

Columbia College

2016-2017 CATALOG

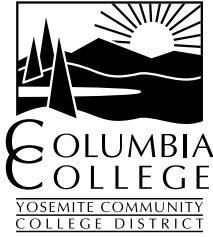
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www.gocolumbia.edu

Accredited by

The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

This catalog covers the academic year starting May 2, 2016 and ending April 29, 2017

Disclaimer: The Yosemite Community College District and Columbia College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.



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From the President

Welcome to Columbia College! Helping you achieve your educational goals is the highest priority of the faculty, staff and administrators here at CC. Whether you seek to transfer to a university, train for a new career, improve your language skills, or develop skills for career advancement, we are here to serve you.

The 2016-2017 catalog is published as an information resource to assist you in planning and a review of the catalog will show you the breadth of program options available to you. In addition, Columbia College has a range of services to assist you and our Student Services staff and Counselors are available to support your educational journey.

I encourage you to take full advantage of the available resources to support your success and enrich your educational experience here at CC. Stop by the Welcome Desk in the Manzanita building and get to know the Student Ambassadors who can offer on-the-spot assistance and help you navigate the enrollment processes at Columbia College.

Along with academic pursuits, we offer an array of student life activities on campus and many opportunities for students to be involved in planning and decision-making. I encourage you to connect with the Associated Students of Columbia College (ASCC) to learn more about clubs, activities, and participation in shared governance here at CC and in the District.

Again, welcome to Columbia College. We look forward to helping you realize your plans for academic growth and life-long learning.

Thank you for choosing Columbia College and best wishes for your success.

Angela R. Fairchild, Ph.D.
President, Columbia College

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Columbia College Academic Schedule 2016-2017

SUMMER TERM | 2016

APRIL 11	Priority Registration Levels 1 and 2**
APRIL 12-19	Priority Registration Levels 3 and 4**
APRIL 20 -MAY 1	Open Registratin for all students, online or on campus during office hours. No appointment necessary.
MAY 2 - AUG 12	Summer Sessions 5, 7, 10, and 15-week course sessions offered
AUG 20	Last day of summer term

FALL SEMESTER | 2016

MAY 16	Priority Registration Levels 1 and 2**
MAY 17-JUN 7	Priority Registration Levels 3 and 4**
JUN 8-AUG 28	Open registration for all students, online or on campus during office hours. No appointment necessary.
AUG 29	Full-term classes begin
SEPT 5	Labor Day Holiday - campus closed
SEPT 9*	Last day to drop a course on campus and be eligible for a refund
SEPT 9*	Last day for textbook refund—must have receipt
SEPT 9*	Last day to drop a class on campus without a “W” showing on permanent record
SEPT 11*	Last day to drop a class online and be eligible for a refund
SEPT 11*	Last day to drop a class online without a “W” showing on permanent record
SEPT 27*	Last day to elect for Pass/No Pass grading
OCT 28	Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2017
NOV 11	Veterans Day Holiday
NOV 17*	Last day to withdraw from any course
NOV 24-25	Thanksgiving Holiday- campus closed
NOV 26-27	College closed - No classes
DEC 12-16	Final examinations

DEC 17 **Fall semester ends**

DEC 23-JAN 2 Winter Break

SPRING SEMESTER | 2017

NOV 14	Priority Registration Levels 1 and 2**
NOV 15-23	Priority Registration Levels 3 and 4**
NOV 28-JAN 8	OPEN REGISTRATION for all students, online or on campus during office hours. No appointment necessary.
DEC 23-JAN 2	Campus closed
JAN 9	Full-term classes begin
JAN 16	Martin Luther King, Jr. Day- campus closed
JAN 20*	Last day to drop a class on campus without a “W” showing on permanent record
JAN 20*	Last day to drop a class on campus and be eligible for a refund
JAN 22*	Last day to drop a class online and be eligible for a refund
JAN 22	Last day to drop a class online without a “W” showing on permanent record
FEB 7	Last day to elect for Pass/No Pass grading
FEB 10	Lincoln Day Holiday- campus closed
FEB 11-12	Non-Instruction Days
FEB 13	Washington Day Holiday- campus closed
MAR 9	Deadline for file graduation, Certificates of Achievement, and Skills Attainment Certificates for Summer and Fall 2017
APR 3*	Last day to withdraw from any course
APR 24-28	Final examinations
APR 28	Graduation
APR 29	Spring semester ends

* These dates apply to semester-length classes only.

** Priority level definitions can be found at: gocolumbia.edu/admissions/priority_registration.php

A copy of your schedule can be printed from connectColumbia or at the College Admissions & Records Office.

NOTE: This calendar is subject to change. Refer to semester schedules for up-to-date information.

Yosemite Community College District

Academic Calendar

2016-2017

SUMMER 2016

May

S	M	T	W	T	F	S
1	★	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	⊗	31				

5/2 Summer Classes Begin
5/30 Memorial Day

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
						1
3	⊗	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7/4 Independence Day

August

S	M	T	W	T	F	S
						1
	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	⊗
21	22	23	24	25	26	27
28	29	30	31			

8/20 Summer Classes End

SPRING 2017

FALL 2017

2016

2017

8/25 CC In-Service Day
8/26 MJC Institute Day
8/29 Fall Classes Begin

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	★	30	31			

January

S	M	T	W	T	F	S
1	⊗	3	4	△	▽	7
8	★	10	11	12	13	14
15	⊗	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/2 New Year's Day Observed
1/5 CC In-Service Day
1/6 MJC Institute Day
1/9 Spring Classes Begin
1/16 Martin L. King Jr. Day

September

February

9/5 Labor Day

S	M	T	W	T	F	S
				1	2	3
4	⊗	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	⊗	⊗
⊗	⊗	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/10 Lincoln Holiday
2/11-12 Non-Instructional Days
2/13 Washington Holiday

October

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

November

S	M	T	W	T	F	S
						1
						2
6	7	8	9	10	⊗	12
13	14	15	16	17	18	19
20	21	22	23	⊗	⊗	⊗
⊗	28	29	30			

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	⊗
30						

11/11 Veteran's Day
11/24-25 Thanksgiving Holiday
11/26-27 Non-Instructional Days

4/24-28 Finals week
4/28 Graduation (CC & MJC)
4/29 Spring Classes End

December

Legend

12/12-16 Finals week
12/17 Fall Classes End
12/23-1/2 Winter Break
12/23 Christmas Eve Observed
12/26 Christmas Day Observed
12/30 New Year's Eve Observed

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	⊗
18	19	20	21	22	⊗	24
25	⊗	27	28	29	⊗	31

Finals Week	■
Holiday	⊗
Classes Begin	★
Last Day of Semester	⊗
CC In-Service Day	△
MJC Institute Day	▽

About Columbia College

Small College. Big Opportunities.

Choose Columbia College whether you're seeking a degree or vocational certificate, planning to transfer to a four-year university, improving your occupational skills, or simply pursuing an interest or hobby to enrich your life. There's something for everyone here!

Earning one of the College's numerous Associate in Arts Degrees, Associate in Science Degrees, Certificates of Achievement or Skills Attainment Certificates will help you prepare a career path and increase your opportunities for the future.

The Campus

Located on 280 acres of forestland in California's historic Mother Lode gold country, Columbia College has been described as one of the state's most beautiful community colleges. The campus is built among conifers and mixed hardwoods, surrounding a peaceful four and a half acre lake.

In this wooded setting, Columbia College provides a comprehensive program of academic and career technical education, which focuses on the dignity and worth of each individual student. Class sizes allow for a great deal of personal attention, and instructors are very accessible for student consultation.

What you'll also find here is a very supportive staff of counselors, financial aid professionals, and academic tutors, with everyone committed to helping you succeed—and all this at a very reasonable community college cost.

Your Golden Opportunity

For outdoor recreation, our local area has plenty to do! Pan for gold nuggets, explore underground caverns, visit restored mining towns, snow ski in nearby resorts, fish in neighborhood lakes, hike on one of our campus trails, or just relax alongside a rippling stream.

Whatever your reason for choosing Columbia College, you'll know that it's your golden opportunity from the moment that you set foot on our campus! Columbia College and Modesto Junior College (MJC) are institutions of higher education, both affiliated with the Yosemite Community College District (YCCD).

In 1964, action by the district electorate expanded the former Modesto Junior College District into the YCCD. This created one of the largest community college districts in the state geographically, encompassing nearly 4,000 square miles from the San Joaquin Valley and the coast range on the west to the Sierra Nevada on the east.

Today's YCCD includes Tuolumne and Stanislaus Counties, along with parts of San Joaquin, Merced, Calaveras, and Santa Clara Counties.

Prompted by a growing need for educational opportunities in mountain communities and concern with the lengthy student commute to MJC, the YCCD Board of Trustees established Columbia Junior College in 1968. "Junior" was dropped from the name in 1978. Originally on the quarter system, Columbia College changed to the semester system on July 1, 1984.

Columbia College Mission Statement

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and embrace diversity.

NOTE: Mission Statement in process of revision, as of April 2016.

Accreditation

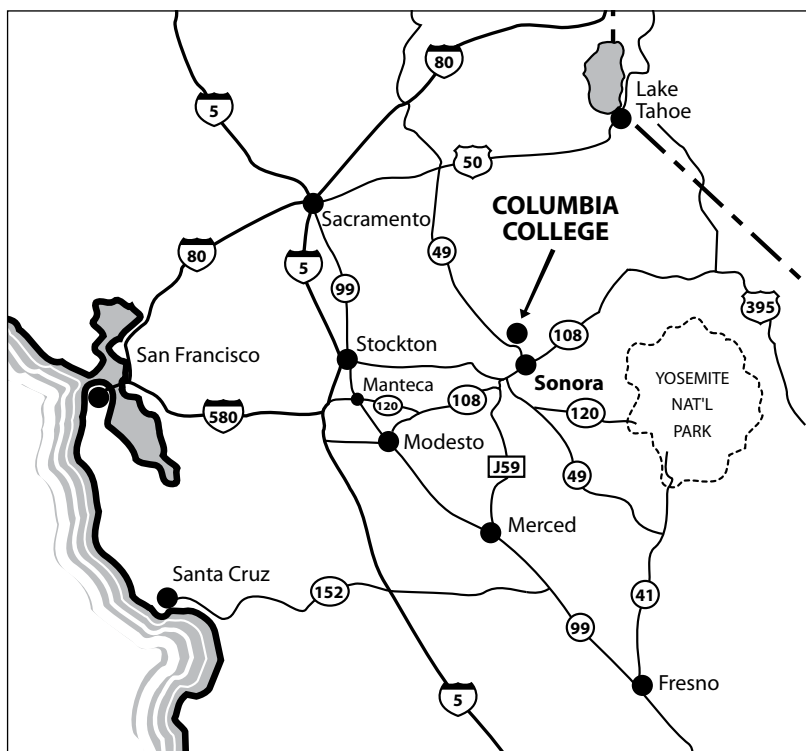
Columbia College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415. 506.0234 by the authority of the U.S. Department of Education. Accreditation provides assurance that education earned is of value to the student; acceptable to employers, trade or profession-related licensing agencies; and other colleges and universities can accept a student's credential as legitimate.

A Comprehensive Community College

At Columbia College, students can earn an Associate Degree, Certificate of Achievement, or both upon completion of specific requirements as outlined in this catalog. Columbia College is committed to meeting the postsecondary educational needs of the community through delivery of the following in academic programs and support services:

General Education—Provides a broad learning experience across academic disciplines in order to strengthen critical thinking skills, including: (a) an understanding of the basic content and methodology of the major areas of knowledge, including the humanities and fine arts, the natural sciences, and the social sciences; (b) the capability to be a productive individual and lifelong learner—skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means; and (c) recognition of what it means to be an ethical human being and effective citizen—qualities include an appreciation of ethical principles, civility and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political, and social responsibilities locally, nationally and globally.

Career Technical Education—Delivers courses and programs that directly prepare students for employment after college; update the skills and knowledge of students who are working and to meet the needs of the local business community; and facilitate student transfer to other post-secondary institutions.



Remedial Education—Assists student in acquiring basic competencies needed for effective participation in other College programs.

Services for Students—To provide comprehensive support services, designed to facilitate student access to the College; to assist students in educational and career planning; and to help ensure successful completion of their personal goals.

Student Right-to-Know Rates

COMPLETION RATE: 22.82 %

TRANSFER RATE: 17.43 %

From 2011 COHORT Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2011, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above.

These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became "transfer-prepared" during a three-year period, from Fall 2011 to Spring 2014. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer-prepared." Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period, from Spring 2011 to Spring 2013, are transfer students.



Schedule of Classes

The official class schedule is available each semester of the academic year online at www.gocolumbia.edu.

A student handbook/day planner is available to students and contains information regarding registration dates and instructions for registering in classes. The College reserves the right to make additions or deletions to the Schedule of Classes. Classes with insufficient enrollment may be cancelled by the College.

Counselors can assist students in choosing coursework that most appropriately supports the student's individual goals. Student Ambassadors are available in the Career Transfer Center to help with registering in classes.

Contacting Faculty

Students may contact faculty using the phone numbers found in the faculty directory beginning on page 224 in the catalog. See the College website at www.gocolumbia.edu and the online Schedule of Classes for additional information.

Applying for Admission

Admissions Office

Manzanita Building, Upper Level foyer

Hours: M-Th 8:00 AM – 5:30 PM

F 9:00 AM – 4:30 PM

Phone: (209) 588-5231 FAX: (209) 588-5337

Web: www.gocolumbia.edu/admissions

Who can enroll at Columbia College

We invite you to apply for admission to Columbia College! If you are a graduate of an accredited high school, hold a high school Certificate of Proficiency, Certificate of Completion, or GED, or are at least 18 years old and can profit from higher education, and meet the residence requirements, you are eligible for admission.

To apply for admission

Prospective students may access and complete the online application at www.gocolumbia.edu. Click Admissions, then Apply Now!

Be sure to submit your application as early as possible prior to the term in which you wish to enroll (*Education Code Section 76000, 76001 and 76002, Labor Code Section 3077; Board Policy 5010*).

Transcripts Must be Provided

Your official transcripts for all previous college work must be received during the first semester of attendance. High school transcripts are required *only* if you have been out of school for five years or less.

Students are responsible for providing official documentation of previous high school* and college work for evaluation of credit.

These documents will become the property of Columbia College and cannot be reproduced or released for any purpose.

HIGH SCHOOL TRANSCRIPTS OR TRANSCRIPTS FROM ANOTHER COLLEGE

Columbia College requires new students to submit official transcripts of coursework completed at other colleges and high schools*.

1. Request that the institution mail your transcripts to the Admissions & Records Office in a sealed envelope. Columbia College will only accept official transcripts that are received in sealed envelopes.
2. The transcript must be obtained from the institution of origin.
3. Columbia College cannot release copies of other institution's transcripts.

**High school transcripts are only required for admission from students who graduated from high school within the last five years.*

Re-Admission after Absence

Planning on returning to Columbia College after an absence of one academic year or more? If so, you need to file a new application for admission online at www.gocolumbia.edu, click on Admissions and Records, then APPLY NOW! Transcripts are also required if you have attended another college since last attending Columbia College.

Notice of Acceptance

New and returning students will receive acceptance notification via email. In addition, information on assessment, orientation and advisement opportunities will be furnished. All of this information is also available on the college website.

Residence Requirements

For tuition purposes, all new and returning students are classified either as **residents** or **nonresidents**. Residency will be determined by the College on an individual basis with the submission of each application.

California residency is determined by the length of physical presence within the state and one's intent to make California his/her permanent residence. The minimum residence requirement is one year and one day prior to the first day of the term. A residence determination date is that day immediately preceding the opening day of instruction for any session a student proposes to attend.

Those who have resided in California for less than two years must prove *intent*, which can be established by submitting two items from the following list with your application:

- Owning or renting California residential property for personal use
- Registering to vote in California
- Paying California State Income Taxes
- Having a California Driver's License or ID card
- Registering a motor vehicle in California
- Holding an active checking and/or savings account in a California bank
- Any other proof of intent for consideration by the College.

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay \$217 per unit non-resident tuition in addition to other standard student fees. Nonresident tuition is refundable upon withdrawal from classes during the refund period.

Active duty military and their dependents, who are currently residing in the state, are considered California residents. In addition, members of the armed forces, who are stationed on active duty in California may also be classified as residents.

Credentialed employees, migrant agricultural workers and their dependents may also be considered California residents.

If their visa does not preclude establishing residency in the U.S., non-citizen students may be classified as residents if they have resided in California for more than one year. INS documents must be issued one year and one day prior to the start of the semester otherwise, nonresident tuition will be charged. Examples of INS documentation include:

- Resident Alien Card
- Permanent Resident Card
- I-94 Form
- Visa
- Passport
- Temporary Resident Card

For residency questions and re-classification contact Admissions & Records at 588-5231. Residency decisions can be appealed by writing to the Vice President of Student Services. (*Board Policy 5015; Education code 68040 et seq., 76140; Title 5, Sections 5400 et seq.*)

AB 540

Assembly Bill 540 (January 1, 2002) allows exemption from nonresident tuition in some circumstances. This law does not grant residency. Instead, it only exempts nonresident students from paying nonresident tuition.

If you feel that you qualify, complete a Student Affidavit for Exemption from Nonresident Tuition form. The form can be obtained from the college website, www.gocolumbia.edu on the Admissions & Records page.

Special Admit Students

Columbia College may admit students who are 14 years of age or older who would benefit from advanced scholastic or vocational work according to *Education Code 48800, 48800-5, and 76000* and *Board Policy 5010*. To be eligible for admission, a student must be in good standing with the school in which he/she is enrolled and may not enroll in more than 11.5 units in any term.

All applicants must submit a:

- Columbia College Admissions Application
- Fee Waiver Application
- High School Petition for Advanced Admissions.
- Health Services consent for treatment of minors for medical and personal counseling service form.

Students must satisfy all course prerequisites as defined in the current catalog and complete the College assessment prior to enrollment in math and/or English courses. Credit for courses completed shall be at the level determined to be appropriate by the school district and the community college governing board.

Eligible students may apply on the college website at www.gocolumbia.edu, clicking on "Admissions," and then "Apply Now." Students may register during open registration for appropriate classes providing that the application, High School Petition for Advanced Admissions, Medical Consent Treatment form and Fee Waiver Application are completed accurately and are on file in the Admissions & Records office.

No special arrangements for additional supervision of underage students are available at Columbia College. It is the responsibility of the parent/parents to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls.

Beginning Summer term of 2007, the Yosemite Community College Board of Trustees has waived the enrollment unit fee for special admit students. However, all students must have the Fee Waiver Application on file and will be responsible for all other fees. Contact the college Admissions Office for further college policies and procedures.

Student Success Support Program (SSSP) /Matriculation

New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Support Program gives students information and assistance at the threshold of their college careers. All new Columbia students are **required** to participate in the SSSP process. Upon receipt of your application, a schedule of dates and times for assessment, orientation, advisement and registration will be emailed to you. This information is also on the college website.

A person participating in the Student Success Support Program will:

- complete the assessment test in writing, reading and math
- complete an online orientation to Columbia College where services and programs are explained
- attend an advising session during which a preliminary educational plan will be completed
- receive a College Catalog
- receive assistance with comprehensive educational planning.



EXEMPTION CATEGORIES

Students meeting one or more of the following criteria are exempt from all or parts of the SSSP process:

- students holding an associate degree or higher
- students enrolled only in activity courses for which there is no basic skill prerequisite
- students enrolled in Community Education and non-credit courses only
- students enrolled only in contract education or courses for in-service training.

Though a student may qualify for an exemption, attendance in the SSSP process is encouraged. Call the Director of Access, Retention & Success at (209) 588-5236.

ALTERNATIVE STUDENT SUCCESS SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Applicants to the college with a verified disability and who are unable to participate in the Student Success & Support Process due to the limitations imposed by their disability are eligible for alternative matriculation services which may include:

1. Special assessment by the Special Programs staff
2. One-on-one orientation, advisement and development of an Educational Plan with Special Programs staff
3. Priority registration

To qualify for alternative service the applicant must submit to the DSPS office written documentation by a professional (e.g., physician, psychologist, LD Specialist, etc.) verifying the disability. Call (209) 588-5130 for more information.

STUDENT SUCCESS SUPPORT PROGRAM CHALLENGE (WAIVER) PROCEDURES

A student may challenge the required participation in SSSP if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Associate Dean of Student Equity & Success. Forms are available from the Counseling Office. The Associate Dean of Student Equity & Success may request supporting documentation and/or a conversation with the student prior to making a decision.

Priority Registration Levels and Criteria

Priority registration allows you to register early, helping you get the classes you need to achieve your goals. To be eligible for priority registration you must be fully matriculated, in good academic standing and remain below the 100 degree-applicable unit limit.

There are four different priority levels for registration. Each student is allocated into one of the following levels depending upon eligibility.

LEVEL 1: California State Legislature-defined programs and student categories which include:

- Active Duty Military
- Veterans
- CalWORKs
- Eligible former Foster Youth
- EOPS
- Disability Services

Students must also meet Level 3 eligibility

LEVEL 2: Programs or categories of students designated by Columbia College

- TRiO, Athletes, and students petitioning to graduate.

Students must also meet Level 3 eligibility

LEVEL 3: Continuing and new students who:

- Are fully matriculated;
- Have 100 or fewer degree applicable units;
- Are in good standing or on 1st semester probation.

LEVEL 4: Continuing and new students who:

- Are not fully matriculated,
- Are concurrently enrolled in high school.

ALL OTHER STUDENTS (OPEN REGISTRATION)

- All students who do not meet criteria levels 1–4.

Keeping Priority Registration

In order to keep priority registration, continuing students must also meet the following criteria:

- **Units:** Priority registration is retained until a student has earned over 100 degree-applicable units (courses numbered 1-199) at Columbia College.
- **Retain Good Academic Standing:** To remain in good academic standing, students need to have a Grade Point Average (GPA) above 2.0, and progress needs to be at least 50% (i.e. the student must complete 50% of the units they attempt).

When a student's GPA falls below 2.0, or his or her minimum progress requirements fall below 50%, the student will be placed on academic or progress probation. Standings are based on the prior semester.

Priority registration is lost when students have earned a 2nd semester status of *Probation* or *Dismissal*.

Appeal process

Should you lose your priority registration, you may complete a *Loss of Priority Registration Appeal Form* for consideration by the Vice President of Student Services. For more information, contact the Counseling Center at (209) 588-5109 or drop in to the Counseling Office in the upper level of Manzanita.

Assessment (209) 588-5109

Assessment is required by *California Education Code, Sec. 51006* and is intended to provide sufficient information to facilitate a student's success while he/she attends the College. As one of the matriculation components, assessment includes testing to determine a person's proficiency in English and math.

Students can obtain additional copies of their assessment scores by logging into connectColumbia or from the Counseling Office. These scores, however, will not be released if the student has any outstanding financial obligations to the College. Obligations can be paid at the Business Office or on the College website.

There are three test components in the assessment process. These components are sentence structure, reading and mathematics. The assessment is un-timed and fully computerized. Students receive their results and course placement recommendations immediately after completion of the assessment. Students may login to www.collegeboard.com/student/testing/accuplacer to view sample test questions and tips for taking the assessment.

Columbia College will accept the test scores and placement results from other California Community Colleges providing the test results are no more than three (3) years old. Additionally, students may use math or English courses completed with a grade of "C" or better from other accredited colleges if the course/courses were completed within the past five (5) years and Advanced Placement scores of 3 or better to determine course placement. All of these documents must be official and must be in the Admissions & Records Office at least 10 days prior to registration. Other multiple measures may be used (i.e., high school math grades). Please see a counselor for more information.

The testing simply helps students in choosing appropriate courses, and can also be used to satisfy certain course prerequisites. For more information, contact a counselor or the Associate Dean of Student Equity & Success.

Students may obtain a copy of their assessment results by logging onto connectColumbia. Requests to have copies of the results mailed or faxed to other institutions must be written and signed by the student and faxed or mailed to the Counseling Office. The fee for mailing or faxing copies of the assessment scores to a student or other college is \$3.

The Student Success Support Program requires the completion of an Educational Plan by all California Community College students who are pursuing an educational goal.

An abbreviated Education Plan will be completed during advising sessions. At Columbia College, students need to have a comprehensive Educational Plan on file when they have completed 15 units. This includes units completed at Columbia College and units transferred in from other colleges or universities.

The Counseling Office will assist with specific information on preparing your Educational Plan. After the plan has been reviewed with a counselor, a copy will be retained with other student records.

Regulations on Student Records (209) 588-5132

Student records are open to the student himself/herself, employees of the College acting in the course of their duties, and state or federal officials. (*California Administrative Code Sec. 54618*)

The College may grant access to individual student records for educational or emergency purposes and for court orders. (*California Administrative Code Sec. 54620 and 54622*)

Confidentiality of Student Records

Student records are the responsibility of the Admissions & Records Office. However, each College department that houses student records is charged with maintaining privacy and access according to College policy.

In addition, student information is maintained under the Vice President of College and Administrative Services (business office transactions), Vice President of Student Services (enrollment, academic records, counseling, library services, student financial aid, student discipline and student complaints, EOPS/CARE, DSPS, Veterans and CalWORKs).

Student information which is designated as public directory information may be released at the discretion of the College to anyone at any time unless the student has filed a written objection form with the Admissions & Records Office. However, Columbia College will not release directory information for individual use or private business/commercial firm use in advertising or publicity.

Directory information includes the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of College athletic teams, dates of attendance, degrees, awards and student's photograph in relation to campus-sponsored activities.

Students may ordinarily review their own records at any time during office hours. Under all circumstances, the College will make records available within five (5) to ten working days from the receipt of a written student request.

All of the preceding statements apply regardless of a student's age. Parents of students under the age of 18 may NOT obtain the student's record. (*Education Code 40961; Board Policy 5040*)

Diploma & Certificate Replacements

The following fees are applicable for replacing official College diplomas and certificates:

Diplomas	\$15
Certificates	\$10

Columbia College Transcripts

Two Columbia College transcripts will be issued without charge upon written request from the student through the Admissions & Records Office. This includes official or unofficial copies.

Additional transcript requests are processed through the National Student Clearinghouse.

Type of Request	Processing Time	Fees
Free Copies* (1st & 2nd copy, lifetime) Read below for terms & eligibility. "Transcript Request Form for Free Copies" available on the Admissions website.	10-working days	\$0 Free
Regular Service (not 1st or 2nd free). Request via the National Student Clearinghouse.	10-working days	\$10 per copy
Rush Service: Request via the National Student Clearinghouse	2-working days	\$20 per copy
For a complete breakdown of transcript fees, view the Transcript Fees document.		

*First 2 transcripts free, lifetime - Regular service only. (Not available through the National Student Clearinghouse). Complete and submit the "Transcript Request Form for Free Copies" to the Admissions & Records Office.

Current students and alumni can conveniently request official transcripts through the National Student Clearinghouse (NSC) www.studentclearinghouse.org. Instructions to Request Official Transcripts using the National Student Clearinghouse:

1. Go to www.studentclearinghouse.org
2. Click on Order – Track – Verify
3. Click on Order or Track a Transcript
4. Select Columbia College
5. Click on Order a Transcript Now
6. Complete information
7. Sign consent form electronically or hard copy by hand
8. Submit information

Requesting official transcripts via the NSC allows you:

- Real time automatic email updates for every step of the transcript process
- To use major credit cards for transcript payment.

If you do not have access to a computer, there are computers available on the Columbia College campus for students to use to place an order for official transcripts using the National Student Clearinghouse website.

ADDITIONAL INFORMATION

Transcripts will not be processed if student has an outstanding obligation to the college. Transcripts cannot be faxed. Transcripts are mailed through the US Postal Service (allow for additional delivery time) or are sent electronically. Fees must be paid at time of request.

Transcript telephone requests / email requests are not accepted. Questions about how to request your official transcripts? Contact Admissions & Records at (209) 588-2021.

(Education Code, Section 76223; Board Policy 5030)

ENROLLMENT & ACADEMIC STATUS VERIFICATION

With signed consent from the student, enrollment and academic status will be verified by the College for the following purposes: educational verification for employment, child care provider enrollment, insurance, etc.

The first two verifications will be done free of charge. Enrollment verifications requested after the two free verifications will be assessed a \$5 fee each. The fee for 48-hour service is \$15 in addition to the regular \$5 fee.

Note that there is no charge for verification for federal loans. However, loan deferment verification will not be released if the student has an outstanding obligation to the College.

PRIVACY RIGHTS OF STUDENTS

In accordance with the Family Educational Rights and Privacy Act of 1974, written consent is needed for release or review of student records to all parties or officials, except those specifically authorized access under the act.

CHANGE OF OFFICIAL RECORDS

To request a change of name or social security number on official records, you must present legal documentation and a photo ID when verifying the change to the Admissions & Records Office.

Services for Students

Programs and services in place to help you succeed while enrolled at Columbia College

Academic Achievement Center

Tamarack Building, Second floor

Hours: M-W: 8:30 AM – 7:00 PM
 TH 8:30 AM – 4:00 PM
 F 8:30 AM – 1:00 PM

Phone: (209) 588-5088

FAX: (209) 588-5121

Test proctoring appointments: (209) 588-5177

Web: www.gocolumbia.edu/aac

The Academic Achievement Center (AAC) provides free peer tutoring for Columbia College students. AAC tutors work individually and in groups with students on coursework and study skills for most classes and writing assignments. Tutoring is available by appointment, five days a week, and can be arranged by calling or visiting the AAC.

The AAC also provides Supplemental Instruction (SI). Supplemental Instruction is a peer-assisted study session program offered for courses with historically high attrition rates in which students often benefit from additional academic assistance.

SI sessions are led by SI leaders, students who have demonstrated mastery of course content and who are recommended by department faculty. SI leaders attend lectures, take notes, read assigned materials, and help peers integrate course content and study skills in a group setting. SI leaders are trained in SI techniques created by the University of Missouri at Kansas City International Center for Supplemental Instruction.

- All SI sessions are free to registered Columbia College students.
- Students can show up to sessions at any point in the semester.

In addition, the AAC computer lab has eight computers for student use, with free printing, and is available for use without an appointment. The AAC also offers, for a fee, test proctoring services to individuals who are taking courses through another educational institution.

ATM Machines

Bookstore ATM, Manzanita Building, Lower Level

Hours: M-W: 8:30 AM – 7:00 PM
 TH 8:30 AM – 4:00 PM
 F 8:30 AM – 1:00 PM

Higher One ATM, Library Foyer (Lower Level)

Hours: M-TH 7:45AM-7:45PM
 F: 7:45AM-4:30PM

The Manzanita Store is now offering an ATM service to the college.

- Withdrawals can be made up to \$40.00.
- A \$1.00 fee will be charged for each withdrawal. If a purchase of at least \$2.00 is made the fee will be waived.
- This service will be available during normal store hours.

There is also an ATM located in the library and students with a *Higher One* card can still withdrawal money at no charge. Cards other than *Higher One* will be charged a fee at that location.

Calaveras Outreach Site

3670 Church Street, Vallecito, California 95251

Hours: *Call for hours of operation*

Phone: (209) 588-5132

Columbia College has established an outreach site to provide access to higher education in Calaveras County. The facility is located in Vallecito. The site offers four classrooms and an area for student services support. For more information on classes offered in Calaveras County, please contact Columbia College's Student Services at (209) 588-5132.

CalWORKs

Manzanita Building, Upper Level, Room 213

Hours: M-Th: 8:00 AM-5:00PM
F 8:00 AM-3:00PM

Phone: (209) 588-5148

FAX: (209) 588-5317

Web: www.gocolumbia.edu/student_services/calworks

CalWORKs is a program designed to support Columbia College's TANF (Temporary Assistance for Needy Families) students as they transition from federal welfare support. It strives to accomplish this by partnering closely with local social service agencies to enhance students' personal and academic goal attainments.

To help students attain their goals, CalWORKs staff provide personal, academic, and career counseling services, job placement assistance, and job skills development opportunities, child care support costs, college work study opportunities, specialized curriculum advantages, and more.

To qualify for CalWORKs, students must be receiving TANF cash support and be referred by local social services agencies.

Campus Shuttle

Public Safety Center

Hours: 24 Hours

Phone: (209) 588-5167

FAX: (209) 588-5384

Web: www.gocolumbia.edu/safety

For student convenience and safety, the College offers evening campus shuttle service. The shuttle provides a continuous loop of the campus from the student parking lots to classroom buildings Monday through Thursday from 5:30 to 9:30 p.m. (subject to change). For more information please contact the Campus Security office at (209) 588-5167.

CARE Program

Manzanita Building, Upper Level, EOPS Office

Hours: M-Th: 8:00 AM-4:30 PM
F 9:00 AM-4:30 PM

Evening hours scheduled each semester.

Phone: (209) 588-5130

FAX: (209) 588-5058

Web: www.gocolumbia.edu/eops_care/

CARE (Cooperative Agencies Resources for Education) is a program to support the needs of single parents of young children. The student must satisfy the following criteria to be eligible for CARE:

1. Currently enrolled EOPS student
2. Receiving county cash aid for self and/or child
3. Parent of a child under the age of 14
4. Single parent/head of household
5. New CARE students must be enrolled in a minimum of 12 units.

CARE PROGRAM SERVICES:

Services may include child care assistance, books, academic supplies, meal vouchers, transportation assistance, academic/career workshops, seminars, and incentive grants as funds permit.

Career/Transfer Resources

Manzanita Building, Upper Level, Counseling Center

Manzanita Building, Upper Level, Room 290

Hours: M-F: 8:00 AM - 4:30 PM

Phone: (209) 588-2193

FAX: (209) 588-5330

The Career/Transfer Center, located in the Manzanita building adjacent to the Counseling area, offers materials and services to assist students with career and transfer information. Resources include books, occupational guides and other career publications, videos, a variety of reference materials, college catalogs and applications, articulation agreements and both transfer and career software programs. Counselors are available on an appointment basis to assist in locating specific materials to help with career planning, provide transfer information and to support online searches, as are visits by representatives from four-year colleges and universities. All such activities are posted in the Counseling Center and elsewhere on campus.

Child Care Center

Laurel Child Development and Family Services Center Complex

Hours: M-Th: 7:40 AM-4:30 PM

F 7:40 AM -2:30PM

Phone: (209) 588-5278

FAX: (209) 588-5390

Web: www.gocolumbia.edu/child_care_center

The Columbia College Child Care Center serves infants, toddlers and preschool children and is best described as a "family friendly environment that fosters positive relationships." The facility serves as a learning laboratory for adult students enrolled in the Child Development Program. Families who are interested in child care can call (209) 588-5278 for more information and/or to be placed on our eligibility waiting list.

Counseling Services

Manzanita Building, Upper Level, Counseling Center

Hours: M-F: 8:00 AM - 4:30 PM

Phone: (209) 588-5109

FAX: (209) 588-5330

Web: www.gocolumbia.edu/counseling

Email: cccounseling@yosemite.edu

Counseling Services at Columbia College are provided to the general student population and to special programs: EOPS/CARE, Disabled Students Programs and Services (DSPS), CalWORKs, Veterans and TRiO Student Support Services. (*Education Code Section 72620, Title 5, Section 51018; Board Policy 5110*)

The Columbia College General Counseling Office provides counseling services for new, continuing and returning students. Counselors assist students with: course selection, researching and setting educational and career goals, review of petition for certificate of achievement and graduation, education and transfer planning, coping with personal/social issues, and understanding college policies and procedures. In addition to these services, students are encouraged to sign up and complete college guidance courses designed to ensure their academic success and career planning. Guidance courses are taught by highly qualified faculty from the Counseling Department who are familiar with personal, social and educational assessment instruments which aid students in understanding their abilities and planning for their future.

DSPS (Disabled Students' Programs & Services)**Manzanita Building, Upper Level, Room 216**

Hours: M-Th: 8:00AM-5:30PM

F 9:00AM-4:30PM

Phone: (209) 588-5130

FAX: (209) 588-5058

Web: www.gocolumbia.edu/dsps

Disabled Students Programs & Services (DSPS) provides access to educational programs and activities for students with disabilities. The department provides accessibility through use of support services, special equipment, specially trained staff, and removal of architectural barriers. A variety of programs and services are provided for eligible students.

Physical Disabilities—Disabled parking (limited to those students with DMV placards or plates), tram service, mobility support, specialized tutoring, help in locating note takers and readers, and test-taking assistance are provided.

Learning Disabilities Program—Provides academic support for those with professionally verified learning disabilities, including review of individual assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed. Tutoring may be by specially trained staff and students for general education and vocational college coursework.

High Tech Center—The center gives students with a disability access to and training on adapted computer hardware and software, including the visually and mobility impaired. The software is intended to increase skill levels in reading, writing and math.

Additional Services—Vocational counseling, personal counseling related to academic concerns, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for students with disabilities.

Special Instruction—Special instruction in adaptive physical education, cardiac and pulmonary rehabilitation, and computer access are offered on a semester basis.

Alternate Format Media—Columbia College publications and institutional materials are in alternate formats and available through the DSPS Office. (*Board Policy 5140*)

Under *YCCD Board Policy 5140*, the Yosemite Community College District Board makes provisions for each College within the District to establish procedures whereby the substitution and/or waiver of certain college level courses is permitted for students with verified learning disabilities. Certain conditions must be satisfied before this option becomes possible for the student with a disability and guidelines must be followed. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Counselor for more information about both the conditions and guidelines that make such a request possible. (*Education Code Sections 67310, 84850, Title 5, Sections 56000 et seq.; YCCD Board Policy 5140*)

EOP&S (Extended Opportunity Programs & Services)**Manzanita Building, Upper Level, Room 216**

Hours: M-Th: 8:00AM-4:30PM

F 9:00AM-4:30PM

Evening hours scheduled each semester.

Phone: (209) 588-5130

FAX: (209) 588-5058

Web: www.gocolumbia.edu/eops_care

The primary function of EOPS is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOPS applications are available in the EOPS office and online.

Eligibility Criteria—Student must be a California resident and have earned less than 70 Associate level course units. New EOPS students must enroll in a minimum of 12 units. (Some exceptions may apply.) Students must meet economic and educational criteria:

Economic Need—Eligibility for the Board of Governors BOG Waiver A, B or C with zero Expected Family Contribution (EFC).

Educational Need—Must qualify in one of the following:

1. Does not meet eligibility for degree applicable math or English (Assessment results placing you into MATH 601, MATH 602, or ENGL 650)
2. First generation college student (neither parent earned a Bachelor's Degree)
3. Did not graduate from high school or receive GED
4. High school grade point average below 2.5
5. Previously enrolled in high school or college remedial coursework
6. Primary language spoken at home is not English.
7. Underrepresented minority group as defined by district.

SERVICES AVAILABLE THROUGH EOP&S

Book Service—Assistance in funding the cost of required text books

Priority Registration—Special registration assistance

Counseling—Academic, career and personal intervention counseling; educational planning and advising

Direct Financial Assistance—EOPS issues semester EOPS grants for qualifying students as funds permit

Student Success Workshops—Offered each semester

University Transfer Assistance—Help in applying for admission to universities

Transportation Assistance—Parking permits or bus passes provided to qualifying students.

Textbook and Calculator Loan Program—for students enrolled in MATH 601, MATH 602, MATH 101, MATH 104, MATH 2, BIO 17, and GUIDE 1

(*Board Policy 5150; Education Code 69640-69656; Title 5 Sections 56200 et seq.*)

Financial Aid

Manzanita Building, Upper Level, Financial Aid Office

Hours: M-Th: 8:00 AM-5:30 PM

F 9:00AM-4:30PM

Phone: (209) 588-5105 *Last Names Beginning With A-L*
(209) 588-5272 *Last Names Beginning with M-Z*

FAX: (209) 588-5391

Web: www.gocolumbia.edu/financial_aid

Financial aid may be available for expenses that are directly related to attending college when these costs are more than students or their families can afford. The eligibility for most financial aid is based on financial need, which is determined by the Financial Aid Office from information submitted by the student and/or family on the Free Application for Federal Student Aid (FAFSA). Students are urged to complete applications by March 2 prior to each academic year in order to maximize the amount of financial aid they are eligible for. Applicants must also show satisfactory academic progress and be enrolled in or working toward a transfer, certificate, or degree objective and have not already earned a degree.

General information about grants is listed below but a more comprehensive list is available on the Financial Aid website. Various dollar amounts shown and regulations regarding financial aid are subject to change without notice due to governmental, state, and local requirement changes.

BOARD OF GOVERNORS FEE WAIVER (BOG)

Students may qualify to have enrollment fees waived if they or their parents are low income; are receiving TANF/CalWorks, SSI/SSP, or GA; or are a dependent of a deceased/disabled veteran. The BOG is only available to California residents and eligible AB 540 and AB 1899 students.

CALIFORNIA DREAM ACT

Students who do not hold a valid non-immigrant visa and who meet AB 540 requirements may complete the California Dream Act Application as opposed to the FAFSA which is for US citizens only. Awards available through the Dream Act are limited to state aid such as Cal Grants, Chafee Foster Youth Grant, and the Middle Class Scholarship and institutional aid such as the BOG.

FEDERAL PELL GRANTS

Pell Grants are federal grants to assist low and middle income students. The maximum Pell Grant is \$5,815 for the 2016-2017 year for a full-time student; however, students with exceptional financial need will qualify for a prorated amount based on their enrollment.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is another form of Federal aid is given to the lowest income students on a first-come, first-served basis (from when they submitted the FAFSA) due to the limited supply of funds. The maximum award at Columbia College is \$1,000 and is only available to students enrolled in 6 or more units.

CAL GRANTS

Cal Grants are awarded by the California Student Aid Commission (CSAC) and are categorized into types A, B, and C. Each type is awarded based on varying criteria, including financial need, GPA, and program of study, and award amounts vary by Cal Grant type. To apply, students must submit the FAFSA by March 2 prior to the year of enrollment and submit their verified GPA to CSAC.

CHAFEE GRANT

Awards \$5,000 per year to former foster youth who are California residents. They must have remaining financial need and meet certain age and Independent Living Program (ILP) requirements.

LOANS

Columbia College does not participate in any Direct or Federal Family Loan Programs.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must meet Satisfactory Academic Progress (SAP) qualitative and quantitative standards in order to maintain eligibility for federal financial aid. SAP is assessed at the end of each semester after grades are posted. Students must maintain a cumulative grade point average of 2.0 and 67.7% completion rate for all attempted units. Failure to maintain either standard will result in the student being placed on financial aid warning. Two consecutive SAP assessments where students do not meet standards will result in disqualification from aid.

Students must also complete an eligible program within 150% of its published program length. For students pursuing an AA/AS or transfer program, the approved maximum time frame is 90 units (60 units for AA/AS x 150% = 90 units). For certificate programs, it is 150% of the approved program length required to complete the certificate. Students who exceed this maximum time frame are suspended from aid.

RETURN OF TITLE IV FUNDS (R2T4)

Per federal regulation (*34 CFR Parts 668, 682, and 685*), any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

If you receive financial aid, please contact the Financial Aid Office first before withdrawing from any course.

RETAINING BOG ELIGIBILITY (NEW - FALL 2016)

Remain eligible for the BOG fee waiver by maintaining at least a 2.0 GPA and complete at least 50% of all courses attempted. Don't lose your BOG. See a counselor for assistance.

First Semester Experience

Manzanita Building, Upper Level, Counseling Services

Hours: M-F: 8:00 AM-4:30 PM

Phone: (209) 588-5109

Web: www.gocolumbia.edu/student_services/first_semester

Designed to boost success in pursuing college goals, the First Semester Experience Program is a unique learning community that provides a full course load of 12 units, consisting of Math 602 (Pre-Algebra), Guidance 100 (College Success) and English 151 (Preparation for College Composition), carefully scheduled within two days a week. The program connects students with essential student support services and provides a waiver of book costs for all courses. Eligibility requirements are assessment and placement into Math 602 and English 151 and willingness to work hard in a supportive environment. Enrollment is limited to 24 students. If you wish to be considered for this program, you will need to meet with a counselor for an interview and review of your assessment scores.

GED Testing Center (General Educational Development)

Manzanita Building, Upper Level, Room 213

Hours: M-Th: 8:00 AM-5:30 PM

F 8:00 AM-4:30 PM

Phone: (209) 588-5231

FAX: (209) 588-5337

Web: www.gocolumbia.edu/student_services/ged

Columbia College is an official General Educational Development Testing Center and provides the opportunity to obtain a GED certificate. For information about the testing schedule or to obtain GED transcripts and study options, go to www.ged.com. For additional information, call the GED Office at (209) 588-5148 or visit us at: www.gocolumbia.edu/student_services/ged.aspx.

In addition, the college offers a non-credit, open enrollment course to assist in preparing individuals to take the GED test. Course times and dates are listed in the online class search (SKLDV 700). Call Admissions & Records for information about enrolling in the course.

Health Services

Juniper Building, Room 2 (Moving to Pinon, Spring, 2017)

Hours: M-Th 9:00 AM-3:00P M closed for lunch 12:00-12:30 PM

Phone: (209) 588-5204

FAX: (209) 588-5240

Web: www.gocolumbia.edu/health_services

A registered nurse practitioner and a mental health counselor are available to provide health services to students. Students who are under age 18 must have a Health Services Consent for Treatment of Minors for medical and personal counseling services form signed by a parent or guardian filed in the health office in order to be treated on campus. These forms are part of the college admissions packages and are available on the college website, www.gocolumbia.edu. Click "Admissions," then "Student Online Forms."

Accidents and illnesses occurring on campus should be reported immediately to the college nurse, an instructor or administrator. Student health records are conditionally confidential following both HIPPA and FERPA guidelines. (Board Policy 5200)

A partial list of services covered by the health fee includes:

- First Aid for minor illness and injury
- Free over-the-counter medications
- Resting cot
- Mental health counseling
- Community referrals
- Drug and alcohol information and referrals
- Limited accident on campus insurance coverage

Job Placement

Manzanita Building, Upper Level Job Placement Office

Hours: M-Th: 8:00AM-5:30PM

F 8:00A-5:30PM

Phone: (209) 588-5312

FAX: (209) 588-5317

Web: www.gocolumbia.edu/student_services/job_placement

Columbia College's Job Placement Office provides employment-related services to students and to employers needing assistance. Services include:

- Online resume writing software and tutorials
- Virtual Job Board with employment opportunities, on and off campus
- Job fair information
- Resume review

Library

Tamarack Hall

Hours: M-Th: 7:45 AM-7:45 PM
 F: 7:45 AM-4:30 PM
 Phone: (209) 588-5179
 FAX: (209) 588-5121
 Web: www.gocolumbia.edu/library/

Located in Tamarack Hall, the Columbia College Library is a center for study, class research and leisure reading. It welcomes use by students, staff and community residents.

The library's collections include more than 35,000 print books, 16,000 electronic books, 15,000 print and electronic periodicals, 2,000 DVDs, 1,400 audio recordings including a recently digitized local oral history collection, 600 children's books, and 70 article and research databases. Eighty Windows and MAC computers with internet access are available for use during Library hours. Computers are loaded with accessibility hardware and software (including scanners), Computer Science and GIS programs (similar to those found in the Fir labs), and keyboarding programs. There is also a coin-operated photocopier and printer.

Through Interlibrary Loan, the Library can locate and borrow materials which are unavailable on campus. The Library staff are available for assistance in locating needed materials, whether from local, regional or national locations.

The Library is open when the College is in session: Mondays through Thursdays (7:45 a.m.-7:45 p.m.) and Fridays (7:45 a.m.-4:30 p.m.). It is closed on weekends and during school holidays. Changes to the Library's schedule are posted at the front entrance to the Library, and on the Library's web page: www.gocolumbia.edu/library

Library Fees/Fines

Loanable items	Maximum Loan Period	Overdue Fines*	Maximum fine per item
Books	3 weeks	.25/day	\$20
Magazines	1 week		
CDs and Cassettes	3 weeks		
DVDs and VHS	1 week		
2-hour reserve items	2 hours	\$.50 /hour	\$20
1-day Reserve items	1 day	\$5.00 /day	\$20
3-day reserve items	3 days	\$2.50 /day	\$20
1- week Reserve items	1 week	\$1.00/ day	\$20
Interlibrary Loan	various	\$1.00/ day	440

Replacement Fees

Lost items	replacement cost plus \$20 processing fee
Interlibrary loan lost items	replacement cost plus \$40 processing fee

Math Lab

Sequoia Building, Room 121

Hours: M-F: 8:00AM-4:30 PM
 Phone: (209) 588-5276
 Web: www.gocolumbia.edu/MRC

The Math Lab provides a comfortable area for individual and small-group study and also provides individual help for math students on a drop-in basis. It is conveniently located near the math classrooms and instructors' offices. In addition to study tables, the Math Lab has two computer stations for class related activities. Math resource books and graphing calculators are available for use in the math lab.

Manzanita Bookstore

Manzanita Building, Lower Level

Hours: M-Th 7:30 AM - 6:00 PM
 F: 7:30 AM-3:00 PM
 TEL: (209)-588-5126
 FAX: (209)-588
 Web: www.manzanitabookstore.com

Located in the Manzanita Building, the Bookstore carries textbooks, materials and supplies as required for classes. Also available are greeting cards, sundries, snacks, Claim Jumper logo apparel, backpacks, laptop and calculator rentals and many other items. Costs of textbooks and educational supplies vary with the types of programs, but costs normally range from \$200 to \$500 each semester. The Bookstore offers used books and rental textbooks to students at substantial savings, and conducts text book buy back at the end of each semester when students may receive money for their used books.

Students can also shop online conveniently for textbooks at www.manzanitabookstore.com or www.gocolumbia.edu and click on "Students," then "Bookstore." The Bookstore accepts MasterCard, Visa Discover, American Express and the Columbia College Convenience Card.

Middle College

Sonora High School Counseling Office

Hours: M-F: 8:00AM - 3:00 PM
 Phone: (209) 532-5511, ext. 124
 FAX: (209) 533-1159
 Web: www.sonorahs.k12.ca.us

Middle College offers high school juniors and seniors the opportunity to begin their college careers before high school graduation. A partnership between Columbia College and Sonora High School allows students to work toward an Associate's Degree, explore possible careers, or gain advanced technical training. Students from all area high schools who have demonstrated an ability to succeed academically are encouraged to apply. Applications can be found on the Sonora High School web page.

On-Ramp Program

Counseling Services, Manzanita Building, Upper Level

Hours: M-F: 8:00AM – 4:30PM
 Phone: (209) 588-5109
 email: cccounseling@yosemite.edu
 Web: www.gocolumbia.edu/counseling

The On-Ramp program is for new students or for students returning to school after a break attending school. The program includes CCTIS 210, Basic Computer Skills for College Success, GUIDE 107: Orientation to College, LIBR 101: Introduction to the Library, and SKDEV 690: Study Skills. These course sections are intentionally-connected so that the same students are enrolled in each section. This approach to enrollment has been shown to increase student success in the subjects and in college.

Outreach & Campus Tours

Ponderosa Building

Hours: M-F: 8:00AM – 4:30PM
 Phone: (209) 588-5111
 FAX: (209) 588-5330
 email: folettid@yosemite.edu
 Web: www.gocolumbia.edu/student_services/student_activities

Through outreach, Columbia College information is distributed to prospective students. To achieve this, contact is made with high school students and counselors, business and industry professionals, community members, and those seeking personal growth opportunities to improve job skills. Activities are coordinated throughout the Yosemite Community College District.

If you are interested in booking an on-campus tour, or a request that a Columbia College representative visit a school or attend a community event, please call for scheduling and availability.

Parking

New purchasing process takes effect in Fall of 2016!

Daily permits: available at machines in parking lots 24 hours a day, 7 days a week
Semester permits: available online effective Fall 2016. See website for more information.
 Phone: (209) 588-5167
 FAX: (209) 588-5384
 Web: www.gocolumbia.edu/graduation/maps_and_parking.php

As authorized by California Education Code, Sec. 76360(a); a parking permit is required by anyone parking on campus Monday 7AM through Friday 5PM. Semester parking permits are purchased online at the link above with a credit or debit card. Contact the Business Office if you need to purchase a permit with cash or check. Daily parking permits are available at permit vending machines in the student parking lots and at the College Information Booth. Students must park in the designated student parking lots, unless utilizing Disabled spaces or Visitor parking. Staff parking is reserved for College Staff and guests of the College. (For more information on campus parking please refer to the pamphlet, Columbia College Campus Parking Regulations). The conduct of drivers, vehicles, and pedestrians on campus is governed by the Parking and Traffic Ordinances of the Yosemite Community College District. Violations of these ordinances are strictly enforced and subject to citation and fines.

Scholarships & Awards

Financial Aid, Manzanita Building, Upper Level

Amy Nilson, Director of Development
 Hours: M-Th: 8:00 AM-5:30PM
 F: 9:00AM - 4:30PM
 Phone: (209) 588-5105 *Last Names Beginning With A-L*
 (209) 588-5272 *Last Names Beginning with M-Z*
 FAX: (209) 588-5391
 Email: ccfscholarship@yosemite.edu
 Web: www.gocolumbia.edu/scholarships

The Columbia College Foundation works with dozens of community donors to offer more than 150 scholarships and awards to Columbia College students each year. Students must apply through the online scholarship application system. With one online application, students can apply for more than 80 opportunities. Scholarships and awards are available for all Columbia College students in all fields of study. Selection criteria and application deadlines vary and can be viewed on the scholarship web page at www.gocolumbia.edu/scholarship. Students can also get assistance with their applications at the Career and Transfer Center, Manzanita Building, Upper Level, Room 290.

Most scholarship applications are due in early December, with recipients notified in March and April. Students are encouraged to check the website often for new scholarship listings and deadlines.

Security and Safety

Public Safety Center

Hours: 24 Hours
EMERGENCY: Dial 911
 Campus Security: (209) 588-5167 or (209) 566-5476
 FAX: (209) 588-5384
 Web: www.gocolumbia.edu/safety

In compliance with the federal Clery Act, Columbia College publishes an annual security report. The report includes campus crime statistics and college security policies. The annual report is available each October at the campus security office or online at www.gocolumbia.edu.

Columbia College Security Officers are available 24 hours each day, seven days a week, providing assistance with security, emergencies, parking, escort services, lost and found property, and general information and assistance. Several emergency telephones are available to directly connect you with a security officer. In cases of an emergency or imminent danger, dial 911 or use any campus emergency call box and/or telephones (locations listed on the campus map on page 200).

Snack Bar

Manzanita Building, Lower Level (Foodservice truck during remodel for 2016-2017)

Hours: M-Th 7:30 AM - 6:00 PM
 F: 7:30 AM - 3:00 PM
 TEL: (209)-588-5321
 FAX: (209)-588-5280

Food services are located on the lower level of the Manzanita Building for the convenience of Columbia College students, staff and community members.

Student Identification Cards

Student Center, Ponderosa Building

Hours: M-Th: 8:00AM-4:00PM

F 8:00AM-2:00PM

Phone: (209) 588-2174

FAX: (209) 588-5330

There is no charge to students for the student identification card. The same identification card will be used for each semester attended. New cards and validation stickers for the current semester can be obtained at the beginning of every semester from the Student Center, Ponderosa Building. A picture ID and current class schedule is required when requesting services, adding/dropping classes, use of math and computer open labs, the Academic Achievement Center and Business Office.

Students should carry their card with them while on campus. Contact the Student Center for processing dates, times and location at 588-2174

TRiO Student Support Service

Manzanita Building, Upper Level, Room 214

Hours: M-F: 8:00 AM-4:30PM

Phone: (209) 588-5066 or (209) 588-5145

FAX: (209) 588-5330

Web: www.gocolumbia.edu/trio

TRiO Student Support Services (SSS) is a federally-funded grant that serves first-generation, low-income, and/or students with a disability who are seeking a certificate, degree, and to transfer to a 4-year university. Our academic support network is designed to help students reach their goals of graduating and transferring in a timely manner with the highest GPA possible, the maximum financial and scholarship opportunities:

TRiO SSS provides a number of benefits to the student to help achieve these goals.

- Peer mentoring group and social networking
- Intensive academic counseling
- Structured assistance with career planning, scholarship applications, the financial aid process, and navigating transfer to 4-year universities
- Field trips to 4-year universities for campus tours
- Priority registration and much, much more

TRiO SSS applications are available in the upper level of the Manzanita Building, room 212, or on the website www.gocolumbia.edu/trio

- TRiO SSS Program Eligibility: (have at least one of these criteria, priority given to those who meet more than one)
- First-generation college student (neither parent completed a Bachelor's Degree)
- Low-income based on federal guidelines
- Have a disability verified through the DSPS office

All applicants **must** declare an educational goal of graduation from Columbia College and transfer to a university.

Veterans Benefits

Manzanita Building, Upper Level, Admissions & Records

Hours: M-Th: 8:00AM-5:30PM

F 9:00AM-4:30PM

Phone: (209) 588-5231

FAX: (209) 588-5391

Web: www.gocolumbia.edu/financial_aid/veterans_service

Veterans Benefits at Columbia College is authorized by the United States Department of Veterans Affairs and the California Department of Veterans Affairs to assist eligible military veterans in accessing the Montgomery GI Bill funding for their college education.

Veteran Services are available for:

- Disabled veterans
- Post-Vietnam era veterans who participated in payroll deduction programs
- Members of reserve units
- Post 9-11 veterans
- Dependents of disabled, deceased or retired veterans

Services also include certification of educational benefits, personal, academic and career counseling, university transfer counseling, educational planning, and priority registration.

The first step in activating benefits is to meet with the Columbia College Veterans Certifying Official. Please call to make an appointment. This process should be completed 30-120 days prior to the beginning of the term. Information regarding other documents that may be required is also available in the Veterans Benefits Office located in the upper level of the Manzanita Building, Admissions & Records.

Veterans Center

Toyon Building, Room 1

Office hours: M-Th: 8:00AM-6:30PM

Drop-ins: W, Th 8:30AM-11:00AM

Phone: (209) 588-2090 or (209) 588-5246

Columbia College Student Veterans Center provides services for student veterans and dependents that include: computers with Internet access and MS Office, printing services, and drop-in counseling with Dr. Brian Jensen (Toyon 5). A Veteran Student Ambassador staffs the center, and the Veterans Club regularly holds club meetings and other veteran outreach events.

Activities & Student Life

Get involved in college life and activities to enrich your learning and expand your sense of community

Associated Students of Columbia College (ASCC)

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM
F: 8:00-2:00 PM

TEL: (209)-588-5270 or (209) 588-5111

Web: www.gocolumbia.edu/student_life/leadership.php

Do you want a voice in the policies and procedures affecting you and your fellow students at Columbia College? Are you interested in representing Columbia College students before administrators, faculty, and staff and participating in shared governance on campus and in the district? Then you need to contact the Associated Students of Columbia College (ASCC), Student Senate, located in the Student Center, Ponderosa Building on the main Columbia College campus in Sonora.

Joining the Student Senate provides many opportunities to get involved and participate in your educational career and affords you the ability to interact with the entire student body, administrators, faculty, staff, and local community members.

The ASCC Student Senate is a self-governing body created to direct and coordinate student representation, extra-curricular activities, and to create a robust student life for Columbia College students. The Senate strives to enhance shared governance participation through the democratic process, following parliamentary procedure guided by Robert's Rules of Order and adhering to the Ralph M. Brown Act. Students are assured that their concerns, issues, and needs are expressed to the college administration. (Education Code Section 76060: Board Policy 5400)

Athletics

Oak Pavilion

Nathan Rien, Athletic Director
(209) 588-5180

Columbia College is a member of the California Community College Athletic Association's Central Valley Conference. The college currently sponsors two intercollegiate sports: Women's Volleyball and Men's Basketball. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average.

Student Activities

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM
F: 8:00-2:00 PM

TEL: (209)-588-5270 or (209) 588-5111

Social events, club activities, community projects and cultural events are conducted through Student Activities. A \$5 per semester fee helps support these activities on campus.

Student Clubs and Organizations

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM
 F: 8:00-2:00 PM
 TEL: (209)-588-5270 or (209) 588-5111

Students are encouraged to stop by the Student Senate Office for information on existing student clubs and organizations, and for instructions on how to form a new club. Existing clubs include the following:

ART STUDENTS LEAGUE

The students of the Art Students League meet with the intent to stimulate imagination, foster artistic vision and to create a world with art. The members fuel their artistic hunger through viewing galleries, museums, and exhibitions.

AUTO TECH CLUB

Join your fellow auto enthusiasts in one of Columbia College's longest running clubs! The Auto Club brings together students interested in automotive technology in a friendly and social environment. Students involved with or currently participating in auto tech projects or courses are invited to join their fellow students for project discussions, fundraisers, and BBQs/social activities. Club meetings are generally held in the Automotive Technology area of the campus, located in the Madrone Building.

The purpose of the Columbia College Automotive Club is to raise funds for supplies and services. In addition to supplies and services, our funds also pay for the occasional social event, marketing, and advertisement.

BIBLE CLUB

The Bible Club welcomes anyone interested the study the Bible; to model good citizenship and fellowship and to grow in their faith and knowledge while sharing God's word.

CEO CLUB (COLLEGIATE ENTREPRENEURS' ORGANIZATION)

The Collegiate Entrepreneurs' Organization Club is part of a premier global entrepreneurship network which will help to inform, support, and inspire Columbia College students to be entrepreneurial and seek opportunity through enterprise creation.

CEO Club's mission is to inspire, inform, and support students to be entrepreneurial and to seek opportunities through enterprise creation.

CHESS CLUB

To bring together chess players who would like to share their hobby and interest in chess with each other. The Chess Club is open to any person with an interest in chess, regardless of his/her experience or playing ability.

CHILD DEVELOPMENT CLUB

The Columbia College Child Development Club strives to generate



Students in the Associated Students of Columbia College, the college's student governing body, are afforded many opportunities to lead and affect positive change for students at Columbia College, and sometimes for community college students across the state.

more opportunities for fellow child development students and families throughout our community while contributing to the education, individuality and wellbeing of children.

DEBATE CLUB

The Debate Club provides an extracurricular on-campus space for individuals particularly interested in the activities encompassed by intercollegiate complete forensics to fine-tune skills and prepare for competition with the support of classmates and advisors.

FORESTRY & NATURAL RESOURCES

The Forestry & Natural Resources Club enables students to meet, discuss, practice and share knowledge of forestry and natural resources. Members will serve Columbia College and Mother Lode communities, while giving real world practical experience to better prepare club members for future careers.

GAY STRAIGHT ALLIANCE

GSA strives to create a safe environment in schools for student to support each other and learn about homophobia, transphobia, and other forms of oppression. With a strong policy for acceptance, GSA is open to anyone who keeps a supportive attitude towards their peers.

POLITICAL SCIENCE CLUB

Political Science Club mission is to raise political awareness on campus of current political topics. To increase political discussion by expanding student’s knowledge of politics at the local, state and national levels.

VETERANS CLUB

Veterans supporting veterans through unique shared experiences, mentoring each other and prospective servicemen and women with reliable and useful advice.

START YOUR OWN CLUB

To start your own student club or organization, all you need is an advisor, students interested in the same activity, and completion of a few simple forms (which any of your ASCC senators would be happy to assist with) to get your club up and running.

The following requirements apply to all student organizations at Columbia College:

- Only currently enrolled Columbia College students may participate as members of an officially recognized student organization.
- An advisor must be present at all meetings and activities.
- Each semester, organizations must request renewal of their official recognition status.



Student Center

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM

F: 8:00-2:00 PM

TEL: (209)-588-5270 or (209) 588-5111

Web: www.gocolumbia.edu/student_life/leadership.php

Located in the Ponderosa Building, the Student Center is a place for all students to comfortably have discussions, workshops, clubs or Student Senate meetings. This can all be done in a relaxed environment that fosters academic exploration and thought. The Center provides students with access to college materials and computers.

This Center is funded by the Student Center Fee assessed per academic year. This fee is \$1.00 per unit up to a maximum of \$10.00 for the entire academic year.

Student Housing

California Student Housing, LLC

TEL: (209)-533-3039

Web: californiastudenthousing.net/housing/

Columbia College and Yosemite Community College District do not own, operate, manage or maintain the student dormitories. Inquiries should be directed to Francis J. Pogacar, the Managing Member of California Student Housing, LLC, the owner of the dormitories.

Campus Bulletin Boards

Counseling Center, Manzanita Building, Upper Level, Administration

Hours: M-F: 8:00-5:00 PM

TEL: (209)-588-5132

FAX: (209) 588-5090

Posting of materials on bulletin boards can be done by students, faculty, staff or community members and must be stamped for approval in advance by counseling center staff. Posters may be dropped off at the Counseling Center in the upper level of the Manzanita Building for approval.

- Posters that promote services or classes for profit (excluding those by other accredited institutions of higher education) cannot be posted.
- Persons posting material are responsible for its removal immediately after the event.
- All materials will be removed within two weeks of posting date unless noted otherwise.
- Materials should not be affixed to glass, wood or metal surfaces, and posted only on bulletin boards or easels that are designated for public use only.
- Individuals or organizations who do not follow correct posting will have their materials removed.
- Bulletin boards on buildings are not for public use.

Campus Security/Crime Awareness

Campus Security Officers do not have law enforcement authority. Their role is to “observe and report” only. The Crime Awareness and Campus Security Act of 1990 requires institutions to publish an Annual Security Report. The report includes campus crime statistics and college security policies. The report is available at the Campus Security Office or online at www.gocolumbia.edu. The following are the campus crime statistics for January 1, 2012–December 31, 2014:

COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2012–2014

11600 Columbia College Drive, Sonora, CA 95370

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
CRIMINAL OFFENSE															
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	1	0	2	0	0	0	1	0	2	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	–	0	0	–	–	0	–	–	0	–	–	0	–	–	0
Dating Violence	–	0	0	–	–	0	–	–	0	–	–	0	–	–	0
Stalking	–	0	0	–	–	0	–	–	0	–	–	0	–	–	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapon Violations Referred for Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Optional Total	3	0	2	2	0	0	1	0	2	0	0	0	0	0	0

HATE CRIMES

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
HATE CRIMES															
All offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:

- Murder/Non-negligent manslaughter
- Negligent Manslaughter
- Sex Offenses – Forcible
- Sex Offenses – Non-forcible
- Robbery
- Aggravated Assault
- Simple Assault
- Burglary
- Destruction, damage, vandalism of property
- Motor Vehicle theft
- Arson
- Larceny-theft
- Intimidation

College Policies & Procedures

College and District policies on the following are contained herein:

- Nondiscrimination Policy & Complaint Procedures
- Sexual Harassment
- Student Code of Conduct
- Academic Integrity
- Children in the Classroom
- Drug-Free Campus
- Open Classes
- Selective Service
- Smoking on Campus
- Student Complaint Procedures

Nondiscrimination Policy and Complaint Procedures

Yosemite Community College District Board Policy 3410

It is the policy of Yosemite Community College District to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex or gender, sexual orientation, color or physical or mental disability in the District's programs, activities and work environment is unlawful and will not be tolerated by the District.

The District strongly forbids any form of discrimination and has enacted complaint resolution procedures to recognize and eliminate unlawful discrimination.

References: 15 Education Code Section 66250 et seq.; 72010 et seq.; and 87100 et seq.; Title 5 Sections 53000 et seq. 16 and 59300 et seq.; Penal Code Section 422.55; Government Code Section 12926.1 and 12940 et seq.; 17 Accreditation Standard II.B.2.c

DISCRIMINATION DEFINITIONS

Ethnic Group Identification means possessing the racial, cultural, or linguistic characteristics common to a racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forebears originated. (*22 California Administrative Code Section 98210b*)

Religion includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely

held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (*22 California Code Section 98220*)

Age means how old a person is, or the number of elapsed years from the date of a person's birth. (*22 California Administrative Code Section 98230b*)

Physical or Mental Disability means any physical or mental impairment which substantially limits one or more major life activities.

Disabled Person means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Sex Discrimination includes:

1. Any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex.
2. Any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy,

or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act.

3. Any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief, or statistical probability is a discriminatory practice.
4. Any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (*22 California Administrative Code Section 98240, 98242, 98244*)

SEXUAL HARASSMENT

It is the policy of the Yosemite Community College District to provide an environment free of unlawful discrimination in its programs, activities and work environment. As such, sexual harassment will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment, academic status, or progress.
- Submission to or rejection of sexual conduct by an individual is the basis for a decision affecting that individual's employment, academic status, or progress. (*Education Code Section 212.5*)
- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work or academic performance or create an intimidating, hostile, or offensive work or educational environment.

The District strongly forbids any form of sexual harassment, including acts of non-employees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment. (*Board Policy 3430*)

DISCRIMINATION INQUIRIES

In compliance with Title VI of the Civil Rights Act (1964), Title IX of the Educational Amendments (1972), Section 504 of the Rehabilitation Act (1973), Americans with Disabilities Act (1990) (ADA), and Age Discrimination Act (1975), Columbia College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs or employment. Inquiries concerning the application of these Federal laws to College programs and activities can be directed to the following persons at Columbia College, 11600 Columbia College Drive, Sonoma, CA 95370-8580.

Title IX

Vice President of Student Services
(209) 588-5132

Section 504

Vice President of Instruction
(209) 588-5107

ADA

Associate Dean of Student Equity & Success
(209) 588-5079

It is the policy of the Yosemite Community College District that no student shall be denied access to any course, service or activity on the basis of race, creed, national origin, age, sex, or disability. Lack of English language skills will not be a barrier to enrollment.

Es la regla del Yosemite Community College District no negar al estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma inglés tampoco será un obstáculo para la matriculación.

DISCRIMINATION COMPLAINT PROCEDURES

Yosemite Community College District Board Policy 5530

The purpose of the Student Complaint Procedure is to provide students with a prompt and equitable means of seeking an appropriate resolution for alleged violations of student rights which are protected under the Non-Discrimination Policy and the Sexual Harassment Policy. Columbia College uses the same procedure and forms for filing complaints based on unlawful discrimination and sexual harassment. Complaints based on unlawful discrimination, including sexual harassment, may be filed against an instructor, an administrator, a member of the classified staff, or another student.

The Yosemite Community College District Discrimination and Sexual Harassment Procedure requires a student to use the informal procedure for resolving an alleged discrimination or sexual harassment complaint before invoking the formal procedure. The rights protected under these procedures include, but are not limited to, the policies of the Yosemite Community College District, Title VII of the Civil Rights Act of 1964, the Education Code of California Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

STUDENT COMPLAINT PROCEDURE

In the pursuit of academic studies and other college sponsored activities that will promote intellectual growth and personal development, the student should be free of unlawful discrimination by any employed member of the academic community. Students disturbed by the actions of other students have recourse through the Student Code of Conduct procedures.

A complaint may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

See the following pages for complaint procedures. >>

INFORMAL COMPLAINT PROCEDURE REGARDING UNLAWFUL DISCRIMINATION

A student complaining of unlawful discrimination shall, within 120 days of occurrence, meet with the Vice President of Student Services or his/her designee.

Students are advised to obtain written instructions for the filing of a complaint from the Vice President of Student Services or his/her designee.

The District has established the following internal procedure to resolve charges of unlawful discrimination including sexual harassment.

- A. The complainant shall use the informal procedure before using the formal complaint procedure.
- B. The complaint must be invoked within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination.
- C. The process begins when the complainant meets with the Vice President of Student Services or his/her designee.
- D. The Vice President of Student Services or designee will fill out an interview form at that meeting.
- E. The Vice President of Student Services or his/her designee will notify the accused that the College has received a complaint naming the accused. The Vice President of Student Services or his/her designee shall also provide the accused with:
 1. the nature of the complaint(s);
 2. the opportunity of the accused to be interviewed and/or to provide a written response;
 3. the right of the accused to representation during the investigation.
- F. The Vice President of Student Services or his/her designee shall investigate the complaint which may include meeting with the complainant, the accused, and witnesses, as appropriate.
- G. After the Vice President of Student Services or his/her designee determines the appropriate resolution, the Vice President of Student Services shall meet with the complainant to discuss the complaint in an attempt to resolve the matter. The Vice President of Student Services or his/her designee shall inform the complainant of his or her right to invoke the formal complaint procedure, if the complainant feels the matter has not been properly resolved.
- H. The interview form, and any other documentation, shall become part of the official complaint investigation file if a complainant invokes the formal complaint process. If the complainant does not invoke the formal process, the Vice President of Student Services or his/her designee will determine whether to place a copy of the interview form in the student or personnel file belonging to the accused in accordance with applicable procedures.
- I. This informal procedure shall be completed within thirty (30) days of reporting of the original complaint. (See "To file a complaint" page 31.)

FORMAL COMPLAINT PROCEDURE REGARDING UNLAWFUL DISCRIMINATION

The District has established the following formal complaint procedure to resolve charges of unlawful discrimination, including sexual harassment. The goal of this procedure is to formally investigate and resolve alleged charges which have not been resolved informally and, if necessary, to serve as a basis for prompt corrective action.

- A. The complaint shall be filed with the Vice President of Student Services or his/her designee.
- B. The complaint shall be filed in a manner prescribed by the Yosemite Community College District and the State Chancellor's Office.
- C. The complaint shall be filed within one year of the date of the alleged unlawful discrimination, or within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination. The complaint may be filed any time after the informal process has ended but not later than thirty (30) days from initiating the informal complaint procedure.
- D. When the Vice President of Student Services or his/her designee receives a defective complaint, he/she shall notify the complainant of the defect.
- E. Upon receiving a properly filed complaint, the Vice President of Student Services or his/her designee will begin an impartial fact-finding investigation of the complaint. The complainant will be notified that the investigation has been initiated.
- F. The Vice President of Student Services or his/her designee shall notify the District Chancellor and the State Chancellor's Office that the complaint has been initiated.
- G. The Vice President of Student Services or his/her designee shall notify the accused of receipt of a formal complaint naming the accused and its general nature. In addition, the Vice President of Student Services or his/her designee will notify the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.
- H. When the investigation is complete, the College will attempt to resolve the complaint and will take such action as it deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.
- I. At the conclusion of the investigation, the Vice President of Student Services or his/her designee shall prepare a written report that includes:
 1. a description of the circumstances giving rise to the complaint;
 2. a summary of the testimony from witnesses;
 3. an analysis of any relevant data collected during the investigation;
 4. a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint; and

5. any other information deemed appropriate.
- J. Within ninety (90) days, the Vice President of Student Services or his/her designee shall complete the investigation and forward to the complainant and the accused:
1. a copy of the written investigation report; and
 2. a written notice setting forth:
 3. a determination of the District Chancellor or his/her designee as to whether discrimination did or did not occur;
 4. a description of actions taken, if any, to prevent similar problems from occurring in the future;
 5. the proposed resolution of the complaint; and
 6. the complainant's and the accused's right to appeal to the District Governing Board. (See the "To File a Complaint" overview on page 31.)

FINAL DISTRICT DECISION

The District has adopted the following appeal procedure to review the determination of the District Chancellor regarding complaints of alleged discrimination.

- A. A complainant or an accused who is not satisfied with the determination made by the District Chancellor may appeal to the Governing Board by submitting a written appeal to the District Chancellor's Office within fifteen (15) days of the determination. The appeal must state the circumstances giving rise to the appeal, and the nature of the relief sought.
- B. The Governing Board shall review the original complaint, the investigative report, the administrative determination, and the appeal.
- C. Within forty-five (45) days of receipt of the appeal, the Governing Board will issue a final District decision. If a decision is not issued within forty-five (45) days, the District Chancellor's decision will become the final decision.
- D. A copy of the final decision shall be forwarded to the complainant and the accused, along with:
 1. In a case not involving employment discrimination, the complainant has the right to appeal the District final decision by filing a written appeal with the State Chancellor within thirty (30) days after the District issues its final decision.
 2. In cases of employment discrimination, the complainant may file a complaint with the Department of Fair Employment and Housing within thirty (30) days of the final decision.

Within one hundred fifty (150) days of receiving a formal complaint, the District will forward the following to the State Chancellor:

1. A copy of the final District decision.

2. A copy of the notice of appeals rights sent to the complainant.
3. Any other information that the State Chancellor may require.

The District will keep copies of these documents on file for a period of three years.

DISCIPLINARY ACTION

Established District disciplinary procedures and policies for students and employees shall be used in the event disciplinary action is necessary under this procedure.

FORMAL COMPLAINT INQUIRIES

Inquiries regarding federal laws and regulations concerning non-discrimination in education or the District's compliance with those provisions may also be directed to:

Office of Civil Rights
U.S. Department of Education
 50 Beale Street, Suite 7200
 San Francisco, CA 94105
 415.486.5555

Department of Fair Employment and Housing
 2218 Kausen Drive, Suite 100
 Elk Grove, CA 95758
 916.478.7251

Chancellor, California Community Colleges
 1102 Q Street
 Sacramento, CA 95811
 916.445.8752

GENERAL INFORMATION

1. The written complaint originally submitted shall be the only complaint considered during the proceedings. Additional charges constitute a separate complaint and must be filed accordingly.
2. A complaint may be withdrawn by the student at any time. However, the same complaint shall not be resubmitted.

To File a Complaint:

If you have a complaint or question regarding:	Go here first:	This person will make the final decision
Academic Matters	Instructor of the course	Dean of Arts & Sciences, Dean of Career Technical Education
Academic Probation or Dismissal	College Policy, Catalog	Vice President of Student Services
Admissions	Registrar (Admissions & Records)	Vice President of Student Services
Advanced Registration	Registrar (Admissions & Records)	Vice President of Student Services
Attendance	Instructor	Dean of Arts & Sciences, Dean of Career Technical Education, or Vice President of Student Services
Counseling	Counselor	Vice President of Student Services
Discipline	Vice President of Student Services	College President
Discrimination, Unlawful	Vice President of Instruction	College President
Fee Payments or Refunds and Non-Resident Tuition	Vice President of Student Services	Vice President of College and Administrative Services
Financial Aid	Director of Financial Aid	Vice President of Student Services
Library	Librarian	Vice President of Student Services
Matriculation	Associate Dean of Student Equity and Success	Vice President of Student Services
Residency Determination	Registrar (Admissions & Records)	Vice President of Instruction
Security and Parking	College Policies	Vice President of College and Administrative Services
Sexual Harassment, Informal	Vice President of Student Services	See Informal/Formal Procedures
Sexual Harassment, Formal	Vice President of Student Services	District Chancellor
Special Accommodations	DSPS Coordinator/Learning Disabilities Specialist	Associate Dean of Student Equity and Success
Student Records	Registrar (Admissions & Records)	Vice President of Student Services
Waiver of Academic Requirements	Academic Requirements Review Committee (Admissions & Records)	Vice President of Student Services
Withdrawal (late)	Registrar (Admissions & Records)	Vice President of Student Services
Matters Not Listed	College Policy or Appropriate Staff	Appropriate Staff Supervisor

Student Code of Conduct

Yosemite Community College District Board Policy 5500

About the Code of Conduct

Columbia College under the Yosemite Community College District Board Policy (5500) has specified those standards of student behavior which it considers essential to its educational mission and its community life. These regulations are designed to represent reasonable standards of conduct. The *Student Code of Conduct* governs the behavior of students and guests on campus and at college-sponsored activities. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

Causes for Discipline

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive is forbidden, unless, in the case of possession of any object of this type, the student has obtained written permission from a specified college representative and the college president to possess the item.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Penalties for Misconduct

DISCIPLINARY ACTION

Violators of the *Student Code of Conduct* are subject to the following types of disciplinary action which will be administered by appropriate College personnel.

1. **Reprimand** – A verbal or written warning to cease and desist from conduct that has been determined to violate the Standards of Conduct. A record of the fact that a reprimand has been given may be retained as part of the student's discipline record for the period of one year. The reprimand is considered in the event of future violations during the period of retention. It is the student's responsibility to request that the record be removed upon expiration of the period of retention.
2. **Removal of Student From Class or Facility** – For good cause, an Instructor may order a student removed from class and an Administrator may order a student removed from a facility. The student shall not be allowed to return to class or the facility without concurrence of the Instructor or Administrator.
 - a. Removal from class – Removal shall be for a maximum period of two class sessions, which shall be the day of the removal and the next regular class meeting.
 - b. Removal from Facility – Removal shall be for a maximum period of two days, which shall be the day of the removal and the next day.
3. **Discretionary Sanctions** – Work assignments, essays, service to the College, or other related discretionary assignments which may include:
 - a. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - b. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
4. **Disciplinary Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes:
 - a. Conditions imposed that must be met within the designated timeframe
 - b. The probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
5. **Suspension** – Involuntary removal of a student, for good cause, from one or more classes or from the College by action of the Student Conduct Officer or Student Conduct Hearing Panel for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified. A student placed on suspension from all classes and activities of a College may not enter College premises nor be enrolled in any College or program in the District for the period of suspension and is subject to arrest if found to be on the premises. (Penal Code 28 §626.2)
 - a. Short-Term Suspension: Removal from one or more classes for a period of up to 10 consecutive days.
 - b. Long-Term Suspension:
 - i. Removal from one or more classes for the remainder of the academic term;
 - ii. Removal from one or more classes for one or more academic terms; or
 - iii. Removal from all classes and activities of the College for one or more academic terms.
6. **Expulsion** – Permanent separation of the student from the District.
 - a. A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others.
 - b. Disciplinary action of expulsion may only be recommended by a Student Conduct Hearing Panel or the Chief Student Services Officer.
 - c. The recommendation to expel a student shall be made to the College President.
 - d. Only the Board of Trustees may expel a student.

Academic Integrity Policy

As defined by the Columbia College Academic Senate

Due Process

The student disciplinary procedure is an administrative process used to review alleged student conduct violations. Findings will be based upon a preponderance of the evidence.

The following due process procedures will be followed:

1. Student will be given written or oral notice of the alleged violation.
2. Student will be given an opportunity to respond to the allegations.
3. Vice President of Student Services or designee will investigate and notify the student of the findings and disposition of the case.
4. The investigation will be completed within 15 days.
5. All disciplined parties will have the right to appeal.

APPEALS

1. The student must notify, by phone or in writing, the Vice President of Instruction within 24 hours of the notification of findings and disposition if he/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Vice President of Instruction. Appeal forms are available in the office of the Vice President of Instruction.
3. Using the appeal form, the student must submit a concise statement based on new evidence or procedural error in interpretation of the evidence to the President of the College or designee.
4. The student shall receive notice of the determination of the President of the College within 10 days. The decision of the President or designee shall be final.

The following CANNOT be appealed:

1. Short-term suspension of five school days or less, and lesser sanctions.
2. Short-term removal by a College instructor.
3. Disciplinary probation for a period of one year or less.
4. Written or verbal reprimand.

The Academic Senate at Columbia College has defined academic integrity as the following:

Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Here are the basic assumptions about academic work at Columbia College:

1. Students attend Columbia College in order to learn and grow.
2. Academic assignments exist for the sake of this goal.
3. Grades exist to show how fully the goal is attained.
4. Thus, all work and all grades should result from the student's own effort to learn and grow.

Academic integrity means understanding and respecting these basic truths, without which no college can exist. Academic misconduct—"cheating"—is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly.

MAINTAINING ACADEMIC INTEGRITY

All faculty, administrators and some staff share the original jurisdiction for conduct violations in the areas of academic integrity.

1. Academic areas may develop a statement of the application of the Academic Integrity Policy in their courses; and
2. Each faculty member is encouraged to include in his/her introduction to a course:
 - a. A statement of the application of the Academic Integrity Policy within his/her course
 - b. The statement notifying students that violations of the Academic Integrity Policy will be reported.

VIOLATIONS

- **Cheating**—Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.
- **Facilitating Academic Dishonesty**—Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.
- **Plagiarism**—The deliberate adoption or reproduction of ideas, words or statements of another person as one's own, without acknowledgment. This includes all group work and written assignments.

CONSEQUENCES

Consequences for violation of the Academic Integrity Policy may range from partial credit to no credit on an examination or assignment.

DUE PROCESS PROCEDURAL SAFEGUARDS

Violations of this policy may also violate the Student Code of Conduct. If this occurs:

1. Student shall be given notice by the faculty member in charge of the class or the activity.
2. Student shall have an opportunity to respond to the allegation.
3. Student shall have the right to appeal to the appropriate Dean of Instructional Services.
4. Violations of the Student Code of Conduct will be handled in accordance with the Disciplinary Action described in the Student Code of Conduct. Discipline may range from reprimand to expulsion.

IMPORTANT THINGS TO KNOW

1. No fees paid by or for a student shall be refunded for the term in which he/she is suspended.
2. The student charged with a violation shall be regarded as innocent until the contrary is established by a preponderance of the evidence.
3. Records of disciplinary action shall be kept in a separate file from the academic or grade records for a period of time not to exceed five years.
4. If the student is a minor, the Vice President of Student Services or designee shall notify the student's parent or guardian of any disciplinary action and consequences. (*Education Code 76032*)
5. All references in this document to "days" shall refer to days when classes are in session, excluding weekends and Fridays during the summer term.



Other College Policies

Children in the Classroom

Children may not attend classes at any time.

Domestic Animal Policy

Columbia College is home to a variety of wildlife. All domestic animals are banned from the Columbia College campus. Exceptions are certified service animals for the disabled and Columbia College animals used for official purposes. In addition, no animals are to be left in vehicles on campus property.

Drug-Free Campus Policy

In compliance with the Drug Free Schools and Communities Act, Columbia College is committed to the success of all students. Drug and alcohol use can be a major hindrance to achieving a successful school career. In compliance with the *Drug-Free Schools and Communities Act* and *The U.S./Drug-Free Workforce Act*, Columbia College policy prohibits the illegal use, possession, manufacture or distribution of controlled substances on the College campus and any premises owned, leased, or rented by the College. Students violating this policy are subject to disciplinary action in accordance with the Columbia College Student Code of Conduct. Disciplinary action may include expulsion from College and/or punishment under local, State and Federal law. Columbia College Health Services and Wellness Programs offer education and information on drug and alcohol use and can provide referrals to community agencies or rehabilitation. Students are encouraged to seek assistance.

Open Class Policy

Unless specifically exempted from statute, every course, course section or class (for which attendance is reported for State aid) is open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established.

Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the delivery of the course. Students who are denied enrollment by this policy may appeal to the Vice President of Instruction. (*Title 5, Section 51820, 51823 (F), 58106 et seq, Board Policy 4-8059*)

Selective Service Registration

Every male citizen of the United States and male immigrant residing in the U.S., ages 18 through 25, must register for the Selective Service. AB 397, recently signed into law, as Chapter 1, Section 69500, Part 42 of the Education Code, requires that men who apply for state-funded post-secondary school financial aid must be in compliance with the federal Military Selective Service Act before they can receive such aid.

Informational flyers and mail-back registration cards are available on campus at the Financial Aid Office and Career/Transfer Center. Additionally, students can obtain further information or initiate a registration online by visiting the Selective Service home web page at www.sss.gov.

Smoking on Campus

Yosemite Community College District Board Policy 3570

Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking is only permitted in designated smoking areas which are available in the vicinity of all campus buildings. (*Board Policy 3570*)

Academic Policies & Procedures

Course Numbering System

A college's course numbering system establishes what types of courses are being taught by the institution. The course number range indicates the content of the course, and what sort of meaning it has when earning an associate degree, transferring to a four-year college or university associate degree, as well as for career preparation or strengthening pre collegiate skills. Columbia has adopted the following course numbering system.

NUMBER RANGE	TYPE OF COURSE
1-99	BACCALAUREATE DEGREE/TRANSFER LEVEL <i>Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree</i>
70/170/270	SPECIAL TOPICS <i>Instruction on a special topic within a broader discipline area (such as child development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary by offering. Check with the school to which student is transferring.</i>
94	HONORS COURSES
98/198	EXPERIMENTAL COURSES <i>Classes in which a particular topic in a discipline (such as history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be posted on class search connectcolumbia. Experimental courses may be repeated for credit with different topics only. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-authorized. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.</i>
99/199	INDEPENDENT STUDY COURSES (Not listed, but available) <i>Independent research and study of specialized areas/topics not currently offered as Columbia College courses. Limitations apply. See page 41 and a counselor for more information. For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the transfer school. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.</i>
100-199	ASSOCIATE-DEGREE APPLICABLE COURSES, NOT INTENDED FOR TRANSFER <i>Applicable to the Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities</i>
200-299	OCCUPATIONAL SKILLS DEVELOPMENT COURSES <i>Not applicable to Associate Degree</i>
300-399	NON-CREDIT, NON-GRADED, NON-BASIC-SKILLS COURSES
400-499	NON-CREDIT, NON-GRADED, SUPPLEMENTAL LABORATORY COURSES
500-599	VOCATIONAL COURSES NOT INTENDED FOR TRANSFER OR MAJOR; <i>units may be used as elective credit to fulfill the 60-unit requirement for associate degree</i>
600-699	CREDIT, BASIC SKILLS, NOT TRANSFERABLE, NOT ASSOCIATE DEGREE-APPLICABLE COURSES
700-799	NON-CREDIT, NON-GRADED, BASIC SKILLS COURSES

Academic Freedom (Faculty)

Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the District adheres to the following principles: Faculty shall be free:

- To examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students and in academic research or publication.
- To recommend the selection of instructional materials.
- To make available library books and materials presenting all points of view.

While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views. (*Board Policy 6030, Title 5, Section 4030*)

Academic Freedom (Students)

The Board of Trustees believes that students have the right to listen, the right to decide, the right to choose, the right to reject, the right to express and defend individual beliefs, and that the educational purpose of the District is best served by this freedom of expression. As members of an academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students are essential to the purposes for which community colleges exist.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards. (*Board Policy 5-8081, Education Code Section 76067, 76120*)

Catalog Rights

A college curriculum-its courses and award requirements- changes over time. For this reason, students are given *catalog rights* to the catalog in place at the time the student completes the first course(s) at the college, so long as that student's conforms to the definition of *continuous attendance*. This means that:

- Associate degree, General Education breadth pattern, certificate of achievement, and skills attainment requirements published in this catalog are in effect for students completing courses for the first time in Summer term 2016, and are valid through the 2019-20 academic year.
- Students continuously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.
- The student is only responsible for adhering to the policies and academic requirements published in that designated catalog for the academic year in which the student completes the first credit course.
- *Continuous attendance* is defined as completion of at least one credit course per academic year at Columbia College. Attendance at other colleges is not included in determining catalog rights at

Columbia College. (*Exception: Attendance at another Yosemite Community College District college may be accepted.*)

- A student has only *four continuous academic* years to complete the requirements for graduation with an Associate Degree, Certificate of Achievement or Skills Attainment Certificate as defined in the catalog.
- A student who has not met the educational goal at the end of the four years must select the subsequent catalog and is responsible for any changes in requirements.
- When a student petitions to graduate he or she may choose to use a more recent catalog than the one in place at initial date of enrollment at Columbia College for all associate degree requirements. However, once a catalog has been selected, that catalog is used for all degrees and certificates awarded during the academic year.

Unit of Credit

A unit of credit is earned on the basis of one hour of lecture-discussion per week or a minimum of three hours of laboratory per week during a semester. It is common to find courses composed of learning activities resulting in combinations of lecture-discussion, independent and tutorial study, or directed and individual laboratory experiences. In all cases, these are to be equated with the unit of credit. Columbia College operates on a semester system.

The following terms are synonymous in expressing a unit of credit: semester unit, semester hour, class hour, credit and credit hour.

CONVERSION OF UNITS

To convert quarter and semester units of credit, the following methods of computation are used:

- Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds (# of quarter units x .667 = semester unit credits).
- Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half (# of semester unit credits x 1.5 = quarter unit credits).

Prerequisites/Co-requisites/Recommended for Success

Columbia College has a prerequisite policy that may be found in the Office of Instruction, located in the upper level of the Manzanita Building.

- **Prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- **Co-requisite** is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
- **"Recommended for success"** indicates preparation that a student is advised, but not required, to take before enrolling in a course or program.

The course description identifies the only means by which prerequisite and co-requisite requirements can be met. "Or equivalent" in the course description refers to the prerequisite and co-requisite challenge process (*See following section*). Students should carefully consider classes that have "prerequisites" or "co-requisites." Students can enroll in these classes ONLY if they have satisfied the prerequisite with a final grade of C or higher or "P" (Pass). (*Board Policy 4260*)

COURSE PREREQUISITE AND CO-REQUISITE CHALLENGE INFORMATION

A student may challenge a prerequisite or co-requisite under one or more of the criteria listed below.

The prerequisite or co-requisite is:

- Not established in accordance with district processes
- In violation of Title 5 regulations
- Either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

OR

- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.

PREREQUISITE CHALLENGE PROCEDURE

A Petition for Prerequisite/Co-requisite Challenge can be found on the Admissions website under Student Online Forms. Submit the completed petition with documentation materials to the Admissions & Records Office. The College shall resolve any challenge within 10 working days from the time it is filed provided that the student initiates the challenge not less than two weeks prior to the beginning of the semester. Please note that a prerequisite waiver may not exclude that course from the major requirement.

Course Articulation with Other Colleges

Columbia College articulates many of its courses with other public two- and four-year colleges and universities. This means that courses taken at Columbia can transfer to other colleges for associate degree or bachelor's degree credit. Please ask your counselor for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major.

Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and basis upon which grades will be determined by one of the following symbols:

Columbia College Grading System	
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failure
W	Withdrawal from Course
I	Incomplete
P	Pass (at least satisfactory) NOTE: This grade cannot be changed to a letter grade
NP	No Pass (less than satisfactory). NOTE Cannot be changed to a letter grade
IP	In-Progress

SATISFACTORY COURSE COMPLETION

Satisfactory completion of a course requires a grade of C or better, or "P" (Pass).

IP (IN PROGRESS)

IP is a grade symbol for a class that is scheduled to extend beyond the end of the semester (a bridge class), e.g. course begins November 6 and ends February 1; semester ends December 18.

The student's permanent record will reflect an IP for the semester in which the class began.

Final grade and units for a bridge class will be issued during the semester in which the class ends.

Challenging Grades

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.

The following procedure will be followed when a student wishes to complain about a grade.

1. The student shall meet with the instructor to discuss the grade.
2. If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency, he/she may complain in writing to the appropriate Dean for the discipline involved. Student complaint forms for written complaints are available in the Dean's Offices in the Manzanita Building or on the college website.
3. The complaint will be reviewed by the appropriate Dean and the student will be notified in writing of the decision.
4. Appeals may be made to the Vice President of Instruction or his/her designee.
5. The decision of the Vice President of Instruction or his/her designee is final.
6. A student challenge to a final grade received in a class must occur within two academic years from the time the grade is received.

(Education Code Section 76224)

Course Substitution or Waiver

Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee. This petition can be found on the Admissions and Records website www.gocolumbia.edu/admissions.

Adding a Course

Prior to the start of the semester, students may add a class online at: www.gocolumbia.edu. Call the HelpDesk at 588-5385 for assistance. Identify yourself as a Columbia College student when getting assistance from the HelpDesk staff.

To add a full semester class during the first two weeks of the semester, obtain the access code from the instructor. Log in to your connectColumbia account and do the following: (1) Click on Current Students; (2) Under the registration heading, click on "Add class with Access Code;" (3) Using the section number of the class, the term and access code obtained from the instructor, you may add your class; (4) You must print your class schedule to ensure your registration has been completed. This printout will also contain all of the important deadline

dates for each of your classes.

To add a full semester class after the first two weeks of the semester you must have a signed and dated Add Slip from the instructor and division dean and bring it to the Admissions & Records Office with photo identification. The Add Slip must be submitted to the Admissions & Records Office within three (3) days of the instructor's dated signature. Failure to complete this process within the three (3) day time frame may require additional approval from the instructor and/or the appropriate instructional dean.

If you have a financial hold on your record, you will receive an error message when attempting to register. Follow the red prompts at the top of the screen which should direct you to the Business Services Office. Any and all error messages will be written in red and should direct you to the appropriate department for assistance.

Students who are on a probationary or dismissal status must have a counselor's signature on the Add Slip and must register at the Admissions & Records Office. Students attempting to register for over 18 units during a fall or spring semester, or 12 units during a summer session, must have a counselor's signature on the Add Slip and must register for these units at the Admissions & Records Office. Distance education students may call for assistance (209) 588-5231.

Course Auditing

Course auditing is available to individuals who have completed the allowable number of enrollments in a specific course. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer semester units per semester. Call the Business Office at 588-5114 for information on the cost to audit a course.

No student auditing a course shall be permitted to change his or her enrollment to receive credit or a grade for the course. Enrollment priority shall be given to students enrolled in the course for credit toward a degree, certificate, or transfer. Please contact the Admissions & Records Office for further information and to obtain the required form. (*Board Policy 4070; Education Code Section 76370*)

Dropping a Course

To drop a course, the student may go online to www.gocolumbia.edu or submit a Drop Slip to the Admissions & Records Office. All drops processed at the Admissions & Records Office require the student to present a picture ID. Students who are on a probationary or dismissal status must have a counselor's signature on the Drop Slip and must drop the course in person at the Admissions & Records office.

- Course Deadlines: See a copy of your Class Schedule for exact date.
- Prior to last day to drop without a "W," no grade or course title will appear on the official transcript.
- From the first day of the third week to 75% of the semester a "W" symbol will appear indicating withdrawn.
- No student drops are allowed after 75% of the term.
- Dropping a class may affect your financial aid award and future eligibility, even if you do so prior to the drop deadline. Please contact your Financial Aid Technician prior to dropping a class.

FOR LESS THAN FULL SEMESTER CLASSES:

Copies of the student's class schedule contain all important dates for each course in which the student is enrolled. Students may print copies of their schedule from connectColumbia.

It is the student's responsibility to drop. Web transactions can be audited to determine the date and time and method used to drop a class. Registration, Add and Drop Slips submitted to the Admissions & Records Office are maintained for two years. *For refund information, please see page 48.*

Military Withdrawal

A student called for active duty may receive a military withdrawal at any time during the semester. Military withdrawals will not be factored into progress probation. To drop classes using a military withdrawal option, the student must submit a copy of military activation papers along with a drop form for each class to the Admissions & Records Office.

Repetition of Courses

- Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will not be allowed when a student reaches the limit. Refer to course auditing information.
- Students who have successfully completed a course the allowable number of times for credit may take the course under the category of **auditing**. All credit students will be given first priority and auditors will be admitted based on available space only after the first class meeting.
- Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions & Records Office.
- Special classes for disabled students and adaptive physical education classes for disabled students are subject to additional repetitions in accordance with Title 5, Section 56029.
- Courses may be repeated where standard work has not been recorded if the course is needed to meet legally mandated training requirements. Students must petition to enroll, providing documentation verifying that the course is required or mandated for their job.
- If the course is repeated at another institution, the student must provide the Transcript Evaluator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia College course, the repetition notation will appear on the Columbia College transcript.
- Courses taken "Credit by Examination" may NOT be repeated.

WITHDRAWAL LIMITS

Students are limited to receiving no more than two standard grades from any course taken within the Yosemite Community College District. Since this state regulation includes courses taken at Columbia College and/or Modesto Junior College, standard grades earned in courses that have been determined to be equivalent to each other (see "Columbia College/Modesto Junior College Equivalent Courses" on page 56) count toward the second attempt. A "W" counts as an enrollment attempt. Students who have been blocked from enrollment in a course because they have reached the limit of two standard grades should discuss options with a counselor.

REPETITION OF COURSE FOR IMPROVEMENT OF GRADE

Per *Title 5, Section 55042* and District Procedure on Repetitions, a student who has earned a grade of D, F, NP or W in a non-repeatable course taken in the Yosemite Community College District may repeat the course once for the purpose of grade improvement. This allows a student a maximum of two attempts to successfully complete the course. A “W” counts as the one attempt to improve the grade. The most recent completion (grade, grade points, and units) will replace the earlier course, even if the more recent completion results in a lower grade.

A student who earns a substandard grade in a non-repeatable course two times must discuss enrollment possibilities with a counselor. Should a student be approved to enroll a third time, the counselor may require that the student limit total units, participate in tutoring, or participate in other student success initiatives. The third completion will replace the second completion, even if the third completion results in a lower grade.

Students may be approved to repeat a class after three attempts only if a documentable extenuating circumstance exists relating to the third enrollment. Examples of extenuating circumstances are accidents, serious illness, death in the family, evidence of caretaking responsibilities, or a verified disability. Documentation is required to support circumstances that relate specifically to the dates of the last attempt. Students will be allowed to enroll in the class on a seats available basis only. The units, grade, and grade points that may result from this enrollment will not be used to replace the previous substandard completion.

(*Title 5, Sections 58161, 55040, 55041, 55043, 55045*)

Remedial Coursework Limit

Students may not receive credit for more than 30 units of remedial coursework, i.e., non-degree-applicable basic skills courses. However, this limit shall not apply to the following students:

1. Students identified by a college in the district as having a learning disability.
2. Students enrolled in an English as a Second Language course.

Waivers to this limitation may be granted when a student shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in degree-applicable credit courses.

(*Title 5, Section 55035*)

Health and Human Performance Enrollment Restriction

Enrollment by high school students in Health and Human Performance activity sections is restricted to a maximum of 10% of the total allowable enrollment. (For example: If a section will allow enrollment of 30 students, only 3 of the 30 can be high school special admit students.) When the 10% limit is reached all further high school students will be blocked from registration and directed to attempt to enroll in another section of the course or another activity course. (*Title 5, Section 76002*)

Incomplete Grades

- An incomplete grade “I” may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- An incomplete grade can be issued only when the student is lacking a small amount of work.

- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the Incomplete Grade contract, but in no case later than one year from the term in which the “I” was issued. The student will receive a copy of the Incomplete Grade contract.
- At the end of the time designated by the instructor, or no longer than one year, if the student has not completed the conditions for removal, the “I” will be changed to the default grade indicated on the Incomplete Grade form.
- Instructors will submit to the Admissions & Records Office a written record of the conditions for removal of the “I” and the default grade to be assigned in lieu of its removal. A copy of this record and related instructions will be provided to the student.
- When the student has completed the coursework, the instructor will assign the appropriate grade and notify the Admissions & Records Office. The incomplete grade “I” will be replaced with the appropriate grade and the student will receive notification of the grade.
- Students are not eligible for a degree, Certificate of Achievement or Skills Attainment Certificate if one or more of the required classes has a notation of “incomplete.”
- For financial aid satisfactory academic progress purposes, units from a course for which a student has received an incomplete grade “I” are considered to be attempted but not completed until the grade is updated to a grade of A, B, C, D, F, P, NP, or W.

Academic Renewal

Subject to the following conditions, up to 24 semester or 36 quarter units of substandard grades (Ds, Fs and NPs), taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

1. Since completion of the work to be alleviated, the student must have completed a minimum of 15 semester units with at least a 3.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 semester units with at least a 2.0 cumulative GPA at any accredited college or university. These units do not have to be lower division units, **AND**
2. At least 2 calendar years must have elapsed since completion of the course to be alleviated.
3. A repeated course that has resulted in a satisfactory grade cannot be removed.
4. The work to be removed does not include courses previously used to establish eligibility for transfer, associate degrees, or certificates.
5. The student’s permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
6. The student must submit a request for Academic Renewal Evaluation to the Admissions & Records Office. Forms are online at www.gocolumbia.edu. Click on “Admissions,” then “Student Online Forms.” (*Title 5, Section 55044; Board Policy 4240*)

99/199 Independent Study Courses

Independent Study courses are offered to give students an opportunity to independently research specialized areas not available as regular course offerings of the College.

Independent Study courses do not appear in the catalog since these courses are designed to meet specific student interests. Independent Study courses may be made available in any subject matter area. Consult the Admissions & Records Office for specific procedures.

CONDITIONS

To be admitted to Independent Study, a student must have:

- completed 12 units in residence and have a grade point average of 2.5 whether cumulative or for the previous semester as a full-time student.
- written approval of the instructor directing the student's Independent Study, and written verification by an Admissions & Records staff member that the maximum credit limitation for Independent Study will not be exceeded and that the student qualifies. Maximum unit value for any Independent Study course for any one semester will be three units of credit.

LIMITATIONS

The following limitations apply to Independent Study courses:

- Registration is restricted to one Independent Study course per semester.
- An overall maximum of seven units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill either major or general education breadth requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

Pass/No Pass Grading (P/NP)

- Some transfer institutions will not accept Pass/No Pass (P/NP) grading symbols.
- A student may choose a Pass/No Pass (P/NP) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to submit the Pass/No Pass grading option form. (*California Administrative Code, Title 5, Section 55752*)
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to A, B, or C work will equate to a Pass (P) grade.
- Student performance equivalent to D or F work will equate to a No-Pass (NP) grade.
- A P or NP grade will be recorded on a student's transcript.
- A P or NP grade may not be converted to a letter grade.
- Pass (P) units may not be applied toward a student's major for the Associate Degree nor toward completion of a certificate program or Skills Attainment Certificate unless the course is offered for P/NP grading only.
- Pass (P) units are accepted toward completion of the general education requirements for the Associate Degree.
- P/NP units are not computed in determining a student's grade point average at Columbia College.
- Units attempted for which NP is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit semester units, earned under the P/NP grading option, that may be counted toward the 60 unit requirement for an Associate Degree is 14.
- Courses offered for P/NP grading only are excluded from the

maximum of fourteen units counted toward the Associate Degree.

- Students may only opt for P/NP grading in one class per semester.
- For courses designated as P/NP grading only, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student can obtain the Pass/No Pass grading form on the web at www.gocolumbia.edu. Click on "Admissions" then "Student Online Forms." The form must be returned to the Admissions Office on or prior to the deadline. Mailed or faxed forms received after the deadline will not be accepted.
- Exception to the P/NP standards must be petitioned to the Academic Requirements Review Committee.

Credit by Examination (Course Challenge)

A student may challenge certain specifically designated courses by examination and obtain credit. Grades and grade points are entered on the student's transcript of record in the same manner as for regular courses of instruction. This course will be noted on the student's official transcripts with "CBE" to indicate credit by exam. The intent of this provision is to enable students to pursue courses of study at an accelerated rate. In addition, it recognizes training or experience for which credit or advanced standing was not previously granted. (*Title 5, Section 55050, Board Policy 4235*)

CONDITIONS AND LIMITATIONS

Only Columbia College courses may be challenged by examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination. The following are the conditions and limitations:

Course excluded from credit by examination:

- Pre-collegiate level courses
- Basic Skills courses
- Laboratory courses
- Activity courses

Credit by Examination courses must be awarded a letter grade (A, B, C, D, F) except for courses that have only Pass/No Pass grades (P/NP) only.

- A student may not repeat a course taken by examination.
- A student may not take a course for examination that has already been taken for a grade.
- A student may not take a course by examination if that student has already completed a more advanced course in the subject matter unless approved by the Academic Requirements Review Committee.
- Courses taken through Credit by Examination may not be counted as meeting the residence requirement for a degree. (*Title 5, Sec. 55753*)
- Courses taken through Credit by Examination may not be considered as part of the student's program for enrollment verification purposes.
- A student taking a course by examination will be charged the regularly established enrollment fee per unit.
- A student may not take more than one course by examination per semester.
- A student may not earn more than 12 units of academic credit through Credit by Examination.

ELIGIBILITY

Students must be registered in at least one other Columbia College credit course for a minimum of three units during the semester when another course is being taken by examination. Students must also have completed at least 12 units of previous coursework at Columbia College with a cumulative grade point average of 2.0.

PROCEDURE

Please contact the Admissions & Records Office for the form and procedural information.

Advanced Placement (AP) Examination Credit

1. Students must be enrolled at Columbia College to receive credit for AP exams
2. Official score reports from the College Board AP Program must be sent to the Admissions & Records Office at Columbia College. The College will not accept copies of the report. Students can obtain official score reports by calling (888) 225-5427 (toll free).
3. Students will be granted credit for AP scores of 3, 4, or 5 in the specific areas indicated on the chart on pages 64 of this catalog.
4. Units earned by AP exams can be used to meet IGETC and CSU GE Breadth requirements. See a college counselor for exceptions and restrictions.

College Level Examination Program (CLEP)

Columbia College accepts limited credits from the Credit for College Level examination (CLEP). See a counselor for more information.

College Credit from Other Institutions

Previously earned lower division degree applicable or transfer college or university units will be accepted if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSA), The Northwest Association of Schools and Colleges (NASC), North Central Association of Colleges and Schools (NCA), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SR). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes, upper division courses, or extension courses.

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

Course Substitution Policy

Previously earned lower division degree applicable or transfer college or university units will be accepted if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSA), The Northwest Association of Schools and Colleges (NASC), North Central Association of Colleges and Schools (NCA), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SR). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes, upper division courses, or extension courses.

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation.

Program and general education requirements may be met with courses from regionally accredited colleges and universities after being evaluated through the course equivalency or course substitution process, which includes use of C-ID designations

Credit for Military Service

Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:

- Waiver of General Education, Area E requirement
- Two semester units of elective credit and waive institutional physical activity requirements for graduation.
- Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- Credit for certain USAFI lower division college level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:
 - At least 12 semester units of work must be completed at Columbia College before a student may receive credit.
 - Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.
 - A maximum of 20 units of military coursework including the 2 units awarded for the activity graduation requirement will be accepted as transfer credit.
 - Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia College.

Earning Multiple Associate Degrees

More than one Associate Degree may be awarded to a student who completes all requirements for an associate degree plus 12 extra units (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available and the course is required in both majors. The same catalog year must be used when applying for multiple degrees in the same semester.

Academic Requirements Review Committee

A petition process is available to students through the Academic Requirements Review Committee. Should there be a question regarding course waivers, course substitution, or exceptions to academic standards established by the College, students may petition for review to this committee. Contact the Admissions & Records Office for procedures.

Classification of Students

While the minimum full-time program that will qualify a student for graduation in two years is 15 units per semester, the following classifications have been established:

FULL-TIME—Registered for 12 or more units per semester

FRESHMAN—Fewer than 30 degree or transfer units completed

SOPHOMORE—30 or more degree or transfer units completed

FINANCIAL AID—Twelve (12) units is considered to be full-time status for students enrolled Summer, Fall or Spring.

Total units required for completion of an Associate in Arts, Associate in Science, is 60 units. Units earned in Skills Development classes (courses numbered 200 and above) are not counted as part of this 60 unit requirement.

Attendance Policy

Instructors establish attendance policies for their classes and inform students about attendance requirements in a course syllabus. Students are responsible for making arrangements with their instructors to complete all coursework missed.

An instructor has the prerogative to lower a student's grade due to a student's lack of participation in class.

Absence from the first class meeting may cancel registration in the course. An instructor may drop a student if the student is not in attendance on the first day of class.

Be sure to check the course syllabus (distributed at the beginning of each course), or contact your instructor. Remember, you're in charge—it is your responsibility to prepare for and attend class.

Unit Load

A student who decides to carry more than 18 units during the fall or spring term, or more than 12 units during the summer session, must secure written approval from a counselor or the Vice President of Student Services. Students on progress or academic probation will be limited to a unit load established by the Vice President of Student Services.

Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor. The final examination schedule can be viewed at www.gocolumbia.edu/admissions/finalexaminationschedule. Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

Scholastic Honors

For Graduation: Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all degree applicable and transferable college work are awarded the Associate Degree with Distinction. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree with Honors.

By Term: Students who complete a minimum of 12 degree applicable units in a semester with a GPA of 3.5 and no grade below a C are awarded "President's List" for that particular semester. This honor becomes a part of the official academic record as it appears on the official academic transcript below the semester the honor was achieved.

Satisfactory Progress

A student whose cumulative Grade Point Average is 2.0 (C average) or better is scholastically in good standing. All units and grade points earned at Columbia College are counted on a cumulative basis. The method of computing Grade Point Averages follows. Please note that Satisfactory Progress for academic purposes and Satisfactory Academic Progress for financial aid purposes are calculated differently. Students interested in their progress standing should consult both an academic counselor and their financial aid technician.

Grade Reports

Report cards are not issued by the college. Students obtain their final semester grades on the College website at www.gocolumbia.edu approximately 10 working days after the semester ends. Additionally, students may obtain an unofficial transcript containing all classes and grades completed at Columbia College since 1985 on connectColumbia. All outstanding obligations must be cleared to obtain transcripts, access grades and obtain placement test results.

Units which are assigned for grades of W, I, P, NP, or IP are not counted in computing the grade point average but may be used in determining Progress Probation and Dismissal.

Grades earned in non-degree-applicable courses will not be included in the calculation of a student's units earned and grade point average when determining eligibility for a degree. (*Title 5, Section 55021-23; Board Policy 4230*)

Grading Scale & grade points earned

A	4 grade points per unit
B	3 grade points per unit
C	2 grade points per unit
D	1 grade point per unit
F	0 grade points per unit

Grade Point Average (GPA)

The grade point average (GPA) is determined by the following formula:

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}$$

Example: A student who earns five units of A, four units of B, three units of C, two units of D, and two units of F would compute GPA as follows:

5 units	A	x	4	=	20 grade points
4 units	B	x	3	=	12 grade points
3 units	C	x	2	=	6 grade points
2 units	D	x	1	=	2 grade points
<u>2 units</u>	F	x	0	=	<u>0 grade points</u>
16 units					40 grade points

$$\text{GPA} = \frac{40 \text{ Grade Points}}{16 \text{ Units Attempted}} = 2.50$$

Other Grading and Transcript Symbols

W	Withdrawal
I	Incomplete
P	Pass
NP	No pass
IP	In Progress

Academic Probation & Dismissal

Academic Deficiencies

The purpose of Academic Probation and Dismissal at Columbia College is to ensure that students who are deficient in scholastic achievement, on the basis of either cumulative or semester grade point average (GPA), will receive special counseling and advisement. Computation of the GPA is based on all units attempted at Columbia College excluding those taken on a Pass/No Pass basis. (*Education Code Section 70902(B) (3), Title 5, Section 55030-55034; Board Policy 4250*)

ACADEMIC PROBATION STATUS

After having attempted a minimum of 12 semester units at Columbia College, a student shall be placed on Academic Probation status for the semester following any term in which his/her GPA falls below 2.0.

ACADEMIC DISMISSAL STATUS

The third consecutive semester that a student fails to maintain a 2.0 cumulative GPA, the student is placed on academic dismissal status. A student will also be placed on Academic Dismissal if, while on academic probation, his/her cumulative GPA falls below 1.75.

Progress Deficiencies

The purpose of Progress Probation and Dismissal status at Columbia College is to ensure that students who fail to complete a majority of the courses they attempt will receive special counseling and advisement.

PROGRESS PROBATION STATUS

After having enrolled in a total of at least 12 semester units at Columbia College, a student shall be placed on Progress Probation status for the semester following any term in which grades of W, I and NP (No Pass) are recorded for 50% or more of all units enrolled.

PROGRESS DISMISSAL STATUS

A student will be placed on Progress Dismissal status if that student is on Progress Probation for two consecutive semesters.

Probation Contract Requirements

Students who are on Academic or Progress Probation/Dismissal are required to do the following:

1. Obtain written approval from a counselor prior to registration. Registration must be done at the Admissions & Records Office only.
2. Complete an Academic/Progress Probation/Dismissal Contract with a counselor prior to the start of the term, and no later than the first week of the term.
3. Comply with the following unit limitation:
Probation Status: Enrollment limit of 12 units maximum per term
Dismissal Status: Enrollment limit of 8 units maximum per term
4. Enroll in and successfully complete Guidance 100, College Success or, if applicable, another guidance course as per counselor

recommendation. Note: These units are included in the unit limitation above.

5. Request that all current instructors complete a monthly Student Academic Performance Report form.
6. Take the completed form to counseling meetings with assigned counselor.

Academic Probation and Dismissal status will be noted on the student's permanent record. The College may disqualify a student on Academic Dismissal or Progress Dismissal from enrolling in courses for a period of one year if, in the judgment of the counselor and the Vice President of Student Services, the student is not making appropriate progress after being placed in either status. A disqualified student may be readmitted by special petition to the Vice President of Student Services. See *Reinstatement After Disqualification*.

Reinstatement after Disqualification

A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the GPA of a student readmitted after disqualification falls below 2.0 for the following semester, the student may be permanently disqualified. In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

- Evidence of consistent improvement in the student's record.
- A change from one major to a field of study more appropriate to the student.
- Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
- The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to warrant the granting of an additional opportunity.

If a student has been disqualified and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President of Student Services that the one semester period of dismissal be waived.

Withdrawal from College

A student wishing to withdraw from the College is responsible for dropping all classes on the College website or by completing the drop form at the Admissions & Records Office. Failure to do so may result in F grades recorded on the student's transcript. (*Title 5, Section 55024*)

College Fees & Expenses

Educational Expenses

The Financial Aid Office establishes (within Federal, State, and regional guidelines) modest budgets that reflect the average student's costs for a nine month period. Taken into consideration are a variety of conditions, such as living accommodations and special additional costs. Sample Expense Budgets for a full-time student are shown below:

	LIVING W/ PARENTS WITH NO DEPENDENTS	ALL OTHER STUDENTS
Enrollment & Health Fees*	\$ 1,244	\$ 1,244
Books and Supplies	1,790	1,746
Food and Housing**	4,968	11,970
Personal Expenses	3,176	2,898
Transportation	1,174	1,197
Total cost of attendance	\$12,352	\$19,616

The above costs are only approximate and are subject to change.

* Based on enrollment fees of \$46.00 per unit. Out-of-state students are charged an additional \$229.00 per unit for tuition.

** Represents costs of meals and basic expenses which family continues to provide while student lives at home.

Reasonable documented dependent care expenses may be added to basic cost of attendance.

Students may qualify to have enrollment fees waived if their income falls below a specified level or if they or their parents are receiving TANF/ CalWorks, SSI/SSP, or GA. Applications for Board of Governors Fee Waiver (BOG) are available online or in the Financial Aid Office and should be completed prior to registering for classes, but are accepted throughout the semester. You may also apply for a BOG by filling out a FAFSA (Free Application for Federal Student Aid).

Other Fees

Please refer to "College Fees and Refund Policies" on p. 48.

Paying Fees

Pay fees using any one of the following methods:

1. On the College website.

- Credit Card – Discover, MasterCard, VISA
- Board of Governors Fee Waiver and credit card

2. Mail*

- Personal Check-*Students will be charged \$25 for returned checks.*
- Money Order
- Financial Fee Waiver and one of the above

3. On-Campus at the Business Office

- Cash
- Credit Card – Discover, MasterCard, VISA
- Money Order
- Personal Check
- Board of Governors Fee Waiver and one of the above

* *Do not mail cash.*

College Fees and Refund Policies

All forms below are available online at: gocolumbia.edu/admissions/forms.php

The following policies take effect with the Summer 2016 term. Fee amounts are established by the State of California and/or the Yosemite Community College District Board of Trustees and are subject to change. Students are not dropped for non-payment after the class starts. Students who are California residents and have an active BOG fee waiver before registering will not be dropped.

- All fees must be paid within 10 days (including the date you register) of registration.
- If fees are not paid within 10 days, **you will be dropped** for nonpayment.
- **You are responsible** for payment of all fees associated with your enrollment and registration in courses
- **If you do not officially drop** classes, you will still be obligated to pay fees.
- **If you never attend a class**, but do not officially drop a class, you are still required to pay fees.
- **If the college cancels classes in which the student is enrolled**, students are not responsible for dropping courses or requesting refunds. Fees will be automatically refunded.

Fee:	Amount:	Applies to:	You may be exempt from the fee if:
Enrollment Fee ¹	\$46 per unit (No maximum)	Credit courses	<ul style="list-style-type: none"> • You have applied and qualified for the Board of Governors Fee Waiver (BOGFW) • If you are taking a Columbia College course and are concurrently enrolled as a 9th-12th grade student
Nonresident Tuition ¹	\$229 per unit, plus an enrollment fee of \$46 per unit listed above	Nonresidents	<ul style="list-style-type: none"> • You are a California state resident • You are meet criteria for Nonresident Tuition exemption under AB540 • You are a veteran or "special admit" student
Student Center Fee ¹	\$1 per unit to a maximum of \$10 per Fiscal Year (July-June)	Credit courses	<ul style="list-style-type: none"> • You have applied for and received a BOGFW-A • You are enrolled only in non-credit courses • Professional Development • You are only enrolled in courses with "audit"
Course "Materials Fee"	Required for <i>some</i> courses. The fee amount varies from course-to-course. Pays for materials the student will use to master course content. Fee amount should appear with the course description in connectcolumbia.		(Not applicable. No students are exempt from materials fee charges.)
Health Services Fee ¹	\$15 summer semester \$18 fall semester \$18 spring semester	Credit courses Non-credit enrollments Audit-only courses	<ul style="list-style-type: none"> • You rely on prayer for healing (Paper form is available in the Business Office) • All course(s) you are enrolled in occur outside of the Yosemite Community College District boundaries • You are only enrolled in a class that meets less than 16 hours
Student Representation Fee ¹	\$1 per semester	Credit courses Non-credit courses	Professional Development You cannot pay for financial, religious, political, moral reasons-(Submit Student Representation Fee Refusal Form)
Student Activity Fee ¹	\$5 per semester	Credit courses Non-credit courses	Do not plan to participate in campus events. You may request a free refund (account credit). Submit the Student Activity Fee Waiver form.
Parking Fee ²	\$2 a day \$15 for summer term \$30 for fall semester \$30 for spring semester	All persons (enrolled students and otherwise) who wish to park a vehicle at Columbia College.	You are a disabled person and have a DMV placard You are only enrolled in classes that meet off-campus If you do not park a vehicle on campus
Course Audit Fee	\$15 per unit, plus any applicable term and materials fees	Credit courses that are no longer repeatable	Exempt for up to 3 units if enrolled in 10 or more units

¹ Only refundable during the first two weeks of the class (refers to full semester classes only).

² Refunds available only *prior* to the first class session.

Procedure for Fee Refunds

1. Are you eligible?

- Full-semester classes dropped within the first 2 weeks of the term are eligible for a refund.
- Short-term classes, meeting more than 5 times and 20 hours, are eligible for a refund during the first 10% of the class.
- Classes meeting fewer than 5 times and 20 hours are eligible for refunds if the class is dropped prior to the first class meeting.
- Individual class refund dates are available online through **connectColumbia** by clicking on “My Class Schedule” and on the student’s class schedules printed at the Admissions & Records Office.

2. Credit Balances

- Credit amounts from drops or class cancellations are automatically applied to any outstanding fees or new fees incurred prior to the issuance of a refund.
- Credit balances can be left on the student account to apply to future fees.
- Credit balances can be refunded during the current academic year.

3. Process

- Students dropping classes must complete and return the necessary withdrawal forms to the Admissions Office or drop online before they can be eligible for a refund.
- Refund requests are submitted electronically through **connectColumbia**. The Online Refund Request Form link is listed on the Student Menu under the Financial Information heading. It is also available through the Online Forms page. Students without internet access may request a hard copy form from the Business Office.
- Students **will not** be responsible for requesting refunds for classes cancelled by the College.
- A ten dollar (\$10) administrative processing fee is charged once per term for enrollment fee refunds except in the case of a class cancelled by the College. (*Title 5, Section 58508.*)
- Processing of refunds by the college Business Office may take up to 8 weeks.
- If fees or tuition are paid by check, a refund will not be processed until the check has cleared the bank.
- Payments by cash or check are refunded by check. Payments by credit card are refunded to the card used if possible.

Refunds are not automatic. Exception: Refunds of fees will automatically be made to students who were enrolled in classes which were cancelled by the College.

Enrollment Verification

The first two verifications are provided free. A fee of \$5 per verification is charged after the first two, payable at the time of the request. A \$15 fee is charged for 48-hour service. No charge is made for loan deferment or financial aid GPA verifications. Contact Admissions & Records (209)588-2021.

Health Services Fee

A required health services fee of \$18 for Fall and Spring and \$15 for Summer is charged to each credit and non-credit student. Health fees are used to provide on-campus health services and Student Accident Insurance.

Students who depend exclusively upon prayer for healing may be exempt from payment. Contact the Business Office for waiver procedures (209) 588-5114. Fees are subject to change based on State and Board mandates. (Education Code Section 76355; Yosemite Community College District Board Policy 5030)

Parking Fee

A parking permit is required by anyone parking on campus. A \$30 fee is charged for a student semester permit. A \$15.00 fee is charged for a summer session permit. Daily permits may be purchased for \$2 at permit dispensers and the College Information Booth. Semester parking permits are not mailed and must be picked up at the Business Office. (*Education Code Section 76360; Board Policy 5030*)

PARKING FEE REFUND POLICY

Parking fees are only refundable prior to the first day of instruction. For a refund of the term parking permit, return the permit to the Columbia College Business Services Office and request a refund form. If the College cancels a class and a semester parking permit has been purchased, students must complete the online Request for Refund form and return the permit to the Business Office to receive a refund. Printed forms are available at the Business Office.

Student Activities Fee (\$5)

The Student Activities Fee \$5 (refundable) is used to support student events and activities on campus, such as Cram Night, free student BBQs, movie nights and other free student activities throughout the semester. This fund also pays for scholarships, clubs and sponsorships. Contact the Student Senate Office for further details at (209) 588-5270. (Yosemite Community College District Board Policy 5030)

Student Center Fee (*Approved*)

A student center fee of \$1 per unit, to a maximum of \$10 per fiscal year, is assessed to be used for the renovation or new construction of a Student Center Building. During the Spring Semester of 1992, the Student Senate conducted an election and the student body voted to assess themselves a permanent, non-revocable fee. These funds may only be used for the Student Center Building. The current Student Center is located in the Ponderosa Building. This is open to all students and provides an area to study, work on the computers or relax and get to know fellow students. (Education Code 76375; Yosemite Community College District Board Policy 5030)

Student Representation Fee *(Approved)*

Established by 2/3 vote of the student body, a \$1 fee is charged per term. The fee is used by the Associated Student Body to represent student concerns at local, state, and federal government levels. A student may for religious, political, financial or moral reasons, request a waiver of the student representation fee. Contact the Business Office for waiver procedures. (*Education Code 76060.5; Yosemite Community College District Board Policy 5030*)

Board of Governors Fee Waiver (BOG)

Students who receive TANF/CalWorks, SSI/SSP, GA, are a dependent of a deceased/disabled veteran, or are considered low income may be eligible for the Board of Governors Fee Waiver (BOG) which waives the enrollment fee (per unit price). The BOG is effective for an entire academic year (Summer/Fall/Spring) and is available regardless of the number of units enrolled. The BOG is available to only California residents and eligible AB540 and AB1899 students. Students may apply either by completing the BOG application available in the Financial Aid Office on the college website, or by submitting the FAFSA online at www.fafsa.ed.gov. However, Columbia College encourages students to submit the FAFSA application as they may qualify for additional federal aid as well as the BOG.

Additionally, if you feel you are low income, but you do not qualify to have your fees waived using the above described method, you may complete the Free Application for Federal Student Aid (FAFSA), also available on the Financial Aid Website.

Students who do not hold a valid non-immigrant visa and who meet the AB540 requirements may complete the California Dream Act Application to apply for the BOG and grant funding as opposed to the FAFSA which is for U.S. citizens only.

Students who are placed on academic or progress probation for two consecutive terms will be ineligible for the BOG (Foster Youth are exempt from this policy). Students are encouraged to meet with a counselor regularly to mitigate potential loss of the fee waiver. Any student may appeal for the loss of the BOG by submitting a petition to the Financial Aid Office.

Financial Aid Withdrawal and Repayment Policy: 2016-2017

RETURN OF TITLE IV FUNDS (R2T4)

Per federal regulation, 34 CFR Parts 668, 682, and 685, any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

If you receive financial aid, please contact the Financial Aid Office first before withdrawing from any course.



A faculty member adds her personal and clever touch to campus life by encouraging students to try their hands at ceramics. Columbia College faculty are incredibly vested in the success of the students in their programs and at the college overall.