

COLUMBIA COLLEGE HOLLYWOOD

2019 GENERAL CATALOG LOS ANGELES MAIN CAMPUS

Effective January 1, 2019

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Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
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columbiacollege.edu

Branch Campus
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The information contained in this catalog is certified true and correct in content and policy at the time of publication.
Any supplements and addenda, if applicable, become an integral part of this catalog as of their effective dates.

WELCOME TO COLUMBIA COLLEGE HOLLYWOOD

For more than 60 years, Columbia College Hollywood has offered a unique education that fuses creative studies with liberal arts while providing the exposure to ideas, experiences, and technology that stimulate personal growth and individual artistic expression.

Whether you're studying on our main campus in Los Angeles or at Flashpoint Chicago, you've joined a community of passionate artists and storytellers who inspire, challenge, and create with each other. We work hard to create and maintain a campus environment that's the perfect place for you to develop your artistic, creative, and interpersonal skills while connecting with the world around you in deeper, more meaningful way.

You've found your tribe, and your tribe has found you.

It's no small accident that we found each other. We belong to the same tribe. Our students and faculty are carefully selected storytellers, filmmakers, content creators, and artists who add unique and significant voices to our creative collective.

If you're a new student, you'll soon find out that this won't be easy journey. Nothing worthwhile ever is. Forging a career path in the challenging and competitive world of the creative and entertainment arts requires more than just creativity. To succeed, you have to be exceptionally dedicated. You have to work harder. You have to be endlessly positive. You have to be open to collaboration with other people like never before. So, how do you succeed? It's simple—

Commit to excellence. Wholeheartedly. From day one.

If you make that commitment, we'll be right there with you. We're partners in your education and your future career. Because we're creative types, too, we know what it's like when first starting out, and we know how important mentorship and personal attention are when you need them. That's why we do more for our students than any college I know of.

So, don't be discouraged. Earning your degree and getting started in your career will be tough, but it is not impossible. There are thousands of our alumni working in their chosen fields, and before you know it, you can be one of them.

For now, I want to assure you that you're part of a growing community that values diversity, equality, and inclusion. Every one of us has a unique perspective and voice that is important to the college as a whole and with it, an obligation to respect each other, our school, and the industries we serve.

It's easy to forget how lucky we are to be here, together, doing what we love. Let that thought carry us through the more challenging days and give us a reason to celebrate the best ones.

Welcome to Columbia College Hollywood!



Bill Smith
President & CEO
Columbia College Hollywood

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ABOUT COLUMBIA COLLEGE HOLLYWOOD

OUR MISSION

Columbia College Hollywood educates students in the art and science of communications and the diverse media of contemporary storytelling within an exploration of the liberal arts. Our rigorous course of study and practice prepares graduates to be analytical thinkers and effective communicators who are creative, knowledgeable, and responsible contributors to advancing a curious, thoughtful, and compassionate global community.

OUR PHILOSOPHY

For over six decades, Columbia College Hollywood has promoted creativity, innovation, and growth through instruction, collaboration, and a common love of the creative media arts. Campus educational environments are purposefully designed to encourage each student to take the risks necessary to develop a unique artistic vision and voice. Program curricula are designed to erase boundaries between education and the professional world through exposure to hands-on project-based learning that reflect real world creative industries. Students work in teams to learn all aspects of the creative process and are mentored by a faculty of industry professionals.

All degree programs are supported by a general education program of liberal arts and sciences that focus on the core competencies, knowledge, and skills to best prepare students to become free-thinking, entrepreneurial storytellers, filmmakers, content creators, and artists. The campus also provides ample opportunities for professional access and continued learning through industry relationships to help build a foundation for creative and professional success.

OUR HISTORY

Columbia College Hollywood was originally established in 1952 as the Los Angeles branch campus of Columbia College in Chicago. The curriculum was designed to focus on the burgeoning Hollywood entertainment industry and featured a faculty made up of working film, television, and radio professionals. In 1962, Columbia College Hollywood separated from the Chicago institution to operate as an independent private nonprofit college.

Throughout the 60s and 70s, the college grew along with the film and television industries, moving first to a larger campus in central Hollywood and finally to its current main campus in the historic, former world headquarters of Panavision, a foremost designer and manufacturer of the finest cameras and lenses for the film and television industries.

In 2018, Columbia College Hollywood expanded its program offerings when it acquired the former Tribeca Flashpoint College, a private creative media institution located in Chicago, Illinois and established its first branch campus now known as Flashpoint Chicago, a Campus of Columbia College Hollywood.

CAMPUS LOCATIONS

LOS ANGELES MAIN CAMPUS

Columbia College Hollywood's 85,000 square foot main campus is in a vibrant and diverse area of the San Fernando Valley, between Southern California's beaches and mountains. Although technically part of the city of Los Angeles, the neighborhood acquired the name *Tarzana* when it was built on former ranch land owned by Edgar Rice Burroughs, the creator of Tarzan.

The campus is centrally located for access to the entertainment industry and all major Hollywood film and television studios, including Walt Disney Studios, 20th Century Fox Film Studios, Paramount Pictures, Sony Picture Studios, and Universal Studios. There is free on-campus parking for students and staff. Public transportation options are less than a block away, including the Orange Line Rapid Transit Busway, giving the students easy access to anywhere in Southern California and beyond.

FLASHPOINT CHICAGO CAMPUS

The Flashpoint Chicago branch campus occupies the 5th and 6th floors of the historic Burnham Center building at 28 North Clark Street in the downtown Chicago Loop.

The campus is centrally located for easy access to art exhibits, concerts, museums, and a wide range of cultural events. The neighborhood is bordered on the north by Chicago's historic theatre district and the Riverfront Trail and on the east by Millennium Park and the shoreline of Lake Michigan.

Chicago area attractions are easily accessible to students and faculty by public transportation, bikeshare, or on foot. Union Station, offering Amtrak and Metro train transportation, is a 15 minute walk from the campus. CTA train stations are located just blocks from the campus offering easy public transit access to both O'Hare International Airport and Midway International Airport. For more information on Flashpoint Chicago, please visit flashpoint.columbiacollege.edu.

OPEN HOUSE + CAMPUS TOURS

Columbia College Hollywood hosts open house events to give prospective students and their families a comprehensive introduction to the campus facilities, labs, and resources and an opportunity to meet with staff members about admissions, financial aid, scholarships, housing, and degree programs.

By taking an in-depth campus tour and getting involved in hands-on presentations, participants get a snapshot of the unique educational experience and creative learning environment offered by Columbia College Hollywood. Open house dates for the Los Angeles main campus can be found at columbiacollege.edu. If a prospective student submits an application for admission to the Los Angeles campus after attending an open house, the \$50.00 application fee is waived. Tours may be arranged with the admissions department by appointment only.

For information regarding campus hours, tours and open house events, driving instructions, the current academic calendar, or a list of faculty, academic and administrative staff, and the Board of Trustees, please visit the Columbia College Hollywood campus website at columbiacollege.edu.

ACCREDITATION AND AUTHORIZATIONS

Columbia College Hollywood is accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC). For more information, please contact WSCUC at:

WASC Senior College and University Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(501) 748-9001
wscuc.org

Columbia College Hollywood has operating and degree-granting authority in the Chicago region from the Illinois Board of Higher Education (IBHE).

Illinois Board of Higher Education (IBHE)
1 N. Old Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
(217) 782-2551
lbhe.org

Columbia College Hollywood is authorized by The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984

COMMITMENT TO DIVERSITY

The campuses of Columbia College Hollywood are learning and working environments with diverse communities of students, staff, and faculty.

With an institution-wide commitment to diversity, Columbia College Hollywood fosters an academic environment where differences in experiences, expertise, ideas, and opinions are welcomed and where all perspectives and identities are treated with dignity, fairness, caring, and equality without bias due to religion, national origin, age, sex, marital status, sexual orientation, gender identity, height, weight, veteran status, or disability.

NONDISCRIMINATION POLICY

Columbia College Hollywood operates in full compliance with Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972.

Columbia College Hollywood administers all education-related programs and activities, including, but not limited to, admissions, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, housing, employment, research, recreation, and other extracurricular activities without regard to the student or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

All employment-related decisions at the college on all campuses, including, but not limited to, decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, are made without regard to the employee's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information, or other characteristic protected by federal or state law.

PROGRAM AND POLICY CHANGES

By signing the enrollment agreement and enrolling in a program of study, all Columbia College Hollywood students agree to review, become familiar with, and abide by the information, policies, and procedures presented in this catalog and any applicable supplements and addenda.

This catalog is current at the time of publication. Columbia College Hollywood reserves the right to make changes to this catalog at any time to maintain compliance with all applicable laws, regulations, and standards of accreditation, and to reflect changes in tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, and/or the academic calendar.

Columbia College Hollywood reserves the right to modify curriculum, combine or cancel classes, and to change equipment, as needed. Each degree program's learning outcomes are assessed quarterly to identify opportunities for continuous improvement within our established curriculums. Every 5 years, a degree program undergoes a program review process to determine curriculum updates and revisions and to ensure the programs offered are of relevance and quality. The college regularly upgrades its equipment, software, and educational materials in order to stay current with rapidly changing technology and reserves the right to make changes to its facilities, equipment, software, and other materials at any time to provide students with the most up-to-date educational experience practicable.

ADMISSIONS

ADMISSIONS POLICY

Columbia College Hollywood welcomes applications for admission from all individuals who seek undergraduate liberal arts degree programs focused on the fields of film, graphic design, interactive media, digital marketing, animation, and visual effects.

The college seeks to admit a culturally, economically, and educationally diverse body of motivated students who will benefit from its project-based curriculum and the supportive mentorship of its faculty of industry professionals. Admission decisions are based on a holistic assessment of a prospective student's ability to succeed at the college and in a chosen career field. Therefore, each application is reviewed and considered individually when determining acceptance.

While prior academic achievement is an important factor when considering an application, the college admits students primarily on the basis of their ability to successfully undertake a curriculum that combines the technical, practical, artistic, and philosophical aspects of contemporary storytelling and creative media with an academic foundation in the liberal arts.

Columbia College Hollywood does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, marital status, veteran status, or disability in admissions and/or all other institutional policies.

APPLICATION DEADLINES

Columbia College Hollywood actively fosters a supportive, hands-on learning environment with small class sizes. Prospective students are encouraged to apply online for early decision admission online via the Common Application® or for priority admission on the Columbia College Hollywood website.

A prospective student who submits an application after a posted deadline may be considered for admission on a space available basis or will be placed on a waiting list depending on program availability.

QUARTER	MAIN CAMPUS APPLICATION DEADLINES	CLASSES BEGIN
Winter 2019	*Deadline extended to January 4, 2019	January 14, 2019
Spring 2019	March 1, 2019	April 8, 2019
Summer 2019	May 3, 2019	July 8, 2019
Fall 2019	January 4, 2019 - Early Decision via the Common Application® January 4, 2019 - Priority Decision February 22, 2019 - Regular Decision	September 30, 2019
Winter 2020	November 29, 2019	January 21, 2020
Spring 2020	March 6, 2020	April 13, 2020
Summer 2020	May 1, 2020	July 13, 2020
Fall 2020	January 3, 2020 - Early Decision via the Common Application® January 3, 2020 - Priority Decision February 28, 2020 - Regular Decision	October 5, 2020

EARLY DECISION ACCEPTANCE

Acceptance by early decision is only available when applying via the Common Application® online at apply.commonapp.org. A prospective student who applies via the Common Application® and is accepted by early decision must promptly withdraw all applications submitted to other colleges and universities and make no additional applications to any other university in any country.

If an applicant accepted by early decision is seeking financial aid, withdrawal of applications to other institutions is not required until the applicant receives notification of financial aid offered.

ADMISSION REQUIREMENTS

To be considered for admission to Columbia College Hollywood, a prospective student must:

- Complete and submit an application:
 - Online via the Common Application® at apply.commonapp.org
 - Online at columbiacollege.edu
- Provide proof of high school graduation or equivalent.
- Provide official high school transcripts and official college transcripts from all prior institutions.
- Show a final grade point average of 2.5 or above on a 4.0 scale on either an official high school transcript or official college transcript from a prior institution.
- Submit a personal essay of 500 words or more describing the applicant's personal, educational, artistic, and life goals.
- Submit two (2) letters of recommendation (not required for transfer applicants).
- Pay a one-time, non-refundable application fee of \$50.00.
- Complete an interview with an Admissions Counselor.

Prospective students have the option of supporting their applications with additional materials. Portfolio submissions are optional but highly recommended for an applicant pursuing a degree in Visual Effects or Graphic Design + Interactive Media. Applicants may submit portfolio weblinks or physical media to an Admissions Counselor or by standard mail. Digital portfolios may be submitted via email to admissions@columbiacollege.edu. Any materials and supporting documentation submitted during the application process cannot be returned to the applicant.

All admitted students are required to review, complete, and sign an Enrollment Agreement prior to enrollment.

APPLICATION SUBMISSION

Prospective students may apply to Columbia College Hollywood by completing and submitting the Common Application® available online at apply.commonapp.org or by submitting the Columbia College Hollywood Application available on the college website at columbiacollege.edu.

PROOF OF GRADUATION

Columbia College Hollywood requires all prospective students to provide proof of high school graduation documentation prior to acceptance.

Acceptable forms of documentation are:

- Official high school transcripts showing proof of high school graduation
- Official GED, HISET, or TASC Certificate of Completion transcripts
- Evidence of a homeschool diploma or a homeschool certificate of completion that is considered the equivalent of a high school diploma in the applicant's home state

PROOF OF GRADUATION SUBMISSION POLICY

All official transcripts and other proof of graduation documents from U.S. educational institutions must be sent to Flashpoint Chicago directly from the issuing institution of origin. Columbia College Hollywood accepts official transcripts directly from issuing institutions located in the U.S. by standard mail and electronically. Copies of transcripts or equivalency documentation made by the applicant and/or transcripts sent directly from the applicant will not be accepted.

Proof-of-graduation documents from educational institutions in countries other than the U.S. that are issued in English or a language other than English must be evaluated course-by-course prior to submission by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). All proof-of-graduation documents issued in a language other than English must also be translated by a certified English-language translation service prior to submission.

ELECTRONIC SUBMISSION

Proof of graduation in the form of official transcripts from issuing educational institutions of origin may be sent directly to Columbia College Hollywood electronically via:

- The Parchment Secure Transcript System at parchment.com
- The Common Application® at commonapp.org
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin. Emailed transcripts must be signed by an official of the issuing institution.

Official transcripts from California community and state colleges may be sent electronically from etranscripts California at etranscriptca.org.

STANDARD MAIL SUBMISSION

All official transcripts and other proof of graduation documents may be sent to Columbia College Hollywood by standard mail in a sealed envelope directly from the issuing educational institution of origin in the U.S. or from a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356

GED TRANSCRIPT SUBMISSION

Official GED Certificate of Completion transcripts must be sent directly from the GED testing center to Columbia College Hollywood by standard mail in a sealed envelope or electronically via the GED website at ged.com. Applicants may also order official GED transcripts from the Department of Education in the state from which the GED Certificate of Completion was received.

HOMESCHOOL PROOF OF GRADUATION SUBMISSION

A prospective student who was homeschooled in a state where state law requires a secondary school completion credential for homeschooling other than a high school diploma or its recognized equivalent must provide an official completion credential. An applicant who was homeschooled in a state where state law does not require a secondary school completion credential for homeschooling other than a high school diploma or its recognized equivalent may submit a transcript, or the equivalent, signed by the applicant's parent or guardian. The homeschool transcript must list the secondary school courses completed by the applicant and include a statement that the applicant successfully completed a secondary school education in a homeschool setting.

PERSONAL ESSAY

A prospective student must write and submit a personal essay of 500 words or more detailing the applicant's personal, educational, artistic, and life goals. A prospective student who applies online via the Common Application® is advised to write the essay in a separate file, edit it carefully, and then attach it to the Common Application® where indicated. A prospective student who submits an application via the Columbia College Hollywood website must submit the personal essay and additional documents to the Admissions Department.

A personal essay must discuss the following topics:

- The applicant's interest in the areas of cinema arts, entertainment, or creative media
- The area of the entertainment arts or creative media that most excites the applicant
- Why the applicant is interested in pursuing a degree at Columbia College Hollywood
- The applicant's creative, artistic, and/or professional aspirations

Applicants are advised to give the personal essay serious thought. All essays must be written in English using correct spelling and grammar.

LETTERS OF RECOMMENDATION

A prospective student must provide at least two (2) letters of recommendation. Each letter of recommendation must be from an appropriate character reference, such as an administrator, school teacher, counselor, entertainment professional, employer, or former employer. Letters of recommendation are not required for transfer applicants. Letters of recommendation must be submitted directly to Columbia College Hollywood by the recommender.

Letters of recommendation may be submitted online using the Columbia College Hollywood Letter of Recommendation Form or by email to admissions@columbiacollege.edu. Recommenders may also submit letters of recommendation by standard mail to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356

ADMISSIONS INTERVIEW

Prior to final admissions consideration, Columbia College Hollywood will contact the applicant to request a one-on-one interview in a comfortable, personal, and informal setting. Interviews may also be conducted by phone or online at the discretion of the Admissions Department. The admissions interview gives applicants the opportunity to discuss how attending Columbia College Hollywood will provide the focus, will, and drive to achieve their personal, artistic, creative, educational, and career goals.

APPLICATION FEE

A one-time, non-refundable \$50.00 application fee must be submitted with each application. The application fee is waived for a prospective student who:

- Receives or is eligible to receive an ACT or SAT fee waiver.
- Is eligible to receive a NACAC fee waiver.
- Attends a Columbia College Hollywood Open House.
- Takes a private tour of the Columbia College Hollywood main campus.
- Completed a course in the Columbia College Hollywood High School Summer Program.
- Is a veteran or currently on active duty
- Is a member of the National Guard or Armed Forces Reserves

The Common Application[®] offers a fee waiver intended for a college applicant whose financial circumstances would pose a major barrier to applying to college. In order to receive a Common Application[®] waiver, an applicant must qualify for at least one of the following indicators of economic need:

- The applicant has received or is eligible to receive an ACT or SAT testing fee waiver. SAT and ACT fee waivers are requested through the applicant's guidance counselor. See the SAT or ACT websites for eligibility information.
- The applicant is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch (FRPL) program.
- The applicant's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- The applicant is enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- The applicant receives public assistance from federal, state, and other assistance programs.
- The applicant lives in federally subsidized public housing, a foster home, or is homeless.
- The applicant is a ward of the state or an orphan.

The acceptance of waivers, including those submitted through the Common Application[®], are subject to the review and approval of the admissions department. Fee waivers based on economic hardship will not be offered to international students. The applicant may be required to provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.

STANDARDIZED TEST SCORES

Prospective students are not required to submit SAT or ACT scores for admission. However, Columbia College Hollywood awards college academic credit for Advanced Placement (AP) exam scores of 3 or better, select International Baccalaureate (IB) Higher Level (HL) or Diploma Programme (DP) individual subject exam scores of 4 or better, and College Level Examination Program (CLEP) exam scores of 50 or better.

At the time of the AP exam, applicants may designate Columbia College Hollywood AP Code 1247 as an automatic recipient of the official score report. An applicant who has already taken the AP exam may go to apcentral.collegeboard.org to request that scores be sent to Columbia College Hollywood using code 1247. To be eligible for college academic credit or proficiency exam waiver, official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation. Copies made and/or sent by the applicant will not be accepted. See the *Transfer Credit Policy > Exam Credit* section of this Catalog Addendum for more information.

INTERNATIONAL STUDENT ADMISSIONS

Columbia College Hollywood welcomes applications from prospective international students and U.S. citizens living in other countries. As the Principal Designated School Official (PDSO) on behalf of the U.S. Department of Homeland Security, the Director of Admissions will assist an international applicant who is in compliance with all United States Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations to obtain a required non-immigrant F-1 student visa and will confirm the international applicant's status with inquiring agencies.

To apply for admission to Columbia College Hollywood, an international applicant must:

- Complete and submit an application for admission:
 - Online via the Common Application® at apply.commonapp.org
 - Online at columbiacollege.edu
- Pay a one-time, non-refundable Application Fee of \$50.00.
- Provide proof of high school graduation or equivalent no later than the Add/Drop deadline (see *International Proof of Graduation*).
- Provide official high school transcripts and official transcripts from any prior institutions (see *International Transcript and Credential Submission Policy*).
- Show a final grade point average of 2.5 or above on a 4.0 scale (or equivalent) on an official high school transcript or official college transcript from a prior institution (see *International Proof of Graduation*).
- Provide government issued identification (driver's license, passport, etc.)
- Submit a personal essay of 500 words or more written in English describing the applicant's personal, educational, artistic, and life goals.
- Submit two (2) letters of recommendation from appropriate character references.
- Submit TOEFL, IELTS, or iTEP scores, if the applicant's native language is not English. (See *English Proficiency Requirements* below.)
- Submit documented evidence of financial support. (See *International Student Financial Support Affidavit* below.)
- Complete an interview with an Admissions Counselor.
- Submit the I-20 Processing Fee of \$125.00 and advance payment of applicable tuition and fees for one quarter.

An international applicant has the option of supporting an application with additional materials. Portfolio submissions are optional but highly recommended for an international applicant pursuing a degree in Visual Effects or Graphic Design + Interactive Media. International applicants may submit a physical media portfolio to an Admissions Counselor in person or by standard mail. Digital portfolios and weblinks may be submitted via email to admissions@columbiacollege.edu.

Any materials and supporting documentation submitted during the application process cannot be returned to the international applicant. All admitted international students are required to review, complete, and sign an Enrollment Agreement prior to enrollment.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

The English language is the medium of instruction, and no language other than English is used for instruction at Columbia College Hollywood. All applicants contemplating enrollment at Columbia College Hollywood are expected to be proficient in English, both spoken and written, at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam.

Columbia College Hollywood does not offer English Language services of any kind. English translators are not provided. An international applicant whose native language is not English must adequately demonstrate English competency as a part of the application process by taking the TOEFL exam administered by the Educational Testing Service, the IELTS exam administered by the International English Language Testing System, or the iTEP exam administered by iTEP International.

Minimum English proficiency test scores required for admission are:

- TOEFL Standard Test score = 550 or greater
- TOEFL Computerized Test score = 213 or greater
- TOEFL Online Test score = 80 or greater
- IELTS overall band score = 6.5 or greater
- iTEP exam score of 4.5 or better.

TOEFL exam scores may be requested online at ets.org using the Columbia College Hollywood code 7213. IELTS scores cannot be requested online. Copies of IELTS scores made by the international applicant will not be accepted. To order official IELTS scores, international applicants must contact the IELTS test center to request that official test results be sent directly to Columbia College Hollywood at:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356

The following applicants may qualify for an exemption to the English Proficiency requirement:

- Applicants from countries where English is the only official language.
- Applicants who have completed two consecutive years of full-time high school or one year of college or university (non-ESL) study in the U.S. or other country where English is the only official language. This exemption is granted only based on the review of official transcripts.
- Applicants with test-based exemptions based on submitted official score reports, including AP English Language and Composition score of 4 or higher or IB score of 4 or higher on the English Language and Literature exam.

INTERNATIONAL PROOF OF GRADUATION

Columbia College Hollywood requires all international applicants to provide proof of high school graduation prior to acceptance. Proof of high school graduation must be submitted in the form of an official transcript or certificate of completion. International applicants from educational institutions in countries other than the U.S., including English-speaking countries, must obtain course-by-course credential evaluations of all diplomas and proof-of-graduation documents. All diplomas and proof-of-graduation documents issued in languages other than English must also be translated by a certified English-language translation service and submitted according to the *International Transcript and Credential Submission Policy* below.

WORK-IN-PROGRESS TRANSCRIPTS PRIOR TO GRADUATION

An international high school student who is applying for admission prior to graduation may submit the following:

- If issued in English: sealed, official work-in-progress records sent directly from the issuing institution to Columbia College Hollywood
- If issued in a language other than English: work-in-progress records translated by a certified English-language translation service and sent directly from the English-language translation service to Columbia College Hollywood.

PROOF OF GRADUATION TRANSCRIPTS AFTER GRADUATION

After high school graduation, all final transcripts, grade records, diplomas, and proof-of-graduation documents from educational institutions in countries other than the U.S. that are issued in English or a language other than English must be submitted according to the *International Transcript and Credential Submission Policy* below.

INTERNATIONAL TRANSCRIPT AND CREDENTIAL SUBMISSION POLICY

Prospective students applying for admission and/or requesting transfer credit to Columbia College Hollywood from educational institutions in countries other than the U.S., including English-speaking countries, must obtain course-by-course credential evaluations of all transcripts, diplomas, and proof-of-graduation documents and translation of all documents issued in languages other than English by a certified credential evaluation and English-language translation service.

Transcript and credential evaluations and translations must be performed by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to establish course-by-course equivalency with U.S. high school, college, and/or university standards and to determine how an international student's transcripts, degrees, credentials, and course credits compare with U.S. standards. Credential evaluations and certified English translation services are not free and must be completed prior to submission at the student's expense.

Columbia College Hollywood does not accept transcripts sent directly to the campus from educational institutions in countries other than the U.S. All transcript and credential evaluations and translations must be sent from the approved evaluation service to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356

For details regarding requirements, cost, and submission timelines, students should consult directly with the credential evaluation service. All documents submitted for admission or evaluation for transfer credit become property of the college and will not be returned.

PERSONAL ESSAY

A prospective international student must write and submit a personal essay of 500 words or more in English detailing the applicant's personal, educational, artistic, and life goals. Applicants are advised to give the personal essay serious thought. All essays must be written in English using correct spelling and grammar.

A prospective international student who applies online via the Common Application® is advised to write the essay in a separate file, edit it carefully, then attach it to the Common Application® where indicated. An international applicant who submits an application via the Columbia College Hollywood website may submit the personal essay and additional documents online via the Columbia College Hollywood Online Application, in person, by email to the student's Admissions Counselor, or by standard mail to the Admissions Department.

The personal essay must discuss the following topics:

- The international applicant's interest in the areas of cinema arts, entertainment, or creative media
- The area of the entertainment arts or creative media that most excites the international applicant
- Why the international applicant is interested in pursuing a degree at Columbia College Hollywood
- The international applicant's creative, artistic, and/or professional aspirations

LETTERS OF RECOMMENDATION

An international applicant must provide at least two (2) letters of recommendation. Each letter of recommendation must be from an appropriate character reference, such as an administrator, school teacher, counselor, entertainment professional, employer, or former employer and must be written in English. Translation services will not be provided. Letters of recommendation are not required for transfer applicants. Letters of recommendation must be submitted directly to Columbia College Hollywood by the recommender. Letters of recommendation may be submitted online using the Columbia College Hollywood Letter of Recommendation Form or by email to admissions@columbiacollege.edu. Recommenders may also submit letters of recommendation by standard mail to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356

INTERNATIONAL STUDENT APPLICATION FEE

A one-time, non-refundable \$50.00 application fee must be submitted in U.S. funds with each application. The application fee is waived for a prospective international student who:

- Attends a Columbia College Hollywood Open House.
- Takes a private tour of the Columbia College Hollywood campus.

ADMISSIONS INTERVIEW

Prior to final admissions consideration, Columbia College Hollywood will contact the international applicant to request a one-on-one interview by phone, online, or in-person in a comfortable, personal, and informal setting. The admissions interview gives prospective students an opportunity to discuss how attending Columbia College Hollywood will provide the focus, will, and drive to achieve their personal, artistic, creative, educational, and career goals.

I-20 TUITION PAYMENT AND FEES

To receive an I-20, an international applicant must make an advance payment of applicable Columbia College Hollywood tuition and fees for one quarter plus an I-20 Processing Fee of \$125.00. After meeting all entrance and financial requirements, an I-20 immigration form will be issued to the applicant. The applicant must take the I-20 form to the U.S. Embassy or Consulate in the applicant's country of residence to obtain an F-1 student visa in order to enter the United States.

INTERNATIONAL STUDENT FINANCIAL SPONSOR AFFIDAVIT

An international applicant must submit a statement of financial support called a Sponsor Affidavit Form. The Sponsor Affidavit Form shows that the applicant is fully financially supported and able to pay school fees and living expenses for a complete academic year with funds from outside the U.S.

INTERNATIONAL STUDENT PROOF OF FUNDING

International applicants must submit bank statements in English or translated into English that provide proof of funding. Statements from multiple accounts are acceptable. Statements must show the following:

- The financial institution's name and the account holder's name
- The account balance

- The statement date within the past 6 months (older statements will not be accepted)
- The type of currency
- A total balance that meets or exceeds the minimum amount required by the campus to cover cost of attendance

INTERNATIONAL STUDENT FINANCIAL AID FUNDS

All international applicants must secure any private scholarship or student aid funds before leaving the country of origin. Financial aid is not available from either the U.S. government or the government of any state in the U.S., including the State of California.

INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS

Once admitted to Columbia College Hollywood, an international student must:

- Enroll as a fulltime student with (12) credit hours or more per quarter
- Remain enrolled for three (3) consecutive quarters before taking a quarter off

INTERNATIONAL STUDENT OFF-CAMPUS EMPLOYMENT POLICY

International students may not be employed off-campus without written approval by U.S. Citizenship and Immigration Services (USCIS).

COLUMBIA COLLEGE HOLLYWOOD PDSO

International students who are unsure about a policy, wish to change a course of study, travel outside of the United States, or accept employment should contact the Columbia College Hollywood Principal Designated School Official (PDSO):

Carmen Munoz, Director of Admissions
 Columbia College Hollywood
 Attention: Admissions
 18618 Oxnard Street
 Los Angeles, CA 91356 U.S.A.
 Phone: 1+818.401.1295 or 1+800.785.0585
 cmunoz@columbiacollege.edu

VA EDUCATIONAL BENEFITS ADMISSIONS

Columbia College Hollywood dedicated to helping veterans of U.S. military services and their families achieve their educational goals. The college has been approved for the training of veterans and eligible persons under the provisions of the Montgomery GI Bill® (MGIB) (Title 38, United States Code) and approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs.

Veterans applying for VA education benefits for the first time must:

1. Complete and submit VA Form 22-1990
2. If discharged, also submit a copy of DD Form-214
3. If applying as a spouse or dependent of a veteran, complete and submit VA Form 22-5490
4. Submit a copy of the VA Certificate of Eligibility (COE) to the VA certifying official.

Veterans who have received VA education benefits at a prior institution must:

1. Complete and submit VA Form 22-1995 (Request for Change of Program or Place of Training)
2. If applying as a spouse or dependent of a veteran, complete and submit VA Form 22-5495
3. Submit a copy of the VA Certificate of Eligibility (COE) to the VA certifying official.

The VA Certifying Official on campus will inform the VA that the student is enrolled at Columbia College Hollywood, the total number of credit hours the student is registered for, and the amount of tuition and fees charged to the student. Full-time status is 12 or more credit hours per quarter and part-time status is 8 to 11 credit hours per quarter. Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Transfer credits will be awarded, where applicable. The student and the Department of Veterans Affairs will be notified. The VA Certifying Official on the Los Angeles main campus is:

Richard Crowe
 Chief Financial Officer
 Columbia College Hollywood
 18618 Oxnard Street
 Los Angeles, CA 91356 U.S.A.
 rcrowe@columbiacollege.edu

VA BENEFITS CHAPTERS AND PROGRAMS

Columbia College Hollywood participates in the Yellow Ribbon GI Education Enhancement Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008 and has voluntarily agreed to fund a veteran student's tuition expenses that exceed the annual maximum cap for private institutions. The VA will match the college's contribution.

CURRENT VETERANS BENEFITS CHAPTERS & PROGRAMS		
Chapter	Program	Description
30	Montgomery GI Bill®	Up to 36 months of benefits
31	Vocational Rehabilitation	Must have a minimum 10% disability rating
32	Veteran's Education Assistance Program	Benefits dependent on contribution to VEAP
33	Post-9/11 GI Bill®	Up to 36 months of benefits
35	Dependents' Educational Assistance	Up to 36 months of benefits for dependents
1606	Montgomery GI Bill®-SR	Up to 36 months of benefits, if eligible
1607	Reserve Educational Assistance Program	Up to 36 months of benefits
Other	Post-9/11 Yellow Ribbon Program	CCH contribution up to \$2000

Veterans interested in Veterans Educational Benefits should contact the Department of Veteran's Affairs website at benefits.va.gov/gibill or call 888-GIBILL1 (888-442-4551) for information regarding eligibility, application requirements, enrollment verifications, and information on how to obtain a VA Certificate of Eligibility (COE). Veterans can also compare GI Bill® benefits by using the GI Bill® Comparison Tool available online at www.benefits.va.gov/gibill/comparison.

ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS BENEFITS

Eligible student veterans must maintain the minimum standards of Satisfactory Academic Progress (SAP) required for all Columbia College Hollywood students. See the *Satisfactory Academic Progress (SAP)* section of this catalog for all applicable eligibility requirements to maintain eligibility for Veterans Educational Benefits.

ADMISSIONS REVIEW PROCESS

All applications are reviewed, in their entirety, by the Admissions Review Committee which is comprised of faculty. The committee makes admission decisions based on a holistic review of all information presented in the application to determine acceptance, conditional acceptance, conditional denial, denial, or wait list. Admission decisions are based on faculty judgment of whether the applicant's record demonstrates a high likelihood that the applicant will succeed in a specific program offered by Columbia College Hollywood. If the committee desires to make an exception to the minimum admissions standards, the Admissions Review Committee must justify this recommendation for admission and may require additional materials or a faculty interview with the applicant. The Dean of Academic Affairs has the final authority to accept or deny an application for admission.

CONDITIONAL ADMISSIONS DECISIONS

CONDITIONAL ACCEPTANCE

Under special conditions or extenuating circumstances, an Admissions Counselor may recommend the conditional acceptance of an applicant who does not meet minimum requirements for admission to the college. When granting conditional acceptance, the college may impose special conditions on the applicant including requiring specific additional documentation. All special conditions must be met, and the student must maintain the minimum standards of Satisfactory Academic Progress (SAP) required for all Columbia College Hollywood students.

CONDITIONAL DENIALS

An applicant whose academic background or supporting materials is deficient in some aspect may be granted a conditional denial decision. When granting a conditional denial, the Admissions Review Committee may recommend special conditions for the applicant, including the successful completion of transferable college coursework at a regionally accredited college or university. All special conditions must be met within one (1) academic year from the date of conditional denial. Once conditions are met, the Admissions Review Committee will re-evaluate the application and supporting materials for admissions consideration.

DENIAL APPEAL PROCESS

An applicant who is denied admission to a Columbia College Hollywood may appeal the decision by submitting a letter of appeal to the Dean of Academic Affairs by email at appeals@columbiacollege.edu. The written appeal must indicate the applicant's request to be re-considered for admission and describe how the applicant plans to succeed academically and contribute meaningfully to the Columbia College Hollywood community. If the appeal is approved, the applicant must wait one (1) year before submitting a new application for admission. Permission to apply after one (1) year comes with no guarantee that the applicant will be accepted for admission.

RE-ADMISSION POLICY

A student who has withdrawn from Columbia College Hollywood for a period of one (1) year or more must re-apply for admission to the college. The \$50.00 application fee is waived for re-admitted applicants. All supporting documents including official transcripts from all colleges attended since leaving Columbia College Hollywood must be submitted with the new application.

DOCUMENT INTEGRITY POLICY

An applicant who forges or otherwise alters an official academic document or other documents required for application to Columbia College Hollywood will be denied admission. Any forged or altered academic document, foreign or domestic, submitted by an applicant will be retained as property of Columbia College Hollywood and will not be returned to the applicant.

If the college becomes aware that a currently enrolled or attending student has forged or altered official academic documents or other documents used to admit the student, the student will be permanently dismissed from the college. If any forged or altered academic document was used to gain transfer credit, the student will be dismissed from the college and any transfer credit previously awarded by Columbia College Hollywood based on the forged credential will be removed from the student's record.

ARTICULATION AGREEMENTS AND TRANSFER GUIDES

Articulation agreements and transfer guides between institutions help transfer students make a smooth transition from one college to another. Although Columbia College Hollywood may have entered into an articulation or transfer agreement with an institution, the final responsibility to obtain the required documents for successful transfer rests with the student and there is no guarantee that transfer credit will be awarded.

Columbia College Hollywood has an articulation agreement with Beijing Film Academy (China) No.4, Xitucheng Road, Haidian District, Beijing, China. The status of an articulation agreement is subject to change without notice.

Students seeking to transfer academic credits or degrees earned at a Columbia College Hollywood campus to another institution should ask the institution for verification of the institution's transfer credit policies. Prospective students from these institutions who wish to transfer credits to a program of study at a Columbia College Hollywood campus should contact the Admissions Department for more information.

TRANSFER CREDIT POLICY

TRANSFER CREDIT EVALUATION CRITERIA

Courses successfully completed at a prior postsecondary educational institution will be evaluated for transfer of credit if the institution meets the following criteria:

- Regional or national accreditation
- Recognized by the U.S. Department of Education
- Defines a credit hour by the standard set by the U.S. Department of Education

Courses successfully completed at eligible institution will be evaluated for transfer of credit if the course(s) meet the following criteria:

- Course(s) to be transferred earn 3-4 credit hours and require 40+ contact hours per term
- Course(s) to be transferred have a final posted grade of C or better

No transfer credits will be evaluated or awarded for:

- Courses with a final posted grade of P (Pass) or S (Satisfactory)
- Preparatory or remedial (below college level) English, composition, and reading courses
- Preparatory or remedial (below college level) Mathematics courses
- Courses completed at a non-accredited institution
- Courses with a posted grade of IP (In Progress)

A student who completes a course previously submitted with a posted grade of IP (In Progress) may submit a *Petition for Transfer Credit Re-evaluation* form along with an official transcript showing a final posted grade of C or better in the course to complete the transfer credit process. The form must be submitted to the Registrar for credit re-evaluation. In addition, the student must provide supporting documentation as requested by the credentialed evaluators, including but not limited to course descriptions, course syllabus, institutional catalogs, or course projects.

There is no guarantee that transfer credit will be approved or awarded for courses eligible for evaluation. Transfer credits may not be approved for courses requiring up-to-date knowledge of trends, technology, software, and/or hardware.

DEFINITION OF A CREDIT HOUR

A credit hour is defined by Columbia College Hollywood and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. Senior Thesis and production-based courses may exceed the minimum expectation for out-of-classroom work.

PRIOR DECLARATION OF PROGRAM AND EMPHASIS

A student requesting transfer credit must choose both program and emphasis prior to transfer credit evaluation to ensure accuracy of the applicable transferred course(s) to the course requirements for student's degree program and emphasis.

DOCUMENTS REQUIRED FOR CREDIT EVALUATION

A student requesting transfer credits must submit official transcripts from all previous colleges and institutions prior to the student's start date. Additional documents may be required to complete the transfer credit evaluation process.

FOR CREDITS EARNED AT A REGIONALLY ACCREDITED INSTITUTION

A student who requests transfer credit from a regionally accredited institution must submit the following documentation:

- Official transcripts received directly from the prior institution showing course(s) to be transferred show a final posted grade of C or better, earned 3-4 credit hours, and required 40+ contact hours per term
- Additional course and/or institutional materials as requested by the credentialed evaluator

FOR CREDITS EARNED AT A NATIONALLY ACCREDITED INSTITUTION

A student who requests transfer credit from a nationally accredited institution must submit the following documentation:

- Official transcripts received directly from the prior institution showing course(s) to be transferred posted a final grade of C or better, earned 3-4 credit hours, and required 40+ contact hours per term
- Official syllabi for the course(s) to be transferred. including course description, contact hours, and course learning outcomes
- Additional materials as requested by the credentialed evaluator, including, but not limited to:
- The prior institution's course catalog listing the course(s) to be transferred
- Documentation of the prior institution's grading scale or system

TRANSCRIPT SUBMISSION POLICY FOR TRANSFER CREDIT

A student requesting transfer credits must submit official transcripts from all previous colleges and institutions prior to the student's start date. Official college transcripts submitted with the student's application for admission may be used in the transfer credit review process.

Transcripts submitted for evaluation of transfer credit after the student's start date are subject to appeal.

ELECTRONIC TRANSCRIPT SUBMISSION

Official transcripts from issuing educational institutions of origin may be sent directly to Columbia College Hollywood electronically via:

- The Parchment Secure Transcript System at parchment.com
- The Common Application® at commonapp.org
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin. Emailed transcripts must be signed by an official of the issuing institution.

Official transcripts from California community and state colleges may be sent electronically from [etranscripts California](http://etranscripts.ca) at etranscriptca.org.

STANDARD MAIL TRANSCRIPT SUBMISSION

All official transcripts and other proof of graduation documents may be sent by standard mail in a sealed envelope directly from the issuing educational institution of origin in the U.S. or from a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356

INTERNATIONAL AND FOREIGN LANGUAGE TRANSCRIPT POLICY

Columbia College Hollywood does not accept transcripts sent directly from educational institutions in countries other than the U.S. Transcripts and records from educational institutions in countries other than the U.S., including English-speaking countries, and/or issued in a language other than English must be translated by a certified English-language translation service and evaluated to establish course-by-course equivalency with U.S. high school, college, and/or university standards and to determine how an international student's transcripts, degrees, credentials, and course credits compare with U.S. standards.

Transcript and credential translations and evaluations must be performed by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

Credential evaluations and certified English translation services are not free and must be completed prior to submission at the student's expense.

After evaluation and translation, international transcripts may be delivered electronically or by standard mail directly to Columbia College Hollywood from the credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

REQUEST FOR ADDITIONAL DOCUMENTATION

Columbia College Hollywood may require the student to submit additional documentation, including:

- The prior institution's course catalog listing the course(s) to be transferred
- Documentation of the prior institution's grading scale or system
- Course syllabi for all requested course(s)

TRANSFER CREDIT TIERED EVALUATION PROCESS

All requests for transfer of credit are rigorously evaluated in a tiered review process outlined below:

Step 1) The Admissions team delivers the student's complete, organized admissions folder containing official transcripts from all colleges and universities previously attended to the Registrar. The folder must indicate the student's enrolled program and declared emphasis. If syllabi and/or course descriptions for course(s) to be transferred have been submitted during the admissions process, they are included in the student's folder.

Step 2) The Registrar adds the *Transfer Credit Evaluation Form* for the student's enrolled program and declared emphasis and/or the General Education program to the folder and delivers the folder to the Dean of Academic Affairs.

Step 3) The Dean of Academic Affairs assigns the appropriate credentialed academic evaluator for the student's enrolled program and declared emphasis (e.g. full-time faculty member or department chair) to evaluate proposed transfer courses according to program and emphasis course requirements.

All general education courses are evaluated by the full-time General Education faculty member or General Education department chair. A credentialed academic evaluator is defined by possessing a master's degree or higher in the area of study being evaluated. Full time faculty or department chairs with documented alternative credentials are deemed qualified to review transcripts in the programmatic area of their expertise.

All evaluators will receive federal compliance training and internal policy and procedure training on how to complete transcript evaluations. Some transcript evaluations may need to be performed by two credentialed individuals depending on the area of expertise.

Step 4) The academic evaluator conducts a thorough evaluation and review of the courses to be transferred to determine transferability to the student's degree program and emphasis and/or general education requirements. To determine if curricula and learning outcomes for a transferred course are commensurate with those of a corresponding Columbia College Hollywood course, academic evaluators may request additional documentation from the student, including but not limited to official course syllabi, course catalogs, course descriptions, and course learning outcomes. When the transfer course evaluation is completed, the academic evaluator signs and dates the *Transfer Credit Evaluation Form* and delivers the student's file with the form to the Registrar.

Step 5) The Registrar conducts a secondary evaluation to ensure institution and course eligibility based on criteria set forth in the Transfer Credit Policy. The Registrar refers all questions regarding the academic evaluation to the Dean of Academic Affairs. If deemed necessary, the Dean of Academic Affairs will assign an additional credentialed, full-time academic evaluator to conduct a secondary transfer credit evaluation.

Step 6) The Dean of Academic Affairs makes the final determination to accept or deny transfer of credit. If deemed necessary, the Dean of Academic Affairs will assign an additional credentialed, full-time academic evaluator to conduct a secondary transfer credit evaluation.

Step 7) If approved, the Registrar enters the approved transferable credits into the student's academic record with a Transfer Credit grade of TR and scans the student's official transcripts and transfer credit evaluation forms into the student's file in the Student Information System and returns the hard copy forms and transcripts to the physical file.

Step 8) The transfer credit evaluation process is generally completed in 10-15 business days and no longer than 60 days. At the completion of the evaluation, the Registrar will notify the student of the results within 2-5 business days.

EXAM CREDIT

Columbia College Hollywood awards college academic credit for secondary exams that represent 1) studies validated by a national or state exam and 2) evidence of in-depth study at the college level in a specific number of subjects. A summary of individual subject exams can be accessed at the following links:

Advanced Placement (AP): apcentral.collegeboard.org

International Baccalaureate (IB): ibo.org

College-Level Examination Program (CLEP): clep.collegeboard.org

EXAM CREDIT RESTRICTIONS

- A student may not receive credit for both a secondary exam and a college course taken before high school graduation covering the same subject matter, nor for two different secondary exams covering the same subject matter.
- Official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted.
- No credit is given for projected scores, partial scores or subscores, such as AP Calculus AB Subscore.

REPORTING EXAM SCORES

Official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit or proficiency exam waiver. Copies made and/or sent by the applicant will not be accepted.

ADVANCED PLACEMENT (AP) EXAM CREDIT

Columbia College Hollywood awards college academic credit for AP examinations with a score of 3 or better. Exams must be taken and scores submitted for evaluation before an accepted student's start date.

At the time of the AP exam, an applicant may designate Columbia College Hollywood AP Code 1247 as an automatic recipient of the official score report. An applicant who has already taken an AP exam may go to the College Board website at apcentral.collegeboard.org to request that scores be sent to Columbia College Hollywood using AP code 1247. College Board will send the official score report directly to Columbia College Hollywood.

Official AP scores must arrive directly from the College Board in a sealed envelope and must be approved prior to the applicant's start date in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted.

INTERNATIONAL BACCALAUREATE (IB) EXAM CREDIT

Columbia College Hollywood awards college academic credit for select International Baccalaureate (IB) Higher Level (HL) and Diploma Programme (DP) scores of 4 or better. Exams must be taken and scores submitted for evaluation before an accepted student's start date. Official IB transcripts must arrive directly from the International Baccalaureate Organization in a sealed envelope and must be approved prior to New Student Orientation in order to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted. Official IB transcripts may be ordered using the institution's online system at ibo.org.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) EXAM CREDIT

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. Columbia College Hollywood awards transfer credits for or equivalent coursework based on CLEP examinations earning a minimum score of 50 and as recommended by the American Council on Education (ACE) for the respective course requirements. Official CLEP score reports must arrive directly from College Board in a sealed envelope and must be approved prior to New Student Orientation to be evaluated for this transfer credit award. Copies made and/or sent by the applicant will not be accepted. Official CLEP score reports may be ordered via the institution's online system at clep.collegeboard.org using Columbia College Hollywood recipient code 1247.

NON-TRADITIONAL SOURCES OF TRANSFER CREDIT

Transfer credits earned through non-traditional academic sources, including but not limited to independent study, workshops, academic field experiences, or internships, may be considered for credit if documented on an official transcript from a regionally accredited institution. Columbia College Hollywood does not evaluate or accept credits based on professional or work experience.

TRANSFER CREDIT (TR) GRADES AND SAP

All students at Columbia College Hollywood are required to maintain minimum standards of Satisfactory Academic Progress (SAP). The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards: Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR), and Maximum Time Frame (MTF). For SAP purposes, the transferred course grade of TR has no grade point value and does not affect the student's CGPA. The transferred course does, however, earn 4 credit hours toward the total credit hours required for the student's degree program. Therefore, when the student's ICR is calculated, the transferred credits are considered both attempted and earned. See the *Satisfactory Academic Progress* section of this catalog for more information.

TRANSFER CREDIT LIMITS

A student's transfer credits may not exceed 75% of the credits required for a Columbia College Hollywood degree earned at Flashpoint Chicago. Online course credits may not account for more than 49% of the credits required for an on-ground degree program. Students enrolled in a BFA program requiring 192 credits may transfer in no more than 144 credits to include no more than 70 online course credits. Students enrolled in an associate degree program requiring 96 credits may transfer in no more than 72 total credits to include no more than 35 online course credits.

TRANSFER CREDIT APPEALS

TRANSFER CREDIT RE-EVALUATION APPEALS

A student who wishes to contest a transfer credit evaluation may appeal in writing using the *Petition for Transfer Credit Re-evaluation* form available from the Registrar or an Academic Advisor. The form may be delivered in person or by email to appeals@columbiacollege.edu. The form must indicate the course(s) the student wishes to transfer and reasons the student believes the course meets Columbia College Hollywood standards. The official course syllabus from the previous institution must be attached to the form and/or email.

CHANGE OF PROGRAM TRANSFER CREDIT RE-EVALUATIONS

A student who changes enrollment to a different degree program and/or emphasis must request a transfer credit re-evaluation for the new program and/or emphasis requirements. The student must complete the *Petition for Transfer Credit Re-evaluation* form and submit it to the Office of the Registrar for transfer credit re-evaluation.

TRANSFER CREDIT REMOVAL REQUESTS

A student who wishes to have transfer credits removed from a Columbia College Hollywood student record must send a written appeal for removal of transfer credits to appeals@columbiacollege.edu. The written request must indicate the transferred course(s) the student wishes to remove and the reason for the appeal. The removal of transfer credit must be approved by the Dean of Academic Affairs.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Each institution has its own policies governing the transfer and acceptance of academic credits from other institutions. In addition, each institution has its own policies governing the acceptance degrees and/or diplomas from other institutions. Columbia College Hollywood does not guarantee that credit hours or degrees completed at Columbia College Hollywood will be accepted by or transferable to any other institution.

The transferability of and acceptance of credits earned at Columbia College Hollywood is at the complete discretion of the institution to which a student may seek to transfer. If the credits earned at Columbia College Hollywood are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all coursework at that institution.

A student seeking to transfer academic credits or degrees earned at Columbia College Hollywood to another institution should contact the institution to determine if credits earned at Columbia College Hollywood will transfer.

FINANCIAL INFORMATION

TUITION RATES

The quarterly cost of Columbia College Hollywood tuition is calculated per credit hour based on enrollment. To maintain full-time status, students must enroll in a minimum of 12 credit hours per quarter. Students who wish to complete a bachelor’s degree in four (4) years must enroll in 16 credit hours per quarter. To qualify for most federal financial aid programs, a student must enroll in a minimum of eight (8) credit hours per quarter. Enrolling in less than 16 credit hours per academic quarter, transferring credits, enrolling part-time, failing to complete all program requirements on time, and/or breaks in continuous enrollment will impact a student’s estimated completion date.

In addition to the tuition billed per quarter, BFA Cinema and AFA Cinema students will be required to cover the cost of quarterly production insurance. BFA Graphic Design + Interactive Media and BFA Visual Effects will also be required to pay a quarterly software licensing fee. All students will pay an additional quarterly Student Accident Insurance fee.

TUITION COST PER CREDIT HOUR @ LOS ANGELES MAIN CAMPUS		
Credit Hours Per Quarter	Tuition Cost Per Quarter	Tuition Cost Per Credit Hour
Part-time, 8 credit hours	\$4,000	\$500
Full-time, 12 credit hours	\$6,000	\$500
Full-time, 16 credit hours	\$8,000	\$500

COMPARABLE TUITION INFORMATION

Students may receive comparable program information related to tuition and program length by contacting WASC Senior College and University Commission (WSCUC) at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501 or by phone at (510) 748-9001.

TUITION PAYMENTS AND DEADLINES

Tuition and related fees for each quarter, including the net balance of any approved and expected financial aid disbursements, are due and payable on or before first day of the quarter. Payments may be made by cash, personal check, cashier’s check, money order, major credit card, or wire transfer. Students may pay in person in the Business Office.

A student who is not a recipient of student financial aid must pay tuition for the term in full or enroll in a Tuition Payment Plan on or before the first day of the quarter. Students are encouraged to contact the Business Office and/or the Financial Aid departments for assistance with meeting the tuition payment deadline. Any student who fails to make a tuition payment on time may have enrollment suspended until payment is submitted. To receive an I-20, a newly enrolled international student must make an advance payment of tuition and fees for one quarter.

FINANCIAL AID DEADLINE

A student who is paying tuition with student financial aid must complete all financial aid application and document submission requirements and pay the balance not covered by financial aid disbursements in full or enroll in a Tuition Payment Plan on or before the first day of the quarter.

MISSED FINANCIAL AID DEADLINE FEE

If a student has not completed all financial aid application and document submission requirements by the Add/Drop deadline, a non-refundable \$150 Missed Financial Aid Deadline Fee will be applied to the student’s account.

TUITION PAYMENT PLANS

Tuition Payment Plans allow students to pay three (3) equal payments on set dates during each quarter. Students must enroll with the Finance Department on or before the first day of the quarter and pay a \$100 Tuition Payment Plan Set-up Fee. The \$100 set-up fee is waived for students who enroll in a Tuition Payment Plan using auto-debit as the form of payment. If an auto-debit payment is declined, the \$100 Tuition Payment Plan Set-up Fee will be applied to the student’s account. Payments received after any set payment due date will incur a \$35 late fee.

A student who has not made a tuition payment by the Add/Drop deadline will automatically be enrolled in a Tuition Payment Plan. The \$100 set-up fee will be automatically charged to the student's account.

ESTIMATED COST OF ATTENDANCE

The estimated cost of attendance at Columbia College Hollywood varies depending on course load, degree program, and housing type. The estimates below include both direct costs (billed to a student) and indirect costs (estimated room, board, and additional expenses). The Estimated Cost of Attendance serves as the ceiling on the amount of financial aid an eligible student may receive. Per year estimates assume full-time attendance for three consecutive quarters with a one quarter break.

The Financial Aid department will consider requests for budget adjustments for actual and documented expenses above the estimated cost for books and supplies, transportation costs, required health insurance, and medical or dental expenses incurred during the academic year and not covered by insurance. Expenses outside of these categories are considered discretionary, and allowances for them will not be made. For example, the Financial Aid department will not make allowances for costs associated with owning or maintaining an automobile. Students should submit requests for a revised budget evaluation in writing, accompanied by documentation such as bills and insurance statements.

BFA CINEMA			
Component	Description	Per Quarter	Per Year
Estimated Cost of Attendance with College-assisted Housing			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Production + Accident Insurance	quarterly premium	\$165	\$495
Housing	rent, food, utilities	\$4,593	\$13,779
Supplies	books, supplies, software	\$639	\$1,917
Personal	travel and entertainment	\$1,416	\$4,248
Total:		\$14,813	\$44,439
Estimated Cost of Attendance for a Commuter Student			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Production + Accident Insurance	quarterly premium	\$165	\$495
Housing	rent, food, utilities	\$1,806	\$5,418
Supplies	books, supplies, software	\$639	\$1,917
Personal	travel and entertainment	\$1,455	\$4,365
Total:		\$12,065	\$36,195

BFA GRAPHIC DESIGN + INTERACTIVE MEDIA			
Component	Description	Per Quarter	Per Year
Estimated Cost of Attendance with College-assisted Housing			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Student Accident Insurance	quarterly premium	\$50	\$150
Estimated Software Licensing Fee	quarterly fee	\$110	\$330
Housing	rent, food, utilities	\$4,593	\$13,779
Supplies	books, supplies	\$639	\$1,917
Personal	travel and entertainment	\$1,416	\$4,248
Total:		\$14,808	\$44,424
Estimated Cost of Attendance for a Commuter Student			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Student Accident Insurance	quarterly premium	\$50	\$150
Estimated Software Licensing Fee	quarterly fee	\$110	\$330
Housing	rent, food, utilities	\$1,806	\$5,418
Supplies	books, supplies	\$639	\$1,917
Personal	travel and entertainment	\$1,455	\$4,365
Total:		\$12,060	\$36,180

BFA VISUAL EFFECTS			
Component	Description	Per Quarter	Per Year
Estimated Cost of Attendance with College-assisted Housing			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Student Accident Insurance	quarterly premium	\$50	\$150
Estimated Software Licensing Fee	quarterly fee	\$200	\$600
Housing	rent, food, utilities	\$4,593	\$13,779
Supplies	books, supplies	\$639	\$1,917
Personal	travel and entertainment	\$1,416	\$4,248
Total:		\$14,898	\$44,694
Estimated Cost of Attendance for a Commuter Student			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Student Accident Insurance	quarterly premium	\$50	\$150
Estimated Software Licensing Fee	quarterly fee	\$200	\$600
Housing	rent, food, utilities	\$1,806	\$5,418
Supplies	books, supplies	\$639	\$1,917
Personal	travel and entertainment	\$1,455	\$4,365
Total:		\$12,150	\$36,450

AFA CINEMA			
Component	Description	Per Quarter	Per Year
Estimated Cost of Attendance with College-assisted Housing			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Production + Accident Insurance	quarterly premium	\$165	\$495
Housing	rent, food, utilities	\$4,593	\$13,779
Supplies	books, supplies, software	\$639	\$1,917
Personal	travel and entertainment	\$1,416	\$4,248
Total:		\$14,813	\$44,439
Estimated Cost of Attendance for a Commuter Student			
Tuition	full-time: 16 credit hours	\$8,000	\$24,000
Production + Accident Insurance	quarterly premium	\$165	\$495
Housing	rent, food, utilities	\$1,806	\$5,418
Supplies	books, supplies, software	\$639	\$1,917
Personal	travel and entertainment	\$1,455	\$4,365
Total:		\$12,065	\$36,195

STUDENT HEALTH INSURANCE

Columbia College Hollywood strongly recommends all students maintain supplemental health insurance while enrolled at the college. Supplemental health insurance policies help students cover the cost of care that cannot be obtained on campus, especially in emergency situations where hospitalization may be required.

Columbia College Hollywood automatically provides student accident insurance for all students which covers the cost of medical treatment for accidental injuries that occur on campus, on a field trip, or on approved film shoots. Student accident insurance is subject to limitations and conditions, however, and does not cover treatment outside of these instances, such as for the flu or injuries that occur off campus.

For more information on obtaining medical insurance or to apply for student health insurance, students may call (800) 442-4724 or visit https://sciandassociates.com/columbia_college/.

FEE SCHEDULE

The following fees are charged directly to student accounts and are non-refundable. The Enrollment Deposit may be refunded upon cancellation of enrollment. See the Enrollment Cancellation Refund section of this catalog for more information.

2019 MAIN CAMPUS FEE SCHEDULE		
Fee Type	Payable	Amount
Application Fee (non-refundable)	one time	\$50.00
Enrollment Deposit (applicable to cost of tuition)	one time	\$250.00
I-20 Processing Fee (international students only)	one time	\$125.00
Student Accident Insurance Fee	quarterly	\$50.00
Production Insurance Fee: Cinema students	quarterly	\$115.00
Production Insurance Fee: VFX & GDIM students*	only when required by course	\$115.00
Laptop computer for VFX & GDIM, estimated**	one time	\$2,500.00
Housing Application Fee (non-refundable)	one time	\$50.00
Housing Security Deposit (refundable)***	each lease term	\$250.00
Add'l Housing Cleaning & Repair Charges****	each occurrence	as billed
Unreturned Housing Security Access Card	each occurrence	\$50.00
Transcript Fee - Standard Mail	each transcript	\$6.00
Transcript Fee - Rush via Standard Mail	each transcript	\$10.00
Transcript Fee - Rush via Fedex	each transcript	\$35.00
Transcript Fee - International Overnight	each transcript	\$60.00
Degree Petition Fee	each occurrence	\$150.00
Diploma Replacement Fee	each occurrence	\$150.00
Tuition Payment Plan Set-up Fee	quarterly	\$100.00
Tuition Late Payment Fee	each occurrence	\$35.00
Missed Financial Aid Deadline Fee	once per academic year	\$150.00
NSF Returned Check Fee/Returned ACH Deposit Fee	each occurrence	\$25.00
Library Late Return Fee	per item	\$5.00
Late Equipment Return Fee	per item, per day	\$20.00
Equipment Abandonment Fee	each occurrence	\$20.00
Unreturned Campus Security Access Card	each occurrence	\$5.00

*For students enrolled in BFA Graphic Design + Interactive Media or BFA Visual Effects, production Insurance is charged only for the quarter in which they are enrolled in a production-based course requiring use of Equipment Room resources.

**Once purchased, the laptop computer is owned by the student. If the student's laptop computer is lost, stolen, or damaged, the student is solely responsible for all repair and replacement costs.

***When a student vacates a student housing unit, the Housing Security Deposit is refunded less actual billed charges for move-out cleaning and damage repairs for which the student is responsible.

****Only actual billed costs of cleaning and/or damage repairs will be billed to the student's account. If, upon move-out, the actual billed cost of cleaning and/or damage repairs exceeds the amount of the student's Housing Security Deposit, the additional cleaning and/or repair charges will be billed to the student's account.

HOUSING

Columbia College Hollywood does not own, operate or control any housing properties which students may be referred to or that students may lease. Columbia College Hollywood assists new and continuing students by pre-negotiating student rental rates for furnished apartment properties in the surrounding neighborhoods. The properties offering housing to Columbia College Hollywood students are non-campus properties for purposes of Clery Act reporting. Student housing properties include gated entry, on-site laundry, and parking, and may include complimentary Wi-Fi or basic cable. Daily shuttle service between each student housing apartment community and the campus is included in the quarterly rental rate. Apartment rental rates vary depending on the type of unit chosen and number of roommates who share one apartment.

A student wishing to apply for college-supported student housing must apply directly through the Columbia College Hollywood website at www.columbiacollege.edu. All quarterly rental payments, security deposits, and associated fees and charges are billed directly to the student's account at Columbia College Hollywood.

To assist students with paying housing fees, Columbia College Hollywood provides short-term credit to students to support any required payments of rent at housing properties prior to the receipt of student financial aid funding. Funds advanced by Columbia College Hollywood to students will be charged against the student's account and documented by a housing advance agreement between Columbia College Hollywood and the student.

WINTER QUARTER 2019 STUDENT APARTMENT RENTAL RATES*		
# roommates bedroom/bath share	Rental Rate - Per Person/Per Quarter	
2 Bedroom / 2 Bath	Oakwood	Meridian Pointe - Magellan
4 roommates shared bed/bath	\$4,550	\$2,900
3 roommates shared bed/bath	\$4,962	\$3,281
3 roommates private bed/bath	\$5,836	\$3,355
2 roommates private bed/bath	\$8,750	\$5,440
1 Bedroom / 1 Bath	Oakwood	Meridian Pointe - Magellan
3 roommates shared bath	--	\$2,520
2 roommates shared bath	\$6,890	\$3,480
private single	--	\$6,600
Studio	Drake Hall	Columbus Hall
2 roommates shared bath	\$2,560	\$2,816
private studio	\$4,402	\$5,082

**The rates shown above are subject to change. Please visit columbiacollege.edu for the most current housing rates.*

Students also have the option of arranging their own housing. The campus is located in a residential neighborhood and apartment options are abundant.

CLERY ACT DISCLOSURE

Columbia College Hollywood does not own, operate, or control any campus or non-campus student housing and as a result, apartment properties for student housing are not "non-campus" properties for the purposes of Clery Act crime statistics reporting. No college residential life staff are located at any apartment property, each apartment property sets its own housing policies, and Columbia College does not provide security for any apartment property. Each apartment property is solely responsible for providing security. Columbia College Hollywood has no direct control over any apartment property.

REFUND POLICY

Columbia College Hollywood uniformly applies the following refund policies to all students enrolled in all academic programs on the main campus and online and reserves the right to modify these policies in order to remain in compliance with any changes in applicable laws, regulations, and standards of accreditation.

If a student's home state requires a state-specific refund policy, Columbia College Hollywood will apply provisions of the state-specific refund policy or the college's institutional policy that are most financially beneficial to the student.

ENROLLMENT CANCELLATION REFUNDS

Newly matriculated students have the right to cancel enrollment in a program of instruction at Columbia College Hollywood at any time by submitting a written notice of enrollment cancellation to the Student Services Department in person, by electronic mail, or by standard mail. The date of cancellation is defined as the date of receipt of the written notice. If the written notice of cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked.

A newly matriculated student who requests cancellation of an enrollment agreement through attendance at the first scheduled class session or prior to the seventh (7th) calendar day after enrollment, whichever is later, is entitled to a refund of all monies paid less enrollment and administrative fees not to exceed \$250.00.

To qualify for an enrollment cancellation refund, the student must submit a written Notice of Enrollment Cancellation to the Student Services department in person, by electronic mail, or by standard mail by 5:00 p.m. on or prior to the seventh (7th) calendar day after enrollment.

WITHDRAWAL REFUNDS

WITHDRAWAL FROM ALL REGISTERED COURSES

A returning student who officially withdraws or is administratively withdrawn from all registered courses may qualify for a pro rata refund as determined by the date of withdrawal. A student who drops all registered courses and officially withdraws from the term prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter is entitled to a full 100% refund of tuition paid for that quarter or payment period.

To qualify for a full 100% tuition refund, the student must submit a written notice of withdrawal to the Student Services department in person, by electronic mail, or by standard mail and officially drop all registered courses prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter. Drop Request forms are available in the Registrar's Office.

A student who officially withdraws or is administratively withdrawn from all registered courses after the Add/Drop deadline and prior to completing less than 60% of the scheduled hours in that academic quarter or payment period is entitled to a pro-rata refund of tuition paid for that quarter based on the last date of recorded attendance. For example, in an 11-week academic quarter, a student will have completed less than 60% of the academic quarter before attending class in the 7th week of the quarter.

- A student who officially withdraws or is administratively withdrawn from all registered courses prior to the Add/Drop deadline qualifies for a full 100% refund of tuition paid for that quarter.
- A student who officially withdraws or is administratively withdrawn from all registered courses prior to completing 60% or more of the scheduled hours in the quarter qualifies for a pro-rata refund of tuition paid for that quarter.

If a student officially withdraws or is administratively withdrawn from all registered courses in an academic quarter and withdrawal from *any* registered course occurs after completing 60% or more of the scheduled hours in the quarter, tuition is considered fully earned by the college, and there is no refund.

WITHDRAWAL FROM AN INDIVIDUAL COURSE

The deadline to drop an individual course and receive a tuition refund for the course is the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter, which is usually the second Monday of the quarter. If either the first or seventh calendar day of the quarter falls on a school holiday, the Add/Drop deadline is extended to 5:00 p.m. on the second Tuesday of the quarter.

- A student who submits a Drop Request for an individual course prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter is entitled to a full 100% tuition refund for the course.
- If a student submits a Course Withdrawal Request or stops attending an individual course after the Add/Drop deadline, there is no refund.

INVOLUNTARY/ADMINISTRATIVE WITHDRAWALS AND DISMISSALS

A student may be administratively withdrawn from all registered courses for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, accumulation of unexcused absences in all registered courses in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.

If a student is administratively withdrawn from all registered courses, eligibility for a tuition refund is determined by the date of administrative withdrawal or the last date of recorded attendance, whichever is later.

- If a student is administratively withdrawn from all registered courses prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter, the student is entitled to a full 100% refund of tuition paid for the quarter.
- If a student is administratively withdrawn from all registered courses after the Add/Drop deadline and prior to completing 60% of the scheduled hours in the quarter, the student qualifies for a pro-rata refund of all tuition paid for that quarter.
- If a student is administratively withdrawn from all registered courses after completing 60% or more of the scheduled hours in the quarter, the student qualifies for no tuition refund.

If a student is administratively withdrawn from an individual course or courses after the Add/Drop deadline but remains enrolled in other registered courses, the student receives no tuition refund as there is no pro-rata refund for withdrawal from individual course(s).

HOW REFUNDS ARE CALCULATED

For the purposes of determining a tuition refund, the date of withdrawal shall be deemed the last date of recorded attendance, the date of enrollment cancellation, or the date of official withdrawal, whichever is later. Full 100% tuition refunds are calculated for enrollment cancellations and official withdrawals from all registered courses prior to the Add/Drop deadline only. Pro rata tuition refunds are calculated only for official withdrawal or administrative withdrawal from all registered courses after the Add/Drop deadline and prior to completing 60% or the scheduled hours in the quarter. A student who withdraws from any registered course after completing 60% or more of the scheduled hours in the quarter receives no tuition refund.

A student will be deemed withdrawn from the college and all registered courses when any of the following occurs:

- A newly matriculated student submits a written notice of enrollment cancellation to the Student Services Department in person, by electronic mail, or by standard mail prior to the Add/Drop deadline in the first quarter of enrollment.
- The student is administratively withdrawn from the college for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, violation of the college's Attendance Policy, including accumulation of unexcused absences in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.
- The student fails to return from a Standard Period of Non-Enrollment or Leave of Absence.

Upon withdrawal from all registered courses prior to completing 60% of the scheduled hours in any enrolled quarter, the total refund amount is calculated as the daily charge for the quarter (the total tuition charged for the enrolled quarter divided by the number of days in the quarter) multiplied by the number of days in the quarter that the student attended or was scheduled to attend prior to the date of withdrawal.

Deductions from that amount include administrative fees not to exceed \$250 and replacement costs for college-owned equipment not returned in good condition. Tuition is considered fully earned by the college when a student has completed 60% or more of the scheduled hours in an academic quarter or period of enrollment.

A student account with an outstanding debt for 120 calendar days or longer will be sent to an outside collection agency. Collection costs including attorney's fees, court costs, agency commissions, and other assessments incurred to collect the unpaid account balance will be added to the student account balance. Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the student's liability in all cases.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount shall be paid to the student. A student who has received federal student financial aid funds is entitled to a refund of moneys not paid from federal student financial aid program funds. All refunds will be paid within 45 calendar days of the last date of recorded attendance.

2019 LOS ANGELES MAIN CAMPUS REFUND CALENDAR

Date	Deadline/Date Description	Refund Due
WINTER 2019 - Classes begin Monday, January 14		
January 22*	New Students Only: Last day to cancel enrollment	100% less \$250
January 22*	Last day to drop ALL COURSES for a full refund	100%
January 22*	Last day to drop an individual course for a refund	100%
March 1	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata
SPRING 2019 - Classes begin Monday, April 8		
April 15	New Students Only: Last day to cancel enrollment	100% less \$250
April 15	Last day to drop ALL COURSES for a full refund	100%
April 15	Last day to drop an individual course for a refund	100%
May 24	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata
SUMMER 2019 - Classes begin Monday, July 8		
July 15	New Students Only: Last day to cancel enrollment	100% less \$250
July 15	Last day to drop ALL COURSES for a full refund	100%
July 15	Last day to drop an individual course for a refund	100%
August 23	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata
FALL 2019 - Classes begin Monday, September 30		
October 7	New Students Only: Last day to cancel enrollment	100% less \$250
October 7	Last day to drop ALL COURSES for a full refund	100%
October 7	Last day to drop an individual course for a refund	100%
November 15	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata

**The 2nd Monday of this quarter is a school holiday. Therefore, the Add/Drop deadline is extended to 5:00 p.m. on the second Tuesday of the quarter.*

RETURN OF TITLE IV FUNDS

The law specifies how Columbia College Hollywood must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Department will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws or is dismissed from a program.

This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

It is highly recommended that the student speak with a Financial Aid advisor prior to withdrawing to gain an understanding of the implications of withdrawal. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed in the quarter, before the student withdrew from the program, to the total number of days in the quarter. Once the unearned portion of the return of funds has been calculated, the Financial Aid Department will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant

A recipient of federal student aid who officially withdraws from the college or is administratively withdrawn and dismissed from the college will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

POST-WITHDRAWAL DISBURSEMENTS

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student.

The college has 30 days from the determined date of withdrawal to offer the post-withdrawal disbursement of a loan to the student (or the parent, in the case of a PLUS loan). The student (or parent) has 14 days from the date the college sent the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the college will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to the post withdrawal disbursement notification.

FINANCIAL AID

The Financial Aid Department is committed to providing assistance to students seeking help financing a Columbia College Hollywood education. Financial Aid Coordinators are available to help students and parents choose from and apply for a wide range of federal and state grant and loan programs and scholarships. Students are encouraged to create an account online with the Columbia College Hollywood Virtual Financial Aid Office at cch.vfao.com. Financial aid information is subject to change in accordance with state and federal student aid regulations.

APPLYING FOR FINANCIAL AID

ELIGIBILITY FOR FINANCIAL AID

To be eligible for most federal and state financial aid programs, a student must be enrolled at least half-time in a degree program and must be a U.S. citizen or national or a U.S. permanent resident or other eligible non-citizen. A student who owes a refund on a prior grant or is in default on any prior student loan is not eligible for federal or state financial aid programs.

Eligible non-citizen students can get detailed information on non-citizen requirements and required documentation from the Financial Aid Department or from the U.S. Department of Education Federal Student Aid website at studentaid.ed.gov.

Following enrollment, recipients of federal financial aid, state financial aid, and/or Veterans Educational Benefits can remain continuously eligible by maintaining minimum standards of Satisfactory Academic Progress (SAP) required of all Columbia College Hollywood students. A student who fails to meet minimum standards of SAP as described in the *Satisfactory Academic Progress (SAP)* section of this catalog risks loss of federal and/or state financial aid and dismissal from the college.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Students and parents of dependent students who wish to apply for financial aid, including loans and grants, should begin the application process early by completing and submitting the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov using the Columbia College Hollywood school code 014697.

VERIFICATION

Verification is the process by which a school confirms the accuracy of data entered on a FAFSA by a student and/or parent. Applicants to be verified are selected by the Department of Education Centralized Processing System (CPS). Not every student will be required to complete verification; however, if selected by CPS to complete verification, the necessary steps must be taken in order for a student's financial aid package to be finalized. Columbia College Hollywood also reserves the right to select any application for verification it believes may contain inaccurate or conflicting information. If selected for verification, the student will be notified via email and informed about documents required to complete verification.

Because the initial contact attempts will be sent via email, it is critical that all student email addresses provided to the Financial Aid Department are accurate and current.

It is the responsibility of the applicant to ensure all requested verification documents are submitted in a timely manner and with the appropriate signatures. Late verification documents will not be accepted past the published due date. A Columbia College Hollywood Financial Aid Coordinator can answer questions about the verification process and required documents.

REPORTING FINANCIAL CHANGES

All students must notify the Financial Aid Department in writing if there is an increase or decrease in the household number, number of family members attending college, or other changes to information reported on the FAFSA. Students should also notify the Financial Aid Department if they receive scholarships or awards from outside sources.

TYPES OF FINANCIAL AID

GRANTS

Grants are a form of financial aid often called gift aid because they do not require repayment. Grants are generally need-based. In addition to the federal grant programs below, students may research and apply for grant funds from outside private or nonprofit organizations.

FEDERAL PELL GRANTS

The Federal Pell Grant is awarded to undergraduate students who have exceptional financial need and who have not earned a bachelor's degree. Unlike a loan, the Pell Grant does not have to be repaid. The amount an individual student may receive is determined by factors including factual information provided on the FAFSA. A student may receive the Federal Pell Grant for no more than 150% of the average program length. At Columbia College Hollywood, a BFA student may receive a Federal Pell Grant for 18 academic quarters or the equivalent (roughly six years). See the website studentaid.ed.gov for more information.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded as a supplement to other sources of financial aid to undergraduate students who have exceptional financial need and who have not earned a bachelor's degree. Students receiving Federal Pell Grants receive priority in FSEOG awards. The FSEOG does not have to be repaid.

CAL GRANTS

Cal Grants are awarded to eligible undergraduate students who are residents of the state of California. To apply for a Cal Grant, a student must submit both the FAFSA or a California Dream Act Application and a verified Cal Grant GPA by the published deadline set by the California Student Aid Commission (CSAC). Students can learn more about Cal Grant qualifications and application deadlines from a Financial Aid Coordinator or from the CSAC website at csac.ca.gov.

To be eligible for a Cal Grant, a Columbia College Hollywood student must:

- Be a U.S. citizen or eligible non-citizen
- Be a California resident
- Not have a bachelor's or professional degree
- Have financial need
- Have family income and assets below the minimum levels
- Be enrolled in a Columbia College Hollywood degree program at least half-time
- Not be in default or owe a refund on any state or federal grant

LOANS

DIRECT LOANS

Columbia College Hollywood participates in the U.S. Department of Education William D. Ford Federal Direct Loan program. Unlike grants, Federal Direct Loans must be repaid. To be eligible to receive Direct and Direct PLUS Loans, the student must be enrolled at least half-time, and the student or parent borrower must meet the basic eligibility requirements for Federal Student Aid funds. The amount a student qualifies for depends on the grade level of current enrollment.

Columbia College Hollywood students may apply for Direct Subsidized and Direct Unsubsidized Loans, and parents of dependent students may apply for Direct PLUS Loans. Both Direct Subsidized and Unsubsidized Loan limits are set according to the student's college grade level. Unsubsidized Loan limits also take the student's dependency status into consideration. Generally, independent students will be allowed to borrow more Unsubsidized Loan funds than dependent students. Students can learn more about the Federal Direct Loan program from a Financial Aid Coordinator or on the Federal Direct Loan webpage at studentaid.ed.gov.

DIRECT SUBSIDIZED LOANS

Direct Subsidized Loans are need-based student loans made available to eligible undergraduate students to help cover the cost of tuition.

- There is no interest charged and no payment due during a 6-month grace period after the student graduates, withdraws, or drops below half-time enrollment status.
- The amount a student qualifies for depends on the enrolled grade level.
- There is no prepayment penalty.

DIRECT UNSUBSIDIZED LOANS

Direct Unsubsidized Loans are non need-based student loans made available to eligible students to help cover the cost of tuition. Loan amounts are determined based on the student's current enrolled grade level, dependency status, the cost of attendance, and the amount of other financial aid received.

- Interest is charged to the student on disbursed loan amounts during all periods, including the 6-month payment grace period after the student graduates, withdraws, or drops below half-time enrollment status.
- Unpaid interest will accrue and will be added to the principal amount of the loan.
- The student may make full or interest-only payments while in school and during grace and deferment periods.
- Repayment of the loan principal begins 6 months after the student graduates, withdraws, or drops below half-time enrollment status.
- There is no prepayment penalty.

DIRECT PARENT PLUS LOANS

Direct PLUS Loans are non need-based loans for eligible parents of dependent undergraduate students to cover remaining costs not covered by other financial aid funds. Direct PLUS Loans may also be awarded to graduate or professional students. Direct PLUS Loans are credit-based. A parent borrower with an adverse credit history may be prohibited from obtaining a Direct Parent PLUS Loan unless additional criteria are met or arrangements are made for a co-signer.

- The maximum amount a parent borrower can request is the total cost of attendance less other aid received.
- Interest is charged to the borrower beginning on the date the loan is disbursed and accrues during all periods, including during the student's enrollment.
- The loan enters repayment 60 days after the loan is fully disbursed unless deferment is requested by the borrower.
- There is no prepayment penalty.

PRIVATE STUDENT LOANS

Private loans are designed to fill the gap after exploring federal student aid options. Unlike federal student loans, private loans are not sponsored or guaranteed by government agencies and may or may not require completion of a federal form to qualify. Private loan eligibility and credit score requirements, interest rates, and terms vary from lender to lender. Lenders may offer private loans to help cover up to 100% of the cost of attendance, less other financial aid received.

FEDERAL WORK STUDY (FWS)

The Federal Work Study program is a need-based financial aid program through which students can earn money by working on-campus or at an off-campus agency. Funding and jobs are limited and awarded to students based on need. In order to be paid through Federal Work Study funds, a student must have completed and filed a FAFSA with the Financial Aid Department.

SCHOLARSHIPS

COLUMBIA COLLEGE HOLLYWOOD SCHOLARSHIPS

Columbia College Hollywood is committed to cultivating, inspiring, and empowering new students enrolling in a degree program for the first time with a variety of need and merit-based scholarships. All incoming students are encouraged to apply.

Each Columbia College Hollywood scholarship has specific eligibility and application requirements. Applications must be submitted by the posted deadline. For complete information on scholarship requirements and application deadlines, students may speak with an Admissions Counselor or visit the Scholarships webpage at columbiacollege.edu.

Once awarded, these scholarships can be renewed annually, if qualifications are met. Incoming students are welcome to apply for more than one scholarship. Only one scholarship will be awarded per student. An international student studying on an F1 visa may apply for the Filmmakers Scholarship and the Greenlight Scholarship only.

Students must submit a FAFSA or Dream Act application by March 2nd to be considered eligible for scholarships awarded during the Spring Quarter (not required for students entering on an F-1 visa).

FILMMAKERS SCHOLARSHIP

The Filmmakers Scholarship is a merit-based scholarship awarded at the start of each quarter to a limited number of newly admitted students who are hardworking, passionate, and possess both a deep appreciation of visual storytelling and a unique, artistic point of view.

The Filmmakers Scholarship awards \$3,000 per quarter for a total of \$9,000 per academic year. The scholarship is renewable annually for up to 4 years if the recipient continues as a full-time student and maintains a minimum CGPA of 3.50.

ARTISTS ACCESS SCHOLARSHIP

The Artists Access Scholarship is a need-based scholarship awarded at the start of each quarter. This scholarship provides tuition assistance to a limited number of newly admitted students with demonstrated financial need who are also hard working, passionate, and committed to learning the art and craft of visual storytelling.

The Artists Access Scholarship awards \$2,000 per quarter for a total of \$6,000 per academic year. The scholarship is renewable annually for up to 4 years if the recipient continues as a full-time student and maintains a minimum CGPA of 3.00.

GREENLIGHT SCHOLARSHIP

At the beginning of each academic quarter, Columbia College Hollywood awards the Greenlight Scholarship to a limited number of newly admitted students who are hardworking, passionate, and deeply committed to life as visual storytellers, artists, and filmmakers.

The Greenlight Scholarship is a merit-based award that provides \$1,000 in tuition assistance per quarter up to a maximum of \$16,000 and is renewable annually if the recipient continues as a full-time student and maintains a minimum CGPA of 2.50.

OUTSIDE SCHOLARSHIPS

The Financial Aid department provides assistance to students searching for outside scholarships. For more information and a list of national scholarship resources, students may contact a Financial Aid Coordinator or visit the Scholarships webpage at columbiacollege.edu. Information on how to search for outside scholarships is also available on the Federal Student Aid website at studentaid.ed.gov.

DISBURSEMENT OF FINANCIAL AID FUNDS

Financial aid funds are generally disbursed in three payments, advancing a portion of the total award during three quarters in an academic year. For example, an annual Direct Subsidized loan of \$4,500 has three \$1,500 disbursements, one in the first few weeks of each academic quarter for three consecutive academic quarters.

All financial aid funds that are disbursed are reflected on the student recipient's account, including:

- Loan proceeds from federal and private lending institutions.
- Funds from federal and institutional scholarships and grants.
- Outside scholarships or grants received by the college.

Funds are disbursed to the student's account only when the student's enrollment is confirmed. Outside awards and loans are disbursed upon receipt of funds. A student who receives funding that exceeds the billed charges will be issued a refund check for the excess amount. Refunds may be issued in the form of a paper check or via direct deposit by arrangement with the Finance Department.

FINANCIAL AID COUNSELING

FINANCIAL LITERACY

Most students come to college with limited experience living on a budget or managing their time and money wisely while on campus and after graduation. The day-to-day demands and costs of attending college can cause some students to get into financial trouble by racking up credit card debts on top of their student loans. Columbia College Hollywood is committed to providing students with the financial literacy and tools they need to achieve their educational and post-graduation goals by offering free access to the WhichWay® financial education app online at whichway.org. School access codes and instructions are available in the Financial Aid Department. Students who are not receiving Federal Financial Aid are not required to complete the lessons, however, it is highly recommended that all students complete financial literacy training. In addition to the WhichWay® online financial education modules, the Financial Aid Department also assists students with financial literacy via in-person counseling sessions.

ENTRANCE COUNSELING

Prior to the first disbursement of funds, all Direct Loan borrowers must complete an entrance interview with a Financial Aid Coordinator and attend an online Direct Loan Entrance Counseling session on the Columbia College Hollywood Virtual Financial Aid Office website at cch.vfao.com.

During the entrance interview, the following information will be discussed: loan limits; loan repayment and consolidation; obligation to repay the loan with all accrued interest and deducted fees; maximum repayment period; repayment schedule; minimum monthly payment; grace period; obligation to inform the lender within ten days about any changes in the borrower’s name, address, telephone number, graduation date, withdrawal from the college, or enrollment for less than halftime; postponement of the loan payments (deferment); postponement of the loan payments (forbearance); and failure to repay the loan (default) and its consequences.

EXIT COUNSELING

All student loan borrowers are required to complete Exit Counseling online at studentloans.gov regarding their student loans. Students must complete Exit Counseling when they graduate, drop below half-time enrollment, or are withdrawn/dismissed from Columbia College Hollywood. Exit Counseling provides information regarding the rights and responsibilities of the student borrower.

It is important that students who have borrowed student loan funds know what to do if there are problems with making student loan payments and what will happen if payments are not made. Specific elements that will be included in the Exit Counseling are as follows:

- The terms and conditions of the loan
- An example of actual monthly payments
- Available repayment plans
- Deferment and forbearance options
- Loan forgiveness and cancellation provisions
- The ability to accelerate repayment without a prepayment penalty
- The pros and cons of consolidation, such as the impact on minimum monthly payments, loan terms, and loan benefits (e.g., the loss of the grace period and forgiveness options)
- The consequences of default, including ruined credit, litigation, referral to collection agency, wage garnishment, offset of income tax refunds, deduction of collection charges of up to 25% from payments, nonrenewal of professional licenses, and the loss of deferment and forbearance options
- Availability of tax benefits, such as the student loan interest deduction

The following information will be collected during Exit Counseling: name, address, Social Security number, references, driver’s license number and state, expected permanent address, and name and address of next of kin. Understanding the payment options, interest rates, and other terms of student loans will allow students to maintain their loans in good standing for future credit purposes. Student borrowers can complete required Exit Counseling at studentloans.gov.

VETERANS EDUCATIONAL AID

Columbia College Hollywood is approved by the applicable state approving agency for Veterans Education to offer VA Educational Benefit programs.

VETERANS BENEFITS CHAPTERS & PROGRAMS		
Chapter	Program	Description
30	Montgomery GI Bill®	Up to 36 months of benefits
31	Vocational Rehabilitation	Must have a minimum 10% disability rating
32	Veteran’s Education Assistance Program	Benefits dependent on contribution to VEAP
33	Post-9/11 GI Bill®	Up to 36 months of benefits
35	Dependents’ Educational Assistance	Up to 36 months of benefits for dependents
1606	Montgomery GI Bill®-SR	Up to 36 months of benefits, if eligible
1607	Reserve Educational Assistance Program	Up to 36 months of benefits
Other	Post-9/11 Yellow Ribbon Program	CCH contribution up to \$2000

Columbia College Hollywood participates in the Yellow Ribbon GI Education Enhancement Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008 and has voluntarily agreed to fund a veteran student's tuition expenses that exceed the annual maximum cap for private institutions. The VA will match Columbia College Hollywood's contribution. Please see the college's VA certifying official for current contribution rates.

Veterans interested in Veterans Educational Benefits should contact the Department of Veteran's Affairs website at benefits.va.gov/gibill or call 888-GIBILL1 (888-442-4551) for information regarding eligibility, application for benefits, enrollment verifications, and information on how to obtain a VA Certificate of Eligibility. Veterans can compare GI Bill® benefits by using the GI Bill® Comparison Tool available at www.benefits.va.gov/gibill/comparison.

CALENDAR

WINTER 2019	
January 10	Winter 2019 New Student Orientation
January 14	Winter Quarter begins
January 21	Martin Luther King Jr. Day (<i>campus closed</i>)
January 22*	Add/Drop deadline @ 5:00 pm
January 22*	Winter 2019 tuition due by 5:00 pm
February 18	President's Day (<i>campus closed</i>)
March 15	Last day to withdraw from an individual course with a W grade
March 30	Last day of Winter classes
April 1	Spring break begins
SPRING 2019	
April 4	Spring 2019 New Student Orientation
April 8	Spring Quarter begins
April 15	Add/Drop Deadline @ 5:00 pm
April 15	Spring 2019 tuition due by 5:00 pm
May 27	Memorial Day (<i>campus closed</i>)
June 7	Last day to withdraw from an individual course with a W grade
June 22	Last day of Spring Quarter classes
June 24	Summer Break begins
June 30	Commencement
SUMMER 2019	
July 3	Summer 2019 New Student Orientation
July 4	Independence Day (<i>campus closed</i>)
July 8	Summer Quarter begins
July 15	Add/Drop deadline @ 5:00 pm
July 15	Summer 2019 tuition due by 5:00 pm
September 2	Labor Day (<i>campus closed</i>)
September 6	Last day to withdraw from an individual course with a W grade
September 21	Last day of Summer Quarter classes
FALL 2019	
September 25	Fall 2019 New Student Orientation
September 26	Fall 2019 New Student Orientation
September 27	New Student Parent Orientation
September 30	Fall Quarter begins
October 7	Add/Drop deadline @ 5:00 pm
October 7	Fall 2019 tuition due by 5:00 pm
November 11	Veterans Day (<i>campus closed</i>)
Nov 28-Dec 1	Thanksgiving Break (<i>campus closed</i>)
December 2	Last day to withdraw from an individual course with a W grade
December 14	Last day of Fall Quarter classes
December 16	Winter Break begins

**The 2nd Monday of this quarter is a national holiday. Therefore, the Add/Drop deadline is extended to 5:00 p.m. on the second Tuesday of the quarter.*

During quarter breaks and holidays, the Equipment Center and campus facilities are generally closed for student production purposes.

REGISTRATION & ENROLLMENT

ENROLLMENT DEPOSIT

All new students accepted for admission are required to secure enrollment by paying a \$250.00 non-refundable Enrollment Deposit. This deposit will be applied toward tuition costs upon registration.

ENROLLMENT DEPOSIT DEADLINE

Students admitted for the Winter, Spring, or Summer quarters must submit enrollment deposits and fees no later than fifteen (15) calendar days from the date posted on the acceptance letter. Students admitted for the Fall quarter must submit enrollment deposits no later than May 1.

Enrollment deposits must be submitted along with an Enrollment Deposit Form. Enrollment deposits may also be paid on the Columbia College Hollywood website at www.columbiacollege.edu.

If payment is not received by the posted date, the student risks losing a seat in the preferred starting class. In exceptional cases, a student may be granted an extension to pay the deposit.

STUDENT'S RIGHT TO CANCEL

Newly matriculated students have the right to cancel enrollment in a program of instruction at Columbia College Hollywood at any time by submitting a written notice of enrollment cancellation to the Student Services Department in person, by electronic mail, or by standard mail. The date of cancellation is defined as the date of receipt of the written notice. If the written notice of cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked.

A student who requests cancellation through attendance at the first class session or the seventh (7th) calendar day after enrollment, whichever is later, is entitled to a refund of all monies paid, less enrollment and administrative fees not to exceed \$250.00. A student must drop all courses and cancel enrollment in the degree program in order to qualify for an enrollment cancellation refund. Please see the *Refund Policy* section of this catalog for complete information on enrollment cancellation policies, deadlines, and refunds.

ENROLLMENT REQUIREMENTS FOR FINANCIAL AID RECIPIENTS

Students who are recipients of financial aid are required to enroll in a minimum number of credit hours per quarter and to meet the deadlines and procedures established by the Financial Aid Department. To receive a full grant award, the Federal Pell Grant program requires a student to enroll in 12 credit hours - generally 3 courses - per quarter. Financial aid will not be disbursed until a student has been enrolled for sufficient credit hours, and institutional funding will not be increased to adjust for any shortfall in the aid award due to failure to enroll in a sufficient number of credit hours.

INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS

Once admitted to Columbia College Hollywood, an international student must:

- Enroll as a full-time student
- Enroll in 12 credit hours or more per quarter
- Remain enrolled for three (3) consecutive quarters before taking a quarter off

DEFERRED ENROLLMENT

Upon acceptance, a student may request to defer enrollment by submitting the Deferred Enrollment Request Form and the \$250 Enrollment Deferment Fee to the Admissions Department for consideration. Deferments may only be granted once within an academic year. The deferment request must indicate the quarter into which the student was originally accepted, the student's preferred future entry quarter, and the reason for the deferment, such as travel, work, and/or educational objectives. Students who request additional deferments may be required to reapply.

PROOF OF HIGH SCHOOL GRADUATION FROM ACCEPTED STUDENTS

All new students must submit satisfactory proof of high school graduation in the form of official high school transcripts prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day after the student's start date.

A student who does not submit official high school transcripts by the Add/Drop deadline will be administratively withdrawn from the college and issued a refund of tuition paid for the quarter. A student who is administratively withdrawn from the Los Angeles campus may submit a written appeal by email to appeals@columbiacollege.edu.

NEW STUDENT ORIENTATION

Students enrolling at Columbia College Hollywood for the first time are required to attend New Student Orientation prior to the first week of classes. New Student Orientation helps ease the academic and social transition into college and provides an introduction to student services, staff, advisors, institutional policies, campus procedures, student responsibilities, and important dates and deadlines. New Student Orientation is a two-part process consisting of an online component and a campus-based event.

ONLINE STUDENT ORIENTATION

On-campus students who opt to take a course or courses online must successfully complete an online orientation on the LMS platform prior to the start of the term. Students enrolled in an online degree program must complete the online student orientation prior to the start of the term.

MATHEMATICS PROFICIENCY ASSESSMENT

A new student who is proficient in college-level mathematics may take the Math Proficiency Assessment, an online exam administered by the Learning Commons Coordinator. A student who passes the Math Proficiency Assessment Exam is not required to take the required MATH101 General Mathematics course. The student is, however, required to choose another physical or life science course that builds on the core competencies of mathematics, including quantitative reasoning, to fulfill applicable credit hour requirements.

DECLARATION OF EMPHASIS

All new BFA students are required to choose an intended emphasis during New Student Orientation. In the 6th quarter of enrollment, students meet with an Academic Advisor to declare an emphasis for the remainder of the program of enrollment. A BFA student may request an individual evaluation with an Academic Advisor at any time to discuss the choice of emphasis and plan a long-term course strategy.

CONTINUING STUDENT REGISTRATION

Returning students who are in good standing may register for courses on the Columbia College Hollywood Online Student portal. The student portal also allows students to register for see grades, print unofficial transcripts, pay tuition and housing bills, and monitor degree progress.

CONCURRENT ENROLLMENT POLICY

A currently enrolled student who wishes to complete a required course concurrently at another institution must have prior approval from the Dean of Academic Affairs and the Registrar. Without prior approval, once the student begins a required course at another institution, no transfer of credits for that course will be granted. A student who is denied transfer credit for not seeking prior approval for concurrent enrollment may submit an appeal to the Dean of Academic Affairs, in writing, along with all supporting documentation by email at appeals@columbiacollege.edu.

Approval for concurrent enrollment leading to transfer credit will not be approved for bachelor's degree students who have already transferred the limit of 144 total credits and associate degree students who have already transferred the limit of 72 total credits.

AUDITING COURSES

Current students and graduates of Columbia College Hollywood may request to audit a course on a space-available basis with the approval of both the instructor of the course and the Dean of Academic Affairs. Audit students are expected to meet all academic requirements of the course. Audited courses are not awarded credit and do not apply toward a Columbia College Hollywood degree.

ACADEMIC DEGREE PROGRAMS

Columbia College Hollywood offers liberal arts degree programs focused on the art and science of communications and the diverse media of contemporary storytelling. Film, graphic design, interactive media, visual effects, digital media production, and recording arts are, by nature, complex and highly collaborative fields. Each degree program at Columbia College Hollywood is designed with a required core curriculum that provides students with working knowledge of all aspects of an area of study.

2019 LOS ANGELES MAIN CAMPUS DEGREE PROGRAMS

DEGREE PROGRAM	AVERAGE LENGTH	CREDITS REQUIRED
Bachelor of Fine Arts in Cinema	4 years	192 quarter credits
Bachelor of Fine Arts in Graphic Design + Interactive Media	4 years	192 quarter credits
Bachelor of Fine Arts in Visual Effects	4 years	192 quarter credits
Associate of Fine Arts in Cinema	2 years	96 quarter credits
ONLINE PROGRAMS		
Bachelor of Fine Arts in Graphic Design + Interactive Media	4 years	192 quarter credits
Bachelor of Fine Arts in Visual Effects	4 years	192 quarter credits

The following degree programs are no longer enrolling new students:

- Bachelor of Fine Arts in Cinema-Television
- Associate of Fine Arts in Cinema-Television
- Bachelor of Arts in Graphic Design + Interactive Media - Online
- Bachelor of Science in Digital Media, Major in Digital Art - Online
- Bachelor of Science in Digital Media, Major in Digital Marketing - Online

The version of the following degree program offered in 2018 or prior is no longer enrolling new students:

- Bachelor of Fine Arts in Cinema (2018 and prior version)

AREAS OF EMPHASIS

All Bachelor of Fine Arts degree students must choose to focus their studies in a particular area of personal and academic interest called an emphasis. Each area of emphasis requires certain courses and electives in addition to the core courses required for the degree program. To earn a BFA degree, a student must take all required courses and a designated number of electives within the student's chosen emphasis. All new BFA students are required to choose an intended emphasis during New Student Orientation. In the 6th quarter of enrollment, students meet with an Academic Advisor to declare an emphasis for the remainder of the program of enrollment. A BFA student may request an individual evaluation with an Academic Advisor at any time to discuss the choice of emphasis and plan a long-term course strategy.

BFA CINEMA

- Acting
- Cinematography
- Directing
- Editing
- Producing
- Screenwriting
- Sound*

BFA GRAPHIC DESIGN + INTERACTIVE MEDIA

- Graphic Design
- Digital Marketing
- Interactive Media

BFA VISUAL EFFECTS

- Animation
- Compositing
- Digital Modeling

**A BFA Cinema student enrolled on the Los Angeles main campus who chooses the Sound emphasis must complete most 3rd year Sound emphasis course requirements on the Flashpoint Chicago campus.*

GENERAL EDUCATION

Columbia College Hollywood has integrated the General Education program into its degree programs with a curriculum designed to be broadly comprehensive while also remaining relevant to the programs of study. Students engage in a wide variety of liberal arts and sciences subjects in the humanities, communication, fine arts, mathematics, natural sciences, and social/behavioral sciences to build essential skills in creative problem solving, effective communication, informed decision making, and leadership. Graduates are able to demonstrate command of the core competencies of written and oral communication, information literacy, quantitative reasoning, and critical thinking.

GENERAL EDUCATION LEARNING OUTCOMES

Upon successfully completing the general education requirements, students will be able to:

1. Compose written communications in English with precise command of usage, organization, and expressive form.
2. Discuss ideas with clarity and composure in oral communication settings.
3. Execute research plans, from the initial identification of information needs through to the evaluation and utilization of findings.
4. Utilize quantitative information with understanding of its applicability in real-world settings.
5. Formulate conclusions/solutions as the result of a creative, critical thinking process.

To earn a Columbia College Hollywood degree, students are required to successfully complete a minimum number of general education credit hours in the following areas:

AREA OF GENERAL EDUCATION	COURSE CODE	Quarter Credit Hours Required	
		BFA	AFA
Written & Oral Communication	HUMA	12 credits	12 credits
Humanities & Fine Arts, including:		28-32 credits	20 credits
• Art History and Criticism	ARTH		
• Cinema and Media Studies	CMST		
• Humanities	HUMA		
• General Fine Arts	ARTS		
• Literature Studies	LITR		
• Music History and Criticism	MCST		
• Theater History and Criticism	THST		
Mathematics	MATH	4 credits	4 credits
Social and Behavioral Sciences	SOCS, BHVS	8-12 credits	4 credits
Physical and Life Sciences	LSCI, PSCI	8 credits	4 credits
Total credits:		64 credits	44 credits

General education requirements for students completing discontinued degree programs and program versions may vary. Please refer to specific program requirements for more information.

ONLINE COURSES

On-campus students may have the opportunity to take certain courses in a combination of on-campus and online formats in order to create schedule flexibility and/or facilitate the completion of their programs of study. Not every course is offered in every format every term.

A student enrolled in an on-campus program may complete no more than 49% of the program's required courses online. International students may enroll in one online course per term. Additionally, if an international student has only one course to complete during the last term of enrollment, the course must be completed on-campus. Students enrolled in a BFA program requiring 192 credits may transfer in no more than 70 online course credits. Students enrolled in an associate degree program requiring 96 credits may transfer in no more than 35 online course credits.

Students enrolled in online degree programs and on-campus students who opt to take a course or courses online must successfully complete an online orientation prior to the start of the term. For questions about the online education experience, contact the Director of Online Education.

DEGREE PROGRAMS AND EMPHASES

BACHELOR OF FINE ARTS IN CINEMA

LOS ANGELES | CHICAGO

BFA in Cinema offers the experience of taking on the entire filmmaking process with a cross-disciplinary program that immerses students in the technical, theoretical, creative, and business aspects of visual storytelling. Actors, cinematographers, directors, editors, producers, screenwriters, and sound mixers work collaboratively to acquire career-ready, working knowledge of the tools, techniques, and professional workflow used in film development, production, and post production.

Each student further customizes the degree program by choosing an emphasis that focuses advanced studies on an area of personal interest. Emphasis choices are Acting, Cinematography, Directing, Editing, Producing, Screenwriting, and Sound. A broad liberal arts foundation exposes students to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate ideas and opinions effectively.

The program culminates in a three-term Production Workshop in which each student produces an industry-ready senior thesis project that showcases the student’s unique talents, abilities, voice, and vision.

BFA Cinema Program Learning Outcomes

- Upon successfully completing the BFA in Cinema, students will be able to:
1. Implement storytelling form and technique in the cinematic arts, from writing and development through production and post production.
 2. Make use of the tools and techniques of professional cinema production.
 3. Evaluate works of cinema with regard to cultural influences and historical precedents.
 4. Apply knowledge of business practices, legal standards, and protocols specific to entertainment industries.
 5. Justify plans and decisions as the result of research, consensus building, and critical thinking.

ACTING EMPHASIS

Acting is the expressive on-camera component to narrative filmmaking. Courses required for the Acting emphasis can build the needed tools for the actor and increase the sensibility for those in other emphases or co-emphases to work in partnership with the interpreters of what is on the page.

The college’s Acting emphasis is an eclectic curriculum, declining to adhere to one didactic theory of performance. It provides the fundamental bases of movement, voice, and character development. Acting emphasis students learn to interpret the intent of the line, event of the scene, and objective of the piece. Students move into the challenges of this interpretation when the camera is capturing the performance.

Through the Core Curriculum, the Acting emphasis graduate will have learned the interaction of acting with the other key elements of narrative filmmaking and acquired the ability to be the total storyteller working both in front and behind the camera. In addition to taking the required courses and electives. Acting emphasis students must also appear as actors in at least two student projects during each quarter.

Students choosing the Acting emphasis relocate to the Columbia College Hollywood main campus in Los Angeles, California to complete intermediate and advanced Acting emphasis requirements.

CINEMA ACTING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCRNI110	4
EDIT110	Editing I	None	4

CINEMA ACTING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
SCRN110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCRN110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX	Physical Science (Lower Level)	None	4
LSCI1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSCI3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Acting Requirements			
ACTG310	Acting II: Movement and Voice	ACTG110	4
ACTG320	Acting Foundations & Theory	ACTG110	4
ACTG330	Acting III: Character Development	ACTG310	4
ACTG340	Improvisation Techniques	ACTG310	4
ACTG380	Acting IV: Advanced Scene Study for Camera	ACTG330	4
ACTG390	Original Scenes and Material	ACTG330	4
Acting Electives			
	Acting Elective #1		4

CINEMA ACTING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
	Acting Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	4
FILM451	Creative Professional Development I		4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

CINEMATOGRAPHY EMPHASIS

Cinematography is the art and craft of using the camera and lighting to create a visual mood. The cinematographer, also called a DP or Director of Photography, is the director's primary collaborator in the process of bringing a screen story to life. The cinematographer's job is to create images that tell the story using lighting and camera movement. Learning cinematography is a discipline that requires one to learn to see the world in different ways. Cinematographers are constantly discovering new methods of expressing themselves through imagery, whether the tool is a digital or film camera.

Students who choose the Cinematography emphasis work closely with aspiring directing, writing and producing students to create the short films, documentaries, TV commercials, and music videos required for coursework. Using real-world techniques and methods in hands on classes, students learn the vocabulary of professional cinematography, acquire practical, technical skills and techniques, and are introduced to practical management skills necessary to work in the role of Director of Photography. The curriculum includes immersive courses in studio lighting, camera movement, and filming on location to prepare students for careers in the camera department. During Senior Thesis courses, a Cinematography emphasis student produces and refines a reel of original and produced work to use as a professional portfolio.

CINEMA CINEMATOGRAPHY EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCR110	4
EDIT110	Editing I	None	4
SCR110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCR110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4

CINEMA CINEMATOGRAPHY EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX LSC11XX	Physical Science (Lower Level) Life Science (Lower Level)	None	4
Choose 1: PSC3XX LSC3XX	Physical Science (Upper Level) Life Science (Upper Level)	one PSCI or LSCI (Lower)	4
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX BHVS1XX	Social Science (Lower Level) Behavioral Science (Lower Level)	None	4
Choose 1: SOCS3XX BHVS3XX	Social Science (Upper Level) Behavioral Science (Upper Level)	one SOCS or BHVS (Lower)	4
Choose 1: HUMA490 SOCS490 BHVS490	Seminar in Humanities Seminar in Social Sciences Seminar in Behavioral Sciences	HUMA310 HUMA201, one SOCS (Upper) HUMA201, one BHVS (Upper)	4
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Cinematography Requirements			
CINE310	Studio Lighting	CINE110	4
CINE320	Cinematography II	CINE110	4
CINE330	Camera Foundations	CINE110	4
CINE340	Cinematography on Location	CINE310, CINE320	4
CINE380	Cinematography III	CINE320	4
CINE390	The Moving Camera	CINE320, CINE330	4
Cinematography Electives			
	Cinematography Elective #1		4
	Cinematography Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I		4

CINEMA CINEMATOGRAPHY EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
FILM451	Creative Professional Development I	All Emphasis Course Requirements Completed	4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

DIRECTING EMPHASIS

For over 65 years, Columbia College Hollywood has been educating and preparing student directors for careers in the entertainment industry. When coupled with the core curriculum of the BFA Cinema program, the Directing emphasis requirements provide a through foundation in the art of directing for film, television, and documentaries. Students acquire key skills in script analysis, communicating an original vision to actors, and guiding crews from pre-production to production to post production.

Using professional equipment and industry-standard tools and techniques in practical, hands-on classes, Directing emphasis students interpret text, explore film and television genres, and ultimately discover a unique and personal path to a creative career as a visual storyteller. During Senior Thesis courses, each Directing emphasis student produces and refines a reel of original and produced work to use as a professional portfolio.

CINEMA DIRECTING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCRN110	4
EDIT110	Editing I	None	4
SCRN110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCRN110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			

CINEMA DIRECTING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX LSC1XX	Physical Science (Lower Level) Life Science (Lower Level)	None	4
Choose 1: PSC3XX LSC3XX	Physical Science (Upper Level) Life Science (Upper Level)	one PSCI or LSCI (Lower)	4
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX BHVS1XX	Social Science (Lower Level) Behavioral Science (Lower Level)	None	4
Choose 1: SOCS3XX BHVS3XX	Social Science (Upper Level) Behavioral Science (Upper Level)	one SOCS or BHVS (Lower)	4
Choose 1: HUMA490 SOCS490 BHVS490	Seminar in Humanities Seminar in Social Sciences Seminar in Behavioral Sciences	HUMA310 HUMA201, one SOCS (Upper) HUMA201, one BHVS (Upper)	4
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Directing Requirements			
DRTG310	Directing: Interpretive Processes	DRTG110	4
DRTG320	Directing II: Casting through Rehearsals	DRTG110	4
DRTG330	Directing III: Pre-Production & Production	FILM290, DRTG320	4
DRTG340	Directing Actors: Advanced Techniques	DRTG320	4
DRTG380	Directing IV: Post Production	DRTG330	4
DRTG390	Directing Non-Fiction	DRTG310	4
Directing Electives			
	Directing Elective #1		4
	Directing Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	4
FILM451	Creative Professional Development I		4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

EDITING EMPHASIS

Film editing is the process of preparing existing motion and sound footage for finalized publication and distribution requiring creativity and expertise using specialized computer hardware, software, and on-set tools. It is an essential part of the process of filmmaking and requires expertise and creativity. The Editing emphasis focuses on all of the key components of the post production process: editing, visual effects editing, sound design, and sound editing.

CINEMA EDITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCR110	4
EDIT110	Editing I	None	4
SCR110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCR110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX	Physical Science (Lower Level)	None	4
LSC1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSC3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	

CINEMA EDITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Editing Requirements			
EDIT330	Editing III	EDIT220	4
EDIT340	Sound Design for Editors	EDIT110, SNDX110	4
EDIT350	Editing IV	EDIT330	4
EDIT360	Motion Design for Editors	EDIT220	4
EDIT370	Color Grading & Workflow	CINE110, EDIT220	4
EDIT380	Editing Documentary & Non-Fiction	EDIT330	4
Editing Electives			
	Editing Elective #1		4
	Editing Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	4
FILM451	Creative Professional Development I		4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

PRODUCING EMPHASIS

Producing is both a key component of filmmaking and essential to the intertwined discipline of project development. In the motion picture and television industries, some become producers via working up through the ranks of production jobs, while others use their entrepreneurial spirit and savvy to leapfrog to selling projects to studios, networks, and investors. Still others move into producing after ascending in professions that are careers in and of themselves, such as executives for studios, networks, or production companies, or working as talent/literary agents or personal managers. The Producing emphasis offers students the skills to oversee and run a professional film or digital set. The program imbues them with information about the entertainment industry and its practices to pitch, sell, and shepherd projects that will come to fruition on the multitude of entertainment and distribution platforms.

CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCR110	4
EDIT110	Editing I	None	4

CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
SCRN110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCRN110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX	Physical Science (Lower Level)	None	4
LSCI1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSCI3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Producing Requirements			
PROD310	The Producer in Development	PROD210	4
PROD320	The Producer in Pre-Production & Production	FILM290, PROD310	4
PROD325	Entertainment Law	FILM130	4
PROD330	The Producer in Post Production	PROD320	4
PROD335	Producing Non-Fiction	FILM280	4
PROD340	The Producer in Marketing & Distribution	PROD320	4
Producing Electives			
	Producing Elective #1		4

CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
	Producing Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	4
FILM451	Creative Professional Development I		4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

SCREENWRITING EMPHASIS

The screenplay is a blueprint that guides a motion picture production. A screenwriter has the challenging task of providing textual foundation for visual and aural media.

The Screenwriting emphasis is a forum for students to explore their creativity while gaining essential skills to develop and write professional screenplays. Coursework focuses on developing and fine-tuning story elements while embracing a realistic understanding the entertainment industry. The Screenwriting emphasis provides an overview of industry practices such as finding an agent, pitching ideas, submitting spec scripts, and navigating business deals.

CINEMA SCREENWRITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCR110	4
EDIT110	Editing I	None	4
SCR110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCR110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			

CINEMA SCREENWRITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX	Physical Science (Lower Level)	None	4
LSCI1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSCI3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Screenwriting Requirements			
SCRN310	Screenwriting II: Structure & Story Building	SCRN110	4
SCRN320	Adaptation	SCRN110	4
SCRN330	Screenwriting III: Characters	SCRN310	4
Choose 1: SCRN371	Television Writing Symposium I	SCRN310	4
SCRN381	Feature Film Writing Symposium I		
Choose 1: SCRN372	Television Writing Symposium II	SCRN371	4
SCRN382	Feature Film Writing Symposium II	SCRN381	
SCRN390	Rewriting	SCRN330	4
Screenwriting Electives			
	Screenwriting Elective #1		4
	Screenwriting Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	4
FILM451	Creative Professional Development I		4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4

CINEMA SCREENWRITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

SOUND EMPHASIS

Although creating content for film, television, and new media is referred to as visual storytelling, sound is a key element that drives the narrative.

The Sound emphasis gives students a foundation in sound and the ability to use sound artistically. It teaches the complexities of production sound, then focuses extensively on post production sound design using Avid Pro Tools. Students also learn to master the creation and implementation of sound effects. Courses also spotlight music, including creating a score and soundtrack, and includes the newer and rapidly growing art of sound for video games and animation.

NOTE: Students choosing the Sound emphasis relocate to the Flashpoint Chicago branch campus in Chicago, Illinois to complete intermediate and advanced Sound emphasis requirements.

CINEMA SOUND EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCR110	4
EDIT110	Editing I	None	4
SCR110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCR110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Choose 1: PROFXXX	Professional Practices Elective	Dept Approval	4
INDN200/300/400	Internship		
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
CMST110	History of Motion Pictures I: Origins through 1959	HUMA101	4
CMST210	History of Motion Pictures II: 1960 to the Present	HUMA101	4
CMST305	Script Analysis	HUMA105	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSCIXX	Physical Science (Lower Level)	None	4

CINEMA SOUND EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
LSCI1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSCI3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
General Education Elective Requirements			
	General Education (Upper Level) Elective #1		4
	General Education (Upper Level) Elective #2		4
Sound Requirements			
SNDX310	Digital Audio Workstation for Filmmakers	SNDX110	4
SNDX320	Aesthetics of the Motion Picture Soundtrack	SNDX110	4
SNDX330	Sound Design for Visual Media	SNDX310	4
SNDX340	Location Audio	RAR103 or SNDX110	4
SNDX350	Advanced Topics: Sound Design	SNDX330	4
SNDX360	Signal Processing	SNDX310	4
Sound Electives			
	Sound Elective #1		4
	Sound Elective #2		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
FILM450	Thesis Workshop I	All Emphasis Course Requirements Completed	4
FILM451	Creative Professional Development I		4
FILM470	Thesis Workshop II	FILM450, FILM451	4
FILM471	Creative Professional Development II	FILM450, FILM451	4
FILM490	Thesis Workshop III	FILM470, FILM471	4
FILM491	Creative Professional Development III	FILM470, FILM471	4
Total Credit Hours			192

BACHELOR OF FINE ARTS IN GRAPHIC DESIGN + INTERACTIVE MEDIA

LOS ANGELES | CHICAGO | ONLINE

The BFA in Graphic Design + Interactive Media combines design and aesthetics studies with real-world, practical experiences with the professional tools, technology, processes, creative skills, and collaborative workflow used in designing for both digital and print media. Students take original ideas from concept to finished production in project-based courses that explore brand identity, user experience (UX), user interface (UI), collateral design, advertising, responsive web design, experiential design, motion graphics, and virtual reality. A broad foundation of liberal arts and sciences gives students intellectual exposure to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate original designs, ideas, and opinions effectively.

Each student further customizes the BFA Graphic Design + Interactive Media program by choosing an emphasis that focuses studies on an area of personal and academic interest. Emphasis choices are Digital Marketing, Graphic Design, and Interactive Media. The program culminates with each student developing a cohesive, industry-ready professional portfolio showcasing the student's unique talents and ability to communicate via multiple channels of media.

BFA GRAPHIC DESIGN + INTERACTIVE MEDIA PROGRAM LEARNING OUTCOMES

Upon successfully completing the BFA in Graphic Design + Interactive Media, students will be able to:

1. Implement design principles in all aspects of visual communication and design, from concept to final product.
2. Utilize hardware and software tools and techniques of professional visual communication and design.
3. Evaluate products of visual communication and design with regard to cultural influences and historical precedents.
4. Apply knowledge of professional practices specific to visual communication and design industries.
5. Exercise communication skills necessary to function in interdisciplinary teams and organizational structures.

GRAPHIC DESIGN EMPHASIS

The Graphic Design emphasis focuses on graphic design and implementation using a wide variety of delivery methods and distribution channels, including print, package, and screen.

Using real-world professional workflow, students take original ideas, move to logo and style production, then build complete campaigns. The curriculum includes immersive courses in typography, motion graphics, package design, and branding to prepare students for creative careers in graphic design.

GDIM GRAPHIC DESIGN EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
GDIM Core			
ARTD101	Color Theory & Practice	None	4
MRKT101	Introduction to Digital Marketing	None	4
GDIM102	Design Process	None	4
ARTD111	2D Image Manipulation	ARTD101	4
ARTD116	Vector Graphics	ARTD101	4
IMED150	Web Development I	None	4
GDIM190	Professional Practices in Marketing & Design	ARTD111	4
GRPH204	Typography I	GDIM102	4
GRPH206	Graphic Design I	GDIM102	4
GRPH208	Graphic Design II	GRPH206	4
ARTD212	Motion Graphics I	ARTD111	4
GDIM230	Design Team I	Dept Approval	4
GDIM330	Design Team II	GDIM230	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4

GDIM GRAPHIC DESIGN EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
ARTS110	Observational and Perspective Drawing	None	4
ARTH1XX	Art History (Lower Level)	HUMA101	4
Choose 1: Humanities (Lower Level)		HUMA101	4
ARTH1XX	Art History and Criticism (Lower Level)		
CMST1XX	Cinema and Media Studies (Lower Level)		
HUMA1XX	Humanities (Lower Level)		
LITR1XX	Literature Studies (Lower Level)		
MCST1XX	Music History and Criticism (Lower Level)		
THST1XX	Theater History and Criticism (Lower Level)		
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
ARTH331	Art History: Design	one ARTH (Lower)	4
ARTH3XX	Art History (Upper Level)	one ARTH (Lower)	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSCI1XX	Physical Science (Lower Level)	None	4
LSCI1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSCI3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
Graphic Design Requirements			
IMED251	Web Development II	IMED150	4
GRPH302	Graphic Design III	GRPH208	4
GRPH304	Typography II	GRPH204	4
IMED305	UX Foundations	GRPH206	4
GRPH315	Print Process	GRPH206	4
GRPH400	Package Design	GRPH208	4
GRPH402	Graphic Design IV	GRPH302	4
GRPH420	Emerging & Experimental Design Trends	Dept Approval	4
Graphic Design Electives			
	Graphic Design Elective		4
	Graphic Design Elective		4
	Graphic Design Elective		4
	Graphic Design Elective		4
Open Electives			

GDIM GRAPHIC DESIGN EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Total Credit Hours			192

DIGITAL MARKETING EMPHASIS

The Digital Marketing emphasis provides a thorough foundation in the aesthetics and design principles used to create marketing content and campaigns for traditional print and digital media.

In addition to the creative skills needed to design and create visual content, students learn to set up and run mobile marketing campaigns, work with modern SEO systems and data, and use social media to help clients grow a business, launch a product, or expand into an emerging market.

This emphasis is designed to equip students for unique, artistic career paths that leverage skill, talent, and creativity to reach a target audience and market.

GDIM DIGITAL MARKETING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
GDIM Core			
ARTD101	Color Theory & Practice	None	4
MRKT101	Introduction to Digital Marketing	None	4
GDIM102	Design Process	None	4
ARTD111	2D Image Manipulation	ARTD101	4
ARTD116	Vector Graphics	ARTD101	4
IMED150	Web Development I	None	4
GDIM190	Professional Practices in Marketing & Design	ARTD111	4
GRPH204	Typography I	GDIM102	4
GRPH206	Graphic Design I	GDIM102	4
GRPH208	Graphic Design II	GRPH206	4
ARTD212	Motion Graphics I	ARTD111	4
GDIM230	Design Team I	Dept Approval	4
GDIM330	Design Team II	GDIM230	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
ARTS110	Observational and Perspective Drawing	None	4
ARTH1XX	Art History (Lower Level)	HUMA101	4
Choose 1: Humanities (Lower Level)		HUMA101	4
ARTH1XX	Art History and Criticism (Lower Level)		
CMST1XX	Cinema and Media Studies (Lower Level)		
HUMA1XX	Humanities (Lower Level)		
LITR1XX	Literature Studies (Lower Level)		
MCST1XX	Music History and Criticism (Lower Level)		
THST1XX	Theater History and Criticism (Lower Level)		

GDIM DIGITAL MARKETING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
ARTH331	Art History: Design	one ARTH (Lower)	4
ARTH3XX	Art History (Upper Level)	one ARTH (Lower)	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1: PSC1XX	Physical Science (Lower Level)	None	4
LSC1XX	Life Science (Lower Level)		
Choose 1: PSC3XX	Physical Science (Upper Level)	one PSCI or LSCI (Lower)	4
LSC3XX	Life Science (Upper Level)		
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
Digital Marketing Requirements			
MRKT241	Search Optimization	IMED150	4
MRKT271	Market Research	MRKT101	4
MRKT281	Mobile and the Connected Customer	MRKT101	4
MRKT291	Social Media Marketing	MRKT101	4
IMED305	UX Foundations	GRPH206	4
GRPH312	Brand Management for Business	MRKT271	4
MRKT322	Consumer Engagement and Design	MRKT281	4
MRKT403	Social Community Management	MRKT281	4
Digital Marketing Electives			
	Digital Marketing Elective #1		4
	Digital Marketing Elective #2		4
	Digital Marketing Elective #3		4
	Digital Marketing Elective #4		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
GDIM350	GDIM Portfolio Development I	Dept Approval	4
GDIM450	GDIM Portfolio Development II	GDIM350	4
GDIM470	GDIM Portfolio Development III	GDIM450	4
Total Credit Hours			192

INTERACTIVE MEDIA EMPHASIS

The Interactive Media emphasis prepares students to design screen-based and interactive web and video content for distribution on a wide variety of platforms, including cellphones, tablets, laptop computers, and large TV monitors.

Students acquire the skills needed to be a front end developer, using essential principles of design to make a product look great while delivering the desired user experience across all devices. Using HTML, CSS, and CMS systems, students create interactive projects for web, tablets, and smartphones and create HTML-based web sites, simple applications, and interactive products used in training and education.

This emphasis prepares students to become a well-rounded graphic designers with an enhanced tool set focused on screen-based and interactive products.

GDIM INTERACTIVE MEDIA EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
GDIM Core			
ARTD101	Color Theory & Practice	None	4
MRKT101	Introduction to Digital Marketing	None	4
GDIM102	Design Process	None	4
ARTD111	2D Image Manipulation	ARTD101	4
ARTD116	Vector Graphics	ARTD101	4
IMED150	Web Development I	None	4
GDIM190	Professional Practices in Marketing & Design	ARTD111	4
GRPH204	Typography I	GDIM102	4
GRPH206	Graphic Design I	GDIM102	4
GRPH208	Graphic Design II	GRPH206	4
ARTD212	Motion Graphics I	ARTD111	4
GDIM230	Design Team I	Dept Approval	4
GDIM330	Design Team II	GDIM230	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
ARTS110	Observational and Perspective Drawing	None	4
ARTH1XX	Art History (Lower Level)	HUMA101	4
Choose 1: Humanities (Lower Level)		HUMA101	4
ARTH1XX	Art History and Criticism (Lower Level)		
CMST1XX	Cinema and Media Studies (Lower Level)		
HUMA1XX	Humanities (Lower Level)		
LITR1XX	Literature Studies (Lower Level)		
MCST1XX	Music History and Criticism (Lower Level)		
THST1XX	Theater History and Criticism (Lower Level)		
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
ARTH331	Art History: Design	one ARTH (Lower)	4
ARTH3XX	Art History (Upper Level)	one ARTH (Lower)	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
Choose 1:	PSC1XX Physical Science (Lower Level)	None	4

GDIM INTERACTIVE MEDIA EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
LSCI1XX	Life Science (Lower Level)		
Choose 1: PSC3XX LSCI3XX	Physical Science (Upper Level) Life Science (Upper Level)	one PSCI or LSCI (Lower)	4
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX BHVS1XX	Social Science (Lower Level) Behavioral Science (Lower Level)	None	4
Choose 1: SOCS3XX BHVS3XX	Social Science (Upper Level) Behavioral Science (Upper Level)	one SOCS or BHVS (Lower)	4
Choose 1: HUMA490 SOCS490 BHVS490	Seminar in Humanities Seminar in Social Sciences Seminar in Behavioral Sciences	HUMA310 HUMA201, one SOCS (Upper) HUMA201, one BHVS (Upper)	4
Interactive Media Requirements			
IMED251	Web Development II	IMED150	4
IMED255	Web Design for Commercial Projects	IMED150	4
IMED260	Introduction to Databases	IMED251	4
IMED265	Content Management Systems	IMED251	4
IMED304	Web Development III	IMED251	4
IMED305	UX Foundations	GRPH206	4
IMED306	Design for Mobile Applications	IMED251	4
IMED310	Advanced UX	IMED305	4
Interactive Media Electives			
	Interactive Media Elective #1		4
	Interactive Media Elective #2		4
	Interactive Media Elective #3		4
	Interactive Media Elective #4		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
GDIM350	GDIM Portfolio Development I	Dept Approval	4
GDIM450	GDIM Portfolio Development II	GDIM350	4
GDIM470	GDIM Portfolio Development III	GDIM450	4
Total Credit Hours			192

BACHELOR OF FINE ARTS IN VISUAL EFFECTS

LOS ANGELES | CHICAGO | ONLINE

Visual effects and digital art have become an essential part of all modern forms of entertainment and commercial media. The BFA in Visual Effects provides an immersive experience with the tools, processes, creative skills, and collaborative workflow used to create and produce professional quality 3D models, animations, simulated effects, and composites for film, television, animation, video games, and interactive media. Using industry-standard software and professional equipment in project-based courses that reflect the real world of the visual effects production pipeline, BFA VFX students prepare to meet the ever-evolving demands of a broad spectrum of industries and distribution platforms. A foundation of liberal arts and sciences offers intellectual exposure to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate ideas, images, and opinions effectively.

Each student further customizes the BFA Visual Effects program by choosing an emphasis that focuses on an area of personal and academic interest. Emphasis choices are Animation, Compositing, and Modeling. The program culminates with each student developing a cohesive, industry-ready professional portfolio and demo reel showcasing the student's unique talents, abilities, and creative achievements.

BFA VISUAL EFFECTS PROGRAM LEARNING OUTCOMES

Upon successfully completing the BFA in Visual Effects, students will be able to:

1. Implement design principles in all stages of visual effects and animation production.
2. Utilize hardware and software tools and techniques of professional visual effects and animation industries.
3. Evaluate works of visual effects and animation with regard to cultural influences and historical precedents.
4. Apply knowledge of professional practices specific to visual effects and animation industries.
5. Exercise problem solving and communication skills necessary to function in interdisciplinary teams and organizational structures.

ANIMATION EMPHASIS

Animation is the process of creating a sense of life in characters, shapes, and environments through motion over time. Students who choose the Animation emphasis learn the fundamentals of animating characters, creatures and environments using industry-standard computer graphics tools and technology.

The Animation emphasis curriculum is designed to reflect the real world of the animation industry. Students create characters using rigging tools to control motion and deliver a strong emotional performance. Courses include advanced creature animation and dialogue animation, including voice accents, beats, eye darts, expressive facial poses, and lip sync. Each student is challenged to explore acting, lighting, and directing by working a complex computer-controlled puppet rig while directing actors to deliver emotionally engaging performances.

VFX ANIMATION EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
VFX Core			
ARTD101	Color Theory & Practice	None	4
FILM105	Visual Storytelling	None	4
ARTD111	2D Image Manipulation	ARTD101	4
ARTD116	Vector Graphics	ARTD101	4
ANIM213	3D Animation I	MODL213	4
MODL213	3D Modeling I	ARTD111	4
CMPX214	Compositing I	ARTD111	4
ANIM219	Motion Design I	ANIM213	4
MODL253	Texturing I	MODL213	4
VFXX300	Industry Professional Practices in Visual Effects	None	4
VFXX230	Production Studio I	Dept Approval	4
VFXX330	Production Studio II	VFXX230	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4

VFX ANIMATION EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTS110	Observational and Perspective Drawing	None	4
ARTH1XX	Art History (Lower Level)	HUMA101	4
Choose 1: Humanities (Lower Level)		HUMA101	4
ARTH1XX	Art History and Criticism (Lower Level)		
CMST1XX	Cinema and Media Studies (Lower Level)		
HUMA1XX	Humanities (Lower Level)		
LITR1XX	Literature Studies (Lower Level)		
MCST1XX	Music History and Criticism (Lower Level)		
THST1XX	Theater History and Criticism (Lower Level)		
CMST217	Motion Picture History: Visual Effects	HUMA101	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
ARTH331	Art History: Design	one ARTH (Lower)	4
ARTH3XX	Art History (Upper Level)	one ARTH (Lower)	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
LSCI121	Introduction to Anatomy	None	4
PSCI387	The Science of Movement	one PSCI or LSCI (Lower)	4
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
Animation Requirements			
ANIM201	Storyboarding for VFX & Animation	ARTD111	4
ARTD201	Figure Drawing	ARTS110	4
ANIM300	Motion Capture I	ANIM213	4
ANIM310	2D Animation I	ANIM219	4
ANIM313	3D Animation II	ANIM213	4
VFXX315	Simulations I	ANIM213	4
ANIM319	Motion Design II	ANIM219	4
ANIM353	Rigging I	ANIM213	4
ANIM400	Motion Capture II	ANIM300	4
ANIM413	3D Animation III	ANIM313	4
Animation Electives			
	Animation Elective #1		4
	Animation Elective #2		4
	Animation Elective #3		4
Open Electives			
	Open Elective #1		4

VFX ANIMATION EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
VFXX350	VFX Portfolio Development I	Dept Approval	4
VFXX450	VFX Portfolio Development II	VFXX350	4
VFXX470	VFX Portfolio Development III	VFXX450	4
Total Credit Hours			192

COMPOSITING EMPHASIS

Compositing is the art of combining live action footage with digitally created characters, creatures, environments and anything else imaginable. Students who choose the Compositing emphasis use industry standard compositing software to add digital models, green screened actors, miniatures, entirely computer-generated imagery, or painted environments to live action scenes. In hands-on, project-based courses, Compositing students act as collaborative artists, often working at the center of a dynamic and creative team of visual and special effects craftspeople. The curriculum focuses on the fundamentals of node-based compositing tools, the art of digital lighting, rendering in 3D, high end dynamic simulations, motion capture, match-moving, previsualization, and creating render passes to manipulate the imagery created by other talented artists. Compositing students also work on the set, learning and executing the role of an effects supervisor to properly capture footage for visual effects production.

VFX COMPOSITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
VFX Core			
ARTD101	Color Theory & Practice	None	4
FILM105	Visual Storytelling	None	4
ARTD111	2D Image Manipulation	ARTD101	4
ARTD116	Vector Graphics	ARTD101	4
ANIM213	3D Animation I	MODL213	4
MODL213	3D Modeling I	ARTD111	4
CMPX214	Compositing I	ARTD111	4
ANIM219	Motion Design I	ANIM213	4
MODL253	Texturing I	MODL213	4
VFXX300	Industry Professional Practices in Visual Effects	None	4
VFXX230	Production Studio I	Dept Approval	4
VFXX330	Production Studio II	VFXX230	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTS110	Observational and Perspective Drawing	None	4
ARTH1XX	Art History (Lower Level)	HUMA101	4
Choose 1: Humanities (Lower Level)		HUMA101	4
ARTH1XX	Art History and Criticism (Lower Level)		
CMST1XX	Cinema and Media Studies (Lower Level)		
HUMA1XX	Humanities (Lower Level)		
LITR1XX	Literature Studies (Lower Level)		

VFX COMPOSITING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
MCST1XX	Music History and Criticism (Lower Level)		
THST1XX	Theater History and Criticism (Lower Level)		
CMST217	Motion Picture History: Visual Effects	HUMA101	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
ARTH331	Art History: Design	one ARTH (Lower)	4
ARTH3XX	Art History (Upper Level)	one ARTH (Lower)	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
LSCI121	Introduction to Anatomy	None	4
PSCI387	The Science of Movement	one PSCI or LSCI (Lower)	4
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX	Social Science (Lower Level)	None	4
BHVS1XX	Behavioral Science (Lower Level)		
Choose 1: SOCS3XX	Social Science (Upper Level)	one SOCS or BHVS (Lower)	4
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
Compositing Requirements			
VFXX221	Motion Picture Photography for VFX	ARTD111	4
ANIM300	Motion Capture I	ANIM213	4
ANIM303	Previsualization	ANIM213	4
CMPX310	On Set VFX I	CMPX214	4
CMPX314	Compositing II	CMPX214	4
VFXX315	Simulations I	ANIM213	4
CMPX333	Lighting and Rendering I	MODL213	4
CMPX410	On Set VFX II	CMPX310	4
VFXX415	Simulations II	VFXX315	4
CMPX433	Lighting and Rendering II	CMPX333	4
Compositing Electives			
	Compositing Elective #1		4
	Compositing Elective #2		4
	Compositing Elective #3		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
VFXX350	VFX Portfolio Development I	Dept Approval	4
VFXX450	VFX Portfolio Development II	VFXX350	4
VFXX470	VFX Portfolio Development III	VFXX450	4
Total Credit Hours			192

DIGITAL MODELING EMPHASIS

Digital Modeling emphasis students specialize in creating both inorganic hard-surfaces and mechanical objects and organic, living creatures, plants, and geological environments.

Using wide variety of sculpting software and industry-standard polygonal modeling tools, students learn to create forms with clean, efficient polygonal edge loops, unwrap and add color, and bump metallic and surface roughness for use in visual effects for film, television, video, games, and virtual reality environments.

VFX DIGITAL MODELING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
VFX Core			
ARTD101	Color Theory & Practice	None	4
FILM105	Visual Storytelling	None	4
ARTD111	2D Image Manipulation	ARTD101	4
ARTD116	Vector Graphics	ARTD101	4
ANIM213	3D Animation I	MODL213	4
MODL213	3D Modeling I	ARTD111	4
CMPX214	Compositing I	ARTD111	4
ANIM219	Motion Design I	ANIM213	4
MODL253	Texturing I	MODL213	4
VFXX300	Industry Professional Practices in Visual Effects	None	4
VFXX230	Production Studio I	Dept Approval	4
VFXX330	Production Studio II	VFXX230	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTS110	Observational and Perspective Drawing	None	4
ARTH1XX	Art History (Lower Level)	HUMA101	4
Choose 1: Humanities (Lower Level)		HUMA101	4
ARTH1XX	Art History and Criticism (Lower Level)		
CMST1XX	Cinema and Media Studies (Lower Level)		
HUMA1XX	Humanities (Lower Level)		
LITR1XX	Literature Studies (Lower Level)		
MCST1XX	Music History and Criticism (Lower Level)		
THST1XX	Theater History and Criticism (Lower Level)		
CMST217	Motion Picture History: Visual Effects	HUMA101	4
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
ARTH331	Art History: Design	one ARTH (Lower)	4
ARTH3XX	Art History (Upper Level)	one ARTH (Lower)	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirements			
LSCI121	Introduction to Anatomy	None	4
PSCI387	The Science of Movement	one PSCI or LSCI (Lower)	4
Social and Behavioral Sciences Requirements			
Choose 1: SOCS1XX Social Science (Lower Level)		None	4
BHVS1XX Behavioral Science (Lower Level)			
Choose 1: SOCS3XX Social Science (Upper Level)		one SOCS or BHVS (Lower)	4

VFX DIGITAL MODELING EMPHASIS COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credit
BHVS3XX	Behavioral Science (Upper Level)		
Choose 1: HUMA490	Seminar in Humanities	HUMA310	4
SOCS490	Seminar in Social Sciences	HUMA201, one SOCS (Upper)	
BHVS490	Seminar in Behavioral Sciences	HUMA201, one BHVS (Upper)	
Digital Modeling Requirements			
ARTD201	Figure Drawing	ARTS110	4
ARTD210	Character Design	ARTD201	4
ARTD211	Environmental Concepting	ARTS110	4
MODL237	Digital Sculpting I	MODL213	4
MODL313	3D Modeling I	MODL213	4
VFXX315	Simulations I	MODL213	4
CMPX333	Lighting and Rendering I	MODL213	4
MODL337	Digital Sculpting II	MODL237	4
MODL338	Real Time Assets I	MODL313	4
MODL353	Texturing II	MODL253	4
Digital Modeling Electives			
	Digital Modeling Elective #1		4
	Digital Modeling Elective #2		4
	Digital Modeling Elective #3		4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
	Open Elective #3		4
	Open Elective #4		4
Senior Thesis			
VFXX350	VFX Portfolio Development I	Dept Approval	4
VFXX450	VFX Portfolio Development II	VFXX350	4
VFXX470	VFX Portfolio Development III	VFXX450	4
Total Credit Hours			192

ASSOCIATE OF FINE ARTS IN CINEMA

LOS ANGELES MAIN CAMPUS ONLY

The AFA in Cinema provides hands-on, practical experience with the basic technical, creative, and business elements involved in creating visual content for the film and television industries. A broad liberal arts foundation exposes students to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate ideas and opinions effectively.

AFA CINEMA PROGRAM LEARNING OUTCOMES

Upon successfully completing the AFA in Cinema, students will be able to:

1. Apply technical and formal elements of storytelling in cinematic arts.
2. Make use of foundational tools and techniques of professional cinema production.
3. Analyze works of cinema with regard to creative merits and cultural dimensions.
4. Assess the practical needs of a given cinema project from development through post production.
5. Model established norms and practices for collaboration and communication in professional settings.

AFA CINEMA COURSE REQUIREMENTS			
Code	Course Name	Prerequisites	Credits
AFA Cinema Core			
FILM101	Production Fundamentals	None	4
FILM105	Visual Storytelling	None	4
ACTG110	Acting I	FILM101	4
CINE110	Cinematography I	FILM101, FILM105	4
DRTG110	Directing I	FILM101, SCR110	4
EDIT110	Editing I	None	4
SCR110	Screenwriting I	None	4
SNDX110	Sound Theory & Practice	None	4
FILM130	Business of Entertainment	FILM101	4
PROD210	Producing I	FILM101, SCR110	4
EDIT220	Editing II	EDIT110	4
FILM280	Documentary Theory & Production	DRTG110	4
FILM290	Production I: Short Film	PROD210	4
Written and Oral Communication Requirements			
HUMA101	Composition I: College English	None	4
HUMA105	Fundamentals of Oral Communication	HUMA101	4
HUMA201	Composition II: Reading, Writing, Thinking	HUMA105	4
Humanities and Fine Arts Requirements			
ARTH101	Visual Culture	HUMA101	4
Choose 1:	CMST110 History of Motion Pictures I: Origins through 1959	None	4
	CMST210 History of Motion Pictures II: 1960 to the Present		
HUMA310	Critical Studies: Art, Media, Culture	HUMA201	4
Mathematics Requirement			
MATH101	General Math	None	4
Physical and Life Sciences Requirement			
PSCI1XX or LSCI1XX	Physical or Life Science (Lower Level)	None	4
Social and Behavioral Sciences Requirement			
SOCX1XX or BHVS1XX	Social or Behavioral Science (Lower Level)	None	4
Open Electives			
	Open Elective #1		4
	Open Elective #2		4
Total Credit Hours			96

ACADEMIC POLICIES

AVERAGE LENGTH OF PROGRAM

Students can expect to earn a bachelor's degree program in four (4) years by successfully completing 16 credit hours per quarter for three (3) quarters each academic year. Students can expect to complete an associate degree program in two (2) years by successfully completing 16 credit hours per quarter for three (3) quarters each academic year.

CURRENT 2019 PROGRAMS	AVERAGE LENGTH	CREDITS REQUIRED
Bachelor of Fine Arts in Cinema	4 years	192 quarter credits
Bachelor of Fine Arts in Graphic Design + Interactive Media	4 years	192 quarter credits
Bachelor of Fine Arts in Visual Effects	4 years	192 quarter credits
Associate of Fine Arts in Cinema	2 years	96 quarter credits
<i>Columbia College Hollywood programs & program versions no longer enrolling new students</i>		
Bachelor of Fine Arts in Cinema (2018 and prior version)	4 years	192 quarter credits
Bachelor of Fine Arts in Cinema–Television	4 years	192 quarter credits
Associate of Fine Arts in Cinema–Television	2 years	96 quarter credits
Bachelor of Arts in Graphic Design + Interactive Media - Online	4 years	120 semester credits
Bachelor of Science in Digital Media, Major in Digital Art - Online	4 years	120 semester credits
Bachelor of Science in Digital Media, Major in Digital Marketing - Online	4 years	120 semester credits

A student who successfully completes sixteen (16) credit hours per quarter year-round, including summer quarter, or successfully completes more than sixteen (16) credit hours per quarter may graduate with a degree in a shorter length of time.

Successful completion of the minimum credit hours required for a bachelor's or associate degree program does not guarantee a degree. A student must successfully complete all courses and electives required for the student's degree program and chosen area of emphasis, all required general education courses, and the required number of general elective courses in order to graduate with a degree.

FULL-TIME VS PART-TIME STUDY

Students enrolled in twelve (12) or more credit hours per quarter are considered full-time. Students who maintain a Cumulative Grade Point Average (CGPA) of 3.0 (B average) or higher may, with permission of the Dean of Academic Affairs, take up to twenty (20) credit hours of study per quarter.

All international students must take at least twelve (12) credit hours of study per quarter to be considered full-time.

BFA CLASS STANDING BY CREDIT HOUR

Freshman = 0-48 credit hours
 Sophomore = 49-96 credit hours
 Junior = 97-144 credit hours
 Senior = 145+ credit hours

CLASS SIZE

For optimal learning, class size is limited according to course type. The maximum class size is 35 students. The typical lecture/discussion class size is 18 students or less. Production based courses typically enroll 12 students or less.

CONTACT/CREDIT HOUR POLICY

DEFINITION OF A CREDIT HOUR

A credit hour is defined by Columbia College Hollywood and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. Senior Thesis and production-based courses may exceed the minimum expectation for out-of-classroom work.

CONTACT HOURS & OUT-OF-CLASS STUDENT WORK PER COURSE

A typical 4-quarter-credit-hour course at Columbia College Hollywood meets for one 4-hour/240 minute class period each week for 11 weeks for a total of 44 contact hours/2640 contact minutes over the quarter. Each course also requires 8 hours/480 minutes of out-of-class student work per week for a total of 88 hours/5280 minutes of out of class student work over the quarter. Total quarterly contact and out-of-class hours for each course is 132 hours or 7,920 minutes.

CLASS SESSION SCHEDULE

A typical 4-credit Columbia College Hollywood course is scheduled to meet once per week for a 4-hour class session. Class sessions may be scheduled Monday through Saturday in the morning, afternoon, or evening. The campus is closed on Sundays. Hours may be adjusted during summer quarter or to accommodate special events.

4-hour Class Period	Monday - Friday	Saturday	Sunday
Morning	9:00 am to 1:00 pm	9:00 am to 1:00 pm	Closed
Afternoon	2:00 - 6:00 pm	2:00 - 6:00 pm	Closed
Evening	7:00 - 11:00 pm	--	Closed

SCHEDULE AND CURRICULUM CHANGES

Columbia College Hollywood reserves the right to cancel, reschedule or combine courses, change instructors or class size, adjust course fees, and alter curricula. The college also reserves the right to deny any student permission to enter or continue a course of study.

PROGRAM REVIEW POLICY

Columbia College Hollywood conducts a systematic, cyclical program review and assessment process incorporating institutional data and evaluation of student learning outcomes to ensure student success. Each degree program's learning outcomes are assessed quarterly to identify opportunities for continuous improvement within the established curriculums.

Every five years, a degree program undergoes a program review process to determine curriculum revisions and to ensure the programs offered are updated to ensure quality, integrity, effectiveness, currency in the fields of study, viability, sustainability, and alignment with the mission of the college.

The college regularly upgrades its equipment, software, and educational materials in order to stay current with rapidly changing technology and reserves the right to make changes to its facilities, equipment, software, and other materials at any time to provide students with the most up-to-date educational experience practicable.

ACADEMIC ADVISING

The Academic Advisor helps students achieve their educational and personal goals by clarifying institutional policies, procedures, and requirements, planning out educational goals, and helping each student understand, assess, and improve individual academic progress. Students who wish to change their emphasis declarations may do so at any time up to or during the sixth quarter of enrollment. A BFA student may request an individual evaluation with an Academic Advisor to finalize the choice of emphasis and plan a long-term course strategy. The Academic Advisor can also follow up with students regarding poor academic performance, poor attendance, failing grades, and incomplete classes. Students should be proactive about seeking help by making an appointment for academic advising.

COURSE CODES

Course codes are alphanumeric with a letter prefix indicating the area of study and the number indicating the level.

Area of Study	Course Code	Area of Study	Course Code
Acting	ACTG, A, GH	Life Sciences	LSCI, GN, SCI
Animation	ANIM	Literature Studies	LITR
Art History and Criticism	ARTH, GH, HUM	Mathematics	MATH, GN
Behavioral Sciences	BHVS, GS	Motion Picture History	GH, HUM
Cinema and Media Studies	CMST, GH, HUM, V	Music History and Criticism	MCST, GH
Cinematography	CINE, F, M, V	New Media	NEWM, M, V
Communication: Written & Oral	HUMA, GH	Physical Sciences	PSCI, GN
Compositing	CMPX	Producing	PROD, BUS, F, GH, PRD, V
Design Arts	ARTD, A, DES, F	Professional Development	PROF
Digital Marketing	MRKT	Recording Arts	RAR, SNDX, SNDL, SNDM
Digital Modeling	MODL	Screenwriting	SCRN, F, V, WRI
Directing	DRTG, DIR, F, V	Social Sciences	SOCS, GS, SOC
Editing	EDIT, EDT, F, V	Sound	SNDX, F, S, SND, V
Film	FILM F, FLM, GH, V	Fine Art	ARTS, GH
Graphic Design, Media, & Marketing	GDIM	Television	TELE, V
Graphic Design	GRPH	Theater History and Criticism	THST, GH
Humanities	HUMA, GH, HIS, HUM	Visual Communication	VCM
Interactive Media	IMED	Visual Effects	VFXX
Internships	INTN, IN		

Course Number	Division Level
100 - 299	Lower division undergraduate courses
300 - 499	Upper division undergraduate courses

ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood. Students are expected to be present at the start of each class session and remain through the entire class period. A student who is absent for a class session is responsible to make up missed coursework.

- A student who is absent from a course for the 3rd time before and up to the 9th week of the term will be administratively withdrawn from the course and will receive a grade of Withdrawal (W).
- A student who is absent from a course for the 3rd time after the 9th week of the term will be administratively withdrawn from the course and will receive a grade of Fail (F) since the course withdrawal deadline will have passed.

Absences due to illness, hospitalization, bereavement, military service, observance of a religious holiday, or court dates and absences due to course schedule adjustments during the Add/Drop period are included in the three (3) absence policy. If a class session falls on a sanctioned college holiday, and the instructor schedules a make-up class session on an alternate day and time prior to the end of the term, attendance at the make-up class session will be optional.

A student who is absent from all registered courses for the entire first week of a term will be administratively withdrawn from all registered courses and dismissed from the college. If applicable, the cost of tuition will be adjusted. A student who is unable to attend the first week of a term must submit an appeal for a manual confirmation of attendance before the first Friday of the quarter in order to remain enrolled.

ONLINE COURSE ATTENDANCE

In an on-campus course, an absence is recorded when a student misses a class session. In an online course, a class session is defined as a week of coursework, lectures, assignments, and assessments presented via the online platform. Attendance for each week is recorded when an online student logs on and posts to the course discussion board as instructed by specific deadlines in the week.

The two weekly discussion board posts required for online attendance are:

- 1st post: Monday, Tuesday, or Wednesday before 11:59 pm
- 2nd post: Thursday, Friday, Saturday, or Sunday before 11:59 pm

Attendance for a week is recorded after a student logs the 2nd post. Students must post to the discussion board both times each week. A student who posts only once in the week will be marked absent for the week. A student who is marked absent for a week is responsible to contact the instructor and to make up missed coursework, assignments, and assessments.

ATTENDANCE POLICY APPEALS

A student who is administratively withdrawn from a course after a 3rd absence may submit a written appeal with documentation to appeals@columbiacollege.edu to be reviewed by the Academic Appeals Committee. The written appeal must include supporting documentation and must be received within five (5) calendar days following the date of the 3rd absence. No appeals will be granted after a 4th absence.

GRADING POLICY

Grading is an instructor's assessment of the student's learning in both quantitative and qualitative respects. The instructor's grading criteria and methods of evaluation are provided in the course syllabus which outline the expectations for achievement. As part of the grading method, all student work is evaluated based on the academic standards, progress and rate of growth, course participation, and individual capability. Some internship courses and other special courses are graded on a Pass/Fail scale which is determined prior to the start of the quarter by the Dean of Academic Affairs.

GRADE CHANGE POLICY

Grades that are submitted to the Registrar become a part of a student's permanent scholastic record. A grade change shall occur in cases of clerical error, administrative error, or where the instructor re-evaluates the student's performance and discovers an error in the original evaluation. A grade change request may be initiated by the student affected or by the instructor. All grade changes are at the discretion of the instructor and the Dean of Academic Affairs.

GRADE APPEAL

A student has the right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. A grade change appeal must first be submitted to the instructor of the course in writing. If the instructor determines that there is a valid basis for the change, the instructor will submit a Change of Grade form to the Dean of Academic Affairs. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision is final. If a student wishes to appeal the instructor's decision, the student may appeal in writing to the Dean of Academic Affairs.

ADD/DROP POLICY

Students may add or drop courses during the first seven (7) calendar days of each quarter with no financial penalty. Add/Drop requests must be delivered in person to the Student Services Department. The opportunity to add or drop courses with no financial penalty ends at 5:00 p.m. on Monday at the beginning of the 2nd week in the quarter.

If the last day of the Add/Drop period falls on a holiday, the last day to add or drop courses with no financial penalty will be extended to 5:00 p.m. on Tuesday of the 2nd week in the quarter. No drops are permitted after this deadline. No record of a dropped course will remain on the student's transcript. A student who drops a required course must enroll in and successfully complete the course at a later date.

A student who is absent from all registered courses for the entire first week of class will be administratively dropped from all registered courses and dismissed from the college. If applicable, the cost of tuition will be adjusted.

GRADE SCALE

GRADE CRITERIA	Letter Grade	% Grade	Grade Points	INCLUDED IN SAP:		
				CGPA	ICR Credit Hours	
					Earned	Attempted
Performs at the highest level and demonstrates full, uncompromised commitment and effort	A	92.5-100	4.00	Yes	Yes	Yes
	A-	90-92.49	3.75	Yes	Yes	Yes
Performs at a high level and demonstrates consistent and effective achievement in meeting course requirements	B+	87.5-89.99	3.50	Yes	Yes	Yes
	B	82.5-87.49	3.25	Yes	Yes	Yes
	B-	80-82.49	3.00	Yes	Yes	Yes
Meets the basic requirements of the course	C+	77.5-79.99	2.75	Yes	Yes	Yes
	C	72.5-77.49	2.50	Yes	Yes	Yes
	C-	70-72.49	2.25	Yes	Yes	Yes
Meets minimum standards and performs at a level sub-par to basic requirements	D+	67.5-69.99	2.00	Yes	Yes	Yes
	D	62.5-67.49	1.75	Yes	Yes	Yes
	D-	60-62.49	1.50	Yes	Yes	Yes
Fails to meet minimum course requirements	F	< 60	0	Yes	No	Yes
Withdrawal or involuntary dismissal	W	N/A	N/A	No	No	Yes
Transfer credits	TR	N/A	N/A	No	Yes	No
Completes or fails a Pass/Fail course	P/F	N/A	N/A	No	Yes	Yes
Incomplete - Requires additional time to successfully complete course requirements	INC	N/A	N/A	No	No	Yes
Completes an audited course	AU	N/A	N/A	No	No	No

INCOMPLETE POLICY

The incomplete grade is exceptional and given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements due to unforeseen circumstances. The student must request an incomplete grade before the end of the quarter. The Dean of Academic Affairs and the instructor retain the right to make the final decision on granting a student's request for an incomplete (INC) grade.

It is the responsibility of the student to complete and submit the remaining coursework before the deadline assigned by the instructor no later than Week 1 of the following term. The instructor must grade the coursework and submit a grade change by the end of Week 2 of the following term, converting the incomplete (INC) grade to a letter grade. If the student does not meet the deadline, the incomplete (INC) grade will automatically be converted to a final grade of F.

REPEATING COURSES

If a student fails a required course, the grade of F is calculated into the student's CGPA, and the course must be repeated. When the student passes the required course on the second attempt, the passing grade replaces the F and is calculated into the student's CGPA.

Students must successfully complete all required prerequisite courses before being allowed to enroll in an upper level course. A student who registers for an upper level course but is found to have failed a prerequisite course in a prior term will be dropped from the upper level course.

All attempts are included in the credit hours attempted for the purpose of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable time frame (MTF) and incremental completion rate (ICR) as credit hours attempted,

INDIVIDUAL COURSE WITHDRAWAL

After the Add/Drop deadline, a student may withdraw from an individual course and receive a W grade in the course if the withdrawal occurs in Week 2 through Week 9 of the quarter. A W grade does not impact grade point average but does impact attempted credit hours and will appear on the student's academic transcript.

There are no tuition refunds or reassessments for withdrawing from individual courses after the Add/Drop deadline.

To officially withdraw from a individual course after the Add/Drop period and receive a W grade in the course, the student must complete and sign the Course Withdrawal Form available in the Student Services or Registrar's Office before 5:00 p.m. on Friday of Week 9. It is the student's responsibility to make sure the withdrawal process is completed. A student who withdraws from a required course must enroll in and successfully complete the course at a later date.

After Week 9, if a student has not officially withdrawn from an individual course but stops attending class, the instructor will assign the appropriate grade to reflect the work completed. This grade will be recorded on the student's transcript and become part of the student's permanent record. International students must obtain approval from the PDSO before withdrawing from a course in order to avoid violating legal status.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

In accordance with US Department of Education regulations, the college is required to consistently apply reasonable standards for evaluating each student's Satisfactory Academic Progress (SAP). Recipients of Title IV funds must meet the minimum standards of Satisfactory Academic Progress in order to continue receiving federal student aid.

HOW SAP IS EVALUATED

The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards:

- ACADEMIC STANDARD measured by Cumulative Grade Point Average (CGPA)
- PACE STANDARD measured by Incremental Completion Rate (ICR)
- TIME FRAME STANDARD measured by Maximum Time Frame (MTF)

ACADEMIC STANDARD (CGPA)

Cumulative Grade Point Average (CGPA) is the qualitative standard of Satisfactory Academic Progress (SAP). CGPA indicates a student's level of academic achievement in all courses taken during a student's entire career at Columbia College Hollywood.

At the end of each quarter, a student receives a grade and corresponding number of grade points for each course attempted and each course successfully completed. Grade points awarded for each course are averaged into a quarterly Grade Point Average (GPA). To maintain Satisfactory Academic Progress (SAP), a student should aim to complete courses with a grade of C or better. Receiving grades of D or F may put the student at risk of failing to meet the minimum CGPA standard of SAP.

If the student fails a course and receives an F grade, 0 grade points are calculated into the student's quarterly GPA, effectively lowering the student's CGPA. When the student repeats and successfully passes the course on the second attempt, the passing grade replaces the F, and the grade points for the passing grade are calculated into the student's CGPA. Courses with the following grades are NOT calculated into the student's CGPA: Withdrawn (W), Pass/Fail (P/F), Incomplete (INC), and Transfer Credits (TR).

All new students must maintain a minimum CGPA of 1.0 at the end of the 3rd quarter of enrollment. At the end of the 6th quarter of enrollment all quarters thereafter, all students must maintain a minimum CGPA of 2.0.

PACE STANDARD (ICR)

Incremental Completion Rate (ICR) is the quantitative measure of SAP. ICR indicates the pace at which a student is progressing through the required credit hours and courses for the degree program.

ICR is the percentage of credit hours a student successfully completes out of all credit hours the student attempts:

- Credit hours attempted
 - The total required credit hours the student has enrolled in or transferred to the college.
 - Includes courses with the following grades:
 - Withdrawn (W)
 - Incomplete (INC)
 - Pass/Fail (P/F)
 - Transfer Credit (TR)
- Credit hours completed
 - The total required credit hours the student has completed with a passing grade.

A new student must show a minimum ICR of 33.33% at the end of the 3rd quarter of enrollment. This means the student has successfully completed at least 1/3 of the required credits attempted in the student's first academic year. A student must show a minimum ICR of 66.67% at the end of the 6th quarter of enrollment and at the end of each quarter thereafter. This indicates that the student has successfully completed at least 2/3 of the total required credit hours attempted to date.

TIME FRAME STANDARD

Maximum Time Frame (MTF) is the time frame standard of SAP. Time frame is defined by credit hours attempted, which are all credits a student has enrolled in or transferred to the college, including credits for courses that received a grade of Withdrawn (W), Pass/Fail (P/F), Incomplete (INC), or Transfer Credits (TR). The Maximum Time Frame is the total number of credit hours a student is allowed to attempt during a program.

The Maximum Time Frame for all Columbia College Hollywood degree programs is 150% of the credit hours required for the program. All students must complete their academic programs and receive their degrees within the Maximum Time Frame to meet the time frame standard of SAP. Listed below is the maximum number of credits (including transfer and exam credits) students may attempt toward degree completion.

MAXIMUM TIME FRAME		
DEGREE LEVEL	BFA	AFA
Credit Hours Required	192	96
Maximum Credit Hours Attempted: 150% of Required	288	144

At any time, if it is mathematically determined that a student will be unable to complete a program within the Maximum Time Frame, the student will receive notification of failure to meet the minimum standards of SAP and will be academically dismissed from the college. If the student is a recipient of financial aid, the student will no longer be eligible to receive Title IV funding.

WHEN SAP IS EVALUATED

Satisfactory Academic Progress (SAP) is evaluated for all students at specific SAP evaluation points. All newly matriculated freshmen and transfer students are evaluated for SAP twice in the first six (6) quarters (two academic years) of attendance. While a student's CGPA and ICR are also made available at the end of every quarter, after the 1st, 2nd, 4th, and 5th quarter of attendance they are informational only.

A student who is in danger of failing to meet minimum standards of SAP at the next SAP Evaluation Point may be alerted at any time and required to take specific corrective action. Prior to or between SAP evaluation points, a student who is mathematically unable to meet minimum standards of SAP will be notified and academically dismissed from the college.

SAP Evaluation Points are:

- At the end of the 3rd quarter (1st academic year)
 - CGPA must be 1.0 or better
 - ICR must be 33.33% or better
 - Failure to meet both SAP standards will result in academic dismissal.

- At the end of the 6th quarter (2nd academic year)
 - CGPA must be 2.0 or better
 - ICR must be 66.67% or better
 - Failure to meet both SAP standards will result in academic dismissal.
- At the end of the 7th quarter
 - CGPA must be 2.0 or better
 - ICR must be 66.67% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter.
- At the end of the 8th quarter and each quarter thereafter
 - CGPA must be 2.0 or better
 - ICR must be 66.67% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter.
 - If the student has been on Academic Warning Status during the current quarter, the student will be academically dismissed from the college.

At any time, if a student has exceeded or is mathematically determined to exceed the Maximum Time Frame (MTF) for the enrolled program, the student will be academically dismissed from the college.

SAP EVALUATION POINTS	Both minimums are required:		Less than required minimum in <i>either</i> CGPA or ICR results in:
	CGPA	ICR	
End of 3 rd quarter / 1 st academic year	1.00	33.33%	Dismissal
End of 6 th quarter / 2 nd academic year	2.00	66.67%	Dismissal
End of 7 th quarter	2.00	66.67%	Academic Warning Status next quarter
End of 8 th quarter and all subsequent quarters	2.00	66.67%	If 1 st occurrence: Academic Warning If Academic Warning Quarter: Dismissal

SAP NOTIFICATION

At each SAP Evaluation Point, a student who fails to meet all minimum standards of SAP will be notified by the college by mail or email within five (5) business days after the end of the quarter. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be notified and academically dismissed from the college.

ACADEMIC WARNING STATUS

A student who fails to meet all minimum standards for SAP will be placed on Academic Warning status for one (1) quarter. The student must immediately meet with the Director of Student Success who will arrange an Academic Success Plan with concrete goals the student must meet during the Academic Warning quarter in order meet minimum standards of SAP by the end of the quarter. The student's academic progress will be monitored throughout the quarter. Failure to meet minimum requirements of SAP by the SAP Evaluation Point at the end of the Academic Warning quarter will result in academic dismissal.

FINANCIAL AID WARNING PERIOD

If the student is a recipient of Title IV federal student aid, the Academic Warning quarter serves as the Financial Aid Warning period and the student remains eligible to receive Title IV funding. Failure to meet minimum requirements of SAP by the SAP Evaluation Point at the end of the Academic/Financial Aid Warning quarter will result in suspension of Title IV financial aid eligibility and academic dismissal.

ACADEMIC DISMISSAL NOTIFICATION

Failure to meet minimum standards of SAP at end of the Academic Warning quarter will result in academic dismissal. A student who is academically dismissed for failing to meet the minimum standards of SAP will be notified by the college by mail or email within five (5) business days after the end of the Academic Warning quarter. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be academically dismissed from the college.

ACADEMIC DISMISSAL APPEAL PROCESS

A student who is dismissed for failing to meet the minimum requirements of SAP must send a written appeal by email to SAPappeal@columbiacollege.edu within 14 business days of the notice of academic dismissal.

The written appeal for re-entry must state the mitigating circumstances that the student believes contributed to the failure to meet minimum standards of SAP leading to academic dismissal and an explanation of how the circumstances have been remedied to ensure the student will be able to meet minimum standards of SAP if re-admitted. The student must attach supporting documentation of the mitigating circumstances stated in the written appeal to the appeal email.

Mitigating circumstances that may have negatively impacted the student's academic progress are:

- Death of an immediate family member
- Student illness, including mental health, requiring hospitalization
- Doctor-documented student illness for a significant period of time
- Illness of an immediate family member when the student is the primary caretaker
- Illness of an immediate family member when the student is the primary means of financial support
- Abusive relationships
- Divorce proceedings
- Natural disaster
- Extreme financial hardship, such as foreclosure or eviction
- Military deployment
- Military Permanent Change of Station (PCS)

The Student Affairs Department can provide the student with the complete Academic Dismissal Appeal Process Policy including further explanation of allowable mitigating circumstances and acceptable forms of supporting documentation.

The Academic Appeals Committee will review the written appeal explaining the mitigating circumstances and all supporting documentation. Appealing with a mitigating circumstance listed above does not guarantee automatic approval. The Academic Appeals Committee will determine whether the student's circumstances and/or academic status warrant consideration for re-entry. The student will be notified of the committee's decision both verbally and in writing within 30 business days after the date of receipt of the appeal. A decision of Denial of Appeal will result in academic dismissal and termination of financial aid eligibility at Columbia College Hollywood. The decision of the Academic Appeals Committee is final.

A student whose appeal is successful is immediately eligible for enrollment at the start of the quarter following the notice of approval.

APPEAL FOR RE-ENTRY FOLLOWING ACADEMIC DISMISSAL

A student whose appeal is denied may submit a written petition to the Academic Appeal Committee for permission to submit a new application for admission. The written petition must be submitted via email to appeals@columbiacollege.edu.

The petition must explain how, if the student is re-admitted, the mitigating circumstance leading to the dismissal has changed to allow the student to demonstrate Satisfactory Academic Progress (SAP) and contribute meaningfully to the Columbia College Hollywood community, if admitted. If the appeal is granted, the student must wait one (1) year before submitting a new application for admission. Permission to apply after one (1) year comes with no guarantee that the student will be accepted for admission.

A student whose appeal is granted and whose new application for admission is approved will be admitted on Academic Probation status for one (1) quarter. If the student is eligible for financial aid, the student will be able to receive Title IV funds for the Academic Probation quarter.

While on Academic Probation, the student must participate in an Academic Success Plan with concrete goals that must be met in order for the student to meet minimum standards of SAP. The student's academic progress will be monitored throughout the Academic Probation quarter to ensure that the student remains on track to achieve the academic success goals, including meeting the minimum standards of SAP, within the Academic Probation quarter.

At the end of the Academic Probation quarter, a student who successfully meets the minimum standards of SAP is returned to Academic Good Standing status and remains eligible for Title IV financial aid with no interruption. However, if the student fails to meet the minimum standards of SAP by the end of the Academic Probation quarter, the student will be permanently dismissed from the college. This 2nd dismissal is final. The student will not be allowed to appeal, reapply, or re-enter.

TAKING A LEAVE OF ABSENCE

STANDARD PERIOD OF NON-ENROLLMENT (SPN)

All BFA students in good academic standing who have successfully completed at least one quarter are eligible take one (1) Standard Period of Non-Enrollment (SPN) quarter off while enrolled in a degree program. A student who plans to take a quarter off from school (other than summer quarter) must submit a written request for an SPN. An SPN may not be taken consecutively with a summer quarter off.

Students considering taking an SPN should be aware that some required courses may be offered on a rotating basis (i.e., fall quarter only, every other year). Any student who plans to take an SPN should schedule an academic plan review with an academic advisor to consider how taking a quarter off may affect timely completion of program requirements.

The SPN request must be submitted to the Director of Student Success prior to the first day of classes and no later than the Add/Drop deadline of the quarter the student is planning to be away from the college. After the Add/Drop deadline, no SPN requests are granted. The student must return for the following quarter by the specific date indicated on the Standard Period of Non-Enrollment approval form.

A student who fails to return to the college by the date indicated will be administratively withdrawn from the college. If applicable, the cost of tuition will be adjusted.

PERSONAL LEAVE OF ABSENCE (LOA)

A student in academic good standing who experiences certain types of emergencies, hardships, or life situations requiring the student to take a quarter off may request a one quarter Leave of Absence (LOA). BFA students may be granted two (2) Leave of Absence requests totaling no more than 180 days while enrolled in a degree program. AFA students may be granted one (1) Leave of Absence request.

A student considering taking a Leave of Absence is encouraged to meet with an academic advisor for guidance before filing a request. Because some courses may be offered on a rotating basis (i.e., fall quarter only, every other year), a student who plans to take a Leave of Absence should schedule an academic plan review with an academic advisor to consider how the leave of absence may affect timely completion of program requirements. Request for a Leave of Absence must be submitted to the Director of Student Success accompanied by documentation of the student's reason for the Leave of Absence.

Acceptable reasons for requesting a Leave of Absence are:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce
- Previously undocumented disabilities
- Natural Disaster
- Financial hardship such as foreclosure, eviction, or lay-offs
- Documentation from a Professional Counselor
- A lengthy student illness documented by the student's physician
- Military deployment
- Military permanent change of station
- Pregnancy

If a student requests a Leave of Absence after the Add/Drop deadline, the student will be administratively withdrawn from all registered courses. A grade of W will be recorded on the student's record for all registered courses. If applicable, the cost of tuition will be adjusted.

A student who does not return to school for the quarter following a Leave of Absence will be administratively withdrawn from the college. If applicable, the cost of tuition will be adjusted.

INTERNSHIPS

An internship creates a bridge between college and the professional arena, allowing students to earn college credit while gaining work experience relevant to their field of study. For each one (1) quarter internship, a student earns four (4) credit hours for fulfilling a minimum of 132 hours (an average of 12 hours per week) during the quarter of enrollment, combining internship hours and related academic tasks, including the submission of regular journal entries. Weekly assignments and feedback are provided by the instructor, and evaluations are performed by the internship provider.

To receive course credit for an internship, the student must complete required paperwork and register for the course before the quarter begins. If a student begins an internship without registering, course credit will not be applied retroactively.

To receive a passing grade for the Internship course, the student must complete the minimum applied hours within the quarter of enrollment. At the discretion of the Dean of Academic Affairs, an advanced student who fulfills the eligibility criteria may receive course credit for up to two (2) internships during a degree program. Columbia College Hollywood will not approve an internship that requires a student intern to report directly to a current faculty or staff member of the college.

TUTORING

ACADEMIC TUTORING

In order to maximize each student's learning potential and help every graduate realize success in his or her chosen professional field, the Academic Affairs Department provides all students with the supplemental instruction and support they require to take full advantage of the educational opportunities Columbia College Hollywood has to offer. Academic support is offered via tutoring and learning assistance and the Writing Lab.

Tutoring and learning assistance across the disciplines is provided in small group settings or on individual basis. The goal of each tutoring session is to help students meet academic challenges in an environment that provides them with confidence in their ability to think critically and work collaboratively.

WRITING LAB

The mission of the Writing Lab is to encourage students to develop the skills and strategies to create written work that attains a level of excellence. Writing Lab tutoring is designed to meet the specific needs of each student, tailored to his or her learning style. Assistance includes, but is not limited to, reading comprehension, learning strategies, study skills, organization, analysis of materials, and writing expertise.

PEER TUTORING

Columbia College Hollywood offers free peer tutoring for students who request it. Students who need extra help with coursework will be matched with a qualified student tutor. There is no charge for peer tutoring. Requesting peer tutoring is a common, easy, and free way to get help with course assignments, test prep, and projects. To request a tutor, please contact the Student Services Department. Students who are willing to become peer tutors can contact the Student Services Department for more information.

LIBRARY AND LEARNING RESOURCE CENTER

The goal of the Library and Learning Resource Center is to support the information and research needs of students, faculty, and staff with a print and electronic media library focused on the school's programs.

The Learning Resource Center provides students with individual and collaborative study space for reading and completing homework projects. The print, periodical, online, and DVD collections help students extend their learning beyond the classroom context. All required texts are held on reserve.

The LRC Computer Lab is furnished with individual, high-speed internet equipped computer workstations providing access to online resources and commonly used software products.

Wi-Fi enables students to access online resources on their own laptops. The Production Conference room is available for student groups to work collaboratively on projects. In addition, the Private Viewing Room is available for student film screenings by appointment. The Learning Resource Center also houses Columbia College Hollywood's special holdings and collections:

The Director of Learning Resources and library assistants are available to provide help with research and information technology research.

LRC CIRCULATION DESK HOURS		
Day	Fall, Winter, and Spring Hours	Summer Hours
Monday	8:45 am - 9:15 pm	8:45 am - 6:00 pm
Tues, Wed, Thurs	8:45 am - 9:15 pm	8:45 am - 9:15 pm
Friday	9:00 am - 6:00 pm	8:45 am - 6:00 pm
Saturday	9:00 am - 2:00 pm	Closed
Sunday	Closed	Closed

LRC COMPUTER LAB HOURS*		
Day	Fall, Winter, and Spring Hours	Summer Hours
Monday	8:45 am - 11 pm	8:45 am - 6:00 pm
Tues, Wed, Thurs	8:45 am - 11 pm	8:45 am - 11 pm
Friday	9:00 am - 6:00 pm	8:45 am - 6:00 pm
Saturday	9:00 am - 2:00 pm	Closed
Sunday	Closed	Closed

*When a course or workshop is scheduled in the LRC Computer Lab during the above times, the room will not be available for general student use.

REASONABLE ACCOMMODATION FOR SPECIAL NEEDS

Columbia College Hollywood is committed to responding to all eligible student requests for reasonable accommodations that can be provided without undue hardship to the college. Please see the *Disability Services* section of this catalog for more information.

ACADEMIC INTEGRITY POLICY

Columbia College Hollywood students are responsible for knowing and following all policies and procedures of the institution and all rules for each course in which they are enrolled. Rules for a course are found in the course syllabi.

Columbia College Hollywood expects all students to fulfill assignments and complete tests independently and honestly. The institution will penalize any student found guilty of cheating, plagiarizing, or any other form of dishonesty. All members of the faculty, administration, and student body are expected to uphold academic honesty in their work.

CHEATING

Cheating, plagiarism and knowingly furnishing false information are defined by established academic standards in widespread use.

Cheating refers to the use of unauthorized assistance in completing coursework. Unauthorized assistance may include the use of the printed material, computer files, equipment, or personal notes of another student or individual. Cheating on exams and assignments, plagiarism, and knowingly furnishing false information are unacceptable behaviors on the part of a student.

Fraud on tests, papers, production work, or any aspect of college life is taken very seriously and is addressed on a case by case basis by the Academic Affairs and Student Services Departments. Cheating or plagiarism may result in permanent dismissal from the college.

Examples of cheating include: using written or produced assignments from one course for academic credit in another course unless expressly allowed; collaborating with another student on an assigned project unless expressly allowed; handing in work written or produced by another student as your own; writing or producing work for another student to use as his or her own; submitting exams or other assignments that contain answers or materials knowingly taken from the work of another student; consulting texts, notes, or other materials while taking an exam, unless expressly allowed; using crib sheets; signing another student's name on an attendance or crew roster; and knowingly and falsely stating that another student was present in a class or on a crew.

PLAGIARISM

Plagiarism is presenting the words or ideas of another person as one's own, including the use of direct or paraphrased material without proper documentation or attribution

All students are expected to honestly attribute and correctly cite sources included in course assignments. Information and instructions regarding citing sources is available at the campus library.

DISHONESTY

Other forms of dishonesty may include falsely claiming to have done work, misrepresenting reasons for not completing assignments or taking examinations as scheduled, and submitting the same work in more than one course.

An instructor who discovers any student cheating, plagiarizing, or committing other forms of dishonesty will report such action in writing to the Student Services Department. The report will be entered into the student's official record for possible disciplinary action that may include receiving a failing grade for the assignment, test or course and may include academic probation, suspension, or in extreme or repeated cases, expulsion.

GRADUATION REQUIREMENTS

Upon successful completion of the requirements of either a bachelor's or associate degree program, the student will receive a diploma signifying the degree awarded.

Before the degree will be approved and awarded, a student who wishes to be a degree candidate must:

- Complete the designated program of study, including all applicable core requirements, general education credit requirements, program requirements, and emphasis electives, if applicable, in accordance with the standards of Satisfactory Academic Progress (SAP).
- Achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher
- Complete a Graduation Clearance Form available in the Student Services Department.
- Pay the Graduation Fee of \$150.
- Pay all financial obligations to the college in full.
- If the student was a recipient of financial aid, the student can complete the Exit Interview in person with a Financial Aid advisor or online at www.studentloans.gov.
- Submit all film and digital projects with titles as final cut/release prints. If applicable, submit all A&B rolls, production releases, and music rights to the college.
- Return all property, including any and all equipment and library materials belonging to the institution.
- Meet with the Director of Career Development and Alumni Relations to complete an exit interview.

ACADEMIC HONORS

DEAN'S LIST

Students with a quarterly GPA of 3.8 or higher and who successfully complete all courses and at least 12 credit hours within the quarter are placed on the Dean's List for that quarter. At the end of each quarter, students who have met the requirements will have Dean's List recorded on their transcript.

DEGREE WITH HONORS

Students who have earned a CGPA 4.0 at the completion of a bachelor's degree program will receive the baccalaureate degree summa cum laude. Students who have earned a CGPA of 3.75 to 3.99 will receive the degree magna cum laude. Students who have earned a CGPA of 3.5 to 3.74 will receive the degree cum laude. These honors are noted on the student's transcript and diploma.

VALEDICTORIAN

The valedictorian is traditionally a student who started Columbia College Hollywood as a non-transfer freshman, achieved the highest CGPA in the graduating class and is able to attend the ceremony in order to deliver the traditional valedictorian's speech. However, at the discretion of the Dean of Academic Affairs, a valedictorian may be named based on other qualifications.

THE LAUREL SOCIETY

The Laurel Society is the college's academic honors society. Each year students from approximately the top 10% of the graduating class will be inducted into the Laurel Society. To qualify for Laurel Society membership, a student must have no more than 48 transfer credit hours.

Additional academic honors may be awarded at the graduation ceremony in recognition of particular scholastic or artistic achievements.

COMMENCEMENT

Columbia College Hollywood schedules a commencement ceremony once per year, at the end of the spring quarter. Bachelor's degree students must complete all 192 credits, associate degree students must complete all 96 credits, and all students must be in Academic Good Standing with the college in order to participate in the commencement ceremony. Students must petition for graduation and pay the \$150 graduation petition fee by March 15 in order to participate in the ceremony.

REGISTRAR

The Registrar's Office is responsible for academic and classroom scheduling, transcript requests, enrollment verifications, grading and academic records maintenance, transfer credit evaluations, conferral of degrees, course evaluations, name, address, and phone number updates, room reservations, and the ordering of diplomas. For inquiries related to these areas, please contact the Registrar's Office.

RETENTION OF STUDENT RECORDS

Columbia College Hollywood retains a physical copy of each complete academic file for seven (7) years from the date of withdrawal or graduation. Digital copies and transcripts are retained in perpetuity. International students are advised to keep I-20s in perpetuity.

TRANSCRIPT REQUESTS

A student's official college transcript details the student's courses, grades, program, degree, grade point average (GPA) for each quarter, and cumulative grade point average (CGPA). The transcript also shows the amount of transfer credit accepted by the college.

Graduates and current students may obtain official or unofficial copies of transcripts by completing a Transcript Request form available in the Registrar's Office or online at columbiacollege.edu. Transcript Request Forms can be submitted to the Registrar's Office in person, by email, fax, or standard mail and must include signature and payment. Fees for transcript request vary by mode and speed of delivery.

Official transcripts and/or diplomas will not be released to students with outstanding financial obligations to Columbia College Hollywood. Columbia College Hollywood may not release original documents that were a part of the student's application for admission. If a student needs to obtain a transcript from another postsecondary institution or from a high school, the student must contact that institution for another original copy.

REPLACEMENT OR DUPLICATE DIPLOMAS

In the event that a diploma is lost, stolen or damaged, Columbia College Hollywood graduates may request a replacement diploma by submitting the Replacement Diploma Request Form to the Registrar in person or by email at registrar@columbiacollege.edu. The fee for a replacement diploma is \$150.00. Please allow four to six weeks for processing. Replacement diplomas cannot be ordered by phone. A student who requires proof of graduation documentation for employment may copy an official diploma. Letters certifying enrollment, CGPA, and other information are available from the Registrar at no charge. All requests must be made in writing. Please allow 10 to 14 business days for processing.

STUDENT AFFAIRS

The Office of Student Affairs provides programs and services that support the growth of Columbia College Hollywood students and enhance their intellectual, social, cultural, and professional development by providing opportunities to experience and explore educational interests beyond the classroom. Student Affairs is made up of four departments: Student Services, Career Development & Alumni Relations, Campus Health & Wellness Services, Counseling Services, and Disability Services.

STUDENT SERVICES

The Student Services Department cultivates an innovative, resilient, diverse, healthy, and engaged student community with co-curricular programming that is inclusive, socially just, and transformative. The Student Services department works every day to ensure student academic success and prepare students for active engagement in the world around them.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is the representative governing body of Columbia College Hollywood students on the main Los Angeles campus and consists of elected representatives from each class. The SGA works with the Columbia College Hollywood Board of Trustees and with administration, faculty, and staff, and other student organizations on the main campus, taking a critical role in the college's decision-making and governing policies with the goal of bringing about changes that will benefit the student body.

The purpose of the Student Government Association is:

- To serve as the official voice of students at the main campus, bringing student opinion, needs, interest, and concerns to the attention of the Columbia College Hollywood Board of Trustees and administration.
- To work with the administration in all matters affecting the quality of student services, academic programs, and the general welfare of students at Columbia College Hollywood.
- To help plan, promote, produce, and present student social, cultural, and recreational programs such as the Winter Formal, the Spring Talent Show, and the Columbia College Hollywood Annual Film Festival.
- To promote student leadership and development with the main campus community.

STUDENT CLUBS

Columbia College Hollywood believes that students are more successful when they commit themselves to academic excellence and professional development, both in and outside of the classroom. Students who participate in student clubs and organizations acquire critical networking skills and enhanced learning experiences while discovering new interests and strengths. For more information about joining an existing student club or submitting a proposal for a new student club or organization, please contact the Student Services Department.

CAMPUS MENTAL HEALTH & WELLNESS

One of the key initiatives within the Student Services Department is to promote positive mental health and wellness in the student body as a whole by providing a campus environment that actively encourages and supports all students to learn and grow academically, socially, emotionally with the goal of creating a vibrant academic community in which every student feels a sense of belonging and value.

Together with the Counseling Services department, Student Services provides a series of wellness workshops throughout the year. The wellness workshops strive to:

- Increase student engagement, well-being, and sense of purpose
- Build student resiliency and self-efficacy
- Improve each student's sense of belonging and connection
- Help students develop compassion for self and others
- Reduce rates of student stress and anxiety

For information on current wellness workshops and other mental health & wellness initiatives on the main campus, students are welcome to contact the Student Services Department.

COUNSELING SERVICES

Columbia College Hollywood provides professional counseling services to students who request assistance. Students may contact a counselor directly by email. All information shared by email and during counseling sessions is confidential.

Counselors on the main Los Angeles campus are:

Laura Kaufman, LMFC
Student Counselor
CCHcounselingservices@columbiacollege.edu

Jordana Epstein, AMFT
Counseling Intern
CCHcounselingservices@columbiacollege.edu

CAREER DEVELOPMENT

The Career Development & Alumni Relations Department is responsible for overseeing all career-related interactions with students, planning and programming career development and career readiness events both on and off campus, developing industry connections for student internships, and providing outreach to alumni. Career Development plays an integral role in providing networking opportunities for all Columbia College Hollywood students and alumni.

The Career Development staff builds relationships with key industry employers, unions and professional organizations. They attend prominent film festivals, conventions, and events in order to build student internship pipelines and source entry-level employment positions for graduates. The Career Development staff also networks with industry professionals who participate in student mentorships, campus workshops, speaking engagements, site visits, and other career-building opportunities for students and alumni. Career Development services, programs, and opportunities provided to students and alumni include the following:

INTERSHIPS

An internship creates a bridge between college and the professional arena, allowing students to earn college credit while gaining work experience relevant to their field of study. Career Development actively builds internship pipelines with partner organizations within the creative and entertainment industries, including studios, production facilities, theaters, casting offices, and agencies. The goal is to have students gain valuable work and mentorship experiences that build upon competency-based learning outcomes achieved in the classroom and apply practical concepts in professional settings.

ENTRY-LEVEL CAREER ASSISTANCE

Career Development is committed to providing an individualized approach to career readiness. Career Development staff work with all Columbia College Hollywood students from enrollment through graduation and beyond and assist with entry level in-field job opportunities related to their programs of study.

CAREER READINESS SKILLS

Career Development provides opportunities specifically geared to help students and graduates transition from school to the workplace. Students may request Individualized career counseling, attend quarterly skills-based workshops, participate in career-related site visits, and network with guest speakers. Career readiness services and event topics include resume writing, portfolio development, professionalism on social media, and developing networking skills.

ALUMNI RELATIONS

The Career Development Department plans and coordinates special alumni activities and networking events and assists graduates with post-graduation job searches. Alumni in good standing may also audit select Columbia College Hollywood courses. Requests for course audits must be submitted to the Dean of Academic Affairs for approval and to determine space availability.

Alumni may request to use on-campus shooting spaces for production purposes or reserve the college's screening room, theater, and reception areas for film screenings. All alumni requests to hold meetings or events on campus or involving Columbia College Hollywood staff and facilities are subject to approval from the Director of Career Development & Alumni Relations.

DISABILITY SERVICES

Columbia College Hollywood is committed to responding to all eligible student requests for reasonable accommodations that can be provided without undue hardship to the college.

REQUEST FOR REASONABLE ACCOMMODATIONS

If a student makes a disability or special need known to the college, requests accommodations, and provides official documentation to support the need for accommodations, the Student Services Department will determine reasonable modifications or accommodations. This process is an interactive and collaborative process that requires the direct involvement of the Student Services staff.

All students are personally financially responsible for outside medical visits, fees, and processes associated with obtaining proper documentation. Columbia College Hollywood cannot assist prospective or current students to obtain outside documentation.

The student must, once approved, request accommodations in each instance that they are needed. For example, the student must provide a purchased copy of a text in order to have it converted to an alternative format. For testing accommodations, the student must provide the Student Services Department with the dates and times of exams and may be required to participate in the arrangements for such accommodations. The college is not responsible for knowing a student's schedule or arranging accommodations without some form of initiation from the student.

To request disability services or accommodations for special needs on the Los Angeles Main Campus, contact the Section 504/ADA Coordinator:

Jessica Johnson Mills
Director of Student Success
Section 504/ADA Coordinator
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
jjohnsonmills@columbiacollege.edu

Columbia College Hollywood encourages any persons with questions about the college's compliance with disability laws to contact the Section 504/ADA Coordinator listed above. More information about federal disability laws can be found on the website for the U.S. Department of Education, Office for Civil Rights at www2.ed.gov/about/offices/list/ocr/index.html.

Any person who believes that they have suffered discrimination or harassment (including peer harassment) based upon an actual or perceived disability while at the college or while participating in any of the college's programs or activities should follow the Section 504/ADA Grievance Procedure below.

SECTION 504/ADA GRIEVANCE PROCEDURE

Columbia College Hollywood is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any college program or activity due to the individual's actual or perceived disability(including peer harassment).

The college has adopted this internal Section 504/ADA Grievance Procedure to provide for the prompt and equitable resolution of complaints alleging violations of Section 504 of the Rehabilitation Act of 1973 (Section 504), Title III of the Americans with Disabilities Act (Title III), and other relevant disability laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities that provide places of public accommodation.

The college has designated the following individual as the Section 504/ADA Coordinator on the Los Angeles main campus:

Jessica Johnson Mills
Director of Student Success
Section 504/ADA Coordinator
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
jjohnsonmills@columbiacollege.edu

This Section 504/ADA Grievance Procedure constitutes the college's formal grievance procedure for Section 504/ADA complaints. The college does not have an informal grievance procedure for Section 504/ADA complaints, and mediation is not available.

HOW TO FILE A SECTION 504/ADA COMPLAINT

Complaints of disability discrimination may be submitted by students, employees and third parties, regardless of whether the complainant has requested accommodations from the college. Complaints should be submitted to the Section 504/ADA Coordinator or designee.

In the event that the Section 504/ADA Coordinator or designee is alleged to have been involved in the discrimination, complaints may be submitted to Kelly Parker, Vice President of Student Affairs, at kparker@columbiacollege.edu.

Complaints may be submitted to the Section 504/ADA Coordinator or designee in person, by standard mail, or by email, and should contain the name and contact information of the person filing the complaint, as well as a brief description of the nature of the complaint. The college recommends that complaints be submitted as soon as the complainant becomes aware of the discrimination. While there is no time limit on reporting complaints of discrimination, the college's ability to respond fully may be severely limited by the passage of time.

INVESTIGATION OF A SECTION 504/ADA COMPLAINT

Upon receipt of the complaint, the Section 504/ADA Coordinator or designee will conduct a prompt, thorough, and impartial investigation of the complaint. The college will provide a similar and timely opportunity for both the complainant and respondent (if applicable) to identify witnesses and provide evidence relevant to the complaint.

NOTICE OF OUTCOME

Upon completion of the investigation, the Section 504/ADA Coordinator or designee will provide the complainant and respondent (if applicable) with written notice of the results of the investigation, including whether the discrimination occurred, a description of the resolution, any sanctions imposed that are directly related to the complaint, the rationale for the determination, and any remedial actions taken, if applicable. The results of the investigation shall be final. If it is determined that the discrimination occurred, the college will take steps to prevent recurrence and to correct its discriminatory effects on the complainant and others, if appropriate.

TIMEFRAME FOR A SECTION 504/ADA GRIEVANCE PROCEDURE

The college will make its best efforts to complete the Section 504/ADA Grievance Procedure within sixty (60) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that the Section 504/ADA Grievance Procedure is prompt, but also adequate, fair, and impartial.

STANDARD OF EVIDENCE

The preponderance of the evidence standard (more likely than not) will be used for investigating and making findings.

RETALIATION

Retaliation against any complainant under this Section 504/ADA Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint under this Section 504/ADA Grievance Procedure is prohibited.

CONFIDENTIALITY

The college will keep all complaints and investigations private to the extent possible, and information will be disclosed only on a need-to-know basis. It is the expectation of the college that all individuals involved will also maintain confidentiality and share information only on a need-to-know basis. However, individuals are not restricted from discussing and sharing information related to complaints made by or against them with others who may support or assist them in with the Section 504/ADA Grievance Procedure.

The right of a person to a prompt and equitable resolution of the complaint submitted hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504/ADA complaint with the responsible federal agency, the U.S. Department of Education, Office for Civil Rights (OCR). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue SW
Washington, D.C. 20202
Phone: (202) 245-8300
Fax: (202) 245-8301
TDD: (877) 521-2172
Email: ocrdc@ed.gov

INSTITUTIONAL POLICIES

The following policies are institution-wide policies that apply to students enrolled on all Columbia College Hollywood campuses, including the Los Angeles main campus.

ACADEMIC FREEDOM POLICY

Columbia College Hollywood is committed to protecting of the right to academic freedom, including the right to speak and create, to question and dissent, to participate in debate on and off campus, and to invite others to do the same, all without fear of restraint or penalty.

Academic freedom creates a culture of active discussion and debate, one where its members open themselves to the views of others, even when those views are provocative or unfamiliar. Academic freedom permits the expression of views that even the majority of the community may find misguided, ignorant, or offensive. The appropriate response to such statements in an academic setting is not to censor or punish, but to challenge, criticize, and persuade.

Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their studies, though it does not prevent others from judging whether their work is valuable and their conclusions sound. Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.

Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.

Academic freedom is not unbounded. Academic freedom does not guarantee the right to defame or threaten, to deface or harass, or to incite violence or infringe on privacy. Academic freedom does not give students or faculty the right to ignore or violate college policies, though it does give faculty and students the right to express criticism of policies they believe are unfair. Academic freedom entails academic responsibility. There is no right to plagiarize or otherwise engage in academic misconduct. Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.

STUDENT WORK POLICY

Prior to orientation, new students are required to review and sign the Columbia College Hollywood Student Work Policy. This agreement is distributed along with the Enrollment Agreement and outlines ownership of materials created during the entire period of enrollment at Columbia College Hollywood.

Student Work refers to media (films, videos, graphic designs, illustrations, music, sound effects, fine art, poetry and prose, screenplays, etc.) produced by Columbia College Hollywood students in fulfillment of class assignments, as projects for academic credit, or as extra- or co-curricular projects created using college equipment, facilities, or other resources. The primary purpose of all Student Work is to facilitate learning and practical experience relating to the curriculum and learning outcomes.

Student Work will be owned by the student(s), subject to a non-exclusive royalty-free license to use the Student Work for Columbia College Hollywood's educational, promotional, and public relations purposes. If the work is otherwise contracted via a specific film festival or other distribution license, only after that license expires would Columbia College Hollywood employ its educational, promotional, or public relations use.

The signed copy of the Student Work Policy is stored in the student's record. A sample copy is available for student review in the Admissions Department.

IMMUNIZATIONS

Columbia College Hollywood does not provide on-campus housing for its students in dormitories or equivalent facilities that are owned, operated, and maintained by the college and is therefore exempt from the Illinois College Student Immunization Act (110 ILCS20/).

STUDENT CODE OF CONDUCT

Columbia College Hollywood has established a Student Code of Conduct in order to maintain an educational environment reflective of the standards of a professional workplace. Students are expected to abide by this code as well as all local, state, and federal laws, both on campus and at school-sponsored activities off-campus.

- Behave in a professional and appropriate manner at all times
- Be respectful and courteous to faculty, staff, and classmates
- Abide by all Columbia College Hollywood institutional and campus policies
- Attend all classes
- Come prepared with all required supplies and equipment
- Complete and turn in coursework, projects, and assignments on time
- Refrain from using cell phones and other electronic equipment while in class for other than coursework
- Leave classrooms, work areas, studios, restrooms, and other campus facilities neat and clean
- Do not use or distribute illegal software

This list of examples is not intended to be all-inclusive. Columbia College Hollywood reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples.

STUDENT CONDUCT VIOLATIONS

Any student who violates the Student Code of Conduct will face disciplinary action up to and including termination of enrollment and dismissal from the college. When other institutional and/or campus policy violations occur, all students found to be knowingly in the presence of or directly responsible for such violations will also be subject to disciplinary action up to and including termination of enrollment and dismissal from the institution.

The following actions on any campus or at any facility or off-campus activity related to Columbia College Hollywood are in violation of institutional policies will result in disciplinary action. This list of prohibited activities are examples only and is not intended to be all-inclusive.

FIRE + SAFETY

- Possession of a firearm, explosive, or other weapon will result in disciplinary action and immediate expulsion. Any item or object used to threaten or inflict bodily harm on another individual will be considered a weapon at the time of its use.
- Tampering with or misusing fire alarms or fire equipment, and/or any offense that jeopardizes the safety of other members of the college and campus community.
- Creating a false report such as threat of fire, bombing, or shooting on campus.

DISRUPTIVE CONDUCT

- Actions or behaviors, including threats, which endanger the safety and/or wellbeing of others, or which cause injury to another person are prohibited. This prohibition includes assaults and fighting among students.
- Columbia College Hollywood abides by the federal and state laws which prohibit discrimination and harassment based on race, gender, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age and disability among other personal characteristics. These laws include Title VI and IX of the Civil Rights Act.
- Harassing conduct can occur in several forms, such as intimidation by verbal, physical, visual, or communication (including phone calls, texts, and digital communications) means, stalking, and hate crimes.
- Entering or providing entry into restricted areas of the campus during or after normal business hours without prior written approval from security personnel.
- Gambling on campus.
- Failure to comply with the instructions of any authorized college or campus representative, including faculty, staff, security personnel, or student acting lawfully in the performance of his or her duties.
- Intentionally disturbing teaching, research, or any authorized college program, event function, or activity.
- Lewd, obscene, and/or disorderly conduct on institution property or other places being used by the institution.
- Vandalism on any public property by an enrolled student.
- Refusing to provide Columbia College Hollywood and campus identification when requested by security, faculty, or staff.
- Off-campus behavior which adversely affects the name and reputation of the college and/or campus.

COLUMBIA COLLEGE HOLLYWOOD PROPERTY AND SERVICES

- Allowing another student or person to use a student's Campus Security Access Card.
- Stealing, damaging or misusing college and/or campus property or a student's property (misuse includes littering or graffiti). The college is not responsible for lost or stolen property.
- All Columbia College Hollywood campuses are tobacco-free and smoke-free environments. Smoking is prohibited.
- Students are responsible for informing their guests about all applicable institutional and campus rules and regulations. Students may be held accountable for the actions of their guests.

ACADEMIC DISHONESTY

- Deception (including fraud, plagiarism, and/ or dishonesty)
- Where violations of the Student Code of Conduct or other disciplinary violations occur, all students found to be knowingly in the presence of or directly responsible for such violations will be subject to disciplinary action up to and including expulsion from the institution.
- Student disciplinary problems are addressed through sound guidance, mediation, professional counseling, peer influence, and/or family reinforcement. In cases of behavior that is considered threatening or severely disruptive to the college and/or campus community or processes, the institution will take whatever lawful action is required to address the circumstances of each situation.

SAFETY VIOLATIONS

Safety violations that will result in disciplinary action and immediate dismissal include, but are not limited to:

- Possession of a firearm, explosive, or other weapon, item, or object used to threaten or inflict bodily harm on another individual that can be considered a weapon at the time of its use.
- Representation of the weapons described above, including as theatrical props, without prior approval from the Dean of Academic Affairs and the Vice President of Operations.
- Tampering with or misusing fire alarms or fire equipment, and/or any offense that jeopardizes the safety of other members of the college or campus community
- Creating a false report such as threat of fire, bombing, or shooting on-campus or off

LOST, DAMAGED, OR STOLEN PROPERTY

- A student found stealing, damaging, or misusing property owned by the college, campus, faculty or staff member, or another student, including by littering or graffiti, is in violation of the Student Code of Conduct. Columbia College Hollywood is not responsible for lost or stolen property.

ALCOHOL AND DRUG POLICY

All campuses of Columbia College Hollywood are drug-free and alcohol-free campuses. Possession or use of alcoholic beverages on college property or at any college-sponsored or sanctioned event, or appearance on the premises at any college-sponsored event while under the influence of alcohol, is prohibited. Students are prohibited from unlawful possession, distribution, sale, or consumption of any form of narcotics, hallucinogens, amphetamines, controlled substances, non-prescription drugs, or any other form of illegal drug on campus or any facility related to the institution. Legal sanctions may be taken against any student if the student is found to be:

- Driving under the influence of any drug
- In possession of illegal drugs or controlled substances
- Using a false ID to obtain alcohol
- Obtaining or providing alcohol to people under legal age
- Giving prescription drugs to others
- Selling any drug or controlled substance

Any student found in violation of this policy is subject to disciplinary action up to and including dismissal from the college and referral for prosecution.

NO SMOKING POLICY

All campuses of Columbia College Hollywood are smoke-free and tobacco-free environments. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., cloves, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation. Smoking outside of campus buildings is prohibited except in specifically designated smoking areas.

FOOD & DRINK POLICY

Unless otherwise posted, no food is allowed in classrooms or post production suites on the Los Angeles Main Campus. Water bottles with lids and coffee cups with lids are permissible in the classrooms, theatre, screening rooms, and Learning Resource Center unless otherwise posted. No drinks of any kind are allowed in the technology based post-production suites. Please use the indoor and outdoor café areas for eating and drinking.

GUESTS ON CAMPUS

Columbia College Hollywood requires that students who wish to bring guests on campus gain prior approval from the Campus Safety & Security Department at least 48 hours before a campus visit. If a student hosts guests anywhere on campus or at an institution-sponsored event, the student is responsible for the behavior of those guests at all times.

All guests must wear a guest ID while on campus. It is the responsibility of the student to accompany guests at all times to ensure guests follow all rules of the campus.

Guests who violate the Student Code of Conduct as put forth in this catalog may be asked to leave the premises and the host student may face disciplinary action.

ON-CAMPUS ADVERTISING OR SALES

Campus bulletin boards are available for use by faculty, students, and staff. All materials to be posted (posters, flyers, artwork, signs, advertisements, etc.) by members of the Columbia College Hollywood community or outside sources must be approved by the Student Affairs Department before posting on campus. Students cannot advertise personal services or sell products on campus. Outside vendors are not permitted on institution property without prior approval of the Campus Safety & Security Department.

EMPLOYEE-STUDENT RELATIONSHIP POLICY

Columbia College Hollywood prohibits fraternization between members of its staff, faculty, and currently enrolled students. Prospective students who are in a relationship with a current employee, staff, or faculty member must disclose the nature of the relationship prior to submitting an application. Enrolled students are prohibited from entering into off-campus, outside employment or internship that requires the student to report directly to a current faculty or staff member. Financial transactions and/or housing arrangements between students and staff and/or faculty members is prohibited.

ACCEPTABLE USE POLICY FOR COMPUTERS, EMAIL, & INTERNET

Computers, networks, and online communication equipment owned by Columbia College Hollywood are provided to support the educational mission of the institution. As such, access to information technology resources owned or operated by Columbia College Hollywood is a privilege accompanied by responsibilities and obligations, and subject to institution policies as well as local, state, and federal laws.

Acceptable Use is always ethical, reflective of academic honesty and restraint in the consumption of shared resources. It requires respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and must remain free from intimidation and harassment. Information technology resources are defined as all computer-related equipment, computer systems, software and network applications, interconnecting networks, facsimile machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein, owned, and/or managed by Columbia College Hollywood.

When using computers, Wi-Fi, email, or the internet on campus, students of Columbia College Hollywood and their guests are expected to:

- Regard the use of the internet and the college computer network as a privilege
- Follow all rules and regulations of the computer labs
- Respect the lab attendant on duty
- Be courteous to other students working independently in a lab
- Respect copyright and licenses of all programs and data
- Respect the integrity of computing systems
- Respect the privacy of other users
- Use personal earphones or headphones

Violations of this Acceptable Use Policy include, but are not limited to:

- Violation of the campus food and drink policy.
- Installing software without specific permission of the IT department
- Using P2P or bit torrent software to download illegal copies of movies, MP3 files, videos, or software
- Installing computer programs unrelated to Columbia College Hollywood curriculum on any institutional computers
- Creating and/or propagating computer viruses
- Disrupting internet or WiFi services
- Damaging computer files, equipment, software, or data
- Contributing to the theft of any hardware and/or software
- Using the resources of the Columbia College Hollywood internet/computer network for personal financial gain
- Creating, displaying, viewing, and/or downloading threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted email, including spam
- Using or forging a false account or email address
- Using another person's computing account without express permission
- Intentionally seeking information on other users
- Obtaining copies of or modifying files or other data belonging to other users
- Posing as another user unless explicitly authorized to do so
- Creating a false user identity, user name, password, or email address to use while accessing institutional records, files, computers, or databases
- Using another student's password to access accounts without express permission of the owner
- Using the college-owned and operated internet, computers, portal, databases, or information technology resources to violate the Academic Integrity Policy of Columbia College Hollywood

This list of violations is not intended to be all-inclusive. Columbia College Hollywood reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be an Acceptable Use Policy violation although the action does not appear on a list of violations.

Students using information technology resources owned, operated, or otherwise provided by the college should expect to experience limited privacy in regard to the contents of personal files on the Columbia College Hollywood internet and computer network.

All students, staff, faculty, and campus visitors must acknowledge that the routine maintenance and monitoring of college information technology resources, including internet and network systems, may lead to a discovery of violation of a Columbia College Hollywood policy or the law.

Columbia College Hollywood reserves the right to discontinue account privileges of any user who violates any part of the Acceptable Use Policy. Repeated or severe infractions of this policy may result in disciplinary action leading to suspension or termination of network privileges and dismissal from the college. Any known or suspected violations of this Acceptable Use Policy must be reported to an instructor, IT support staff, the Vice President of Operations, or the Student Services Department. Each user has the responsibility to report any suspected violation of personal privacy to the Director of Student Services. An investigation will be conducted if college or campus authorities have a reasonable suspicion of violation of law, institutional policies, or the Acceptable Use Policy.

Columbia College Hollywood makes no warranties of any kind, whether expressed or implied, for the internet services it is providing, including the loss of data resulting from delays, non-deliveries, system failures, or service interruptions. Use of any information obtained via the internet through the Columbia College Hollywood network and/or computer systems is at the student's own risk. Columbia College Hollywood specifically denies any responsibility for the accuracy, quantity, or content of information obtained through internet services.

Unauthorized use of the network, copyright violations, intentional deletion, and damage to files and data belonging to the institution, other users, and/or outside agencies may be considered criminal acts and could result in involvement of governmental authorities. Columbia College Hollywood will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the institution's computer network.

STUDENT DISCIPLINARY ACTION POLICY

Student disciplinary problems are addressed through sound guidance, mediation, professional counseling, peer influence, and/or family reinforcement. In cases of behavior that is considered threatening or severely disruptive to the educational community or process, the institution will take whatever lawful action is required to meet the circumstances of each situation. Regulations and offenses that may lead to student disciplinary action include but are not limited to actions specified in this catalog and the Student Code of Conduct.

When student disciplinary action is initiated, the Academic Review Board will schedule a hearing to rule on the case. Each party (accused and accuser) involved in a student disciplinary case is entitled and expected to participate in any hearing and/or subsequent appeal of a ruling. A maximum of one appeal is available, regardless of which party files the appeal. All decisions shall be final when a ruling has been made on an appeal.

Student disciplinary hearings are internal matters of the institution and are therefore not open to the public. A student may be accompanied during any portion of the process by a parent or family member, or by the institution counselor, or other counsel. Counsel may assist the student, but is not permitted to participate directly during the process. If the student plans to bring legal counsel, the student must notify the Student Services Department in writing and by email no less than five (5) business days in advance of the meeting to provide the opportunity for the institution to have its legal counsel present. The student disciplinary hearing process is not a legal process and the rules of legal process do not apply.

The Academic Review Board listens to all parties and witnesses involved with the case and makes a decision as to which party or parties is/are responsible for the alleged infractions. Based on the assessment of responsibility, the Academic Review Board will decide on the appropriate disciplinary actions to be applied and may include past behavior and prior disciplinary involvement to determine the extent and severity of the sanctions to be levied. In all cases the decision of the Academic Review Board is final.

Violations of the Student Code of Conduct or any institutional policy may result in the following disciplinary action:

- Probation - A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes disciplinary/educational sanctions and restriction of privileges for a specified period of time as determined by each particular situation.
- Suspension - A temporary denial of the privilege of continuing as a student at the institution. At the termination of the suspension, the student will be entitled to resume his or her education.
- Dismissal - A permanent denial of the privilege of continuing as a student at the institution.

A student found to be in violation of the Student Code of Conduct may face disciplinary action up to and including probation, suspension, or dismissal. The Director of Student Services will inform the student of the decision and resulting change in enrollment status. If the student appeals the decision, the disciplinary action result may be temporary pending the outcome of the appeal. All requests for review or appeal must be made in accordance with the timeline set forth in the procedures for the initial or appeals hearings in this academic catalog.

STUDENT DISCIPLINARY ACTION APPEALS PROCESS

Students may submit a written appeal to the Director of Student Success within 10 business days of receiving notification of outcome of the disciplinary action. The appeal must include the student's most recent review report (if applicable) and sufficient information to permit fact-finding and investigation. The appeal must be sent to the Director of Student Success by email at appeals@columbiacollege.edu. The Executive Committee will meet to consider the appeal, and the student will be notified of the Committee's decision within 10 business days after the meeting. The decision of the Executive Committee will be final, and no further appeal will be granted.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students who are 18 years or older and attending a postsecondary institution certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Columbia College Hollywood receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Campus Director will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Columbia College Hollywood discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Columbia College Hollywood in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Columbia College Hollywood who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Columbia College Hollywood.

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by Columbia College Hollywood to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA permits the disclosure of personally identifiable information from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Columbia College Hollywood may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Columbia College Hollywood whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the release of privileged, information to anyone except authorized personnel. Students who wish another individual, such as a parent or spouse, to have access to privileged information must complete a FERPA Release Form and return it to the Student Services Department before any information will be released. Information will only be released to the person listed on this form.

Columbia College Hollywood maintains information on students regarding their admission, registration, academic history, career, student benefits or services, extracurricular activities, advisement, discipline or matters relating to student conduct. The college maintains these records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). This means that the college shall not, except as otherwise authorized, permit any access to or release of information except where required by law (e.g., federal and state educational and auditing officers, including application for financial aid), and then only on the basis of educational interest.

Any currently enrolled or former student has the right to inspect and review personal academic records upon request through the Student Services Department. Students may challenge the accuracy of the records or the appropriateness of their retention in college files.

STUDENT DIRECTORY DISCLOSURE

The college regards certain directory information related to any student currently enrolled at the college as public information which may be released. Student directory information is limited to one or more of the following: student’s name, current enrollment status, dates of attendance, major field of study, degrees and awards received, and the most recent previous public or private school attended by the student.

All enrolled students grant Columbia College Hollywood the right to publicize and release such information to the media for Columbia College Hollywood publicity, events, and programs. The college at its discretion may limit or deny the release of directory information to public or private persons or organizations based on the best interests of the student. Students may restrict the release of Directory Information by completing a Non-Disclosure Form and submitting it to the Student Services Department.

Once the Non-Disclosure Form is submitted, the college will not release the student’s name in any press releases or Columbia College Hollywood materials. Student activities, campus organizations, and friends will not be able to obtain directory information. In addition, without specific written approval, college officials will not be able to confirm enrollment or graduation for reasons like insurance, nor include the student’s name in the Graduation Commencement program.

Once filed, the Non-Disclosure Form becomes a permanent part of the of student’s record until the student instructs Columbia College Hollywood, in writing, to have the request removed.

CAMPUS SAFETY + SECURITY

Columbia College Hollywood commits itself to providing for the safety and security of the campus community – students, faculty, staff, and visitors – and to best assist its community in providing for their own safety and security. In addition to posted guards, the campus proper is protected by a restricted-access card entry system. A security guard is available to escort students to their vehicles upon request. The premises are also monitored by video surveillance cameras.

Students should report any suspicious persons or activities – for example, someone loitering for no apparent reason in the parking areas, patio, entrances and service areas – to the security guard or the front office staff. Students are encouraged to keep their valuables with them at all times.

To report a crime, accident or serious injury:

1. Call 911
2. Report the incident to the Campus Safety Officer on duty
3. Report the incident to a member of the Operations staff

The Columbia College Hollywood student counselor informs clients of the procedures to report crime to the Campus Security on a voluntary or confidential basis, should the counselor feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

The micro market is dedicated vending and snack room maintained by an outside vendor. Security cameras are monitored remotely by the outside vendor who will independently report suspected theft to law enforcement authorities.

CAMPUS CRIME STATISTICS REPORT

Each year, in accordance with the Jeanne Clery Campus Crime Statistics Act, the college is required to report on the status of campus security, including campus crime, arrest, and referral statistics consisting of those reported to campus security and designated campus officials including, but not limited to, the President & CEO, vice presidents, deans, directors, coordinators, managers, faculty, instructors, and advisors to students and student organizations. Statistics reported to local law enforcement agencies are integrated as well. These statistics may include crimes that have occurred in private residences or businesses not required to be included by law.

All campus security authorities, including resident advisors in housing, student activity coordinators, faculty advisors, and others who have relevant interactions with students, have an obligation to forward information on offenses reported to them to the appropriate outside authorities for inclusion in the Campus Security and Crime Statistics Report. The Campus Security and Crime Statistics Report is posted on the college website and made available to all currently enrolled students and prospective students.

LOS ANGELES MAIN CAMPUS SECURITY AND CRIME STATISTICS REPORT			
CRIMINAL OFFENCE	2015	2016	2017
Criminal Offences – on campus			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offences – public property			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0

Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crimes - on campus			
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Hate Crimes - public property			
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Violence Against Women Act (VAWA) Offences - on campus			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Violence Against Women Act (VAWA) Offences - public property			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Arrests - on campus			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Arrests - public property			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	2	0	0
Liquor law violations	0	0	0
Disciplinary Actions - on campus			
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	2	0	0
Liquor law violations	0	0	0
Disciplinary Actions - public property			
Weapons: carrying, possessing, etc.	0	0	0

Drug abuse violations	2	0	0
Liquor law violations	0	0	0
Unfounded Crimes			
Total unfounded crimes	0	0	0
Fire Report			
False Alarms - Deliberate Acts	0	0	0
Fire Alarms, Accidental	0	0	0
Fires	0	0	0
Injuries due to fire	0	0	0
Deaths due to fire	0	0	0

CLERY ACT STUDENT HOUSING DISCLOSURE

Columbia College Hollywood does not own, operate, or control any campus or non-campus student housing and as a result, apartment properties for student housing are not "non-campus" properties for the purposes of Clery Act crime statistics reporting.

SECURITY & FIRE SAFETY OFFICER

Vincente Garcia
Security Officer
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
(818) 345-8414 ext. 111
security@columbiacollege.edu

LEAD TITLE IX COORDINATOR

Kelly Parker
Vice President, Student Affairs
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
(818) 345-9245
kparker@columbiacollege.edu

NONDISCRIMINATION POLICY

Columbia College Hollywood operates in full compliance with Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972.

Columbia College Hollywood administers all education-related programs and activities, including, but not limited to, admissions, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, housing, employment, research, recreation, physical education, athletics, and other extracurricular activities without regard to the student or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

All employment-related decisions at the college, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, are made without regard to the employee's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information, or other characteristic protected by federal or state law.

Columbia College Hollywood Vice President of Student Affairs Kelly Parker serves as the college's Title IX Coordinator. The Title IX Coordinator's office address is 18618 Oxnard Street, Los Angeles, CA 91356. The Title IX Coordinator can be contacted by phone at (818) 345-9245 or by email at kparker@columbiacollege.edu.

STUDENT SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

I. POLICY STATEMENT

It is the policy of Columbia College Hollywood to prohibit all forms of discrimination on the basis of sex in any education program or activity pursuant to Title IX of the Education Amendments of 1972. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This prohibition against discrimination on the basis of sex applies to all persons participating in college programs or activities, regardless of the individual's sexual orientation, gender, gender identity, or gender expression, including third-parties.

In addition to prohibiting discrimination on the basis of sex, it is the policy of the college to prohibit the crimes of sexual harassment, dating violence, domestic violence, and stalking as they are defined for purposes of this policy and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

II. TITLE IX COORDINATOR

The college has designated a Title IX Coordinator who assists with various Title IX implementation activities that involve faculty, staff, and students, including monitoring the Student Sexual Misconduct and Relationship Policy outlined herein. The Title IX Coordinator is responsible for coordinating and implementing a Title IX Complaint Process that is prompt (begins and proceeds in a timely manner), fair, impartial, and equitable from the time a report is made, or when the college knows about prohibited behavior, until the final result. The college has also designated a Deputy Title IX Coordinator on each campus.

Columbia College Hollywood Vice President of Student Affairs Kelly Parker serves as the college's Title IX Coordinator. The Title IX Coordinator's office address is 18618 Oxnard Street, Los Angeles, CA 91356. The Title IX Coordinator can be contacted by phone at (818) 345-9245 or by email at kparker@columbiacollege.edu.

On the Los Angeles campus, the Deputy Title IX Coordinator is Director of Student Success Jessica Johnson Mills. She can be contacted by phone at (818) 401-1151 or by email at jjohnsonmills@columbiacollege.edu.

III. VIOLATIONS OF POLICY

A. PARTIES

For purposes of this Student Sexual Misconduct and Relationship Violence Policy and the Title IX Complaint Process, a "Complainant" means a student who files a complaint reporting a violation of this policy. A "Respondent" means a student who has been reported to have violated this policy.

B. RIGHTS OF PARTIES

This policy outlines the rights of the Complainant and the Respondent when a violation(s) of this policy is alleged. This policy applies only to complaints made by and against students enrolled in the college.

This policy applies to all forms of sexual misconduct and relationship violence, including complaints of sexual and gender-based harassment, sexual assault, non-consensual sexual contact, sexual exploitation, dating and domestic violence, and stalking, whether they occur on or off campus. For information on the Title IX Complaint Process for Title IX complaints made by or against employees, please contact the Title IX Coordinator.

C. PRIVACY AND CONFIDENTIALITY

The college will make all reasonable efforts to protect the confidentiality of the Complainant, Respondent, and other involved parties by keeping all complaints and investigations private to the highest extent possible and will only disclose information on a need-to-know basis. It is the expectation of the college that all individuals involved in a Title IX Complaint Process, investigation, and/or adjudication of a violation under this policy or individuals who otherwise gain knowledge thereof shall treat all information acquired, whether written or oral, as confidential, provided however, that the Complainant and Respondent may share such information for support and guidance, if applicable.

The college will make all reasonable efforts to honor requests for confidentiality, to the extent permitted by law. However, in certain circumstances, the college may not be able to grant the confidentiality request(s) due to various factors, including when there is a risk of imminent harm to an individual or others or a threat to the health and safety of the college community.

In cases where a request for confidentiality is granted, the college will continue to complete publicly available recordkeeping in accordance with relevant laws, including the Clery Act reporting and disclosures, without the inclusion of personally identifying information. Further, individuals who are directly accused of violations of this policy and who, as a result, may be subject to sanctions, are entitled to a summary of the charges against them so that they may effectively respond.

The college will maintain, as confidential, any accommodations or protective measures provided, to the extent that maintaining such confidentiality does not impair the ability of the college to provide the accommodations and/or protective measures.

D. EMPLOYEES' RESPONSIBILITY TO REPORT POLICY VIOLATIONS

All employees of the college, with the exception of those designated as confidential resources, are obligated to report all actual, suspected or alleged violations of this policy which are reported to them, or of which they become aware, to the Title IX Coordinator or designee.

IV. TYPES OF SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

The types of sexual misconduct and relationship violence prohibited by this policy are sexual harassment, gender-based harassment, dating violence, domestic violence, and stalking as defined below.

A. SEXUAL HARASSMENT

Sexual Harassment prohibited by this policy includes unwelcome behavior of a sexual nature that is severe, persistent, or pervasive. Sexual harassment includes sexual assault, non-consensual sexual contact, sexual exploitation, and quid pro quo and hostile environment sexual harassment as defined below.

i. Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of themselves or any other person that is not the person being exploited by the behaviors. Examples include but are not limited to invasion of sexual privacy; prostitution; non-consensual recording of nudity or sexual activity; voyeurism; knowingly exposing someone to an STI, STD or HIV; intentional exposure of genitals in non-consensual circumstances; and sex-based stalking or bullying.

ii. Quid Pro Quo and Hostile Environment Harassment

Quid pro quo and hostile environment sexual harassment is severe, persistent, or pervasive conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity; (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions; or (3) the conduct, viewed from the perspective of both the individual and a reasonable person in the same situation, interferes with performance, limits participation in the college's programs or activities, and/or creates an intimidating, hostile, or offensive environment. Examples of conduct that may create a hostile environment include, but are not limited to, persistent and inappropriate personal attention in the face of repeated rejection; inappropriate verbal conduct, including unwelcome sexual jokes, language, advances, or propositions; unwelcome comments about an individual's sexual orientation, gender, gender identity, or gender expression; inappropriate written conduct containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's sexual orientation, gender, gender identity, or gender expression. The college will consider the effects of both on and off campus conduct when evaluating whether there is a hostile environment on campus.

iii. Gender-based Harassment

Gender-based harassment refers to unwelcome conduct, including harassment, based on actual or perceived biological sex including behaviors based on gender identity, gender expression, and nonconformity with gender stereotypes.

B. SEXUAL ASSAULT

Sexual assault is any oral, anal or vaginal penetration, to any degree, with any part of the body or other object, by any person upon another, without consent. Sexual assault also includes incest and statutory rape as defined in accordance with the Clery Act and applies to behaviors by strangers and non-strangers.

i. Non-Consensual Sexual Contact

Non-consensual sexual contact includes any touching (however slight) with any part of the body or other object, by any person upon another, without consent, for the purpose of sexual gratification.

C. DATING AND DOMESTIC VIOLENCE

i. Dating Violence

is defined as physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. The existence of such a relationship shall be determined based on factors such as the length and type of relationship and frequency of interaction between the persons involved.

ii. Domestic Violence

Domestic violence is defined as physical violence or the threat of physical violence committed by a current or former spouse of an individual, by a person with whom the individual has a child in common, by a person who is cohabiting or has cohabitated with the individual (as determined under applicable law), or by any other person against an individual who is protected from that person's acts by applicable domestic or family violence laws.

D. STALKING

Stalking occurs when a person engages in a course of conduct directed at specific individual that would cause a reasonable person to fear for the safety of self or others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about an individual or interferes with an individual's property. Reasonable person means a reasonable individual under similar circumstances and with similar identities to the individual being stalked. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

VII. RELEVANT DEFINITIONS

A. CONSENT

To determine whether consent was given by both parties to sexual activity, the college will apply an affirmative consent standard. Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of all individuals involved in the sexual activity to ensure that they have the affirmative consent of the other(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

In the evaluation of complaints, it shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances: (a) the Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent; (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

In the evaluation of complaints, it shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; or (c) the Complainant was unable to communicate due to a mental or physical condition.

B. INCAPACITATION

Incapacitation means the person is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state that causes the person to be unable to make a knowing and voluntary choice to engage in the sexual activity or contact. A person may also become incapacitated due to many factors, including the use of alcohol and/or drugs, or when the person is asleep or unconscious. When alcohol and/or drugs are involved, incapacitation requires more than impairment or intoxication. When determining incapacitation, the inquiry is whether the Respondent knew, or whether a sober, reasonable person in the Respondent's position should have known, that the Complainant was incapacitated and could not provide consent.

C. COERCION

Coercion is verbal and/or physical conduct, including intimidation, manipulation, and/or threats (either express or implied), that would cause a reasonable person to fear immediate or future harm and that is undertaken to compel a person to engage in sexual activity or contact.

D. FORCE

Force is the use of or threat of physical violence or intimidation which prevents an individual from making a knowing and voluntary choice to engage in sexual activity or contact.

VIII. VIOLATION REPORTING PROCEDURES

To report violations of this policy, individuals should follow the procedures outlined below:

A. WRITTEN & VERBAL REPORTING

Violations of this policy may be reported verbally or in writing to the Title IX Coordinator. Any person may report a violation, including third-parties and bystanders. The Title IX Coordinator or designee will review the report(s) in accordance with the Title IX Complaint Process. If an individual wishes to file a complaint alleging violation of this policy, the complaint must be submitted in writing to the Title IX Coordinator.

B. CONFIDENTIAL REPORTING

Confidential reports can be made by using the college's In Touch service, which is available 24 hours a day. Individuals can choose to contact In Touch via email at columbiacollege@getintouch.com or, submit a concern via web at www.intouchwebsite.com/columbiacollege.

C. REPORTING TO LAW ENFORCEMENT

While not required, the college strongly encourages anyone who becomes aware of behavior that may constitute a violation of federal, state, or local law to report the incident to local law enforcement. The college can provide support, resources, and assistance to those who do so.

Regarding the involvement of law enforcement, the Complainant has the option to (1) notify law enforcement authorities, including local police; (2) request assistance from campus authorities in notifying law enforcement authorities; or (3) decline to notify such authorities. The college will comply with the Complainant's request for assistance in notifying law enforcement. The Complainant's choice to report to law enforcement will not impact the implementation of accommodations and/or protective measures, if applicable.

Information about the Campus Safety & Security departments and local law enforcement agencies and about how to make a police report can be found at <https://www.columbiacollege.edu/student-life/campus-safety>.

The Complainant has the right to file a criminal complaint and a complaint under the Title IX Complaint Process simultaneously.

D. TIME LIMITS

There is no time limit on reporting violations of this policy, although the college's ability to respond fully may be limited with the passage of time.

E. WRITTEN EXPLANATION OF RIGHTS AND OPTIONS

When an individual reports a violation of this policy, whether the offense occurred on or off campus, the college will provide the individual with a written explanation of rights and options. If the college proceeds with an investigation, the Complainant (if not the reporting party) and the Respondent will be provided with a written explanation of rights and options. See the Title IX Complaint Process for details.

F. PRESERVING EVIDENCE

In cases of sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, and stalking, as defined herein, it is critical that the Complainant preserve evidence because doing so may assist in proving that the alleged behavior occurred and/or may be helpful in obtaining a protective order. Also, individuals may be entitled to medical forensic exams at no charge. See Resources section of this policy for more information.

IX. INITIATING A TITLE IX COMPLAINT

The college will investigate and address all complaints of sexual misconduct and relationship violence in accordance with the Title IX Complaint Process. The Title IX Complaint Process constitutes the formal resolution process and disciplinary proceeding used by the college to respond to complaints concerning student sexual misconduct and relationship violence, including sexual harassment, dating violence, domestic violence, and stalking..

The Title IX Complaint Process outlines the steps, anticipated timelines and decision-making process for the disciplinary proceeding, including how to report a complaint, the standard of evidence that will be used (preponderance of the evidence); and a list of all possible sanctions that the college may impose following the investigation of a Title IX complaint.

The Title IX Complaint Process will be implemented by officials who, at a minimum, receive annual training on relevant issues and on how to conduct the Title IX Complaint Process in a way that protects safety and promotes accountability.

Relevant issues include issues related to sexual misconduct and relationship violence, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

The college will provide for an adequate, reliable, and impartial investigation of all complaints, which will include interviews with the Complainant, the Respondent, and any relevant witnesses; a review of any other relevant evidence; an equal opportunity for the parties to present witnesses and other evidence; and equal access to information being considered in the Title IX Complaint Process in accordance with the Family Educational Rights and Privacy Act.

The Complainant and the Respondent will, to the extent possible, receive simultaneous notification, in writing, of the result of the Title IX Complaint Process; the procedures for the Complainant and the Respondent to appeal the result of the Title IX Complaint Process; any change to the finding(s) and/or sanction(s) as a result of the appeal, if applicable; and when such results become final.

X. ADVISORS

The Complainant and the Respondent have the same opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice for support, guidance, and/or advice. The college will not limit the choice of advisor or presence of the advisor for either the Complainant or Respondent in any meeting or proceeding provided the advisor complies with the guidelines for advisors outlined in this policy. The advisor's role is to provide support, guidance, and/or advice only. The advisor may not participate in any manner during any related meeting or proceeding, including interviews or hearings. This advisor may not 1) address or question the investigator, or other parties or witnesses; 2) present evidence or make arguments; and/or 3) have any role other than to accompany and communicate with the party requesting support and/or advice. The Complainant or the Respondent may request a break during any meeting and/or proceeding to allow the Complainant or the Respondent to confer with their respective advisors in private. Advisors who do not follow the guidelines outlined in this policy will be asked to leave the meeting(s) and/or proceeding(s). The college may consider reasonable requests to reschedule a meeting or proceeding because an advisor cannot be present; however, the college is not required to do so and will not do so if it unreasonably delays the Title IX Complaint Process.

XI. REMEDIAL AND PROTECTIVE MEASURES

The college may provide interim measures to the Complainant and/or Respondent. Requests for interim measures may be made to the Title IX Coordinator or designee. The Title IX Coordinator or designee will be responsible for the implementation and coordination of interim measures. Interim measures will not disproportionately impact the Complainant and are available even if the Complainant does not report or continue to pursue a complaint.

If the college has made a finding of responsibility under this policy, and if requested by the Complainant, the college will promptly implement a one-way no contact mandate (with the burden of no contact on the Respondent), even if an appeal may be filed, or has been filed and is pending. If requested by the Complainant, the college will assist the Complainant in filing/applying for orders of protection, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

To request information about available remedial and protective measures, please contact the Title IX Coordinator or designee for assistance and information regarding available options for remedial and protective measures, including assistance in obtaining, complying with, and enforcing orders of protection issued by a criminal, civil, or tribal court.

XII. AMNESTY

Any individual who participates in an investigation of a violation(s) of this policy will not be subject to disciplinary sanctions for a violation of the college's student conduct policies at or near the time of the incident, unless the college determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

XIII. RESOURCES

The college will provide written notification to the Complainant and Respondent about existing resources and other services that may be available on each campus and in the community.

The written information may include options for available assistance and how to request protective measures and/or changes to academic, living, transportation, and/or working situations. The college will make such accommodations and protective measures available if they are reasonably available, regardless of whether the Complainant chooses to report the crime to the Campus Safety & Security department or local law enforcement.

The following resources are available in the Los Angeles main campus community:

Emergency 9-1-1

End Rape on Campus (EROC)
<http://endrapeoncampus.org/>

Rape, Abuse & Incest National (RAINN) Hotline
<https://centers.rainn.org/>
1-800-656-HOPE (4673)

National Domestic Violence Hotline
<http://www.thehotline.org/>
1-800-799-SAFE (7233)

Support for men
<http://www.malesurvivor.org/index.php>

Off Limits Sexual Harassment Hotline
1-844-OFF-LIMITS (633-5464)

California Coalition Against Sexual Assault
<http://www.calcasa.org/>

UCLA's Free Rape Treatment
<http://www.911rape.org/about-us/who-we-are>

Los Angeles County Domestic Violence Hotline
800-978-3600

Peace Over Violence-Rape & Battery Hotline
213-626-3393 (Central Los Angeles)
310-392-8381 (South Los Angeles)
626-793-3386 (West San Gabriel Valley)
877-633-0044 (Stalking Hotline)

Los Angeles District Attorney's Office
<http://da.co.ia.ca.us/sexual-assault>
213-974-1611

The following local law enforcement agencies are available:

West Valley Station - Closest to school campus
19020 Vanowen Street
Non-emergency number: 818-374-7611

LAPD Devonshire Station - Closest to Meridian Point Apartment Dorms
10250 Etiwanda Avenue
Non-emergency number: 818-832-0633

LAPD Topanga Division - Closest to Oakwood Apartment Dorms
21501 Schoenborn Street
Non-emergency number: 818-756-4800

XIV. PREVENTION AND AWARENESS PROGRAMS

The college is committed to preventing sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, and stalking as they are defined in this policy as well as in the Clery Act. The college conducts ongoing programs for all faculty, staff, employees, and students, including incoming students and new employees, to remind the college community of the college's prohibition against sexual and misconduct and relationship violence.

Awareness programming includes institutional action designed to communicate the prevalence of sexual violence. Primary prevention programming includes institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches.

All forms of programming may include, without limitation, training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.

XV. BYSTANDER INTERVENTION

Bystander intervention includes, without limitation, the act of challenging the social norms that support, condone, or permit sexual violence. Bystander intervention includes safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of sexual misconduct and relationship violence, including sexual assault, dating violence, domestic violence, or stalking, against a person(s) other than the bystander. Safe and positive options for bystander intervention include recognizing prohibited conduct and situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; and identifying effective ways to intervene and take action provided that the intervention or action can be undertaken in a way that ensures the safety of the bystander.

XVI. RISK REDUCTION

Risk reductions are designed as options designed to decrease perpetration and bystander inaction and increase empowerment in order to promote safety and help individuals and communities address conditions that facilitate violence.

XVIII. VIOLATIONS OF STATE LAW

Violations of this policy will be determined in accordance with this policy; however, individuals may also wish to pursue criminal charges through local law enforcement. For more information regarding relevant violations under Illinois Law, please see: <http://www.ilga.gov/legislation/ilcs/using.asp>.

XIX. COMPLAINTS AND INQUIRES

Complaints regarding the application or enforcement of this policy should be made to the college's Title IX Coordinator. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or designee, or to the United States Department of Education, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481. This policy is in compliance with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; the Clery Act; and other applicable federal and state laws.

XX. RETALIATION

Retaliation against any individual for reporting a violation, filing a complaint, or participating in any investigation or proceeding brought pursuant to this policy is prohibited. For more information regarding retaliation, please see the Title IX Complaint Process.=

TITLE IX COMPLAINT PROCESS

Columbia College Hollywood has jurisdiction over all Title IX policies, including the Student Sexual Misconduct and Relationship Violence Policy. The college has established the Title IX Complaint Process outlined below to promptly, fairly, and impartially adjudicate violations of the Student Sexual Misconduct and Relationship Violence Policy.

The Title IX Complaint Process constitutes the formal resolution process and disciplinary proceeding used by the college to respond to complaints concerning student sexual misconduct and relationship violence, including sexual harassment, dating violence, domestic violence, and stalking. The Title IX Complaint Process will be implemented by officials who, at a minimum, receive annual training on relevant issues and on how to conduct the Title IX Complaint Process in a way that protects safety and promotes accountability.

For purposes of this Title IX Complaint Process, the “Complainant” means a student who files a complaint reporting a violation of this policy. The “Respondent” means a student involved in the Title IX Complaint Process who has been reported to have violated this policy.

Certain complaints may be resolved informally in limited situations where the Complainant and the Respondent have been fully informed of all available options for resolution of the Complaint and have both voluntarily chosen to resolve the Complaint through an informal resolution process. Once a complaint has been resolved through an informal resolution process, the matter will be closed. For some limited types of complaints alleging violations of the Sexual Misconduct and Relationship Violence Policy, an informal resolution may include mediation.

The college will take steps to prevent recurrence of any sexual misconduct and/or relationship violence and remedy discriminatory effects as necessary.

I. STANDARD OF EVIDENCE

The preponderance of the evidence standard (more likely than not) will be used under the Title IX Complaint Process and for making findings regarding all complaints of sexual misconduct and relationship violence, including sexual assault, dating and domestic violence, and stalking.

II. NOTICE OF POTENTIAL VIOLATION(S)

When the Title IX Coordinator or designee becomes aware of a potential violation(s) of the Sexual Misconduct and Relationship Violence Policy, the Title IX Coordinator or designee will contact the Complainant and provide the Complainant with detailed information about the Complainant’s rights and responsibilities under the Title IX Complaint Process, as well as information regarding resources and interim measures.

III. THREAT ASSESSMENT

When the Title IX Coordinator or designee becomes aware of a potential violation of the Sexual Misconduct and Relationship Violence Policy, the Title IX Coordinator or designee will (in collaboration with the Threat Assessment Team) conduct an initial threat assessment to determine whether there is reasonable cause to believe that the Respondent poses a continuing, significant threat of harm to the health, safety, and welfare of others or to the college community and whether interim measures are necessary to alleviate or mitigate that risk.

IV. MAKING A COMPLAINT

Complaints alleging violations of the Sexual Misconduct and Relationship Violence Policy must be made by submitting a written complaint to the Title IX Coordinator or designee. Except in limited circumstances that involve protecting the health and safety of the college community and its members, the Title IX Complaint Process will not be initiated unless a written complaint has been submitted. Specifically, in some limited instances, to protect the health and safety of the college community and its members, it may be necessary for the college to initiate the Title IX Complaint Process against the Respondent even if a written complaint has not been submitted.

Upon receipt of the written complaint, the Title IX Coordinator or designee will determine whether the college has jurisdiction to resolve the complaint under the Title IX Complaint Process. Matters that cannot be resolved under the Title IX Complaint Process, because of jurisdiction, will be referred to the appropriate departments on campus. Alleged violations which are ancillary and related to the complaint will be resolved under the Title IX Complaint Process.

Written complaints may be given to the Title IX Coordinator or designee in person or electronically via email at titleix@columbiacollege.edu.

V. MEETING WITH THE RESPONDENT

The Title IX Coordinator or designee will have a preliminary meeting with the Respondent at which the Title IX Coordinator will share the written complaint with the Respondent, if applicable; explain the Respondent’s rights and responsibilities under the Title IX Complaint Process, including any interim measures available; describe any potential sanctions that may result from a finding of responsibility; and answer any questions the Respondent may have. At the preliminary meeting, the Respondent will also be provided with information regarding the Respondent’s rights: the right to have the Complaint heard under the Title IX Complaint Process, which is the complaint process used for all similar matters; the right to receive notice of all violations of the Sexual Misconduct and Relationship Violence Policy, as well as any ancillary violations being alleged against the Respondent; the right to be heard by the investigator who is an impartial arbiter under the Title IX Complaint Process; and the right to hear a description of all information presented to the investigator that supports a finding of responsibility.

At the conclusion of the preliminary meeting, the Respondent may: (I) voluntarily admit responsibility and execute a written Waiver of the Title IX Complaint Process, at which point the Respondent will be assigned a sanction(s) and the Title IX Complaint Process will be concluded; or (II) request that the alleged violation(s) be adjudicated in accordance with the Title IX Complaint Process and submit a written response to the complaint. A Respondent who executes a written waiver of the Title IX Complaint Process is not entitled to an appeal. If the Respondent chooses to have the complaint adjudicated through the Title IX Complaint Process, then the Respondent is encouraged to submit a written response to the complaint within three (3) business days of the preliminary meeting, to the Title IX Coordinator or designee.

If the Respondent fails to appear at the preliminary meeting after notification or fails to respond to communications from the Title IX Coordinator or designee, the Title IX Coordinator or designee may proceed with the Title IX Complaint Process without the Respondent's participation.

VI. INVESTIGATION AND ADJUDICATION

Upon receipt of the Respondent's written response, or after three (3) business days following the preliminary meeting, the Title IX Coordinator or designee will appoint an investigator who is an impartial arbiter under the Title IX Complaint Process. The investigator will conduct an investigation of the complaint and issue findings regarding responsibility. The Title IX Coordinator or designee will have the discretion to appoint an internal investigator, an external investigator, or both.

The college will ensure an adequate, reliable, and impartial investigation of all complaints alleging violations of the Sexual Misconduct and Relationship Violence Policy, including the opportunity for both the Complainant and the Respondent to present witnesses and evidence. The investigation will include interviews with the Complainant, the Respondent, and witnesses, if applicable. The investigator will determine, in the investigator's sole discretion, what information is relevant. Character evidence will not be considered, and pattern evidence (evidence of previous conduct) will only be considered if the previous conduct is so substantially similar to the conduct cited in the instant matter to indicate a pattern of behavior. Additionally, medical and counseling records are privileged and confidential and, therefore, will not be required to be disclosed.

In cases involving sexual misconduct, past sexual history will typically not be considered except possibly where consent is at issue. Specifically, prior consensual sexual activity between the Complainant and the Respondent, while not determinative, may be relevant to determining whether consent was sought and received. Past sexual history may also be considered under very limited circumstances, for example, to explain injury. However, consent to one sexual act will never be considered to constitute consent to another sexual act.

VII. DRAFT INVESTIGATION REPORT

At the conclusion of the investigation, the investigator will complete a Draft Investigation Report. The Draft Investigation Report will contain the relevant information and facts learned during the investigation, including direct observations and reasonable inferences drawn from the facts and any consistencies or inconsistencies between the various sources of information.

Once the Draft Investigation Report has been completed, the investigator will provide opportunities for the Complainant and the Respondent to separately review the Draft Investigation Report. After reviewing the Draft Investigation Report, the Complainant and the Respondent will have three (3) business days to respond to the investigator in writing to offer additional comments, clarify information previously shared, suggest additional witnesses, request that additional questions be asked of the parties and/or witnesses, or identify any other relevant information or evidence to assure the thoroughness and sufficiency of the investigation.

VIII. FINAL INVESTIGATION REPORT

If, after receiving the written responses from the Complainant and the Respondent regarding the Draft Investigation Report, the investigator determines that no further inquiry is required, the investigation will be deemed complete and final. If, in the sole discretion of the investigator, further inquiry is necessary, the investigator will conduct further inquiry before finalizing and completing the investigation.

Once the investigation is deemed by the investigator to be complete and final, the investigator will make a finding of "Responsible" or "Not Responsible" for each alleged violation of the Sexual Misconduct and Relationship Violence Policy, as well as any ancillary violations. The investigator will then provide the Title IX Coordinator or designee with the Final Investigation Report, which will include the findings and rationale for each alleged violation. The Title IX Coordinator or designee will review the Final Investigation Report to ensure that it has been completed in accordance with institutional policy. The Title IX Coordinator or designee will notify the investigator of any inconsistencies with institutional policy that are present in the Final Investigation Report so that the investigator can make corrections.

IX. SANCTIONS

If the Final Investigation Report includes any findings of responsibility, the Title IX Coordinator or designee will provide a copy of the Final Investigation Report to the Sanctioning Officer at the respective campus or their designee, for a determination of sanctions for each finding of responsibility. The Sanctioning Officer or designee may consider prior violations of policy for which the Respondent was found responsible when determining what sanction(s) to impose. The Sanctioning Officer or designee will provide the Title IX Coordinator or designee with a written decision regarding which sanction(s) will be imposed for each finding of responsibility.

An individual found responsible for violating the Sexual Misconduct or Relationship Violence Policy (and/or any ancillary violations) will be subject to one or more of the following sanctions:

- Formal warning
- No contact orders
- Probation
- Counseling and education
- Deprivation of rights and privileges
- Monetary restitution and/or fines
- Community service
- Delayed degree conferral
- Suspension or conditional suspension
- Dismissal or removal from the college
- Other sanctions as the college sees fit

X. NOTICE OF OUTCOME

After receipt of the sanctions, the Title IX Coordinator or designee will, within seven (7) days, simultaneously provide a written Notice of Outcome to the Complainant and the Respondent, which will include the finding(s), sanction(s), if applicable, and rationale for the findings and applicable sanctions. The Title IX Coordinator or designee will offer the Complainant and the Respondent the opportunity to file a written request for an appointment to review the Final Investigation Report. If requested, the review will be scheduled to occur within three (3) business days of receipt of the written request. In cases where either party intends to appeal, a written request to review the Final Investigation Report should be made as soon as possible and prior to the expiration of the appeal deadline as set forth below.

XI. APPEAL PROCESS

The Complainant and the Respondent have the right to appeal and participate in the appeal process if: (1) a substantial procedural error occurred during the Title IX Complaint Process; (2) new evidence, which is substantially material and has the likelihood of changing the findings made by the investigator in the Final Investigation Report has come to light, which was not reasonably available prior to the investigator issuing the Final Investigation Report; and/or (3) the imposed sanction(s) is clearly contrary to the weight of the evidence.

Requests for appeal must be submitted in writing to the Title IX Coordinator or designee within five (5) business days following delivery of the written Notice of Outcome. Appeals are heard by the Appeal Officer who is the Dean of Academic Affairs on each respective campus or a designee and will be strictly limited to the grounds for appeal outlined above. The Appeal Officer or designee is an impartial decision-maker and will conduct the appeal in an impartial manner.

If the appeal is denied, the matter will be closed, and the outcome set forth in the Notice of Outcome will be final. If the appeal is granted, the Appeal Officer or designee may: (1) remand the case for a new investigation, the results of which, including the finding(s) and sanction(s), will be final and not subject to further appeal; (2) make modifications to the sanction(s) imposed; or (3) if, due to the discovery of new substantially material evidence not reasonably available at the time of the initial investigation, return the matter to the investigator for reconsideration in light of the new evidence.

The Appeal Officer or designee will provide a written decision regarding the Appeal to the Title IX Coordinator who will notify the Complainant and the Respondent simultaneously within seven (7) days of the decision. The decision of the Appeal Officer or designee regarding the appeal will be final and no further appeals will be considered.

XII. PROCESS TIMELINE

The college will make its best effort to complete the Title IX Complaint Process, including the investigation and appeal process, within ninety (90) calendar days of receipt of the written complaint.

However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe outlined herein may be extended to ensure that the Title IX Complaint Process is prompt and timely, but also thorough, fair, and impartial. The Complainant and the Respondent will be provided with periodic status updates as necessary. Other timelines, such as the time for filing an appeal, are listed herein.

XIII. LAW ENFORCEMENT

The college will comply with law enforcement requests for cooperation. Such cooperation may require the college to temporarily suspend an investigation for a short period while law enforcement gathers evidence. The college will promptly resume its investigation as soon as it is notified by law enforcement that its evidence gathering process is complete. The Complainant has the right to file a criminal complaint and a complaint under the Title IX Complaint Process simultaneously.

XIV. CONFIDENTIALITY

The college will make all reasonable efforts to protect the confidentiality of the Complainant, Respondent, and other involved parties by keeping a complaint and investigation private to the highest extent possible and will only disclose information on a need-to-know basis. It is the expectation of the college that all individuals involved in the Title IX Complaint Process will also maintain confidentiality and share information only on a need-to-know basis. However, individuals involved in the Title IX Complaint Process are not restricted from discussing and sharing information related to complaints made by or against them with others who may support or assist them in the Title IX Complaint Process. See additional information about confidentiality set forth in the college's Sexual Misconduct and Relationship Violence Policy.

Reports may also be made anonymously by using the college's In Touch service, which is available 24 hours a day. Individuals can choose to contact In Touch via email at columbiacollege@getintouch.com or submit a concern online at www.intouchwebsite.com/columbiacollege.

XV. REQUESTS FOR ANONYMITY OR NO ACTION

If the Complainant requests anonymity or asks the college not to take any action, the college will strongly consider the Complainant's request. However, in certain circumstances, the college may not be able to grant the Complainant's request due to various factors, including when there is a risk of imminent harm to an individual or others or a threat to the health and safety of the college community.

XVI. CONFLICTS OF INTEREST

The Complainant and the Respondent may notify the Title IX Coordinator or designee in writing if there is a concern that the investigator assigned or any other person implementing the Title IX Complaint Process creates a conflict of interest. The Title IX Coordinator or designee will make adjustments only if a substantiated conflict of interest exists.

XVII. ADVISORS

Advisors are permitted as outlined in the Sexual Misconduct and Relationship Violence Policy.

XVIII. RETALIATION

Retaliation against any individual for filing a complaint or participating in any investigation or proceeding brought pursuant to this policy is prohibited by Title IX and by the college. Retaliation includes, but is not limited to, verbal and physical threats, intimidation, harassment, coercion, and other adverse actions. There shall be no disciplinary action, retaliation, or reprisal for bringing a complaint in good faith. Individuals shall not, however, knowingly make false charges of sexual misconduct or relationship violence as defined herein. Examples of retaliation include, but are not limited to, pressuring an individual to withdraw a complaint, spreading rumors, ostracizing an individual involved in the complaint, destroying property, sending unwelcomed messages by electronic media, encouraging friends to relay unwelcomed messages, and making threats.

UNLAWFUL HARASSMENT POLICY

Columbia College Hollywood is committed to upholding standards that promote respect and human dignity in an environment that fosters both academic and artistic excellence and professionalism. It is the policy of the college to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

To that end, the college prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students, or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the college community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the college.

Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, offensive or hostile working or educational environment, or unreasonably interferes with job or academic performance.

Verbal harassment may include but is not limited to epithets, derogatory comments, or slurs based upon one of the individual's characteristics noted above. Physical harassment may include, but is not limited to, assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include but are not limited to derogatory posters, cartoons, or drawings based on an individual's protected characteristic.

DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURE

The college encourages any person who feels that he or she has been unlawfully discriminated against or harassed, or observes, or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the college may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the college may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth under this policy.

Student complaints regarding faculty, staff, or other students should be made to the Student Services Department staff. If for any reason the person making the complaint does not feel comfortable directly reporting the incident to the individual identified above, the complaint may be reported to any vice president or senior administrator. A college administrator who receives a complaint of unlawful discrimination or harassment, or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate party. In cases involving potential criminal conduct, the college will determine whether appropriate law enforcement or other authorities should be notified.

INVESTIGATION AND CORRECTIVE ACTION

The college will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt and professional manner. If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the college will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the college's Student Code of Conduct or other applicable procedures. If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the college, corrective action within the reasonable control of the college, and as appropriate under the circumstances, will be initiated. If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed.

The student or employee who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, the student or employee who is accused of the unlawful discrimination or harassment will be advised of the results of the investigation.

UNLAWFUL RETALIATION

The college prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of unlawful discrimination or harassment or is involved as a witness or participant in the complaint or investigation process. Engaging in unlawful retaliation can result in disciplinary action, up to and including dismissal from the college.

The college encourages any individual who believes he or she has been subject to unlawful retaliation, or observes or is otherwise aware of an incident of unlawful retaliation in violation of this policy, to report the incident promptly pursuant to the complaint procedure identified above. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of unlawful retaliation in violation of this policy.

RIGHT TO APPEAL

An employee or student who is found to have engaged in unlawful discrimination, harassment, or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, a complainant may appeal the decision.

The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed. If the decision was made pursuant to the procedures identified in the Student Code of Conduct, the appeal procedures identified in the Student Code of Conduct shall apply.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonably based upon the evidence and information made available to the investigator and/or the college official who made the decision regarding the corrective action. Additional information may be considered to aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the determination is made that the findings were not reasonably based upon the evidence and information available to the investigator or that the corrective action imposed was not reasonably based upon the evidence and information available to the college official who made the decision regarding the corrective action.

A decision will be rendered to the individual who submitted the appeal within 45 days of receipt of the written appeal. The decision regarding the appeal is final. During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

OTHER RESOURCES

In addition to the internal resources described above, individuals may pursue complaints with the government agencies that enforce the laws prohibiting discrimination, harassment, and retaliation, including the California Department of Fair Employment and Housing (www.dfeh.ca.gov), the Equal Employment Opportunity Commission (www.eeoc.gov), or the United States Department of Education Office for Civil Rights (www2.ed.gov/ocr).

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Columbia College Hollywood encourages students to bring all questions, concerns, or complaints to the attention of the Director of Student Success at any time in person, by email, or by phone:

Jessica Johnson Mills
Director of Student Success
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
(818) 401-1151
jjohnsonmills@columbiacollege.edu

Questions, concerns, and complaints from students can often be resolved informally through discussion. If the informal resolution to the student's concern or complaint is not satisfactory, the student may formally file the complaint or grievance through the Grievance Procedure process outlined below to resolve the dispute. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment; unfair treatment by an instructor, fellow student, or staff member; misapplication of institution policies, rules, regulations, or procedures; or coercion, reprisal, or intimidation by an instructor or other institution employee.

Columbia College Hollywood will investigate all complaints and grievances fully, promptly, and fairly and will not subject a student to punitive action because of grievances filed with the institution. Columbia College Hollywood shall maintain a written record of its handling of all student complaints and grievances.

Retaliation against any complainant under this Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint or grievance under this Grievance Procedure is prohibited.

HOW TO FILE A GRIEVANCE

All formal complaints and grievances filed with the Director of Student Success will be investigated by a Student Grievance Committee comprised of the Academic Affairs and Student Affairs Departments and/or appropriate staff or faculty members. The Student Grievance Committee will meet with all respective parties to reach an amicable resolution. All parties will have equal voice in the discussion with the hope of resolving any dispute through constructive discourse. In the event a complaint or grievance cannot be resolved through discussion within the Student Grievance Committee, a student may give written expression to hold a hearing with the Executive Leadership Team.

STANDARD OF EVIDENCE

The preponderance of the evidence standard "more likely than not" will be used for investigating and making findings.

TIMEFRAME FOR GRIEVANCE PROCEDURE

The college will make its best efforts to complete the Grievance Procedure within thirty (30) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that resolution of the Grievance Procedure is prompt, but also adequate, fair, and impartial.

If a student does not feel that the committee has adequately addressed a complaint or concern, the student must first make all attempts to resolve the matter directly with the institution by contacting the Director of Student Success for further discussion. After the student has made all attempts to resolve the issue with the college, the student may contact the following external agencies for a review of the complaint:

WASC Senior College and University Commission (WSCUC)
985 Atlantic Avenue
Suite 100
Alameda CA 94501
www.wscuc.org

The Illinois Board of Higher Education (IBHE)
431 East Adams, 2nd Floor
Springfield, Illinois 62701-1404
<http://complaints.ibhe.org>

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov

MAIN CAMPUS INFORMATION

CAMPUS OVERVIEW

The 85,000 square foot main campus of Columbia College Hollywood is centrally located in Los Angeles for easy access to the entertainment industry and all major Hollywood film and television studios. There is free on-campus parking for students and staff. Public transportation options are less than a block away, like the Orange Line Rapid Transit Busway that travels from one end of the valley to the other. Major railroad hubs are a few bus stops away, giving the students easy access to anywhere in Southern California and beyond. For information regarding office hours, driving instructions to the main campus of Columbia College Hollywood, tours, the current academic calendar, a list of faculty and their qualifications, please visit the college website at columbiacollege.edu.

FACILITIES AND EQUIPMENT

LIBRARY AND LEARNING RESOURCE CENTER

Columbia College Hollywood has a 5,000 square-foot, brick-and-mortar Learning Resource Center that provides students with individual and collaborative study space.

The Learning Resource Center includes Wi-Fi internet access, a production conference room, a computer lab with individual workstations, a private DVD screening room, and library holdings of print, periodical, and DVD & Blu-ray collections.

MICRO MARKET

The Micro Market adjacent to the Student Lounge is a self-serve market filled with snacks and drinks, such as sandwiches, microwavable soups, burritos, burgers, and ramen. The Micro Market is a way for students who don't bring lunch or don't have time to go off campus to grab a bite to purchase healthy things to eat right in the Student Lounge area.

THEATER

Students can reserve the 96 seat theater for screenings when it is not being used for a class or college event. The theater includes 4K Ultra-HD digital projection and 5.1 surround sound.

SCREENING ROOM

The more intimate, 35-seat screening room is also available by reservation only. The screening room includes 4K Ultra-HD digital projection, 7.1 surround sound, and lecture presentation capabilities.

SOUNDSTAGE

The soundstage at Columbia College Hollywood is a professional, light and sound-controlled environment where the magic of film can come to life. It includes a multi-circuited, hard-wired lighting grid, elephant door, soundproof padded walls and 20-foot ceiling, and a smooth, leveled floor for track-free dollying.

3-CAMERA TELEVISION STAGE WITH GREEN SCREEN & CONTROL ROOM

The television stage is a light and sound-controlled environment where live video can be captured and edited in real time. The stage includes a green screen backdrop for shooting VFX and a full control room where students get hands on 3-camera live directing experience.

FOLEY/ADR SUITE

The Foley/ADR suite is a sound-isolated booth and control room where students learn to record, edit, and mix dialog, sound effects, and audio for their projects. The Foley/ADR suite is equipped with multiple microphones, monitors, and industry-standard computer hardware and software.

POST PRODUCTION EDITING SUITES

In the first year, of all Columbia College Hollywood programs, students get hands-on experience with professional film editing software and image manipulation technology. There are seven post production editing suites with enough room for two students to work together and an instructor to mentor them.

STANDING SETS

Columbia College Hollywood's main campus offers indoor standing sets for on-campus production shoots. Students learn to light, shoot, and record in a living room, a garden, and a roadhouse pool hall that can be dressed in many ways and double for a multitude of locations. When the standing sets are not being used for classroom instruction, they can be reserved for student productions. When not in use, the sets become part of the lounge and study areas of the college.

EQUIPMENT CENTER

The professional-quality equipment center is fully stocked with the latest industry standard film, digital, and still cameras and sound recording, lighting, and grip equipment, all available for students to check out and use on film productions and hands-on coursework.

BOARD OF TRUSTEES

William G. Durden, PhD

Chairman

President Emeritus and Professor of Liberal Arts, Dickinson College

Joint Professor (Research), The Johns Hopkins University School of Education

William M. Smith, MEd

President & CEO, Columbia College Hollywood

Board of Directors, Icon Collective Music Conservatory

Kim Alpert

Founder & Director of Creative Strategy, Make Amazing

Nick Cohen, MFA

Principal, TrackTips

Tim Loomer, MBA

Founder and Managing Partner, Gulfstream Strategies

Anita D. McDonald, PhD

Chancellor Emerita, Penn State DuBois

Thomas McNamara, MBS

CEO, Copley Systems

Satish Menon, PhD

Chief Technology Officer and Senior Vice President, Shutterfly, Inc.

Bryan Polivka, BA

Chief Executive and Principal Consultant, PolivkaVox LLC

Senior Director, Shorelight Education

J. David Shanks, MFA

Screenwriter, Producer, Director

TRUSTEES EMERITI

Theodore O'Karma, MBA

Former Executive, NBC Universal Television

Patrick W. Ziliacus, BS

Principal, LZA, Inc

ADMINISTRATION & STAFF

EXECUTIVE COMMITTEE

William M. Smith
President & CEO

Richard Crowe
Chief Financial Officer

Kelly Stack
Chief Marketing Officer

Peter Gend
Interim Dean of Academic Affairs

Adrian Gonzalez
Vice President, Financial Aid

Patrick Olmstead
Vice President, Operations

Kelly Parker
Vice President, Student Affairs

Lex Sanderson
Vice President, Institutional Effectiveness

Jessica Wiltgen
Vice President, Admissions

ACADEMIC AFFAIRS

Peter Gend, MFA
Interim Dean of Academic Affairs

René Bruckner, PhD
Associate Dean of Liberal Arts
Department Chair, General Education

David Martin, MFA
Department Chair, Cinema

REGISTRAR

Tina Olvera
Registrar

ONLINE EDUCATION

Richard Liu
Director, Online Education

ACADEMIC ADVISING

David Crawford, MFA
Academic Advisor

LIBRARY & LEARNING RESOURCES

Cherice Hall, MM, MLIS
Director of Learning Resources

ADMISSIONS

Jessica Wiltgen
Vice President, Admissions

Carmen Muñoz
Director of Admissions

Ozzie Rodriguez
Senior Admissions Counselor

Valerie Diaz
Admissions Counselor

Lee Hughes
Admissions Counselor

Christiana Lorin
Admissions Counselor

Myesha Reynolds
Admissions Counselor

Greg Rosete
Admissions Counselor

Sarah Scott
Admissions Counselor

ENROLLMENT SERVICES

Oshumare Jones
Enrollment Processor

Leah Suansing
Enrollment Liaison

HIGH SCHOOL PROGRAM

Mario Novoa
Director, High School Programs

OUTREACH & RECRUITMENT

Lissa Sherman
Director of Recruitment

Josh Campbell
Senior Recruiter

Allie Long
Recruiter

Harry McDonough
Recruiter

FINANCE & ACCOUNTING

Richard Crowe
Chief Financial Officer

Ashley Mendoza
Accounting Manager

HOUSING

Julie Everly
Housing Coordinator

FINANCIAL AID

Adrian Gonzalez
Vice President, Financial Aid

Lisette Sanchez
Senior Financial Aid Coordinator

Brandie Henry
Financial Aid Coordinator

Phil Serafin
Financial Aid Coordinator

HUMAN RESOURCES

Latora Green
Human Resources Manager

INSTITUTIONAL EFFECTIVENESS

Lex Sanderson, MBA, MS
Vice President, Institutional Effectiveness
Accreditation Liaison Officer

MARKETING

Kelly Stack
Chief Marketing Officer

Morgan Searles
Director, Strategic Communications

Michael Stadler
Marketing Manager

Ryan Brockmeier
Digital Media Artist

Lisette Hall
Content Writer/Social Media Coordinator

JoHannah "Jo" Winebrenner
Graphic Designer + Photographer

OPERATIONS

Patrick Olmstead
Vice President, Operations

EQUIPMENT CENTER

Chris Whetstone
Manager, Equipment Center

Joe Siminson
Assistant Manager, Equipment Center

Darius Frye
Equipment Center Associate

FACILITIES

Johnny Mendoza
Facilities Manager

Clara Hernandez
Day Porter

Miguel Ramirez
Driver

IT & PRODUCTION SERVICES

Ronald Reeves
Director, IT & Production Services

Stephen DeLello
Manager, IT & Production Services

Brian Duncan
IT Support

Kent Huffnagle
IT Support

Adam Strickland
IT Support

FRONT OFFICE

Victoria Rivera
Office Supervisor

Lily Hambartsumyan
Receptionist

SECURITY

Vicente Garcia
Security Officer

STUDENT AFFAIRS

Kelly Parker
Vice President, Student Affairs

STUDENT SERVICES

Jessica Johnson Mills, MA
Director of Student Success
Section 504/ADA Coordinator

Brenda Serrano
Student Life Coordinator

CAREER DEVELOPMENT & ALUMNI RELATIONS

Kelley Lewis, MBA
Senior Director, Career Development & Alumni Relations

Chrissy Shannon
Director, Career Development & Alumni Relations

Carin Misterly
Career Development & Alumni Relations Coordinator

Eneka Cummings
Video Editor

COUNSELING

Laura Kaufman, LMFT
Student Counselor

Jordana Epstein, AMFT
Counseling Intern

FACULTY

Courses at Columbia College Hollywood are taught by a distinguished faculty comprised of creative professionals who have worked and continue to work as filmmakers, producers, directors, editors, writers, artists, sound engineers, game designers, media makers, cinematographers, and scholars.

Collectively, the faculty of Columbia College Hollywood has contributed talents, creativity, art, skill, knowledge, and expertise to dozens of studio and independent feature films, hundreds of hours of scripted, reality, and nonfiction television programming, and a vast array of digital media content. Their work has been seen in film festivals worldwide.

They're active members of the entertainment industry's most respected professional organizations and guilds, including the Academy of Motion Picture Arts and Sciences (AMPAS), the Academy of Television Arts and Sciences (Emmy), the Society of Motion Picture and Television Engineers (SMPTE), the Writers Guild of America (WGA), the Directors Guild of America (DGA), the Producers Guild of America (PGA), the American Society of Cinematographers (ASC), the Motion Picture Editors Guild (MPEG), the Higher Education Video Game Alliance (HEVGA), and the National Academy of Recording Arts & Sciences (NARAS).

Columbia College Hollywood's adjunct general education faculty members have rich and diverse academic backgrounds in the humanities, natural and social sciences, technology, business, and art.

2019 LOS ANGELES MAIN CAMPUS AND ONLINE FACULTY

Jawad Ali
MFA, Critical Studies, California Institute of the Arts, 2000
BS, Physics, University of California, Irvine, 1992
Humanities, Physical and Life Sciences

Maylene Au
BA, Motion Picture Television, University of California, Los Angeles, 1990
Cinematography

Linda Beal
MFA, Film and Television, University of California, Los Angeles, CA, 1991
JD, Hastings College of Law, 1977
BA, Art History, University of California, Irvine, 1974
Television Studies

David Benullo
BFA, Film & Television, Tisch School of the Arts, New York University, 1992
Screenwriting

Stu Berg
BS, Journalism, University of Illinois, Urbana, 1953
Cinema Production, Directing

Ed Bishop
BA, Radio-TV-Film, Temple University, 1983
Cinema, Editing

Dirk Blackman
MFA, Screenwriting, American Film Institute, 1990
BA, History, Columbia University, 1985
Screenwriting

Todd Boatman
MFA, Art and Interactive Design, Northern Illinois University, 2001
BFA, Electronic Media, Northern Illinois University, 1997
Graphic Design + Interactive Media

Jennifer Botich
MA, Interdisciplinary Studies, DePaul University, 2010
BS, Speech Communications, Illinois State University, 1998
Written and Oral Communication

Amanda Brown
MS, Counseling, Villanova University, 2013
BA, Communication, Villanova University, 2010
General Education

René Bruckner, PhD
PhD, Visual Studies, University of California, Irvine, 2007
MA, Visual Studies, University of California, Irvine, 2003
BA, Visual Arts-Media, University of San Diego, 1994
Humanities

Joe Byron
MFA, Creative Writing, Chapman University, 2006
MA, Literature, Chapman University, 1998
BFA, Drama, Carnegie-Mellon University, 1974
Humanities

Franco Castilla
MFA, Art, Ohio State University, 2005
BFA, Painting and Printmaking, Virginia Commonwealth University, 2002
Design Arts, General Fine Arts

Keith Coene
MFA, Cinema Television Production, University of Southern California, 1991
BA, Philosophy, University of California, Irvine, 1981
Cinema Production, Producing

Andrew Conklin
MFA, Fine Arts, Academy of Art University, 2013
BFA, Electronic Design, American Academy of Art, 2000
General Fine Arts

Daniel Cotreau
BFA, History, University of California, Davis, 1995
Acting

Tim Dailey
MFA, Digital Arts, Pratt Institute, 2013
BS, Film and Video, Grand Valley State University, 2008
Visual Effects

Kadina de Elejalde
MFA, Acting, Yale University, 1991
BA, Theater Arts, Barnard College, 1986
Acting

Raphael Duffie
MFA in progress, Animation & Visual Effects, Academy of Art University, San Francisco
BS, Media Arts & Animation, Art Institute of California, Los Angeles
Visual Effects

Daniel Eaton
MFA, Music Composition, California Institute of the Arts, 2011
BM, Performance, University of Wisconsin, Stevens Point, 2008
Cinema, Sound

Charla Elizabeth
MS, Communications, Art & Design, Pratt Institute, 1987
BA, Art, Brown University, 1980
Design Arts, General Fine Arts

James Evans
MFA, Theatre Arts & Playwriting, Columbia University, 2001
BA, Creative Writing & Theatre, Santa Fe College of Art and Design, 1993
Humanities

Gordon Firemark, Esq.
BA, Telecommunication and Film, University of Oregon, Eugene, 1998
JD, Southwestern School of Law, 1992
Entertainment Law

Adam C. Frommelt
MFA, Communication Design, Harrington College of Design, 2015
BFA, Communication Design, Harrington College of Design, 2010
Graphic Design + Interactive Media, Visual Communication

Emily Frydrych
MA, Social Sciences, University of Chicago, 2001
BA, Women's Studies, University of Michigan, Ann Arbor, 2000
Social and Behavioral Sciences, Humanities

Jennifer Fuller
MS, Digital Cinema, DePaul University, 2010
BFA, Visual Communication, University of Dayton, 2008
Graphic Design + Interactive Media

Michael Galbincea
MFA, Film, Video and New Media, School of the Art Institute of Chicago, 2001
BA, Communications, Cleveland State University, 1999
Graphic Design + Interactive Media, Visual Communication

Maria Gavin
MA, Communications, Stanford University, 1987
BA, Communications, University of the Pacific, 1985
Cinema Production, Humanities

Peter Gend
MFA, Animation and Visual Effects, Academy of Art San Francisco, 2013
BS, Media Arts and Animation, Art Institute of California, 2005
Visual Effects, Humanities

Robin Goret
MA, Theatre Arts, San Diego State University, 2010
MA, Communication, San Diego State University, 2008
BS, Communication Studies, New York University, 2005
Communication, Humanities

Michael Greenspan
MFA, Directing, American Film Institute, 2002
BFA, Film Production and Theory, York University, 1999
BA, Film Studies, Dawson College, 1995
Cinema Production, Directing

Adam Hall
MFA, Film Production, University of Southern California, 2011
BA, Political Science, Carson-Newman College, 2005
Cinema, Producing, Humanities

Cherice Hall
MLIS, Special Libraries, San Jose State University, 2006
MM, Vocal Performance, California State University, Northridge, 2000
BM, Music Performance, California State University, Northridge, 1994
Information Literacy

Dan Hanners
MA, Studio Arts and Visual Communication, Northern Illinois University, 2007
BFA, Visual Communication, Illinois Institute of Art, 1999
Graphic Design + Interactive Media

David Harris
MFA, Screenwriting, American Film Institute, 2003
BA, History, Washington University, 1997
Cinema, Producing

Oscar Harrison
MFA, University of Southern California, 1978
BFA, Howard University, 1972
Cinema, Producing

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BS, Mathematics, Tuskegee University, 2014
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BS, Music Production, Full Sail University, 2014
Certificate in Avid Pro Tools 11 HD
Cinema, Sound

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MFA, Acting, Harvard University, 2013
BA, Business Administration and Theater, Fordham University, 2011
Acting

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Acting, New York University
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Acting

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Physical and Life Sciences

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BA, Film Studies, UC Berkeley, 2010
Humanities

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Cinema, Producing

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Cinema, Sound

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MFA, Film, Columbia University, 2002
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Cinema, Directing

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BA, Radio-Television-Film, Temple University, 1989
Cinema Production, Directing

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Acting

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Cinema, Directing, New Media

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BS, Accounting, University of Illinois, 1992
BA, Political Science, University of Illinois, 1992
Graphic Design + Interactive Media

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Physical and Life Sciences, Social Science, Graphic Design + Interactive Media

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MFA, Broadcast Cinema, Art Center College of Design, 2011
BFA, Cinematography, University of North Carolina School of the Arts, 2006
Humanities, Cinematography, Visual Effects

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Cinema Production, Directing

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MS, Soil & Water Sciences, University of California, Riverside, 2004
MS, Physics, University of New Orleans, 1999
BS, Mathematics, Virginia Polytechnic Institute and State University, 1994
BS, Physics, Virginia Polytechnic Institute and State University, 1994
Mathematics, Physical and Life Sciences

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BA, Telecommunications, University of Southern California, 1973
Television Production

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Screenwriting

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MFA, Film, London Film School, 1984
BFA, Film, Massachusetts College of Art & Design, 1982
Humanities

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MFA, Film & Television Writing, University of Southern California, 2009
MA, Theatre Studies, University of New South Wales, 2002
BA, Theater Arts, University of Iowa, 2001
Theater History and Criticism, Humanities

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BA, University of Southern California, English/Creative Writing, 2004
Cinema Production, Editing

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MFA, Communication Design, Harrington College of Design, 2014
BFA, Fine Art, Columbia College Chicago, 2011
General Fine Arts

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Visual Effects

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BA, Theatre, University of Massachusetts, Amherst, 2000
Screenwriting

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MA, Teachers of Educational Theatre in High School, Steinhardt School, New York University, 1994
BA, Sociology, University of Colorado, Boulder, 1989
Humanities, Literature Studies, Social and Behavioral Sciences

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MFA, Writing for Stage and Screen, New Hampshire Institute of Art, 2015
BA, Theatre Arts, University of California, San Diego, 1995
Screenwriting, Humanities

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BA, Film & Video Editing, Columbia College, Chicago, 1999
Cinema, Editing

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Cinema Production, Editing

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BM, Music Composition, Lawrence University, 2002
Cinema Production, Editing

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BFA, Philadelphia College of Art, 1969
General Fine Arts

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Cinematography

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Screenwriting

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Design Arts, Art History and Criticism

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MA, Cinema Television, University of Southern California, 1993
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Humanities, Cinema and Media Studies

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MA, Journalism, University of Southern California, 2014
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Humanities

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MFA, Motion Picture Production & Cinematography, University of Miami, 2005
BA, English & Communication Studies, Canisius College, 1997
Cinematography

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MS, Geology, University of California, Los Angeles, 1995
BA, Design Studies in Archeology & Paleontology, University of Southern Mississippi, 1985
Physical and Life Sciences

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PhD, Psychology, Vanderbilt University, 1972
BS, Psychology, Louisiana State University, Baton Rouge, 1966
Cinema, Sound

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MA, Humanities, University of Chicago, 2011
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Humanities

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BA, Theater Arts, Humboldt State University, 1985
Acting

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Screenwriting

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Cinema Production, Directing

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BA, Mass Media Communication and Theater, Ursinus College, 1998
Cinema Production, Editing, Sound, Television

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MA, Theater, University of California, Los Angeles, 2003
BS, Speech, Northwestern University, 1983
Cinema, Directing

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MFA, Film and Television, University of California, Los Angeles, 2008
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Screenwriting

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MFA, Art-Studio, School of Art and Design, Northern Illinois University, 1992
BA, Art, Gonzaga University, 1987
Visual Effects, Design Arts, Fine Art

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Cinema, Producing

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PhD, Organizational Leadership, The Chicago School of Professional Psychology Chicago, 2016
MA, Social Work, Loyola University, 2001
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Humanities, Social and Behavioral Sciences

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BS, Communication and Filmmaking, State University of New York, 1985
Cinematography

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Art & Technique Filmmaking, London Film School
Cinema, Producing

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MFA, Directing, American Film Institute, 2008
BA, Cinema and Media Studies, University of Chicago, 2003
Humanities

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BA, Film & Video, Columbia College, Chicago, 2000
Cinema Production

Abdon Vogelman
MS, Biology, University of Nebraska, 2011
Physical and Life Sciences

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MS, Biology, University of Nebraska, 2011

MA, Art History & Arts Administration, School of the Art Institute of Chicago, 2015

BA, English Literature & Studio Art, University of North Carolina at Greensboro, 2007

Humanities, Physical and Life Sciences

Ron Wade

MFA, Computer Animation, Miami International University of Art and Design, 2008

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Art History and Criticism, Humanities

Jack Weinstein

Directing Fellowship, American Film Institute Conservatory, 1971

BA, Dartmouth College, 1967

Screenwriting

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MFA, Writing, The School of the Art Institute of Chicago, 2007

BFA, Creative Writing, Roger Williams University, 2003

Written and Oral Communication, Humanities

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PhD Critical Studies, University of Southern California, 2015

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Humanities

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MFA, Film Production (Directing), University of California, Los Angeles, 1999

BA, African-American Studies, University of California, Los Angeles, 1994

Humanities