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Nationwide Campuses



ALABAMA

Redstone Arsenal
(256) 881-6181
redstone@ccis.edu

Patrick Air Force Base
(321) 783-5506/3548
pafb@ccis.edu

CALIFORNIA

Coast Guard Island
(510) 437-1280
coastguard@ccis.edu

NAS Lemoore
(559) 998-8570
lemoore@ccis.edu

Los Alamitos
(562) 799-9630
losalamitos@ccis.edu

San Diego
(619) 866-8193
sandiego@ccis.edu

San Luis Obispo
(805) 593-0237
sanluisobispo@ccis.edu

COLORADO

Aurora
(303) 340-8050
aurora@ccis.edu

FLORIDA

Jacksonville
(904) 338-9150
jacksonville@ccis.edu

NAS Jacksonville
(904) 778-9769
nasjacksonville@ccis.edu

Orlando
(407) 293-9911/9919
orlando@ccis.edu

GEORGIA

Fort Stewart
(912) 877-3406
ftstewart@ccis.edu

Hunter Army Airfield
(912) 352-8635
hunter@ccis.edu

GUANTANAMO BAY, CUBA

011-5399-75555
guantanamo@ccis.edu

ILLINOIS

Crystal Lake
(815) 477-5440
crystallake@ccis.edu

Elgin
(847) 214-7197
elgin@ccis.edu

Freeport
(815) 599-3585
freeport@ccis.edu

Lake County
(847) 336-6333
lakecounty@ccis.edu

MISSOURI

Columbia
(573) 875-8700

Fort Leonard Wood
(573) 329-4050
ftwood@ccis.edu

Jefferson City
(573) 634-3250
jeffcity@ccis.edu

Kansas City
(816) 795-1515
kansascity@ccis.edu

Moberly
(660) 263-4110, ext. 336
moberly@ccis.edu

Lake of the Ozarks
(573) 348-6463
lakeozark@ccis.edu

Christian County
(417) 581-0367
christiancounty@ccis.edu

Rolla
(573) 341-3350
rolla@ccis.edu

St. Louis
(314) 429-5500
stlouis@ccis.edu

NEW YORK

Fort Drum
(315) 775-0128
ftdrum@ccis.edu

Hancock Field
(315) 455-0690
syracuse@ccis.edu

Guantanamo Bay, Cuba

OKLAHOMA

Fort Sill
(580) 353-7884
ftsill@ccis.edu

SOUTH CAROLINA

NWS Charleston
(843) 764-4444
nwscharleston@ccis.edu

TEXAS

Fort Worth
(817) 377-3276
ftworth@ccis.edu

UTAH

Salt Lake
(801) 972-6898
saltlake@ccis.edu

WASHINGTON

NS Everett/Marysville
(425) 304-4480
marysville@ccis.edu

NAS Whidbey Island
(360) 279-9030
whidbey@ccis.edu

ONLINE CAMPUS

(573) 875-7246
(800) 231-2391, ext. 7246
onlinecampus@ccis.edu

ACCREDITING AGENCIES

**The Higher Learning Commission
North Central Association of Colleges and Schools
Commission on Institutions**
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone: 312-263-0456 or
800-621-7440
E-mail: infor@ncacihe.org

**Department of Elementary and
Secondary Education**
P.O. Box 480
Jefferson City, MO 65102
Telephone: 573-751-6504
E-mail: mlvcas@mail.dese.state.mo.us

CATALOG INSERT

A catalog insert will be provided for those campuses located in states (AL, CA, FL, GA, MO, TX, WA) which require additional campus specific information.

NOTICE OF NON-DISCRIMINATORY POLICY

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law to include race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability, in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities.

DISCLAIMER

This Catalog has been prepared on the basis of the best information available at the time of publication. Columbia College reserves the right to alter any academic policy or procedure, admission and enrollment standards, degree and graduation requirements, tuition, fees, or any other cost as may be deemed necessary and appropriate, without prior notice. Provisions of this catalog as they describe these and similar matters will not be regarded as an irrevocable contract entered into between a student and Columbia College. Generally, but not always, a curriculum or graduation requirement is not made retroactive unless such a procedure operates to the student's advantage.

It must be understood that this Catalog cannot and does not contain all academic policies, rules, and procedures adopted by the College and applicable to extended campuses. Additional material may be found in the College's academic policies and procedures manual, other publications, College memoranda, etc. Further information of this type may be obtained from the Director of the campus or Vice President for Adult Higher Education.

Publication Date: August 1, 2009 at Columbia, Missouri.

Provisions of this Catalog are effective August 1, 2009. This Catalog replaces 2008-09, Columbia College Degree Completion Catalog, Division of Adult Higher Education, Columbia, Missouri, dated August 1, 2008.

COLLEGE PROFILE

ADDRESS	Columbia College, 1001 Rogers Street, Columbia, Missouri 65216
TELEPHONE	(573) 875-8700 (800) 231-2391 Fax: (573) 875-7660 Email: dahe@ccis.edu Homepage: www.ccis.edu
BACKGROUND	Columbia College, a private, coeducational institution, offers associate, baccalaureate, and masters degrees that prepare students of differing backgrounds for entry level or advanced positions in various occupations and professions. Founded in 1851 by charter of the Missouri legislature, and then named Christian Female College, Columbia College assumed its current name and became coeducational in 1970. Although it retains a covenant with the Christian Church (Disciples of Christ), Columbia College is a nonsectarian institution.
ACCREDITATION	The College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and holds specialized accreditation in its Education program. Students may enroll in either day or evening classes at the main campus in Columbia, Missouri, or in its Division of Adult Higher Education at one of the many campuses nationwide. Students may also enroll in the web-based online education classes worldwide.
MISSION, VALUES AND VISION STATEMENT	<p>Columbia College improves the lives of diverse undergraduate and graduate learners through exemplary teaching.</p> <p>The liberal arts and sciences and professional programs of the College embrace and profess these values:</p> <ul style="list-style-type: none"> • Student-centrism • Life long learning • Ethics and citizenship • Flexibility and innovation • Quality and improvement • Civility and respect • Environmental and fiscal stewardship. <p>Vision: A model institution.</p> <p>Approved by the Board of Trustees, May 1, 2009</p>
THE DIVISION OF ADULT HIGHER EDUCATION	<p>To help accomplish its mission, Columbia College operates a Division of Adult Higher Education (AHE) to provide academic programs, guidance, and administration to campuses situated throughout the country. A number of these campuses are located on military installations and offer educational opportunities to military personnel, their dependents, and Department of Defense employees. Other partnerships provide graduates of community colleges the additional course work needed to complete baccalaureate degrees. All campuses are governed by Columbia College policies and procedures and comply with applicable requirements established by federal and state authority.</p> <p>Each AHE campus has a Director and staff who, in cooperation with the main campus administration, develop course schedules, advise students, and coordinate registration, financial aid, and payment requirements with the main campus. Campuses are regularly visited by faculty and staff from the main campus to ensure that they are in compliance with the policies and procedures of Columbia College.</p>
CHARACTER OF INSTRUCTION	<p>Degree requirements, course objectives, and academic standards at each AHE campus are the same as those established for students on the main campus in Columbia, Missouri.</p> <p>Classes at extended campuses are taught primarily by adjunct faculty who meet the qualifications for appointment by the full-time faculty of each academic department, based at the Columbia campus. The credentials of all adjunct faculty are reviewed by the Executive Vice President and Dean of Academic Affairs and the appropriate academic department chair who determine the courses they are qualified to teach.</p> <p>Course goals and objectives are prescribed by full-time faculty. They develop master syllabi for all courses and recommend textbooks to be used. The Vice President for Adult Higher Education, along with the Director at each AHE campus, has the responsibility of recruiting faculty and ensuring that the academic programs and instruction at the campuses are of the highest quality.</p>

CALENDAR FOR ACADEMIC YEAR 2009-2010

– Nationwide Campus Undergraduate Classes –

August 10, 2009	August (Early Fall) session begins
August 14, 2009	Last day to add without academic/financial liability
August 17, 2009	Last day to drop without academic/financial liability
September 7, 2009	Labor Day Holiday; offices closed, classes cancelled
September 14, 2009	Registration begins for October (Late Fall) session
September 18, 2009	Last day to withdraw with a grade of W
October 3, 2009	August (Early Fall) session ends
<hr/>	
October 19, 2009	October (Late Fall) session begins
October 23, 2009	Last day to add without academic/financial liability
October 26, 2009	Last day to drop without academic/financial liability
November 23, 2009	Registration begins for January (Winter) session
November 26-27, 2009	Thanksgiving Holiday; offices closed, classes cancelled
November 30, 2009	Last day to withdraw with a grade of W
December 12, 2009	October (Late Fall) session ends
December 24-25, 2009	Christmas Holiday; offices closed, classes not in session (TBD)
Dec. 31, 2009-Jan. 1, 2010	New Year's Holiday; offices closed, classes not in session (TBD)
<hr/>	
January 11, 2010	January (Winter) session begins
January 15, 2010	Last day to add without academic/financial liability
January 18, 2010	Martin L. King, Jr's Birthday; offices closed, classes not in session (TBD)
January 19, 2010	Last day to drop without academic/financial liability
February 15, 2010	Registration begins for March (Spring) session
February 19, 2010	Last day to withdraw with a grade of W
March 6, 2010	January (Winter) session ends
<hr/>	
March 22, 2010	March (Spring) session begins
March 26, 2010	Last day to add without academic/financial liability
March 29, 2010	Last day to drop without academic/financial liability
April 26, 2010	Registration begins for June (Summer) session
April 30, 2010	Last day to withdraw with a grade of W
May 15, 2010	March (Spring) session ends
May 31, 2010	Memorial Day Holiday; offices closed, classes not in session
<hr/>	
May 31, 2010	June (Summer) session begins
June 4, 2010	Last day to add without academic/financial liability
June 7, 2010	Last day to drop without academic/financial liability
July 5, 2010	Fourth of July Holiday; offices closed, classes not in session (TBD)
July 5, 2010	Registration begins for August (Early Fall) session
July 9, 2010	Last day to withdraw with a grade of W
July 24, 2010	June (Summer) session ends

ACADEMIC PROGRAMS

DEGREE PROGRAMS, MAJORS AND CERTIFICATES

Each extended campus may offer only those degree programs authorized by Columbia College and the appropriate state authority.

Before enrollment at a particular location, the student should make sure that the desired degree program is offered at that location.

One or more of the following degree programs may be offered at each nationwide campus:

Associate in Arts (A.A.)

Associate in General Studies (A.G.S.)

Associate in Science (A.S.)

- Business Administration
- Computer Information Systems
- Criminal Justice Administration
- Environmental Science
- Human Services

Bachelor of Arts (B.A.), with majors in:

- American Studies
- Business Administration
 - Accounting
 - Financial Services
 - Human Resource Management
 - International Business
 - Management
 - Marketing
- Criminal Justice Administration
 - Certificate: Crime Scene Investigation
- History
- Human Services
- Political Science
- Psychology

Bachelor of General Studies (BGS)

Bachelor of Science (B.S.), with majors in:

- Business Administration
 - Accounting
 - Financial Services
 - Human Resource Management
 - International Business
 - Management
 - Marketing
- Computer Information Systems
- Management Information Systems

Minors

Minors are available to students who earn baccalaureate degrees. A minor is defined as a course of study of at least 18 semester hours outside the student's major.

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 semester hours. Courses for the minor may also meet general education or major requirements, and at least 9 of the 18 semester hours must be earned in Columbia College course work. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Students must (1) obtain approval of the minor from their academic advisors and (2) declare the minor by the time they have earned 60 semester hours. After that time the College does not assure that a minor can be earned.

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas and with the advisor's approval, students may earn additional semester hours through transfer credit.

See page 23 for details regarding specific minor requirements.

Certificates

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree-seeking and non-degree-seeking students with an opportunity for focused study in three key business areas that employers value. Upon completion of the required six courses with a grade of C or higher, the student will receive a certificate to demonstrate their achievement. (see page 26).

The English Composition Requirement

To obtain an associate or baccalaureate degree from Columbia College, a student must complete ENGL 112 English Composition II with a grade of C or higher. ENGL 111 English Composition I with a grade of C or higher, or an acceptable equivalent must be completed as a prerequisite before the student may take ENGL 112. These courses should be completed during the first 60 hours of course work at Columbia College. If students enroll at Columbia College with more than 30 semester hours of approved transfer credit but have not yet earned credit for ENGL 112, they must fulfill requirements and receive credit for this course during the next 24 semester hours of course work. **Ideally, these courses should be completed as soon as possible in a student's career since they prepare the student more fully for the written performance requirements found in most college courses.** CLEP credit is accepted as meeting ENGL 111 English Composition I (the remaining 3 credit hours are used as elective credit). ENGL 112 English Composition II may not be met with CLEP credit. An English Placement Examination is administered to determine student placement in English courses. Students with no transfer credit in English will be placed in the appropriate composition course according to their ACT English Subtest Scores or equivalent SAT Scores.

ACT English Score	Placement Level
1 to 17	ENGL 107 Developmental English Composition
18 to 29	ENGL 111 English Composition I
30 to 36	ENGL 112 English Composition II

Mathematics Placement

The mathematics general education requirement for all students at Columbia College is MATH 150 - College Algebra. Success in mathematics requires a solid foundation of mathematics concepts and skills that must be in place before a student attempts College Algebra. To ensure that foundation exists, each student must demonstrate adequate preparedness. This can be achieved in several ways. A student who has achieved a score of 21 or better on

the mathematics portion of the ACT (or if the ACT was taken before September 1989, a score of 20 on the “old form”) the student is deemed ready for College Algebra. A student who completes MATH 106 - Intermediate Algebra with a grade of C or higher (or transfers in its equivalent) may take College Algebra. Students not meeting these requirements must either take the Mathematics Placement Exam (ASSET Test from ACT) to determine which mathematics course (MATH 104, 106 or 150) is appropriate for their preparedness level or merely begin the mathematics sequence by taking MATH 104 - Beginning Algebra.

GENERAL EDUCATION

General education at Columbia College is an essential part of every student's program of study. General education explores and promotes understanding of the interrelationship among the liberal arts and sciences including the arts, history, humanities, mathematics, social and behavioral sciences, and the natural and computer sciences. General education provides a foundation for the student to pursue lifelong learning and involved citizenship in the human community.

These studies broaden and deepen understanding of the world through free and critical inquiry. A general education encourages creativity and the discovery, acquisition, and application of knowledge in the pursuit of excellence.

At Columbia College, teaching and learning come together to create diverse educational experiences, opportunities for responsible reflection, intellectual growth, intensive writing, critical thinking, and cultural awareness. Taken together these attributes help define a Columbia College student.

Goals

General education courses:

- explicitly include significant writing and speaking components;
- encompass appropriate ways to embrace material from other disciplines;
- foster and develop a sense of the power of diversity and cultural pluralism; and
- stress the meaning, use and value of critical thinking skills.

Areas of Study

Arts

The study of the arts examines the ways in which individuals have expressed themselves creatively. Critical appreciation for content and form enriches how one perceives, and articulates experience.

History

The study of history provides knowledge about the past and enriches cultural understanding. Understanding people, places, and events through time informs a sense of continuity and change.

Humanities

Through the humanities, students develop rigorous thinking about, understanding of and appreciation for significant forms of human communication and expression. English, communication, music, philosophy, and religious studies expand students' awareness of the world around them, past and present. The humanities offer students a basis for understanding the human condition and human experience of values, beliefs, and intellectual endeavors.

Mathematics

The study of mathematics develops facility for critical thought, introduces a universal language that is the foundation for multiple disciplines, and encourages clarity and succinctness of expression.

Natural Sciences

Natural sciences link experiment and observation with the practices of mathematics for the interpretation of natural phenomena. Through general introductions and laboratory experiences in astronomy, biology, chemistry, geology, and physics, the achievements of these disciplines foster an awareness and understanding of the world and universe in which the individual lives.

Social and Behavioral Sciences

The study of the social and behavioral sciences includes the fields of economics, geography, political science, psychology, anthropology, and sociology. These disciplines present contemporary methodological and conceptual models for assessing, constructing, maintaining, and altering individual and social processes.

Computer Science

The study of computer science exposes students to technology that is increasingly part of the human experience. The interconnectedness of the world necessitates informed consideration of computer use and an understanding of its capabilities and limitations.

Basic Studies

Basic studies courses serve the student by supplying critical-thinking skills, knowledge, and techniques that enhance and enrich subsequent course work. They provide necessary preparation for success in whatever area of study the student chooses. Students pursuing a baccalaureate degree must:

1. complete all basic studies courses in the first 60 hours; and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170 Intro to Computer Info. Systems

COMM 110 Introduction to Speech

ENGL 112 English Composition II

MATH 150 College Algebra, **or**

MATH 170 Finite Mathematics, **or**

MATH 180 Precalculus, **or**

MATH 215 and MATH 226, **or**

MATH 250 Statistics I, **or**

any other MATH course higher than MATH 150.

Basic studies requirements vary by associate degree and are outlined in specific degree requirements.

Introductory Studies

Introductory studies provide the student a varied and rich learning experience that is the essence of a liberal arts and sciences education. These courses provide a foundation for advanced studies regardless of major. Students who begin their studies at Columbia College or who transfer to Columbia College with 36 or fewer hours from other institutions, will complete the classical program of study. Students who transfer to Columbia College with more than 36 hours at the time of initial transfer may elect to pursue either the classical program of study or the optional program of study. Students who complete the classical program may

request the Registrar note this on their transcripts:

"In partial fulfillment of the requirements for the degree, this student completed a classical program of general education study."

A. Classical Program of Study

Students must select two courses, with a minimum of six hours, from each of the following areas:

History

HIST 101	Western Civilization I
HIST 102	Western Civilization II
HIST 121	American History to 1877
HIST 122	American History since 1877

Arts and Humanities

ARTS 105	Art Appreciation
ARTS 111	Art and Ideas I
ARTS 112	Art and Ideas II
COMM 203	Understanding Human Communication
ENGL 123	Introduction to Mythology and Folklore
ENGL 210	Introduction to Fiction
ENGL 211	Introduction to Poetry
ENGL 212	Introduction to Drama
ENGL 231	English Literature I
ENGL 232	English Literature II
ENGL 241	American Literature I
ENGL 242	American Literature II
ENGL 263	World Literature I
ENGL 264	World Literature II
MUSI 122	Music Appreciation
PHIL 201	Introduction to Western Philosophy
PHIL 202	Introduction to Eastern Philosophies and Religions
PHIL 210	Logic
RELI 101	Religion and Human Experience
RELI 202	Introduction to Eastern Philosophies and Religions

Natural Sciences and Mathematics

Students may elect to take two science courses, a math course and a science lecture course, or a science lecture and associated lab course, totaling not less than five hours, to satisfy the Natural Sciences and Mathematics portion of the requirement.

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Biology I Laboratory (2)
BIOL 115	Intro. to Environmental Science
BIOL 115L	Intro. to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Lab (2)
CHEM 110	Chemistry I
CHEM 110L	Chemistry I Laboratory (2)
ENVS 115	Intro. to Environmental Science
ENVS 115L	Intro. to Environmental Science Laboratory (2)

GEOL 110	Introduction to Physical Geology (5)
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Analytic Geometry and Calculus I (3)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Lab (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

Social and Behavioral Sciences

ECON 293	Macroeconomics
ECON 294	Microeconomics
GEOG 101	Introduction to Geography
POSC 111	American National Government
PSYC 101	General Psychology
SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 270	Minority Cultures and Relations

Ethics

Every student who graduates from Columbia College with a baccalaureate degree must complete an ethics course, either PHIL 330 Ethics, or an approved Department ethics course in the student's major.

3 hrs.

Total GenEd for Classical Program: 38-41 hrs.

B. Optional Program of Study for Qualifying Transfer Students

Qualifying students are those who transfer more than 36 credit hours when they first enroll at Columbia College.

Basic Studies (12 hours)

Basic studies courses serve the student by supplying critical-thinking skills, knowledge, and techniques that enhance and enrich subsequent course work. They provide necessary preparation for success in whatever area of study the student chooses. Students pursuing a baccalaureate degree must:

1. complete all basic studies courses in the first 60 hours; and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170	Intro to Computer Info. Systems
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra, or
MATH 170	Finite Mathematics, or
MATH 180	Precalculus, or
MATH 215 and MATH 226, or	
MATH 250	Statistics I

Basic studies requirements vary by associate degree and are outlined in specific degree requirements.

History (6 hours)

Students must complete 6 hours, including at least one Western Civilization course.

HIST 101	Western Civilization I
HIST 102	Western Civilization II
HIST 121	American History to 1877
HIST 122	American History Since 1877

Arts and Humanities (6 hours)

The student must complete 6 hours in at least two of the following areas: ARTS, COMM, ENGL, MUSI, PHIL or RELI.

Natural Sciences and Mathematics (5 hours)

Students may elect to take two science courses or one science and one math course to satisfy the Natural Sciences and Mathematics portion of the requirement.

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Biology I Laboratory (2)
BIOL 115	Intro. to Environmental Science
BIOL 115L	Intro. to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Lab (2)
CHEM 110	Chemistry I
CHEM 110L	Chemistry I Laboratory (2)
ENVS 115	Intro. to Environmental Science
ENVS 115L	Intro. to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology (3)
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus I (5)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Lab (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

Social and Behavioral Sciences (6 hours)

The student must complete 6 hours in at least two of the following areas: ECON, GEOG, POSC, PSYC, SOCI.

Ethics

Every student who graduates from Columbia College with a baccalaureate degree must complete an ethics course, either PHIL 330 Ethics, or an approved Department ethics course in the student's major.

Ethics

PHIL 330	Ethics or approved Departmental Ethics course
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Total GenEd for Optional Program of Study: 38-41 hrs.

Ethics Course Requirement

All students may complete PHIL 330 Ethics to satisfy the ethics course general education requirement. The courses listed below are additional courses that satisfy the requirement for specialized majors.

Business Administration Majors:

MGMT 368 Business Ethics

Computer Information Systems Majors:

MGMT 368 Business Ethics

Criminal Justice Administration Majors:

CJAD 345 Ethics and Morality in Criminal Justice

English Majors:

ENGL 331 Ethical Issues on Literature

Education Majors:

EDUC 200 Law, Ethics and Education

Environmental Studies Majors:

ENVS/PHIL 332 Environmental Ethics

Forensic Science Majors:

CJAD 345 Ethics and Morality in Criminal Justice

General Studies with a Minor

Ethics Course Specific to Minor (see next paragraph)

Management Information Systems

MGMT 368 Business Ethics

If a student is pursuing a general studies degree (Bachelor of General Studies) and a minor, the student may complete PHIL 330 or a specific ethics course related to the minor. Below is a list of specific ethics courses and the minors (with general studies degree only) with which they may be utilized.

CJAD 345: Bachelor of General Studies with a minor in Criminal Justice Administration

EDUC 200: Bachelor of General Studies with a minor in Education (non-certification minor)

ENGL 331: Bachelor of General Studies with a minor in English

ENVS/PHIL 332: Bachelor of General Studies with minor in Biology or Environmental Science.

MGMT 368: Bachelor of General Studies with a minor in Accounting, Business, Computer Information Systems, Economics, Finance, Management or Marketing.

If a student is pursuing a degree other than the Bachelor of General Studies and a minor, the student cannot use ethics courses related to the minor to satisfy the ethics requirement. The student must complete PHIL 330 or a major related ethics course.

General Education Courses by Area

Following is the list of courses that meet associate and baccalaureate degree general education requirements, by area. Some courses have prerequisites.

Art (ARTS)

ARTS 105	Art Appreciation
ARTS 111	Art and Ideas I
ARTS 112	Art and Ideas II

Astronomy (ASTR)

ASTR 108	Introduction to Astronomy
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Biology (BIOL)

BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory
BIOL 110	Principles of Biology I
BIOL 110L	Biology I Laboratory (when taken prior to or with BIOL 110)
BIOL 115	Intro. to Environmental Science
BIOL 115L	Intro. to Environmental Science Laboratory

Chemistry (CHEM)

CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory
CHEM 110	Chemistry I
CHEM 110L	Chemistry I Laboratory

Communication (COMM)

COMM 110	Introduction to Speech
COMM 203	Understanding Human Communication

Computer Information Systems (CISS)

CISS 170 Introduction to Computer Information Systems

Economics (ECON)

ECON 293 Macroeconomics
ECON 294 Microeconomics

English (ENGL)

ENGL 112 English Composition II
ENGL 123 Introduction to Mythology and Folklore

ENGL 210 Introduction to Fiction
ENGL 211 Introduction to Poetry
ENGL 212 Introduction to Drama
ENGL 231 English Literature I
ENGL 232 English Literature II
ENGL 241 American Literature I
ENGL 242 American Literature II
ENGL 263 World Literature I
ENGL 264 World Literature II

Environmental Studies (ENVS)

ENVS 115 Introduction to Environmental Science

ENVS 115L Introduction to Environmental Science Laboratory

Geography (GEOG)

GEOG 101 Introduction to Geography

Geology (GEOL)

GEOL 110 Introduction to Physical Geology
GEOL 110L Introduction to Physical Geology Laboratory

History (HIST)

HIST 101 Western Civilization I
HIST 102 Western Civilization II
HIST 121 American History to 1877
HIST 122 American History 1877 to Present

Mathematics (MATH)

MATH 150 College Algebra
MATH 170 Finite Mathematics
MATH 180 Precalculus
MATH 201 Calculus and Analytical Geometry I
MATH 215 and Calculus and Analytical
MATH 216 Geometry IA and IB
MATH 250 Statistics I

Music (MUSI)

MUSI 122 Music Appreciation

Philosophy (PHIL)

PHIL 201 Introduction to Western Philosophy
PHIL 202 Introduction to Eastern Philosophies & Religions

PHIL 210 Logic

Physics (PHYS)

PHYS 108 Physical Science Survey
PHYS 108L Physical Science Survey Laboratory

PHYS 111 College Physics I
PHYS 111L Physics I Laboratory

Political Science (POSC)

POSC 111 American National Government

Psychology (PSYC)

PSYC 101 General Psychology

Religious Studies (RELI)

RELI 101 Religion and Human Experience
RELI 202 Introduction to Eastern Philosophies and Religions

Sociology (SOCL)

SOCL 111 General Sociology
SOCL 112 General Anthropology
SOCL 270 Minority Cultures and Relations

ASSOCIATE DEGREE PROGRAMS

Associate Degree Requirements

To be recommended by the faculty and approved by the Board of Trustees for graduation with an associate degree, students must have been officially admitted to the college and must:

1. complete a minimum of 60 semester hours;
2. complete the appropriate number of General Education courses determined by individual degree requirements;
3. complete ENGL 111 English Composition I;
4. complete all major requirements;
5. attain a minimum cumulative grade-point average at Columbia College of 2.0;
6. fulfill the residency requirement of at least 15 of the last 24 semester hours taken with Columbia College (Modified for active duty servicemembers and their dependents and in specific articulation agreements with community colleges.);
7. satisfy all financial obligations; and
8. apply for graduation through the Evaluations Office two sessions before expected date of graduation.

BACCALAUREATE DEGREE PROGRAMS**Baccalaureate Degree Requirements**

1. **Requirements for any Baccalaureate Degree:** A student must obtain at least 120 semester hours of academic credit with a GPA of 2.00 (C) or better while meeting the following requirements:
 - a. Complete a minimum of 38 semester hours of general education courses to include an Ethics course, (see pages 8-11), and
 - b. Complete at least 39 semester hours for the baccalaureate degree in upper-level (300-400) course work, and
 - c. Earn at least one-half of the credit toward the baccalaureate degree in classroom work from institutions accredited by the United States Regional Association and/or approved by the United States Office of Education and recognized by Columbia College, and

- d. Complete required semester hours for a major in the degree program selected. No fewer than 12 semester hours in the major must be earned at Columbia College, including no fewer than six semester hours must be earned in upper-division (300-400) course work, and
- e. Complete 24 semester hours in residency during the last 36 semester hours of course work. (Modified for active duty servicemembers and their dependents and in specific articulation agreements with community colleges.)
- f. Complete a 3 semester hour course which meets the multicultural requirement (see below).
- g. Complete a 3 semester hour course which meets the ethics requirement.
- h. Fulfill any requirement for a culminating experience specified for the major.
- i. Satisfy all financial obligations.
- j. Apply for graduation two sessions before expected date of graduation.
- k. If seeking a Bachelor of Arts degree complete successfully six semester hours of a single foreign language, or six semester hours of Culture and Society sequence courses.
- l. All core courses in each major resulting in a Bachelor of Arts (BA) or Bachelor of Science (BS) degree require completion with a grade of C or higher.

Multicultural Requirement: Every student who graduates from Columbia College must complete a course in multiculturalism. These courses are designed to prepare students to participate in an increasingly multicultural/diverse society. Three semester hours of a foreign language, excluding American Sign Language, or three semester hours of a multiculturalism course satisfies this requirement. In addition, the following courses satisfy that requirement:

ARTS 111	Art and Ideas I
COMM 303	Intercultural Communication
ECON 293	Macroeconomics
ENGL 123	Intro. to Mythology & Folklore
ENGL 190	The Short Story
ENGL 263	World Literature I
ENGL 264	World Literature II
ENGL 280	Film and Literature
ENGL 323	The Hero in Mythology
FREN 101	Elementary French I
FREN 102	Elementary French II
GEOG 101	Introduction to Geography
HIST 231	Imperial Russia
HIST 235	History of the Modern Middle East
HIST 314	Modern China
HIST 316	Modern Japan
MGMT 338	International Business
MKTG 410	Global Marketing
PHIL 202	Introduction to Eastern Philosophies and Religions
PHIL 400	Political Philosophy
POSC 292	International Relations
POSC 400	Political Philosophy
RELI 202	Introduction to Eastern Philosophies and Religions

SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 214	Family
SOCI 270	Minority Cultures and Relations
SOCI 336	Global Perspectives on Women and Development
WMST 336	Global Perspectives on Women and Development

The Bachelor of Arts Degree

Candidates for the Bachelor of Arts Degree must have been regularly admitted to the college, must have met general requirements for all baccalaureate degrees, and must have completed the requirements for at least one major listed under the specific Bachelor of Arts Degree being sought. Students interested in dual majors, less specialization in a specific area, or a broad general education program should consider a Bachelor of Arts degree program.

Foreign Language Requirement

AHE students (nationwide, online and evening campus) may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in 8 semesters of a high school foreign language (4 semesters with a grade of C or higher will fulfill the first course in the language sequence.); or
- SAT II: Subject Test Foreign Language
 - Test date before May 1995: a score of at least 550
 - Test date of May 1995 or later: a score of at least 590;
 or
- Advanced Placement Exam in a foreign language – Score of 4 or 5, or
- A CLEP score equal to or greater than the credit-granting language level 1 score as recommended by the American Council on Education; or
- Graduation from a high school where the native language is not English and a minimum TOEFL score of 500 (paper-based) or 173 (computer-based) or 61 (internet-based), or minimum IELTS exam of 6; or
- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; or
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; or
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; or
- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

The Bachelor of Science Degree

To be recommended by the faculty and approved by the Board of Trustees for graduation with a Bachelor of Science Degree, the student must have been regularly admitted to the college, must have met general requirements for all baccalaureate degrees, and must have completed the requirements for at least one major listed under the specific Bachelor of Science Degree being sought. Students interested in extensive specialization in one subject area are advised to consider the Bachelor of Science degree program.

MAJORS

A. ASSOCIATE IN ARTS

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better.

Degree Requirements:

1. **ENGL 111 English Composition I** (3 semester hours)
2. **General Education Requirements**
(38-41 semester hours)
Basic Studies (12 semester hours)
Introductory Studies (23-32 semester hours)
Minimum of six hours in each area: History, Arts and Humanities, Natural Science and Mathematics, Social and Behavioral Sciences
Ethics (3 semester hours)
3. **Open Electives** (16-19 semester hours)

Total Semester Hours: 60

B. GENERAL STUDIES

Associate in General Studies

This degree is developed by the student and advisor. Course work may be from the liberal arts and sciences or from any preprofessional discipline. The following requirements must be met:

Degree Requirements:

1. **ENGL 111** English Composition I: (3 semester hours)
2. **General Education Requirements:**
(21 semester hours)
ENGL 112 English Composition II (3)
CISS 170 Introduction to Computer Information Systems (3)
Arts, Humanities and History; Natural Sciences and Mathematics, and Social and Behavioral Sciences (credits distributed to include each of the three areas) (15 hrs.)
3. **Open Electives:** (36 semester hours)

Total Semester Hours: 60

Bachelor of General Studies

This degree is designed by the student and advisor and integrates coursework from across the curriculum. It is intended for the student who desires a liberal arts and sciences bachelor's degree from Columbia College but for whom there is not an appropriate major. Students can build the Bachelor of General Studies around minors. The following requirements must be met:

A. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

B. Electives:

(79-82 semester hours)

Total Semester Hours: 120

C. AMERICAN STUDIES

Bachelor of Arts – American Studies:

American Studies constitutes a multidisciplinary program for the exploration of the past, present, and future of the United States. It brings together faculty and students from a variety of disciplines to compare and to exchange knowledge about the American experience. The program offers a rich, rigorous approach combining intellectual insights from literature, history, sociology, political science, and other social sciences and humanities. Rather than limiting majors to a single department's offerings, the program allows students the freedom to complete courses in a variety of traditional disciplines.

Majors develop critical thinking skills that allow them not only to pursue rewarding careers but also to act as responsible citizens of the 21st Century. By fostering a diverse and dynamic academic journey that reaches across disciplinary boundaries into a wide range of perspectives on the American experience, the Program encourages its students to develop intellectual resources that will sustain them in a wide variety of careers and avocations. Students may continue their study through graduate work in American Studies or pursue careers in law, business, teaching and museum fields. An American Studies degree is particularly appropriate for students planning careers in law, communication, government, social work and journalism.

Because the United States is a nation held together by different and often conflicting stories of nationhood, the American Studies major is designed to create dialogue about the multiple ways in which these stories are told. The American Studies major demands that students develop and refine their own theories and assumptions through reflective practices on the contested meaning of America's stories. It describes the stories of America in different modes – written and electronic, verbal and nonverbal, visual and auditory. Most of all, it promotes an understanding of the American experience using the approaches and methods of a variety of disciplines.

A. General Education Requirements**38-41 semester hours****Ethics Course Requirement (3)**

PHIL 330 Ethics

B. Foreign Language Requirement (6)**C. Core Requirements (27 semester hours)**

(all courses must be completed with a grade of C or higher.)

AMST/POSC 280 American Political and Social Thought (3)
 AMST 490 Senior Seminar in American Studies (3)
 ECON 293 Macroeconomics (3)
 ENGL 241 American Literature I (3)
 ENGL 242 American Literature II (3)
 HIST 121 American History to 1877 (3)
 HIST 122 American History since 1877 (3)
 POSC 111 American National Government (3)
 POSC 215 State and Local Government (3)
 SOCI 270 Minority Cultures and Relations (3)

D. Electives (24 semester hours)

At least 21 hours of the electives must be at the 300-400 level. Transfer credit may be applied but must explicitly contain "American," "United States," or "U.S." in the title. Six hours of electives must be completed in each of the following clusters::

American History Cluster

HIST 312 Twentieth Century American Diplomatic History (3)
 HIST 321 History of Modern U.S. (3)
 HIST 342 American Civil War (3)
 HIST 350 American Revolution (3)
 HIST/ENVS 352 American Environmental History (3)
 HIST 362 History of the American West (3)
 HIST 370 American Military History (3)
 HIST/MGMT 371 History of American Business (3)
 HIST 372 American Indian History(3)

American Government Cluster

POSC/MGMT 311 Public Administration and Policy (3)
 POSC/ENVS 312 Environmental Politics (3)
 POSC 315 American Public Policy (3)
 POSC 330 Media and Politics (3)
 POSC 332 The American Presidency (3)
 POSC 340 Judicial Process (3)
 POSC 350 Legislative process (3)
 POSC 360 U.S. Foreign Policy (3)
 POSC 361 American Political Parties (3)
 POSC 440 Constitutional Law (3)

American Culture Cluster

ARTS 406 American Art History (3)
 COMM 214 Mass Communication in Society (3)
 ENGL 450 Minority and Ethnic Literature of the United States (3)
 MUSI 323 Music of the United States (3)
 SOCI 216 American Social Problems (3)
 SOCI/MMST 310 Women in Society (3)
 SOCI/HUMS 365 American Social Policy (3)
 SOCI/AMST 375 American Social Movements (3)
 SOCI 401 The American Community (3)
 SOCI 430 Sociology of Sport

E. Other Electives (19-22 semester hours)

Students are encouraged to use the remaining semester hours to earn a minor in one of the academic areas listed for the major or in an area related to American Studies.

F. Culminating Experience

Students must pass AMST 490 Senior Seminar in American Studies with a grade of C or higher.

D. BUSINESS ADMINISTRATION**Business Administration Degrees**

The Business Administration program serves students from a variety of backgrounds. Members of the faculty employ a variety of instructional techniques and resources aimed at meeting the needs of student clientele. Emphasis is on advising students in course work appropriate to their interests and academic progress. The core curriculum and course work in the Business Administration curriculum reflect the recommendations of the Association of Collegiate Business Schools and Programs (ACBSP).

Students may earn a Bachelor of Arts or a Bachelor of Science degree in Business Administration. In addition, students may elect majors in accounting, financial services, human resource management, international business, management or marketing. These major areas may be obtained with either the Bachelor of Arts or Bachelor of Science in Business Administration.

A principle focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions. Also, faculty nurture and prepare students to pursue the study of business at the graduate level or to obtain professional placement in their chosen fields. The faculty of the Business Administration Department encourage wide and varied preparation in the liberal arts and sciences to provide students with an appreciation of the social and cultural environment in which business is transacted.

All students must complete a minimum of 120 semester hours, 39 of which are 300- and 400-level. Students must complete a prescribed Professional Core and the general education requirements. A maximum of 27 semester hours of the requirements for the BA in Business Administration and a maximum of 48 semester hours of the requirements for the BS in Business Administration may be met through courses transferred. **All students must take part in a culminating evaluation of the core-course outcomes during their last 30 hours prior to graduation.** Completion of MGMT 479 Strategic Management with a grade of C or higher satisfies this culminating requirement for all business majors.

Associate in Science Degree – Business Administration

The ASBA is a general business degree that provides the student with a fundamental understanding of basic business practices.

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better. Distribution of course work is as follows:

Degree Requirements:

1. **ENGL 111** English Composition I: (3 hours)
2. **General Education Requirements:** (21 semester hours)
 - (a) **Basic Studies:** (6 semester hours)
 - ENGL 112 English Composition II (3)
 - CISS 170 Introduction to Computer Information Systems (3)
 - (b) **History, Arts and Humanities; Natural Sciences and Mathematics; and Social and Behavioral Sciences** (credits distributed to include each of the 3 areas (15 semester hours)
 - ECON 293 Macroeconomics (3) and
 - ECON 294 Microeconomics (3) recommended
 - MATH 150 College Algebra **OR**
 - MATH 170 Finite Mathematics required
3. **Major Area Requirements:** (24 semester required hours)
 - ACCT 280 Accounting I (Financial) (3)
 - ACCT 281 Accounting II (Managerial) (3)
 - FINC 350 Business Finance (3)
 - MGMT 150 Introduction to Business (3)
 - MGMT 330 Principles of Management (3)
 - MKTG 310 Principles of Marketing (3)

Choose two of the following:

 - ECON 294 Microeconomics (3)
 - MGMT 254 Business Communications (3)
 - MGMT 265 Business Law I (3)
 - MGMT 361 Human Resource Management (3)
4. **Major Area Electives:** (12 semester hours)

Choose four courses from at least two of the following areas:

 - Accounting
 - Computer Information Systems
 - Economics
 - Finance
 - Management
 - Marketing

Total Semester Hours: 60

Bachelor of Arts Degree – Business Administration

1. **General:** Candidates for the degree of Bachelor of Arts in Business Administration must complete the general requirements for all baccalaureate degrees, including the general education requirements, complete a minimum of 42 semester hours in business courses, and in addition meet the following specific requirements:
2. **Foreign Language Requirement:** (6 semester hours)
3. **General Education:** (38-41 semester hours)
 - Ethics Course Requirements:** (3 semester hours)
 - MGMT 368 Business Ethics (3) **or**
 - PHIL 330 Ethics (3)
4. **Core Course Requirements:**
 - a. **Specific Course Requirements:** 42 semester hours (all courses must be completed with a grade of C or higher)
 - ACCT 280 Accounting I (3)
 - ACCT 281 Accounting II (3)
 - ECON 293 Macroeconomics (3)

- ECON 294 Microeconomics (3)
 - FINC 350 Business Finance (3)
 - MATH 250 Statistics I **OR**
 - BIOL/PSYC/ SOCI 324 Statistics for the Behavioral and Natural Sciences (3)
 - MGMT 254 Business Communications (3)
 - MGMT 265 Business Law I (3)
 - MGMT 330 Principles of Management (3)
 - MGMT 338 International Business (3)
 - MGMT 368 Business Ethics (3)
 - MGMT 393 Business Information Systems (3)
 - * MGMT 479 Strategic Management (3)
 - MKTG 310 Principles of Marketing (3)
- * MGMT 479 is the culminating experience course for all students receiving a Business Administration degree
5. **Major Requirements:** 18 semester hours
 6. **Electives:** (13-16 semester hours)
- Total Semester Hours: 120**

Bachelor of Science Degree – Business Administration

1. **General:** A candidate for the degree of Bachelor of Science in Business Administration must complete the general requirements for all baccalaureate degrees, including the general education requirements, and complete a minimum of 60 semester hours in business courses as well as the following specific requirements:
 - Ethics Course Requirement** (3 semester hours)
 - MGMT 368 Business Ethics or PHIL 330 Ethics
2. **General Education:** (38-41 semester hours)
 - Ethics Course Requirements:** (3 semester hours)
 - MGMT 368 Business Ethics **or**
 - PHIL 330 Ethics
3. **Core Course Requirements:**

(all courses must be completed with a grade of C or higher)

 - a. **Specific Course Requirements:** Forty-two business course semester hours of credit must be obtained from the following specific courses:
 - ACCT 280 Accounting I (3)
 - ACCT 281 Accounting II (3)
 - ECON 293 Macroeconomics (3)
 - ECON 294 Microeconomics (3)
 - FINC 350 Business Finance (3)
 - MATH 250 Statistics I **OR**
 - BIOL/PSYC/ SOCI 324 Statistics for the Behavioral and Natural Sciences (3)
 - MGMT 254 Business Communications (3)
 - MGMT 265 Business Law I (3)
 - MGMT 330 Principles of Management (3)
 - MGMT 338 International Business (3)
 - MGMT 368 Business Ethics (3)
 - MGMT 393 Business Information Systems (3)
 - * MGMT 479 Strategic Management (3)
 - MKTG 310 Principles of Marketing (3)
 - b. **Business Electives:** 21 semester hours of credit must be obtained in other business courses. These courses can come from the following areas:

Accounting
 Computer Information Systems
 Economics
 Finance
 Management
 Marketing

Nine semester hours of which must be upper-level (300-400) courses and must be taken at Columbia College.

* MGMT 479 is the culminating experience course for all students receiving a Business Administration degree

4. Electives: (16-19 semester hours)

Total Semester Hours: 120

Major Areas

1. Accounting Major

Students who elect to earn a major in Accounting must complete:

ACCT 382 Intermediate Accounting I (3);
 ACCT 383 Intermediate Accounting II (3);
 ACCT 386 Managerial and Cost Accounting (3);

and nine semester hours of electives from the following courses:

ACCT 381 Federal Income Tax-Individuals (3)
 ACCT 384 Intermediate Accounting III (3)
 ACCT 385 Accounting Information Systems (3)
 ACCT 481 Federal Income Tax-Corporations (3)
 ACCT 485 Fund and Government Accounting (3)
 ACCT 488 Advanced Financial Accounting (3)
 ACCT 489 Auditing I (3)
 ACCT 490 Auditing II (3)
 FINC 396 Corporate Finance (3)

2. Financial Services Major

Students who elect to earn a major in Financial Services must complete:

FINC 354 Investments (3)
 FINC 395 Financial Markets & Institutions (3)
 FINC 498 Comprehensive Financial Planning (3);

and 9 semester hours of electives drawn from the following courses:

FINC 295 Risk and Insurance (3)
 FINC 298 Personal Finance (3)
 FINC 396 Corporate Finance (3)
 FINC 397 Principles of Real Estate (3)
 FINC 410 Quantitative Methods for Sports Management (3)
 FINC 433 Current Issues in Employee Benefit Planning (3)
 FINC 495 International Finance (3)
 FINC 496 Financial Management (3)
 ACCT 381 Federal Income Tax – Individual (3)
 ACCT 386 Managerial and Cost Accounting (3)
 FINC 499 Internship in Business (3 max.)

3. Human Resource Management Major

Students who elect to earn a major in Human Resource Management must complete twelve (12) hours of required courses and six (6) hours of electives courses drawn from the courses listed below:

Required courses (12 semester hours):

MGMT 361 Human Resource Management (3)
 MGMT 362 Organizational Behavior (3)

MGMT 364 Workforce Planning and Employment (3)

MGMT 365 Compensation and Benefit Systems (3)

Elective courses (6 semester hours):

COMM 303 Intercultural Communications (3)
 MGMT 339 Cross-Cultural Management (3)
 MGMT 360 Organizational Theory (3)
 MGMT 367 Business Law II (3)
 MGMT 375 Labor Relations (3)
 MGMT 430 Management Science (3)
 MGMT 461 Human Resource Development (3)
 POSC 326 International Law & Organizations (3)
 PSYC 336 Industrial/Organizational Psychology (3)
 PSYC/SOCI 360 Social Psychology (3)

4. International Business Major

Students who elect to earn a major in International Business must complete the following 12 hours of required courses:

MGMT 338 International Business
 MGMT 339 Cross-Cultural Management
 MKTG 410 Global Marketing
 FINC 495 International Finance

Six semester hours of electives drawn from the following list:

COMM 303 Intercultural Communication (3)
 POSC 292 International Relations (3)
 POSC 321 Politics of Developing Nations (3)
 POSC 322 International Law & Organization (3)
 POSC 360 U.S. Foreign Policy (3)

5. Management Major

Students who elect to earn a major in Management must complete nine semester hours of required courses; and nine elective hours with a management field code, three of which must be in upper-level coursework.

MGMT 339 Cross-Cultural Management (3)
 MGMT 361 Human Resource Management (3)
 MGMT 362 Organizational Behavior (3)

MGMT electives (9 hours – 3 hours of which must be upper-level courses)

6. Marketing Major

Students who elect to earn a major in Marketing must complete nine hours of required courses; and nine hours of MKTG electives, 3 of which are upper-level and must include:

MKTG 331 Consumer Behavior (3)
 MKTG 441 Marketing Research (3)
 MKTG 478 Marketing Management (3)

Elective courses (9 hours):

MKTG 327 Retail Management and Strategies (3)
 MKTG 332 Public Relations (3)
 MKTG 335 Advertising and Sales Promotion (3)
 MKTG 352 Personal Selling and Sales Management (3)
 MKTG 360 E-Marketing (3)
 MKTG 399/499 Internship (3)
 MKTG 410 Global Marketing (3)
 MKTG 480 Sports and Event Marketing (3)

E. COMPUTER INFORMATION SYSTEMS

Associate in Science Degree – Computer Information Systems

The ASCIS degree provides an intense exposure to computer programming and the functional application of computers in the business world.

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better. Distribution of course work is as follows:

Degree Requirements:

1. **ENGL 111** English Composition I (3 semester hours)
 2. **General Education Requirements:** (21 semester hours)
 - (a) **Basic Skills:** (6 semester hours)
 - ENGL 112 English Composition II (3),
 - CISS 170 Introduction to Computer Info. Systems (3)
 - (b) **History, Arts and Humanities; Natural Sciences and Mathematics; and Social and Behavioral Sciences** (credits distributed to include each of the 3 areas (15 semester hours)
 - PSYC 101 General Psychology (3) and SOCI 111 General Sociology (3) **OR**
 - ECON 293 Macroeconomics (3) and
 - ECON 294 Microeconomics (3) recommended
 - MATH 150 College Algebra **OR**
 - MATH 170 Finite Mathematics (3)
 3. **Major Area Requirements:** (27 semester hours)
 - CISS 241 Introduction to Programming (3)
 - CISS 242 Programming II (3)
 - CISS 243 Programming III (3)
 - CISS 280 Systems Analysis & Design I (3)
 - CISS 320 Systems Analysis & Design II (3)
 - CISS 350 Advanced Algorithms & Data Structures (3)
 - CISS 360 Computer Systems and Assembly Language (3)

Choose six semester hours from the following:

 - CISS 234 Visual Basic (3)
 - CISS 236 COBOL Programming (3)
 - CISS 238 Java Programming (3)
 - CISS 370 Operating Systems (3)
 - CISS 380 Computer Graphics (3)
 - CISS 430 Database Systems (3)
 - CISS 445 Programming Languages (3)
 4. **Related Area Requirements:** (9 semester hours)
 - ACCT 280 Accounting I (3)
 - ACCT 281 Accounting II (3)

Choose one of the following:

 - MGMT 152 Business Mathematics (3) (OR)
 - MATH 170 Finite Mathematics (3) (OR)
 - MATH 250 Statistics I (3)
- Total Semester Hours: 60**

Bachelor of Science Degree – Computer Information Systems

The Bachelor of Science in Computer Information Systems provides a liberal arts education while emphasizing preparation for either graduate school or a rewarding career. Students are provided a rigorous theoretical background coupled with practical and essential skills. The program

reflects important trends and developments in the computer field.

The Computer Information Systems program provides a curriculum that is based on Computing Curricula 2001 prepared by the Association of Computing Machinery (ACM) and the IEEE Computer Society. The resulting course of study places special emphasis on the use of computers in business. It provides not only basic skills and a theoretical base, but also reflects important trends and developments in the computer field. A variety of elective courses covering topics such as operating systems and software engineering allows students to tailor a program of study to match their interests.

1. **General:** A candidate for the Bachelor of Science Degree in Computer Information Systems must complete the general requirements for all baccalaureate degrees, including the general education requirements, and in addition, meet the following specific requirements.
2. **General Education Requirements:** (38-41 semester hours)
Ethics Course Requirement (3 semester hours)
MGMT 368 Business Ethics or PHIL 330 Ethics
3. **CISS Major Course Requirements:** (42 semester hours)
(all courses must be completed with a grade of C or higher.)

CISS 241	Introduction to Programming (3)
CISS 242	Programming II (3)
CISS 243	Programming III (3)
CISS 280	Systems Analysis & Design I (3)
CISS 320	Systems Analysis & Design II (3)
CISS 350	Advanced Algorithms & Data Structures (3)
CISS 360	Computer Systems and Assembly Language (3)
CISS 430	Introduction to Database Systems (3)
* CISS 493	Senior Seminar in Computer Information Systems(3)
ACCT 280	Accounting I (3)
ACCT 281	Accounting II (3)
MGMT 330	Principles of Management (3)
FINC 350	Business Finance (3)
MATH 250	Statistics I (3)
4. **CISS Elective Course Requirements:** (18 semester hours)

CISS 175	Microcomputer-Based Personal Productivity Tools (3)
CISS 234	Visual Basic (3) OR
CISS 236	COBOL Programming (3) OR
CISS 238	Java Programming (3)
CISS 370	Operating Systems (3)
CISS 375	Compiler Construction (3)
CISS 380	Computer Graphics (3)
CISS 390	Global Information Systems Management (3)
CISS 391	Information Systems Security (3)
CISS 410	Computer Networks and Communications (3)

CISS 420	Computer Architecture (3)
CISS 433	Topics in Information Systems (3)
CISS 438	Object-Oriented Analysis & Design (3)
CISS 445	Programming Languages (3)
CISS 450	Artificial Intelligence (3)
CISS 465	Software Engineering (3)
CISS 472	Data Warehousing and Decision Support Systems (3)
CISS 499	Internship (3)

5. **Other Electives:** (18-22 semester hours)

* CISS 493 - Senior Seminar in Computer Information Systems is the culminating evaluative course for the CIS program and includes the assessment of outcomes of the program. All students majoring in CIS must pass this course.

Total Semester Hours: 120

At least 18 semester hours must be upper-level business or CISS credit, six of which must be taken with Columbia College.

NOTE: Microeconomics (ECON 294), Principles of Marketing (MKTG 310), Organizational Behavior (MGMT 362) and General Psychology (PSYC 101) are highly recommended courses for this degree.

F. CRIMINAL JUSTICE

Associate in Science Degree – Criminal Justice Administration

The ASCJ is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology and psychology.

General: A student must obtain a total of 60 semester hours of credit for course work with a GPA of 2.00 (C) or better.

Degree Requirements:

- ENGL 111 English Composition I:** (3 semester hours)
- General Education Requirements:** (21 semester hours)
 - Basic Skills:** (6 semester hours)

ENGL 112	English Composition II (3),
CISS 170	Introduction to Computer Information Systems (3)
 - History, Arts and Humanities; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas):** (15 semester hours)

PSYC 101	General Psychology (3) and
SOCI 111	General Sociology (3) recommended
- Major Area Requirements:** (24 semester hours)

CJAD 101	Introduction to Criminal Justice (3)
CJAD 311	Police in a Democratic Society (3)
CJAD 345	Ethics and Morality in Criminal Justice (3)
CJAD 350	Corrections and Penology (3)
POSC 340	Judicial Process (3)

Choose at least three courses from the following:

CJAD 301	Criminal Law (3)
CJAD 405	Laws of Criminal Evidence (3)

CJAD 410	Drug Abuse and Crime Control (3)
CJAD 415	Criminal Procedures (3)
CJAD 451	Management of Criminal Justice Agencies (3)
SOCI 331	Juvenile Delinquency (3)

4. **Major Area Electives:** (9 semester hours)

Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following disciplines: criminal justice, sociology, political science, or psychology.

5. **Open Electives:** (3 semester hours)

Total Semester Hours: 60

Bachelor of Arts Degree – Criminal Justice Administration (CJAD)

The Criminal Justice Administration Program is designed to permit the pursuit of different professional career goals while integrating the general study of criminal justice and law with other relevant disciplines. A degree in criminal justice administration prepares students for entry-level employment in the field, for promotion and leadership roles, and for graduate study.

The program provides an excellent academic foundation for students planning to go on to graduate studies or law school. Students who have completed a state police academy or the corrections basic training academy should refer to the Partners in Law Enforcement (PiLE), page 29 or Partners in Corrections (PiC), page 30 transfer credit possibility.

1. **General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

CJAD 345	Ethics and Morality in Criminal Justice (3) OR
PHIL 330	Ethics (3)

2. **Foreign Language Requirement:** (6 semester hours)

3. **Core Course Requirement:**

(all courses must be completed with a grade of C or higher.)

a. **Specific Course Requirements:** A minimum of 42 semester hours of credit must be obtained in the following courses:

CJAD 101	Introduction to Criminal Justice Administration (3)
CJAD 301	Criminal Law (3)
CJAD 311	Police in a Democratic Society (3)
CJAD 320	Cultural Diversity in Criminal Justice (3)
CJAD 325	Juvenile Justice System and Procedures (3)
CJAD 345	Ethics and Morality in Criminal Justice (3)
CJAD 350	Corrections and Penology (3)
CJAD 405	Laws of Criminal Evidence (3)
CJAD 415	Criminal Procedures (3)
CJAD 451	Management of Criminal Justice Agencies (3)
CJAD 495	Integrative Seminar (3)
HUMS 300	Exploring Research (3) OR
POSC 390	Political Science Research Methods (3)
POSC 340	Judicial Process (3)
SOCI 321	Criminology (3) OR
SOCI 331	Juvenile Delinquency (3)

- b. **Behavioral and Social Electives (6 semester hours):** Three semester hours must be criminal justice electives. The remaining three hours must be from one of the following: sociology, political science, psychology, or human services.

4. **Electives:** 25-28 semester hours

5. **CJAD 495 Integrative Seminar:** A candidate for a baccalaureate degree with a major in Criminal Justice must be passed with a grade of C or higher as a culminating evaluative experience.

Total Semester Hours: 120

Certificate in Crime Scene Investigation

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may choose a *Certificate in Crime Scene Investigation* as part of their degree completion plan. The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College. To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of B.

Certificate Requirements: Students are required to complete a mandatory nine semester hour core block of courses with six additional discretionary hours chosen from a list of pre-approved courses. These courses are:

Required: (9 semester hours)

CJAD 201	Criminal Investigation (3)
CJAD 203	Crime Scene Investigation (3)
CJAD 303	Crime Scene Photography (3)

Electives: (6 semester hours)

(Taken from the following list)

CJAD 305	Forensic Anthropology (3)
CJAD 413	Bloodstain Evidence (3)
CJAD 433	Topics: (Departmental approval required) 3 hrs.
CJAD 445	Forensic Pathology (3)

Total Required: (15 semester hours)

The CSI Certificate is available only to students who have a declared major in Criminal Justice Administration (BS or BA), a minor in Criminal Justice or major in Forensic Science (BS). **The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.**

G. ENVIRONMENTAL STUDIES

Associate in Science – Environmental Studies

The ASES degree is a multidisciplinary approach that focuses on the interactions between humans and the natural environment. Students will examine the structure and function of natural systems and the ways that human social, political and economic activity affects those systems.

Degree Requirements:

1. **ENGL 111** English Composition I: (3 semester hours)

2. General Education Requirements:

(24 semester hours)

ENGL 112	English Composition II (3)
COMM 110	Introduction to Speech (3)
CISS 170	Introduction to Computer Information Systems (3)
MATH	MATH 150 or MATH 170 or MATH 180 (3)
GEOG 101	Introduction to Geography (3)
POSC 111	American National Government (3)
	Arts, Humanities and History (6)

3. Major Area Requirements:

(21 semester hours)

BIOL 110	Principles of Biology I (3)
BIOL/ENVS 115	Introduction to Environmental Science (3)
CHEM/PHYS 108	Physical Science Survey (3)
MATH 250	Statistics I (3)
ENVS/GEOG 251	Resource Management(3)
ENVS/ENGL 272	An Introduction to Environmental Literature (3)
ENVS/HIST 352	American Environmental History (3)

4. Major Electives: (12 semester hours)

Choose four courses from the following:

BIOL 112	Principles of Biology II (3)
ENVS/GEOG 220	Introduction to Atmospheric Sciences (3)
ENVS/BIOL 222	Biodiversity (3)
ENVS/GEOG 223	Environmental Hazards (3)
ENVS/BIOL 300	Evolution (3)
ENVS/POSC 312	Environmental Politics (3)
ENVS/BIOL 320	Ecology (3)
ENVS/PHIL 332	Environmental Ethics (3)

Total Semester Hours: 60

H. HISTORY

Bachelor of Arts Degree – History

History majors acquire an education that promotes citizenship and personal enrichment while preparing students for a wide range of professional career goals. The History Program helps to prepare majors for graduate or law school, teacher education, public service and private sector careers.

1. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330	Ethics (3)
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2. Foreign Language Requirement: (6 semester hours)

3. Core Requirements: (18 semester hours)

(all courses must be completed with a grade of C or higher.)

HIST 101	Western Civilization I (3)
HIST 102	Western Civilization II (3)
HIST 121	American History to 1877 (3)
HIST 122	American History since 1877 (3)
HIST 490	Historiography (3)
* HIST 494	Historical Research & Methods (3)

4. History Electives: (24 semester hours)

Nine semester hours selected from the following **United States History Cluster:**

HIST 312	Twentieth Century American Diplomatic History (3)
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HIST 321	History of the Modern U.S. (3)
HIST 342	American Civil War (3)
HIST 350	American Revolution (3)
HIST 352	American Environmental History (3)
HIST 362	History of the American West (3)
HIST 370	American Military History (3)
HIST 371	History of American Business (3)
HIST 372	American Indian History (3)

Nine semester hours selected from the following

European History Cluster:

HIST 303	History and Philosophy of Modern Science (3)
HIST 322	History of European Society and Sexes (3)
HIST 335	Nineteenth Century Europe (3)
HIST 336	Twentieth Century Europe (3)
HIST 340	Philosophy of Revolution (3)
HIST 358	The Making of Modern Britain (3)
HIST 359	Rise and Fall of the British Empire (3)
HIST 381	History of Christianity: The Early Church (3)
HIST 382	Christianity in the Modern World (3)

Three semester hours selected from the following

Comparative History Cluster:

HIST 231	Imperial Russia (3)
HIST 232	History of Russia 1825 to Present (3)
HIST 234	History of Latin America (3)
HIST 235	History of the Modern Middle East (3)
HIST 314	Modern China (3)
HIST 316	Modern Japan (3)
HIST 318	The Vietnam War (3)

At least three additional semester hours with the HIST prefix at or above the 200-level. Students are encouraged to complete a history internship or a special topics course or another elective in one of the clusters above. A maximum of thirty semester hours of history requirements may be met in transfer. At least six semester hours of upper-level credit must be taken from Columbia College.

5. Other Electives: (31-34 semester hours)

Elective courses in a foreign language and international studies are recommended. Electives may be used to complete a minor, or as additional general education courses, or as additional courses in the major.

Total Semester Hours: 120

* HIST 494 Research and Methods is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.

I. HUMAN SERVICES

Associate in Science – Human Services

The ASHS degree is a multidisciplinary approach that examines how individuals, families, groups and communities interact with society and its organizations.

Degree Requirements:

- ENGL 111** English Composition I: (3 semester hours)
- General Education Requirements:** (21 semester hours)
ENGL 112 English Composition II (3)

CISS 170	Introduction to Computer Info System (3)
Arts, Humanities and History; Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas) (15)	

3. Major Area Requirements: (15 semester hours)

HUMS 105	Introduction to Human Services (3)
HUMS 250	Working with Individuals (3)
HUMS 335	Working with Groups (3)
HUMS 340	Working with Families (3)

Three hours from one of the following:

HUMS 300	Exploring Research (3)
HUMS 345	Working with Communities and Organizations (3)
HUMS/SOCI 365	American Social Policy (3)
SOCI 270	Minority Cultures and Relations

4. Human Services Elective (3)

5. Electives: (18 semester hours)

Total Semester Hours: 60

Bachelor of Arts – Human Services

The goal of the Human Services program is to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field. The program also helps prepare students for graduate studies in a variety of fields, and emphasizes the need for life-long learning.

1. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330	Ethics (3)
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2. Foreign Language Requirement: (6 semester hours)

3. Core Requirements: (33 semester hours)

(all courses must be completed with a grade of C or higher.)

HUMS 105	Introduction to Human Services (3)
HUMS 250	Working with Individuals (3)
HUMS 300	Exploring Research (3)
HUMS 325	Case Management (3)
HUMS 335	Working with Groups (3)
HUMS 340	Working with Families (3)
HUMS 345	Working with Communities and Organizations (3)

HUMS/SOCI 365	American Social Policy (3)
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HUMS 495	Integrative Seminar (3)
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PSYC 101	General Psychology (3)
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SOCI 270	Minority Cultures and Relations (3)
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4. Human Services Electives: (12 semester hours)

Chosen from below:

HUMS 310	Military Case Work (3)
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HUMS 333/433	Topics (3)
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HUMS/SOCI 350	Social Gerontology (3)
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HUMS 375	Disabilities (3)
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HUMS 380	Substance Abuse (3)
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HUMS 385	Mental Health (3)
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HUMS 390	Child Welfare (3)
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HUMS 421	Class, Status and Power (3)
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5. Electives: (28-31 semester hours)

Total Semester Hours: 120

As the Culminating Evaluation Experience all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.

J. MANAGEMENT INFORMATION SYSTEMS**Bachelor of Science – Management Information Systems****1. General Education Requirements:**

(38-41 semester hours)

Ethics Course Requirement:

MGMT 368 Business Ethics (3) **OR**
 PHIL 330 Ethics (3)

2. Computer Information System Core Requirements:

(27 semester hours)

(all courses must be completed with a grade of C or higher.)

Students must complete one of the options below:

Option I: (Choose 2 courses from the list)

CISS 234 Visual Basic (3)
 CISS 236 COBOL Programming (3)
 CISS 238 Java Programming (3)

Option II:

CISS 241 Introduction to Programming (3)
 CISS 242 Programming II (3)

Students must complete each of the following courses:

CISS 274 Intro to Internet Tech & Electronic
 Comm (3)

CISS 280 Systems Analysis & Design I (3)

CISS 320 Systems Analysis & Design II (3)

CISS 365 Project Management (3)

CISS 430 Database Systems (3)

CISS 472 Data Warehousing and DSS (3)

* CISS 492 Senior Seminar in Management Info
 Systems (3)

3. Business Core Requirements: (33 semester hours)

(all courses must be completed with a grade of C or higher.)

ACCT 280 Accounting I (3)

ACCT 281 Accounting II (3)

ECON 293 Macroeconomics (3)

ECON 294 Microeconomics (3)

FINC 350 Business Finance (3)

MATH 250 Statistics I (3)

MGMT 254 Business Communications (3)

MGMT 265 Business Law I (3)

MGMT 330 Principles of Management (3)

MGMT 338 International Business (3)

MKTG 310 Principles of Marketing (3)

4. Computer Information**System Electives:** (6 semester hours)

Six hours selected from the following courses:

CISS 298 Web Programming (3)

CISS 390 Global Information Systems
 Management (3)

CISS 391 Information Systems Security (3)

CISS 465 Software Engineering (3)

5. Electives: (13-16 semester hours)**Total Semester Hours: 120**

* CISS 492 Senior Seminar in Management Info Systems is the culminating evaluative course that assesses the outcomes of the major.

K. POLITICAL SCIENCE**Bachelor of Arts Degree – Political Science**

The Bachelor of Arts in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

A degree in Political Science can lead to careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science, and other academic fields.

1. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. Foreign Language Requirement: (6 semester hours)**3. Political Science Core Requirements:**

(18 semester hours)

(all courses must be completed with a grade of C or higher.)

POSC 111 American National Government (3)

POSC 292 International Relations (3)

POSC 311 Public Administration & Policy (3)

POSC 390 Political Science Research Methods (3)

POSC 400 Political Philosophy (3)

*POSC 490 Independent Study in Political Science
 (Senior Thesis) (3)

4. Political Science Electives: (30 semester hours)

Any course with the POSC prefix at the 200-level or higher may be used to fulfill major electives. However, students must take a minimum of twelve hours from each of the following two Tracks. A maximum of six hours may be taken as POSC 399 Internship.

Track A: American Politics

POSC 215 State and Local Government (3)

POSC/AMST 280 American Political and Social
 Thought (3)

POSC 315 American Public Policy (3)

POSC 330 Media and Politics (3)

POSC 332 The American Presidency (3)

POSC 340 Judicial Process (3)

POSC 350 Legislative Process (3)

POSC 361 American Political Parties (3)

POSC 440 Constitutional Law (3)

Track B: International Studies

POSC 317 Politics of Russia and Eurasia (3)

POSC 321 Politics of Developing Nations (3)

POSC 326 International Law and Organizations (3)

POSC 331 European Politics (3)

POSC 353 Asian Politics (3)

POSC 360 U.S. Foreign Policy (3)

5. Other Electives: (25-28 semester hours)**Total Semester Hours: 120**

Students are encouraged to use elective credits to obtain a minor in a related academic field.

* POSC 490 is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.

L. PSYCHOLOGY

Bachelor of Arts Degree – Psychology

Psychology is the discipline which, through scientific study, endeavors to achieve the goals of observation, description, understanding, prediction, and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory, and cognition, motivation and emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior, and psychotherapy. Behaviorism, social learning theory, cognitivism, humanism, existentialism, neuroscience, and psychoanalysis comprise the theoretical paradigms most emphasized over the course of studies.

Because knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may select between two programs of study. The applied program is designed to prepare those who plan to seek employment, in either the private or public sector immediately following graduation with the bachelor's degree. The academic studies program prepares students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, cognitive, social) specializations. All psychology majors are expected to develop outcome competencies at the knowledge, comprehension, application, analysis, synthesis, and evaluation levels.

1. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement:

PHIL 330 Ethics (3)

2. Foreign Language Requirement: (6 semester hours)

3. Core Course Requirements: (15 semester hours)

(all courses must be completed with a grade of C or higher)

PSYC 101	General Psychology (3)
PSYC/SOCI	Statistics for the Behavioral and
BIOL 324	Natural Sciences (3)
PSYC/SOCI 325	Research Design (3)
PSYC 381	History and Systems of Psychology (3)
* PSYC 495	Integrative Psychology (3)

4. Psychology Elective Requirements:

24 semester hours

Choose twelve semester hours from the following:

PSYC 304	Personality Theory (3)
PSYC 330	Lifespan Developmental Psychology (3)
PSYC 360	Social Psychology (3)
PSYC/BIOL 371	Neuroscience (3)
PSYC 412	Learning and Cognition (3)
PSYC 450	Abnormal Psychology (3)
PSYC 460	Introduction to Clinical and Counseling Psychology (3)

Twelve additional hours in psychology are chosen by the student with the approval of campus director. These courses can include unused courses from above-mentioned psychology electives.

5. **Other Electives:** Thirty-four to thirty-seven semester hours of credit must be obtained.

* PSYC 495, Integrative Psychology is the culminating experience course for all students receiving the BA in Psychology.

Total Semester Hours: 120

Key Courses for Applied Emphasis:

PSYC/EDUC 230	Educational Psychology
PSYC 260	Introduction to Applied Psychology
PSYC 336	Industrial/Organizational Psychology
PSYC 499	Internship
MGMT 330	Principles of Management
MGMT 362	Organizational Behavior

Key Courses for Practice-focused Academic Emphasis:

PSYC 270	Psychology of Emotion
PSYC 304	Personality Theory
PSYC 320	Tests and Measurements
PSYC/BIOL 371	Neuroscience
PSYC 385	Human Sexuality
PSYC 460	Introduction to Clinical and Counseling Psychology
PSYC 499	Internship

Key Courses for Research-focused Academic Emphasis:

PSYC 320	Tests and Measurements
PSYC 326	Experimental Psychology
PSYC/SOCI 360	Social Psychology
PSYC 371	Neuroscience
PSYC 412	Learning and Cognition
PSYC 499	Internship

Psychology electives should be selected on the basis of career interests.

M. SOCIOLOGY

Bachelor of Arts – Sociology

Sociology attempts, through systematic research methodologies, to explain and predict small- and large-scale social interactions in everyday life to collective behavior, population movement, and the highly organized behavior of business corporations, national and international organizations.

The Sociology program is designed to develop a special insight and a broad understanding of, and a critical concern for, the operation and the problems of human society including racism, sexism, classism, homophobia and environmental destruction. Additionally, a goal is to foster competencies in accurate observation, analysis and evaluation of social interaction and social organization.

A B.A. in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business and government agencies.

A. General Education Requirements:

(38-41 semester hours)

Ethics Course Requirement (3)

B. Foreign Language Requirement: (6 semester hours)**C. Core Course Requirements:** (18 semester hours)

(all courses must be completed with a grade of C or higher)

SOCI 111	General Sociology (3)
BIOL/PSYC/ SOCI 324	Statistics for the Behavioral and Natural Sciences (3)
SOCI/PSYC 325	Research Design (3)
SOCI 460	Classical Social Theory (3)
SOCI 470	Contemporary Social Theory (3)
* SOCI 495	Integrative Seminar (3)

D. Sociology Electives: (24 semester hours)

1. At least 18 hours chosen from below:

SOCI 214	Family (3)
SOCI 216	American Social Problems (3)
SOCI 218	Social Deviance (3)
SOCI 270	Minority Cultures and Relations (3)
SOCI/WMST 310	Women and Society (3)
SOCI 312	Organizations and Institutions (3)
SOCI 321	Criminology (3)
SOCI 326	Qualitative Methods (3)
SOCI/WMST 336	Global Perspectives on Women and Development (3)
SOCI 341	Sociology of Religion (3)
SOCI/PSYC 360	Social Psychology (3)
SOCI/AMST 375	Social Movements (3)
SOCI 401	The American Community (3)
SOCI 421	Class, Status and Power (3)

2. Six additional hours in Sociology. Three hours must be upper-level.

E. Electives: (31-34 semester hours)

*As the Culminating Evaluation Experience, all students must complete SOCI 495-Integrative Seminar with a grade of C or higher. A maximum of 25 semester hours of Sociology requirements may be met in transfer.

Total Semester Hours: 120

code **OR** Accounting I and II (280 and 281), Corporate Finance (396), and 9 upper-level semester hours of courses with an ACCT field code.

Art (Studio): Drawing I (120), Painting I (130), 2-D Design (140), 9 additional semester hours of Studio Art courses.

Studio art courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

Art (History): Eighteen hours of art history courses, including at least 9 semester hours in courses above the 200-level in Art History.

Biology: Eighteen semester hours of biology courses at the 110 level and above including at least 8 semester hours of 300- or 400-level course work.

Business: Eighteen semester hours (12 of which must be upper level) of courses including course work in at least four of the following Business field codes: ACCT, CISS, ECON, FINC, MGMT, MKTG.

Chemistry: Eighteen semester hours of chemistry courses at the level of 110 and above including at least 8 hours of upper-level course work.

Computer Information Systems: Introduction to Computer Information Systems (CISS 170) and 15 additional semester hours of courses with a CISS field code, including at least one programming language course.

Criminal Justice Administration: CJAD 101 Introduction to Criminal Justice Administration; CJAD 405 Laws of Criminal Evidence or CJAD 406 Expert and Scientific Evidence or CJAD 415 Criminal procedures; and twelve additional hours with a CJAD field code.

Criminology: Eighteen semester hours. Required courses listed below:

SOCI 111	General Sociology (3)
SOCI 216	American Social Problems (3)
SOCI 218	Social Deviance (3)
SOCI 321	Criminology (3)
SOCI 331	Juvenile Delinquency (3)
SOCI/HUMS 365	American Social Policy (3)

Economics: Eighteen semester hours of courses to include ECON 293 Macroeconomics, ECON 294 Microeconomics, ECON 393 Intermediate Macroeconomics, ECON 394 Intermediate Microeconomics, ECON/FINC 395 Financial Markets and Institutions, ECON/FINC 495 International Finance.

Education: Eighteen semester hours of EDUC courses **OR** a three-semester-hour psychology course that is required in the education certification sequence and 15 semester hours of EDUC courses.

English: Eighteen semester hours of English courses excluding English Composition (111) and below. Six semester hours of which must be 300- or 400-level ENGL courses.

Environmental Science: Eighteen semester hours:

A: Required Courses (11 hours)

ENVS/BIOL 115	Introduction to Environmental Science (3)
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MINORS

Minors are available to students who earn baccalaureate degrees. A minor is defined as a course of study of at least 18 semester hours outside the student's major.

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 semester hours. Courses for the minor may also meet general education or major requirements, and at least 9 of the 18 semester hours must be earned in Columbia College course work. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Students must (1) obtain approval of the minor from their academic advisors and (2) declare the minor by the time they have earned 60 semester hours. After that time the College does not assure that a minor can be earned.

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas and with the advisor's approval, students may earn additional semester hours through transfer credit.

Specific requirements for minors:

Accounting: Accounting I and II (280 and 281) and 12 upper-level semester hours of courses with an ACCT field

ENVS/BIOL 115L	Introduction to Environmental Science Laboratory (2)
ENVS/BIOL 320	Ecology (3)
CHEM 110	Chemistry I (3)

B: Electives (7 hours)

Electives must be selected from the following list

(3 hours must be from 300- or 400-level courses):

BIOL 110	Principles of Biology (3)
BIOL 110L	Principles of Biology Lab (2)
CHEM 110L	Chemistry I Laboratory (2)
BIOL 222	Biodiversity (3)
BIOL 342	Genetics (3)
BIOL 410	Molecular Biotechnology (3)
CHEM 330	Environmental Chemistry (3)
BIOL/ENVS 300	Evolution (3)
ENVS/GEOG 220	Introduction to Atmospheric Sciences (3)
ENVS/GEOG 251	Resource Management (3)
ENVS 390	Culminating Experience in Environmental Studies (1)
ENVS 233/333/433	Topics (3)

Environmental Studies: Eighteen hours total of Environmental Studies courses; nine hours must be in these required courses:

ENVS/BIOL 115	Introduction to Environmental Sciences (3)
ENVS/BIOL 115L	Introduction to Environmental Sciences Laboratory (2)
ENVS 272	Introduction to Environmental Literature (3)
ENVS 390	Environmental Seminar/Culmination Experience (1)

The remaining nine hours must be selected from the following list.

1. **Science Perspective: (3 hours)**

ENVS/GEOG 223	Environmental Disasters (3)
ENVS/PHYS 220	Intro to Atmospheric Science (3)
CHEM 330	Environmental Chemistry (3)

2. **Policy Perspective: (3 hours)**

ENVS/GEOG 251	Resource Management (3)
ENVS/ECON 310	Environmental and Resource Economics (3)
ENVS/POSC 312	Environmental Politics (3)
POSC/MGMT 311	Public Administration & Policy (3)

3. **Human Culture Perspective: (3 hours)**

HIST/PHIL 303	History & Philosophy of Modern Science (3)
ENVS/HIST 352	American Environmental History (3)
ENVS/ENGL 372	Environmental Education (3)
ENGL 360	Readings in the Novel: Environmental Novels (3)

Ethics, Philosophy, Religious Studies**Minor Requirements****A: Basic Courses (6 hours)**

Chosen from the following courses:

PHIL 201	Introduction to Western Philosophy (3)
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions (3)

PHIL 210	Logic (3)
RELI 101	Religion and Human Experience (3)
RELI/ENGL 124	The Bible as Literature (3)
RELI 201	Religious Classic Texts (3)

B: Religious Studies (6 hours)

Chosen from the following courses:

RELI 333	Topics (3)
RELI/PHIL 350	The Philosophy of Religion (3)
RELI/HIST 381	History of Christianity: The Early Church (3)
RELI/HIST 382	Christianity in the Modern World (3)
RELI/PHIL 390	The Buddha and Buddhism (3)
RELI 400	Religion & Science (3)
RELI 433	Topics (3)

C: Philosophy (6 hours)

Chosen from the following courses:

PHIL/HIST 303	History & Philosophy of Modern Science (3)
PHIL 321	Major Figures/Schools: Ancient to Medieval (3)
PHIL 322	Major Figures/Schools: Early Modern to Modern (3)
PHIL/ENVS 332	Environmental Ethics (3)
PHIL 333	Topics (3)
PHIL/HIST 340	Philosophy of Revolution (3)
PHIL 358	Existentialism (3)
PHIL/POSC 400	Political Philosophy (3)
PHIL 401	Significant Philosophers (3)
PHIL 433	Topics (3)
PHIL 460	Biomedical Ethics (3)

Finance: Accounting I and II (280 and 281), Business Finance (350), and 9 additional semester hours of FINC courses **OR** Accounting I and II (280 and 281), Managerial and Cost Accounting (386), Business Finance (350), and 6 additional semester hours of FINC courses.

Geography: Eighteen semester hours of geography courses, of which 3 hours may be counted from GEOL 110 **OR** ENVS/GEOG 220 **OR** ENVS/BIOL 115.

History: Eighteen semester hours of history courses including American History to 1877 (121) **OR** American History 1877 to the Present (122); and Western Civilization I (101) **OR** Western Civilization II (102); plus 12 additional semester hours of course work above the 200-level.

Human Services**A: Required Courses (12 hours)**

HUMS 105	Introduction to Human Services (3)
HUMS 250	Working with Individuals (3)
HUMS 335	Working with Groups (3)
HUMS 340	Working with Families (3)

B: Three hours from one of the following:

HUMS 300	Exploring Research (3)
HUMS/SOCI 365	American Social Policy (3)

HUMS 345	Working with Communities and Organizations (3)
SOCI 270	Minority Cultures and Relations (3)

C: Human Services Elective (3 hours)

Intergenerational Studies: Intergenerational Studies is an interdisciplinary minor providing students from varying academic disciplines with the theoretical, methodological, and practical skills necessary to work in the burgeoning field of Intergenerational Studies, which focuses on the benefits of bringing the geriatric population and children together. This program emphasizes knowledge of human development across the life span, knowledge of research and policy in the field of child development and geriatrics, an understanding of the societal demographics that necessitate the need for such programs, and finally, will emphasize significant sociological research on "bridging" relationships, those that work to hold communities together.

A: Required Courses (18 hours)

HUMS 390	Child Welfare (3)
PSYC 330	Lifespan Developmental Psychology (3)
PSYC/EDUC 391	Child Psychology (3)
SOCI 111	General Sociology (3)
SOCI/HUMS 350	Social Gerontology (3)
SOCI/HUMS 365	American Social Policy (3)

B: Three hours from one of the following:

HUMS 340	Working with Families (3)
PHIL 460	Biomedical Ethics (3)
PSYC 395	Adult Psychology (3)
SOCI 214	The Family (3)

International Relations: The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 Macroeconomics.

A: Required Courses (6 hours)

POSC 292	International Relations (3)
POSC 326	International Law and Organization (3) OR
POSC 360	U.S. Foreign Policy (3)

B: Comparative Political Systems (6 hours)

Choose a minimum of two courses from this category.	
POSC 317	Politics of Russia and Eurasia (3)
POSC 321	Politics of Developing Nations (3)
POSC 331	European Politics (3)
POSC 333	Topics: "Area of Study"* (3)
POSC 353	Asian Politics (3)

*The requirements for this category could also be met with one or more appropriate sections of POSC Topics: in regional area studies. Examples of acceptable courses include Latin American Politics, African Politics, Middle Eastern Politics, etc.

C: Electives (6 hours)

Choose a minimum of two courses from this category. Up to five credit hours of foreign language credit can be applied toward the electives requirement. Students may count a maximum of 6 credit hours for both their major and their minor.

ENGL 234	World Literature II (3)
FINC 495	International Finance (3)
HIST 232	History of Russia From 1825 to Present (3)
HIST 312	American Diplomatic History (3)
HIST 314	Modern China (3)
HIST 316	Modern Japan (3)
HIST 331	Contemporary Europe (3)
HIST/PHIL 340	Philosophy of Revolution (3)
POSC 326	International Law and Organization (3) OR
POSC 360	U.S. Foreign Policy (3)
MGMT 339	Cross-Cultural Management (3)
MKTG 338	International Business (3)
MKTG 410	Global Marketing (3)
PHIL/RELI 202	Introduction to Eastern Philosophies and Religion (3)
RELI 201	Religious Classic Texts (3)
SOCI/WMST 336	Global Perspectives on Women and Development (3)

Legal Studies: The minor in Legal Studies familiarizes students with legal ideas, processes and institutions in a liberal arts framework. The minor also helps prepare students for the further study of law. It is also valuable to any students wanting to develop their ability to think clearly and analyze ideas critically.

A: Required Courses (6 hours)

PHIL 210	Logic (3)
POSC 340	Judicial Process (3)

B: Legal Focus (6 hours)

Choose a minimum of two courses from this category.

CJAD 415	Criminal Procedures (3)
CJAD 425	Legal Research and Writing (3)
MGMT 265	Business Law I (3)

C: Analytical Focus (6 hours)

Choose a minimum of two courses from this category.

COMM 323	Advanced Public Speaking and Persuasion (3)
CJAD/POSC 233/333	Mock Trial (1)
ENGL 331	Ethical Issues in Literature (3)
PHIL 201	Introduction to Western Philosophy (3)
POSC 440	Constitutional Law (3)

Management: Eighteen semester hours (12 of which must be upper level) of MGMT courses including Principles of Management (330) and Business Information Systems (MGMT 393).

Marketing: Eighteen semester hours of marketing courses with a MKTG field code. Twelve of which must be 300- or 400-level courses. Required courses include:

MKTG 310	Principles of Marketing (3)
MKTG 331	Consumer Behavior (3)
MKTG 441	Market Research (3)
MKTG 478	Marketing Management (3)

Six semester hours of MKTG courses with a MKTG field code.

Mathematics: Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 and at least 6 semester hours of 300- or 400-level MATH course work.

Political Science: Eighteen semester hours of political science courses including American National Government (POSC 111) and International Relations (POSC 292) plus 12 additional semester hours of POSC course work above the POSC 100 level.

Psychology: Eighteen semester hours of PSYC courses.

Sociology: Eighteen semester hours of SOCI courses.

Spanish: Eighteen semester hours of courses to include SPAN 101, SPAN 102, SPAN 103, SPAN 104, SPAN 203 and SPAN 204.

Speech Communications: Eighteen semester hours of Speech Communication (COMM) courses excluding COMM 110. Twelve hours must be from 300- or 400-level courses

Women's Studies:

A: Required Courses (9 hours)

Students must take the following three courses in order to fulfill the Women's Studies minor. Students pursuing a Women's Studies minor are strongly encouraged to take SOCI 111 General Sociology.

WMST/SOCI 310	Women & Society (3)
WMST/SOCI 336	Global Perspectives on Women and Development (3)
WMST 485	Feminist Theory and Methodology (3)

B: Electives (9 hours)

Students must take a minimum of nine hours from the following list of courses:

EDUC 105	Human Health (3)
COMM 380	Performance Studies (3)
SOCI 214	Family (3)
SOCI 270	Minority Cultures and Relations (3)
SOCI 421	Class, Status and Power (3)
PSYC 385	Human Sexuality
WMST 333	Topics: "Gender Related" (1-3)
WMST/COMM 343	Gender Communication (3)

BUSINESS ADMINISTRATION CERTIFICATES

General requirements for all certificates:

- Complete all required courses with a grade of C or above.
- Complete at least 9 hours of the program with Columbia College.
- Prerequisites in parentheses

Human Resource Management Certificate

Required courses:

MGMT 330	Principles of Management
MGMT 361	Human Resource Management (MGMT 330)
MGMT 364	Workforce Planning & Development (MGMT 361)
MGMT 365	Compensation & Benefit Systems (MGMT 361)
MGMT 375	Labor Relations (MGMT 361)
MGMT 461	Human Resource Development (MGMT 361)

Marketing Management Certificate

Required courses:

MKTG 310	Principles of Marketing
MKTG 331	Consumer Behavior (MKTG 310)
MKTG 335	Advertising & Sales Promotion (MKTG 310)
MKTG 360	E-Marketing (CISS 170 & MKTG 310)
MKTG 410	Global Marketing (MKTG 310)
MKTG 478	Marketing Management (MKTG 310)

Management Certificate

Required courses: (12 hours):

MGMT 254	Business Communications (ENGL 112)
MGMT 330	Principles of Management
MGMT 360	Organizational Theory (MGMT 330) or
MGMT 362	Organizational Behavior (MGMT 330 or PSYC 101)
MGMT 368	Business Ethics (MGMT 330)

Electives (Select any 2 courses below for 6 hours)

MGMT 339	Cross-cultural Management (MGMT 330)
MGMT 341	Small Business Management (MGMT 330)
MGMT 361	Human Resource Management (MGMT 330)
MGMT 363	Production & Operations Management (MGMT 330)
MGMT 375	Labor Relations (MGMT 361)
PSYC 336	Industrial / Organizational Psychology (PSYC 101)

ACADEMIC POLICIES AND PROCEDURES

THE RESPONSIBILITY FOR UNDERSTANDING AND MEETING GRADUATION REQUIREMENTS RESTS ENTIRELY WITH THE STUDENT.

ADVISING

ACADEMIC ADVISING PHILOSOPHY

Academic advising in Columbia College is based on the belief that advising is a developmental process, recognizing such logical and sequential steps as exploration of life goals, exploration of career goals, selection of a major program of study, selection and scheduling of courses. The decision-making process of exploring, integrating, and synthesizing should be an ongoing and multifaceted responsibility of both the student and the advisor, the ultimate goal of which is student growth. Through such a person-centered approach, academic advising assists students in creating a personally relevant plan for educational, career and life fulfillment.

While the College provides academic advisement, the responsibility of meeting all degree requirements rests with the student. Students are strongly encouraged to officially declare their majors during the session in which 48-60 semester hours are scheduled for completion.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

The college recognizes that probation, suspension, and dismissal are serious actions that can have a lasting impact on a student. Before academic probation, suspension, or dismissal is imposed, the matter is considered by the Vice President for Adult Higher Education. The Vice President may impose any condition deemed necessary to assist the student to overcome his or her academic difficulties. Specific course work may be required or enrollment may be limited to a specific number of credit hours, and the period of probation and/or suspension may be reduced or extended when appropriate. Students may appeal an adverse action taken by the Vice President.

1. **Probation:** A student is placed on academic probation for one session when his or her GPA falls below the criteria for satisfactory progress. A student on probation cannot hold appointive or elective student government office and must comply with any requirement or condition imposed by the academic progress committee.
2. **Suspension:** A student is suspended for two sessions when, after a period of probation, he or she fails to comply with any condition and/or requirement imposed by the Vice President for AHE or fails to attain an appropriate standard of satisfactory progress.

3. **Dismissal:** A student is academically dismissed when, after having been readmitted to the college following any period(s) of suspension, he or she fails to comply with any condition and/or requirement imposed by the Vice President for Adult Higher Education and/or fails to attain an appropriate standard of satisfactory progress. A student may request re-admission to the college after a three-year period has elapsed from date of dismissal.

4. **Readmission:** Students having interrupted their attendance at Columbia College because of unsatisfactory progress or conduct may be re-admitted when the following conditions are met:

1. The student must apply for re-admission after the period of suspension is completed.
2. The cause of the unsatisfactory progress or conduct must have deemed to be removed.

Re-admission to the college does not establish a student's eligibility for financial aid. A student dismissed for unsatisfactory progress may request re-admission after a three-year period has elapsed from the date of dismissal.

ACADEMIC PROGRESS

Good Academic Standing

In order to be in good academic standing a student cannot be on academic probation, academic continued probation, academic suspension, or academic dismissal.

Satisfactory Progress

A student's grade point average is calculated using grades received from Columbia College course work. The following criteria constitute satisfactory progress:

Total Semester Hours Completed	Required Columbia College Grade Point Average
0-30	1.75 or better
31-45	1.90 or better
46-120	2.00 or better

A student must progress academically at a rate to permit completion of a degree program within an approved curriculum period. For the purposes of financial aid, the maximum time frame to complete a degree can be no longer than 150% of the published number of credit hours of the educational program for a full-time student. A reasonable extension of time (normally six semester hours) may be permitted for good cause.

Unsatisfactory Progress

A student who fails to advance in accordance with the criteria described above is making unsatisfactory progress. When required by law or regulation, the College reports such a student to the appropriate departments or agencies of the federal government. A student who fails to make satisfactory progress is subject to academic probation, suspension or dismissal.

Veteran's Guidelines

Satisfactory academic progress is required of students receiving VA educational benefits. Students who fail to make academic progress are reported to the VA for unsatisfactory academic progress.

Attendance

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled. The instructor, not the College, defines conditions under which an absence is excused. The instructor is responsible for maintenance of standards and quality of work in his or her classes. An absence is an individual matter between student and instructor.

Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause. If absences jeopardize progress in a course, an instructor may withdraw a student from that course. Any withdraw initiated during the session by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent records as grades F or W at the discretion of the instructor.

ASSESSMENT

Columbia College uses the results of Major Field Tests and MAPP (Measures of Academic Proficiency and Progress) to improve learning experiences and the curriculum both in specific majors and general education.

Major Field Test

The Major Field Test (MFT) is a nationally normed standardized test taken by thousands of students at colleges and universities throughout the United States. The content of the Major Field Test reflects the basic knowledge and understanding gained in the core undergraduate curriculum. The tests are designed to assess mastery of concepts and principles, as well as knowledge expected of students at the conclusion of a major in specific subject areas.

The MFT will be administered during the capstone course.

MAPP Test (The Measure of Academic Proficiency and Progress)

The MAPP test is a nationally normed standardized test taken by thousands of students at colleges and universities throughout the United States

The MAPP test focuses on skills developed in introductory courses in the humanities, social sciences, and natural sciences. It concentrates on issues, themes, and ideas.

AWARD OF ACADEMIC CREDIT

A three semester credit hour course consists of 40 contact hours of instruction (five hours per week for 8 weeks). Every credit hour earned consists of a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Validation of Credit:

Academic credit from all sources must be validated by the Columbia College Evaluation Office before such credit is considered official.

To obtain credit, students must submit official transcripts from each college or university attended when applying for admission to Columbia College. An official transcript is one sent directly from the institution attended to Columbia College and bears an official seal of the institution and signature of the Registrar. Students are required to identify all postsecondary institutions attended on the admission application. Failure to do so may result in denial of admission.

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year colleges are not accepted for upper-level credit.

Graduate level coursework may not be transferred to Columbia College for undergraduate credit. However, if graduate level coursework is evaluated and is considered equivalent to undergraduate coursework at Columbia College, the undergraduate course requirement will be waived. The hours of credit will not be granted.

Types and Sources:

1. **Colleges/Universities:** Generally, full academic credit is accepted for course work completed at a regionally accredited college/university. Columbia College also acknowledges academic credit earned by military personnel and family members through the Servicemembers Opportunity Colleges (SOC) and other educational programs recognized in transfer by the military departments. Certain academic credit earned at institutions that have entered into a specific articulation agreement with Columbia College are also accepted. Grades below C are not accepted in transfer.
2. **CLEP:** Columbia College awards semester hours credit for the College Level Examination Program (CLEP). Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education. This score is set at the mean score achieved by students who earned a C in the respective course.

Official test score reports are submitted to the Evaluations Department for validation of academic credit. If tests were completed more than twenty years prior to submission for evaluation, score reports will not be available from ETS.

The CLEP exam for English will transfer as three semester hours for ENGL 111 English Composition I and three semester hours of elective credit. CLEP credit may not be used to meet the ENGL 112 English Composition II requirement.

3. **Excelsior Exams:** Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official score reports must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score.
4. **Military Service:** Columbia College requires certified true copies of a student's Military Qualification Record to review for awarding of transfer credit. The documents that are acceptable for evaluation of military service, basic training, military education and military occupation include: Army - Form 2-1, and AARTS transcript; Navy - Page 4's, SMART transcript; Air Force - official transcript from CCAF; Coast Guard - Page 3 or official CG transcript from CG Institute; Marine Corps - NAVMC 118 8a, SMART transcript. Columbia College accepts the DD Form 214 (Discharge) only for evaluation of military service and basic training.
5. **United States Armed Forces Institute (USAFI):** USAFI standardized end-of-course tests are accepted at the 20th percentile or above. An official record of test results must be sent to the campus where the student attends classes.
6. **Defense Activity for Non-Traditional Educational Support (DANTES):** Semester-hour credit recommended by ACE is awarded upon attainment of an acceptable passing score per section, or credit is awarded as determined by the testing authority at the time the test is taken. An official record of test results must be sent to the extended campus.
7. **Credit for Prior Learning:** Columbia College defines prior learning as those learning and growing experiences gained through work or other experiences outside the formal setting of a college classroom. You may request evaluation for college credit for such experiences by filing an application for credit and documenting and verifying the learning acquired. A \$75 per credit hour fee is charged for the evaluation, but no charge is made for any academic credit awarded. Prior learning credit may be awarded after the successful completion of 12 semester hours of credit with Columbia College with a minimum 2.0 grade point average. The college has a policy limiting the maximum number of hours of prior learning credit to 15.
8. **Partners in Law Enforcement Program (PiLE):** For those students interested in criminal justice, Columbia College has an innovative program: Partners in Law Enforcement. This collaborative initiative between Columbia College and the states' police academies is designed to give students up to 24 semester hours in course equivalences for successful completion of the

academy. To qualify, students must successfully complete an academy that is a state certified basic police academy having a minimum of 400 hours in length. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of the academy. The specific course equivalences are listed below:

CORE Equivalences (9 credit hours total):

CJAD 301	Criminal Law (3 hrs)
CJAD 311	Police in a Democratic Society (3 hrs)
CJAD 415	Criminal Procedures (3 hrs)

Criminal Justice lower-level electives: 9 semester hours total

General elective: 6 semester hours

This equivalency policy is effective based on the following provisions:

- a. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the previous five years prior to applying for equivalences.
- b. Students who complete a basic law enforcement academy consisting of less than 400 hours will only be eligible to earn up to 12 semester hours criminal justice elective credit in which one semester hour will be awarded for each 20 hours of training.
- c. Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and awarded criminal justice electives for other training.
- d. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes state cross-over training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE) or (PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.
- e. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to earn up to twelve semester hours of criminal justice elective credit in which one semester hour will be awarded for twenty hours of basic law enforcement and corrections academy training. Total credit may not exceed twelve semester hours.
- f. Students must have successfully completed 15 credit hours college course work at Columbia College before equivalences may be applied.

NOTE: Completion of the police academy within the last 36 semester hours of a student's degree program may reduce the number of hours applied under the Partners in Law Enforcement Program.

9. **Partners in Corrections Program (PiC):** The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers up to 24 semester hours in course equivalences for successful completion of the corrections basic training academy.

To qualify, students must successfully complete a departmentally mandated corrections academy in any of the 50 states or U.S. territories. The academy must be a departmentally mandated basic training academy with a minimum 208 hours in length. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of his or her academy. The specific course equivalences are listed below.

CORE Equivalences (6 semester hours):

- CJAD 320 Cultural Diversity in Criminal Justice (3 hrs.)
CJAD 345 Ethics and Morality in Criminal Justice (3 hrs.)

Criminal Justice lower-level electives: 9 semester hours

General electives: 9 semester hours

The policy is based on the following provisions:

- The academy must be a basic corrections academy required for employment by the respective state in question, and must have been completed within the previous five years prior to applying for equivalences.
- Students who complete a basic corrections academy consisting of less than 275 hours will only be eligible to earn up to 12 semester hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hours of basic training.
- Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Correction (PiC) program.
- Students must have successfully completed 15 semester hours of college coursework at Columbia College before equivalences may be applied.

NOTE: Completion of the corrections academy within the last 36 semester hours of student's degree program may reduce the number of hours applied under the Partners in Corrections Program.

TRANSFER POLICY AND GENERAL EDUCATION REQUIREMENTS

Baccalaureate Degrees

Bachelor of Arts and Bachelor of Science degrees from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College will be honored as their equivalents at Columbia College with regard to general education requirements.

Associate Degrees

Associate Transfer Policy: An approved, transferable Associate in Arts or Associate in Science degree from an approved accrediting body, completed prior to enrollment with Columbia College, will be accepted in transfer as fulfilling the Columbia College general education requirements. The approved accrediting bodies for this transfer policy include MSA, NCA, NEASC-CIHE, SACS-CC, WASC-JR AND WASC-SR.

Any other Associate degree from an approved accrediting body will follow the Alternative Associate Transfer Policy outlined below.

The Evaluation Department of Columbia College determines if the degree is "approved" and "transferrable."

Alternate Associate Transfer Policy: Students will have met the College's general education requirements if they have completed an associate degree, prior to enrollment with Columbia College, and meet the following requirements:

- at least thirty-three semester hours of general education as part of the transferred Associate Degree, and
- the Associate Degree includes some hours in each of the following Columbia College general education areas: a) Basic Skills, b) History or Arts and Humanities, c) Natural Sciences and Mathematics, d) Social and Behavioral Sciences, and
- the student obtained a grade of C or higher in English Composition I and II as part of the degree.

Professional Designations

The field of financial services which includes financial planning, investments, real estate, and insurance lends itself well to the recognition of credit for prior learning. Students who have earned the following professional designations will be awarded credit as follows:

Professional Designation:	Columbia College Equivalent:
Certified Financial Planner (CFP)	FINC 298 & FINC 354
Chartered Financial Consultant (ChFC)	FINC 298 & FINC 354
Chartered Life Underwriter (CLU)	FINC 295
Chartered Property & Casualty Underwriter (CPCU)	FINC 295
Licensed Practical Nurse (LPN)	NURS 200
State Real Estate Salesperson's or Broker's License	FINC 397
NASD General Securities Representative (Series 7)	FINC 354

Students must present a copy of their license/designation in order to receive credit.

Restrictions on Award of Credit

1. **Transfer Credit Hours:** A minimum of 24 semester hours in residence must be completed for a baccalaureate degree and a minimum of 15 semester hours in residence must be completed for an associate degree. No semester hours with grades below C will be accepted in transfer.
2. **Non-Traditional Credit:** All Baccalaureate Degrees awarded by Columbia College require a minimum of 60 semester hours of traditional credit (coursework taken with Columbia College and other approved, accredited institutions); remaining coursework may be earned from traditional or non-traditional (military experience, CLEP exams, etc.) sources.
3. **Challenge Examinations:** No more than 10% of the total semester hours required for a degree, and no more than six hours of residency, can be obtained through completion of challenge examinations.

CLASSIFICATION

Students are designated freshmen, sophomores, juniors, and seniors according to the following standard of completed semester hours:

0 – 23.9	Freshman
24 – 51.9	Sophomore
52 – 83.9	Junior
84 – 120+	Senior

COURSE AUDIT

Students may audit a regularly scheduled class for no grade and no credit. However, participation in the course is noted on their official record. Auditing provides students the opportunity to pursue an interest in a particular subject without being graded. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for coursework for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures and a \$90 per-semester-credit-hour fee. Students are also liable for all course lab fees. All students enrolling under this policy are required to complete the Auditing: Information and Request Form, which is available in the Registration office.

Some programs of the College, e.g., Nursing and online education courses are not available for audit.

COURSE PREREQUISITES

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Staff members will attempt to ensure that students meet prerequisite requirements. However, it is the student's responsibility to closely examine the Degree Completion Catalog course descriptions to determine if

prerequisites exist and enroll in courses in the proper sequence. In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though they have not taken the prerequisite course. In this case the prerequisite course may be waived by the Campus Director. Waiver of a course as a prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

COURSE OFFERINGS AND SESSION SCHEDULE

At each campus, required and elective courses needed for each degree program are offered according to a curriculum plan designed by the Director and faculty. The plan is developed with advice from full-time faculty and is approved by the Vice President for Adult Higher Education.

Most courses offered at extended campuses award three semester hours of academic credit upon completion. Courses are referred to as "lower-level" if the course number designation is 100-299. Upper-level courses are numbered 300-499. Many students enroll for two courses each session and earn a total of six semester hours of credit, which is considered a full-time academic load in the Division of Adult Higher Education.

Each campus routinely schedules five eight-week sessions each year. Class periods are scheduled to ensure a minimum of 40 clock hours of instruction per three-credit course during each eight-week session.

Classes usually meet during evening hours or at other times convenient for adult learners. Weekend and noon-time classes may be scheduled.

A student earning six hours of credit during each of the five sessions in an academic year will earn 30 semester hours a year. For some students, this schedule allows completion of an associate degree in two years and completion of a baccalaureate degree in four years.

Cancellation Policy:

A class will be cancelled only if there are an insufficient number of students enrolled or if faculty availability issues arise. Students are not held financially liable if a course in which they are enrolled is cancelled.

DECLARATION OF A MAJOR

Declaration of a major indicates focus on a particular academic area of study. A student can select a major at any time, but those enrolled in baccalaureate programs must select a major before completion of 60 semester hours of course work. When a broad general education program is desired, consideration should be given to a bachelor of arts degree program; however, when extensive specialization in a particular subject area is desired a student should consider the bachelor of science degree program.

All majors require students to undergo a culminating educational experience in the form of a final capstone course prior to graduation. See the descriptions of majors in this Catalog.

DECLARATION OF DEGREE CANDIDACY

Two sessions before a student completes his or her degree requirements the student should complete a Declaration of Candidacy form (DEC) to declare the anticipated completion of his or her degree. A \$75 DEC fee is required for each degree completed at the time the form is submitted. The DEC generates a final review to confirm that the student is ready to graduate.

DOUBLE MAJOR

A double major is defined as a single degree with two majors. A double major may be earned if requirements of both declared majors are complete. No additional residency hours are required.

DUAL DEGREE

A student wishing to obtain a second baccalaureate degree at Columbia College (a BA and a BS, for example) must complete all course requirements for both degrees and earn 24 semester hours of additional residency credit beyond that required for the first degree (a second associate degree will require 15 hours of residency). Thus, a dual baccalaureate degree will actually require at least a total of 144 semester hours to complete both degrees, and a dual associate degree will require at least a total of 75 semester hours of credit to complete both degrees. A \$75 graduation fee is required for each degree. Majors, minors, and emphasis may not be added to an already earned degree.

GRADING POLICIES

Letter Grades

A letter grade is awarded upon completion of all classes attempted during a session. Quality points are assigned to certain letter grades as indicated.

Grade	Meaning	Quality Points
A	Excellent	4
B	Superior	3
C	Satisfactory	2
D	Inferior	1
F	Failing	0
I	Incomplete	0
Y	Audit – course complete	
N	Audit – not complete	
S/U	Satisfactory/Unsatisfactory	
W	Withdrawal	
WE	Excused from the class	

Courses on a Pass/Fail Basis

Students may elect to take one course per session on a pass/fail basis. These may not be courses in the declared

major. Certain courses, by program definition, are always taken on a Satisfactory/Unsatisfactory basis. To receive a grade of S, work must be equal to the work of other students who earn an A, B, or C. Students must designate at the time of the registration that they wish to take a course pass/fail.

Each term students enrolling in a course pass/fail may change from pass/fail to the standard grading system (A, B, C, D, or F) or from the standard grading system to pass/fail up to the end of the first 2 weeks of that term. Courses taken on a pass/fail basis are not considered when determining Dean's List eligibility.

Grade Point Average (GPA)

GPA is determined by assigning a numerical point value to each letter grade awarded for courses and corresponding semester hour credits earned at Columbia College. Grades earned at other institutions and letter grades without a numerical point value are not included in GPA computation.

Point values are as follows: A = 4 pts., B = 3 pts., C = 2 pts., D = 1 pts., and F = 0 pts.

For example, if a student completes the following 16 credit hours in a session, his/her GPA would be calculated as follows:

Course	Credit Hours	Grade	Total Quality Points
English Composition	3	B	9
Biology	5	C	10
American History	3	B	9
Introduction to Business	3	A	12
Arts and Ideas	2	A	8
	<hr/>		<hr/>
	16		48

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that session is 3.0 (B).

If a student fails a course, he/she receives no quality points for the course credit hours attempted. This failure adversely affects total quality points since the hours failed remain part of the formula for computing the GPA.

The cumulative GPA is determined by dividing the total quality points earned by the total credit hours attempted at Columbia College. The initial grade given for a repeated course or a course taken on a pass/fail (S-U grade) basis are not considered when determining a session or cumulative GPA.

Incomplete (I)

A grade of I (Incomplete) is reserved for "extraordinary circumstances" that prevent a student from completing the requirements of a course by the end of the session. Extraordinary circumstances are narrowly interpreted to mean unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, mental or physical illness befalling the student or a member of his/her immediate family). An instructor may grant a grade of I at the written request of a student. In such

cases the instructor makes specific written arrangements with the student for making up the grade.

If a student receives an Incomplete, he/she must complete all work by the end of two sessions, or by the due date noted by faculty member.

Extensions beyond a two session completion time must be granted in writing by the Vice President for Adult Higher Education. Incompletes that are not finished are to be permanently recorded by the instructor as I or any other grade. Students are responsible for this deadline.

When incomplete work in a course is completed by the due date, the instructor is responsible for reporting the letter grade that replaces the I on the student's permanent record.

Change in Grade

A change in grade may be made when the instructor has made a computational error or when the Registration Office has made a processing error. A request for a grade change must be made within 60 calendar days of the grade being issued and is honored only when approved by the Vice President for Adult Higher Education.

Grade Appeal

A student may appeal any grade given, if it is believed to be in error or in conflict with Columbia College policy and procedures. Initially, campus Directors will try to resolve a grade appeal at the campus in accordance with local policies. If the issue cannot be resolved at the campus the appeal will be transmitted through the Director to the Vice President for Adult Higher Education.

The student must state all reasons why the grade awarded is believed to be in error and request a desired remedy to correct the situation. The adjunct faculty member who awarded the grade in question is given the opportunity to comment on all student allegations before the appeal is forwarded to main-campus authority. A grade appeal must be received for review by the Vice President for Adult Higher Education prior to the end of 60 days from the date the grade was awarded.

REPEATING A COURSE

A course may be repeated in order to improve a grade. A grade awarded the second time a course is taken at Columbia College is used to determine the final course grade and quality points, but this grade cannot be used for purposes of Dean's List recognition.

Students who use federal financial assistance must check to determine financial liability in each case where a course is repeated for purposes of obtaining a second and final grade. Additionally, any student who receives tuition assistance from other agencies or departments must check to determine whether he or she is financially liable for tuition when a course is repeated.

A course repeated in transfer will not cause a grade change or a notation of R in a Columbia College course. In most cases, the transfer course will not be accepted as it will be considered a duplication of coursework. If both courses are needed on the record for a specifically approved reason (For example, ENGL-111 completed with Columbia College with a grade of D and repeated in transfer with a grade of C), then it will result in an increase in overall needed hours for degree completion as well as an increase in residency hours needed.

INTERNSHIPS

Internships are in-depth, practical learning experiences wherein students are placed in various agencies or organizations compatible with their academic majors and educational interests. Internships are supported by the College's academic mission and by the belief that theoretical knowledge is enhanced by and through the application of that knowledge.

As learning experiences, internships are coordinated by faculty working in conjunction with a designated non-faculty intern supervisor in the agency or organization. A formal contract is developed among the student, the supervising faculty member, and the non-faculty intern supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. The contract must be reviewed by the campus Director and approved by the Department Chair at main campus before the internship can begin. Specific requirements may vary with the academic department involved.

Internships are available in the junior and senior academic years. Two course numbers are assigned for internships: 399 and 499. Students enroll for credit during the term (session) in which they begin the internship. Contracts should be sent to the main campus for review/approval eight weeks before the desired start of the Internship. They may enroll for credit up to a maximum of 12 semester hours at each level; however, certain academic departments may further limit the number of hours for an internship. Some programs require a cumulative grade point average of 3.0 or higher to participate in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every credit hour for which they enroll. In other words, if a student enrolls for an internship worth 3 credit hours, the student is expected to work 135 clock hours during the internship period. Internships will not be undertaken for a position in which the student is employed and being compensated.

Evaluation of student performance is made by the supervising faculty member, in consultation with the non-faculty intern supervisor. The successful completion of papers, projects, and tasks must occur before a grade and credit are awarded. If a student is dismissed from an internship position by the agency or organization for legitimate reasons (a situation equivalent to being fired), the student will receive an F for the course. However, if a situation beyond the student's control eventuates in the student's inability to complete the course, then the student must initiate action through the supervising faculty member to find an alternate resolution.

OVERLOAD POLICY

Long experience in administering accelerated (8 week academic term) college programs has taught us that it is generally not in the student's best interest to enroll in more than 6 credit hours per session. Due to the fast pace of the course and the reduced time for reading, research, writing and reflection, a student's academic performance will generally suffer if an overload of credit is attempted.

Columbia College students taking accelerated courses (8 week) will be allowed to enroll in a maximum of 6 credit hours per session. This includes any combination of traditional classroom or Online Education (on-line) courses. Students with at least a 3.0 cumulative grade point average (GPA) and a compelling reason

may request an exception from the Campus Director to take 9 credit hours in a particular session. No student will be allowed to take more than 9 credit hours in a session for any reason. There is no overload fee associated with this policy.

RECOGNITION OF OUTSTANDING STUDENTS

Dean's List

The Dean's List is an honor accorded to students who achieve academic distinction. Students may be named to the Dean's List if they complete a minimum of 12 semester hours of Columbia College coursework in two consecutive sessions (with a minimum six semester hours of credit in each session) and combined GPA of 3.50 or higher.

Sessions used to establish Dean's List eligibility will not be used to consider eligibility for future Dean's Lists.

Eligibility Restrictions

- A grade of Incomplete eliminates a student from Dean's List consideration.
- A grade given to replace an Incomplete cannot be applied to Dean's List requirements.
- ENGL 107, MATH 104 and MATH 106 do not apply when determining Dean's List eligibility.
- Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum six semester hours in two consecutive terms.

Graduation Honors

Provided a baccalaureate student obtains a minimum of 60 semester hours of academic credit at Columbia College and earns the required GPA, he or she will be honored at graduation with the following Latin honors designation:

GPA	Classification
3.90 or above	Summa cum laude
3.75-3.89	Magna cum laude
3.50-3.74	Cum laude

Students who are seeking a second baccalaureate degree and who have received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

RESIDENCY

Prior to graduation, students must meet certain residency requirements. Generally, residency credit derives from semester-hour credits earned at Columbia College (not transferred in any way). However, six hours of residency credit may be earned for completion of institutionally approved challenge examinations.

Residency requirements by degree program are as follows:

1. Associate in Arts degree: 15 of the last 24 semester-hour credits
2. Associate in Science degree: 15 of the last 24 semester-hour credits.
3. Baccalaureate degree: 24 of the last 36 semester-hour credits.
4. Second associate/baccalaureate degree: 15 or 24 additional semester-hour credits of residency, respectively.

An active-duty military student or dependents of an active-duty military student may meet the residency requirements of any degree by earning the appropriate number of residency credits for that degree at any time during his or her tenure with Columbia College. A modified residency requirement may be in place within articulation agreements with specific community colleges.

TIME REQUIREMENT FOR DEGREE COMPLETION

There is no time limit for a student to complete a degree. However, a student has only eight years to complete their degree program under the requirements outlined in the catalog (bulletin) under which they began with Columbia College. After eight years they must move to the degree requirements of a newer catalog. A student has the option of changing to the degree program requirements of any newer catalog.

Students who participate in the Servicemembers Opportunity College (SOC) network do not have a specified time limit for degree completion.

TRANSCRIPTS AND STUDENT RECORDS

The College maintains permanent records showing the progress of each student. Students' records indicate the rates at which they are progressing, their final grades in each subject for each session, withdrawals from courses, and re-enrollments in subjects from which they had previously withdrawn.

The College maintains records through the student's last date of attendance or the effective date of their official withdrawal.

Columbia College transcripts are permanent student records and are confidential and cannot be released to anyone, except Columbia College instructors and officials, without the written permission from the student. Columbia College accepts transcript requests via mail, fax or in person. All requests must include the signature of the student whose record is being released. Requests will not be accepted via email even if an electronic signature is included. Payment may be made by cash, check, money order or credit card. The Transcript fee is \$7.50 per transcript.

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SS number, birth date, the student's current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. If payment is to be made via credit card, the card number, expiration date and a daytime phone number by which the student may be contacted must be included. A student's current account balance must be clear prior to the release of the transcript.

TRANSFER OF COLUMBIA COLLEGE CREDITS

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

ADMINISTRATIVE POLICIES AND PROCEDURES

ADMISSIONS POLICY

Students may be admitted to a Division of Adult Higher Education (AHE) campus of Columbia College upon presentation of any one of the following:

1. High school diploma
2. Evidence of successful completion of the General Educational Development Test (GED)
3. Evidence of satisfactory college work.

Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.

TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript, and official English language translations, from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College campus where the applicant plans to attend. A transcript marked official and delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript. CLEP examinations will be evaluated.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising, and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous

coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants that are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education for where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

Non-Degree Seeking Students

Students who do not wish to become candidates for degrees at Columbia College, but who wish to register for more than one session, may be admitted as non-degree students. Non-degree seeking students must be in good academic standing. Non-degree students will follow the same procedures and deadlines for admission and registration as students seeking degrees. The classification of non-degree students (freshmen, sophomores, juniors, or seniors) will be determined only by the credits they have completed at Columbia College.

Re-Admission

Students who wish to return to Columbia College after interrupting their attendance for one year or more must request in writing to be re-admitted. Official transcripts from colleges attended during their absence will be required for readmission. The AHE campus office checks academic and financial status and notifies the student of the admission decision. There is no fee for re-admission.

Re-Admission After Suspension

Students may request readmission to Columbia College following a suspension of two sessions.

To apply for readmission after suspension, students must:

1. Write a letter to the Director of your campus requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.

2. Reconcile any balance owed to the Columbia College Student Accounts Office.
3. Request official transcripts from each college attended since leaving Columbia College.

Re-Admission After Dismissal

Students may apply for readmission to Columbia College following a dismissal of three years.

To apply for admission after dismissal, students must:

1. Complete the undergraduate application for admission.
2. Write a letter to the Director of the campus requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Columbia College Student Accounts Office.
4. Request official transcripts from each college attended since leaving Columbia College.

Students who have been permanently dismissed from Columbia College may not apply for readmission.

eSERVICES

eServices will allow students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are now available through eServices. Withdrawals must be done with the assistance of your campus. Once you have completed an enrollment process online you will receive an email confirmation of your course schedule; you should review it carefully to ensure that you have been registered appropriately. If there are any errors or questions you should contact your local campus.

REGISTRATION POLICIES

Registration

Official registration is completed only after submission of a registration form. **Registration constitutes an agreement that a student will be held academically and financially liable for the course.**

eRegistration and fax registration are available to students.

Contact personnel at your extended campus for details and deadlines of registration at each campus.

Add/Drop/Withdrawal

General: Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. An official drop or withdrawal takes place only when a student officially requests a drop or withdrawal through

appropriate channels as listed below. Students may drop in eServices but withdrawals must be done at the campus with paperwork turned in by the appropriate deadlines. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal. Withdrawals become effective the date the campus receives the form.

Requests to Add/Drop/Withdraw from a course will not be accepted by telephone. Students are required to personally complete, sign and date all add/drop/withdrawal information. Signed fax add/drop/withdrawal forms are acceptable. Confirmation of receipt is the responsibility of the student. Should circumstances prevent a student from physically completing the add/drop/withdrawal information, the student should contact their campus Director immediately. Directors or other college personnel reserve the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal process in person.

Add/drop/withdrawal periods begin the same date the session starts, which is not necessarily the first day a particular class begins. When a student stops attending class and does not submit the Add/Drop/Withdrawal form or paperwork as required, a grade of F will be awarded.

1. **Add Period:** A student may add a course during the first week of a session provided the course does not constitute an academic overload.
2. **Drop During First Week of Session:** A student may drop a course or courses during the first week of a session for any reason. No punitive grade or financial liability will be issued PROVIDED the student drops through eServices OR an Add/Drop/Withdrawal form is received at the campus prior to close-of-business on the first business day of the second week of the session.
3. **Withdrawal During Second through Sixth Week of Session:** A student may withdraw from a course or courses after the add/drop period and prior to the end of the sixth week of a session. No punitive grade will be issued, PROVIDED an Add/Drop/Withdrawal form is received by the Director or a Director-designated representative no later than Friday of the sixth week of a session. Withdrawals become effective the date the campus receives the form. Financial liability is **not reduced** when a student withdraws from a course.

Students who receive any form of Federal Title IV assistance, and who withdraw may be required by federal regulations to return some, or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Federal Perkins, Stafford, and PLUS loans. See the Financial Aid portion of the College catalog for additional information.
4. **Withdrawal During Last Two Weeks of Session:** After the sixth week of a course, a student will not be allowed to withdraw without extraordinary circumstances. In such cases, a "withdrawal excused" must be requested (see following).

Generally, **extraordinary circumstances** are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevents continued attendance in all classes, e.g., serious illness; death in the immediate family; significant change in the terms, location, and conditions of employment; call to active military duty or TDY, etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

5. **Withdrawal Excused:** A student may request a withdrawal excused (WE) at any time during a session. The student must submit an Add/Drop/Withdrawal form with a letter addressing the extraordinary circumstances (see paragraph 4 above) leading to the request, which must be accompanied by substantiating documentation. A grade of WE is given only after approval by the Vice President for Adult Higher Education.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some, or all of the federal financial assistance received for that term or semester. The College follows the federal guidelines concerning Return of Title IV Funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

STUDENT SERVICES

Advisement

Academic advice and counseling are provided at campuses by the Director, staff, and adjunct faculty. See Academic Policies and Procedures section for additional information.

Policy on Reasonable Accommodations for Students with Disabilities

Columbia College prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the College Community. All faculty, staff and administrators will actively support students with disabilities in all educational programs, services, and activities, in cases where such support is readily achievable and is not an undue burden.

Columbia College policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, defines a qualified student with a disability as "any person who is regarded as having such an impairment, and (a) who meets the academic and technical standards requisite for admission to or participation in the College's programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities.

Learning Disabilities Statement

While Columbia College does not offer a formal learning disabilities program, the College is committed to providing a quality education to all of its students. For faculty, administration, and the personnel of the College to accommodate and assist the learning disabled student, pertinent test data and recommendations by a licensed professional in the areas of learning disabilities are necessary. It is the student's responsibility to provide this information to Columbia College before matriculation.

Alumni Association

All graduates and former students requesting membership belong to the Columbia College National Alumni Association, which includes over 43,000 members. Its purposes are to promote in alumni and alumni groups an active interest in the College; to establish mutually beneficial relations among the College, its alumni, and its friends; and to support the College through financial assistance, individual expertise, and voluntary service.

Career Services

In addition to the Career Services Center on the main campus, Columbia College offers Jobtrak.com through the Internet. The service is free to students and alumni. The service provides networking, assessment, a resume maker, current articles, and individual consultation. Contact local campus personnel for information about access.

Library

The J.W. and Lois Stafford Library is housed in a facility built in 1989, with a light and open atmosphere offering an environment conducive to learning that will help students throughout their college careers. The library is open more than 80 hours per week and staff members are available to provide reference help to students at all times. Library instruction is provided on an individual basis as well as to classes.

The library's collection of materials supports the curriculum of Columbia College with over 80,000 items (books, CDs, videos, etc.).

Over fifteen online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines. Students are able to access the database by clicking on a database link on the Library Resources page. Students will be prompted to give their eServices username and password. If you have not done so, you must first activate your eServices account in order to have access to the Library's online resources.

Columbia College is a member of the MOBIUS Consortium (Missouri Bibliographic Information User System). This membership provides Columbia College students access to the collections of more than fifty academic libraries in the state of Missouri. Students can borrow books by using the MOBIUS online catalog or visiting a participating library. Students taking classes at Missouri extended campuses can use MOBIUS libraries in the area.

STUDENT CONDUCT

The College has adopted a Student Conduct Code to protect the rights of students, faculty, staff and the College itself. This code ensures that the Columbia College learning community is one characterized by mutual respect, civility and good citizenship.

Columbia College students, as members of the academic community, are expected to accept and adhere to these high standards of personal conduct. Students shall:

1. Treat all members of the College community with courtesy, respect and dignity.
2. Comply with directions of College officials acting in the performance of their duties.
3. Treat the campus itself with respect, including buildings, grounds and furnishings.
4. Respect the rights and property of other members of the College community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
6. Accept responsibility for and the consequences of their actions and shall encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies including but not limited to those that appear in the College Catalog and Code for Computer Users.
9. Refrain from any contact with firearms on campus and from tampering with fire safety equipment in College buildings.
10. Have no firearms, weapons or any other items designed to inflict harm or damage on campus.

The Student Code of Conduct, as well as the preceding guidelines outlining the adjudication of conduct-related offenses, applies to all Columbia College students.

Plagiarism

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. These violations are taken seriously in higher education and could result in a failing grade on the assignment, a grade of F for the course or dismissal from the College. If a student is unclear what constitutes plagiarism they should begin by asking their instructor for clarification. Additionally, the internet has extensive tools a student can use to help them avoid plagiarism. The easiest source is to access Google.com and search for the word "plagiarism." Many helpful sources will be provided. For

proper citation of the original authors, students should reference the appropriate publication manual for their degree program or course (APA, MLA, etc.) The instructor will be able to supply this information or you may access the website at www.ccis.edu for writing guidelines.

Academic Integrity

The College expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics by which we live and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes but is not limited to the following:

1. Knowingly furnishing false or misleading information.
2. Falsification, alteration or misuse of college forms or records.
3. Any joint effort in examinations, assignments, or other academic activity unless authorized by the instructor.
4. Plagiarism in any form; using another's phrase, sentence, or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own.
5. Willfully aiding another in any act of academic dishonesty. Columbia College is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.

Procedures:

Generally, the faculty will handle offenses related to academic misconduct and assign appropriate penalties without involving others. In such cases, the following procedure will be followed.

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
 - a. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.
 - b. If the faculty member determines the unacceptable behavior was unintentional, the violation will be explained and an alternative penalty will be imposed at the discretion of the investigating faculty member. The Vice President for Adult Higher Education and the Dean for Campus Life must be notified in writing of the incident and the outcome.
 - c. If the student admits responsibility for academic misconduct, or if the faculty member determines there was intentional unacceptable behavior, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty

stated in the syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The Vice President for Adult Higher Education and the Dean for Campus Life must be notified in writing of the incident and the action taken.

2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the Department Chair. The Vice President for Adult Higher Education must be notified of the results of this informal disposition.
3. If either the student or the faculty member is not satisfied with the informal disposition, he/she may request a formal hearing. The individual must initiate the hearing procedure by filing an Appeal Request Form with the Vice President for Adult Higher Education within one (1) school day after the informal disposition meeting. The written request will be forwarded to the Vice President for Adult Higher Education and the Dean for Campus Life.
4. The Vice President for Adult Higher Education and the Dean for Campus Life will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decisions. All parties involved will be notified. Generally, most incidents of academic dishonesty, such as plagiarism, cheating and grade appeals, will be resolved through processes governed by Academic Affairs. Most incidents of personal conduct related allegations, such as disorderly classroom conduct, will be resolved through processes governed by Campus Life.

It is important to note that there are those cases where the allegations and potential consequences are so serious and complex that the matter will be submitted, at the outset, to Campus Life for investigation, informal disposition, and if necessary, formal disposition through a campus hearing board. Decisions regarding case jurisdiction ultimately rest with the Vice President for Adult Higher Education and the Dean for Campus Life.

Class Conduct

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action as outlined in the Student Handbook and in the course syllabus. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students

- Attending class under the influence of alcohol or other drugs

Personal Conduct

Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well being of members of the college community or which is deemed detrimental to the interests of the College. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

Procedures:

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Campus Life Department.

1. The Assistant Dean for Campus Life or another appropriate college official will investigate the situation and review it with the student. If it is determined that no violation occurred, then the matter will be dropped. If the student admits responsibility or the Assistant Dean for Campus Life determines there was a violation, college disciplinary action will ensue. The student will be notified in writing of the finding of fact and the disciplinary sanction recommended by the Assistant Dean for Campus Life. If the student is facing possible suspension or dismissal from the College, the student, by working through the Dean for Campus Life, can request that a Campus Hearing Board review the finding of fact and/or the sanction.
2. If facing disciplinary action, the student has the right to accept the Assistant Dean's finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the Dean for Campus Life for a review of the finding of fact and/or the recommended sanction.
3. To initiate an appeal, the student must file an Appeal Request form with the Dean for Campus Life within one (1) school day of the informal disposition meeting with the Assistant Dean for Campus Life. The Dean for Campus Life will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the decision. All parties will be notified.
4. If a decision is made to reconsider, a campus hearing board will be empaneled to hear the matter. Decisions made by the Campus Hearing board are final.

Interim Suspension

The Dean for Campus Life or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of

the student on the college campus poses a substantial threat to him or herself or to others or to the stability and continuance of normal college functioning.

A student suspended on an interim basis shall be given an opportunity to appear before the Dean for Campus Life or designee within two working days from the effective date of the interim suspension in order to discuss the following issues:

1. The reliability of the information concerning the student's conduct and/or condition.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the college campus poses a substantial threat to him or herself or to others or to the stability and continuance of normal college functions.

An interim suspension period can last, but does not have to, up to final adjudication of the matter through the normal college disciplinary procedures.

Disciplinary Dismissal

A disciplinary dismissal results in the separation of a student from the college for a specified time period. Dismissal applies to all programs. After a three-year separation, a student may request in writing that the Dean for Campus Life review the dismissal and consider allowing the student to reapply for admission. The student's written request must include the following: how the student has used his/her time of separation from the college; what the student has learned; and how the student's return will be different. Decisions are made on a case-by-case basis. Some violations of the college's Student Conduct Code are so serious that students will not ever be permitted to return. The Dean's decision will be provided in writing to the student. Students returning from a disciplinary dismissal are placed on disciplinary probation for one year. Other conditions could also be included.

Disciplinary Suspension

A disciplinary suspension results in the separation of a student from the college for a specified time period, usually no more than two years. Other conditions can also be stipulated for a student's readmittance. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served, the student should contact the Dean for Campus Life for directions regarding his/her possible re-enrollment.

COLUMBIA COLLEGE ETHICS CODE FOR COMPUTER USERS

Computer facilities operated by Columbia College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. In order to make it possible for everyone to have access to computing resources on campus, it is necessary to establish fair-use guidelines. Use of Columbia College computer facilities is a privilege

and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

General Principles

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.
2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community.¹

¹ Columbia College endorses this statement and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.

ETHICAL AND RESPONSIBLE USE OF COMPUTERS

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers for commercial purposes.
2. When working in College computing labs users will be aware of and follow rules posted for fair use.
3. Use of College computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.
5. Students, faculty and staff who use the computers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.

6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations unless written authority has been obtained or the programs are within the public domain.
7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.
8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the catalog, up to and including termination or expulsion. The computer systems administrator reserves the right to examine user computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.
9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs, will be treated as abuse of computing privileges at Columbia College.
10. Computer users shall cooperate in any investigation of violation of responsible use.
11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to and including termination or expulsion and financial repayment to the College.

Examples

The following are examples of ethical or responsible use of computers:

- Using electronic mail to correspond with colleagues at other colleges or universities.
- Sharing diskettes of files of programs or data with team members working together on a research project.

- Copying software placed in public domain.
- Using computing equipment for grant supported research with approval from the Vice President for Adult Higher Education.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or Residential Life staff for residence hall equipment.

The following are examples of unethical or irresponsible uses of computing resources:

- Using computer facilities for work done on behalf of a commercial firm.
- Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
- Copying a file from another computer user's account or floppy disk without permission.
- Copying copyrighted computer software for use on another computer.
- Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
- Installing software on College computers without permission of supervisor.
- Downloading materials from the Internet or World Wide Web and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

STUDENT EMAIL POLICY (Use of Email for Official Correspondence with Students)

1. College use of email

Email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community.

2. Assignment of student email

Official college email accounts are available for all enrolled students. The addresses are all of the form [Name]@cougars.ccis.edu. These accounts must be activated before the College can correspond with its students using the official email system. Official email addresses will be maintained in the Datatel Student Information System and will be considered directory information unless students request otherwise.

3. Redirecting of email

If students wish to have email redirected from their official@cougars.ccis.edu address to another email

address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her @cougars.ccis.edu account.

4. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable reasons for missing official College communications via email.

5. Authentication for confidential information

It is a violation of Columbia College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student, or to use the College email to violate the Student Code of Conduct.

6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

7. Educational uses of email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @cougars.ccis.edu accounts are being accessed and faculty can use email for classes accordingly.

8. E-mail account activation

When students receive an email account they will sign an acceptance form which will include the College's Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the Alumni email account, or deactivated.

9. Deactivation of account

Non-attendance for three consecutive terms will constitute reason for revoking the account and the deletion of data pertaining to it. Hardship cases will be

handled by the Division of Adult Higher Education on a case-by-case basis.

PETITION AND APPEAL

When a student believes application of a particular Columbia College rule, policy, or procedure is manifestly unfair, discriminatory, or wrong, that student may petition the Vice President for Adult Higher Education to grant appropriate relief. The student must prepare a written statement setting forth all facts and circumstances surrounding the complaint and state the corrective action desired. The Vice President for Adult Higher Education will have the campus Director further investigate the matter and attempt to resolve the problem at the campus.

When the problem cannot be resolved at the campus, the Director will transmit the student's complaint and relevant supporting materials, with appropriate comment, to the Vice President for Adult Higher Education, who will investigate the matter and take such action as may be deemed appropriate and necessary. If requested relief lies outside the Vice President's jurisdiction, the matter will be referred to the appropriate College authority for resolution.

STUDENT'S RIGHT TO PRIVACY – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or Vice President and Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request an amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identifying the part of the record he/she wants changed and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position; a person or company with whom the

College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Release of Directory Information - Under the provisions of the Act, Columbia College is allowed to disclose "Directory Information" without consent. "Directory Information" is described as name, address, telephone number, email address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), picture and date and place of birth. "Directory Information" is released at the discretion of the institution. However, students who do not wish any or all of this information to be released may prevent such release by completing and signing a *Request to Prevent Disclosure of Directory Information* available in the Office. Also available are forms a student may complete granting access of non-directory information (such as student's account or grades) to parents or other individuals.

5. **Grade Reports:** Columbia College grades are viewable through student access using eServices. Columbia College will mail grades upon request only to the name and to the permanent address of a student as this information appears on the student's academic record. Students are reminded that certain federal or state agencies may require grade reports as a condition of tuition assistance or as a matter of law and regulation.

6. **Content Challenge:** A student may challenge the content of his or her academic record when the student believes the record to be inaccurate, misleading, or otherwise inappropriate. A request to review and challenge the academic record should be made in writing to the Columbia College Student Records Office. Thereafter, a hearing will be convened to resolve matters in dispute.

TEXTBOOKS

Students in the Online Campus and Nationwide Campuses have the choice of using MBS Direct, the designated campus textbook vendor or an alternate book supplier. Although many students order books from online vendors that offer low prices, some have difficulty getting the correct books and receiving them in time for the first week of class.

The college is not responsible for the academic consequences of late textbook orders not purchased from MBS or another college-authorized vendor.

For more information about required textbooks, contact the campus office. To order from MBS Direct, visit www.mbsDirect.net, call (800) 325-3252 or fax orders to (800) 499-0143.

Follow these tips to help ensure a successful textbook purchase.

1. Before ordering textbooks, pick up a copy of the course syllabus available in the campus office or ask campus staff for a book list. This will allow students to determine the textbook edition required by the instructor. Each time textbooks are revised the publisher will produce a new edition, and changes can range from minor updates to complete overhauls.
2. Students should avoid starting class without a textbook. Students should order books in time for the first class. Read the fine print when placing an order, and find the most expeditious shipping available.
3. Do not order books by title alone; be careful to order the correct edition. Each time textbooks are updated, the publisher releases a new edition. Make sure you order the edition specified for your course.

EDUCATIONAL COSTS, POLICIES AND FINANCIAL ASSISTANCE

EDUCATIONAL COST

Undergraduate Tuition and Fees:

Tuition (land-based courses)	\$145.00-190.00 per credit hour (dependent on campus)
Nursing (Lake Campus Only)	\$314.00
Tuition Online Education (per credit hour)	\$220.00
Audit Fee (per credit hour)	\$ 90.00
Application Fee (non-refundable)	\$ 35.00
Graduation Processing Fee (DEC)	\$ 75.00
Diploma Reorder Fee	\$ 10.00
Transcript Fee (per transcript)	\$ 7.50
Change of Program Fee	\$ 10.00
Testing Fee/Standardized Tests	\$ 20.00
Lab Fees	Varies according to course/campus
Return Check Fee	\$ 25.00

Educational Cost Summary

1. **Tuition:** Tuition fees DO NOT include cost of textbooks, laboratory fees, and other academic resource material.
2. **Audit Fee:** A fee of \$90 per semester hour is charged to audit a course. See Add/Drop/Withdrawal procedures on page 36 when applicable.
3. **Application Fee:** A one-time non-refundable \$35 admission fee is required at the time a student applies for admission to Columbia College.
4. **Graduation Processing Fee (DEC):** A non-refundable \$75 fee is charged to all students who apply for graduation. This fee covers the cost of a diploma, one copy of the transcript, and all associated graduation costs.
5. **Diploma Reorder Fee:** A \$10 fee is assessed if a diploma is reordered at the student's request.
6. **Transcript Fee:** A \$7.50 fee will be charged for each transcript requested. A complimentary transcript is provided upon completion of degree.
7. **Change of Program Fee:** Any student who changes his or her major program after declaring his or her degree intention upon completion of 60 semester hours will be charged \$10. This fee is payable at the time of change.
8. **Testing Fee/Standardized Test Fee:** Any student who completes a CLEP, or DANTES examination through a Columbia College testing program is charged a \$20 fee per test.
9. **Laboratory Fees:** Certain courses require prepayment of a laboratory fee. Every effort is made to keep these costs as low as possible. However, due to the nature of the laboratory requirement, costs will vary by location. Before a student enrolls in a class requiring laboratory work, the student should check with the campus Director about laboratory fees.

Computer Information Systems (CISS) courses will normally require use of a computer. Students should

check with the Director of the campus to determine what laboratory fee, if any, must be paid upon enrollment in a CISS course.

10. **Returned Check Fee:** A fee of \$25.00 will be assessed for any returned check originally presented to Columbia College. In addition, the account holder of the returned check will be restricted to cash, money order, cashiers check or approved credit card transactions for a period of one year if there is a second occurrence.

FINANCIAL POLICIES

Standard Payment Policy

When a student is accepted for admission, the student, the parents, or the guardians accept the standard payment policy of Columbia College. Students incur financial liability when they complete and sign an official Columbia College registration form. Liability is not dependent upon a student receiving a billing statement.

Educational expenses may include tuition, textbooks, lab fees, and any miscellaneous fee related to the course(s). The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance awarded) is due in full at the time of registration (for additional information concerning financial aid, please refer to the Financial Assistance section of the Degree Completion Catalog).

If full payment is not possible, students are allowed to request a deferred payment plan. The arrangement requires payment of one half of the personal payment portion at the time of registration. The student must sign a deferred payment plan agreement for the remaining half with a maturity date no later than the last day of the session or before registering for a subsequent session. Deferred Payment Plans are valid for only one session and must be requested for each individual session.

1. **Employer Tuition Assistance:** Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.
 - a. **Direct Billing:** A student whose employer offers direct payment to the college must ensure that the college receives a letter from the employer which authorizes and describes the conditions of such an arrangement. The letter must be on file with the campus and the college's Business Office.
 - b. **Reimbursement:** A student attending under employer reimbursement is required to follow the college's standard payment policy and then receive reimbursement following the guidelines established by his/her employer.

Under either form of tuition assistance, students are responsible for any portion of their educational fees that are not paid by their employers. Students whose employers have contingencies on their payment (such as

attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

2. **Military Tuition Assistance (MTA):** Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.
3. **Montgomery GI Bill - Veterans Educational Assistance:** An individual who is currently serving or has served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration (VA). It is imperative that VA eligible students complete paperwork required to establish VA eligibility. VA students must present evidence of eligibility at the time of registration. The VA pays benefits directly to eligible individuals. Students are personally responsible for payment of their educational fees and are required to follow the standard payment policy of the college.

Failure to Pay

Students are financially responsible for the payment of tuition, textbooks, lab fees and all miscellaneous fees that may be associated with courses for which enrolled. When a student fails to settle this responsibility, Columbia College may bar a student from enrollment in any course(s) in any subsequent session. The bar to enrollment will continue until the account has been paid in full.

The personal payment portion of all students' accounts that remain unpaid after the end of the session may be assessed a 1% finance charge at the end of each month until the account is paid in full.

Failure to comply with the payment policies of the college will result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses which can, in some cases, exceed 50% of the original balance owed. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection when the student fails to remit the personal payment portion of their account balance.

Degrees, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

TUITION REFUNDS

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to personally complete, sign and date all add/drop/withdrawal information.

Signed faxed add/drop/withdrawal forms are acceptable. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from physically completing the add/drop/withdrawal information, the student should contact their campus Director immediately. Directors or other college personnel reserve the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal process in person. The add/drop/period begins the same day/date that the session starts. Add/drop periods do not begin the first day a particular class begins.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid section of the AHE Degree Completion Catalog.

1. **Full Refund:** A student is entitled to a full reduction of tuition and course charges (excluding the admission fee, textbooks, and other academic resource materials) when he/she drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.
2. **Partial Refund:** During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when he/she withdraws from a course(s) due to extraordinary circumstances (refer to the Academic Regulations section of the AHE Degree Completion Catalog for further details). To be considered for a partial refund, a student must submit a complete add/drop/withdrawal form. This form must be accompanied by a letter from the student explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request. Students should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval by the Vice President for Adult Higher Education.
3. **No Refund:** No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of a session, unless extraordinary circumstances apply (refer to partial refund information listed above).
4. **Refund Requests:** Credit on a student account, that results from the transfer of financial aid, does not require a request for refund. These credit balances will automatically be refunded. Credit balances due to overpayment or a change in enrollment status must have a Refund Request Form submitted to the Accounting Office. This will inform the Accounting Office that the student wants to have a refund rather than have the credit apply to a future balance.

FINANCIAL ASSISTANCE

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. While the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

Applying for Financial Aid

To apply for federal and/or state financial assistance at Columbia College:

1. Complete an application for admission and submit the required one time non-refundable application fee to your extended campus.
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College federal school code, 002456. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, www.ciss.edu/financialaid, or the Department of Education's website, www.fafsa.ed.gov. Paper FAFSA applications may be obtained through the Federal Student Aid Information Center at 1-800-4FED-AID. The FAFSA must be completed for each academic year.
 - a. The priority deadline for all financial aid is March 1 of the year the student plans to attend college (i.e. March 1, 2010 for 2010-2011 academic year.)
 - b. The deadline for Missouri state grant aid is April 1 of the year the student plans to attend college (i.e. April 1, 2010 for 2010-2011 academic year.)
3. The Financial Aid Office corresponds with applicants primarily via email regarding the status of their financial aid application and award estimates. Notification of missing information will be sent to a student's CougarMail account, the email address assigned to each student by Columbia College.
4. Students who are interested in applying for additional assistance through federal Stafford loan programs should complete:
 - a. Entrance Counseling (first time Columbia College borrower only)
 - b. Stafford Loan Master Promissory Note (first time Columbia College borrower only)
 - c. Submission of eAward letter (*see Notification of Financial Aid Status and Awards*)

Students may access these forms in eServices under the Financial Aid section.
5. Parents (for students who are deemed dependent according to federal financial aid guidelines) who are interested in applying for additional assistance for their

student through Federal PLUS loan programs should complete:

- a. PLUS loan data sheet
- b. PLUS Master Promissory Note (first time Columbia College borrower only)

Parents may access these forms at www.ccis.edu/offices/financialaid/parentforms.aspx.

Students must reapply each year for all federal and state grants, loans, and student employment.

Eligibility for Financial Aid

To receive aid from federal student aid programs, a student must meet certain criteria:

1. U.S. citizenship or eligible non-citizen status.
2. Pursuing a degree and enrolling in coursework required for the degree. If a student is considered non-degree seeking, they are not eligible for financial aid.
3. Making Financial Aid satisfactory academic progress. (see financial aid standards of academic progress.)
4. Other eligibility factors that are identified based on individual student circumstances as determined by the results of the Free Application for Federal Student Aid (FAFSA).
 - The Financial Aid Office communicates what necessary documentation is needed to resolve the eligibility issues. This communication will be sent via CougarMail.
 - Examples of eligibility issues include verification, selective service, citizenship, etc.

Full-time status is measured as enrollment in six hours or more per session. Enrollment is determined after the add/drop period. Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

Summer Aid

Financial aid is available during the summer program in the form of Federal Pell Grant, Federal Work-Study (if funding permits), and the Federal Stafford Loan Program. Specific information and application materials for summer assistance may be obtained in the Registration and Financial Services Office.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding. Satisfactory progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior course work at Columbia College is applied to these standards.

Qualitative Measure

The quality of a student's progress is measured by cumulative grade point average. The minimum cumulative grade point average for Financial Aid recipients is the same as the academic standard for Columbia College:

Cumulative Hours	Minimum Cumulative Grade Point Average
0-30.9	1.75
31-45.9	1.90
46 or more	2.00

Quantitative Measure

The quantity of a student's progress is measured by the Cumulative Completion Rate (hours earned divided by hours attempted). Students are required to complete 2/3 of attempted hours while at Columbia College. Students who receive an I (incomplete), F (failing), W (withdrawal), or WE (withdrawal excused) for a course in a session will have those courses included in the cumulative attempted hours (for definition of grades please see academic policies, regulations, and procedures). The Cumulative Completion Rate will be calculated in December and May to determine eligibility for financial aid for the following term. All courses are included in the Cumulative Completion Rate calculation. Please note the following:

- **Repeated courses** will add total hours attempted but not hours completed; the grade will simply be replaced. The new grade will be included in the cumulative GPA calculation, which will be considered when progress is again checked; therefore the repeated course will be included in both qualitative and quantitative calculations.
- **Withdrawals**, including excused withdrawals, will count toward hours attempted for the Cumulative Completion Rate.
- **Remedial, Enrichment and English as a Second Language** courses will count toward the Cumulative Completion Rate as well as cumulative GPA.
- **Audit and Pass/Fail** courses will count toward the Cumulative Completion Rate.
- **Transfer** credit (including those received during consortium study) will not count toward the calculation of cumulative attempted credit hours and cumulative completed credit hours. Transfer credit will not count toward the Cumulative Completion Rate. Transfer credit does not count in the calculation of GPA. Transfer credit will count toward Maximum Time Measure.

Maximum Time Frame Measure

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. All attempted, withdrawn, and/or transferred credits count toward this maximum time limit, regardless of changes in program, or receipt of degree. For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before Financial Aid eligibility is suspended ($120 \times 150\% = 180$).

At 150% the student is no longer eligible to receive federal financial aid. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year; once in December and again in May. A student may appeal (see appeal procedures).

Financial Aid Probation and Suspension

Failure to meet the minimum academic progress requirements will result in financial aid probation or suspension.

The first time a student fails to meet the minimum (qualitative or quantitative) requirement, he/she is placed on financial aid probation. Probation is a warning, in writing via CougarMail, that subsequent failure to meet the minimum requirement will result in financial aid suspension. The second and subsequent time a student fails to meet the minimum requirement will result in loss of financial aid for the following terms of enrollment.

If placed on financial aid suspension, notification will be sent to the student and all forms of Title IV federal and state aid are withdrawn for the next terms in which the student enrolls. The Financial Aid Office will review the academic progress of financial aid recipients twice per academic year: once in December and again in May. Notification of suspension is sent via email to a student's CougarMail address and via postal mail.

Reinstatement

Financial Aid may be reinstated when one of the following conditions have been met:

1. The student completes courses in one or more terms at Columbia College with the cumulative GPA and the cumulative completion rate at the required standard, **OR**
2. The student files an appeal and the Campus Hearing Board approves the appeal (see appeal procedures below).

It is the student's responsibility to notify the Registration and Financial Services Office when reinstatement conditions have been met.

Appeal Procedure

Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following.

1. Death of an immediate family member
2. Severe injury or illness of the student or an immediate family member
3. Emergency situations such as fire or flood
4. Legal separation from spouse or divorce
5. Military reassignment or required job transfers or shift changes

Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility through reinstatement before any additional federal or state aid is disbursed.

Students who have extenuating circumstances may appeal using the following procedure:

1. Submit a completed appeal packet to the local Columbia College Office or online at <http://www.ccis.edu/offices/financialaid/appeal.asp> (see appeal packet).
2. The complete appeal packet is presented to the Campus Hearing Board for review.
3. The student is notified by CougarMail of the board's decision and recommendations. The Board's decision is final.

The Appeal Packet

The student is responsible for completing an Appeal Packet containing the following:

1. A Financial Aid Suspension Letter of Appeal (form is available on Columbia College financial aid web page at www.ccis.edu).

2. Documentation to support extenuating circumstance.

Incomplete packets will not be considered.

Determination of Federal Financial Aid Award

Financial need for federal and state aid is determined in the following manner:

Cost of Attendance (from August, 2009 to May, 2010)	
Tuition	\$ 3,444
Books	\$ 800
Room and Board	\$ 7,516
Transportation	\$ 2,916
Personal	\$ 4,908
Total	\$19,584

Financial need = Cost of Attendance minus EFC
(as determined by FAFSA)

Unmet need = Cost of Attendance minus EFC
minus awarded aid

Unmet cost = Cost of Attendance minus aid awarded

Once the Expected Family Contribution and financial need have been determined, the student's information will be reviewed. The student will be offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. A federal aid recipient's aid package may not exceed Cost of Attendance.

Students are responsible for reporting to the Registration and Financial Services Office all assistance received from outside sources, as federal law requires that all outside assistance be considered as part of the financial aid package. These types of assistance include such aid as Veteran's Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition, as long as the aid (all types) does not exceed the cost of attendance. **Due to federal regulations, scholarship awards may be affected if you are receiving federal and/or state financial aid.**

A student's loan amount is determined as a part of the aid package. A student's loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan will be prorated, per federal guidelines.

Federal Stafford Loan Annual Limits		
Dependent Undergraduate	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3,500	\$5,500
24-51.9	\$4,500	\$6,500
52-83.9	\$5,500	\$7,500
84-120	\$5,500	\$7,500
120+	\$5,500	\$7,500
Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3,500	\$9,500
24-51.9	\$4,500	\$10,500
52-83.9	\$5,500	\$12,500
84-120	\$5,500	\$12,500
120+	\$5,500	\$12,500
Aggregate Limits (Limits of all loans combined)		
	Subsidized	Total (Subsidized & Unsubsidized)
Dependent Undergraduate	\$23,000	\$31,000
Independent Undergraduate	\$23,000	\$57,500

Notification of Financial Aid Status and Awards

College email addresses are assigned to all Columbia College applicants. The Financial Aid Office corresponds with students primarily via email regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via email is not sent via postal mail. Students should check their college email on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid award estimate(s) through the eServices link on Columbia College's website at www.ccis.edu/eservices. The financial aid electronic award notifications and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

Attendance

Financial aid is awarded to a student with the expectation that the student will attend school for the period for which the assistance is awarded. If a student does not begin attendance

in his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

Aid Disbursement

A student's financial aid (except Federal Work-Study) is credited directly to their student account and applied to tuition and fees each session. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a paycheck on the 15th and last workday of the month. Funds are paid for authorized hours worked.

When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the college. If a student's financial aid awards exceed his/her charges, the student will receive a refund. A student may use excess financial aid prior to the start of a session to purchase books by using a book voucher. Refund dates are posted and are available from the Registration and Financial Services office.

RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., through Friday of week 5 in a 8-week session) for which they received Federal Title IV aid. A student who drops or withdraws from a class but still completes one or more classes does not require a Return of Title IV Funds calculation. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, Federal Pell Grants, Federal SEOG (Supplemental Educational Opportunity Grant), AC (Academic Competitiveness) Grant and the SMART (National Science and Mathematics Access to Retain Talent) Grant.

To conform to the policy, Columbia College must determine the student's withdrawal date. The withdrawal date is defined as the date the student began the withdrawal process or officially notified Columbia College of his/her intent to withdraw. For all other withdrawals without notification, the withdrawal date is the mid-point or the last date of attendance at an academically-related activity as defined by the instructor.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

The College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe the college for the course. (See fees section.)

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Federal Unsubsidized loans, Federal Subsidized loans, Federal PLUS (Parent) loans, Federal Pell Grants, Federal SEOG (Supplemental Educational Opportunity Grant), Academic Competitive Grant and the National Science and Mathematics Access to Retain Talent Grant.

A student who owes funds to a grant program is required to make payment of those funds within 45 days of being notified of the overpayment. During the 45 day period students remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College notifies the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until he/she enters into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45 day period, the student can make full payment of the overpayment to Columbia College. The College will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. If a student is enrolled in a future session within the 45 day period and has financial aid, the financial aid office may cover the student's overpayment with a student's upcoming disbursement of aid.

If a student is unable to pay the overpayment in full, he/she can set up a repayment plan with the U.S. Department of Education. Before doing so the student should contact Registration and Financial Services to confirm the situation has been referred to the U.S. Department of Education before any repayment plan can be arranged.

US Department of Education
Student Financial Assistance Program
PO Box 4222
Iowa City, IA 52245
Phone: 1-800-621-3115
Email: DCS_HELP@ed.gov

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Registration and Financial Services Office.

TYPES OF FINANCIAL AID

Federal Financial Aid

- A. **Academic Competitiveness (AC) Grant:** The Academic Competitiveness (AC) Grant is available to undergraduate students who are Pell eligible. Students must also be a U.S. citizen and enrolled full time. Students must be in first or second academic year of eligible degree program.

Student must have completed a “rigorous high school program of study” as designated by their state. Rigorous high school program requires that a student complete:

- Four years of high school English;
- Three years of high school math (including Algebra I and another higher-level math course);
- Three years of high school science (including two years of biology, chemistry or physics);
- Three years of high school social studies; and
- One year of high school foreign language.

Students may contact the Registration and Financial Services office for more information on rigorous high school program requirements.

AC Grant Grade Levels			
	Credit Hours	Amounts	High School Graduation
1st Year	1-23.9*	\$750	Must have completed high school January 1, 2006 or later
2nd year	24-48*	\$1,300	Must have completed high school January 1, 2005 or later

* A student may only receive the grant once per grade level as defined for AC Grant.

Students must have at least a 3.0 cumulative grade point average as of the end of the first year of undergraduate study to receive the grant as a second-year student.

- B. **Pell Grant:** The Federal Pell Grant is available to undergraduate students and ranges from \$976 to \$5,350 per academic year, based on the financial need of the student. Pell grants are awarded based on full time enrollment. A student may be eligible for the Pell grant with less than full time enrollment depending on student’s award. Students may not receive Pell at more than one school at a time.
- C. **Supplemental Educational Opportunity Grant (SEOG):** SEOG is a grant available for undergraduates, based on the financial need of the student. To be eligible students must be receiving Pell. Columbia College is only given a limited amount of funding for SEOG. Awards are no longer made after funds have been expended. To increase possibility of being awarded SEOG, student must submit their FAFSA with Columbia College’s school code prior to March 1 (the spring before the academic year begins). Student must be enrolled to be eligible for SEOG. Any unexpended SEOG funds will be allocated to various students with exceptional need at the end of the academic year. SEOG awards range from \$100 to \$4,000; the average award is \$1,000.
- D. **SMART Grant:** National Science and Mathematics Access to Retain Talent (SMART) Grant is available to undergraduate students who are Pell eligible. Student

must also be a U.S. citizen and enrolled full time. Student must be in third or fourth academic year of eligible 4-year degree program. Student must pursue one of the following degrees: BS.CIS, BS.CS, BA.BIOL, BS.BIOL, BS.MATH, and BA.CHEM. A student must have a 3.0 GPA or higher. GPA is reviewed each semester for eligibility. New transfer students are required to have a 3.0 GPA or higher from transfer coursework that is applicable to student’s degree; once grant is awarded consecutive reviews of GPA and eligibility is based on cumulative GPA at Columbia College only. A student must be enrolled in at least one course that is specific to the SMART Grant-eligible program. A student may not be enrolled in all general education courses or electives and still receive the SMART Grant.

SMART Grant Grade Levels		
	Credit Hours*	Amounts
3rd Year	49-71.9	\$4000
4th Year	72+	\$4000

*A student may only receive the grant once per grade level as defined for SMART Grant.

- E. **Stafford Loan Program:** This program provides to students subsidized and/or unsubsidized loans; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Interest rate is 5.6% for subsidized loans and 6.8% for unsubsidized loans. Columbia College uses the Federal Family Education Loan (FFEL) Program. FFEL Stafford Loans use private lenders who provide funds that are guaranteed by federal government. These loans are repaid to the bank or private lender. Columbia College has preferred lenders for students to use that will allow the process to be completed electronically. For lender information please see Columbia College’s website at www.ccis.edu/financialaid. Students must complete Stafford loan entrance loan counseling, Stafford Loan master promissory note, and student award letter through eAward for loan to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.
- Subsidized Stafford Loan is need based. The U.S. Department of Education pays the interest while a student is in school at least half time, for first six months after student leaves school, and during a period of deferment.
 - Unsubsidized Stafford loan is available for students who do not have financial need and for amounts beyond subsidized loan limit for some students. The U.S. Department of Education does not pay interest on unsubsidized loans.
- F. **Alternative Loan Program:** Students who have exceeded all their federal loan eligibility may apply for an alternative loan. These loans are credit based and information can be accessed at the Columbia College website, www.ccis.edu.
- G. **PLUS Loan Program:** This is an unsubsidized loan made to parents and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal

Financial Aid Award). Interest rate is 8.5%. Parent must complete PLUS loan data sheet and PLUS master promissory note for loan to be certified. Parent also must be approved through lenders credit check for loan to guarantee.

FFEL PLUS Loans use private lenders who provide funds that are guaranteed by the federal government. These loans are repaid to the bank or private lender. Columbia College has preferred lenders for students to use that will allow the process to be completed electronically. For lender information please see Columbia College's website at www.ccis.edu/financialaid. The parent borrower determines how excess funds are disbursed when completing the PLUS loan data sheet.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Stafford loans (see Federal Stafford Loan Annual Limits).

- I. **College Work-Study Program:** The Federal Work-Study program offers the opportunity for students to work on campus to gain funding for educational expenses. Students must be enrolled in at least three hours in the eight-week program.

State Financial Aid

- A. **Access Missouri Grant:** This grant is available to residents of Missouri, based on financial need. Application is made by completing the FAFSA before April 1 (the spring before the academic year begins). Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative gpa of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). Renewal is not automatic; renewal is based on financial need and FAFSA application being completed before April 1 (the spring before the academic year begins). A student may not receive Access for more than 10 semesters.

- B. **Missouri Teacher Education Scholarship:** This scholarship is available to entering freshmen who rank in the top 15% of their class or on the ACT/SAT and intend to major in education. Columbia College matches the \$1,000 awarded by the State of Missouri. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: <http://dese.mo.gov/divteachqual/scholarship>. Application deadline is February 15.
- C. **Missouri Minority Teacher Education Scholarship:** This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and intend to major in education. Columbia College matches the

\$1,000 awarded by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: <http://dese.mo.gov/divteachqual/scholarship>. Application deadline is February 15.

- D. **Missouri Higher Education Academic Scholarship (Bright Flight Scholarship):** Students who are Missouri high school graduates who scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship. Renewable for four years with full-time enrollment and must maintain a cumulative gpa of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). To apply, contact the State of Missouri Department of Higher Education, high school guidance counselors or the Registration and Financial Services Office at Columbia College.
- E. **ABLE Grant:** Florida ABLE (Access to Better Learning and Education) grant is available to full-time (12 SH) students over 16 week semesters (2 sessions). Students must be working on a bachelor's degree and meet Florida residency requirements. Residency requirements are determined through Free Application for Federal Student Aid (FAFSA). Awards are packaged in an estimated status until funds are received from the state. Full time eligibility is determined after the add/drop of October and March sessions. Students may not be in default or owe an overpayment on state or federal aid. The ABLE grant eligibility is based on budgetary constraints. For additional requirements please see www.floridastudentfinancialaid.org.

Institutional Aid

- A. **Scholarships:** Institutional aid is awarded to degree-seeking students working on their first undergraduate degree. See www.ccis.edu/offices/financialaid/scholarshipfinder for available scholarships. Institutional aid is generally intended for tuition assistance; scholarship amounts vary. Some awards are automatic based on specific criteria. Many scholarships are awarded on a competitive basis to students of high academic ability. Generally, scholarships, awards and grants are non-need forms of financial assistance. Scholarships available vary by campus.
- B. **The Associate Transfer Grant:** Eligibility for the Associate Transfer Grant includes the following criteria:
 1. The Associate Degree must have been earned within the past twelve months and must consist of 60 credit hours or its equivalent.
 2. The student must not have received the Associate degree from Columbia College.
 3. The student may not have completed additional college work since the award of the Associate degree.

4. The student must have financial need. For example, he or she must not be eligible for VA Benefits or for Tuition Assistance. Students wishing to apply for the Associate Degree Transfer Grant must complete the application for financial aid. The Associate Transfer Grant provides a reduction in tuition for each eligible student at a maximum of \$12.50 per credit hour attempted. This award is for five sessions only, for a maximum total award of \$375. To receive and remain eligible for the grant, the student must maintain satisfactory academic progress according to established institutional policy and must be continuously enrolled as a full-time student.
- C. **The Two-in-Family Grant:** Two-in-Family Grants are available to eligible students when an immediate family member (spouse, father, mother, son, daughter, brother, sister) is enrolled as a full-time student at Columbia College. Apply using the Columbia College institutional aid application, which must then be forwarded through the appropriate Director. The Two-in-Family Grant will provide a tuition reduction of \$75.00 per session for each family member who is enrolled on a full-time basis. The Two-in-Family Grant is renewable in succeeding sessions as long as both family members remain full-time students and continue to maintain satisfactory academic progress according to established institutional policy. Renewal of the Two-in-Family Grant requires completion of a Columbia College institutional aid application for financial aid each year.
- D. **Military Spouse Tuition Discount:** The spouse of an active duty, guard or reserve member of any military service will be granted a 20 percent tuition discount for in-seat classes. The discount recognizes the service and sacrifice of military members and the spouses who support them. To be eligible a student must be able to show a valid military spouse I.D. and not be eligible for tuition-assistance under another program. Application must occur prior to or at the time of registration.
- E. **Senior Citizen Award:** A student of 65 years or older is required to pay one half normal tuition. Such a student is required to pay all other charges in connection with enrollment, course work, and graduation.
- F. **Employee Educational Grant:** Full-time employees who have completed six months of employment are eligible for tuition remission. Application for these benefits should be submitted through the Vice President for Adult Higher Education. For specific information please see the Human Resources Staff Handbook.
- G. **Warranted Degree Program:** A student who has an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible students may enroll in one course free of charge if five years have elapsed since the student received the degree, no outstanding fees are owed, and the student is not in default on a Federal Stafford/Direct or Perkins Loan.

Students may enroll for credit or as an auditor in a course being offered during the regularly scheduled session provided space is available and course prerequisites are met. The Warranted Degree Program cannot be used for graduate-level or online education courses. Students are required to pay for any lab fees or textbooks associated with the course.

Students are permitted to enroll in one free course in each subsequent five-year period, but may not accumulate free courses.

Application for the Warranted Degree Program is to be forwarded through the campus of desired attendance to the Admissions Office and no application fee is required. Warranted Degree applicant must submit a Columbia College institutional aid application. Other aid may be available from the local campus.

Outside Sources

- A. **State Vocational Rehabilitation Benefits:** Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.
- B. **War Orphans or Armed Services Benefits:** If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or contact the local campus Veterans Certifying Official.
- C. **GI Educational Benefits:** Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefits programs. For additional information and application materials contact the local campus Veterans Certifying Official.

ONLINE EDUCATION

ONLINE EDUCATION

Online Education assists students in completing their educational goals in an environment that is flexible yet conducive to teaching and active learning. This flexibility provides a viable alternative to students who have schedule constraints that don't allow them to attend traditional courses, students who do not have access to a campus location, or students who need specific courses not currently being offered at their campus.

Online courses are designed to be the equivalent of a traditional class taught in the classroom. They have the same course description and course objectives as traditional classroom courses. Online courses are usually taught by instructors who also teach the courses in the traditional classroom setting.

Any Columbia College student can take online courses. Students who receive advising and registration services from the Online Campus are referred to as remote students.

If a student receives advising and other student services from any campus, the student is referred to as a campus student.

Federal financial aid is available for Online Education. Information regarding individual eligibility is available on the student's eAward notification.

ACADEMICS

Web based Online Campus courses count for residency credit and financial aid applies for those who qualify.

At present, all online courses are scheduled in eight-week sessions and follow the AHE Academic Calendar. See the academic policies, regulations and procedures section of the undergraduate catalog for a complete listing of academic policies, regulations and procedures.

Academic Advising

Academic Advising is available for remote students from the Online Campus advising staff. Academic Advising is strongly encouraged but not required for remote students.

Campus students will receive academic advising at their campus. With all Columbia College students, the ultimate responsibility for understanding and meeting graduation requirements rests with the student.

Alpha Sigma Lambda

Alpha Sigma Lambda (ASL) is an adult honor society for students who attend and receive service solely from the Online Campus (remote students). The Chapter for the Online Campus is Nu Lambda which means New Learning. ASL is a not-for-profit organization that has been in existence since 1946, providing a means of recognition for the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Students who attend a campus are not eligible for membership in the Nu lambda Chapter.

Eligible students will be invited to join the Nu Lambda Chapter by the Online Campus. The criteria for membership is

completion of 24 hours of course work with Columbia College, be in the highest 10% of the Online Campus remote student population, and have a minimum 3.75 GPA. The student must also be degree seeking with Columbia College.

A one-time \$25.00 membership fee is due at the time the student joins the Nu Lambda Chapter. Because of the nature of our online students and the logistical impossibility of conducting local meetings, electing officers, etc., memberships in the Nu Lambda Chapter will be strictly honorary.

DEGREES

The Online Campus is approved to offer all undergraduate courses available at Columbia College. The degrees that have all coursework available online for degree completion include:

Associate of Arts

Associate of General Studies

Associate of Science in Business Administration

Associate of Science in Criminal Justice Administration

Associate of Science in Environmental Studies

Associate of Science in Fire Science Administration

Associate of Science in Human Services

Bachelor of General Studies

Bachelor of Arts in American Studies

Bachelor of Arts in Business Administration with majors in Accounting, Financial Services, Human Resource Management, International Business, Management, and Marketing

Bachelor of Arts in Criminal Justice Administration

Bachelor of Arts in History

Bachelor of Arts in Psychology

Bachelor of Arts in Sociology

Bachelor of Science in Business Administration with majors in Accounting, Financial Services, Human Resource Management, International Business, Management, and Marketing

Bachelor of Science in Management Information Systems

As the academic year progresses, all coursework for additional degree programs may become available online. If a student can complete a degree program that is not listed above, but is listed as a degree offered by Columbia College, using a combination of campus coursework, online coursework, and transfer credit, the student may be awarded that degree.

COURSE FORMAT

The online course format allows students to participate in the course anytime, anywhere there is computer access to the Internet. Each course website has a menu that includes a syllabus, discussion board, dropbox, quiz function and other

features used at the instructor's discretion. The course software used to facilitate online learning is Desire 2 Learn.

The discussion board is the student's opportunity to interact with peers and the instructor. Students and instructors create a collaborative learning environment. Instructors operate in the tutorial mode while students reinforce each others questions and comments with written responses. The discussion consists of topics created by the instructor. The students are able to view all responses by the instructor and fellow classmates. This facilitates a forum for active collaborative learning.

This active collaborative learning environment requires students to do more on their own than they may in a traditional classroom setting. Online students must be prepared to commit the same, or sometimes more, time and effort as they would in a conventional class. The result is a challenging and meaningful learning experience.

OVERLOAD POLICY

Six credit hours per eight-week session is considered full-time. This includes any combination of traditional classroom or online courses.

Campus students with at least a 3.0 cumulative grade point average (GPA) and a compelling reason may request an exception from their Campus Director to take 9 credit hours in a particular session. Remote students will request this exception from the Online campus.

No student will be allowed to take more than nine credit hours in a session for any reason. There is no overload fee associated with this policy, unless the student is attending the day program.

COURSE SCHEDULE

Course schedules are prepared by the Online Campus. Copies are available in print at the local campuses or on the website at www.ccis.edu/online/schedule approximately two weeks before registration begins for a given session.

Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course. Online course instructions and online student responsibilities are included in the printed schedule for the current session. Students who register for courses online will be emailed course and email access instructions along with the registration confirmation.

OVERRIDES

Online courses have a maximum class size. After a course is closed the campus staff may request an override through the Online Campus office. The Online Campus will evaluate the student's situation and coordinate with the instructor to determine if an override is possible. Overrides are granted on a rare basis for students with special circumstances, such as fulfilling a graduation requirement which is the last course needed for the degree.

PROCTORING

Remote students taking courses that require proctored exams must submit the proctor information by the second week of the

session to the instructor. The instructor has the right to approve or deny the proposed proctor. Acceptable proctors include Columbia College campus staff, ministers, public librarians, high school or college instructors, high school or college counseling services, commanding officers, education service officers, and corporate executive officers. Personal friends, family members or direct supervisors are not acceptable.

REDUCED TUITION PROGRAMS

Warranted degree programs are not available for online courses.

STUDENT ISSUES

Student issues with an online course should first be addressed with the instructor of the course, then with the Online Campus administrative office.

BOOKS

Books are required for all online courses. Students are strongly encouraged to purchase books from Missouri Book Service (MBS) prior to the start of the session. Campus bookstores do not stock books for online courses. To view the booklist, and/or order books, call or visit MBS online at:

Telephone: 800-325-3252

Fax: 800-499-0143

Website: <http://direct.mbsbooks.com/columbia.htm>

If you are eligible for a book voucher, contact your campus location staff to obtain one. The campus staff will authorize the proper amount for charges.

Most Columbia College campuses, as well as the Online Campus, use the services of MBS Direct as the official textbook vendor to provide students a convenient way to order textbooks and other course material via the Internet, mail, fax or phone.

Information needed for ordering includes your school name, campus location and complete course information, including course title. Online course textbooks may differ from on-campus classes. MBS Direct will ship orders within 24 hours Monday-Friday, and payment is accepted via credit card, personal check or money order.

Web-based master syllabi book information is recommended only. Please review specific course syllabi for textbook information.

MBS Direct guarantees delivery of the correct books and will replace any defective or incorrect item. Columbia College is not responsible for any incorrect or late textbooks not purchased from MBS or another college-authorized supplier.

ADDITIONAL INFORMATION

Remote students should see the academic calendar at the beginning of the undergraduate catalog for important dates.

All aspects of the AHE Degree Completion Catalog apply to remote students.

For more information about specific online offerings, visit the website at www.ccis.edu/online/schedule.

COURSE DESCRIPTIONS

Accounting

- ACCT 280 Accounting I (Financial) 3 hrs.**
Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. *Prerequisite: sophomore standing; MGMT 150 and 152 highly recommended. A grade of C or higher is highly recommended before progressing to ACCT 281.*
- ACCT 281 Accounting II (Managerial) 3 hrs.**
Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. *Prerequisite: ACCT 280 (A grade of C or higher in ACCT 280 is highly recommended).*
- ACCT 381 Federal Income Tax – Individuals 3 hrs.**
Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. *Prerequisites: ACCT 281 and junior standing.*
- ACCT 382 Intermediate Accounting I 3 hrs.**
Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of inventories and cost of goods sold; and time value of money. *Prerequisite: ACCT 281.*
- ACCT 383 Intermediate Accounting II 3 hrs.**
Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings. *Prerequisite: ACCT 382.*
- ACCT 384 Intermediate Accounting III 3 hrs.**
Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments; leases; income taxes; pensions; accounting changes and error correction; and earnings per share. *Prerequisite: ACCT 383.*
- ACCT 385 Accounting Information Systems 3 hrs.**
Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. *Prerequisites: ACCT 281, CISS 170.*
- ACCT 386 Managerial and Cost Accounting 3 hrs.**
Accounting data and other financial data applied to the management of an enterprise. Cost accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. *Prerequisite: ACCT 281.*
- ACCT 481 Federal Income Tax – Corporations 3 hrs.**
Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. *Prerequisites: ACCT 381 and senior standing.*
- ACCT 485 Fund and Government Accounting 3 hrs.**
Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. *Prerequisite: Nine hours of accounting.*

ACCT 488	Advanced Financial Accounting Policies and procedures used in preparing financial statements and reports. <i>Prerequisites: ACCT 382 and ACCT 383.</i>	3 hrs.
ACCT 489	Auditing I Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. <i>Prerequisites: Twelve hours upper-level accounting including ACCT 382 and ACCT 383.</i>	3 hrs.
ACCT 490	Auditing II Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. <i>Prerequisites: ACCT 382, 383, 384, and 489.</i>	3 hrs.

American Sign Language

AMSL 101	American Sign Language I <i>The first in a two-course series of elementary courses designed to explore the fundamentals of American Sign Language, including basic vocabulary, language structured and active language production. Prerequisite: Not open to native signers. Course meets three hours of Foreign Language graduation requirement.</i>	3 hrs.
AMSL 102	American Sign Language II A continuation of American Sign Language I, with increased attention to grammar. <i>Prerequisite: AMSL 101 with a grade of C or higher. Course meets three hours of Foreign Language graduation requirement.</i>	3 hrs.
AMSL 103	American Sign Language III A continuation of AMSL 102, building upon the vocabulary and linguistic analysis learned in AMSL and AMSL 102. Not open to native signers. <i>Prerequisite: AMSL 102.</i>	3 hrs.

American Studies

AMST 280	American Political and Social Thought American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as POSC 280. <i>Prerequisite: ENGL 112.</i>	3 hrs.
AMST 375	Social Movements The examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of 20th century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as SOCI 375. <i>Prerequisite: junior standing.</i>	3 hrs.
AMST 490	American Studies Seminar The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field's literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. <i>Prerequisite: junior standing.</i>	3 hrs.

Arts

ARTS 105	Art Appreciation Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two- and three-dimensional art works.	3 hrs.
ARTS 111	Art and Ideas I Survey of world art from prehistoric through medieval periods. Course meets multicultural graduation requirement.	3 hrs.
ARTS 112	Art and Ideas II Survey of world art from the Renaissance to the present.	3 hrs.
ARTS 152	Digital Photography Introduction to digital photographic imagery. Students explore a variety of creative techniques for digital artists and graphic designers. Students learn the fundamentals of digital camera operations, and a variety of creative techniques for manipulating photographic images using Photoshop. Topics include a digital portfolio of images for presentation that includes: still life, self-portraits, documentation, landscape, special effect, surrealism, night photography and more. Digital camera required (minimum of 3 megapixels). \$30 lab fee. Does not meet G.E. requirement.	3 hrs.
ARTS 306	Ancient Art History The art and culture of the Ancient World. Includes Near Eastern, Egyptian, Greek, Etruscan, and Roman Art. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 308	Medieval Art History Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 310	Renaissance Art History Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 312	Seventeenth- and Eighteenth-Century Art History Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 314	Nineteenth-Century Art History History of painting, architecture, and sculpture in Europe, 1800 to 1900. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 354	Digital Imaging Introduction to approaches and techniques of digital imaging with specific emphasis on the use of Adobe Photoshop. Topics include technical and practical aspects of digital software, cameras, scanners, and printers. The course explores the technical and aesthetic potential of digital photography in both graphic design and fine art. \$30 lab fee. Prerequisite: junior standing. Does not meet G.E. requirement.	3 hrs.
ARTS 403	Twentieth-Century Art History American and European painting, sculpture, and architecture, 1900 to present. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.
ARTS 406	American Art History America's early primitive tradition to its leading role in the contemporary art scene. <i>Prerequisites: ARTS 111 and 112.</i>	3 hrs.

Astronomy

ASTR 108	Introduction to Astronomy	3 hrs.
	A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies, and cosmology. <i>Prerequisite: MATH 106 or higher.</i>	

Biology

BIOL 108	Human Biology	3 hrs.
	Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110.	
BIOL 110	Principles of Biology I	3 hrs.
	Fundamental processes underlying biological systems from a cellular and organismal viewpoint. <i>Prerequisite: Grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 or SAT scores above 470.</i>	
BIOL 112	Principles of Biology II	3 hrs.
	A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals and ecology and ecosystems. <i>Prerequisite: BIOL 110.</i>	
BIOL 115	Introduction to Environmental Science	3 hrs.
	Survey of environmental science, ecosystems and human impact. Cross-listed with ENVS 115.	
BIOL 221	Clinical Microbiology	3 hrs.
	A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health and applications of microbiology and transmission of infectious disease agents. <i>Prerequisite: BIOL 110. Corequisite: BIOL 221L.</i>	
BIOL 222	Conservation Biology	3 hrs.
	Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as ENVS 222. <i>Prerequisite: BIOL 112.</i>	
BIOL 230	Medical Terminology	3 hrs.
	Vocabulary of medical terms.	
BIOL 290	Principles of Cell Biology	3 hrs.
	Theoretical foundations of base cell biology, including structure, function and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division; cancer, and programmed cell death. <i>Prerequisites: BIOL 110 and CHEM 110.</i>	
BIOL 300	Evolution	3 hrs.
	Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life will be considered. Cross-listed as ENVS 300. <i>Prerequisites: BIOL 112; BIOL 342.</i>	
BIOL 320	Ecology	3 hrs.
	Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. <i>Prerequisites: BIOL 112, BIOL/ENVS 222 recommended. Cross-listed as ENVS 320.</i>	

BIOL 324	Statistics for the Behavioral and Natural Sciences The study of parametric and nonparametric statistics commonly used in the behavioral sciences. Included is analysis of relationship and variance, as well as effect sizes associated with each. <i>Prerequisite: MATH 150 or higher</i> . Cross-listed with PSYC/SOCI 324. Students majoring in Psychology must earn a grade of C or higher.	3 hrs.
BIOL 330	Exercise Physiology Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging and fatigue on athletic performance. <i>Prerequisites: BIOL 110 and CHEM 110.</i>	3 hrs.
BIOL 342	Genetics Basic principles of Mendelian and molecular genetics. <i>Prerequisites: BIOL 110 and BIOL 290.</i> Students majoring in Biology must earn a grade of C or higher.	3 hrs.
BIOL 360	Kinesiology Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity, and biomechanical principles that govern movement of the human body. <i>Prerequisites: BIOL 110 and BIOL 323.</i>	3 hrs.
BIOL 371	Neuroscience Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as PSYC 371. <i>Prerequisite: 6 hours of psychology courses or 6 hours of BIOL courses.</i>	3 hrs.
BIOL 372	Sensation and Perception Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as PSYC 372. <i>Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing.</i>	3 hrs.
BIOL 395	Research Design in the Sciences Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and CHEM 395. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or higher. <i>Prerequisites: Fifteen credit hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.</i>	3 hrs.
BIOL 415	Immunology Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare professional students for later studies. <i>Prerequisites: BIOL 110, BIOL 312.</i>	3 hrs.
BIOL 420	Biochemistry Basic concepts and foundations of biochemistry, including structure and function of micromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare preprofessional students for later studies. Cross-listed as CHEM 420. <i>Prerequisites: BIOL 110 and CHEM 210.</i>	3 hrs.
BIOL 472	Psychopharmacology Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as PSYC 472. <i>Prerequisite: junior standing.</i>	3 hrs.

Chemistry

CHEM 108	Physical Science Survey Examination of the physical world and its basic underlying scientific principles. Cross-listed with PHYS 108. <i>Prerequisite: MATH 106.</i>	3 hrs.
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CHEM 110	Chemistry I Fundamental course in the principles of chemistry. Topics include stoichiometry, chemical equations and reactions, properties of gases, properties of solutions, and thermochemistry. <i>Prerequisite: MATH 106 or higher with a grade of C or higher or a grade of C or higher in high school chemistry or CHEM/PHYS 108 or ACT Math score above 22 or SAT score above 5340.</i>	3 hrs.
CHEM 112	Chemistry II A continuation of CHEM 110. Topics to be covered include kinetics, equilibrium, electrochemistry, nuclear chemistry and coordination complexes. <i>Prerequisite: Grade of C or higher in CHEM 110.</i>	3 hrs.
CHEM 210	Organic Chemistry I The first course of a two sequence course that surveys theory, preparations, reactions, and properties of the compounds of carbon, both aliphatic and aromatic. Topics include alkanes, alkenes, alkynes, substitution and elimination reactions, aromaticity, and spectroscopic techniques. <i>Prerequisite: Grade of C or higher in CHEM 112.</i>	3 hrs.
CHEM 212	Organic Chemistry II Continuation of CHEM 210, Organic Chemistry I. Topics include groups in organic chemistry such as alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids, and amines. Biomolecules are be covered. <i>Prerequisite: Grade of C or higher in CHEM 210.</i>	3 hrs.
CHEM 230	Environmental Toxicology and Chemistry Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as ENVS 230. <i>Prerequisite: CHEM 112.</i>	3 hrs.
CHEM 322	Inorganic Chemistry A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. <i>Prerequisite: CHEM 112.</i>	3 hrs.
CHEM 395	Research Design in the Sciences Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and ENVS 395. <i>Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.</i>	3 hrs.
CHEM 401	Introduction to Physical Chemistry/Chemical Physics Introduction to the physical principles underlying chemical science. Topics include kinetic theory of gases, thermodynamics, and quantum mechanics. Cross-listed as PHYS 401. <i>Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be co-requisite).</i>	3 hrs.

Communications

COMM 110	Introduction to Speech This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.	3 hrs.
COMM 203	Understanding Human Communication Communication theories and models applied to intrapersonal, interpersonal, small-group, and public settings. Principles practiced in verbal and non-verbal forms.	3 hrs.
COMM 214	Mass Communication in Society History and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. <i>Prerequisite: COMM 110.</i>	3 hrs.

COMM 224	Film History and Analysis Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis are also introduced. <i>Prerequisite: COMM 110.</i>	3 hrs.
COMM 230	Introduction to Communication Theory and Research Introduction to theory, methodology, analysis, and criticism. Skills learned in this course are the beginning foundation of those required to complete the Capstone course and the major senior project. <i>Prerequisites: sophomore standing; completion of at least one COMM course, and a C average in all speech communication courses.</i>	3 hrs.
COMM 303	Intercultural Communication Study of the role of communication in the multicultural and intercultural context including issues relating to values, language, and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Course meets multicultural graduation requirement. <i>Prerequisite: COMM 203.</i>	3 hrs.
COMM 313	Interpersonal and Small Group Communication An introduction to the process of communications as it operates in personal and small group relationships. <i>Prerequisite: COMM 110.</i>	3 hrs.
COMM 323	Advanced Public Speaking and Persuasion Detailed study and application of speech communication theory with an emphasis on the philosophical and theoretical foundations of persuasion. <i>Prerequisite: COMM 110.</i>	3 hrs.
COMM 324	Film Styles and Genres Intensive study of a specific body of films grouped by similarities in style, genre, period, or cultural origin. Emphasis is on historical, theoretical, and critical issues. Topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. <i>Prerequisite: COMM 224.</i>	3 hrs.
COMM 334	Political Economy of Film and Media Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. <i>Prerequisites: COMM 214 or COMM 224.</i>	3 hrs.
COMM 343	Gender Communication Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. <i>Prerequisite: COMM 230.</i>	3 hrs.
COMM 344	Visual Communication and Culture Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature, and photography within the public sphere. <i>Prerequisite: COMM 110.</i>	3 hrs.
COMM 360	Oral Interpretation of Literature Appreciation of poetry, prose and drama through oral performance. <i>Prerequisites: COMM 110 and/or COMM 203 strongly recommended.</i>	3 hrs.
COMM 385	Performance Styles and Genres Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical, and critical issues. Sample topics: poetry; personal narrative; performance art; prose; drama. Course may be taken more than once when the topic varies. <i>Prerequisite: COMM 360.</i>	3 hrs.
COMM 393	Organizational Communication Examination of communication processes with emphasis on systems theories, leadership, and interpersonal and group interaction in formal and informal organizational settings. <i>Prerequisite: COMM 110.</i>	3 hrs.

Computer Information Systems

In CISS courses where a computer lab is used, a lab fee will be charged.

CISS 145	Introduction to Python Programming An introduction to computer programming. Students design and build a substantial system using the Python language. The system is selected from the following: 2D/3D games, CD player, imagine authoring tools. This course is intended for non-PYTHON computer science majors. <i>Prerequisite: MATH 150.</i>	3 hrs.
CISS 170	Introduction to Computer Information Systems Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore the use of the microcomputers in business.	3 hrs.
CISS 175	Microcomputer-Based Personal Productivity Tools Use of advanced microcomputer-based personal productivity software (Microsoft Office) certification in Microsoft Office, using the skills assessment manager, and simple WEB page design. <i>Prerequisite: CISS 170.</i>	3 hrs.
CISS 234	Visual Basic An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. <i>Prerequisites: CISS 170, MATH 150.</i>	3 hrs.
CISS 236	COBOL Programming COBOL syntax and semantics, data structures including record processing using sequential, indexed, and relative files; sorting and merging files, and other language features. <i>Prerequisite: CISS 170 and MATH 150.</i>	3 hrs.
CISS 238	Java Programming An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract windows tool kit, file input and output. <i>Prerequisites: CISS 170, MATH 150.</i>	3 hrs.
CISS 241	Introduction to Programming Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers, and recursion. <i>Prerequisites: CISS 170, MATH 150.</i>	3 hrs.
CISS 242	Programming II A continuation of CISS 241. Topics include strings, pointers, recursion, classes, methods, and operator overloading. <i>Prerequisite: Grade of C or higher in CISS 241.</i>	3 hrs.
CISS 243	Programming III A continuation of CISS 242. Topics include inheritance, polymorphism, templates, stream I/O, file processing, stacks, queues, and lists. <i>Prerequisites: Grade of C or higher in CISS 242.</i>	3 hrs.
CISS 274	Introduction to Internet Technology and Electronic Commerce Introduction to the internet and electronic commerce. Topics include the World Wide Web, basic web page design (html) and programming methodologies (CGI). Social, economic, ethical, and political topics are discussed as well. <i>Prerequisite: CISS 170.</i>	3 hrs.
CISS 280	Systems Analysis and Design I The first in a two-course sequence (see CISS 320). Explores requirements, and methods for documenting and analyzing existing business information systems; includes investigation and development of alternative solutions. <i>Prerequisite: CISS 234 or CISS 238 or CISS 241.</i>	3 hrs.
CISS 298	Web Programming Introduction to Web Programming issues associated with developing web applications and web site design. <i>Prerequisites: CISS 274; CISS 285 or CISS 280.</i>	3 hrs.

CISS 320	Systems Analysis and Design II A continuation of CISS 280. Explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 software quality assurance mechanisms. <i>Prerequisite: CISS 280 with a grade of C or higher.</i>	3 hrs.
CISS 350	Advanced Algorithms & Data Structures Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. <i>Prerequisites: CISS 242 or CISS 243.</i>	3 hrs.
CISS 358	Algorithm Analysis Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and divide-and-conquer. <i>Prerequisites: MATH 225, CISS 242 and CISS 243.</i>	3 hrs.
CISS 360	Computer Systems and Assembly Language Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language process. <i>Prerequisite: CISS 242 and CISS 243.</i>	3 hrs.
CISS 362	Introduction to Automata Theory, Languages and Computation The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. <i>Prerequisites: MATH 225 and CISS 241.</i>	3 hrs.
CISS 365	Project Management An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management, and procurement management. <i>Prerequisites: CISS 320 or CISS 325; MGMT 254.</i>	3 hrs.
CISS 370	Operating Systems The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 375	Compiler Construction Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, and run-time storage. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 380	Computer Graphics Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems and animation techniques. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 390	Global Information Systems Management Introduction to global information systems management issues associated with culture, politics, and geo-economics, international IS standards and regulations, outsourcing and off-shoring. <i>Prerequisites: CISS 274; CISS 280.</i>	3 hrs.
CISS 391	Information System Security Introduction to information system security issues associated with formal and informal systems' protection, detection and responses. <i>Prerequisites: CISS 274; CISS 280.</i>	3 hrs.
CISS 410	Computer Networks and Communications Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. <i>Prerequisite: CISS 350.</i>	3 hrs.

CISS 420	Computer Architecture Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, and memory systems. <i>Prerequisites: CISS 360.</i>	3 hrs.
CISS 430	Database Systems Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. <i>Prerequisite: CISS 280.</i>	3 hrs.
CISS 438	Object-Oriented Design and Analysis Introduction to object-oriented (OO) analysis, design, and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models, and OO implementation issues. The Unified Modeling Language will be used as a modeling tool. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 445	Programming Languages Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding, and binding times, logic and functional programming. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 450	Artificial Intelligence Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, and language understanding. <i>Prerequisite: CISS 350 or CISS 358.</i>	3 hrs.
CISS 451	Introduction to Cryptography & Computer Security An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. <i>Prerequisites: MATH 225; CISS 242 and CISS 243.</i>	3 hrs.
CISS 465	Software Engineering An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. <i>Prerequisite: CISS 430.</i>	3 hrs.
CISS 472	Data Warehousing and Decision Support Systems An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment, and maintenance issues. <i>Prerequisite: CISS 430.</i>	3 hrs.
CISS 492	Senior Seminar in Management Information Systems Required culminating course for graduation as a Management Information System (MIS) major. Readings from current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. <i>Prerequisites: CISS 320, CISS 365, CISS 430, and senior standing.</i>	3 hrs.

CISS 493	Senior Seminar in Computer Information Systems Culminating experience course required for Computer Information Systems (CIS) majors. Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. <i>Prerequisites: CISS 320, CISS 350, CISS 360, CISS 430, and senior standing.</i>	3 hrs.
CISS 499	Internship Application and use of computer knowledge and skills in a supervised work experience. <i>Prerequisites: senior standing, cumulative GPA of 3.0 or higher.</i>	1-6 hrs.

Criminal Justice Administration

CJAD 101	Introduction to Criminal Justice Administration History and development of major components of the CJ system: police, criminal courts, prosecution, defense, institutional and community-based corrections.	3 hrs.
CJAD 201	Criminal Investigation Provides the student with a practical working knowledge of criminal investigation principles, techniques, law, and procedure. The investigative process is studied from basic theoretical concepts to the application of elements for prosecution of specific criminal offenses. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime, and terrorism. <i>Prerequisite: CJAD 101.</i>	3 hrs.
CJAD 203	Crime Scene Investigation Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence, and fingerprinting techniques. <i>Prerequisite: CJAD 101. \$20 lab fee.</i>	3 hrs.
CJAD 301	Criminal Law Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary, and robbery. Analysis of inchoate crimes involving attempt, solicitation, and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity, and insanity. <i>Prerequisites: CJAD 101.</i>	3 hrs.
CJAD 303	Crime Scene Photography Techniques and methods of crime scene photography focusing on practical suggestions as well as general viewpoints of crime scene imaging and documentation. The use of digital imaging and standard film systems are demonstrated. Topics include the fundamentals of photographing scenes from general to specific utilizing the overall, medium, and close-up "three-step" methods. Practical exercises demonstrate the documentation of crime scenes. Major case crime scenes and autopsy procedures are specifically demonstrated. \$20 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 305	Forensic Anthropology Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. <i>Prerequisite: junior standing.</i>	3 hrs.
CJAD 306	Military Justice System Examination of the history and principles of Military Justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.

CJAD 310	Crisis Intervention Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. <i>Prerequisite: PSYC 101.</i>	3 hrs.
CJAD 311	Police in a Democratic Society Overview and analysis of law-enforcement history, development, purposes, roles, and status in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. <i>Prerequisite: CJAD 101.</i>	3 hrs.
CJAD 315	Private Security and Loss Prevention A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. <i>Prerequisite: junior standing.</i>	3 hrs.
CJAD 320	Cultural Diversity in Criminal Justice Examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups. <i>Prerequisites: CJAD 101 and junior standing. Strongly recommended as prerequisite for CJAD 345 Ethics and Morality in Criminal Justice.</i>	3 hrs.
CJAD 325	Juvenile Justice System and Procedures Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 335	Criminalistics Introduction to the scientific techniques commonly used in forensic crime solving, covering in detail all aspects of forensic science, the organization of a crime laboratory, and how evidence is treated from the crime scene to the courtroom. <i>Prerequisites: CHEM 110, BIOL 110, junior standing.</i>	3 hrs.
CJAD 345	Ethics and Morality in Criminal Justice Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption, and discrimination. <i>Prerequisite: CJAD 101.</i>	3 hrs.
CJAD 350	Corrections and Penology Analysis of punishment in our criminal justice system, with focus on why we punish and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis, and treatment modalities. <i>Prerequisite: CJAD 101.</i>	3 hrs.
CJAD 351	Community Based Corrections Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. <i>Prerequisites: CJAD 101 and sophomore standing.</i>	3 hrs.
CJAD 352	Victims in the Justice System Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including medium and high velocity bloodstains, significance of partially dried, clotted, aged and physically altered bloodstains and others. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.

CJAD 403	<p>Cold Case Investigation</p> <p>Examination of the processes, theories, and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. <i>Prerequisites: CJAD 101, CJAD 203, CJAD 405.</i></p>	3 hrs.
CJAD 405	<p>Laws of Criminal Evidence</p> <p>Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. Topics include the evolution of the laws of evidence, the trial process, privileges, hearsay, confessions and admissions, pretrial investigation and identification procedures, expert and lay opinion, scientific evidence, character evidence, presumptions, and evidence collection and preservation. <i>Prerequisites: CJAD 101 and junior standing.</i></p>	3 hrs.
CJAD 406	<p>Expert and Scientific Evidence</p> <p>Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized conservation of evidentiary issues connected with specific scientific techniques. <i>Prerequisites: CJAD 101 and junior standing.</i></p>	3 hrs.
CJAD 410	<p>Drug Abuse and Crime Control</p> <p>Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy, and the roles of police. <i>Prerequisite: CJAD 101.</i></p>	3 hrs.
CJAD 413	<p>Bloodstain Evidence</p> <p>A practical-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low-velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged, and physically altered bloodstains, and others. <i>Prerequisite: CJAD 101.</i></p>	3 hrs.
CJAD 415	<p>Criminal Procedures</p> <p>Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th Amendments to the U.S. Constitution. <i>Prerequisite: junior standing.</i></p>	3 hrs.
CJAD 420	<p>Legal Issues in Criminal Justice</p> <p>Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. <i>Prerequisites: CJAD 101 and junior standing.</i></p>	3 hrs.
CJAD 421	<p>Organized Crime</p> <p>Provides the student with a realistic concept and understanding of the problem of organized criminal activity in the United States. Focuses on theories and the evolution of traditional organized crime in America as well as examining the many new and emerging Organized Crime groups attempting to acquire a stronghold on domestic criminal enterprises. <i>Prerequisites: CJAD 101 and junior standing.</i></p>	3 hrs.
CJAD 425	<p>Legal Research and Writing</p> <p>Application of systems and methods of legal research to problems and issues in the Justice system. <i>Prerequisite: junior standing.</i></p>	3 hrs.
CJAD 445	<p>Forensic Pathology</p> <p>Analysis of system and methods of determining time, cause, and means of death in criminal investigations and trials. <i>Prerequisites: CJAD 101 and junior standing.</i></p>	3 hrs.

CJAD 451	Management of Criminal Justice Agencies Examines criminal justice agencies within the context of current management principles, organizational theory, and administrative practices. <i>Prerequisites: CJAD 101 and junior standing.</i>	3 hrs.
CJAD 495	Integrative Seminar Culminating course for graduation as Criminal Justice major; completion with a grade of C or higher required. Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections, and juvenile justice. <i>Prerequisite: Completion of 90 semester hours of course work and senior standing.</i>	3 hrs.
CJAD 499	Internship in Criminal Justice Administration Involves working as an intern in an agency under supervision of a field instructor. <i>Prerequisites: CJAD 101, GPA of 3.0 in major, senior standing. Evaluation is Satisfactory/Unsatisfactory.</i>	1-3 hrs.

Economics

ECON 293	Macroeconomics Introduction to concepts and theories applicable to a national economy. Course meets multicultural graduation requirement. <i>Prerequisite: sophomore standing.</i>	3 hrs.
ECON 294	Microeconomics Introduction to specific economic units and to individual markets and individual interactions within an economy. <i>Prerequisite: sophomore standing.</i>	3 hrs.
ECON 310	Environmental and Resource Economics Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ENVS 310. <i>Prerequisites: ECON 293 or 294; ENVS 115.</i>	3 hrs.
ECON 393	Intermediate Macroeconomics Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, Neo-Classical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. <i>Prerequisites: ECON 293; MATH 150 or MATH 170.</i>	3 hrs.
ECON 394	Intermediate Microeconomics Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomic behavior is viewed through the perspective of behavioral economics and game theory. <i>Prerequisites: ECON 294; MATH 150 or MATH 170.</i>	3 hrs.
ECON 395	Financial Markets and Institutions Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as FINC 395. <i>Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350.</i>	3 hrs.
ECON 495	International Finance Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as FINC 495. <i>Prerequisites: ECON 293, FINC 350.</i>	3 hrs.

Education

EDUC 105	Human Health The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered.	3 hrs.
EDUC 200	Law, Ethics and Education The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. <i>Prerequisite: sophomore standing.</i>	3 hrs.
EDUC 230	Educational Psychology The applied study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate, and report instructional outcomes. Cross-listed as PSYC 230. <i>Prerequisite: PSYC 101.</i>	3 hrs.
EDUC 271	Production and Utilization of Instructional Technology The study of the media materials used in education. Computer hardware and software, information systems and technology are valued and used to produce instructional materials. \$20 lab fee.	3 hrs.
EDUC 391	Child Psychology The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. <i>Prerequisite: PSYC 101.</i>	3 hrs.
EDUC 392	Adolescent Psychology The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as PSYC 392. <i>Prerequisite: PSYC 101.</i>	3 hrs.
EDUC 433	Topics	3 hrs.

English

ENGL 107	Developmental English Composition Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher required. <i>Prerequisite: Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 or whose SAT Verbal Score is from 200 to 440 shall be placed in ENGL 107.</i>	3 hrs.
ENGL 111	English Composition I Expository writing to practice traditional rhetorical modes and strategies, to increase analytical clarity, and to achieve precise expression. Grade of C or higher required. <i>Prerequisite: Grade of C or higher in ENGL 107, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 18 to 29 or whose SAT Verbal Score is from 450 to 660 will be placed in ENGL 111.</i>	3 hrs.
ENGL 112	English Composition II Through close engagement with literary texts, this course teaches the interrelated skills of engaged reading, analytical thinking and argumentative writing that are essential to college level research. <i>Prerequisite: Grade of C or higher in ENGL 111, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 30 to 36 or whose SAT Verbal Score is from 670 to 800 will be placed in ENGL 112.</i>	3 hrs.
ENGL 123	Introduction to Mythology and Folklore Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, and Native American, African and Polynesian. Course meets the multicultural graduation requirement.	3 hrs.

ENGL 124	The Bible as Literature A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. <i>Cross-listed as RELI 124.</i>	3 hrs.
ENGL 132	Introduction to Shakespeare Beginning study of Shakespeare as a playwright.	3 hrs.
ENGL 190	The Short Story Introduction to the study of fiction through the short story. Course meets multicultural graduation requirement.	3 hrs.
ENGL 204	Technical Writing Study of grammar and practice in writing class reports. Developmental policy requires students write a minimum of 4500 words of graded writing for the course. <i>Prerequisite: ENGL 112 or sophomore standing.</i>	3 hrs.
ENGL 207	Creative Writing I – Fiction Workshop class in the writing of short fiction; includes class criticism of student and professional work. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 208	Creative Writing II – Poetry Writing of poetry, including class criticism of student and professional work. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 210	Introduction to Fiction A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths.	3 hrs.
ENGL 211	Introduction to Poetry A comprehensive introduction to the elements and major writers of poetry of varying lengths.	3 hrs.
ENGL 212	Introduction to Drama A comprehensive introduction to the elements and major writers of drama of varying lengths.	3 hrs.
ENGL 231	English Literature I Survey from Beowulf to late Eighteenth-Century British writers. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 232	English Literature II Survey from Romantic period to present. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 241	American Literature I Survey of major American writers from Colonial to Realist figures. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 242	American Literature II Survey of major American writers from Realist to Contemporary figures. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 263	World Literature I European (non-British) and Asian literature from origins to the fourteenth century. Course meets multicultural graduation requirement. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 264	World Literature II Significant European (non-British) and Asian literature from the fourteenth century to the present. Course meets multicultural graduation requirement. <i>Prerequisite: ENGL 112.</i>	3 hrs.
ENGL 280	Film and Literature Critical viewing of international films and study of relationships between film and literature. Course meets multicultural graduation requirement. <i>Prerequisites: ENGL 112.</i>	3 hrs.
ENGL 310*	Creative Writing: (Genre) Course work may focus on creative writing or non-fiction. The instructor may choose a specific genre. <i>Prerequisites: ENGL 112, and 207 or 208.</i>	3 hrs.

ENGL 311	Descriptive Grammar of the English Language Study of grammar (sounds, structures, sentences, and dialects) of American English. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 312	The History of the English Language II Study of the history and dialects of the English language. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 323	The Hero in Mythology Study of the hero in mythology from a cross-cultural perspective. Emphasis lies on examining, defining and discussing the hero from a cross-cultural, mythological perspective and determining the hero's role in society today. Course meets multicultural graduation requirement. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 331	Ethical Issues in Literature Analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. <i>Prerequisite: ENGL 112, junior standing.</i>	3 hrs.
ENGL 350*	Major Literary Figures Study of the works of one-to-three major writers (e.g., Chaucer, Mark Twain, Faulkner, Cervantes, or Melville and Whiteman, Donne and Milton, Dante and Goethe, etc.). <i>Prerequisite: ENGL 112 and previous 200-level or higher English course.</i>	3 hrs.
ENGL 351	Readings in Shakespeare Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. <i>Prerequisite: ENGL 112 and previous 200-level or higher English course.</i>	3 hrs.
ENGL 360*	Readings in Fiction Study of the genre from a special perspective or literary period (e.g., American novel and short story, contemporary novel and short story, the comic novel and short story). <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 361*	Readings in Poetry Intense study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, Renaissance poetry, epic poetry). <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 362*	Readings in Drama Study of the genre, possibly from a special perspective or literary period. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 370*	Major Literary Periods Study of the major literary works from a specific movement or definitive age. (Medieval or Renaissance Literature, Modern Literature, the Age of Reason, the Romantic Age, Victorian Literature, or Contemporary Literature.) <i>Prerequisite: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 397	Science Fiction and Fantasy Readings from a broad spectrum of science fiction and fantasy literature. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 420	Advanced Editing and Revision A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. <i>Prerequisite: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.
ENGL 450	Minority and Ethnic Literature of the United States Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. <i>Prerequisites: ENGL 112 and a previous 200-level or higher English course.</i>	3 hrs.

ENGL 490 **Literary and Critical Thinking** **3 hrs.**
 Introduction to methods and applications of literary criticism and critical theories. *Prerequisites:* ENGL 112 and a previous 200-level or higher English course.

* ENGL 310, 350, 360, 361, 362 and 370 may be taken more than once when the subject matter in the course varies.

Environmental Studies

ENVS 115 **Introduction to Environmental Science** **3 hrs.**
 Survey of environmental science, ecosystems and human impact. Cross-listed with BIOL 115.

ENVS 220 **Introduction to Atmospheric Sciences** **3 hrs.**
 An introduction to the study of weather and climate. *Prerequisites:* sophomore standing. Cross-listed as GEOG 220.

ENVS 222 **Conservation Biology** **3 hrs.**
 Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as BIOL 222. *Prerequisite:* BIOL 112.

ENVS 223 **Environmental Disasters** **3 hrs.**
 Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution, and human responses/adjustments. *Prerequisite:* GEOG 101. Cross-listed with GEOG 223.

ENVS 251 **Resource Management** **3 hrs.**
 An introduction to the global range of natural resources, the economic and political contexts of their development, and the resulting physical and societal impacts. *Prerequisite:* GEOG 101. Cross-listed with GEOG 251.

ENVS 272 **An Introduction to Environmental Literature** **3 hrs.**
 An introduction to contemporary writing about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing, and to novels that examine various ecological visions. *Prerequisite:* ENGL 112.

ENVS 300 **Evolution** **3 hrs.**
 Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, nature selection, adaptation and the history of life will be considered. *Prerequisite:* BIOL 112 and BIOL 342. Cross-listed as BIOL 300.

ENVS 310 **Environmental and Resource Economics** **3 hrs.**
 Application of economic concepts and tools for the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. *Prerequisites:* ECON 293 or 294; ENVS 115. Cross-listed ECON 310.

ENVS 312 **Environmental Politics** **3 hrs.**
 Study of environmental issues and policies from both a national and global perspective. *Prerequisite:* POSC 111. Cross-listed as POSC 312.

ENVS 320 **Ecology** **3 hrs.**
 Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. *Prerequisite:* BIOL 112; BIOL/ENVS 222 recommended. Cross-listed as BIOL 320.

ENVS 332 **Environmental Ethics** **3 hrs.**
 Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as PHIL 332.

ENVS 352	American Environmental History Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as HIST 352. <i>Prerequisite: junior standing.</i>	3 hrs.
ENVS 390	Environmental Studies Project Final culminating project arranged in conjunction with one or more of the Environmental Studies faculty. This project may take the form of library or lab research, a field experience or internship, or a creative project. The project should demonstrate a synthesis of ideas from the ENVS minor. The course must be completed with a grade of C or higher. <i>Prerequisite: Completed at least 12 hours toward the Environmental Studies minor.</i>	1 hr.
ENVS 395	Research Design in the Sciences Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or higher. <i>Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.</i> Cross-listed as BIOL 395 and CHEM 395.	3 hrs.

Finance

FINC 295	Risk and Insurance Basic concepts and practices found in modern insurance and other methods of handling risk.	3 hrs.
FINC 298	Personal Financial Planning Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning.	3 hrs.
FINC 350	Business Finance A study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money, and capital budgeting. <i>Prerequisites: ACCT 281; MATH 150 or MATH 170.</i>	3 hrs.
FINC 354	Investments An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. <i>Prerequisite: ACCT 281.</i>	3 hrs.
FINC 395	Financial Markets and Institutions Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies, and investment companies. <i>Prerequisites: ACCT 281; MATH 150 or MATH 170; ECON 293, ECON 294; FINC 350.</i> Cross-listed with ECON 395.	3 hrs.
FINC 396	Corporate Finance Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management, and international financial management. <i>Prerequisites: ACCT 281; MATH 150 or MATH 170; FINC 350.</i>	3 hrs.

FINC 397	Principles of Real Estate An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts, and real estate investment as it relates to personal financial planning objective.	3 hrs.
FINC 410	Quantitative Methods for Sports Management An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. <i>Prerequisites: ECON 293, ECON 294, FINC 350, MATH 170, MATH 250.</i>	3 hrs.
FINC 495	International Finance Understanding and application of the concepts of corporate finance, financial markets, and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the “parity conditions” of international finance, foreign exchange risk management, global investing, international capital budgeting, and global working capital management. <i>Prerequisites: ECON 293, FINC 350.</i> Cross-listed as ECON 495.	3 hrs.
FINC 496	Financial Management Application of various financial management decision-making techniques as they apply to complex business problems. <i>Prerequisite: FINC 396.</i>	3 hrs.
FINC 498	Comprehensive Financial Planning A study of the principles and practices of professional financial planning using an integrated planning model. Case studies will allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. <i>Prerequisite: FINC 354.</i>	3 hrs.

Geography

GEOG 101	Introduction to Geography Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Course meets the multicultural graduation requirement.	3 hrs.
GEOG 220	Introduction to Atmospheric Sciences An introduction to the study of weather and climate. <i>Prerequisite: sophomore standing.</i> Cross-listed with ENVS 220.	3 hrs.
GEOG 223	Environmental Disasters Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution, and human responses/adjustments. <i>Prerequisite: GEOG 101.</i> Cross-listed with ENVS 223.	3 hrs.
GEOG 251	Resource Management An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. <i>Prerequisite: GEOG 101.</i> Cross-listed with ENVS 251.	3 hrs.

Geology

GEOL 110	Introduction to Physical Geology An introduction to earth’s materials, geophysical processes acting on them and the resulting landforms and landscapes.	3 hrs.
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History

HIST 101	Western Civilization I European history from Greece to 1715.	3 hrs.
HIST 102	Western Civilization II European history since 1715.	3 hrs.
HIST 121	American History to 1877 A survey of institutions, politics, culture, and society in America's institutions, from colonization to reconstruction.	3 hrs.
HIST 122	American History since 1877 A survey of politics, culture, and society in America from reconstruction to the present.	3 hrs.
HIST 231	Imperial Russia Russian history from the founding of Kiev to the death of Alexander I, with emphasis on the Prince of Kiev, the Mongols, Russian Orthodoxy, Time of Troubles, the Romanovs, Catherine the Great, Peter the Great, Napoleon and the beginning of the revolutionary tradition. Course meets multicultural graduation requirement.	3 hrs.
HIST 232	History of Russia 1825 to the Present Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriot War, the Cold War, to the Commonwealth of Independent States.	3 hrs.
HIST 234	History of Latin America Survey of the history of Latin America from the early nineteenth century to the present. Through themes such as struggles for independence, colonial legacies, economic dependency, ethnic, gender, and class relations, U.S. intervention, and the political and social movements of Latin American countries, students gain an understanding of these major themes and how they compare within different Latin American countries. The focus shifts from country to country depending on the theme, and includes examples from Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay, and Venezuela.	3 hrs.
HIST 235	History of the Modern Middle East The Middle East has been and continues to be among the most important regions of the world, religiously, economically, and politically, especially in terms of its formative effects upon the contemporary western world. As an introduction to the social, political, religious, and intellectual history of the Middle East stretching from the pre-Islamic states to the present day, but with special attention paid to the period since 1800, this course pays particular attention to the following topics: the changing relationships among religion, political movements, and everyday life; the nature of the Middle Eastern social and political institutions; tensions between reformatory and purifying impulses in Islamic religious currents; the Ottoman period, western Imperialism, and the Eastern Question; paths of modernization; the Arab-Israeli conflict; and the historical context for the emergence of political Islam. Course meets multicultural graduation requirement.	3 hrs.
HIST 250	Missouri History Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its citizens to the development of the U.S. In particular, it will highlight the state's diverse cultural heritage and distinctive political culture.	3 hrs.
HIST 303	History and Philosophy of Modern Science Evolution of scientific thought from 1600 AD to the present. <i>Prerequisite: HIST 102.</i> Cross-listed as PHIL 303.	3 hrs.
HIST 312	Twentieth Century American Diplomatic History Diplomacy since the 1890's and emergence of the nation as a world power. <i>Prerequisite: HIST 122.</i>	3 hrs.
HIST 314	Modern China Chinese history since 1800. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.

HIST 316	Modern Japan Japanese history since 1800. Course meets multicultural graduation requirement. <i>Prerequisite: junior standing.</i>	3 hrs.
HIST 318	The Vietnam War A study of the war in Vietnam by examining the American involvement in the context of Vietnamese history and culture and the goals of countries outside Vietnam. Events of the war are placed in a multiplicity of contexts to show how ideological, political, diplomatic, social, and economic considerations affected the conduct of war. The impact of war on American society, politics, and cold war diplomacy are examined. <i>Prerequisite: HIST 122. Course meets multicultural graduation requirement.</i>	3 hrs.
HIST 321	History of the Modern U.S. Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1929, the New Deal policies of FDR and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. <i>Prerequisite: HIST 122.</i>	3 hrs.
HIST 322	European Society and the Sexes Explores the interrelationship among culture, politics, economics, family and gender in Europe from roughly 1700 to the present. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of a Europe in which gender has differentiated historical experiences. Topics include gender theory, separate of spheres, the historical meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution and selected intellectual contributions of key thinkers. Cross-listed as WMST 322. <i>Prerequisite: HIST 102.</i>	3 hrs.
HIST 335	Nineteenth Century Europe This course focuses on the major transformations in European politics, economics, culture and society between the French Revolution and World War I. Topics include Napoleonic Europe, industrialization, the emergence of class as a concept for explaining fundamental social change, the revolutions of 1848, the unification of Germany and Italy, the expansion of European Imperialism, especially as seen in Africa, and the convergence of tensions which contributed to the outbreak of World War One. <i>Prerequisite: HIST 102.</i>	3 hrs.
HIST 336	Twentieth Century Europe Exploration of patterns of difference and commonality across the countries of Europe. From World War I, through the Russian Revolution, the rise of fascism and totalitarianism and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united Europe community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of the aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affects Europe between 1912 and the twenty-first century. <i>Prerequisite: HIST 102.</i>	3 hrs.
HIST 340	History and Philosophy of Revolution Examination of the nature of revolution – intellectual, philosophical, economic, and political. Cross-listed as PHIL 340.	3 hrs.
HIST 342	American Civil War Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. <i>Prerequisite: HIST 121.</i>	3 hrs.

HIST 371	History of American Business Analysis of American business from the colonial period to the present. The course traces activities of significant entrepreneurs and the firms they built. It will focus on the managerial revolution that established modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention will be given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. <i>Prerequisite: junior standing.</i> Cross-listed as MGMT 371.	3 hrs.
HIST 372	American Indian History Analysis of American Indian history from pre-history to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. <i>Prerequisite: junior standing.</i>	3 hrs.
HIST 381	History of Christianity, The Early Church Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. <i>Prerequisite: HIST 101.</i> Cross-listed as RELI 381.	3 hrs.
HIST 382	Christianity in the Modern World Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. <i>Prerequisite: HIST 102.</i> Cross-listed as RELI 382.	3 hrs.
HIST 399	Internship	1-3 hrs.
HIST 490	Historiography A proseminar on the works of historians from antiquity to the present. It provides participants an opportunity to study significant historical fields of inquiry and to consider how historians have dealt with such concerns as the cause of events, the reliability of evidence, and the citation of sources. All participants develop a proposal for a senior thesis on an historical topic. The proseminar is required of all history majors. <i>Prerequisites: HIST 101, HIST 102, HIST 121 and HIST 122.</i>	3 hrs.
HIST 494	Historical Research and Methods Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. The seminar is the culminating experience for graduation as a history major. Completion with a grade of C or higher required. <i>Prerequisite: HIST 490.</i>	3 hrs.
HIST 499	Internship	1-3 hrs.

Human Services

HUMS 105	Introduction to Human Services Introduction to the profession, practice, and career options of human services.	3 hrs.
HUMS 250	Working with Individuals Theories and methods for working with individuals.	3 hrs.
HUMS 300	Exploring Research Finding, understanding, critical analysis, and communication of empirically based research for practice application. <i>Prerequisite: MATH 150 or MATH 170.</i>	3 hrs.

HUMS 310	Military Case Work Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 325	Case Management Introduction to case management theory, models of case management, and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. <i>Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).</i>	3 hrs.
HUMS 335	Working with Groups Theoretical foundations, knowledge, values, and skills of human service practice as they apply to working with groups. <i>Prerequisite: HUMS 105 or PSYC 101.</i>	3 hrs.
HUMS 340	Working with Families Examination of family function and assessment using the major models, theories, and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as ecomaps and genograms. <i>Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).</i>	3 hrs.
HUMS 345	Working with Communities and Organizations The values, knowledge and skills of human service practice in the context of communities and organizations. <i>Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).</i>	3 hrs.
HUMS 350	Social Gerontology Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. <i>Prerequisite: junior standing. Cross-listed as SOCI 350.</i>	3 hrs.
HUMS 365	American Social Policy Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. <i>Prerequisite: junior standing. Cross-listed as SOCI 365.</i>	3 hrs.
HUMS 375	Disabilities Examination on issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten, compromise or exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact upon this vulnerable population. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 380	Substance Abuse Examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use are explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods and prevention are examined. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 385	Mental Health This course provides a look at mental health problems from the practice arena. Students learn theories of mental health, psychotropic medications, and the role of case manager with persons who have mental illness. <i>Prerequisite: PSYC 101.</i>	3 hrs.

HUMS 390	Child Welfare This course begins with a historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high risk populations of children/youth and families. <i>Prerequisite: sophomore standing.</i>	3 hrs.
HUMS 495	Senior Seminar Required as a culminating experience prior to graduation. Capstone course integrating prior learning while exploring current research, contemporary issues, and practice theories in human services. Writing intensive. Emphasis is on creating expertise within an area of interest pertinent to the career and academic goals of the student. Students enrolled in this class are required to take the major field test for human services. <i>Prerequisites: Human Services major, senior standing, and at least 24 hours in the major.</i> Grade of C or higher is required. May be taken concurrently with HUMS 499.	3 hrs.
HUMS 499	Internship Students complete 135 hours of supervised field experience for 3 hours of credit (270 hours for 6 hours of credit), targeted to behaviorally implementing the objectives of the human services program in a human service agency. <i>Prerequisites: senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements.</i>	3 hrs.

Management

MGMT 150	Introduction to Business Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.	3 hrs.
MGMT 152	Business Mathematics Development of an understanding of and skill in using arithmetic calculations in business-oriented problems.	3 hrs.
MGMT 200	Calculus for Business and Finance Introduction to analytic geometry, limits, derivatives, definitive integrals and their applications. Cross-listed as MATH 200. <i>Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or higher on the math portion of the SAT.</i>	3 hrs.
MGMT 254	Business Communications Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. <i>Prerequisite: ENGL 112.</i>	3 hrs.
MGMT 265	Business Law I Fundamental principles of law relating to business activity and court systems. Extensive use of cases. <i>Prerequisite: sophomore standing.</i>	3 hrs.
MGMT 311	Public Administration and Policy Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. <i>Prerequisite: POSC 111.</i> Cross-listed as POSC 311.	3 hrs.
MGMT 330	Principles of Management Survey of the principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. <i>Prerequisites: MGMT 150; junior standing.</i>	3 hrs.
MGMT 338	International Business Exploration of the challenges involved in multinational and international business. Course meets multicultural graduation requirement. <i>Prerequisites: MGMT 330 and junior standing.</i>	3 hrs.

MGMT 339	Cross-Cultural Management Emphasis on the interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 341	Small Business Management The elements to establish and operate a small business are examined in light of internal and external environmental requirements. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 360	Organizational Theory Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 361	Human Resource Management Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 362	Organizational Behavior Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. <i>Prerequisite: MGMT 330 or PSYC 101.</i>	3 hrs.
MGMT 363	Productions and Operations Management Emphasis on techniques and skill for manufacturing. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 364	Workforce Planning and Employment This course explores how organizations plan for changes in their workforce, create recruitment strategies, and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies, and interviewing methods. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 365	Compensation and Benefit Systems The focus of this course is "Total Compensation." Direct and indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, individual and group bonuses, executive compensation, issues with providing health care, long-term investment options, pension systems, and government mandated benefits. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 367	Business Law II Continuation of Business Law I. <i>Prerequisite: MGMT 265.</i>	3 hrs.
MGMT 368	Business Ethics Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. <i>Prerequisite: MGMT 330.</i>	3 hrs.
MGMT 371	History of American Business Analysis of American business from the colonial period to the present. The course traces activities of significant entrepreneurs and the firms they built. It will focus on the managerial revolution that established modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention will be given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. <i>Prerequisite: junior standing.</i> Cross-listed as HIST 371.	3 hrs.
MGMT 375	Labor Relations Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances, and agreement administration. <i>Prerequisite: MGMT 361.</i>	3 hrs.

MGMT 393	Business Information Systems Emphasis on management and technical concepts fundamental to business application and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. <i>Prerequisite: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing.</i>	3 hrs.
MGMT 422	Small Business Development Continuation of MGMT 341, focusing on the operation and development of an established business concern. <i>Prerequisite: MGMT 341.</i>	3 hrs.
MGMT 430	Management Science Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. A variety of models and approaches introduced in this course including: linear programming and optimization models (e.g., maximize profit or minimize cost problems, resource-allocation problems), network and transportation models (e.g., shortest route problems, critical path problems), forecasting models, PERT/CPM models (e.g., a model to determine the optimal schedule for a project), simulation models and the use of Crystal Ball, and simple/multiple regression models. Students learn to model problems mathematically and to use spreadsheet packages to solve management science problems. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. <i>Prerequisite: MATH 150 or MATH 170, MATH 250, FINC 350.</i>	3 hrs.
MGMT 461	Human Resource Development Study of three key areas of employee and organizational development: training and development, change management, and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs, and evaluating organizational training systems. Also this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. Individual employee, functional, and organizational performance systems will also be addressed. <i>Prerequisite: MGMT 361.</i>	3 hrs.
MGMT 479	Strategic Management Culminating experience capstone course for majors in business administration. Requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. <i>Prerequisites: senior standing, completion of a minimum 33 hours of core requirements and at least six hours of upper level courses within the identified major.</i>	3 hrs.
MGMT 399, 499	Internship in Business Application, analysis, and evaluation of managerial functions and practices from the perspective of a management trainee. Supervised, on-site work experience required. <i>Prerequisites: senior standing, cumulative GPA of 3.0 or higher.</i>	3 hrs.

Marketing

MKTG 310	Principles of Marketing Survey of principles for choosing target markets, assessing their needs, developing products and services, and delivering them at a value to the customer and a profit to the company. <i>Prerequisite: junior standing.</i>	3 hrs.
MKTG 327	Retail Management and Strategies Development of policies, methods and managerial strategies to accommodate the rapidly changing retail environment. <i>Prerequisites: MGMT 150, junior standing.</i>	3 hrs.
MKTG 331	Consumer Behavior Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement, and control marketing activities. <i>Prerequisite: MKTG 310.</i>	3 hrs.

MKTG 332	Public Relations Policies, strategies, and procedures available to an enterprise in establishing and controlling its communications with its many publics. <i>Prerequisites: MKTG 310; MGMT 254 or ENGL 204.</i>	3 hrs.
MKTG 335	Advertising and Sales Promotion Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communication. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 352	Personal Selling and Sales Management Emphasis on techniques and skills of personal selling. Sales presentations required. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 360	E-Marketing This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. <i>Prerequisites: CISS 170 and MKTG 310.</i>	3 hrs.
MKTG 410	Global Marketing Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Course meets multicultural graduation requirement. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 420	Readings in Public Relations Case studies and special readings are utilized to illustrate and apply public relations' theories and practices in diverse organizational settings; emphasis is on the proper design and utilization of public relations tools that illustrate strategic public relations competencies. <i>Prerequisites: MKTG 310, MKTG 332.</i>	3 hrs.
MKTG 441	Marketing Research A managerial approach to this highly technical and quantitative field. <i>Prerequisites: MKTG 310 and MATH 250.</i>	3 hrs.
MKTG 478	Marketing Management Examination of the role of the marketing manager in analyzing, planning, implementing, and controlling the marketing programs of an enterprise. Case work is used. <i>Prerequisite: MKTG 310.</i>	3 hrs.
MKTG 480	Sports and Event Marketing Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. <i>Prerequisite: MKTG 310.</i>	3 hrs.

Mathematics

MATH 104	Beginning Algebra Introduction to the fundamental concepts of algebra. Review of arithmetic skills, solving linear equations and inequalities, application problems, graphing lines and introduction to polynomials, and factoring. Students must repeat the course the succeeding session if a U, F, or D grade is awarded.	3 hrs.
MATH 106	Intermediate Algebra Second course in a three-course sequence in algebra. Review of factoring and graphing lines. An introduction to solving systems of linear equations, rational expressions, roots and radicals, quadratic equations and an introduction to exponential and logarithmic functions. Students must repeat the course if a U, F, or D grade is awarded. <i>Prerequisite: A passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher.</i>	3 hrs.

MATH 115	Mathematics for the Elementary School Teacher This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. <i>Prerequisite: Grade of C or higher in MATH 104 or a score of 21 or above on the math portion of the ACT, or a passing score on the Columbia College math placement exam.</i>	3 hrs.
MATH 150	College Algebra Study of the algebraic concepts including linear and quadratic equations, inequalities and systems; polynomials, rational, exponential and logarithmic functions in the natural and social sciences with emphasis on their numerical, graphical, and algebraic properties and their applications. Introduction to summation notation, sequences, and series. <i>Prerequisite: Grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing score on the Columbia College math placement exam.</i>	3 hrs.
MATH 170	Finite Mathematics This course provides a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability, and statistics. Topics include linear functions, systems of linear equations and inequalities, matrices, linear programming, and the mathematics of finance. <i>Prerequisite: Grade of C or higher in MATH 104, or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing grade on the Columbia College math placement exam.</i>	3 hrs.
MATH 180	Precalculus Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions, trigonometric equations and trigonometric identities. <i>Prerequisite: Grade of C or higher in MATH 150, or a score of 23 or above on the math portion of the ACT.</i>	3 hrs.
MATH 200	Calculus for Business and Finance Introduction to analytic geometry, limits, derivatives, definitive integrals and their applications. <i>Prerequisite: Grade of C or higher in MATH 150 or MATH 180; junior standing. Cross-listed with MGMT 200.</i>	3 hrs.
MATH 215	Calculus With Analytic Geometry IA First of a four-session sequence covering calculus and analytic geometry. Focus on functions, limits, and use of derivatives to solve practical problems. <i>Prerequisite: Grade of C or higher in MATH 180.</i>	3 hrs.
MATH 225	Discrete Mathematics I This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, Boolean Algebra, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to languages (finite state machines). <i>Prerequisite: Grade of C or higher in MATH 215.</i>	3 hrs.
MATH 226	Calculus With Analytic Geometry IB Second course of a four-session sequence. Focus on the use of integrals to solve a variety of practical problems. Topics include derivatives of exponential, hyperbolic, trigonometric functions and partial derivatives. <i>Prerequisite: MATH 215 with a grade of C or higher.</i>	3 hrs.
MATH 235	Calculus With Analytic Geometry IIA Third course of a four-session sequence. Topics include use of elementary integration, formulations, trigonometric substitutions, Cauchy's and Taylor's formula, and polar coordinates. <i>Prerequisite: MATH 226 with a grade of C or higher.</i>	3 hrs.
MATH 245	Calculus and Analytic Geometry IIB Last course of a four-session sequence. Topics include multivariate calculus, infinite series, and differential equations. <i>Prerequisite: MATH 235 with a grade of C or higher.</i>	3 hrs.

MATH 250	Statistics I Introduction to descriptive and inferential statistics. Topics include collection of data, numerical and graphical descriptive methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. <i>Prerequisites: MATH 150 or MATH 170 or MATH 180; or a score of 23 or above on the math portion of the ACT or 540 or above on the math portion of the SAT.</i>	3 hrs.
MATH 251	Statistics II This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. <i>Prerequisite: MATH 250.</i>	3 hrs.
MATH 300	Multivariate Calculus Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. <i>Prerequisite: MATH 222 or 245.</i>	3 hrs.
MATH 303	Linear Algebra Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry, and other selected topics. <i>Prerequisite: Grade of C or higher in MATH 215.</i>	3 hrs.
MATH 304	Introduction to Abstract Algebra Introduction of algebraic systems, their motivation, definitions, and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains, and fields. <i>Prerequisites: Grade of C or higher in MATH 225 and MATH 226.</i>	3 hrs.
MATH 305	Number Theory The goal of this course is to provide a modern treatment of number theory. The student learns more about the integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. <i>Prerequisites: Grade of C or higher in both MATH 225 and MATH 226.</i>	3 hrs.
MATH 325	Discrete Mathematics II This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees, and optimization and matching theory. <i>Prerequisite: Grade of C or higher in MATH 226.</i>	3 hrs.
MATH 330	History of Mathematics The goals of this course are to develop knowledge of the contributions made by Mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. <i>Prerequisite: Grade of C or higher in MATH 226. Course meets multicultural graduation requirement.</i>	3 hrs.
MATH 331	Foundations of Geometry This course provides students with the opportunity to broaden and deepen the understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. <i>Prerequisite: Grade of C or higher in MATH 226.</i>	3 hrs.
MATH 340	Introduction to Probability Theory Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. <i>Prerequisite: Grade of C or higher in MATH 226.</i>	3 hrs.
MATH 370	Differential Equations Ordinary differential equations and systems with application to the sciences and engineering. <i>Prerequisite: Grade of C or higher in MATH 226.</i>	3 hrs.

MATH 371	Introduction to Complex Variables Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the CAUCHY-RIEMANN equations, analytic functions, complex series, complex contour integration, residues poles and conformational mapping. <i>Prerequisite: Grade of C or higher in MATH 226.</i>	3 hrs.
MATH 380	Advanced Calculus I Rigorous development of some central ideas in analysis including limits, continuity and differentiability. <i>Prerequisite: Grade of C or higher in MATH 245.</i>	3 hrs.
MATH 381	Advanced Calculus II A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. <i>Prerequisites: MATH 380.</i>	3 hrs.
MATH 390	Introduction to Topology Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation compactness, convergence, completeness and connectedness. <i>Prerequisite: Grade of C or higher in MATH 226, MATH 380 recommended.</i>	3 hrs.

Music

MUSI 102	Music Fundamentals Study of basic notation and other techniques leading to the understanding of the fundamentals of music. <i>Prerequisite: Ability to read music.</i>	3 hrs.
MUSI 122	Music Appreciation A musical appreciation course focusing on European and American works since 1500.	3 hrs.
MUSI 322	Masterpieces of Music In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class.	3 hrs.
MUSI 323	Music of the United States Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present.	3 hrs.

Philosophy

PHIL 201	Introduction to Western Philosophy Exploration of problems and methods of philosophical inquiry including such topics as belief systems, values and meaning; theories of nature, God, and humankind; the nature of knowledge and its acquisition.	3 hrs.
PHIL 202	Introduction to Eastern Philosophies and Religions Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students will study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed with RELI 202. Course meets multicultural graduation requirement.	3 hrs.
PHIL 210	Logic Introduction to the principles and methods of formal logic. Emphasis on derivations for sentence and predicate logic.	3 hrs.
PHIL 303	History and Philosophy of Modern Science Evolution of scientific thought from 1600 AD to the present. <i>Prerequisite: HIST 102.</i> Cross-listed as HIST 303.	3 hrs.
PHIL 321	Major Figures and Schools; Ancient to Medieval Intensive study of treatises by major philosophers in the ancient and medieval world. <i>Prerequisite: junior standing.</i>	3 hrs.

PHIL 322	Major Figures and Schools; Early Modern to Modern Intensive study of treatises by major philosophers in the early modern and modern world. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 330	Ethics Examination of various moral philosophers' attempts to prescribe ethical norms applicable to all humanity. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 332	Environmental Ethics Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as ENVS 332.	3 hrs.
PHIL 340	Philosophy of Revolution Examination of the nature of revolution – intellectual, philosophical, economical, and political. Cross-listed as HIST 340.	3 hrs.
PHIL 350	Philosophy of Religion Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death, and the pluralism of religious traditions. <i>Prerequisite: PHIL 201 or RELI 101.</i> Cross-listed as RELI 350.	3 hrs.
PHIL 358	Existentialism An investigation of the philosophy of existentialism through works of philosophy and fiction. The seminar will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 390	The Buddha and Buddhism Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana-the spread of Buddhism to China, Tibet and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed RELI 390. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 400	Political Philosophy Study of major writers in political philosophy including Plato, Aristotle, Aquinas, Hobbes, Locke, Rousseau, Marx and others. Cross-listed with POSC 400. Course meets multicultural graduation requirement.	3 hrs.
PHIL 401	Significant Philosophers Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing him or her in an historical event. Emphasis is on systematic thinkers. May be repeated with instructor's permission. <i>Prerequisite: PHIL 321 or PHIL 322.</i>	3 hrs.
PHIL 460	Biomedical Ethics Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. <i>Prerequisite: junior standing.</i>	3 hrs.
PHIL 490	Thematic Seminar in Philosophy and Religious Studies Culminating course for philosophy and Religious Studies majors. Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students research, write, and present a research paper. Cross-listed as RELI 490. <i>Prerequisite: junior standing.</i>	3 hrs.

Physics

PHYS 108	Physical Science Survey Examination of the physical world and its underlying scientific principles. <i>Prerequisite: MATH 106.</i> Cross-listed with CHEM 108.	3 hrs.
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PHYS 111	College Physics I First of a two-part algebra-based college physics sequence. Topics include classical mechanics – linear, circular and rotational motion, statics, elasticity, vibrations, waves, and sound; heat and thermodynamics. <i>Prerequisite: MATH 150 or MATH 170 or MATH 180.</i>	3 hrs.
PHYS 112	College Physics II Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics, and astrophysics (optional). <i>Prerequisite: PHYS 111.</i>	3 hrs.
PHYS 401	Introduction to Physical Chemistry/Chemistry Physics Introduction to physical principles underlying chemical science. Topics include kinetic theory of gases, quantum mechanics, and thermodynamics. Cross-listed as CHEM 401. <i>Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).</i>	3 hrs.

Political Science

POSC 111	American National Government Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system.	3 hrs.
POSC 215	State and Local Government To survey American governments on the sub-national level to increase awareness of the impact those governments have over citizen's lives.	3 hrs.
POSC 280	American Political and Social Thought American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as AMST 280. <i>Prerequisite: ENGL 112.</i>	3 hrs.
POSC 292	International Relations Theory and practice of how nations relate to each other. Course meets multicultural graduation requirement.	3 hrs.
POSC 311	Public Administration and Policy Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. <i>Prerequisite: POSC 111.</i> Cross-listed as MGMT 311.	3 hrs.
POSC 312	Environmental Politics Study of environmental issues and policies from both a national and global perspective. Cross-listed as ENVS 312. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 315	American Public Policy The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy and more. <i>Prerequisites: ENGL 112, POSC 111.</i>	3 hrs.
POSC 317	Politics of Russia and Eurasia Study of the government and politics of Russia and other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union.	3 hrs.
POSC 321	Politics of Developing Nations Analysis of the governmental structures and roles played by developing nations in contemporary world affairs.	3 hrs.
POSC 326	International Law and Organization Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. <i>Prerequisite: POSC 292.</i>	3 hrs.

POSC 330	Media and Politics Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 331	European Politics Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union.	3 hrs.
POSC 332	The American Presidency Presidential powers and their use and impact on American political life. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 340	Judicial Process Study of the state and federal court systems and the impact those systems have on American politics and society.	3 hrs.
POSC 350	Legislative Process Study of Congress, its structure, procedures, role, and impact in American government. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 353	Asian Politics Analysis of the government and politics of selected Asian countries and their economic and social systems.	3 hrs.
POSC 360	U.S. Foreign Policy Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. <i>Prerequisite: POSC 292.</i>	3 hrs.
POSC 361	American Political Parties Practical and theoretical study of the American Party System. <i>Prerequisite: POSC 111 or HIST 121 or HIST 122.</i>	3 hrs.
POSC 390	Political Science Research Methods An introduction to the research processes used by political science. The scope of political science research and the methods used to address political questions are studied. <i>Prerequisites: Three previous courses in political science or government.</i>	3 hrs.
POSC 399	Internship Involves working as an intern in a governmental office. Students should work 45 clock hours during the session for one hour of academic credit. Evaluation is Satisfactory/Unsatisfactory. <i>Permission to enroll must be obtained at least one session prior to internship. Prerequisites: POSC 111.</i>	1-12 hrs.
POSC 400	Political Philosophy Study of major writers in political philosophy including Plato, Aristotle, Aquinas, Hobbes, Locke, Rousseau, Marx and others. Cross-listed with PHIL 400. Course meets multicultural graduation requirement.	3 hrs.
POSC 440	Constitutional Law Study of the Constitution's evolution through Supreme Court decisions. <i>Prerequisite: POSC 111.</i>	3 hrs.
POSC 490	Independent Study in Political Science Culminating experience for graduation with a BA in Political Science. Requires original research project and final paper. <i>Grade of C or higher required. Prerequisite: POSC 390.</i>	3 hrs.

Psychology

PSYC 101	General Psychology Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students majoring in Psychology must earn a grade of C or higher.	3 hrs.
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PSYC 230	Educational Psychology Applications of psychological principles in educational environments. Emphasis on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate, and report instructional outcomes. <i>Prerequisite: PSYC 101.</i> Cross-listed with EDUC 230.	3 hrs.
PSYC 260	Introduction to Applied Psychology An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology.	3 hrs.
PSYC 270	Psychology of Emotion Study of major themes of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in the discipline of psychology. The course examines the relationship between theory and practice in applications designed for use by teachers, counselors and other practitioners in the helping professions. <i>Prerequisite: PSYC 101 or PSYC 260.</i>	3 hrs.
PSYC 304	Personality Theory Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists, and humanists. Current research into personality, using modern methods also reviewed. <i>Prerequisites: 6 hours of PSYC courses and junior standing.</i>	3 hrs.
PSYC 320	Tests and Measurements Study of informal and standardized test development, administration, and evaluation from both the normative and criterion-referenced points-of-view. <i>Prerequisites: PSYC 101 and PSYC/SOCI/BIOL 324.</i>	3 hrs.
PSYC 324	Statistics for the Behavioral and Natural Sciences The study of parametric and nonparametric statistics commonly used in the behavioral sciences. Included are analysis of relationship and variance, as well as effect sizes associated with each. <i>Prerequisite: MATH 150 or higher.</i> Cross-listed with BIOL/SOCI 324. Students majoring in Psychology must earn a grade of C or higher.	3 hrs.
PSYC 325	Research Design Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Both qualitative and quantitative approaches are addressed, with the latter employing both parametric and nonparametric analysis. <i>Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324 and junior standing.</i> Cross-listed as SOCI 325. Students majoring in Psychology must earn a grade of C or higher.	3 hrs.
PSYC 326	Experimental Psychology Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. <i>Prerequisite: 6 hours of Psychology courses.</i>	3 hrs.
PSYC 330	Lifespan Developmental Psychology The study of physiological, environmental and interactive variables influencing human development from conception to death. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 336	Industrial/Organizational Psychology Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 360	Social Psychology Theories, methods, and research on the nature and causes of individual behavior in social situations. <i>Prerequisite: 6 hours psychology and/or sociology courses.</i> Cross-listed with SOCI 360.	3 hrs.

PSYC 371	Neuroscience Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as BIOL 371. <i>Prerequisite: 6 hours of psychology courses or 6 hours of BIOL courses.</i>	3 hrs.
PSYC 372	Sensation and Perception Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as BIOL 372. <i>Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing.</i>	3 hrs.
PSYC 381	History and Systems of Psychology Overview of the historical antecedents and major theoretical and historical systems within psychology. <i>Prerequisites: PSYC 101 and sophomore standing. Students majoring in Psychology must earn a grade of C or higher.</i>	3 hrs.
PSYC 385	Human Sexuality Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 391	Child Psychology The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. <i>Prerequisite: PSYC 101.</i> Cross-listed with EDUC 391.	3 hrs.
PSYC 392	Adolescent Psychology The study of youth from puberty to adulthood. Students study the processes that influence physical, social and behavioral development. Cross-listed as EDUC 392. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 395	Adult Psychology Physiological, behavioral, and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. <i>Prerequisite: PSYC 101.</i>	3 hrs.
PSYC 412	Learning and Cognition Theoretical and empirical research related to learning, memory, attention, problem solving, concept formation, and language. <i>Prerequisites: 6 hours psychology courses.</i>	3 hrs.
PSYC 450	Abnormal Psychology Major categories of behavior disorders are considered in terms of theory, etiology, symptoms, and treatment. Fundamental questions related to diagnosis, definitions of disorders, and reaction of society are discussed. <i>Prerequisites: junior standing and six hours of psychology courses.</i>	3 hrs.
PSYC 460	Introduction to Clinical & Counseling Psychology Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral, and existential perspectives. Research, legal, and ethical issues are examined as they relate to the counselor as a person and as a professional. <i>Prerequisites: junior standing and six hours of psychology courses.</i>	3 hrs.
PSYC 472	Psychopharmacology Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as BIOL 472. <i>Prerequisite: junior standing.</i>	3 hrs.
PSYC 480	Group Process Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal, and ethical issues associated with paraprofessional and professional practices. <i>Prerequisites: PSYC 101 and PSYC 460.</i>	3 hrs.

PSYC 495	Integrative Psychology Capstone course integrating prior learning; exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major field Test for Psychology. Required as a culminating experience prior to graduation. Grade of C or higher is required for this course and all prerequisite courses. <i>Prerequisites: senior standing; Psychology major; PSYC 101, PSYC/BIOL/SOCI 324; PSYC/SOCI 325; PSYC 381.</i>	3 hr.
PSYC 499	Internship An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one session prior to enrollment. <i>Prerequisites: senior standing and cumulative GPA 3.0 or higher. One credit hour awarded for each 45 clock hours.</i>	1-3 hrs.

Religious Studies

RELI 101	Religion and Human Experience Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experience.	3 hrs.
RELI 124	The Bible as Literature A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. <i>Cross-listed as ENGL 124.</i>	3 hrs.
RELI 201	Religious Classic Texts Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture.	3 hrs.
RELI 202	Introduction to Eastern Philosophies and Religions Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students will study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed with PHIL 202. Course meets multicultural graduation requirement.	3 hrs.
RELI 350	The Philosophy of Religion Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death, and the pluralism of religious traditions. <i>Prerequisite: PHIL 201 or RELI 101.</i> Cross-listed as PHIL 350.	3 hrs.
RELI 381	History of Christianity, The Early Church Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. <i>Prerequisite: HIST 101.</i> Cross-listed as HIST 381.	3 hrs.
RELI 382	Christianity in the Modern World Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. <i>Prerequisite: HIST 102.</i> Cross-listed as HIST 382.	3 hrs.
RELI 390	The Buddha and Buddhism Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahavana-the spread of Buddhism to China, Tibet and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed PHIL 390. <i>Prerequisite: junior standing.</i>	3 hrs.

RELI 400	Religion and Science A study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton, Darwinism, Einstein's religion, creation and Big Bang, Creationism and design, Anthropic Principle, contingency and necessity, God, and secular humanism. <i>Prerequisite: junior standing.</i>	3 hrs.
RELI 490	Thematic Seminar in Philosophy and Religious Studies Culminating course for philosophy and Religious Studies majors. Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students research, write, and present a research paper. Cross-listed as PHIL 490. <i>Prerequisite: junior standing.</i>	3 hrs.

Sociology

SOCI 111	General Sociology Introduction to the study of small and large scale human social interaction and social organizations. Course meets multicultural graduation requirement.	3 hrs.
SOCI 112	General Anthropology Introduction to the study of human physical and cultural evolution. Course meets multicultural graduation requirement.	3 hrs.
SOCI 214	Family Survey of structures, functions, processes, and alternative life styles in the contemporary family. Course meets multicultural graduation requirement.	3 hrs.
SOCI 216	American Social Problems Nature and impact of American contemporary social problems.	3 hrs.
SOCI 218	Social Deviance Native, theories and models of deviant behavior. Categories and causes of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants.	3 hrs.
SOCI 270	Minority Cultures and Relations Survey of historical and contemporary minority/majority relations among various racial, ethnic, and gender groups. Focus on the social construction of race and ethnicity. Course meets the multicultural graduation requirement.	3 hrs.
SOCI 310	Women and Society Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as WMST 310.	3 hrs.
SOCI 312	Organizations and Institutions Patterns of social organization in modern societies; organizational structures and processes; interrelation of social institutions; problems of an organizational society and its consequences for individual life experiences. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, corporate crimes, political crimes, and victimless crimes. Critical examination of current law enforcement and correctional policies and practices is included. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 321	Criminology Theories concerning the nature, cause, control, treatment, and prevention of crime. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 324	Statistics for the Behavioral and Natural Sciences The study of parametric and nonparametric statistics commonly used in the behavioral sciences. Included is analysis of relationship and variance, as well as effect sizes associated with each. <i>Prerequisite: MATH 150</i> . Cross-listed with BIOL/PSYC 324. Students majoring in Psychology must earn a grade of C or higher.	3 hrs.

SOCI 325	<p>Research Design</p> <p>The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results, interpretation, and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric analysis. Students majoring in Psychology must earn a grade of C or higher. <i>Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324 and junior standing.</i> Cross-listed as PSYC 325.</p>	3 hrs.
SOCI 326	<p>Qualitative Research Methods</p> <p>Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized.</p>	3 hrs.
SOCI 331	<p>Juvenile Delinquency</p> <p>Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. <i>Prerequisite: junior standing.</i></p>	3 hrs.
SOCI 336	<p>Global Perspectives on Women and Development</p> <p>Critical analysis of the history and discourse surrounding development with special emphasis on how the development process has affected women across the globe. Attention will be paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization, women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. <i>Prerequisite: junior standing.</i> Cross-listed as WMST 336. Course meets the multicultural graduation requirement.</p>	3 hrs.
SOCI 341	<p>Sociology of Religion</p> <p>Theories regarding the sources and roles of religion in society. Sociological principles and concepts apply to religions and religious movements. Examination of current trends in religious movements. Religious perspectives on, and experiences of, women, homosexuals, and ethnic minorities. Topics include paganism and secular humanism. <i>Prerequisite: junior standing.</i></p>	3 hrs.
SOCI 350	<p>Social Gerontology</p> <p>Social, psychological, and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasing aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. <i>Prerequisite: junior standing.</i> Cross-listed as HUMS 350.</p>	3 hrs.
SOCI 360	<p>Social Psychology</p> <p>Theories, methods, and research on the nature and causes of individual behavior in social situations. <i>Prerequisite: Six hours PSYC and/or SOCI courses.</i> Cross-listed with PSYC 360.</p>	3 hrs.
SOCI 365	<p>American Social Policy</p> <p>Nature and development of American social welfare policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social welfare policy issues with an emphasis on policy that promotes optimal health and social well-being. <i>Prerequisite: junior standing.</i> Cross-listed as HUMS 365.</p>	3 hrs.
SOCI 375	<p>Social Movements</p> <p>Examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of the twentieth century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. <i>Prerequisite: junior standing.</i> Cross-listed as AMST 375.</p>	3 hrs.
SOCI 380	<p>Sociology of Culture and Mass Media</p> <p>Sociological theories of mass media, social impacts of mass media and popular culture on collective consciousness; structure versus agency; new media; the internet. <i>Prerequisite: junior standing.</i></p>	3 hrs.

SOCI 401	The American Community Theories of community change in nature, history, structure and functions of, and changes in, American communities. Current trends and issues facing U.S. communities. Impact of demographic changes on communities. Roles of corporations, governments, voluntary organizations and individuals in shaping communities. Intentional communities, cyber communications. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 421	Class, Status, and Power Societal stratification systems and social inequalities, including the arenas of inequality, primarily class, race/ethnicity, gender, and sexuality, as well as the role of power in constructing and maintaining such inequality; at the creation of wealth and poverty, both in the United States and globally, consequences of racial and gender inequality, and the stratification system surrounding sexualities. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 430	Sociology of Sport Survey of social theories and projected role of the patterns of sports and heroism in society.	3 hrs.
SOCI 460	Classical Social Theory History and origins of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Nlannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 470	Contemporary Social Theory Survey of contemporary social theory, beginning in Post-World War II era through the current era of post-structuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen, Habermas, Pierre, Bourdieu, Immanual, Wallerstein, Anthony Gibbens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich, Patricia Hill Collins. <i>Prerequisite: junior standing.</i>	3 hrs.
SOCI 495	Integrative Seminar Culminating experience for the major. A capstone course to apply prior learning to probing major areas of research in sociology. <i>Prerequisites: senior standing; sociology major, SOCI 111, PSYC/BIOL/SOCI 324, PSYC/SOCI 325.</i>	3 hrs.

Spanish

SPAN 101	Elementary Spanish I Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three or more years of high school Spanish. Course meets multicultural graduation requirement. Course meets three hours of foreign language graduation requirement.	3 hrs.
SPAN 102	Elementary Spanish II A continuation of Spanish I, with increased attention to grammar and writing. Not open to native speakers or students who have had four years of high school Spanish. Course meets multicultural graduation requirement. Course meets three hours of Foreign Language graduation requirement. <i>Prerequisite: SPAN 101 with a grade of C or higher, or three years of high school Spanish.</i>	3 hrs.
SPAN 103	Elementary Spanish III The development of the ability to use the language by oral-aural drills and readings, and beginning emphasis on writing compositions. Native speakers enrolling in Spanish courses will begin with SPAN 103. <i>Prerequisite: SPAN 102 with a grade of C or higher.</i>	3 hrs.
SPAN 104	Elementary Spanish IV Continued development of the ability to use the language at the intermediate level, with more advanced grammar, and readings with a focus on a continued emphasis on writing in Spanish. <i>Prerequisite: SPAN 103 with a grade of C or higher.</i>	3 hrs.

SPAN 110	Spanish for Medical Personnel Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S.	3 hrs.
SPAN 111	Spanish for Law Enforcement Personnel Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S.	3 hrs.
SPAN 112	Spanish for Social-Service Workers Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems; government aid to the disadvantaged, medical health, diet, and problems of consumers.	3 hrs.
SPAN 203	Spanish Conversation I Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading, and writing, as well as a review of elementary and intermediate Spanish-level grammatical points. <i>Prerequisite: SPAN 104 with a grade of C or higher.</i>	3 hrs.
SPAN 204	Spanish Composition/Conversation and Culture Oral and written composition; review of more difficult grammatical constructions and idioms. Oral practice in everyday Spanish, discussion, idiomatic usage, listening comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. <i>Prerequisite: SPAN 104 with a grade of C or higher.</i>	3 hrs.
SPAN 305	Advanced Spanish Conversation and Composition I Intensive study of comprehension, pronunciation, and grammar with brief written compositions and oral dialogues. <i>Prerequisite: SPAN 102.</i>	3 hrs.
SPAN 306	Commercial Spanish Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. <i>Prerequisite: SPAN 305.</i>	3 hrs.

Women's Studies

WMST 310	Women and Society Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as SOCI 310.	3 hrs.
WMST 322	European Society and the Sexes Explores the interrelationship among culture, politics, economics, family and gender in Europe from roughly 1700 to the present. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of a Europe in which gender has differentiated historical experiences. Topics include gender theory, separate of spheres, the historical meanings of work, feminism, working class sexuality, middle class family life, pornography, sexual imperialism, prostitution, and intellectual contributions of key thinkers. <i>Prerequisite: HIST 102.</i> Cross-listed as HIST 322.	3 hrs.

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- WMST 336** **Global Perspectives on Women and Development** **3 hrs.**
Critical analysis of the history and discourse surrounding development with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies including the perspectives and experiences of women across the globe. Topics include globalization, women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. *Prerequisite: junior standing.* Course meets multicultural graduation requirement. Cross-listed as SOCI 336.
- WMST 343** **Gender Communication** **3 hrs.**
Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. *Prerequisites: COMM 230.* Cross-listed as COMM 343.
- WMST 485** **Feminist Theory and Methodology** **3 hrs.**
This course analyzes the intellectual debate feminism has inspired in academia, analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, researchers reflexivity, and questions of objectivity and subjectivity are among the topics covered.

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Columbia College

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Lana Poole, Executive Director of Marketing

B.S., Missouri State University M.P.A., University of Missouri-Columbia

Faye Burchard, Dean for Campus Life

B.S.E., Arkansas State University; M.A., East Carolina University

Robert P. Burchard, Director of Athletics and Physical Recreation; Head Men's Basketball Coach

B.A., Catawba College; M.A., East Carolina University

Accounting, Evaluations, Financial Aid, Student Records, Library, Registrar

Randal Schenewerk, Associate Controller

A.A.S., Linn State Technical College; B.S., Columbia College; M.B.A., William Woods University

Gary Cain, Director of Evaluations

B.S., University of Missouri-Columbia

Sharon Abernathy, Director of Financial Aid

B.S., Southeast Missouri State University; M.B.A., Columbia College

Janet Caruthers, Director, Stafford Library

B.A., Central Missouri State University; M.A.L.S., University of Missouri-Columbia

Susan M. Koopmans, Registrar

B.A., University of Minnesota

Division of Adult Higher Education

Mike Randerson, Vice President of Adult Higher Education

B.A., Southern Illinois University-Carbondale; M.A., The George Washington University

Gary Massey, Associate Dean of Adult Higher Education and Online Campus

B.A., Columbia College; M.A., M.A., D.MGT., Webster University

Eric Cunningham, Associate Dean of Adult Learning

B.S., U.S. Military Academy; M.S., Troy State; M.A., University of Missouri-Columbia

René Massey, Assistant Dean

B.A., M.B.A., Columbia College

Gary Oedewaldt, Assistant Dean

B.S., University of Wisconsin; M.A., Central Michigan University

Sonda Ridgway, Director of Budget and Personnel

B.S., M.B.A., Columbia College

Ramona McAfee, Assistant Dean

B.A., University of Alaska Fairbanks M.P.A., University of Alaska Southeast

Online Education

Gary Massey, Associate Dean of Adult Higher Education and Online Campus

B.A., Columbia College; M.A., M.A., D.MGT., Webster University

Marilyn Whitehead, Director of Administration

B.S., University of Missouri-Columbia, M.B.A., William Woods University

Bill Carney, Director of Academic Programs

B.S.E., M.A., Truman State University; M.P.A., University of Missouri-Columbia

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NOTES



Division of Adult Higher Education
1001 Rogers St.
Columbia, MO 65216

(573) 875-8700 • (800) 231-2391

Cover photo: J.S. Dorsey Memorial Hall was built in 1911. Dorsey Hall is primarily a classroom building, but also houses the chapel, the Jane Froman Studio and a small gymnasium. Dorsey Gym is used for receptions, conferences and other special events. Dorsey Hall is named through the benevolence of trustee Robert M. Stockton, for Jerimiah Spires Dorsey, trustee of the college from 1863 to 1908.

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