 48 hours or at a time that is appropriate or convenient or feasible. This is contingent upon the nature and/or circumstances of the complaint or concern.

Written Grievance: If the grievance or complaint cannot be resolved by notifying the immediate supervisor, the employee will present a written letter with an explanation of the grievance to the Vice President. The Vice President should respond to the concern within 48 hours or earlier.

Presidential Appointment: If the grievance is not resolved to the satisfaction of all parties involved, an appointment with the President of the College will be scheduled. During this appointment, the grievance will be resolved to the satisfaction of all parties. The grievance will be resolved at this level with no further appeal.

Review: The procedure will be reviewed and will be analyzed once per year at the executive committee or governing board meeting.

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

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.

Make-up Work

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

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. The final grade will be based only on the most recent course grade, meaning all previous attempts will be excluded.

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.

Transfer Credits

1. Within the College

If a student changes the program or seeks additional degree 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.

2. 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 each category (major and general) 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.

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ACADEMIC PROGRAMS

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Associate Degree Program

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. Admission Requirements

Associate degree programs at Columbia College offer educational opportunities for all people who want to enroll in our programs. The school is opened to everyone who possesses a diploma from a secondary school or a state-certified equivalent education certificate such as a General Equivalency Diploma (GED). Prospective students can get information about the programs from the administration or academic director prior to registration and enrollment.

If the student's native language is not English, he/she must submit his/her TOEFL score or take a nationally recognized exam to prove his/her English proficiency prior to enrollment. This indicates that the student has the fundamental English language skills to understand and follow classes/programs. Students who do not meet the English proficiency requirement are assigned to the English as a Second Language (ESL) class based on the test score until they achieve the appropriate proficiency to be admitted to their desire program. Students assigned to the ESL can be admitted to the associate degree program by submitting test score to meet the minimum admission requirement or satisfactory completion of the Advanced I level of the College's ESL program.

3. General Education Requirements

For successful completion of the Associate degree program, a student must complete 28 credit hours depending. The student must select at least one course from each discipline required:

Humanities

BPS102 Business and Professional Speech

HIST203 U.S. History

SPN101 Introduction to Spanish I

SPN102 Introduction to Spanish II

ENG101 English Composition

Natural/Applied Sciences

BIO102 Introduction to Biology

CPS 101 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

4. 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.

5. Work-based activity course policy

Student(s) selecting work-based activity courses, such as *DLT270*, as their choice of elective(s) will be required to research a relevant organization that coincides with the course of study and receive approval from the Program or Academic /Dean/ 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.

Dental Laboratory Technology

1. Mission

Dental Laboratory Technology program provides for a flexible career which offers several opportunities for advancement. After completing the program, students can be experienced and skilled technicians who own their own laboratories or become department heads where they have supervisory responsibilities.

2. Description

Dental Laboratory Technology program consist of 99 credits. Students learn advanced skills and techniques in designing and constructing dental replacements such as crowns, bridges, dentures, and orthodontic appliances.

3. Core Requirements

Number	Course Credits
DLT101.....	Dental Morphology..... 6
DLT102.....	Dental Morphology Lab..... 6
DLT151.....	Crowns and Bridges I..... 6
DLT152.....	Crowns and Bridges Lab I..... 6
DLT153.....	Crowns and Bridges II..... 6
DLT154.....	Crowns and Bridges Lab II..... 6
DLT201.....	Dental Ceramics I..... 6
DLT202.....	Dental Ceramics Lab I..... 6
DLT203.....	Dental Ceramics II..... 2
DLT204.....	Dental Ceramics Lab II..... 6
DLT251.....	Complete Denture..... 2
DLT252.....	Complete Denture Lab..... 6
DLT253.....	Partial Denture..... 2
	Electives (Choose 1 out of below list)
DLT254.....	Partial Denture Lab..... 5
DLT270.....	Career Development 5
	Total Required Credits..... 71

4. General Education Requirements

Number	Course	Credits
BPS102.....	Business and Professional Speech	4
HIST203.....	U.S. History	4
SPN101.....	Introduction to Spanish I.....	4
SPN102.....	Introduction to Spanish II.....	4
ENG101.....	English Composition	4
BIO102.....	Introduction to Biology.....	4
CPS101.....	Introduction to Computer Science	4
MAT101.....	Algebra.....	4
MAT201.....	Pre-Calculus.....	4
CRT101.....	Critical Thinking.....	4
PSY101.....	Introduction to Psychology.....	4

SOC101.....	Introduction to Sociology	4
SOC201.....	Society and Human Behavior.....	4

Required 7 courses..... 28
(Select from at least one of each section)

Associate Course Prefix Designation

DLT – Dental Laboratory Technology

General Education Courses Prefix Designation

BIO – Biology

BPS – Business and Professional Speech

CRT – Critical Thinking

CPS – Introduction to Computer Science

ENG – English Composition

HIST - History

MAT – Mathematics

PSY – Psychology

SOC – Sociology

SPN – Spanish

Associate Course Descriptions

▪ DLT101 Dental Morphology (6 credits)

This course introduces the oral anatomy, dental anatomy, and occlusion with the emphasis on dental morphology. Laboratory exercises incorporate waxing procedures. Topics include: dental terminology, tooth morphology and carving procedures, and primary and mixed dentition. Prerequisite: None.

▪ DLT102 Dental Morphology Lab (6 credits)

This course helps students to learn the understanding of concepts and structures of teeth and kinds and names of parts of teeth. Topics include: carving procedures and method of each tooth, emphasizes the development, eruption, individual characteristics of each tooth and surrounding structures. Prerequisite: None.

▪ DLT151 Crowns and Bridges I (6 credits)

This course introduces the materials and techniques used in the fabrication of fixed crown and bridge restorations. Topics include: materials used in crown and bridge fabrication, preparatory procedures, fixed fabrication procedures, and post-fabrication procedures. Prerequisite: DLT101.

▪ DLT152 Crowns and Bridges Lab I (6 credits)

Students learn how to fabricate fixed crown and bridges restorations. Topics include: impression, model work, wax-up technique. Prerequisite: DLT102.

▪ DLT153 Crowns and Bridges II (6 credits)

This course focuses on skills in advanced concepts in crown and bridge. Topics include: research in crown and bridge, advanced concepts in crown and bridge. Prerequisite: DLT151.

▪ DLT154 Crowns and Bridges Lab II (6credits)

In this course, students learn skills in advanced concepts in crown and bridge. Topics include: multi-unit bridges wax-up, post, core,

Inlay & onlay. Prerequisite: DLT152.

▪ DLT201 Dental Ceramics I (6 credits)

This course introduces the materials and techniques used in the fabrication of dental ceramic restorations. Topics include: materials used in dental ceramics, preparatory procedures, ceramic fabrication procedures, and post-fabrication procedures. Prerequisite: DLT151.

▪ DLT202 Dental Ceramics Lab I (6 credits)

This course introduces how to construct dental ceramic restorations for single crown and 3-unit bridge. Topics include: metal frame design, opaque, build-up, contouring & glazing of dental ceramic. Prerequisite: DLT152.

▪ DLT203 Dental Ceramics II (2 credits)

This course focuses on skills in advanced concepts in dental ceramics. Topics include: dental materials, composite resin, Cad/Cam system. Prerequisite: DLT201.

▪ DLT204 Dental Ceramics Lab II (6 credits)

In this course, students learn how to construct metal ceramic restorations for multi-unit crowns. Topics include: multi-unit, clinical case, composite resin. Prerequisite: DLT202.

▪ DLT251 Complete Denture (2 credits)

This course focuses on complete denture fabrication from the preliminary impression to the finished denture. Topics include: materials used in complete dentures, preparatory procedures for complete dentures, complete denture fabrication procedures, post-fabrication procedures, and advanced concepts in complete dentures. Prerequisite: DLT151.

▪ DLT252 Complete Denture Lab (6 credits)

This course introduces the fabrication of complete dentures. Topics include: edentulous arch anatomical landmarks, edentulous cast preparation, impressions, trays, baseplates, occlusal rims, and artificial tooth arrangement. Prerequisite: DLT152.

▪ DLT253 Partial Denture (2 credits)

This course introduces the materials and techniques used in the fabrication of partial dentures. Topics include: materials used in partial dentures, preparatory procedures, partial denture fabrication procedures, post-fabrication procedures, and advanced concepts in partial dentures. Prerequisite: DLT151.

▪ DLT254 Partial Denture Lab (5 credits)

This course introduces the components and fabrication of removable partial dentures. Topics include: methods of surveying and designing and fabricating, temporary partials and treatment partials with wrought clasps. Prerequisite: DLT152.

▪ **DLT270 Career Development (5 credits)**¹

This course provides the opportunity for documenting career skills and articulating career plans. Students also analyze trends and opportunities in their targeted careers and reflect on learning experiences in their field of study. Prerequisite: 2nd year undergraduate students and permission of Dept. Director or Academic Dean.

▪ **BIO102 Introduction to Biology (4 credits)**

This course introduces major concepts of cell biology, including cell physiology and structure, molecular biology, genetics, and evolution. Course is a prerequisite for professional health-science programs. Prerequisite: None.

▪ **BPS102 Business and Professional Speech (4 credits)**

This course focuses on student's awareness, knowledge and recall, comprehension and understanding, and information used in new and different situations. During the course, student will learn; Analysis – examination and categorization of pieces of information, Synthesis – combination of information to create something new, Evaluation – value judgment supported by reasoning. Prerequisite: None.

▪ **ENG101 English Composition (4 credits)**

Writing of the multi-paragraph composition is taught, with concentration on the elements of theme, structure, and style. Principles of rhetoric are recognized and discussed through logical analysis of expository and argumentative essays. The course will culminate in the composition of a documented paper. Students will be introduced to library skills and be able to access and process information using a range of media. In each unit, students will go through the following stages to ensure satisfactory completion of all assignments: planning, forming the rough draft, editing, revising, and rewriting. Prerequisite: None.

▪ **CPS101 Introduction to Computer Science (4 credits)**

This course is intended to help students learn to think in the manner necessary to fully grasp the nature and power of the digital world around us. The early era of the Internet and the personal computer led to the need for "computer literacy." Now, the changing nature of our global society requires that students learn new ways to think about problems and how to solve them, regardless of students' specific field of endeavor. Through this course, students will explore major issues related to the "big ideas" of computational thinking (namely, (i) Creativity, (ii) Abstraction, (iii) Data, (iv) Algorithms, (v) Programming, (vi) Internet, and (vii) Societal Impact), as well as how these issues

will impact their future lives.

Prerequisite: None.

▪ **HIST203 U.S. History (4 credits)**

This course teaches how the United States emerged to become the dominant power and economic engine in the world. It addresses how the changes transformed the United States politically, socially, and militarily. This course examines the major historical events and turning points through the American Revolution, Manifest Destiny, the Civil War and Reconstruction, World War I, the Great Depression, and World War II. The course also covers the political, social, and diplomatic issues in political reform, ethnic and gender equality, and globalization. Students can understand the sequence of events in the historical events in chronological aspects. Prerequisite: None.

▪ **MAT101 Algebra (4 credits)**

This course concentrates on making students understand the study skills for success in mathematics and using a calculator, able to set and other basic concepts, and understand the properties of and operations with real numbers. Prerequisite: None.

▪ **MAT201 Pre-Calculus (4 credits)**

This course introduces students to graphing and analyzing the multi-degree functions, exponents, and logarithms, and practical applications of 6 basic trigonometric functions. Prerequisite: MAT101.

▪ **PSY101 Introduction to Psychology (4 credits)**

This course summarizes accountable terminal objectives, explain and give names associated with the major psychology theories, and biological and environmental factors play a role in shaping behavior and development. Students will learn to distinguish between and apply principles of classical conditioning, operant conditioning, and cognitive learning, name and describe stage theories of development relative to physical, cognitive, and psychosocial issues and correctly identify the theorist associated with each, and define abnormal behavior and support the definition, provide examples of situations where counseling or treatment could be advised or necessary. Prerequisite: None.

▪ **SOC101 Introduction to Sociology (4 credits)**

The course will introduce students to the fields of the fundamental principles of human behavior, study of mental and emotional process from psychological perspectives. Biological, environmental, and spiritual elements which play a role in shaping human behavior and development will be explored. The course is designed to help students understand of how people think, feel and

¹Please refer to "Work-based activity course policy" on Page 28.

behave by studying neurological functioning, personality, psychological disorders and its related counseling/therapies. Students are encouraged to develop critical thinking of various fields of psychology and to apply psychology to everyday experiences, recognizing diversity and unity of people. Prerequisite: None.

▪ **SOC201 Society and Human Behavior (4 credits)**

In this course, students explore the concepts and theories necessary to systematic understanding of our social worlds. Topics may include considering sociology as science, the nature of large- and small-scale groups, social stratification, historical eras and social change, and race, ethnic and gender relations. Prerequisite: SOC101.

▪ **SPN101 Introduction to Spanish I (4 credits)**

This is an introductory course to achieve basic proficiency in Spanish language in areas of reading, writing, speaking and listening. The focus is placed on developing basic functional and communicative proficiency. Course topics include alphabet, personal pronouns, definite and indefinite articles, nouns, adjective agreement, and other grammatical concepts such as present and simple past of regular and irregular verbs and an introduction to commands. Prerequisite: None.

▪ **SPN102 Introduction to Spanish II (4 credits)**

This course is the second semester of an introductory course to the Spanish language. Students continue to learn the basics of Spanish with a goal of comfortably forming simple and basic phrases and sentences with verbs in simple tense and expanding lexicon of vocabulary. Prerequisite: SPN101.

|

Appendix

ASSOCIATE DEGREE PROGRAMS (General)

- Application Fee: \$100.00 (non-refundable)
- Associate level program: \$ 210.00 per credit.
- One-time charge for Student Kits (tools and supplies)

Dental Laboratory Technology

** Additional supplies and textbook fees are required. General Course Textbooks are sold separately.

Columbia College reserves the right to change tuition and fees at any time.

Other Fee Schedule

Services	Fee	Note
Placement Test Fee	\$25	
Late Registration Fee	\$50	After the last day of registration
Returned Check Fee	\$35	
Student ID card Fee	\$10	One-time purchasing fee
Parking Permit Fee	\$40	One-time purchasing fee
Document Request Fee	\$10	Letter of Enrollment/ Tuition Statement
Transcript Request Fee	\$10	Three business day service
Express service Fee	\$10	Next business day service
Graduation Fee	\$50	Including Diploma processing fee, Cap & Gown
Card Transaction Fee	3% of Tuition	