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, Associate in Science (Occupational Education) Degrees, Certificates of Achievement or Skills Attainment Certificates will help you prepare a career path and increase your opportunities for the future.

Columbia College 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 4½ acre lake.

In this wooded setting, Columbia College provides a comprehensive program of academic and vocational education, which focuses on the dignity and worth of each individual student. Class sizes allow for lots 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 assistance professionals, academic tutors, and career/job placement specialists 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!
Yosemite Community College District
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.

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.

Accreditation
Columbia College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Located at 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, the organization is an institutional accrediting body, which is recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

The College is listed in the directories of the United States Office of Education, American Council on Education, and Western Association of Schools and Colleges.

Appropriate lower division courses completed at Columbia College will be accepted with full credit upon transfer to California State Universities and other four-year educational institutions.

College Functions
Students can earn an Associate Degree, Vocational Certificate, 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 the following:

General Education—To provide comprehensive learning outcomes, 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.

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

Remedial Education—To assist the student in acquiring those 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: 16.28%
Transfer Rate: 20.54%

From 2008 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 2008, 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 2008 to Spring 2011. 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 2009 to Spring 2011, are transfer students.

Schedule of Classes

The official class schedule is published each semester of the academic year, in print and online at www.gocolumbia.edu.

The schedule 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.

Contacting Faculty

Students may contact faculty using the phone numbers found on pages 180-182 in the catalog. See the College website at www.gocolumbia.edu and the semester Schedule of Classes for additional information.
**College Activities & Student Life**

**Associated Students of Columbia College / 588.5270**

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 / 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.

**Food Service**

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

**Columbia College Snack Bar / 588.5321**

The Columbia College Snack Bar is open daily providing great choices for breakfast, lunch and dinner. Offered is everything from “grab and go” to made-to-order deli sandwiches to specialty coffee drinks. Ask about purchasing a Columbia College Convenience Card and save 5% on every purchase. The Snack Bar is a great place to study or hang out with your friends.

**Cellar / 588.5300**

The Cellar Restaurant is open Monday through Thursday, serving breakfast and lunch. In conjunction with the College’s Hospitality Management Program, the Cellar is operated and run by students who plan, prepare and serve meals as part of their training.

**Manzanita Bookstore / 588.5126**

Located in the Manzanita Building, the Bookstore carries textbooks, materials and supplies as required for classes. Available also are paperbacks, greeting cards, sundries, snacks, computer software 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 textbook 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](http://www.manzanitabookstore.com) or [www.gocolumbia.edu](http://www.gocolumbia.edu) and click on “Current Students,” then “Manzanita Bookstore.” The Bookstore accepts MasterCard, Visa Discover, American Express and the Columbia College Convenience Card.

**Student Activities / 588.5111**

Social events, club activities, community projects and cultural events are conducted through Student Activities. An optional $5 per semester fee pays for a student activity sticker, which helps support these activities on campus and also entitles students to discounts at local businesses as a bonus.

**Student Organizations / 588.5270**

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 one. Existing clubs include the following:

**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.

**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.
Child Development Club
The Columbia College Child Development Club strives to generate more opportunities for fellow child development students and families throughout our community while contributing to the education, individuality and well-being of children.

Cribbage Club
Our Cribbage Club is to be an environment where people come to play a game or two, enjoy each other's company, and learn a unique skill. Our vow is that we accept one another, pass judgment amongst no one, and that we keep true to ourselves as card-players. We believe that this club is a foundation where we can put aside our anxieties and unwind. We want to extend our knowledge and our sincerity to one another and just play a good game.

Nutrition Club
The goal of the Columbia College Nutrition Club is to bring awareness to students concerning healthy eating and sustainable lifestyles.

Promethean League
The purpose of this club is to increase the visibility of programs on campus that assist students with academic success.

Synergy
Synergy is an environmental club whose goal is to promote a more sustainable Columbia College and beyond. Synergy would like to share their knowledge of sustainable farming techniques with the community.

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, some students interested in the same activity, and completion of a few simple forms (which any of your 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 / 588.5111
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.

Campus Bulletin Boards / 588.5109
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 the office of the Dean of Student Services. Posters may be dropped off at Manzanita 15 front desk 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.

California Student Housing / 533.3039
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.
**Student Nondiscrimination Policy**

It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College. (Board Policy 4-8066)

The College strongly forbids any form of discrimination and has enacted the following procedures to recognize and eliminate unlawful discrimination. These regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. The college will seek to resolve the complaints in an expeditious manner.

**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 Policy**

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)

**Nondiscrimination Compliance**

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, Sonora, CA 95370-8580.
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.

**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 guide 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 Student Learning. *(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](http://www.sss.gov).

**Smoking on Campus**

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)*
Student Complaint Procedures

**Purpose—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.

**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 Learning or his/her designee.

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

D. The Vice President of Student Learning or designee will fill out an interview form at that meeting.

E. The Vice President of Student Learning or his/her designee will notify the accused that the College has received a complaint naming the accused. The Vice President of Student Learning 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 Learning 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 Learning or his/her designee determines the appropriate resolution, the Vice President of Student Learning shall meet with the complainant to discuss the complaint in an attempt to resolve the matter. The Vice President of Student Learning 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 Learning 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 Information Flow Chart page 16.)

**Formal Complaint Procedure**

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 Learning 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 Learning 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 Learning 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 Learning 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 Learning 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 Learning 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 Learning 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 Learning 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:
      a. the determination of the District Chancellor or his/her designee as to whether discrimination did or did not occur;
      b. a description of actions taken, if any, to prevent similar problems from occurring in the future;
      c. the proposed resolution of the complaint; and
      d. the complainant's and the accused's right to appeal to the District Governing Board. (See Information Flow Chart page 16.)

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 Compliance Information

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
  221 Main Street, Suite 1020
  San Francisco, CA 94105
- Department of Fair Employment and Housing
  2000 “O” Street, Suite 120
  Sacramento, CA 95814
- Chancellor California Community Colleges
  1107 Ninth Street
  Sacramento, CA 95814

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.
## Information Flow Chart

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<tr>
<td>Sexual Harassment, Informal</td>
<td>Vice President of Student Learning</td>
<td>See Informal/Formal Procedures</td>
</tr>
<tr>
<td>Sexual Harassment, Formal</td>
<td>Vice President of Student Learning</td>
<td>District Chancellor</td>
</tr>
<tr>
<td>Special Accommodations</td>
<td>DSPS Coordinator/Learning Disabilities Specialist</td>
<td>Dean of Student Services</td>
</tr>
<tr>
<td>Student Records</td>
<td>Dean of Student Services</td>
<td>Vice President of Student Learning</td>
</tr>
<tr>
<td>Waiver of Academic Requirements</td>
<td>Academic Requirements Review Committee (Admissions &amp; Records)</td>
<td>Academic Requirements Review Committee</td>
</tr>
<tr>
<td>Withdrawal (Late)</td>
<td>Dean of Student Services</td>
<td>Vice President of Student Learning</td>
</tr>
<tr>
<td>Matters Not Listed</td>
<td>College Policy or Appropriate Staff</td>
<td>Appropriate Staff Supervisor</td>
</tr>
</tbody>
</table>

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**General Information**
Student 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.

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. 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.

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.

14. Unauthorized entry upon or use of college facilities.

15. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.

16. 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.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or any other authorized activities. Pagers, cellular telephones and other similar electronic devices must be turned off in classrooms and other campus sponsored events unless authorized by an appropriate faculty or staff member. (Board Policy 5500; Education Code Section 66300, 66301)

Misconduct Penalties

Disciplinary Action

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

1. Reprimand—A person receiving a reprimand, either oral or written, is thereby notified that continued conduct for the type described may result in formal disciplinary action against the student.

2. Instructor Removal—An instructor may remove a student from his/her class for the day of the misconduct and the next class meeting.

3. Disciplinary Probation—Formal disciplinary action may include, but is not limited to, the following:
   a. Removal from any Associated Students (ASCC) organization office held.
   b. Revocation of the privilege of participating in College and/or student-sponsored activities.
4. **Disciplinary Suspension**—Formal disciplinary action denying campus privileges for a specified period of time. A suspended student is not to occupy any portion of the campus and is denied all College privileges, including class attendance, and privileges noted under “Disciplinary Probation,” for a specified period of time. There shall be two classes of suspensions:

a. The first “summary suspension” is to protect the school from the immediate possibility of disorder or threat to the safety of all students.

b. The second “disciplinary suspension” serves as a penalty against the student as a result of the failure of his/her conduct to meet standards expected by the College.

5. **Expulsion**—Formal action taken by the Yosemite Community College District terminating a student’s privilege to attend the Colleges of the District, for disciplinary reasons.

**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. Dean 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 Student Learning 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 Student Learning. Appeal forms are available in the office of the Vice President of Student Learning.
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 are not appealable:

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

**Academic Integrity**

**As defined by the Academic Senate at Columbia College**

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 the 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 Dean 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.
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:

<table>
<thead>
<tr>
<th></th>
<th>Living w/Parents without Dependents</th>
<th>All Other Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment &amp; Health Fees*</td>
<td>$1,244</td>
<td>$1,244</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,710</td>
<td>1,710</td>
</tr>
<tr>
<td>Food and Housing**</td>
<td>4,518</td>
<td>$11,268</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>3,096</td>
<td>2,844</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,252</td>
<td>1,252</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$11,820</td>
<td>$18,318</td>
</tr>
</tbody>
</table>

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 $222.00 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 are receiving TANF, SSI 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.

Fees

Please refer to the Student Fee/Refund Information table on page 22.

Payment of Fees

Payment may be made by any one of the following methods:

1. On the College website.
   - Credit Card – Discover, MasterCard, VISA
   - Financial Aid fee waiver and credit card
2. Mail*
   - Personal Check**
   - 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**
- Financial Aid fee waiver and one of the above
* Do not mail cash.
** Students will be charged $10 for returned checks.

Procedure for Fee Refunds

1. Eligibility
   - 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 and 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 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.

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 588.5114. Fees are subject to change based on State and Board mandates. (Education Code Section 76355; Board Policy 5030)

Parking Fee
A parking permit is required by anyone parking on campus. A $20 fee is charged for a student semester permit. A $7.50 fee is charged for a summer session permit. Daily permits may be purchased for $1 at the College Information Booth. (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 parking fees, return the parking permit with the completed Request for Refund form to the College Business Office. 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. Semester parking permits are not mailed and must be picked up at the Business Office.

Student Activities Fee
The optional Student Activities Sticker may be purchased for a $5 fee and affixed to the Columbia College ID card. You may purchase your sticker at the Business Office. The Activities Sticker provides:
- Discounts at the Manzanita Bookstore (on-campus)
- Discounts at participating local merchants
- Discounts on special events held on-campus
- Discounts at participating local fast food restaurants

Contact the Student Senate Office for further details at 588.5270. (Board Policy 5030)

Student Center Fee
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; Board Policy 5030)

Student Representation Fee
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; Board Policy 5030)

Enrollment Fee Waiver Program
Students who receive TANF, CalWORKs, 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. You must be a California resident to qualify. Students may apply by completing the BOG application available in the Financial Aid Office or on the college website. 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, also available on the Financial Aid Website. It is a more complicated application and it takes 8-12 weeks to process. But if you are found eligible for the waiver, you are entitled to request a refund of the enrollment fees that you have paid.

Students who meet ABS40 criteria can apply for the state funded fee waivers by completing the California Dream Act available on the Financial Aid website.

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.
## Student Fee/Refund Information

**EFFECTIVE SUMMER TERM 2013**

Student fee amounts are established by the State of California and/or the Yosemite Community College District Board of Trustees and are subject to change.

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
<th>APPLIES TO</th>
<th>EXEMPTIONS/WAIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$46 per unit</td>
<td>Credit Courses</td>
<td>(BOGFW Qualified)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Eligible Special Admit Students</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>No maximum</td>
<td>Credit/Non-Credit Students</td>
<td>• Out-of-District class</td>
</tr>
<tr>
<td></td>
<td>$18 per semester</td>
<td>Audit Only Students</td>
<td>• Students who are enrolled in a class that meets less than 16 hours</td>
</tr>
<tr>
<td></td>
<td>$15 Summer</td>
<td></td>
<td>• Depend on prayer for healing</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$1 a day</td>
<td>Non-Student Drivers</td>
<td>• Disabled persons with placard from DMV</td>
</tr>
<tr>
<td></td>
<td>$20 per semester</td>
<td>Student Drivers</td>
<td>• Enrollment in off campus classes only</td>
</tr>
<tr>
<td></td>
<td>$7.50 Summer</td>
<td></td>
<td>• Non-Drivers</td>
</tr>
<tr>
<td>Nonresident Tuition</td>
<td>$222 per unit plus enrollment fee of $46 per unit – beginning Summer 2013</td>
<td>Nonresidents/Foreign and International students</td>
<td>• California Residents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• AB540 Qualified Students</td>
</tr>
<tr>
<td>Student Center Fee</td>
<td>$1 per unit to $10 maximum per year</td>
<td>Credit Courses</td>
<td>• BOGFW A Recipients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Audit Only Students</td>
<td>• Non-Credit Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Community Education &amp; Professional Development</td>
</tr>
<tr>
<td>Student Representative</td>
<td>$1 per term</td>
<td>Credit Courses</td>
<td>• Community Education &amp; Professional Development</td>
</tr>
<tr>
<td>Fee</td>
<td></td>
<td>Non-Credit Courses</td>
<td>• Religious, political, financial, moral reasons</td>
</tr>
<tr>
<td>Course Audit</td>
<td>$15 per unit</td>
<td>Credit Courses no longer repeatable</td>
<td>• Exempt for up to 3 units if enrolled in 10 or more units</td>
</tr>
</tbody>
</table>

1 Only refundable prior to the first class meeting.
2 Only refundable during the first two weeks of the class (Refers to full semester classes only).

MATERIALS FEES may be assessed for certain classes in order to enhance the learning process and provide convenient access to learning aids. Material fee information is found in the Columbia College Class Schedule.

Students are responsible for payment of all fees associated with their registration activity. If the proper procedure for dropping classes is not followed, the student's fee obligation still remains. This applies even if the student never attends class. For classes cancelled by the college, students will not be responsible for dropping courses or requesting refunds. Student class schedules contain all pertinent dates that apply to each course. Copies of class schedules can be printed from the College web site (connectColumbia) or obtained at the College Admissions & Records office.