

COLUMBIA COLLEGE HOLLYWOOD

2021 CATALOG ADDENDUM 1

Effective April 1, 2021

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The contents of the most recent catalog and all subsequent catalog addenda represent the most current information available 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, institutional policies and procedures, faculty and administrative staff, and/or the academic calendar.

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.

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ADMISSIONS

APPLICATION DEADLINES

Columbia College Hollywood actively fosters a supportive, hands-on learning environment with small class sizes on campuses in Los Angeles and Chicago. Applications are accepted until two weeks before the start of classes. Prospective students are encouraged to apply early to ensure space is available.

FINANCIAL AID & SCHOLARSHIPS

LOS ANGELES CAMPUS FINANCIAL AID

The Financial Aid Department is committed to providing assistance to students seeking help financing a Columbia College Hollywood education. Financial Aid Officers are available to help students and parents choose from and apply for a wide range of programs for grants, loans, and scholarships. Financial Aid offered at Columbia College Hollywood is subject to change in accordance with state and federal student aid regulations.

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 <http://studentaid.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 this process; 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, 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 Officer 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 terms or the equivalent (roughly six years). See the website studentaid.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.

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 Officer or on the Federal Direct Loan webpage at studentaid.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.

FLASHPOINT CHICAGO FINANCIAL AID

The Financial Aid Department is committed to providing assistance to students seeking help financing a Columbia College Hollywood education at Flashpoint Chicago. Financial Aid Officers are available to help students and parents choose from and apply for a wide range of programs for grants, loans, and scholarships. Financial Aid offered at Columbia College Hollywood is subject to change in accordance with state and federal student aid regulations.

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 students at Columbia College Hollywood. 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 <http://studentaid.gov> using the Flashpoint Chicago school code 041956.

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 this process; 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. Flashpoint Chicago also reserves the right to select any application for verification it believes may contain inaccurate or conflicting information. If selected, 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. A Financial Aid Officer 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.

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FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

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DIRECT LOANS

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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.

DISBURSEMENT OF FINANCIAL AID FUNDS

Financial aid funds are generally disbursed in equal payments, advancing a portion of the total award during two (2) semesters or three (3) quarters in an academic year. For example, an annual Direct Subsidized loan of \$4,500 for a student enrolled in a quarter-system program has three (3) \$1,500 disbursements, one in the first few weeks of each academic term for three (3) consecutive academic quarters. An annual Direct Subsidized loan of \$4,500 for a student enrolled in a semester-system program has two (2) \$2,250 disbursements, one in the first few weeks of each academic term for two (2) consecutive academic semesters.

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 and Flashpoint Chicago are 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 Officer and attend an online Direct Loan entrance counseling session. Entrance counseling can be completed at <http://studentaid.gov>.

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 the college. 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 <http://studentaid.gov>.

PRESIDENTIAL SCHOLARSHIP

Los Angeles • Chicago • Online

Continuing students who have successfully completed the first academic year with a 3.7 or higher GPA

The Presidential Scholarship is awarded to students who have successfully completed their first academic year and who demonstrate extraordinary academic achievement throughout their enrollment in a degree program.

AWARD VALUE:

BFA programs \$6,500 minimum to \$10,000 maximum per academic year

AFA/AAS programs: \$3,250 minimum to \$5,000 maximum per academic year

ELIGIBILITY:

To be eligible for the Presidential Scholarship, a student must:

- Successfully complete the first academic year, including a minimum of 36 quarter credit hours or 24 semester credit hours
- Maintain a cumulative GPA of 3.7 or higher
- Enroll for a minimum of 12 credits
- Submit the following for Scholarship Committee Review:
 - An essay of 750 words or more that explains the applicant's goals for the future and how this scholarship will help them attain those goals.
 - One (1) letter of recommendation from a faculty member.

HOW TO APPLY:

Los Angeles & Online Program applicants, email completed submissions directly to cch.financial@columbiacollege.edu.
Flashpoint Chicago applicants, email completed submissions directly to flashpoint.financialaid@columbiacollege.edu.

AWARD SELECTION PROCESS:

The Scholarship Committee will review all applications and provide final recommendations to the President of Columbia College Hollywood. Awardees will be determined by the President. Submissions are accepted during the spring and summer terms. The college reserves the right to withhold the scholarship for any year in which, at the sole discretion of the Scholarship Committee, suitable candidates cannot be found among applicants. Final scholarship awards are at the sole discretion of the President.

DISTRIBUTION:

Award funds are applied in equal installments (one installment per term) in the academic calendar year. (Three for quarter system students and two for semester programs.)

LA, ONLINE, AND CHICAGO QUARTER-SYSTEM STUDENTS: A student enrolled for 16 quarter credits per term may receive the maximum per-year award of \$10,000 per academic year. A student enrolled for 12 quarter credits per term will receive 75% of the per-term award.

CHICAGO SEMESTER-SYSTEM STUDENTS: A student enrolled for 15 credits for Spring and Fall semesters and 9 credits for Summer semester may receive the maximum per-year award of \$10,000 per academic year. A student enrolled in 12 credits for Spring and Fall semesters and 6 credits for Summer semester will receive 75% of the per-term award.

2021 CALENDARS

QUARTERLY ACADEMIC CALENDAR

Los Angeles • Online • Continuing Chicago Students

WINTER QUARTER 2021

Monday, January 4.....	Campus Open
Monday, January 18.....	End Winter Break
Monday, January 18.....	Martin Luther King Jr Day NO CLASSES
Tuesday, January 19*.....	First day of classes
Tuesday, January 26**.....	Add/Drop deadline @ 5:00 p.m.
Friday, March 19.....	Last day to withdraw with a W grade
Saturday, April 3.....	Last day of Winter Quarter
Monday, April 5-Friday, April 9.....	Spring Break NO CLASSES

SPRING QUARTER 2021

Monday, April 12.....	First day of classes
Monday, April 19.....	Add/Drop deadline @ 5:00 p.m.
Monday May 31.....	Memorial Day NO CLASSES
Friday, June 11.....	Last day to withdraw with a W grade
Saturday, June 19.....	Juneteenth NO CLASSES
Saturday, June 26.....	Last day of Spring Quarter
Monday, June 28-Friday, July 2.....	Summer Break NO CLASSES

SUMMER QUARTER 2021

Monday, July 5.....	Independence Day (Observed) NO CLASSES
Tuesday, July 6*.....	First day of classes
Tuesday, July 13**.....	Add/Drop deadline @ 5:00 p.m.
Friday, September 3.....	Last day to withdraw with a W grade
Monday, September 6.....	Labor Day NO CLASSES
Saturday, September 18.....	Last day of Summer Quarter
Monday, Sept 20-Friday, Sept 24.....	Fall Break NO CLASSES

FALL QUARTER 2021

Monday, September 27.....	First day of classes
Monday, October 4.....	Add/Drop deadline @ 5:00 p.m.
Thursday, November 11.....	Veteran's Day NO CLASSES
Wednesday, Nov 24-Saturday, Nov 27.....	Thanksgiving Holiday NO CLASSES
Monday, November 29***.....	Last day to withdraw with a W grade
Saturday, December 11.....	Last day of Fall Quarter
Monday, December 13.....	Begin Winter Break NO CLASSES
Saturday, Dec 18-Sunday Jan 2, 2022.....	HOLIDAY CLOSING

*Monday of the first week of the term is a national holiday. Therefore, classes begin on a Tuesday.

**The Add/Drop deadline on the 8th day of this term falls on a Tuesday.

***Due to a break or holiday, the withdrawal deadline is extended to Monday of Week 10.

Deadlines are local time depending on campus location. For students studying on the Los Angeles campus and Online, deadlines are Pacific Standard Time (PST). For students studying at Flashpoint Chicago, deadlines are Central Standard Time (CST).

SEMESTER ACADEMIC CALENDAR

Chicago Students Only

SPRING SEMESTER 2021

Monday, January 4.....	Campus Open
Monday, January 18.....	End Intersession Break
Monday, January 18.....	Martin Luther King Jr Day NO CLASSES
Tuesday, January 19*.....	First day of classes
Tuesday, January 26**.....	Add/Drop deadline @ 5:00 p.m. CST
Monday, April 12-Sunday, April 18	Spring Break NO CLASSES
Monday, April 19***	Last day to withdraw with a W grade
Monday, May 3.....	Regular Session classes end
Tuesday, May 4-Monday, May 10.....	Final Exams
Monday, May 10	Last day of Spring Semester
Tuesday, May 11-Friday, May 28	Intersession Break NO CLASSES

SUMMER SEMESTER 2021

Saturday, May 29-Monday, May 31.....	Memorial Day NO CLASSES
Tuesday, June 1*.....	First day of classes
Tuesday, June 8**	Add/Drop deadline @ 5:00 p.m. CST
Saturday, June 19	Juneteenth NO CLASSES
Monday, July 5	Independence Day (Observed) NO CLASSES
Monday, July 26****	Last day to withdraw with a W grade
Monday, August 9.....	Last day of Summer Semester
Tuesday, Aug 10-Friday, Aug 27.....	Intersession Break NO CLASSES

FALL SEMESTER 2021

Monday, August 30	First day of classes
Saturday, Sept 4-Monday, Sept 6.....	Labor Day NO CLASSES
Tuesday, September 7**	Add/Drop deadline @ 5:00 p.m. CST
Wednesday, Nov 24-Sunday, Nov 28	Thanksgiving Holiday NO CLASSES
Monday, November 29***	Last day to withdraw with a W grade
Saturday, December 11.....	Regular Session classes end
Monday, Dec 13-Saturday, Dec 18	Final Exams
Saturday, December 18.....	Last day of Fall Semester
Sunday, December 19	Begin Intersession Break NO CLASSES
Thursday Dec 23-Sunday Jan 3, 2022	HOLIDAY CLOSING NO CLASSES

**Monday of the first week of the term is a national holiday. Therefore, classes begin on a Tuesday.*

***The Add/Drop deadline on the 8th calendar day of this term falls on a Tuesday.*

****Due to a break or holiday, the withdrawal deadline is extended to Monday of Week 13.*

*****During Summer semester, the withdrawal deadline is extended to Monday of Week 9.*

Deadlines are local time depending on campus location. For students studying on the Los Angeles campus and Online, deadlines are Pacific Standard Time (PST). For students studying at Flashpoint Chicago, deadlines are Central Standard Time (CST).

REGISTRATION & ENROLLMENT

NEW STUDENT ORIENTATION

Students enrolling at Columbia College Hollywood's Los Angeles campus or Flashpoint Chicago 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.

MATHEMATICS PROFICIENCY ASSESSMENT

Los Angeles Campus Only

A new student who is proficient in college-level mathematics may take the Math Proficiency Assessment Exam online prior to their third (3rd) term of enrollment. 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.

CONTINUING STUDENT REGISTRATION

Los Angeles Campus Only

Returning students who are in good standing will be courtesy-registered for courses during the Registration Period at the beginning of each term. Elective preferences must be submitted to the Registrar via the Elective Choice form. Students may request schedule adjustments to take a course on a different day and time or to increase or decrease their pre-scheduled course load.

CONCURRENT ENROLLMENT POLICY

A currently enrolled student who wishes to complete a required course concurrently at another institution must receive prior approval from the Dean of Academic Affairs and the Registrar by submitting a clearly written rationale for wanting to complete coursework outside of Columbia College Hollywood. If a student begins a required course at another institution without prior approval from the Dean of Academic Affairs and the Registrar, 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 in writing with all supporting documentation to the Dean of Academic Affairs by email at appeals@columbiacollege.edu.

Approval for concurrent enrollment leading to transfer credit will not be approved for students who have already transferred in 75% of the total credits required for a Columbia College Hollywood or Flashpoint Chicago degree program.

- A student enrolled in a BFA program requiring 192 quarter credits may transfer in no more than 144 credits.
- A student enrolled in a BFA program requiring 125 semester credits may transfer in no more than 93 credits.
- A student enrolled in a BFA program requiring 123 semester credits may transfer in no more than 92 credits.
- A student enrolled in an online BFA program requiring 192 quarter credits may transfer in no more than 144 credits earned either online or on-ground.
- A student enrolled in an AFA or AAS program requiring 96 quarter credits may transfer in no more than 72 credits.
- A student enrolled in an AAS program requiring 63 semester credits may transfer in no more than 47 credits.

ACADEMIC POLICIES

ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood and Flashpoint Chicago. Students enrolled in on-campus or synchronous remote courses 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. Class attendance policies and attendance tracking procedures are determined by each instructor and are included in the course syllabus distributed at the beginning of each term. Students can track the attendance for their classes in the student portal at <https://cchonline.columbiacollege.edu>.

At the discretion of the instructor(s), absences due to family emergencies, bereavement, and observance of a religious holiday may be excused. Absences will be excused for students who volunteer in an official capacity as emergency workers, including as a volunteer firefighter, emergency medical technician, ambulance attendants, or other first responder. Absences due to medical issues, military service, or legal obligations must be supported by formal documentation and submitted to the instructor upon return to the next class session.

There are conditions under which students will be administratively withdrawn due to non-attendance:

- A student who fails to attend the first two weeks' class meetings in a given course will be withdrawn from the course.
- A student who is absent from all registered courses for the entire first week of a term without notice will be administratively withdrawn from all courses and dismissed from the college. If applicable, the cost of tuition will be adjusted.
- A student who is unable to attend all courses for the first week of a term must notify the college in writing before the first Friday of the term in order to remain enrolled.
- At any time, a student who fails to attend all registered courses for a period of 14 consecutive calendar days, holidays excluded, will be withdrawn from all courses and dismissed from the college.

A student who is administratively withdrawn from an individual course after the Add/Drop deadline will be charged tuition and fees for the course. Attendance appeals may be submitted to the instructor for approval at the instructor's discretion.

ONLINE COURSE ATTENDANCE POLICY

In an online course, attendance is recorded twice a week and is based on student participation in the course. Each week, participation in an online course is defined by one of the following actions taken by the student during the week:

- Posting to a discussion board (i.e. initial post, responding to peers or instructor)
- Submitting an assignment online to the assignment link within the LMS
- Completing an online test or quiz within the LMS
- Participating in a Live Lecture

Attendance for online courses will be marked twice per week. Sessions are:

- Session 1 - Participation Monday through Wednesday at 11:59 pm PST
- Session 2 - Participation Thursday through Sunday at 11:59 pm PST

Students in an online course will only be marked present if they participate in the course between the above timeframes. A student who is marked absent for a class session is responsible to meet the deadlines within the course.

A student who records absences totalling or exceeding 30% of the total required class sessions for a course between Weeks 2-9 will receive an attendance warning and may be advised to withdraw from the course due to a low chance of success. Students deciding to withdraw from their course will receive a "W" grade for the course. Students can track the attendance for their classes in the student portal at <https://cchonline.columbiacollege.edu>.

At the discretion of the instructor(s), absences due to family emergencies, bereavement, and observance of a religious holiday may be excused. Absences will be excused for students who volunteer in an official capacity as emergency workers, including as a volunteer firefighter, emergency medical technician, ambulance attendants, or other first responder. Absences due to medical issues, military service, or legal obligations must be supported by formal documentation and submitted to the instructor upon return to the next class session.

There are conditions under which students will be administratively withdrawn due to non-attendance:

- A student who fails to attend the first two weeks' class meetings in a given course will be withdrawn from the course.
- A student who is absent from all registered courses for the entire first week of a term without notice will be administratively withdrawn from all courses and dismissed from the college. If applicable, the cost of tuition will be adjusted. A student who is unable to attend all courses for the first week of a term must notify the college in writing before the first Friday of the term in order to remain enrolled.
- At any time, a student who fails to attend all registered courses for a period of 14 consecutive calendar days, holidays excluded, will be withdrawn from all courses and dismissed from the college.

A student who is administratively withdrawn from a course after the Add/Drop deadline will be charged tuition and fees for the course. Attendance appeals may be submitted to the instructor for approval at the instructor's discretion.

ATTENDANCE DISMISSAL APPEAL PROCESS

A student who is dismissed from the college due to non-attendance must send a written appeal for re-entry stating the mitigating circumstances that the student believes contributed to the student's non-attendance. The student must attach supporting documentation of the mitigating circumstances stated in the written appeal.

Written appeals and all supporting documents must be sent via email directly to the student's campus of attendance:

LOS ANGELES CAMPUS & ONLINE:
Email appeal to appeals@columbiacollege.edu

FLASHPOINT CHICAGO:
Email appeals to flashpoint.appeals@columbiacollege.edu

Mitigating circumstances that may have negatively impacted the student's attendance:

- 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 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 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 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 Appeals Committee is final. A student whose appeal is successful is immediately eligible for enrollment at the start of the term following the notice of approval.

After being reinstated on appeal, if the student receives a second dismissal for any reason, including for non-attendance, for failing to meet the minimum requirements of SAP, or for disciplinary reasons, the student is permanently dismissed from the college. All 2nd dismissals are final, meaning there is no opportunity for an additional appeal, re-entry, or reinstatement.

ADD/DROP POLICY

Students may add or drop courses until 5:00 p.m. on the eighth (8th) calendar day of each term with no financial penalty. The opportunity to add or drop courses with no financial penalty ends at 5:00 p.m. on the eighth (8th) calendar day of the term. No drops are permitted after this deadline. Add/drop deadlines are local time depending on campus location. For students studying on the Los Angeles campus and Online, deadlines are Pacific Standard Time (PST). For students studying at Flashpoint Chicago, deadlines are Central Standard Time (CST).

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.

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 term. 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 an individual course after the Add/Drop period and receive a W grade in the course, the student must complete a Course Withdrawal Form and return it to the 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.

ACADEMIC WARNING STATUS (SAP)

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

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 within 10 business days of the notice of academic dismissal directly to the student's campus of attendance:

LOS ANGELES CAMPUS & ONLINE:

Email appeal to appeals@columbiacollege.edu

FLASHPOINT CHICAGO:

Email appeals to flashpoint.appeals@columbiacollege.edu

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

The 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 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 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 Appeals Committee is final.

A student whose appeal is successful will be immediately enrolled under Academic Probation at the start of the term following the notice of approval.

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 term 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 term.

At the end of the Academic Probation term, 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. If a student fails to meet the minimum standards of SAP by the end of the Academic Probation term, the student will be permanently dismissed from the college.

After being reinstated on appeal, if the student receives a second dismissal for any reason, including for non-attendance, for failing to meet the minimum requirements of SAP, or for disciplinary reasons, the student is permanently dismissed from the college. All 2nd dismissals are final, meaning there is no opportunity for an additional appeal, re-entry, or reinstatement.

TAKING A LEAVE OF ABSENCE (LOA)

All students in good academic standing who have successfully completed at least two (2) terms are eligible to take one Leave of Absence per academic year. Students considering taking a term off should be aware that some required courses may be offered on a rotating basis (i.e., fall term only, every other year). Any student who plans to take a Leave of Absence should schedule an academic plan review with their Academic Advisor to consider how taking a term off may affect timely completion of program requirements.

A Leave of Absence 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 term the student is planning to be away from the college.

The student must return for the following term by the specific date indicated on the Leave of Absence approval form. A student who fails to return to the college by the date indicated on the approval form will be administratively withdrawn from the college.

EMERGENCY LEAVE REQUESTS

A student in good standing who experiences certain life situations or hardships may request an Emergency Leave in the middle of a term. A student considering taking an Emergency Leave is encouraged to meet with their academic advisor for guidance before filing a request in order to fully understand how the emergency time off may affect timely completion of program requirements.

An Emergency Leave request must be submitted to the Director of Student Success accompanied by documentation of the student's reason for the leave. The request must be approved by the Director of Student Success.

Acceptable reasons for requesting an Emergency Leave 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

A student who does not return to school for the term following an Emergency Leave will be administratively withdrawn from the college.

LEAVE OF ABSENCE LIMITS

All students may be granted one single Leave of Absence per academic year. Students are not eligible to take two (2) consecutive leaves.

ACADEMIC ADVISING

Academic Advisors help 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. Academic Advisors 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.

LOS ANGELES CAMPUS & ONLINE

BFA students enrolled in quarter-system programs who wish to change their emphasis declarations may do so at any time up to or during the sixth (6th) term of enrollment. A student may request an individual evaluation with an Academic Advisor to finalize the choice of emphasis and plan a long-term academic strategy.

CHICAGO CAMPUS

BFA Cinema students who wish to change their emphasis declarations may do so at any time up to or during the fourth (4th) term of enrollment. A student may request an individual evaluation with an Academic Advisor to finalize the choice of emphasis and plan a long-term academic strategy.

TUTORING

In order to maximize each student's learning potential and help every graduate realize success in their chosen professional field, the Office of Academic Affairs 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. 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 their 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 Office of Academic Affairs. Students who are willing to become peer tutors can contact the Office of Academic Affairs. 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 their 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 Office of Academic Affairs and the Office of Student Affairs. 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 & COMMENCEMENT

GRADUATION REQUIREMENTS

During the last term of enrollment, a student identified as eligible to graduate must:

- Complete an Exit Interview with Career Development.
- Pay all financial obligations to the college in full by the end of your last term or as advised by the Business Office.
- 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.
- Return all property, including any and all equipment and library materials belonging to the institution by the communicated deadline.

TRANSCRIPT REQUESTS

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

Graduates, current students, and former Flashpoint Chicago and Tribeca Flashpoint College students may obtain official or unofficial copies of transcripts by completing a Transcript Request form available in the Registrar's Office or online at flashpoint.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. Transcript Request Forms can be submitted to the Registrar's Office in person, by electronic mail, by fax, or by postal mail and must include signature and payment.

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.

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 main areas: Student Services, Career Development, Mindful Wellness & Counseling Services, and Accessibility Support Services.

STUDENT SERVICES

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

FIRST YEAR EXPERIENCE PROGRAMMING

The CCH Experience is a first-year student program designed to help support student involvement and engagement both in and out of the classroom. The CCH Experience begins with Orientation and continues throughout a student's entire first year of college through specialized workshops and FYE courses.

All freshman and first year students with questions regarding first year initiatives should contact Student Services.

LOS ANGELES CAMPUS

Angelica Robinson
First Year Experience Manager
arobinson@columbiacollege.edu

CHICAGO CAMPUS

Beth Cooper
Director of Student Success, Chicago
beth.cooper@columbiacollege.edu

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is the representative governing body of Columbia College Hollywood students. It consists of representatives from both the Los Angeles and Chicago campuses. The SGA works with the Columbia College Hollywood Board of Trustees, along with administration, faculty, and staff, and other student organizations, 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, 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 CCH.
- To help plan, promote, produce, and present social, cultural, and recreational programs for students.
- To promote student leadership and development with the CCH community.

Additional Student Community Groups

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 community groups and organizations acquire critical networking skills and enhanced learning experiences while discovering new interests and strengths.

For more information regarding the SGA or additional Community Groups, please contact Student Services.

LOS ANGELES CAMPUS

Jessica Johnson Mills
Director of Student Success
jjohnsonmills@columbiacollege.edu

CHICAGO CAMPUS

Beth Cooper
Director of Student Success, Chicago
beth.cooper@columbiacollege.edu

MINDFUL WELLNESS AND COUNSELING SERVICES

One of the key initiatives for Student Affairs 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.

Both the Student Services & Counseling staff provide a variety of mental health resources and wellness workshops throughout the year. These workshops strive to:

- Increase student engagement, well-being, and sense of purpose
- Build student resilience 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

Students may also seek professional counseling services upon request. Students may contact a therapist directly by email. All information shared by email and during counseling sessions is confidential.

LOS ANGELES CAMPUS

Laura Kaufman, LMFC
Student Therapist
lkaufman@columbiacollege.edu

Edith Moses, MA
Student Therapist
emoses@columbiacollege.edu

For general information regarding counseling services on the Los Angeles campus, please contact CCHcounselingservices@columbiacollege.edu.

CHICAGO CAMPUS

Stephanie Owen, LPC
Student Therapist
stephanie.owen@columbiacollege.edu

For general information regarding counseling services on the Chicago campus, please contact flashpoint.counselingservices@columbiacollege.edu.

CAREER DEVELOPMENT

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

Students enrolled in Los Angeles, Chicago, and Online who are seeking career assistance should contact Career Development:

Kelley Lewis
Senior Director of Career Development
klewis@columbiacollege.edu

Ricky Randle
Director of Career Development
rrandle@columbiacollege.edu

The Career Development staff builds relationships with key industry employers, unions and professional organizations. They attend industry networking 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:

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. 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 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 SERVICES

The Career Development Department additionally introduces alumni to networking opportunities 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 Office 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 professional meetings or events on either campus are subject to approval from Career Development and Operations.

ACCESSIBILITY SUPPORT SERVICES

The Office of Student Affairs 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 Director of Student Services will determine reasonable modifications or accommodations.

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 Director of Student Success 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 on the campus of enrollment.

LOS ANGELES CAMPUS
Jessica Johnson Mills
Director of Student Success, Los Angeles
jjohnsonmills@columbiacollege.edu

CHICAGO CAMPUS
Beth Cooper
Director of Student Success, Chicago
beth.cooper@columbiacollege.edu

The college 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 each campus:

LOS ANGELES CAMPUS
Jessica Johnson Mills
Director of Student Success, Los Angeles
jjohnsonmills@columbiacollege.edu

CHICAGO CAMPUS
Beth Cooper
Director of Student Success, Chicago
beth.cooper@columbiacollege.edu

This Section 504/ADA Grievance Procedure constitutes the college's formal grievance procedure for Section 504/ADA complaints.

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

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.

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.

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 and may result in immediate dismissal. This list of prohibited activities are examples only and is not intended to be all-inclusive.

FIRE + SAFETY VIOLATIONS

- 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 Sr. Vice President of Operations or 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

DISRUPTIVE CONDUCT

- Actions or behaviors, including threats, which endanger the safety and/or wellbeing of others, or which cause injury to another person, including assaults and fighting among students
- Harassing conduct and intimidation by various means, including verbal, physical, visual, phone calls, texts, and digital communications; stalking; and hate crimes (see the *Unlawful Harassment Policy* section of the institutional catalog for more information)
- 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 their duties
- 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 college 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
- Conduct which adversely affects the student's suitability as a member of the academic community
- Obstruction or disruption of the learning environment, campus community, or any authorized college program, event function, or activity

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, including with littering or graffiti
- Using any tobacco-derived or tobacco-containing products, including and not limited to, cigarettes (e.g., cloves, bidis, kreteks), electronic cigarettes, vaping devices, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) nasal tobacco, and any product intended to mimic tobacco products, containing tobacco flavoring, or delivering nicotine other than for the purpose of cessation

ACADEMIC DISHONESTY

- Deception, including fraud, plagiarism, and/ or dishonesty

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.

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 Academic Review Board 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 their 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 Academic Review Board 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

A student who is notified of disciplinary action may submit a written appeal by email within 10 business days of the notice directly to the student’s campus of attendance within 10 business days of receiving notification of outcome of the disciplinary action.

LOS ANGELES CAMPUS & ONLINE:
Email appeal to appeals@columbiacollege.edu

FLASHPOINT CHICAGO:
Email appeals to flashpoint.appeals@columbiacollege.edu

The appeal must include the student’s most recent review report (if applicable) and sufficient information to permit fact-finding and investigation. 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.

ALCOHOL AND DRUG POLICY

All campuses of Columbia College Hollywood are drug-free and alcohol-free campuses. Possession, distribution, sale, consumption, and illegal or abusive 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, faculty, staff, and campus visitors are prohibited from engaging in illegal or abusive use of drugs, including THC and other cannabinoids, including edibles, cocaine and other stimulants, heroin and other opioids, and tobacco products.

Students, faculty, staff, and campus visitors are prohibited from engaging in unlawful possession, distribution, sale, consumption, and illegal or abusive use of drugs, including THC and other cannabinoids (including edibles), any form of narcotics, hallucinogens, stimulants, amphetamines, controlled substances, opioids, non-prescription drugs, and any other form of illegal drug on campus or at 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, including THC and other cannabinoids
- In possession of illegal drugs and 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.

SUSPENSION OF TITLE IV ELIGIBILITY FOR DRUG-RELATED OFFENSES

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any Title IV, HEA grant, loan, or work-study assistance shall not be eligible to receive any grant, loan, or work assistance from the date of that conviction for the period of time specified in the following table.

CONVICTION OF OFFENSE INVOLVING:	INELIGIBILITY PERIOD
Possession of a controlled substance	
First offense	Ineligible for 1 year
Second offense	Ineligible for 2 years
Third offense	Ineligible indefinitely
Sale of a controlled substance	
First offense	Ineligible for 2 years
Second offense	Ineligible indefinitely

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 Office of Student Affairs 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.

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 and/or Flashpoint Chicago 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 college's 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, username, 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 the Sr. Vice President/Vice President of Operations. Each user has the responsibility to report any suspected violation of personal privacy to the Operations Department. 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 provided, 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.

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 Registrar's Office 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 Registrar's Office. 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 to the Registrar's Office. 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 student's record until the student instructs Columbia College Hollywood, in writing, to have the request removed.

NON-DISCRIMINATION POLICY

Columbia College Hollywood operates in full compliance with Title VII 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.

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 Student Affairs Director of Communication Brenda Serrano. The Deputy Title IX Coordinator at the Los Angeles campus can be contacted by email at bserrano@columbiacollege.edu or titleix@columbiacollege.edu.

On the Flashpoint Chicago branch campus, the Deputy Title IX Coordinator is Director of Student Success Beth Cooper. The Deputy Title IX Coordinator at Flashpoint Chicago can be contacted by email at beth.cooper@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, sexual assault, dating and 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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.

IX. 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.

X. 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.

XI. 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.

RESOURCES AVAILABLE NEAR THE LOS ANGELES CAMPUS:

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

LOCAL LOS ANGELES LAW ENFORCEMENT AGENCIES:

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

RESOURCES AVAILABLE NEAR THE FLASHPOINT CHICAGO CAMPUS:

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>

Chicago Rape Crisis Hotline
888-293-2080

Rape Victim Advocates
<http://www.rapevictimadvocates.org/>
312-443-9603

Community Counseling Centers of Chicago
<http://www.c4chicago.org/>
773-769-0205

YWCA Metropolitan Chicago
<http://www.ywchicago.org>
888-293-2080 or 312-762-6600

YWCA Metropolitan Chicago – Englewood Satellite
888-293-2080 641 or 773-783-1031
Illinois Coalition Against Sexual Assault
<http://www.icasa.org/>

LOCAL CHICAGO LAW ENFORCEMENT AGENCIES:

District 1 - Closest to Flashpoint Chicago campus
1718 South State Street
Non-emergency number: 312-745-4290

District 9
3120 S. Halsted Street
Non-emergency number: 312-747-8227

District 12
1412 S. Blue Island Avenue
Non-emergency number: 312-746-8396

XII. 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.

XIII. 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.

XIV. 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.

XV. 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>

XVI. 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.

XVII. 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.

Complaints alleging violations of the Sexual Misconduct and Relationship Violence Policy must be made by submitting a written complaint to the Title IX Coordinator(s) by 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 is 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.

STUDENT COMPLAINT AND GRIEVANCE PROCESS

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:

LOS ANGELES CAMPUS
Jessica Johnson Mills
Director of Student Success, Los Angeles
(818) 401-1151
jjohnsonmills@columbiacollege.edu

CHICAGO CAMPUS
Beth Cooper
Director of Student Success, Chicago
(312) 341-6586
beth.cooper@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. 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.

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.

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

LEADERSHIP & ADMINISTRATION

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
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Nick Cohen, MFA
Owner, 620 North Co.
Former Creative Director, TrackTips

James Q. Hammond, PhD
Superintendent of Schools, Ontario-Montclair School District

James E. Lyons Sr., PhD
Former Secretary, Maryland Higher Education Commission
Former President, California State University, Dominguez Hills
Former President, Jackson State University
Former President, Bowie State University

Arianna Mattson, BFA
Production Accountant

Anita D. McDonald, PhD
Chancellor Emerita, Penn State DuBois

Theodore O'Karma, MBA
Former Executive, NBC Universal Television

J. David Shanks, MFA
Screenwriter, Producer, Director

TRUSTEE EMERITI

Patrick W. Zilliacus, BS
Principal, LZA, Inc

LEADERSHIP COMMITTEES

EXECUTIVE COMMITTEE

William M. Smith
President & CEO

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

Greg Bublitz
Chief Financial Officer

Geoff Baird
Marketing and Strategy Advisor

Megan Broadwin
Senior Vice President, Customer Success

Wendi Franczyk
Senior Vice President, Enrollment Services

Kelly Parker
Vice President, Student Affairs

Rena Wright
Director, Human Resources

LEADERSHIP COMMITTEE

Geoff Baird
Marketing and Strategy Advisor

Megan Broadwin
Senior Vice President, Customer Success

Greg Bublitz
Chief Financial Officer

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

Beth Cooper
Director of Student Success, Chicago

Jason Cupp, EdD
Director of Financial Aid

Sam De La Rosa
Registrar, Chicago

Ingrid Elias
Registrar, Los Angeles

Wendi Franczyk
Senior Vice President, Enrollment Services

Kelley Lewis
Senior Director, Career Development & Alumni Relations

Pat Olmstead
Vice President, Operations, Los Angeles

Ernesto Paras
Senior Vice President, Operations, Chicago

Kelly Parker
Vice President, Student Affairs

Amy Rising
Dean of Academic Affairs, Branch Campus

Brad Statland
Senior Director, Community Relations

Bill Smith
President & CEO

Rena Wright
Director, Human Resources

ACADEMIC LEADERSHIP COMMITTEE

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

Amy Rising
Dean of Academic Affairs, Branch Campus

René Bruckner, PhD
Associate Dean of Liberal Arts
Department Chair, General Education

Bill Baykan, MA
Department Chair, Cinema and Film

Kieran Delaney, MFA
Department Chair, Graphic Design + Interactive Media
Department Chair, Visual Effects

Richard Liu
Director, Online Education

Yuri Lysoivanov, BA, BM
Department Chair, Recording Arts

CAMPUS ADMINISTRATION & STAFF

OFFICE OF ACADEMIC AFFAIRS

ADMINISTRATION

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Chief Academic Officer
Dean of Academic Affairs

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Department Chair, General Education

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Kieran Delaney, MFA
Department Chair, Graphic Design + Interactive Media
Department Chair, Visual Effects

Richard Liu
Director, Online Education

Yuri Lysoivanov, BA, BM
Department Chair, Recording Arts

STUDENT SUPPORT

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Director of Learning Resources

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Registrar, Chicago

Genesis Diaz
Academic Coordinator

Ingrid Elias
Registrar, Los Angeles

Zelda Harris
Academic Advisor

Jessica Renslow
Instructional Designer

Robert Seban
Academic Manager

FULL-TIME FACULTY

A. Killian Heilsberg, MFA
Full-time Faculty, Cinema and Film

Amen Igbinosun, MFA
Lead Full-time Faculty, Acting

Jeffrey Kliment, MA
Full-time Faculty, Recording Arts

Edward McGinty
Full-time Faculty, Directing and Producing

John Otterbacher, MFA, MS
Full-time Faculty, Cinema and Film

Timothy Rusin, BA
Full-time Faculty, Recording Arts

Milton Santiago, MFA
Lead Full-time Faculty, Cinematography

Lauren Steffen, MFA
Lead Full-time Faculty, Cinema Core Curriculum

Ben Sztajnkrzyer, MFA
Lead Full-time Faculty, Screenwriting

Samantha Weisberg, MFA
Lead Full-time Faculty, General Education

Ron Wade
Full Time Faculty, Graphic Design + Interactive Media and Visual Effects

ACCREDITATION

William Smith
President & CEO
Accreditation Liaison Officer

ADMISSIONS AND ENROLLMENT SERVICES

Wendi Franczyk
Senior Vice President, Enrollment Services

Christopher Tolbert
Vice President, Admissions

Sarah Benham
Director, Admissions

Lee Hughes
Associate Director, Admissions

Curtis Adams
Admissions Manager

Greg Rosete
Senior Admissions Counselor

Sarah Scott
Senior Admissions Counselor

Mylah Tolentino
Senior Admissions Counselor

Richard Delancey
Admissions Counselor

Kyle Ellis
Admissions Counselor

Kyle Encinas
Admissions Counselor

Stacey Garretson
Admissions Counselor

LeGrand Love
Admissions Counselor

Miles Safford
Admissions Counselor

Becky Reese
Admissions Operations Manager

Angelica Garcia
Enrollment Liaison

Meaghan Hellmers
Enrollment Processor

COMMUNITY RELATIONS

Brad Statland
Senior Director, Community Relations

Kit Rivers
Community Relations Manager

Kyle Ryan
Senior Community Relations Specialist

FINANCE AND ACCOUNTING

Greg Bublitz
Chief Financial Officer

Ashley Mendoza
Accounting Manager
VA Certifying Official, Los Angeles

Maria Leon
Business Office Coordinator

Ely Rowlett
Student Accounts Manager

FINANCIAL AID

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Director of Financial Aid

Krystle Pantek
Senior Financial Aid Officer
VA Certifying Official, Chicago

Lisette Hernandez
Financial Aid Manager

Tifani Johnson
Financial Aid Funds Specialist

David Saiz
Financial Aid Officer

Phil Serafin
Financial Aid Officer

Lorenzo Skinner
Financial Aid Officer

HUMAN RESOURCES

Rena Wright
Director, Human Resources

MARKETING AND COMMUNICATIONS

Casey Sullivan
Director of Marketing

JoHannah "Jo" Winebrenner
Digital Content Coordinator

OPERATIONS AND IT

LOS ANGELES CAMPUS

Patrick Olmstead
Vice President, Operations

Stephen DeLello
Manager, IT & Production Services

Johnny Mendoza
Facilities Manager

Chris Whetstone
Manager, Equipment Center

Trevor Clare
Network Administrator

Lynda Spargur
COVID Compliance Officer

CHICAGO CAMPUS

Ernesto Paras
Senior Vice President, Operations

John Petrosky
Production + Studio Manager

Patrick Deasy
Film & Audio Equipment Assistant

Morgan Farage
Checkout Clerk

Julian Carrero
Campus Safety Officer

OFFICE OF STRATEGY AND SUSTAINABILITY

Megan Broadwin
Senior Vice President, Customer Success

Greg Bublitz
Chief Financial Officer

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

William M. Smith
President & CEO

STUDENT AFFAIRS

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Vice President, Student Affairs
Lead Title IX Coordinator

CAREER DEVELOPMENT

Kelley Lewis
Senior Director, Career Development

Ricky Randle
Director, Career Development

COUNSELING

Laura Kaufman, LMFT
Student Therapist

Edith Moses, MA
Student Therapist

Stephanie Owen, LPC
Student Therapist

STUDENT SERVICES

Beth Cooper
Director of Student Success, Chicago
Section 504/ADA Coordinator
Deputy Title IX Coordinator

Jessica Johnson Mills
Director of Student Success, Los Angeles
Section 504/ADA Coordinator

Brenda Serrano
Student Affairs Director of Communication
Deputy Title IX Coordinator

Angelica Robinson
First Year Experience Manager

FACULTY

Courses at Columbia College Hollywood are taught by a distinguished faculty of creative professionals who are experienced filmmakers, producers, directors, editors, writers, artists, sound engineers, game designers, media makers, cinematographers, and scholars. Collectively, they have 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).

The college's adjunct general education faculty members have rich and diverse academic backgrounds in the humanities, natural and social sciences, technology, business, and art.

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

Cinema, Cinematography

Joe Barrera

MM, Music Composition, North Texas State University, 1976

BM, Composition, Music Theory, North Texas State University, 1974

Cinema, Sound

Bill Baykan

MA, Master of Art Program in the Social Sciences, University of Chicago, 1999

BA, Film and Television Production, University of California, Los Angeles, 1987

Film and Cinema

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

Cinema

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, 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

Cinema, Screenwriting

Elizabeth Blakey, PhD

PhD, Sociology, University of Notre Dame, 2009

MA, Sociology, University of Notre Dame, 2007

BA, Liberal Studies, University of Notre Dame, 1983

Social and Behavioral Sciences

Todd Boatman
MFA, Art and Interactive Design, Northern Illinois University, 2001
BFA, Electronic Media, Northern Illinois University, 1997
Graphic Design + Interactive Media

Charles Borg
MFA, Screenwriting, Chapman University, 2007
BA, Film Production, California State University, Long Beach, 2005
AA, Film Studies, San Francisco State University, 2002
Film and Cinema, Screenwriting

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
Written and Oral Communication, Social and Behavioral Sciences

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

Franco Castilla
MFA, Art, Ohio State University, 2005
BFA, Painting and Printmaking, Virginia Commonwealth University, 2002
Art, Visual Storytelling

Tommy Cho
MFA, Computer Art, School of Visual Arts, New York, 2002
BFA, Computer Art, School of Visual Arts, New York, 1998
Visual Effects

Donna Clesen
MA, Teaching, English Literature, Northeastern Illinois University, 1977
BS, English, Southern Illinois University, Carbondale, 1971
Humanities

Keith Coene
MFA, Cinema Television Production, University of Southern California, 1991
BA, Philosophy, University of California, Irvine, 1981
Cinema, Producing

Chris Cole
MFA, Experimental Sound Practices & Integrated Media, California Institute of the Arts, 2014
BA, English, Pomona College, Claremont, California, 2005
Cinema, Sound

Andrew S. Conklin
MFA, Fine Arts, The Academy of Art University, 2013
BFA, Electronic Design, The American Academy of Art, 2000
Graphic Design + Interactive Media, Art

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
Cinema, Acting

Kieran Delaney

MFA, Communication Design, Harrington College of Design, 2016
BFA, Graphic Design, The University of Illinois at Chicago, 1998
BFA, Industrial Design, The University of Illinois at Chicago, 1998
Graphic Design + Interactive Media

Rafael Duffie

MFA in progress, Animation & Visual Effects, Academy of Art University, San Francisco
BS, Media Arts & Animation, Art Institute of California, Los Angeles, 2012
Visual Effects

Daniel Eaton

MFA, Music Composition, California Institute of the Arts, 2011
BM, Performance, University of Wisconsin, Stevens Point, 2008
Cinema, Sound

Perry Ergang

MA, Communication, American University, 1977
BS, Radio and Television, The University of Illinois at Urbana-Champaign, 1976
Oral Communication, Literature

Scott Erlinder

MFA, Film & Video, Columbia College Chicago, 1996
Film and Cinema

Edwin Etolue-O'Chei

MS, Immunology and Molecular Biology, University of Southern Maine, 1990
BS, Medical Biology, University of New England, 1985
Physical and Life Sciences

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

Jennifer Fuller

MS, Digital Cinema, DePaul University, 2010
BFA, Visual Communication, University of Dayton, 2008
Visual Effects, Animation

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 Effects, Animation

Maria Gavin

MA, Communications, Stanford University, 1987
BA, Communications, University of the Pacific, 1985
Cinema, Humanities

Michael Greenspan

MFA, Directing, American Film Institute, 2002
BFA, Film Production and Theory, York University, 1999
BA, Film Studies, Dawson College, 1995
Cinema, Directing

Adam Hall

MFA, Film Production, University of Southern California, 2011
BA, Political Science, Carson-Newman College, 2005
Cinema, Producing, Humanities

Lori Hammond

MFA, Computer Graphics, Pratt Institute, 2004
BFA, Studio Art - Fine Arts, Northern Illinois University, 2016
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

Ashley Hay

ME, Education: Curriculum and Instruction, Olivet Nazarene University, 2017
BS, Mathematics, Tuskegee University, 2014
BA, Mathematics Education, Tuskegee University, 2014
Mathematics

Killian Heilsberg

MFA, Film and Video Production, University of North Carolina, Greensboro, 1998
BA, Theatre, Berea College, 1992
Film and Cinema

Courtney Hitson

MFA, Poetry, Columbia College Chicago, 2012
BA, English, Indiana University-Purdue University, Indianapolis, 2010
Written and Oral Communication

Amen Igbinosun

MFA, Acting, Harvard University, 2013
BA, Business Administration and Theater, Fordham University, 2011
Cinema, Acting

Debra Isaac

MFA, Animation & Digital Arts, University of Southern California, 2009
BA, Design | Media Arts, UCLA School of Arts and Architecture, 2001
Visual Effects, Animation

Julie Janney

Acting, New York University
Member, The Actors Studio
Cinema, Acting

Rick Jesik, PhD

PhD, Physics, University of Illinois, Chicago, 1993
MS, Physics, University of Illinois, Chicago, 1989
Physical and Life Sciences

DeAnn Jordan

MA, English, California State University, Northridge, 2005
BA, English, Creative Writing, San Francisco State University, 1993
Written and Oral Communication

Kudisan Kai

BM, Music, Howard University, 1982
Cinema, Sound

Matt Kaluza

Doctorate of Natural Sciences, Ruprecht-Karls University, Heidelberg, Germany, 1990
BS, Physics, Edvard Kardelj University, Slovenia, 1963
Physical and Life Sciences

Chuck Kawal
BA, Recording Arts, Columbia College Chicago, 1986
Recording Arts

Jeff Kliment
MA, Art Education, School of the Art Institute of Chicago, 2016
BA, Broadcast Communication Arts, San Francisco State University, 1983
Recording Arts

Stephen Kniss
MFA, Cinema, DePaul University, 2017
BA, Digital Media, Vocal Performance, Eastern Mennonite University, 2011
Film and Cinema

Janna Lafferty, PhD
PhD, Global and Sociocultural Studies, Geography, Florida International University, 2018
MA, Religion, Duke University, 2013
BA, Study of Religion/Anthropology, University of San Diego, 2004
Social and Behavioral Sciences, Written and Oral Communication

Elizabeth Laidlaw
BFA, Theatre Arts, Illinois Wesleyan University, 1993
Film and Cinema, Acting

Leslie LaPage
MFA, Film and Video–Live Action, California Institute of the Arts, 1994
BA, Theatre Arts, California State University, Los Angeles, 1982
Cinema, Producing

Bradley LaRocco
BA, Liberal Arts, American Studies, Colorado State University, 2004
AAS, Film & Broadcast, Tribeca Flashpoint, 2014
Film and Cinema

Linus Lau
MFA, Film Production, University of Southern California, 2004
BA, Music Composition, Santa Clara University, 2000
Cinema, Sound

Jonathan LeMond
MFA, Film, Columbia University, 2002
BA, Political Science, Columbia University, 1994
Cinema, Directing

Tess Lesniak
MS, Biology, Northeastern Illinois University, 2012
BS, Biology, DePaul University, 2006
Physical and Life Sciences

David Lewis
MFA, Film and Television, University of California, Los Angeles, 2002
BA, Radio-Television-Film, Temple University, 1989
Cinema, Directing

Fang Li
MFA, Art, Claremont Graduate University, 2016
BA, Studio Art, University of California, Riverside, 2013
Visual Effects, Animation

Jonathan London
MFA, Film Production, Columbia University, 2006
BA, Communications, University of Pennsylvania, 2001
Cinema, Directing, New Media

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BS, Advertising, North Park University, Chicago, 2009
Graphic Design + Interactive Media

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MFA, Theater, University of Utah, 1995
BA, Music, California State University, Long Beach, 1982
Humanities

Yuri Lysoivanov
BA, Economics, Loyola University Chicago, 2010
BM, Music Synthesis, Berklee College of Music, 2005
Recording Arts, Acoustics

Philip Malamuth
MFA, Cinema Television, University of Southern California, 1986
BA, Psychology, University of Southern California, 1979
Cinema, Editing

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MBA, Business Administration, Northwestern University, 2005
MLA, Liberal Arts, University of Chicago BS, Accounting, University of Illinois, 2002
BS, Accounting, University of Illinois, 1992
BA, Political Science, University of Illinois, 1992
Graphic Design + Interactive Media

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PhD, Molecular and Cell Biology, University of Chicago, 1984
BS, Biology, Loyola University, New Orleans, 1978
Physical and Life Sciences, Social and Behavioral Sciences, Graphic Design + Interactive Media

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BA, Broadcast Communications, Columbia College Chicago, 1982
Film and Cinema, Editing

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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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MFA, Film and Television, New York University, Tisch School of the Arts, 1992
BFA, English, Bowdoin College, 1985
Cinema

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PhD, Industrial and Organizational Psychology, The Chicago School of Professional Psychology, 2018
MS, Industrial and Organizational Psychology, University of Phoenix, 2013
BA, Psychology, Aurora University, Aurora, IL, 2010
Social and Behavioral Sciences

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MFA, Directing, Columbia University, 2006
BA, Business Administration, Temple University, 1989
Cinema, Directing

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PhD, Physics, University of California, Riverside, 2005
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
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Mathematics, Physical and Life Sciences

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MFA, Digital Cinema, DePaul University, 2014
BS, Journalism, The University of Illinois at Urbana-Champaign, 2007
Film and Cinema, Editing

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MFA, Motion Pictures & Television, Academy of Art University, San Francisco, 1996
BFA, Graphic Design, Vakalo Art & Design College, Athens, Greece, 1986
Graphic Design

Steve Miller
BA, Telecommunications, University of Southern California, 1973
Cinema

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MFA in progress, Vermont College of Fine Arts
Cinema, Screenwriting

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MA, Education, Antioch University, 2008
MS, Education, Mathematics & Physics, Pridnestrovian State University, Republic of Moldova, 1977
Mathematics, Physical and Life Sciences

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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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PhD, Philosophy, Anna University, India, 2009
MS, Physics, University of Technology, Iraq, 2001
BS, Physics, Ministry of Education, Iraq, 1984
Mathematics, Physical and Life Sciences

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MFA, Communication Design, Harrington College of Design, 2014
BFA, Fine Art, Columbia College Chicago, 2011
Art

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MFA, Film, Vermont College of Fine Arts, 2015
MS, Communications, Grand Valley State University, 2005
BA, Film Production, Grand Valley State University, 2003
Film and Cinema

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BFA, Fine Art, Columbia College Chicago, 2011
Visual Effects

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BA, Theatre, University of Massachusetts, Amherst, 2000
Cinema, Screenwriting

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BA, Theatre Arts, University of California, San Diego, 1995
Cinema, Screenwriting, Humanities

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MFA, Film, Columbia College Chicago, 2010
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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BA, Film & Video Editing, Columbia College, Chicago, 1999
Cinema, Editing

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MFA, Creative Writing, Columbia College Chicago, 2000
BA, Mass Communications, Sioux Falls College, 1989
Written and Oral Communication, Literature Studies

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MFA, Directing, Columbia University, 2007
BA, Communications, Universidad Iberoamericana, 1997
Cinema, Editing

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BFA, Film, University of Illinois at Chicago, 2001
BFA, Graphic Design, University of Illinois at Chicago, 2001
Film and Cinema, Cinema and Media Studies

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MAM, Arts Management, Columbia College Chicago, 2006
BFA, The University of Illinois at Urbana-Champaign, 1988
Film and Cinema

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MFA, Digital Cinema, DePaul University, 2014
BM, Music Composition, Lawrence University, 2002
Cinema, Editing

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MFA, Otis College of Art and Design, 1995
BFA, Philadelphia College of Art, 1969
Art, Art History and Criticism

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MFA, College Teaching: Art, Maryland Institute College of Art, 2014
BFA, Art, University of Florida, 2015
Art, Visual Effects

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MFA, Professional Writing, University of Southern California, 1978
BA, Motion Picture/Television, University of California, Los Angeles, 1973
Cinema, Screenwriting

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MFA, Theater Arts, San Diego State University, 2001
BA, Theater Arts, California State University, East Bay, 1998
Art, Art History and Criticism

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MA, Cinema Television, University of Southern California, 1993
BA, Harvard College, 1978
Humanities, Cinema and Media Studies

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MA, Journalism, University of Southern California, 2014
BA, French, Stephen F. Austin State University, 2006
Humanities

Tim Rusin
BA, Recording Arts, Columbia College Chicago, 2004
Recording Arts

Milton Santiago
MFA, Motion Picture Production & Cinematography, University of Miami, 2005
BA, English & Communication Studies, Canisius College, 1997
Cinema, Cinematography

Ron Schmidting
MS, Geology, University of California, Los Angeles, 1995
BA, Design Studies in Archeology & Paleontology, University of Southern Mississippi, 1985
Physical and Life Sciences

Anna Scott
MA, Humanities, University of Chicago, 2011
BS, Journalism, Boston University, 2002
Written and Oral Communication, Humanities

Kenneth Selden

MFA, Film, American Film Institute Conservatory, 1986

BA, Philosophy, Yale University, 1980

Cinema, Screenwriting

Christine Shin

MFA, Cinema-Television, University of Southern California, 2005

BA, Communication and English Literature, University of Wisconsin, Madison, 2001

Cinema, Directing

Lauren Steffen

MFA, Film Production, University of California, Los Angeles, 2004

BA, Mass Media Communication and Theater, Ursinus College, 1998

Cinema, Editing, Sound

John Swanbeck

MA, Theater, University of California, Los Angeles, 2003

BS, Speech, Northwestern University, 1983

Cinema, Directing

Ben Sztajnkrzyer

MFA, Film and Television, University of California, Los Angeles, 2008

BA, Motion Picture/Television, University of California, Los Angeles, 1993

Cinema, Screenwriting

Susan Taaffe

MFA, Art, The Ohio State University, 1984

BFA, Drawing-Painting-Printmaking, The Ohio State University, 1980

Visual Effects, Animation

Chris Tedin

MFA, Art-Studio, School of Art and Design, Northern Illinois University, 1992

BA, Art, Gonzaga University, 1987

Visual Effects, Animation

James Teitelbaum

BA, Interdisciplinary Studies, Northeastern Illinois University, 2018

SA, Recording Arts, Full Sail University, 1993

Recording Arts

Bridget Terry

BS, Journalism, Northwestern University, 1974

Cinema, Producing

Daniel Tinkler

MA, Sound Arts and Industries, Northwestern University, 2018

BS, Audio Engineering, Illinois Institute of Art, 2014

Recording Arts

Vince Toto

BS, Communication and Filmmaking, State University of New York, 1985

Cinema, Cinematography

Jennie Lew Tugend

Art & Technique Filmmaking, London Film School

Cinema, Producing

Patrick Underwood

MFA, The American Film Institute Conservatory, 2008

BA, Cinema and Media Studies, The University of Chicago, 2003

Film and Cinema, Screenwriting

Anthony Vasto

BA, Film & Video, Columbia College, Chicago, 2000

Cinema

Katie Waddell

MA, Art History and Art Administration, 2014

BA, Arts and Sciences, University of North Carolina, Greensboro, 2007

Art History and Criticism, Humanities

Ronald E. Wade
MFA, Computer Animation, Miami International University of Art and Design, 2008
BA, Art & Design, Columbia College Chicago, 1987
Visual Effects, Animation

Erin Washington
MLA, Acting, Harvard University, 2018
BFA, Acting, Purchase College, State University of New York, 2013

Mark Wassermann
MFA, Creative Writing, Arizona State University, 1993
BA, English, Skidmore College, 1989
Written and Oral Communication, Humanities

Samantha Kate Weisberg
MFA, Writing, The School of the Art Institute of Chicago, 2007
BFA, Creative Writing, Roger Williams University, 2003
Written and Oral Communication, Humanities

Brandon Wilson
MFA, Film Production (Directing), University of California, Los Angeles, 1999
BA, African American Studies, University of California, Los Angeles, 1994
Humanities

James Zollicoffer
MFA, Screenwriting, Loyola Marymount University, 2012
BA, Radio, TV & Film, University of Wisconsin-OshKosh, 1984
Cinema

Kenneth Zunder
BA, Harvard University, 1973
BA, Stanford University, 1976
Cinema
