

COLUMBIA COLLEGE HOLLYWOOD

2021 CATALOG ADDENDUM 2

Effective September 27, 2021

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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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2021 CALENDARS

QUARTERLY ACADEMIC CALENDAR

Los Angeles • Online

FALL 2021

Monday, September 27 Classes Start
Monday, October 4 Add/Drop Deadline @ 5:00 pm PST
Thursday, November 11 Veteran's Day | Campus Closed
Monday, November 22 Registration Begins for Winter Courses
Wednesday, November 24 Thanksgiving Break (students only) | Campus Open
Thursday, November 25 – Sunday, November 28 Thanksgiving Break | Campus Closed
Monday, November 29** Last Day to Withdraw with a "W"
Saturday, December 11 Last Day of Classes
Monday, December 13 – Friday, January 14, 2022 Winter Break
Saturday, December 18 – Monday, January 3, 2022 .. Campus Closed

WINTER 2022

Tuesday, January 4 – Friday, January 14 Campus Open | New Student Orientation
Monday, January 17 Martin Luther King Jr. Day | Campus Closed
Tuesday, January 18* Classes Start
Tuesday, January 25** Add/Drop Deadline @ 5:00 pm PST
Monday, March 14 Registration Begins for Spring Courses
Friday, March 18 Last Day to Withdraw with a "W"
Saturday, April 2 Last Day of Classes
Monday, April 4 – Friday, April 8 Spring Break | New Student Orientation | Campus Open

SPRING 2022

Monday, April 11 Classes Start
Monday, April 18 Add/Drop Deadline @ 5:00 pm PST
Monday, May 30 Memorial Day | Campus Closed
Monday, June 6 Registration Begins for Summer Courses
Friday, June 10 Last Day to Withdraw with a "W"
Monday, June 20 Juneteenth | Campus Closed
Saturday, June 25 Last Day of Classes
Monday, June 27 – Friday, July 8 Summer Break | New Student Orientation | Campus Open
Monday, July 4 Independence Day | Campus Closed
Saturday, July 9 Annual Commencement Ceremony

SUMMER 2022

Monday, July 11 Classes Start
Monday, July 18 Add/Drop Deadline @ 5:00 pm PST
Monday, September 5 Labor Day | Campus Closed
Tuesday, September 6 Registration Begins for Fall Courses
Friday, September 9 Last Day to Withdraw with a "W"
Saturday, September 24 Last Day of Classes
Monday, September 26 – Friday, September 30 Fall Break | New Student Orientation | Campus Open

FALL 2022

Monday, October 3 Classes Start
Monday, October 10 Add/Drop Deadline @ 5:00 pm PST
Friday, November 11 Veteran's Day | Campus Closed
Wednesday, November 23 Thanksgiving Break (students only) | Campus Open
Thursday, November 24 – Sunday, November 27 Thanksgiving Break | Campus Closed
Monday, November 28 Registration Begins for Winter Courses
Monday, December 5*** Last Day to Withdraw with a "W"
Saturday, December 17 Last Day of Classes
Monday, December 19 – Friday, January 13, 2023 Winter Break

**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 for all students attending on the Los Angeles campus and online are Pacific Standard Time (PST).

SEMESTER ACADEMIC CALENDAR

Flashpoint Chicago Only

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 December 23-Sunday January 2, 2022	Holiday Closing CAMPUS CLOSED

SPRING SEMESTER 2022

Monday, January 3.....	Campus Open
Monday, January 17.....	Martin Luther King Jr Day NO CLASSES
Tuesday, January 18*.....	First Day of Classes
Tuesday, January 25**	Add/Drop Deadline @ 5:00 pm CST
Monday, March 7-Sunday, March 13	Spring Break
Friday, April 15.....	Last Day to Withdraw with a "W"
Monday, May 2.....	Regular Session Classes End
Tuesday, May 3	Final Exams Begin
Monday, May 9.....	Final Exams End Last Day of Spring Semester
Tuesday, May 10.....	Begin Intersession Break NO CLASSES
Saturday, May 14	Grades Due
Saturday, July 9	Annual Commencement Ceremony

**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 12.*

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

CAMPUS LOCATIONS

FLASHPOINT CHICAGO UPDATE

Due to unsurmountable challenges presented by the Covid-19 pandemic, the Flashpoint Chicago campus of Columbia College Hollywood will close in May 2022 after the spring semester concludes. Faculty and staff are actively working to ensure that each currently enrolled Flashpoint Chicago student has access to a variety of options to identify the best path forward to complete their education and achieve their desired academic and artistic outcomes.

ADMISSIONS

Effective Summer 2021, the Flashpoint Chicago Campus is no longer enrolling new students. New students are welcome to apply for admission to study at the Los Angeles Campus or Online.

DEGREE PROGRAMS

Columbia College Hollywood offers liberal arts degree programs focused on the art and science of communications and the diverse media of contemporary storytelling on the Los Angeles main campus and online.

LOS ANGELES CAMPUS DEGREE PROGRAMS	Average Length	Credits Required
Bachelor of Fine Arts in Cinema	4 years	192 quarter credits
Bachelor of Fine Arts in Graphic Design + Interactive Media	4 years	192 quarter credits
Bachelor of Fine Arts in Visual Effects	4 years	192 quarter credits
Associate of Fine Arts in Cinema	2 years	96 quarter credits

ONLINE DEGREE PROGRAMS	Average Length	Credits Required
Bachelor of Fine Arts in Graphic Design + Interactive Media Online	4 years	192 quarter credits
Bachelor of Fine Arts in Visual Effects Online	4 years	192 quarter credits

*New enrollments in the Associate of Applied Science in Recording Arts program are currently on hiatus.

The following degree programs are no longer enrolling new students:

- Bachelor of Fine Arts in Cinema – FLASHPOINT CHICAGO | 125 semester credits
- Bachelor of Fine Arts in Graphic Design + Interactive Media – FLASHPOINT CHICAGO | 123 semester credits
- Bachelor of Fine Arts in Visual Effects – FLASHPOINT CHICAGO | 123 semester credits
- Associate of Applied Science in Film – FLASHPOINT CHICAGO | 63 semester credits
- Bachelor of Fine Arts in Cinema-Television | 192 quarter credits
- Associate of Fine Arts in Cinema-Television | 192 quarter credits
- Bachelor of Arts in Graphic Design + Interactive Media – ONLINE | 120 semester credits
- Bachelor of Science in Digital Media, Major in Digital Art – ONLINE | 120 semester credits
- Bachelor of Science in Digital Media, Major in Digital Marketing – ONLINE | 120 semester credits
- Bachelor of Fine Arts in Cinema (2018 and prior version) | 192 quarter credits
- Bachelor of Fine Arts in Cinema (2020 and prior version) | 192 quarter credits
- Bachelor of Fine Arts in Graphic Design + Interactive Media (2020 and prior version) | 192 quarter credits
- Bachelor of Fine Arts in Visual Effects (2020 and prior version) | 192 quarter credits
- Associate of Applied Science in Film (2020 and prior version) | 96 quarter credits
- Associate of Applied Science in Recording Arts (2020 and prior version) | 96 quarter credits
- Associate of Fine Arts in Design + Visual Communication | 96 quarter credits
- Associate of Fine Arts in Visual Effects + Animation | 96 quarter credits

ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS

All students must maintain Satisfactory Academic Progress (SAP) in order to remain in good academic standing. SAP is evaluated after the end of each quarter, regardless of whether a student uses Title IV funds for the quarter. To maintain SAP, a student must be able to:

- Maintain a minimum Cumulative Grade Point Average (CGPA)
- Achieve the minimum Incremental Completion Rate (ICR)
- Complete all requirements of the enrolled degree program within the allowed Maximum Time Frame (MTF)

Failure to meet these minimum SAP requirements will result in the student being placed on Academic/Financial Aid Probation status for one (1) quarter or, in some cases, immediate Academic Dismissal.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) takes into account all courses taken during the student's entire career at Columbia College Hollywood.

A quarterly Grade Point Average (GPA) is determined by multiplying the grade points received in each course by the number of credit hours assigned that course then averaging the grade points of all courses completed during the quarter.

All students must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of each quarter to meet the minimum standard of Satisfactory Academic Progress (SAP).

Grades of Pass (P), Withdrawal (W), Pass Test Out (TO), and Transferred Credits (TC) from a prior institution are not factored into a student's CGPA. If a student fails a required course, the F grade is calculated into the student's CGPA, and the course must be repeated. When the student passes the course on the second attempt, the passing grade replaces the F and is calculated into the student's CGPA.

INCREMENTAL COMPLETION RATE (ICR)

Incremental Completion Rate (ICR) is a measurement of a student's rate of successful completion through the requirements of the degree program. To maintain the minimum ICR required to meet the requirements of Satisfactory Academic Progress (SAP), a student must successfully complete 66.67% of all credit hours attempted without attempting more than 150% of the total credit hours required to complete the degree program.

MAXIMUM TIME FRAME (MTF)

A student may not attempt more than 150% of the credit hours in a degree program. Anything in excess of 150% of the credit hours will result in Academic/Financial Aid Dismissal.

QUARTERLY SAP EVALUATION

At the end of each quarter, after grades have been posted, the Office of Academic Affairs evaluates academic progress to verify that each student has met the minimum standards of Satisfactory Academic Progress (SAP):

- CGPA of 2.0 or higher
- ICR of 66.67% or higher

SAP NOTIFICATION

Students who fail to meet the minimum standards of any of the criteria for SAP will be notified by the college by mail or email within five (5) business days after the end of the quarter.

ACADEMIC PROBATION

A student who fails to meet the minimum criteria for SAP will be placed on Academic Probation status for one (1) quarter. The student must meet with their Academic Advisor and complete an Academic Success Plan and an Academic Probation Sign-Off form. These documents will include concrete goals the student must meet during the Academic Probation 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 at the end of the Academic Probation term will result in Academic Dismissal.

FINANCIAL AID WARNING PERIOD

If the student is a recipient of Title IV financial aid, the Academic Probation term serves as the Financial Aid Warning period and the student remains eligible to receive Title IV funding. Failure to meet minimum requirements of SAP by the evaluation point at the end of the Academic/Financial Aid Probation term will result in suspension of Title IV financial aid eligibility and Academic Dismissal.

ACADEMIC DISMISSAL NOTIFICATION

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

ACADEMIC DISMISSAL APPEAL PROCESS

A student who is dismissed for failing to meet the minimum requirements of SAP must send a written appeal by email within 10 business days of the notice of academic dismissal directly to the appeals inbox: 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 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 complete a new Academic Success Plan and an Academic Probation Sign-Off form 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.

Please note: 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.

LEAVE OF ABSENCE (LOA)

FLASHPOINT CHICAGO CAMPUS ONLY

Due to the closure of the Flashpoint Chicago campus in May 2022, no Leaves of Absence (LOA) will be granted.