

# **COLUMBIA COLLEGE HOLLYWOOD**

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## **Addendum 2018 – 2019 CATALOG**

Effective March 29, 2018  
Version 2018.01.01

The information contained in the current catalog is certified true and correct in content and policy at the time of publication. This addendum becomes an integral part of the catalog as of its effective date.

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# INTRODUCTION TO CATALOG ADDENDUM

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This Catalog Addendum represents revisions, corrections, and updates made since the publication of the current 2018-2019 Columbia College Hollywood catalog.

This Catalog Addendum should be used along with the current 2018-2019 Columbia College Hollywood Catalog and all additional Addenda.

While every effort has been made to ensure the accuracy of the information provided in both the Catalog and this Catalog Addendum, Columbia College Hollywood reserves the right to make changes as necessary and to change, without notice, any of the information, requirements, and regulations as required for compliance with accreditation standards and federal, state, and local laws and regulations.

# ADMISSIONS

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## INTERNATIONAL STUDENT ADMISSIONS

### INTERNATIONAL PROOF OF GRADUATION

(to replace "Proof of Graduation")

Columbia College Hollywood requires all prospective international students 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 students applying 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 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.

### INTERNATIONAL TRANSCRIPT AND CREDENTIAL POLICY

(\*to replace "Foreign Transcript Submission Policy")

International 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. All documents issued in languages other than English must be translated by a certified English-language translation service.

Transcript and credential 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) 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. 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.

### INTERNATIONAL HIGH SCHOOL APPLICANTS

#### 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 may be sent directly from the issuing institution to Columbia College Hollywood
- If issued in a language other than English, work-in-progress records must be translated by a certified English-language translation service prior to submission.

#### 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 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 final transcripts, grade records, diplomas, and proof-of-graduation documents issued in a language other than English must also be translated by a certified English-language translation service.

## **INTERNATIONAL TRANSCRIPT AND CREDENTIAL POLICY**

Students requesting transfer credit for academic credits completed at educational institutions in countries other than the U.S., including English-speaking countries, must submit a course-by-course credential evaluation of all transcripts and school records. Transcripts and records issued in a language other than English must be translated by a certified English-language translation service.

Transcript and credential 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) 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-language translation services are not free and must be completed prior to submission at the student's expense.

## **TRANSFER CREDIT POLICY**

### **INTERNATIONAL TRANSCRIPT AND CREDENTIAL POLICY**

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Transcript and credential 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) 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.

# 2018-2019 CALENDARS

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## ADMISSION APPLICATION DEADLINES

QUARTER	LAST DAY TO APPLY	CLASSES BEGIN
Spring 2018	March 2, 2018	April 9, 2018
Summer 2018	May 4, 2018	July 9, 2018
Fall 2018	Early Decision via The Common App® - January 5, 2018 Priority Deadline - January 5, 2018 Regular Decision Deadline - February 23, 2018	October 1, 2018
Winter 2019	November 30, 2018	January 14, 2019
Spring 2019	March 1, 2019	April 8, 2019
Summer 2019	May 3, 2019	July 8, 2019
Fall 2019	Early Decision (Common App) - January 4, 2019 Priority Deadline - January 4, 2019 Regular Decision Deadline - February 22, 2019	September 30, 2019

## 2018-2019 ACADEMIC CALENDAR

WINTER 2018	
January 16	Winter 2018 Quarter Begins
January 23	Last Day to Add/Drop
March 16	Last Day to Withdraw from a Course (W)
<b>March 29</b>	Last Day of Winter 2018 Classes <b>(date corrected)</b>

# STUDENT AFFAIRS

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## DISABILITY SERVICES

(\*to replace "Accommodations for Disabilities or 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.

### 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 Department 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, contact the Section 504/ADA Coordinator:

Jessica Johnson-Mills  
Student Success and ADA Advisor  
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 <https://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.



## **DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE**

(\*to replace "Section 504/ADA Grievance Policy)

Columbia College Hollywood (the "College") 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 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 Coordinator:

Jessica Johnson-Mills  
Student Success and ADA Advisor  
Columbia College Hollywood  
18618 Oxnard Street  
Los Angeles, CA 91356  
jjohnsonmills@columbiacollege.edu

This Grievance Procedure constitutes the College's formal Grievance Procedure. The College does not have an informal grievance procedure and mediation is not available.

### **HOW TO FILE A 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 504 Coordinator or designee. In the event that the 504 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](mailto:kparker@columbiacollege.edu).

Complaints may be submitted to the 504 Coordinator or designee in person, by 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 THE COMPLAINT**

Upon receipt of the complaint, the 504 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 504 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 THE GRIEVANCE PROCEDURE**

The College will make its best efforts to complete the 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 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 Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint under this 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 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”). OCR can be reached at:

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

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