



2022-2023 CATALOG

Effective August 15, 2022

The contents of this catalog addendum 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.

WELCOME TO COLUMBIA COLLEGE HOLLYWOOD

Whether you're studying online or on our Los Angeles campus, you've joined a community of passionate artists and storytellers who inspire, challenge, and create with each other. We work hard to give you the tools to develop your artistic, creative, and interpersonal skills while connecting with the world around you in deeper, more meaningful way.

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

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

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

Commit to excellence. Wholeheartedly. From day one.

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

So, don't be discouraged. Earning your degree and getting started in your career will be tough, but we'll do everything we can to make the support you need available, all the way through graduation and beyond. Thousands of our alumni are working in their chosen fields, and you can be one of them.

For now, I want to assure you that you are part of a growing community that values individuality, diversity, equality, and inclusion. We each bring with us a unique creative voice, an individual backstory, and an obligation to respect each other, our school, and the industries we serve.

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

Welcome to your future!



Bill Smith
President & CEO
Columbia College Hollywood

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ABOUT COLUMBIA COLLEGE HOLLYWOOD

OUR MISSION

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

OUR PHILOSOPHY

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

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

OUR VALUES

Columbia College Hollywood supports its mission through its values, which provide touchpoints for all policies, decisions, and activities. Columbia College Hollywood is...

- Caring
- Inspiring
- Continuously Improving
- Collaborative
- Student Centered

OUR HISTORY

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

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

In 2018, Columbia College Hollywood expanded its program offerings when it acquired the former Tribeca Flashpoint College, a private creative media institution located in Chicago, Illinois and established its branch campus known as Flashpoint Chicago, a Campus of Columbia College Hollywood. Due to unsurmountable challenges presented by the Covid-19 pandemic, the college made the difficult decision to close the Flashpoint Chicago campus as of August 2022.

CAMPUS LOCATION

In August 2022, Columbia College Hollywood began offering instruction at the historic Herald Examiner Building in the South Park area of Downtown Los Angeles. This new location provides a myriad of creative opportunities for Columbia College Hollywood storytellers and artists, with easy access to many important L.A. landmarks, museums, theaters, and cultural districts, including the Fashion District, the Arts District, and Little Tokyo.

Originally designed by Julia Morgan for William Randolph Hearst, the Herald Examiner Building is a five-story, 100,000 square foot architectural icon, with soaring ceiling heights, operable leaded windows, and sawtooth skylights, that was recently renovated to serve as a vibrant educational community. The new campus shares space with students and faculty from other prestigious institutions, including Arizona State University's Herberger Institute for Design and the Arts, the Walter Cronkite School of Journalism and Mass Communication, and the Thunderbird School of Global Management and allows the Columbia College Hollywood community to explore collaboration opportunities with students and faculty from ASU's Sidney Poitier New American Film School. This type of shared campus strategy is on the cutting edge of higher education as colleges and universities employ new ways to improve services and broaden the quality of experience for students, faculty, and staff.

ACCREDITATION AND AUTHORIZATIONS

Columbia College Hollywood is accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC).

For more information, please contact WSCUC at:

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

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

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

COMMITMENT TO DIVERSITY

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

NON-DISCRIMINATION POLICY

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

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

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

PROGRAM AND POLICY CHANGES

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

ADMISSIONS

ADMISSIONS POLICY

Columbia College Hollywood welcomes applications for admission from all individuals who seek undergraduate liberal arts degree programs focused on the fields of film, graphic design, interactive media, and visual effects. The college seeks to admit a culturally, economically, and educationally diverse body of motivated students who will benefit from its project-based curriculum, small class sizes, hands-on learning environment, and the supportive mentorship of its faculty of industry professionals.

Admission decisions are based on a holistic assessment of a prospective student's ability to succeed at the college and in a chosen career field. Therefore, each application is reviewed and considered individually by the Faculty Admissions Committee when determining acceptance. While prior academic achievement is an important factor when considering an application, the college admits students primarily based on their ability to successfully undertake a curriculum that combines the technical, practical, artistic, and philosophical aspects of contemporary storytelling and creative media with an academic foundation in the liberal arts. Columbia College Hollywood does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, marital status, veteran status, or disability in admissions and/or all other institutional policies.

APPLICATION DEADLINES

Prospective students are encouraged to apply early to ensure space is available. Applications are accepted until four (4) weeks before the start of classes. An accepted student must confirm their enrollment and pay a \$250.00 non-refundable Enrollment Deposit no later than two (2) weeks prior to the start of the term or defer enrollment to the following term. Prospective students are encouraged to apply early to ensure space is available.

EARLY DECISION ACCEPTANCE

Acceptance by early decision is only available when applying via the Common Application[®] online at apply.commonapp.org. A prospective student who applies via the Common Application[®] and is accepted by early decision must promptly withdraw all applications submitted to other colleges and universities and make no additional applications to any other university in any country. If an applicant accepted by early decision is seeking financial aid, withdrawal of applications to other institutions is not required until the applicant receives notification of financial aid offered.

APPLICATION REQUIREMENTS

Prospective students may apply to Columbia College Hollywood by completing and submitting the Common Application[®] available online at apply.commonapp.org or by completing an online application at columbiacollege.edu.

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

- Complete and submit an application online via the Common Application[®] at apply.commonapp.org or online at columbiacollege.edu.
- Pay a one-time, non-refundable application fee of \$50 or applicable fee waiver.
- Provide proof of high school graduation or equivalent.
- Provide official high school transcripts and official college transcripts from all prior institutions.
- Show a final grade point average of 2.5 or above on a 4.0 scale on either an official high school transcript or official college transcript from a prior institution.
- Submit a personal essay of 500 words or more describing the applicant's personal, educational, artistic, and life goals.
- Complete an interview with an Admissions Counselor.

OPTIONAL: Prospective students have the option of supporting their applications with the following additional materials:

- A portfolio of original creative work
- ACT, SAT, or Wonderlic test scores
- Letters of Recommendation from appropriate character references, such as a school administrator or teacher, counselor, entertainment professional, employer, or former employer (see *Letters of Recommendation* below)

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

PROOF OF GRADUATION

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

The following are acceptable forms of proof of graduation documentation:

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

PROOF OF GRADUATION SUBMISSION POLICY

All official transcripts and other proof of graduation documents from U.S. educational institutions must be sent to Columbia College Hollywood directly from the issuing institution of origin. Columbia College Hollywood accepts official transcripts directly from issuing institutions located in the United States electronically and by standard mail. Copies of transcripts or equivalency documentation made by the applicant and/or transcripts sent directly from the applicant will not be accepted. Proof of graduation documents from educational institutions in countries other than the United States that are issued in English or a language other than English must be evaluated course-by-course prior to submission by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). All proof of graduation documents issued in a language other than English must also be translated by a certified English-language translation service prior to submission.

Electronic Submission

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

- The Parchment Secure Transcript System at parchment.com
- The Common Application® at commonapp.org
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin

Emailed transcripts must be signed by an official of the issuing institution. Official transcripts from California community and state colleges may be sent electronically from eTranscript California at etranscriptca.org.

Transcripts and proof of graduation documents may be electronically submitted or sent via email directly to cch.admissions@columbiacollege.edu.

Standard Mail Submission

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

Standard mail submissions of transcripts and proof of graduation documents must be sent directly to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.

GED Transcript Submission

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

Homeschool Proof of Graduation Submission

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

PERSONAL ESSAY

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

A personal essay must discuss the following topics:

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

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

ADMISSIONS INTERVIEW

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

APPLICATION FEE

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

- Receives or is eligible to receive an ACT or SAT fee waiver.
- Is eligible to receive a NACAC fee waiver.
- Completes the Columbia College Hollywood waiver requirements.
- Is a veteran or is currently on active duty.
- Is a member of the National Guard or Armed Forces Reserves.

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

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

The acceptance of waivers, including those submitted through the Common Application©, are subject to the review and approval of the admissions department. The applicant may be required to provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.

PORTFOLIO SUBMISSIONS

Optional portfolio submissions are highly recommended for an applicant pursuing a degree in Visual Effects or Graphic Design + Interactive Media. Applicants may submit portfolio weblinks or physical media to an Admissions Counselor or by standard mail. Students may submit digital portfolios via email to cch.admissions@columbiacollege.edu. Any materials and supporting documentation submitted during the application process will not be returned to the applicant.

LETTERS OF RECOMMENDATION

Optional letters of recommendation must be from an appropriate character reference, such as an administrator, high school teacher, counselor, entertainment professional, employer, or former employer. Letters of recommendation must be submitted directly to Columbia College Hollywood by the recommender online using the Columbia College Hollywood Letter of Recommendation Form or by email to cch.admissions@columbiacollege.edu. Recommenders may also submit letters of recommendation by standard mail to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.

STANDARDIZED TEST SCORES

Prospective students are not required to submit SAT or ACT scores for admission. However, Columbia College Hollywood awards college academic credit for Advanced Placement (AP) exam scores of 3 or better, select International Baccalaureate (IB) Higher Level (HL) or Diploma Programme (DP) individual subject exam scores of 4 or better, and College Level Examination Program (CLEP) exam scores of 50 or better. At the time of the AP exam, applicants may designate the college code as an automatic recipient of the official score report. An applicant who has already taken the AP exam may go to apscore.collegeboard.org to request that scores be sent to the college.

| STANDARDIZED EXAM | WEBSITE | SCHOOL CODE |
|--|--|---------------------------------|
| Advanced Placement (AP) | apscore.collegeboard.org | Columbia College Hollywood 1247 |
| College Level Examination Program (CLEP) | clep.collegeboard.org | Columbia College Hollywood 1247 |
| ACT Exam | act.org | Columbia College Hollywood 5553 |
| SAT Exam | studentscores.collegeboard.org | Columbia College Hollywood 1247 |
| International Baccalaureate (IB) | candidates.ibo.org | n/a |

To be eligible for college academic credit or proficiency exam waiver, official secondary exam scores and transcripts must arrive directly from the issuing organization in a sealed envelope and must be approved prior to New Student Orientation. Copies made and/or sent by the applicant will not be accepted. See the *Transfer Credit Policy > Exam Credit* section of this Catalog for more information.

INTERNATIONAL STUDENT ADMISSIONS

Columbia College Hollywood welcomes prospective international students to apply for admission. On behalf of the United States Department of Homeland Security, the Principal Designated School Official (PDSO) will assist an international applicant who is in compliance with all United States Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations to obtain a required non-immigrant F-1 student visa and will confirm the international applicant's status with inquiring agencies.

INTERNATIONAL APPLICATION REQUIREMENTS

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

- Complete and submit an application for admission online via the Common Application® at apply.commonapp.org or online at columbiacollege.edu.
- Pay a one-time, non-refundable application fee of \$50.00.
- Provide proof of high school graduation or equivalent (see *International Proof of Graduation* below).
- Provide official high school transcripts and official transcripts from any prior institutions. (See *International Transcript and Credential Submission Policy* below.)
- Show a minimum grade point average of 2.5 or above on a 4.0 scale (or equivalent) on either an official high school transcript or official college transcript from a prior institution. (See *International Proof of Graduation* below.)
- Provide a copy of the applicant's government issued passport.
- Submit a personal essay of 500 words or more written in English describing the applicant's personal, educational, artistic, and life goals.
- If the applicant's native language is not English, submit TOEFL, IELTS, iTEP, or Duolingo English Test scores. (See *English Proficiency Requirements* below.)
- Submit documented evidence of financial support. (See *International Student Financial Support Affidavit* below.)
- Complete an interview with an Admissions Counselor.
- Submit the I-20 Processing Fee of \$125.00 and advance payment of applicable tuition and fees for one term.

OPTIONAL: Prospective international students have the option of supporting their applications with additional materials such as portfolio of original creative work, standardized test scores, or letters of recommendation from appropriate character references, such as a school administrator or teacher, counselor, entertainment professional, employer, or former employer. (See *Letters of Recommendation* below.) Any materials and supporting documentation submitted during the application process will not be returned to the applicant. All admitted students are required to review, complete, and sign an Enrollment Agreement prior to enrollment.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

The English language is the medium of instruction at Columbia College Hollywood, and no language other than English is used for instruction. All applicants contemplating enrollment at Columbia College Hollywood are expected to be proficient in English, both spoken and written, at the level of a graduate of an American high school.

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

Minimum English proficiency test scores required for admission are:

- TOEFL Standard Test score = 550
- TOEFL Computerized Test score = 213
- TOEFL Online Test score = 80
- IELTS overall band score = 6.5
- iTEP exam score = 4.5
- Duolingo English Test score = 105

TOEFL and Duolingo English Test scores may be requested online following the completion of the test. IELTS scores cannot be requested online. To order official IELTS scores, international applicants must contact the IELTS test center to request that official test results be sent directly to Columbia College Hollywood. Copies made by the applicant will not be accepted.

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.

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

- Applicants from countries where English is the official language
- Applicants who have completed two consecutive years of full-time high school or one year of college or university (non-ESL) study in the United States or other country where English is the only official language (this exemption is granted only based on the review of official transcripts)
- Applicants with test-based exemptions based on submitted official score reports, including AP English Language and Composition score of 4 or higher or International Baccalaureate (IB) score of 4 or higher on the English Language and Literature exam
- Applicants following a full IB program with all courses (excluding foreign language courses) taught only in English

INTERNATIONAL PROOF OF GRADUATION

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

WORK-IN-PROGRESS TRANSCRIPTS PRIOR TO GRADUATION

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

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

PROOF OF GRADUATION TRANSCRIPTS AFTER GRADUATION

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

INTERNATIONAL TRANSCRIPT AND CREDENTIAL SUBMISSION POLICY

Prospective students applying for admission and/or requesting transfer credit to Columbia College Hollywood from educational institutions in countries other than the United States, including English-speaking countries, must obtain course-by-course credential evaluations of all transcripts, diplomas, and proof of graduation documents and translation of all documents issued in languages other than English by a certified credential evaluation and English-language translation service. Transcript and credential evaluations and translations must be performed by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to establish course-by-course equivalency with U.S. high school, college, and/or university standards and to determine how an international student's transcripts, degrees, credentials, and course credits compare with U.S. standards.

Credential evaluations and certified English translation services are not free and must be completed prior to submission at the student's expense. The college does not accept transcripts sent directly to the college from educational institutions in countries other than the United States. All transcript and credential evaluations and translations must be sent from the approved evaluation service directly to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.

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

INTERNATIONAL STUDENT PERSONAL ESSAY

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

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

The personal essay must discuss the following topics:

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

INTERNATIONAL STUDENT APPLICATION FEE

A one-time, non-refundable \$50.00 application fee must be submitted in U.S. funds with each application. The application fee is waived for a prospective international student who completes the Columbia College Hollywood waiver requirements. International student applicants are not eligible for fee waivers based on economic hardship.

INTERNATIONAL STUDENT ADMISSIONS INTERVIEW

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

INTERNATIONAL STUDENT TUITION PAYMENT AND FEES

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

FINANCIAL SPONSOR AFFIDAVIT

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

INTERNATIONAL STUDENT PROOF OF FUNDING

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

- Financial institution's name and the account holder's name
- Account balance
- Statement date within the past 6 months (older statements will not be accepted)
- Type of currency
- Total balance that meets or exceeds the minimum amount required by the college to cover the cost of attendance

INTERNATIONAL STUDENT FINANCIAL AID FUNDS

All international applicants must secure any private scholarship or student aid funds before leaving the country of origin. Financial aid is not available from either the U.S. government or the government of any state in the United States. International students may be eligible for Columbia College Hollywood scholarships.

PORTFOLIO SUBMISSIONS

Optional portfolio submissions are highly recommended for an applicant pursuing a degree in Visual Effects or Graphic Design + Interactive Media. Applicants may submit portfolio weblinks or physical media to an Admissions Counselor or by standard mail. Students may submit digital portfolios via email to cch.admissions@columbiacollege.edu. Any materials and supporting documentation submitted during the application process will not be returned to the applicant.

LETTERS OF RECOMMENDATION

Optional letters of recommendation must be from an appropriate character reference, such as an administrator, high school teacher, counselor, entertainment professional, employer, or former employer. Letters of recommendation must be submitted directly to Columbia College Hollywood by the recommender online using the Columbia College Hollywood Letter of Recommendation Form or by email to cch.admissions@columbiacollege.edu. Recommenders may also submit letters of recommendation by standard mail to:

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.

INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS

Once admitted to Columbia College Hollywood, an international student must confirm their enrollment and pay a \$250.00 non-refundable Enrollment Deposit in US funds no later than two (2) weeks prior to the start of the term. Enrollment confirmation and enrollment deposit payment must be submitted online at https://columbiacollege.edu/onlineforms-2/enrollment_form/. This deposit will be applied toward tuition costs upon registration. An international student must enroll as a fulltime student with (12) credit hours or more per term and remain enrolled for two (2) consecutive terms before taking a term off.

INTERNATIONAL STUDENT OFF-CAMPUS EMPLOYMENT POLICY

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

COLUMBIA COLLEGE HOLLYWOOD PDSO

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

Jessica Johnson Mills
Director of Student Engagement & Inclusion
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.
Phone: 1+(818)401-1151
jjohnsonmills@columbiacollege.edu

VA EDUCATIONAL BENEFITS ADMISSIONS

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

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

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

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

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

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

Columbia College Hollywood VA Certifying Official:

Ashley Mendoza
Columbia College Hollywood
18618 Oxnard Street
Los Angeles, CA 91356
amendoza@columbiacollege.edu

VA BENEFITS CHAPTERS AND PROGRAMS

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

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

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

Students using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the college awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, the college will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins on the date the student provides appropriate documentation and continues until funds are received from the VA, up to 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at <https://www.benefits.va.gov/gibill>.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

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

ADMISSIONS REVIEW PROCESS

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

CONDITIONAL ADMISSIONS DECISIONS

Conditional Acceptance

Under special conditions or extenuating circumstances, the Admissions Review Committee may recommend the conditional acceptance of an applicant who does not meet minimum requirements for admission to the college. When granting conditional acceptance, the college may impose special conditions on the applicant including requiring specific additional documentation. All special conditions must be met, and the student must maintain the minimum standards of Satisfactory Academic Progress (SAP) required for all Columbia College Hollywood students. Students who are conditionally admitted to on-ground programs must take courses on-ground in the first term of enrollment. See the *Online Courses* section of this catalog for more information.

Conditional Denials

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

Denial Appeal Process

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

RE-ADMISSION POLICY

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

DOCUMENT INTEGRITY POLICY

An applicant who forges or otherwise alters an official academic document or other documents required for application to Columbia College Hollywood will be denied admission. Any forged or altered academic document, foreign or domestic, submitted by an applicant will be retained as property of Columbia College Hollywood and will not be returned to the applicant. If the college becomes aware that a currently enrolled or attending student has forged or altered official academic documents or other documents used to admit the student, the student will be permanently dismissed from the college. If any forged or altered academic document was used to gain transfer credit, the student will be dismissed from the college, and any transfer credit previously awarded by Columbia College Hollywood based on the forged credential will be removed from the student's record.

ARTICULATION AGREEMENTS AND TRANSFER GUIDES

Articulation agreements and transfer guides between institutions help transfer students make a smooth transition from one college to another. Although Columbia College Hollywood may have entered into an articulation or transfer agreement with an institution, the final responsibility to obtain the required documents for successful transfer rests with the student and there is no guarantee that transfer credit will be awarded. A full list of Columbia College Hollywood articulation agreements can be found online at columbiacollege.edu. The status of an articulation agreement is subject to change without notice.

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

TRANSFER CREDIT POLICY

TRANSFER CREDIT EVALUATION CRITERIA

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

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

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

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

No transfer credits will be evaluated or awarded for:

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

A student who completes a course previously submitted with a posted grade of IP (In Progress) may submit a request for transfer credit re-evaluation along with an official transcript showing a final posted grade of C or better in the course to complete the transfer credit process. The request must be submitted to the Registrar for credit re-evaluation. In addition, the student must provide supporting documentation as requested by the credentialed evaluators, including but not limited to course descriptions, course syllabus, institutional catalogs, or course projects. There is no guarantee that transfer credit will be approved or awarded for courses eligible for evaluation. Transfer credits may not be approved for courses requiring up-to-date knowledge of trends, technology, software, and/or hardware.

DEFINITION OF A CREDIT HOUR

A credit hour is defined by Columbia College Hollywood and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates one credit equals one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week for 15 weeks. Generally, one credit is granted for 45 combined hours of student work.

Alternately, if the time is completely occupied with either the seminar, studio, field, clinical or laboratory work, or internships, service learning, directed study or intensive semester (e.g., Summer, online, or courses offered in shorter form), a minimum of 45 hours of student work is expected for each unit of credit. A course offered in fewer than 15 weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

PRIOR DECLARATION OF PROGRAM AND EMPHASIS

Bachelor of Fine Arts in Cinema students must choose to focus their studies in a particular area of personal and academic interest called an emphasis. Each area of emphasis requires certain courses and electives in addition to the core courses required for the degree program. A student requesting transfer credit to the BFA Cinema program must choose an emphasis prior to transfer credit evaluation to ensure accuracy of the applicable transferred course(s) to course requirements for the program and emphasis.

DOCUMENTS REQUIRED FOR CREDIT EVALUATION

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

Regionally Accredited Institution Credits

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

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

Nationally Accredited Institution Credits

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

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

TRANSCRIPT SUBMISSION POLICY FOR TRANSFER CREDIT

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

ELECTRONIC TRANSCRIPT SUBMISSION

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

- The Parchment Secure Transcript System at parchment.com
- The Common Application® at commonapp.org
- A transcript site formally linked to the issuing institution of origin
- An email address formally linked to the issuing institution of origin

Emailed transcripts must be signed by an official of the issuing institution. Official transcripts from California community and state colleges may be sent electronically from eTranscripts California at etranscriptca.org.

STANDARD MAIL TRANSCRIPT SUBMISSION

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

Columbia College Hollywood
Attention: Admissions
18618 Oxnard Street
Los Angeles, CA 91356
U.S.A.

INTERNATIONAL AND FOREIGN LANGUAGE TRANSCRIPT POLICY

Columbia College Hollywood does not accept transcripts sent directly from educational institutions in countries other than the U.S. Transcripts and records from educational institutions in countries other than the U.S., including English-speaking countries, and/or issued in a language other than English must be translated by a certified English-language translation service and evaluated to establish course-by-course equivalency with U.S. high school, college, and/or university standards and to determine how an international student's transcripts, degrees, credentials, and course credits compare with U.S. standards. Transcript and credential translations and evaluations must be performed by a credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). Credential evaluations and certified English translation services are not free and must be completed prior to submission at the student's expense. After evaluation and translation, international transcripts may be delivered electronically or by standard mail directly to Columbia College Hollywood from the credential evaluation service approved by the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

REQUEST FOR ADDITIONAL DOCUMENTATION

The college may require the student to submit additional documentation, including:

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

TRANSFER CREDIT EVALUATION PROCESS

All requests for transfer of credit are rigorously evaluated in a tiered evaluation process. The transfer credit evaluation process is generally completed in 10-15 business days and no longer than 60 days.

TIERED TRANSFER CREDIT EVALUATION PROCESS

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

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

Step 3) The Dean of Academic Affairs assigns the appropriate credentialed academic evaluator for the student's enrolled program and declared emphasis (if applicable) to evaluate proposed transfer courses according to program and emphasis course requirements. A credentialed academic evaluator is defined as a department chair or full-time faculty possessing a master's degree or higher in the area of study being evaluated. Full-time faculty or department chairs with documented alternative credentials are deemed qualified to review transcripts in the programmatic area of their expertise. All general education courses are evaluated by the General Education department chair or full-time General Education faculty possessing a master's degree or higher in the area of study being evaluated.

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

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

Step 5) The Registrar conducts a secondary evaluation to ensure institution and course eligibility based on criteria set forth in the Transfer Credit Policy. The Registrar refers all questions regarding the academic evaluation to the Dean of Academic Affairs.

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

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

Step 8) At the completion of the evaluation, the Registrar will notify the student of the results within 2-5 business days.

EXAM CREDIT

The college awards college academic credit for secondary exams that represent 1) studies validated by a national or state exam and 2) evidence of in-depth study at the college level in a specific number of subjects.

A summary of individual subject exams can be accessed at the following links:

- Advanced Placement (AP): apcentral.collegeboard.org
- International Baccalaureate (IB): [ibo.org](https://www.ibo.org)
- College-Level Examination Program (CLEP): clep.collegeboard.org

EXAM CREDIT RESTRICTIONS

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

REPORTING EXAM SCORES

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

ADVANCED PLACEMENT (AP) EXAM CREDIT

The college awards college academic credit for AP examinations with a score of 3 or better. Exams must be completed, and scores submitted for evaluation before an accepted student's start date. Official AP scores must arrive directly from the College Board in a sealed envelope and must be approved prior to the applicant's start date to qualify for college academic credit. Copies made and/or sent by the applicant will not be accepted. At the time of the AP exam, an applicant may designate Columbia College Hollywood AP Code 1247 as an automatic recipient of the official score report. An applicant who has already taken an AP exam may go to the College Board website at apcentral.collegeboard.org to request that scores be sent to Columbia College Hollywood using AP code 1247. College Board will send the official score report directly to Columbia College Hollywood.

INTERNATIONAL BACCALAUREATE (IB) EXAM CREDIT

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

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) EXAM CREDIT

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. Columbia College Hollywood awards transfer credits for or equivalent coursework based on CLEP examinations earning a minimum score of 50 and as recommended by the American Council on Education (ACE) for the respective course requirements.

Official CLEP score reports must arrive directly from College Board in a sealed envelope and must be approved prior to New Student Orientation to be evaluated for this transfer credit award. Copies made and/or sent by the applicant will not be accepted. Official CLEP score reports may be ordered via the institution's online system at clep.collegeboard.org using Columbia College Hollywood recipient code 1247.

NON-TRADITIONAL SOURCES OF TRANSFER CREDIT

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

TRANSFER CREDIT AND SAP

All students are required to maintain minimum standards of Satisfactory Academic Progress (SAP). The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards: Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR), and Maximum Time Frame (MTF). For SAP purposes, the transferred course grade of TR has no grade point value and does not affect the student's CGPA. The transferred course does, however, earn three (3) semester credit hours toward the total credit hours required for the student's degree program. Therefore, when the student's ICR is calculated, the transferred credits are considered both attempted and earned. See the *Satisfactory Academic Progress* section of this catalog for more information.

TRANSFER CREDIT LIMITS

A student's transfer credits may not exceed 75% of the total credits required for a Columbia College Hollywood degree program. A student enrolled in an on-ground degree program may transfer online course credits totaling no more than 49% of the program's required credits.

- A student enrolled in a BFA program requiring 125 semester credits may transfer in no more than 93 credits including no more than 61 online credits.
- A student enrolled in a BFA program requiring 123 semester credits may transfer in no more than 92 credits including no more than 60 online credits.
- A student enrolled in an AAS program requiring 63 semester credits may transfer in no more than 47 credits including no more than 30 online credits.

TRANSFER CREDIT APPEALS

A student wishing to appeal a transfer credit evaluation must submit an appeal in writing indicating the course(s) the student wishes to transfer and reasons the student believes the course(s) is eligible for transfer credit to Columbia College Hollywood. The student must deliver the written appeal along with all applicable official course syllabi from the previous institution in PDF file format by email to appeals@columbiacollege.edu or in person to the Registrar.

CHANGE OF PROGRAM TRANSFER CREDIT RE-EVALUATIONS

A student who changes enrollment to a different degree program and/or emphasis must request a transfer credit re-evaluation for the new program and/or emphasis requirements. The student must complete the request through the Student Helpdesk.

TRANSFER CREDIT REMOVAL REQUESTS

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

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Each institution has its own policies governing the transfer and acceptance of academic credits from other institutions. In addition, each institution has its own policies governing the acceptance of degrees and/or diplomas from other institutions. Columbia College Hollywood does not guarantee that credit hours or degrees completed at Columbia College Hollywood will be accepted by or transferable to any other institution. The transferability of and acceptance of credits earned at Columbia College Hollywood is at the complete discretion of the institution to which a student may seek to transfer. If the credits earned at Columbia College Hollywood are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all coursework at that institution. A student seeking to transfer academic credits or degrees earned at Columbia College Hollywood to another institution should contact the institution to determine if credits earned at Columbia College Hollywood will transfer.

TUITION AND FEES

TUITION RATES

The cost of Columbia College Hollywood tuition is calculated per credit hour based on enrollment. To maintain full-time status, students must enroll in a minimum of 12 credit hours per term. Students who wish to complete a bachelor's degree in four (4) years must enroll in 15 or 16 credit hours per term. To qualify for most federal financial aid programs, a student must enroll in a minimum of six (6) credit hours per term. Enrolling in less than 15 or 16 credit hours per academic term, transferring credits, enrolling part-time, failing to complete all program requirements on time, and/or breaks in continuous enrollment will impact a student's estimated completion date.

REQUIRED FEES

In addition to the tuition billed per term, all students studying on campus are required to purchase student accident insurance. BFA Cinema and AFA Cinema students are also required to cover the cost of per-term production insurance. For BFA Graphic Design + Interactive Media and BFA Visual Effects students, production insurance is charged only for the term in which they are enrolled in a production-based course requiring use of Equipment Office resources.

TUITION COST PER CREDIT HOUR

| Tuition Cost Per Credit Hour | Credit Hours Per Semester | Tuition Cost Per Semester |
|---|----------------------------|---------------------------|
| BFA Cinema AFA Cinema | | |
| \$815 | Part-time, 9 credit hours | \$7,335 |
| | Full-time, 12 credit hours | \$9,780 |
| | Full-time, 15 credit hours | \$12,225 |
| | Full-time, 16 credit hours | \$13,040 |
| BFA Graphic Design + Interactive Media BFA Visual Effects (on-ground and online) | | |
| \$828 | Part-time, 9 credit hours | \$7,452 |
| | Full-time, 12 credit hours | \$9,936 |
| | Full-time, 15 credit hours | \$12,420 |
| | Full-time, 16 credit hours | \$13,248 |

TUITION PAYMENTS AND DEADLINES

Tuition and related fees for each term, including the net balance of any approved and expected financial aid disbursements, are due and payable on or before 15 days prior to the start of the term. Payments may be made by cash, personal check, cashier's check, money order, major credit card, ACH bank transfer, or wire transfer. Students may also pay in person in the Business Office.

A student who is not a recipient of student financial aid must pay tuition for the term in full or enroll in a Tuition Payment Plan on or before 45 days prior to the start of the term. Students are encouraged to contact the Business Office and/or the Financial Aid departments for assistance with meeting the tuition payment deadline. Any student who fails to make a tuition payment on time may be placed on a registration hold until payment is submitted. If payment is not received, a student may be administratively dismissed from the program due to non-payment. To receive an I-20, a newly enrolled international student must make an advance payment of tuition and fees for one term.

FINANCIAL AID DEADLINE

A student who is paying tuition with student financial aid must complete all financial aid application and document submission requirements and pay the balance not covered by financial aid disbursements in full or enroll in a Tuition Payment Plan on or before 15 days prior to the start of the term. A student who fails to meet the financial aid deadline on or before 15 days prior to the start of the term will be at risk of enrollment cancellation or administrative dismissal.

TUITION PAYMENT PLAN

Enrollment in the Tuition Payment Plan allows students to pay tuition and fees in monthly installments by specified due dates. Students must enroll with the Business Office on or before 45 days prior to the start of the term. All students are encouraged to enroll in a Tuition Payment Plan using auto-debit as the form of payment. Tuition payments received after any specified payment due date will include a \$50 late fee. A student who has not made a tuition payment by the start of the term will be at risk of enrollment cancellation or administrative dismissal. A student who fails to make payment by any specified due date is subject to being placed on registration hold for a future term and/or administratively dismissed from their academic program.

ESTIMATED COST OF ATTENDANCE

The estimated cost of attendance at the college varies depending on course load, degree program, and housing type. The estimates below include both direct costs (billed to a student) and indirect costs (estimated room, board, and additional expenses). The estimated cost of attendance serves as the ceiling on the amount of financial aid an eligible student may receive. Per-year estimates assume full-time attendance in 16 semester credit hours for two consecutive semesters.

The Financial Aid department will consider requests for budget adjustments for actual and documented expenses above the estimated cost for books and supplies, transportation costs, required health insurance, and medical/dental expenses incurred during the academic year and not covered by insurance.

Students should submit requests for a revised budget evaluation in writing, accompanied by documentation such as bills and insurance statements. Costs for child or dependent care may be considered with adequate documentation provided by the student. Student loan borrowers may request a revised budget evaluation to include actual or average origination fees. Expenses outside of these categories are considered discretionary, and allowances for them will not be made. For example, the Financial Aid department will not make allowances for costs associated with owning or maintaining an automobile. The total estimated cost of attendance excludes allowances for actual institutional charges.

| BFA CINEMA AFA CINEMA | | | |
|---|---|---------------------------|--------------------------|
| Component | Description | Per 16-credit term | Per Academic Year |
| Tuition | full-time, 16 credit hours @ \$815 per credit | \$13,040 | \$26,080 |
| Production Insurance | per-term premium | \$170 | \$340 |
| Accident Insurance | per-term premium | \$75 | \$150 |
| Course Supplies/Materials | electronics, software, course materials | \$576 | \$1,152 |
| Housing | rent + utilities | \$6,026 | \$12,051 |
| Food | meals, snacks, household supplies | \$2,867 | \$5,733 |
| Transportation | transportation to/from classes and work | \$468 | \$936 |
| Personal | miscellaneous personal expenses | \$1,962 | \$3,924 |
| Total Estimated Cost of Attendance | | \$25,183 | \$50,366 |

| BFA GRAPHIC DESIGN + INTERACTIVE MEDIA BFA VISUAL EFFECTS (on-ground and online) | | | |
|---|---|---------------------------|--------------------------|
| Component | Description | Per 16-credit term | Per Academic Year |
| Tuition | full-time, 16 credit hours @ \$828 per credit | \$13,248 | \$26,496 |
| Accident Insurance | per-term premium | \$75 | \$150 |
| Course Supplies/Materials | electronics, software, course materials | \$576 | \$1,152 |
| Housing | rent + utilities | \$6,026 | \$12,051 |
| Food | meals, snacks, household supplies | \$2,867 | \$5,733 |
| Transportation | transportation to/from classes and work | \$468 | \$936 |
| Personal | miscellaneous personal expenses | \$1,962 | \$3,924 |
| Total Estimated Cost of Attendance | | \$25,221 | \$50,442 |

FEE SCHEDULE

The following fees are charged directly to student accounts and are non-refundable.

| Fee Type | Payable | Amount |
|---|--------------------|---------------|
| Application Fee (non-refundable) | one time | \$50 |
| I-20 Processing Fee (international students only) | one time | \$125 |
| Student Accident Insurance Fee | each term | \$75 |
| Production Insurance Fee: Cinema students | each term | \$170 |
| Production Insurance Fee: VFX & GDIM students, when required for a course | only when required | \$170 |
| U-PASS Transit Program | Each term | \$160 |
| Tuition Late Payment Fee | each occurrence | \$50 |
| NSF Returned Check Fee/Returned ACH Deposit Fee | each occurrence | \$25 |
| Library Late Return Fee | per item | \$5 |
| Late Equipment Return Fee | per item, per day | \$20 |
| Equipment Abandonment Fee | replacement cost | \$20 |
| Unreturned Campus Security Access Card | each occurrence | \$5 |

U-PASS (UNIVERSAL COLLEGE STUDENT TRANSIT PASS)

U-Pass is a transit program offered by Los Angeles Metro in which full-time students at participating institutions have the Rail, Metro Rapid, Express buses, and local buses. The fee for Columbia College Hollywood students enrolled full-time in a semester-system degree program is \$160 per semester.

HOUSING

Columbia College Hollywood has partnered with Kapi Residences, an off-campus student housing company, to provide off-campus apartment units near the Downtown Los Angeles campus. Kapi Residences properties are safe, fully furnished, conveniently located student living/learning environments. Monthly rental rates include all utilities, kitchen utensils, large and small appliances, high-speed internet, and WiFi. Rental rates vary depending on the apartment property, type of unit chosen, and number of roommates who share one apartment. The college does not offer shuttle services to or from campus. Students wishing to apply for student housing may visit <http://kapihousing.com/cch/>. Students may also contact the Kapi Residences team by email at cch@kapiresidences.com or by phone at (949) 565-5575.

CLERY ACT HOUSING DISCLOSURE

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

REFUND POLICY

Columbia College Hollywood uniformly applies the following refund policies to all students enrolled in all academic programs on campus and online and reserves the right to modify these policies to remain in compliance with any changes in applicable laws, regulations, and standards of accreditation. If a student's home state requires a state-specific refund policy, Columbia College Hollywood will apply provisions of the state-specific refund policy or the college's institutional policy that are most financially beneficial to the student.

STUDENT'S RIGHT TO CANCEL

A newly matriculated student has the right to cancel enrollment in a program of instruction at Columbia College Hollywood and receive an enrollment cancellation refund at any time prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance.

To cancel an enrollment agreement, a newly matriculated student must submit a written notice of enrollment cancellation to the Registrar in person, by electronic mail, or by standard mail prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance. The date of enrollment cancellation is defined as the date of receipt of the written notice. If the written notice of enrollment cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked. It is the student's responsibility to ensure the enrollment cancellation process is completed to qualify for an enrollment cancellation refund. After the enrollment cancellation deadline in a student's first term attendance, no cancellations are allowed.

Administrative Enrollment Cancellation

In the first term of enrollment, if a newly matriculated student attends a class session for a course in the first seven (7) calendar days of the student's first term of attendance prior to the *Drop without a 'W'* deadline but fails to attend any and all class sessions for all enrolled courses for 14 consecutive calendar days thereafter, the college will recognize that the student, after a trial period and without giving written notice, does not intend to pursue a degree at Columbia College Hollywood. The student's enrollment will be administratively cancelled, all courses will be dropped, and the student will be recorded as an Enrollment Cancellation in the college's records. All Title IV funds, grants, and applicable charges will be returned.

WITHDRAWAL REFUNDS

Withdrawal from All Registered Courses

A student who officially withdraws or is administratively dismissed from all registered courses may qualify for a pro rata refund as determined by the date of withdrawal or dismissal. A student who submits drop/withdrawal requests for all registered courses and officially withdraws from the term prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term is entitled to a full 100% refund of tuition paid for that term or payment period.

To qualify for a full 100% tuition refund, the student must submit a written drop/withdrawal request to the Student Services department in person, by electronic mail, or by standard mail and officially drop all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* for the term. Drop/withdrawal request forms are available in the Registrar's Office.

A student who officially withdraws or is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing less than 60% of the scheduled hours in that academic term or payment period is entitled to a pro-rata refund of tuition paid for that term based on the last date of recorded attendance.

- A student who officially withdraws, is administratively dismissed, or cancels enrollment from all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term qualifies for a full 100% refund of tuition paid for that term.
- A student who officially withdraws or is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing 60% or more of the scheduled hours in the term qualifies for a pro-rata refund of tuition paid for that term.

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

Withdrawal from an Individual Course

The deadline to drop an individual course and receive a tuition refund for the course is 5:00 pm on the published *Drop without a 'W'* deadline.

- A student who submits a drop/withdrawal request for an individual course prior to 5:00 pm PST on the published *Drop without a 'W'* deadline is entitled to a full 100% tuition refund for the course.
- If a student submits a drop/withdrawal request or stops attending an individual course after the published *Drop without a 'W'* deadline, there is no refund.

Involuntary Administrative Dismissals

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

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

- If a student is administratively dismissed from all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term, the student is entitled to a full 100% refund of tuition paid for the term.
- If a student is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing 60% of the scheduled hours in the term, the student qualifies for a pro-rata refund of all tuition paid for that term.
- If a student is administratively dismissed from all registered courses after completing 60% or more of the scheduled hours in the term, the student qualifies for no tuition refund.
- If a student is administratively dismissed from an individual course or courses after the published *Drop without a 'W'* deadline but remains enrolled in other registered courses, the student receives no tuition refund as there is no pro-rata refund for withdrawal from individual courses.

HOW REFUNDS ARE CALCULATED

For the purposes of determining a tuition refund, the date of withdrawal shall be deemed the last date of recorded attendance, the date of enrollment cancellation, or the date of official withdrawal or dismissal, whichever is later. Full 100% tuition refunds are calculated for enrollment cancellations and official withdrawals and dismissals from all registered courses prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline only. Pro rata tuition refunds are calculated only for official withdrawal or administrative dismissal from all registered courses after the published *Drop Without a 'W'* deadline and prior to completing 60% or the scheduled hours in the term. A student who withdraws from any registered course after completing 60% or more of the scheduled hours in the term receives no tuition refund.

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

- A newly matriculated student submits a written notice of enrollment cancellation to the Student Services Department in person, by electronic mail, or by standard mail prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline in the first term of enrollment.
- A newly matriculated student fails to attend classes for 14 consecutive calendar days after the published *Drop Without a 'W'* deadline in the first term of enrollment.
- A returning student submits a written notice of withdrawal to the Student Services Department in person, by electronic mail, or by standard mail prior to 5:00 pm PST on the *Withdraw with a 'W'* deadline.
- A student is administratively dismissed from the college for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, violation of the college's Attendance Policy, including accumulation of unexcused absences in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.
- A student fails to return from a Standard Period of Non-Enrollment or leave of absence.

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

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

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

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

2022-2023 REFUND CALENDAR

| Date | Deadline/Date Description | Refund Due |
|--|---|-----------------|
| FALL 2022 – Classes begin Monday, August 15, 2022 | | |
| August 22 | New Students Only: Last day to cancel enrollment | 100% less \$250 |
| August 22 | Last day to drop ALL COURSES for a full refund | 100% |
| August 22 | Last day to drop an individual course for a refund | 100% |
| October 16 | Last Day to withdraw from ALL COURSES for a pro-rata refund | Pro-rata |
| SPRING 2023 – Classes begin Monday, January 9, 2023 | | |
| January 15 | New Students Only: Last day to cancel enrollment | 100% less \$250 |
| January 15 | Last day to drop ALL COURSES for a full refund | 100% |
| January 15 | Last day to drop an individual course for a refund | 100% |
| March 19 | Last Day to withdraw from ALL COURSES for a pro-rata refund | Pro-rata |

RETURN OF TITLE IV FUNDS

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

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

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

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

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

POST-WITHDRAWAL DISBURSEMENTS

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

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

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

FINANCIAL AID & SCHOLARSHIPS

ELIGIBILITY FOR 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 institutional, state, and federal student aid regulations.

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.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, state, and/or institutional 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 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 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. A Financial Aid Officer is available to 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 12 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

Loans are a form of financial aid that require repayment upon separation from the school. Loans can be need-based or non need-based, and interest rates vary depending on the type of loan. Below are the loan types offered by Columbia College Hollywood.

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 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 is limited and jobs are awarded to students based on need. To be paid through Federal Work Study funds, a student must have completed and filed a FAFSA with the Financial Aid Department.

FINANCIAL AID COUNSELING

FINANCIAL LITERACY

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

ENTRANCE COUNSELING

Prior to the 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 half-time; 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>.

VETERANS EDUCATIONAL AID

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

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

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

Columbia College Hollywood VA Certifying Official:

Ashley Mendoza
 Columbia College Hollywood
 18618 Oxnard Street
 Los Angeles, CA 91356
amendoza@columbiacollege.edu

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

Students using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the college awaits payment for tuition and fees from the VA.

While awaiting receipt of funds from the VA, Columbia College Hollywood will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins on the date the student provides appropriate documentation and continues until funds are received from the VA, up to 90 days after the School Certifying Official has certified the student’s enrollment for tuition and fees.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at <https://www.benefits.va.gov/gibill>.

SCHOLARSHIPS & GRANTS

Columbia College Hollywood is committed to cultivating, inspiring, and empowering students with a wide variety of need- and merit-based scholarships and grants. Unlike student loans, these scholarships and grants do not have to be repaid and are awarded exclusively to enrolled Columbia College Hollywood students.

Each scholarship or grant has specific eligibility requirements, application instructions, and submission deadlines. Once awarded, some scholarships can be renewed annually, if qualifications are met. Students are encouraged to apply for all scholarships for which they may be eligible, as some scholarships can be combined up to the total tuition and institutional charges per academic year.

| SCHOLARSHIP APPLICATION DEADLINES | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------|
| Start Term | Application Deadline | Recipients Notified | Classes Begin |
| Fall 2022 | July 15, 2022 | July 29, 2022 | August 15, 2022 |
| Spring 2023 | December 9, 2022 | January 6, 2023 | January 9, 2023 |
| Fall 2023 | Contact Financial Aid | Contact Financial Aid | August 17, 2023 |

All institutional grants and scholarships are non-transferable and carry no redeemable cash value. Credit balances created as the result of the application of the institutional grant(s) or scholarship(s) to a student account will be retained on the student’s account and applied upon completion of 60% of the academic term.

The scholarship portfolio is reviewed annually by the college, and offerings are subject to change. Final scholarship awards are at the sole discretion of the college. In the event that a student delays their original start date, all institutional scholarship and grant awards may be forfeited.

ACADEMIC ACHIEVEMENT SCHOLARSHIP

The Academic Achievement Scholarship is a merit-based scholarship awarded to students who are newly enrolled in a degree program with an original program start date during the 2022-2023 academic year.

MAXIMUM AWARD VALUE:

BFA programs: \$7,200 per program • \$1,800 per academic year based on 15- or 16-credit terms
 AFA programs: \$3,600 per program • \$1,800 per academic year based on 15- or 16-credit terms

ELIGIBILITY:

To be eligible for the Academic Achievement Scholarship, a student must:

- Be newly enrolled in a degree program with an original program start date during the 2022-2023 academic year.
- Enroll for a minimum of 12 credits per term.
- Meet the following CGPA or GED Test Score criteria at the time of Faculty Admissions Committee review:
 - Show proof of an unweighted CGPA of 3.00 or higher on a 4.0 scale from the most recently attended accredited institution.
 - GED applicants:
 - GED 2014-present (Fifth Test Series) Average Score: 175 or higher.
 - GED 2002-2013 (Fourth Test Series) Average Score: 550 or higher.
 - GED 1988-2001 (Third Test Series) Average Score: 45 or higher.
- For continued eligibility beyond the first enrolled quarter, the student must:
 - Maintain a CGPA of 3.0 or higher during each term.
 - Enroll in a minimum of 12 credits per term.
 - Be in good financial standing with the college

DISTRIBUTION:

Award funds are applied in two equal installments (one installment per term) in the 2022-2023 academic year. Students enrolled for 15 or 16 credits per term will receive the maximum per-term award of \$900 per term. Students enrolled for 12 credits per term will receive 75% of the per-term award.

CREATIVE CONTRIBUTOR SCHOLARSHIP

A merit-based scholarship awarded to exceptionally creative students who are newly enrolled in a degree program with an original program start date during the 2022-2023 academic year.

MAXIMUM AWARD VALUE:

BFA programs: \$12,000 per program • \$3,000 per academic year based on 15- or 16-credit terms
AFA programs: \$6,000 per program • \$3,000 per academic year based on 15- or 16-credit terms

ELIGIBILITY:

To be eligible for the Creative Contributor Scholarship, a student must:

- Be newly enrolled in a degree program with an original program start date during the 2022-2023 academic year.
- Enroll for a minimum of 12 credits per term.
- Submit a portfolio of the applicant's original creative work that meets the submission criteria for the applicant's enrolled degree program. See *Portfolio Submission Criteria* below. Incomplete portfolio submissions will not be accepted.
- For continued eligibility beyond the first academic year, the student must enroll in a minimum of 12 credits per term and maintain a CGPA of 2.5 or higher during each term of enrollment.

HOW TO APPLY:

Applicants must email completed portfolios directly to cch.admissions@columbiacollege.edu.

DISTRIBUTION:

Award funds are applied in two (2) equal installments (one installment per term) in the 2022-2023 academic year. Students enrolled for 15 or 16 credits per term will receive the maximum per-term award of \$1,500 per term. Students enrolled for 12 credits per term will receive 75% of the per-term award.

PORTFOLIO SUBMISSION CRITERIA:

CINEMA

A Cinema portfolio must demonstrate creativity, skill, and collaboration through film work samples that meet the below criteria. Portfolios will be judged based on the student's vision as evidenced by originality and clarity of story, technical ability, and overall production quality.

Acting portfolio submissions must include the following:

- Two (2) memorized monologues, each approximately two (2) minutes in length, delivered in .MOV file format
 - Contemporary selections should be from 20th or 21st century writers
 - Acting reel up to four (4) minutes in length delivered in .MOV file format
 - Reels may include a compilation sample of work, or a clip out of one project. The best work will show an actor's emotional range and give a sense of vocal range and physicality.

Cinematography portfolio submissions must include the following:

- A show reel, 1:30-2 minutes in length, delivered in .MOV file format that includes the best visual representation of the applicant's work. Reels may include a compilation sample of work, or a clip out of one project.
- 7-10 still photos representing the applicant's sense of composition delivered in .JPG or .PDF file format
 - The best photos excel in technical execution related to composition, including control of depth of field, exposure, sense of motion, and framing.
- A 250-word essay delivered in .PDF file format discussing the work of a Cinematographer or Director of Photography.
 - Discuss the Cinematographer's style of delivery as it relates to working with a specific director or examples from some of the directors the Cinematographer has worked with.
 - If the Director is the author of the film, how does the Cinematographer assist in sharing a story's cinematic language (what the story is about)?
 - Describe how you are influenced by the Cinematographer's work.

Directing portfolio submissions must include the following:

- A 250-word essay delivered in .PDF file format describing the applicant's passion for filmmaking/directing and how they plan to develop their artistic voice:
 - Why is filmmaking important to you?
 - Why is a degree in filmmaking from Columbia College Hollywood important to you?
 - What is your plan to execute this vision?
 - How will you develop your artistic voice in your vision?
- Two examples of directing delivered in .MOV file format
- Script for a short film (6-8 pages) delivered in .PDF file format

Editing portfolio submissions must include the following:

- An editing reel up to six (6) minutes in length delivered in .MOV file format in which the applicant is credited for the work
 - Reels should show several minutes of one or two projects where the applicant's editing contributes to the effectiveness of the storytelling and demonstrates a purposeful sense of aesthetic style with regard to story, pacing, and performance.

Producing portfolio submissions must include the following:

- A 250-word essay delivered in .PDF file format describing a project the applicant would like to make
 - Is this a television series or a film? What format would you like this to be?
 - Why are you excited about making this project?
 - What makes this a project that other people would want to see?

Screenwriting portfolio submissions must include the following:

- One (1) of the following samples of your original work:
 - An original short film script (15 pages maximum) delivered in .PDF file format
 - A section of an original TV episode or feature-length script (15 pages maximum) delivered in .PDF file format
- A beat sheet (2 pages maximum) delivered in .PDF file format outlining the short film script or the complete TV episode or the complete feature-length script that clearly indicates act breaks.

Sound portfolio submissions must include the following:

- A sound reel delivered in .MOV file format (4 minutes maximum) in which the applicant is clearly credited for the work
 - The reel may include a compilation sample of work or a clip out of one project
 - The best work will show the applicant's control of production sound and/or give a sense of how a sound designer's work added to the overall impact and effectiveness of the piece.

GRAPHIC DESIGN & INTERACTIVE MEDIA OR VISUAL EFFECTS

A Graphic Design & Interactive Media or VFX portfolio must demonstrate creativity, skill, and collaboration through graphic design, interactive media, visual effects, or animation work samples that meet the below criteria. Portfolios must include only original work done by the applicant.

Graphic Design & Interactive Media portfolio submissions must include the following:

- 7-10 pieces of original work done by the applicant
 - Can be traditional art, photography, or design work
 - Delivered in .PPT or .PDF file format

VFX portfolio submissions must include:

- 7-10 pieces of original work done by the applicant, including:
 - Traditional art, photography, design work delivered in .PPT or .PDF file format
 - Visual effects or animation work delivered via Vimeo link to a hosted version of the video file

OPPORTUNITY GRANT

The Opportunity Grant provides extra tuition assistance to students who demonstrate financial need and are newly enrolled in a degree program with an original program start date during the 2022-2023 academic year.

MAXIMUM AWARD VALUE:

BFA programs: \$3,600 per program • \$900 per academic year • \$450 per 15 or 16-credit term
AFA programs: \$1,800 per program • \$900 per academic year • \$450 per 15 or 16-credit term

ELIGIBILITY:

To be eligible for the Opportunity Grant, a student must:

- Be newly enrolled in a degree program with an original start date during the 2022-2023 academic year.
- Be Pell Grant eligible.
- Be enrolled in a minimum of 12 credits per term.
- For continued eligibility beyond the first academic year, maintain Pell Grant eligibility.

DISTRIBUTION:

Award funds are applied in two equal installments (one installment per term) in the 2022-2023 academic year. Students enrolled for 15 or 16 credits per term will receive the maximum award of \$450 per term. Students enrolled for 12 credits per term will receive 75% of the per-term award.

OUTSIDE SCHOLARSHIPS

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

REGISTRATION & ENROLLMENT

ENROLLMENT CONFIRMATION

All new students accepted for admission are required to confirm their enrollment and pay a \$250.00 non-refundable Enrollment Deposit no later than two (2) weeks prior to the start of the term. Enrollment confirmation and enrollment deposit payment must be submitted online at https://columbiacollege.edu/onlineforms-2/enrollment_form/. This deposit will be applied toward tuition costs upon registration.

If payment is not received by the enrollment confirmation due date, the student must defer enrollment to the following term. *Please see the Deferred Enrollment section of this catalog for more information.*

STUDENT'S RIGHT TO CANCEL

A newly matriculated student has the right to cancel enrollment in a program of instruction at Columbia College Hollywood and receive an enrollment cancellation refund at any time prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance.

To cancel an enrollment agreement, a newly matriculated student must submit a written notice of enrollment cancellation to the Registrar in person, by electronic mail, or by standard mail prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance. The date of enrollment cancellation is defined as the date of receipt of the written notice. If the written notice of enrollment cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked. It is the student's responsibility to ensure the enrollment cancellation process is completed to qualify for an enrollment cancellation refund. After the enrollment cancellation deadline in a student's first term attendance, no cancellations are allowed.

ENROLLMENT REQUIREMENTS

FINANCIAL AID RECIPIENTS

Students who are recipients of financial aid are required to enroll in a minimum number of credit hours per term and to meet the deadlines and procedures established by the Financial Aid Department. To receive a full grant award, the Federal Pell Grant program requires a student to enroll in a minimum of six (6) credit hours per term. Financial aid will not be disbursed until a student has been enrolled for sufficient credit hours, and institutional funding will not be increased to adjust for any shortfall in the aid award due to failure to enroll in a sufficient number of credit hours.

INTERNATIONAL STUDENTS

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

- Enroll as a full-time student
- Enroll in 12 credit hours or more per term
- Remain enrolled for two (2) consecutive terms before taking a term off

PROOF OF HIGH SCHOOL GRADUATION FROM ACCEPTED STUDENTS

All new students must submit satisfactory proof of high school graduation in the form of official high school transcripts prior to the *Drop Without a 'W'* deadline in the first term of enrollment. A newly enrolled student who does not submit official high school transcripts by the *Drop Without a 'W'* deadline in the first term of enrollment will be administratively dismissed from the college. A student who is administratively dismissed for failing to submit proof of graduation may submit a written appeal by email to appeals@columbiacollege.edu.

NEW STUDENT ORIENTATION

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

ONLINE STUDENT ORIENTATION

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

DECLARATION OF EMPHASIS

Bachelor of Fine Arts in Cinema students must choose to focus their studies in a particular area of personal and academic interest called an emphasis. Each area of emphasis requires certain courses and electives in addition to the core courses required for the degree program. To earn a BFA in Cinema, a student must take all required courses and a designated number of electives within the student's chosen emphasis. Students are required to choose an intended emphasis during New Student Orientation and may choose only one area of emphasis per BFA program.

MATHEMATICS PROFICIENCY ASSESSMENT

A new student who is proficient in college-level mathematics may take the Math Proficiency Assessment Exam online prior to their second (2nd) term of enrollment. A student who passes the Math Proficiency Assessment Exam is not required to take the required L-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

As a courtesy, returning students who are in good standing will be 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

Students who have joined Columbia College Hollywood's community follow a curriculum path that is unique to this institution and develop relationships with faculty and fellow students that are crucial to the learning experience and long-term success of our graduates in the media industries.

A current student who wishes to complete a required course concurrently at another institution must receive prior approval from the Office of Academic Affairs by submitting a clearly written rationale for their request in PDF file format, addressed to appeals@columbiacollege.edu. The rationale is evaluated holistically, taking the student's degree progress and best interests into account. Criteria may include equivalency of learning outcomes, financial need, supplemental educational value, extenuating conflict due to CCH class scheduling, and temporary changes in student's circumstances.

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 a written appeal in PDF file format along 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 degree program. Any transfer credits must be completed before the start of a student's final term at CCH. See the *Transfer Credit Policy* section of this catalog for more information.

DEFERRED ENROLLMENT

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

AUDITING COURSES

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

ACADEMIC CALENDAR

FALL 2022

| | |
|---|---|
| Monday, July 11 | Registration begins for Fall 2022 courses |
| Saturday, July 30 | Last day to make section and credit changes for Fall 2022 courses |
| Wednesday, August 10 – Friday, August 12 | New Student Orientation |
| Monday, August 15 | Classes start |
| Wednesday, August 24 | Last day to drop a course without receiving a grade of 'W' |
| Monday, September 5 | Labor Day Campus Closed |
| Saturday, October 8 – Tuesday, October 11 | Fall Break |
| Wednesday, November 2 | Last day to withdraw with a grade of 'W' |
| Monday, November 7 | Registration begins for Spring 2023 courses |
| Friday, November 11 | Veteran's Day Campus Closed |
| Wednesday, November 23 | No classes |
| Thursday, November 24 – Friday, November 25 | Thanksgiving Break Campus Closed |
| Saturday, December 3 | Last day to make section and credit changes for Spring 2023 courses |
| Saturday, December 3 | Last day of classes |
| Monday, December 5 – Saturday, December 10 | Final exams |
| Monday, Dec 12, 2022 – Friday, Jan 6, 2023 | Winter Break |

SPRING 2023

| | |
|--|---|
| Wednesday, January 4 – Friday, January 6 | New Student Orientation |
| Monday, January 9 | Classes start |
| Sunday, January 15 | Last day to drop a course without receiving a grade of 'W' |
| Monday, January 16 | Martin Luther King Jr. Day Campus Closed |
| Monday, March 5 – Saturday, March 12 | Spring Break |
| Sunday, April 2 | Last day to withdraw with a grade of 'W' |
| Saturday, April 29 | Last day to make section and credit changes for Summer 2023 courses |
| Saturday, April 29 | Last day of classes |
| Monday, May 1 – Saturday, May 6 | Final exams |
| TBD | Annual Commencement Ceremony |

SUMMER 2023

CCH students may register for CCH summer courses and/or ASU's intensive summer courses.

CCH Summer Semester: Tuesday, May 16 – Wednesday, August 9

ASU Session A: Tuesday, May 16 – Monday, June 26

ASU Session B: Thursday, June 29 – Monday, August 9

ASU Session C: Tuesday, May 16 – Monday, July 10

CCH Summer Semester

| | |
|--|---|
| Wednesday, May 10 – Friday, May 12 | New Student Orientation |
| Tuesday, May 16 | Classes start |
| Monday, May 22 | Last day to drop a course without receiving a grade of 'W' |
| Monday, May 29 | Memorial Day Campus Closed |
| Sunday, June 9 | Last day to withdraw with a grade of 'W' |
| Tuesday, July 4 | Independence Day Campus Closed |
| Monday, July 10 | Registration begins for Fall 2023 courses |
| Wednesday August 9 | Last day to make section and credit changes for Summer 2023 courses |
| Wednesday August 9 | Last day of CCH summer classes |

FALL 2023

| | |
|---|---|
| Wednesday, August 9 – Friday, August 11 | New Student Orientation |
| Thursday, August 17 | Classes start |
| Wednesday, August 24* | Last day to drop a course without receiving a grade of 'W' |
| Monday, September 4 | Labor Day Campus Closed |
| Saturday, October 7 – Tuesday, October 10 | Fall Break |
| Wednesday, November 1 | Last day to withdraw with a grade of 'W' |
| Monday November 6 | Registration begins for Spring 2024 courses |
| Saturday, November 10 | Veteran's Day Campus Closed |
| Wednesday, November 22 | No classes |
| Thursday, November 23 – Friday, November 24 | Thanksgiving Break Campus Closed |
| Saturday, December 2 | Last day to make section and credit changes for Spring 2024 courses |
| Saturday, December 2 | Last day of classes |
| Monday, December 4 – Saturday, December 9 | Final exams |
| Monday, Dec 11, 2023 – Friday, Jan 5, 2024 | Winter Break |

*See the Drop/Withdrawal Policy section of this catalog for more information.

**Subject to change pending enrollment and availability.

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 campus and online.

| ON-CAMPUS DEGREE PROGRAMS | Average Length | Credits Required |
|--|----------------|------------------|
| Bachelor of Fine Arts in Cinema | 4 years | 126 |
| Bachelor of Fine Arts in Graphic Design + Interactive Media | 4 years | 124 |
| Bachelor of Fine Arts in Visual Effects | 4 years | 124 |
| Associate of Fine Arts in Cinema | 2 years | 64 |
| ONLINE DEGREE PROGRAMS | Average Length | Credits Required |
| Bachelor of Fine Arts in Graphic Design + Interactive Media Online | 4 years | 124 |
| Bachelor of Fine Arts in Visual Effects Online | 4 years | 124 |

AREAS OF EMPHASIS

Bachelor of Fine Arts in Cinema students must choose to focus their studies in a particular area of personal and academic interest called an emphasis. Each area of emphasis requires certain courses and electives in addition to the core courses required for the degree program. To earn a BFA Cinema degree, a student must take all required courses and a designated number of electives within the student's chosen emphasis. Students are required to choose an intended emphasis during New Student Orientation and may choose only one area of emphasis per BFA program.

GENERAL EDUCATION CURRICULUM

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

| GENERAL EDUCATION REQUIREMENTS | | | |
|--|-------------------|--------------------|----------------|
| Area of Study | Course Code | BFA | AFA |
| Written and Oral Communication | L-HUMA | 9-12 credit hours | 9 credit hours |
| Humanities | L-HUMA | 16-19 credit hours | 6 credit hours |
| Art History and Criticism | L-ARTH | | |
| Fine Arts | L-ARTS | | |
| Cinema and Media Studies | L-CMST | | |
| General Humanities | L-HUMA | | |
| Literature Studies | L-LITR | | |
| Music History and Criticism | L-MCST | | |
| Theater History and Criticism | L-THST | | |
| Mathematics | L-MATH | 3 credit hours | 3 credit hours |
| Social and Behavioral Sciences | L-SOCS and L-BHVS | 6-9 credit hours | 3 credit hours |
| Physical and Life Sciences | L-PSCI and L-LSCI | 3-6 credit hours | 3 credit hours |
| General Education Elective (Upper Level) | GENELEUL | 3 credit hours | N/A |
| Total GE Credit Hours Required | | 40 | 24 |

General education requirements may vary for degree programs and program versions that are no longer enrolling new students. Please refer to specific program requirements in this catalog for more information.

GENERAL EDUCATION AREAS OF STUDY

The General Education curriculum is comprised of five traditional liberal arts and sciences categories: Written and Oral Communication, Humanities, Mathematics, Social and Behavioral Sciences, and Physical and Life Sciences. The required number credits in each category varies by degree program and level and may be found within the program-specific requirements.

WRITTEN AND ORAL COMMUNICATION

Course work in Written and Oral Communication primarily focuses on the development and application of writing, speaking, group process, and interpersonal communication skills.

HUMANITIES & FINE ARTS

Course work in the Humanities focuses on the interpretation of texts and other cultural objects, development of ideas and values, appreciation of cultural and artistic achievements, and evaluation of human experience. Courses in General Humanities, Art History and Criticism, Cinema and Media Studies, Fine Arts, Literature, Music History and Criticism, and Theater History and Criticism normally satisfy requirements in this area. Certain courses in philosophy, political science, and intellectual history emphasizing the development of cultural thought processes may also satisfy humanities requirements.

MATHEMATICS

Course work in the Mathematics area of study develops quantitative and analytical skills in the fields of mathematics and advanced logic. The area does not include courses in which mathematics is merely an applied component (such as finance and accounting), nor does it include mathematics foundation courses below the level of college algebra.

SOCIAL AND BEHAVIORAL SCIENCES

Course work in Social and Behavioral Sciences promotes understanding of human behavior as well as the structure and dynamics of social systems. Emphasis is on the discovery of patterns in social processes and institutions, both past and present. Courses in anthropology, sociology, economics, ethnic and gender studies, geography, political science, psychology, and certain communications courses focusing on mass media and society typically satisfy these requirements.

PHYSICAL AND LIFE SCIENCES

Course work in Physical and Life Sciences provides students with an understanding of nature and knowledge of the methods, tools, and technology used to study the physical world. Courses in astronomy, biology, chemistry, physics, anatomy, physiology, geology, and environmental science typically satisfy requirements in this area. Courses in geography which emphasize the earth's physical characteristics, weather, and climate are included in the Physical and Life Sciences category, along with specialized course work in the social sciences such as physical anthropology, archaeological field methods, and psychology courses which focus on human physiological processes. Courses that emphasize how technology advances scientific knowledge by making and using tools to enhance materials culture are also included, such as courses that emphasize technology theory and design and computer science courses that focus on hardware or software engineering. Courses which focus primarily on the social and environmental conflicts which arise over the uses of technology generally satisfy requirements in the Humanities or Social and Behavioral Sciences areas of study.

ONLINE COURSES

Students enrolled in on-ground programs may have the opportunity to take certain courses in an online format to create schedule flexibility and/or facilitate the completion of their programs of study. Not every course is offered in every format every term. Students who are registered for an online course at CCH can access the Learning Management System (LMS) at <https://cch.instructure.com>.

For questions about the online education experience at Columbia College Hollywood, please contact the Director of Online Education.

Richard Liu
Director of Online Education
richard.liu@columbiacollege.edu

ONLINE CREDITS AND COURSE LIMITS

A student enrolled in an on-ground degree program may earn online course credits totaling no more than 49% of the program's required credits. This online course transfer limitation also applies to transfer credits.

- A student enrolled in an on-ground BFA program requiring 126 semester credits may earn and/or transfer in no more than 61 online credits.
- A student enrolled in an on-ground BFA program requiring 124 semester credits may earn and/or transfer in no more than 60 online credits.
- A student enrolled in an AFA program requiring 64 semester credits may earn and/or transfer in no more than 30 credits.

First-Term Students

Newly enrolled students who wish to take all first term courses in an online format must submit a request to the Academic Department prior to course registration for approval. A student who is approved to take all courses online in their first term of enrollment must take courses on-ground in the 2nd term of enrollment.

Conditionally Admitted Students

Students who are conditionally admitted to on-ground programs must take all courses on-ground in the first term of enrollment.

Continuing Students

Continuing students in on-ground programs may not take all of their courses online for more than one (1) consecutive term. Appeals to this policy may be submitted to the Academic Department prior to course registration.

International Students

International students enrolled in on-ground programs may enroll in one (1) online course per term. However, if an international student has only one course to complete during the last term of enrollment, the course must be completed on ground.

ONLINE ORIENTATION

Students enrolled in online degree programs and students enrolled in on-ground degree programs who opt to take a course or courses online must successfully complete an online orientation prior to the start of the term.

PROGRAM COURSE REQUIREMENTS

BACHELOR OF FINE ARTS IN CINEMA

ON-GROUND ONLY

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

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

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

BFA Cinema Program Learning Outcomes

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

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

ACTING EMPHASIS

Acting is the expressive on-camera component to narrative filmmaking. Courses required for the Acting emphasis can build the needed tools for the actor and increase the sensibility for those in other emphases or co-emphases to work in partnership with the interpreters of what is on the page. The college's Acting emphasis is an eclectic curriculum, declining to adhere to one didactic theory of performance. It provides the fundamental bases of movement, voice, and character development. Acting emphasis students learn to interpret the intent of the line, event of the scene, and objective of the piece. Students move into the challenges of this interpretation when the camera is capturing the performance. Through the Core Curriculum, the Acting emphasis graduate will have learned the interaction of acting with the other key elements of narrative filmmaking and acquired the ability to be the total storyteller working both in front and behind the camera. In addition to taking the required courses and electives, Acting emphasis students must also appear as actors in at least two student projects during each term.

| 2022-2023 BFA CINEMA ACTING EMPHASIS COURSE REQUIREMENTS | | | |
|--|--|--|---------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- | Production Fundamentals | None | 4 |
| C-FILM101S | Production Fundamentals Seminar | | |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: | X-INTNXXX | Dept Approval | 3 |
| | - OR - Professional Practices Elective | | |

| 2022-2023 BFA CINEMA ACTING EMPHASIS COURSE REQUIREMENTS | | | |
|---|--|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 Level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Acting Requirements | | | |
| C-ACTG315 | Character Development | C-ACTG110 or ACTG110 | 3 |
| C-ACTG320 | Acting Foundations & Theory | C-ACTG110 or ACTG110 | 3 |
| C-ACTG385 | Advanced Scene Study for Camera | C-ACTG315 or ACTG330 | 3 |
| C-ACTG390 | Original Scenes and Material | C-ACTG315 or ACTG330 | 3 |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

CINEMATOGRAPHY EMPHASIS

Cinematography is the art and craft of using the camera and lighting to create a visual mood. The cinematographer, also called a DP or Director of Photography, is the director's primary collaborator in the process of bringing a screen story to life. The cinematographer's job is to create images that tell the story using lighting and camera movement. Students who choose the Cinematography emphasis work closely with aspiring directing, writing, and producing students to create the short films, documentaries, TV commercials, and music videos required for coursework. Using real-world techniques and methods in hands on classes, students learn the vocabulary of professional cinematography, acquire practical, technical skills and techniques, and are introduced to practical management skills necessary to work in the role of Director of Photography. The curriculum includes immersive courses in studio lighting, camera movement, and filming on location to prepare students for careers in the camera department. During Senior Thesis courses, a Cinematography emphasis student produces and refines a reel of original produced work to use as a professional portfolio.

| 2022-2023 BFA CINEMA CINEMATOGRAPHY EMPHASIS COURSE REQUIREMENTS | | | |
|---|--|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- C-FILM101S | Production Fundamentals Production Fundamentals Seminar | None | 4 |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: X-INTNXXX - OR - | Internship Professional Practices Elective | Dept Approval | 3 |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 Level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |

| 2022-2023 BFA CINEMA CINEMATOGRAPHY EMPHASIS COURSE REQUIREMENTS | | | |
|---|--------------------------------------|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Cinematography Requirements | | | |
| C-CINE320 | Cinematography II | C-CINE110 or CINE110 | 3 |
| C-CINE340 | Cinematography on Location | C-CINE320 or CINE320 | 3 |
| C-CINE380 | Cinematography III | C-CINE320 or CINE320 | 3 |
| C-CINE390 | The Moving Camera | C-CINE320 or CINE320 | 3 |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

DIRECTING EMPHASIS

Directing is the art of bringing a script to life with a personal vision. A director must be able to lead a cast and crew to achieve that unique vision. When coupled with the core curriculum of the BFA Cinema program, the Directing emphasis requirements provide a thorough foundation in the art of directing for film and television. Students acquire key skills in script analysis and advanced techniques used when directing actors, and practice guiding crews from script development to pre-production to production to post production. Using professional equipment and industry-standard tools and techniques in practical, hands-on classes, Directing emphasis students interpret text, explore film and television genres, and ultimately discover a unique and personal path to a creative career as a visual storyteller. During Senior Thesis courses, each Directing emphasis student produces and refines a reel of original produced work to use as a professional portfolio.

| 2022-2023 BFA CINEMA DIRECTING EMPHASIS COURSE REQUIREMENTS | | | |
|--|--|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- C-FILM101S | Production Fundamentals Production Fundamentals Seminar | None | 4 |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |

| 2022-2023 BFA CINEMA DIRECTING EMPHASIS COURSE REQUIREMENTS | | | |
|--|--|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: | X-INTNXXX | Internship | 3 |
| | - OR - | Professional Practices Elective | |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Directing Requirements | | | |
| C-DRTG320 | Directing II: Casting Through Rehearsals | C-DRTG110 or DRTG110 | 3 |
| C-DRTG335 | The Director in Pre-Production | C-DRTG110 or DRTG110 | 3 |
| C-DRTG340 | Directing Actors: Advanced Techniques | C-DRTG320 or DRTG320 | 3 |
| C-DRTG360 | The Director in Production and Post Production | C-DRTG335 or DRTG330 | 3 |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

EDITING EMPHASIS

Film editing is the art and craft of preparing existing motion and sound footage for finalized publication and distribution. It requires creativity and continuously developing expertise utilizing specialized computer hardware, software, and on-set tools to assemble layers of images and sound in meaningful ways that communicate a compelling narrative and create the feeling of a story. Editors collaborate closely with other key creative personnel, including the director and cinematographer. The work of editing is widely considered the final rewriting of a film. As such, it is an essential part of the storytelling process of creating a film or television program. The Editing emphasis focuses on all of the key components of the post production process, including editing, visual effects editing, sound design, and sound editing. Columbia College Hollywood graduates with an Editing emphasis are prepared for a wide variety of careers upon graduation. To help them gain entry into the industry, all Editing emphasis students graduate prepared with a professional level portfolio of their work.

| 2022-2023 BFA CINEMA EDITING EMPHASIS COURSE REQUIREMENTS | | | |
|---|--|---|---------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- C-FILM101S | Production Fundamentals Production Fundamentals Seminar | None | 4 |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: X-INTNXXX - OR - | Internship Professional Practices Elective | Dept Approval | 3 |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |

| 2022-2023 BFA CINEMA EDITING EMPHASIS COURSE REQUIREMENTS | | | |
|--|--------------------------------------|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Editing Requirements | | | |
| C-EDIT330 | Intermediate Editing | C-EDIT110 or EDIT110 | 3 |
| C-EDIT340 | Sound Design for Editors | C-EDIT110 or EDIT110, C-SNDX110 or SNDX110 | 3 |
| C-EDIT350 | Advanced Editing | C-EDIT330 or EDIT330 | 3 |
| C-EDIT370 | Color Grading & Workflow | C-EDIT110 or EDIT110, C-CINE110 or CINE110 | 3 |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

PRODUCING EMPHASIS

Producing is both a key component of filmmaking and essential to the intertwined discipline of project development. In the motion picture and television industries, some become producers via working up through the ranks of production jobs, while others use their entrepreneurial spirit and savvy to leapfrog to selling projects to studios, networks, and investors. Still others move into producing after ascending in professions that are careers in and of themselves, working as executives for studios, networks, or production companies, talent or literary agents, or personal managers. The Producing emphasis offers students the skills to oversee and run a professional film or television production. The program imbues them with information about the entertainment industry and its practices to pitch, sell, and shepherd projects that will come to fruition on the multitude of entertainment and distribution platforms. The program imbues them with knowledge about the entertainment industry and its practices that they'll use to pitch, sell, and shepherd projects that will come to fruition on the multitude of entertainment and distribution platforms. Producing students gain practical experience developing and producing other CCH student projects, utilizing all industry requirements and standards for professional film and television production. As with all other BFA Cinema emphases, Producing students also are able to gain professional experience through the college's internship program

| 2022-2023 BFA CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS | | | |
|--|--|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- C-FILM101S | Production Fundamentals Production Fundamentals Seminar | None | 4 |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |

| 2022-2023 BFA CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS | | | |
|--|---|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCR110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: X-INTNXXX - OR - | Internship Professional Practices Elective | Dept Approval | 3 |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Producing Requirements | | | |
| C-PROD325 | Entertainment Law | None | 3 |
| C-PROD335 | The Producer in Development & Pre-Production | C-PROD210 or PROD210 | 3 |
| C-PROD350 | Producing the Feature Film | C-PROD210 or PROD210, C-FILM135 or FILM130 | 3 |
| C-PROD360 | The Producer in Production & Post Production | C-PROD335 or PROD320 | 3 |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |

| 2022-2023 BFA CINEMA PRODUCING EMPHASIS COURSE REQUIREMENTS | | | |
|---|--------------------------------------|----------------------|------------|
| Code | Course Name | Prerequisites | Credits |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

SCREENWRITING EMPHASIS

The screenplay is a blueprint that guides a motion picture production. A screenwriter takes on the challenging task of providing textual foundation for visual and aural media. The Screenwriting emphasis is a forum for students to explore their creativity while gaining essential skills to develop and write professional screenplays. Coursework focuses on developing characters and fine-tuning story elements while embracing a realistic understanding of the entertainment industry. The Screenwriting emphasis provides an overview of industry practices such as finding an agent, pitching ideas, submitting spec scripts, and navigating business deals.

| 2022-2023 BFA CINEMA SCREENWRITING EMPHASIS COURSE REQUIREMENTS | | | |
|---|--|--|---------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- | Production Fundamentals | None | 4 |
| C-FILM101S | Production Fundamentals Seminar | | |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: X-INTNXXX | Internship | Dept Approval | 3 |
| - OR - | Professional Practices Elective | | |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |

| 2022-2023 BFA CINEMA SCREENWRITING EMPHASIS COURSE REQUIREMENTS | | | |
|--|--|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Screenwriting Requirements | | | |
| C-SCRN310 | Screenwriting II: Structure & Story Building | C-SCRN110 or SCRN110 | 3 |
| C-SCRN320 | Adaptation | C-SCRN110 or SCRN110 | 3 |
| Choose 1: | C-SCRN371 Television Writing Symposium I | C-SCRN310 or SCRN310 | 3 |
| | C-SCRN381 Feature Film Writing Symposium I | | |
| Choose 1: | C-SCRN372 Television Writing Symposium II | C-SCRN371 | 3 |
| | C-SCRN382 Feature Film Writing Symposium II | C-SCRN381 | |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

SOUND EMPHASIS

Although creating content for film, television, and new media is referred to as visual storytelling, sound is a key element that drives the narrative. The sound crew is essential in both production and post production. The Sound emphasis gives students training in both realms, providing a foundation in the science of sound and the ability to use sound artistically. Students gain hands-on experience with the complexities of recording location and production sound, then focus extensively on practicing post production skills using Avid Pro Tools. Students also learn to master the creation and implementation of sound effects. Courses spotlight creating and editing music scores and soundtracks for films, television productions, video games, and animation.

Sound emphasis students serve on CCH student production crews and post production teams to practice their skills and hone their talents for future careers in production and post production sound. They also put their developing professional abilities to work in the real world through the college's internship opportunities.

| 2022-2023 BFA CINEMA SOUND EMPHASIS COURSE REQUIREMENTS | | | |
|--|--|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| Cinema Core | | | |
| C-FILM101 -or- C-FILM101S | Production Fundamentals Production Fundamentals Seminar | None | 4 |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or C-FILM101S or FILM101, C-FILM105 or FILM105 | 4 |

| 2022-2023 BFA CINEMA SOUND EMPHASIS COURSE REQUIREMENTS | | | |
|--|---|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| C-DRTG110 | Directing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or C-FILM101S or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or C-FILM101S or FILM101, C-SCRN110 or SCRN110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Choose 1: X-INTNXXX | Internship | Dept Approval | 3 |
| - OR - | Professional Practices Elective | | |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| L-CMST305 | Script Analysis | L-CMST205 or CMST210 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| Sound Requirements | | | |
| C-SNDX310 | Digital Audio Workstation for Filmmakers | C-SNDX110 or SNDX110 | 3 |
| C-SNDX320 | Aesthetics of the Motion Picture Soundtrack | C-SNDX110 or SNDX110 | 3 |
| C-SNDX340 | Location Audio | C-SNDX110 or SNDX110 | 3 |
| C-SNDX360 | Signal Processing | C-SNDX310 or SNDX310 | 3 |
| Cinema Electives | | | |
| ER1 | Cinema Elective #1 | | 3 |
| ER2 | Cinema Elective #2 | | 3 |
| ER3 | Cinema Elective #3 | | 3 |
| ER4 | Cinema Elective #4 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |

| 2022-2023 BFA CINEMA SOUND EMPHASIS COURSE REQUIREMENTS | | | |
|--|--------------------------------------|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| Senior Thesis | | | |
| C-FILM450 | Thesis Workshop I | All Emphasis Course Requirements Completed | 4 |
| C-FILM451 | Creative Professional Development I | | 3 |
| C-FILM470 | Thesis Workshop II | C-FILM450 or FILM450 | 4 |
| C-FILM471 | Creative Professional Development II | C-FILM451 or FILM451 | 3 |
| Total Credit Hours | | | 126 |

BACHELOR OF FINE ARTS IN GRAPHIC DESIGN + INTERACTIVE MEDIA

ON-GROUND | ONLINE

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

The program culminates with each student developing a cohesive, industry-ready professional portfolio showcasing the student's unique talents and ability to communicate via multiple channels of media.

BFA Graphic Design + Interactive Media Program Learning Outcomes

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

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

| BFA GDIM COURSE REQUIREMENTS | | | |
|--|--|--------------------------|----------------|
| Code | Course Name | Prerequisites | Credits |
| GDIM Core | | | |
| G-ARTD101 | Color Theory & Practice | None | 3 |
| G-MRKT101 | Introduction to Digital Marketing | G-GDIM102 or GDIM102 | 3 |
| G-GDIM102 | Design Process | G-ARTD116 or ARTD116 | 3 |
| G-ARTD111 | 2D Image Manipulation | None | 3 |
| G-ARTD116 | Vector Graphics | None | 3 |
| G-IMED150 | Web Development I | G-IMED305 or IMED305 | 3 |
| G-GDIM190 | Professional Practices in Marketing & Design | G-ARTD116 or ARTD116 | 3 |
| G-GRPH204 | Typography I | G-ARTD116 or ARTD116 | 3 |
| G-GRPH206 | Graphic Design I | G-GDIM102 or GDIM102 | 3 |
| G-GRPH208 | Graphic Design II | G-GRPH206 or GRPH206 | 3 |
| V-ANIM219 | Motion Design I | G-ARTD111 or ARTD111 | 3 |
| G-GDIM230 | Design Team I | G-GRPH206 or GRPH206 | 4 |
| G-IMED251 | Web Development II | G-IMED150 or IMED150 | 3 |
| G-GRPH302 | Graphic Design III | G-GRPH208 or GRPH208 | 3 |
| G-IMED305 | UX Foundations | G-ARTD116 or ARTD116 | 3 |
| G-GDIM330 | Design Team II | G-GDIM230 or GDIM230 | 4 |
| G-GRPH402 | Graphic Design IV | G-GRPH302 or GRPH302 | 3 |
| G-GRPH420 | Emerging and Experimental Design Trends | Dept Approval | 3 |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-ARTS110 | Observational and Perspective Drawing | None | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| L-ARTH331 | Art History: Design | one L-ARTH or ARTH (100) | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |

| BFA GDIM COURSE REQUIREMENTS | | | |
|---|---|---|----------------|
| Code | Course Name | Prerequisites | Credits |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| GDIM Electives | | | |
| ER1 | GDIM Elective #1 | | 3 |
| ER2 | GDIM Elective #2 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| OPENELE4 | Open Elective #4 | | 3 |
| Senior Thesis | | | |
| G-GDIM350 | GDIM Portfolio Development I | Dept Approval | 4 |
| G-GDIM450 | GDIM Portfolio Development II | G-GDIM350 | 4 |
| G-GDIM475 | GDIM Capstone | Dept Approval | 3 |
| Total Credit Hours | | | 124 |

BACHELOR OF FINE ARTS IN VISUAL EFFECTS

ON-GROUND | ONLINE

Visual effects and digital art have become an essential part of all modern forms of entertainment and commercial media. The BFA in Visual Effects provides an immersive experience with the tools, processes, creative skills, and collaborative workflow used to create and produce professional quality 3D models, animations, simulated effects, and composites for film, television, animation, video games, and interactive media.

Using industry-standard software and professional equipment in project-based courses that reflect the real world of the visual effects production pipeline, BFA VFX students prepare to meet the ever-evolving demands of a broad spectrum of industries and distribution platforms. A foundation of liberal arts and sciences offers intellectual exposure to the wider world of thought and ideas that enable critical thinking, creative problem-solving, and the ability to communicate ideas, images, and opinions effectively.

BFA Visual Effects Program Learning Outcomes

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

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

| BFA VISUAL EFFECTS COURSE REQUIREMENTS | | | |
|--|---|----------------------|----------------|
| Code | Course Name | Prerequisites | Credits |
| VFX Core | | | |
| G-ARTD101 | Color Theory & Practice | None | 3 |
| C-FILM105 | Visual Storytelling | None | 3 |
| G-ARTD111 | 2D Image Manipulation | None | 3 |
| G-ARTD116 | Vector Graphics | None | 3 |
| G-ARTD201 | Figure Drawing | L-ARTS110 or ARTS110 | 3 |
| V-ANIM201 | Storyboarding for VFX & Animation | G-ARTD111 or ARTD111 | 3 |
| V-ANIM213 | 3D Animation I | V-MODL213 or MODL213 | 3 |
| V-MODL213 | 3D Modeling I | G-ARTD111 or ARTD111 | 3 |
| V-CMPX214 | Compositing I | G-ARTD111 or ARTD111 | 3 |
| V-ANIM219 | Motion Design I | G-ARTD111 or ARTD111 | 3 |
| V-VFXX230 | Production Studio I | Dept Approval | 4 |
| V-MODL253 | Texturing I | V-MODL213 or MODL213 | 3 |
| V-VFXX300 | Industry Professional Practices in Visual Effects | G-ARTD116 or ARTD116 | 3 |
| V-ANIM313 | 3D Animation II | V-ANIM213 or ANIM213 | 3 |
| V-MODL313 | 3D Modeling II | V-MODI213 or MODL213 | 3 |
| V-VFXX330 | Production Studio II | V-VFXX230 or VFXX230 | 4 |
| V-CMPX333 | Lighting & Rendering I | V-MODL213 or MODL213 | 3 |
| V-MODL338 | Real Time Assets I | V-MODL313 or MODL313 | 3 |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH1XX | Art History Elective (100 level) | None | 3 |
| L-ARTS110 | Observational and Perspective Drawing | None | 3 |
| L-CMST217 | Motion Picture History: Visual Effects | L-HUMA101 or HUMA101 | 3 |
| L-HUMA310 | Critical Studies: Art, Media, Culture | L-HUMA201 or HUMA201 | 3 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |

| BFA VISUAL EFFECTS COURSE REQUIREMENTS | | | |
|---|---|--|----------------|
| Code | Course Name | Prerequisites | Credits |
| Physical and Life Sciences Requirement | | | |
| L-LSCI121 | Introduction to Anatomy | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirements | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 level) | None | 3 |
| L-SOCSXXX or L-BHVSXXX | Social or Behavioral Science (200+ level) | one L-SOCS or SOCS (100) or one L-BHVS or BHVS (100) | 3 |
| General Education (Upper Level) Elective Requirement | | | |
| GENELEUL | General Education Elective (300+ level) | | 3 |
| General Education Capstone Seminar Requirement | | | |
| L-HUMA490 | Seminar in Humanities | L-HUMA310 or HUMA310 | 3 |
| VFX Electives | | | |
| ER1 | Visual Effects Elective#1 | | 3 |
| ER2 | Visual Effects Elective #2 | | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective #1 | | 3 |
| OPENELE2 | Open Elective #2 | | 3 |
| OPENELE3 | Open Elective #3 | | 3 |
| OPENELE4 | Open Elective #4 | | 3 |
| Senior Thesis | | | |
| V-VFXX350 | VFX Portfolio Development I | Dept Approval | 4 |
| V-VFXX450 | VFX Portfolio Development II | V-VFXX350 or VFXX350 | 4 |
| V-VFXX498 | VFX Capstone | Department Approval | 3 |
| Total Credit Hours | | | 124 |

ASSOCIATE OF FINE ARTS IN CINEMA

ON-GROUND ONLY

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

AFA Cinema Program Learning Outcomes

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

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

| 2022-2023 AFA CINEMA COURSE REQUIREMENTS | | | |
|--|--|---|-----------|
| Code | Course Name | Prerequisites | Credits |
| AFA Cinema Core | | | |
| C-FILM101 -or- | Production Fundamentals | None | 4 |
| C-FILM101S | Production Fundamentals Seminar | | |
| C-FILM105 | Visual Storytelling | None | 3 |
| C-ACTG110 | Acting I | C-FILM101 or FILM101 | 3 |
| C-CINE110 | Cinematography I | C-FILM101 or FILM101, C-FILM105 or FILM105 | 4 |
| C-DRTG110 | Directing I | C-FILM101 or FILM101, C-SCRN110 or SCR110 | 4 |
| C-EDIT110 | Editing Fundamentals | None | 3 |
| C-SCRN110 | Screenwriting I | None | 3 |
| C-SNDX110 | Sound Theory & Practice | None | 3 |
| C-FILM135 | Business Entertainment Industry | C-FILM101 or FILM101 | 3 |
| C-PROD210 | Producing I | C-FILM101 or FILM101, C-SCRN110 or SCR110 | 3 |
| C-FILM290 | Production I: Short Film | C-PROD210 or PROD210, Dept Approval | 3 |
| Written and Oral Communication Requirements | | | |
| L-HUMA101 | Composition I: College English | None | 3 |
| L-HUMA105 | Fundamentals of Oral Communication | L-HUMA101 or HUMA101 | 3 |
| L-HUMA201 | Composition II: Reading, Writing, Thinking | L-HUMA105 or HUMA105 | 3 |
| Humanities & Fine Arts Requirements | | | |
| L-ARTH101 | Visual Culture | None | 3 |
| L-CMST205 | History of Motion Pictures | L-HUMA101 or HUMA101 | 4 |
| Mathematics Requirement | | | |
| L-MATH101 | General Math | None | 3 |
| Physical and Life Sciences Requirement | | | |
| L-PSCI1XX or L-LSCI1XX | Physical or Life Science (100 Level) | L-MATH101 or MATH101 | 3 |
| Social and Behavioral Sciences Requirement | | | |
| L-SOCS1XX or L-BHVS1XX | Social or Behavioral Science (100 Level) | None | 3 |
| Open Electives | | | |
| OPENELE1 | Open Elective | | 3 |
| Total Credit Hours | | | 64 |

ACADEMIC POLICIES

AVERAGE LENGTH OF DEGREE PROGRAM

Students can expect to earn a bachelor's degree in four (4) years by successfully completing 15-16 credit hours per term for two (2) terms each academic year. Students can expect to complete an associate degree program in two (2) years by successfully completing 15-16 credit hours per term for two (2) terms each academic year. A student who attends year-round including summer term or successfully completes more than 16 credit hours per term may graduate with a degree in a shorter length of time. Successful completion of the minimum credit hours required for a bachelor's or associate degree program does not guarantee a degree. A student must successfully complete all courses and electives required for the student's degree program, all required general education courses, and the required number of elective courses in order to graduate with a degree.

FULL-TIME VS PART-TIME STUDY

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

BFA CLASS STANDING BY CREDIT HOUR

| CLASS STANDING | 2022-2023 SEMESTER SYSTEM | | 2020-2021 QUARTER SYSTEM |
|----------------------|---------------------------|-----------------|--------------------------|
| | BFA CINEMA | BFA GDIM VFX | ALL BFA DEGREES |
| Freshman | 0 – 31 credits | 0 – 29 credits | 0 - 47 |
| Sophomore | 32 – 62 credits | 30 – 59 credits | 48 - 95 |
| Junior | 63 – 93 credits | 60 – 91 credits | 96 - 143 |
| Senior | 93+ credits | 92+ credits | 145+ |
| Required to Graduate | 126 | 124 | 192 |

CLASS SIZE

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

CONTACT/CREDIT HOUR POLICY

DEFINITION OF A CREDIT HOUR

A credit hour is defined by Columbia College Hollywood and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates one credit equals one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week for 15 weeks. Generally, one credit is granted for 45 combined hours of student work.

Alternately, if the time is completely occupied with either the seminar, studio, field, clinical or laboratory work, or internships, service learning, directed study or intensive semester (e.g., summer, online, or courses offered in shorter form), a minimum of 45 hours of student work is expected for each unit of credit. A course offered in fewer than 15 weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

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

A typical 3-credit-hour course at Columbia College Hollywood meets for one 3-hour/180-minute class period each week for 15 weeks for a total of 45 contact hours/2700 contact minutes over the semester. Each course also requires 6 hours/360 minutes of out-of-class student work per week for a total of 90 hours/5,400 minutes of out of class student work over the semester. Total contact and out-of-class hours per semester for each course is 135 hours or 8,100 minutes.

CLASS SESSION SCHEDULE

A typical three (3) credit course is scheduled to meet once per week for a 3-hour class session or twice per week for two 90-minute class sessions. Class sessions may be scheduled Monday through Saturday in the morning, afternoon, or evening. The campus is closed on Sundays. Hours may be adjusted during summer term or to accommodate special events.

A typical three (3) semester-credit course is scheduled to meet twice per week for two 75-minute class sessions or once per week for a 3-hour class session. Class sessions are scheduled Monday through Friday from 7:00 a.m. to 6:00 p.m. The campus is closed on Sundays. Hours may be adjusted during summer term or to accommodate special events.

COURSE CODES

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

| Area of Study | Course Code |
|-------------------------------|-------------|
| Acting | L-ACTG |
| Animation | V-ANIM |
| Art, General/Fine Arts | L-ARTS |
| Art History & Criticism | L-ARTH |
| Behavioral Sciences | L-BHVS |
| Cinema and Media Studies | L-CMST |
| Cinematography | C-CINE |
| Communication, Written & Oral | L-HUMA |
| Compositing | V-CMPX |
| Design Arts | G-ART |
| Digital Marketing | G-MRKT |
| Digital Modeling | V-MODL |
| Directing | C-DRTG |
| Editing | C-EDIT |
| Film | C-FILM |
| Graphic Design | G-GRPH |
| Graphic Design (GDIM) | G-GDIM |
| Humanities | L-HUMA |
| Interactive Media | G-IMED |
| Internships | X-INTN |
| Life Sciences | L-LSCI |
| Literature Studies | L-LITR |
| Mathematics | L-MATH |
| Music History & Criticism | L-MCST |
| New Media | C-NEWM |
| New Media | C-NEWM |
| Physical Sciences | L-PSCI |
| Producing | C-PROD |
| Professional Development | C-PROF |
| Screenwriting | C-SCRN |
| Social Sciences | L-SOCS |
| Sound | C-SNDX |
| Television | C-TELE |
| Theater History & Criticism | L-THST |
| Visual Effects | V-VFXX |

| Course Number | Division Level |
|---------------|--------------------------------------|
| 100 – 299 | Lower division undergraduate courses |
| 300 – 599 | Upper division undergraduate courses |

ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood. 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 absent for a class session is responsible for making up missed coursework. Class attendance policies and tracking procedures are determined by each instructor and are included in the course syllabus distributed at the beginning of each term. Students can track their 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, or observance of a religious holiday may be excused. Absences will be excused for a student who volunteers in an official capacity as an emergency worker, including as a volunteer firefighter, emergency medical technician, ambulance attendant, 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 a registered course before the term's published *Drop without a 'W'* deadline will be administratively withdrawn from the course.

- A student who is absent from all registered courses without notice before the current term's published *Drop without a 'W'* deadline will be administratively dropped from all courses and administratively dismissed from the college. If applicable, the cost of tuition will be adjusted.
- A student who is unable to attend all courses before the current term's published *Drop without a 'W'* deadline must notify the college in writing before the *Drop without a 'W'* deadline to remain enrolled.

A student who withdraws from an individual course after the published *Drop without a 'W'* deadline will be charged applicable tuition and fees.

ASYNCHRONOUS ONLINE COURSE ATTENDANCE POLICY

In an asynchronous 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 for the current attendance marking period:

- 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. Students enrolled in a CCH online course will only be marked present if they participate in one or more of the above activities between the following timeframes:

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

Late work from a previous attendance marking period will not count as attendance for a current marking period. A student who is marked absent for a class session is responsible to meet the deadlines within 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, or observance of a religious holiday may be excused. Absences will be excused for a student who volunteers in an official capacity as an emergency worker, including as a volunteer firefighter, emergency medical technician, ambulance attendant, 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 a registered course before the term's published *Drop without a 'W'* deadline will be administratively dropped from the course.
- A student who is absent from all registered courses without notice before the current term's published *Drop without a 'W'* deadline will be withdrawn from all courses and administratively dismissed from the college. If applicable, the cost of tuition will be adjusted according to the date of withdrawal.
- A student who is unable to attend all courses before the current term's published *Drop without a 'W'* deadline must notify the college in writing before the *Drop without a 'W'* deadline to remain enrolled.

A student who withdraws from a course after the term's published *Drop without a 'W'* deadline will be charged applicable tuition and fees.

GRADING POLICY

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

GRADE CHANGE POLICY

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

GRADE APPEAL

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

INCOMPLETE POLICY

The grade of Incomplete (INC) is exceptional and given only to a student whose completed coursework has been qualitatively satisfactory but who has been unable to complete all course requirements due to unforeseen circumstances. The student must request a grade of Incomplete (INC) before the end of the semester.

The instructor retains the right to make the final decision to grant or deny a student's request for an Incomplete (INC) grade. It is the responsibility of the student to complete and submit the remaining coursework by the assigned deadline. The instructor must then submit a grade change no later than the *Drop without a 'W'* deadline of the following semester, converting the Incomplete (INC) to a letter grade. If the student does not meet the assigned deadline, the student will fail the course and the Incomplete (INC) grade will be automatically converted to a final grade of F.

GRADE SCALE

| GRADE CRITERIA | Letter Grade | % Grade | Grade Points | INCLUDED IN SAP: | | |
|---|--------------|------------|--------------|------------------|--------------|-----------|
| | | | | CGPA | ICR | |
| | | | | | CREDIT HOURS | |
| | | | | | Earned | Attempted |
| Performs at the highest level and demonstrates full, uncompromised commitment and effort | A | 92.5-100 | 4.00 | Yes | Yes | Yes |
| | A- | 90-92.49 | 3.75 | Yes | Yes | Yes |
| Performs at a high level and demonstrates consistent and effective achievement in meeting course requirements | B+ | 87.5-89.99 | 3.50 | Yes | Yes | Yes |
| | B | 82.5-87.49 | 3.25 | Yes | Yes | Yes |
| | B- | 80-82.49 | 3.00 | Yes | Yes | Yes |
| Meets the basic requirements of the course | C+ | 77.5-79.99 | 2.75 | Yes | Yes | Yes |
| | C | 72.5-77.49 | 2.50 | Yes | Yes | Yes |
| | C- | 70-72.49 | 2.25 | Yes | Yes | Yes |
| Meets minimum standards and performs at a level sub-par to basic requirements | D+ | 67.5-69.99 | 2.00 | Yes | Yes | Yes |
| | D | 62.5-67.49 | 1.75 | Yes | Yes | Yes |
| | D- | 60-62.49 | 1.50 | Yes | Yes | Yes |
| Fails to meet minimum course requirements | F | < 60 | 0 | Yes | No | Yes |
| Withdrawal | W | N/A | N/A | No | No | Yes |
| Administrative Withdrawal | AW | N/A | N/A | No | No | Yes |
| Excused Withdrawal (COVID-19) | COVID-19 | N/A | N/A | No | No | No |
| Transfer credits | TR | N/A | N/A | No | Yes | Yes |
| Completes or fails a Pass/Fail course | P/F | N/A | N/A | No | Yes | Yes |
| Incomplete - Requires additional time to successfully complete course requirements | INC | N/A | N/A | No | No | Yes |
| Completes an audited course | AU | N/A | N/A | No | No | No |

DROP/WITHDRAWAL POLICY

To remove a course from their current schedule, a student may submit a drop/withdrawal request for the course. The timing of when the request is submitted will determine whether the removed course is considered a drop or a withdrawal.

DROP WITHOUT A 'W' DEADLINE

A drop/withdrawal request submitted prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline is considered a drop. A drop removes the course from the student's current schedule with no record of enrollment in the course on the student's official transcript. There is no financial penalty for dropping a course or courses prior to the *Drop Without a 'W'* deadline.

Note: The published Drop Without a 'W' deadline may vary for Summer Intensive courses and/or courses taken through ASU or other partner institutions. Students are advised to check the Academic Calendar for Drop Without a 'W' deadline.

WITHDRAWAL WITH A 'W' DEADLINE

A drop/withdrawal request made after the published *Drop Without a 'W'* deadline but prior to 5:00 pm PST on the published *Withdraw with a 'W'* deadline will be considered a withdrawal. A withdrawal will remove the course from the student's current schedule, and a grade of 'W' will be recorded on the student's official transcript. The grade of 'W' has no impact on a student's GPA, but the course is included in the maximum allowable time frame (MTF) and incremental completion rate (ICR) as credit hours attempted.

Requests submitted after the published *Withdraw with a 'W'* deadline will be denied, and the student will receive a letter grade for the course. A student in danger of failing a course must submit a drop/withdrawal request and withdraw from the course prior to 5:00 pm PST on the published *Withdraw with a 'W'* deadline to avoid failure.

International students must obtain approval from the PDSO before withdrawing from a course in order to avoid violating legal status.

There is no tuition refund for withdrawing from an individual course after the *Drop Without a 'W'* deadline. Please see the *Refund Policy* section of this catalog for more information.

REPEATING COURSES

Every student must fulfill all course requirements for their degree program in order to graduate. To continue in their degree program, a student who drops, withdraws from, or fails a required course must make a second attempt to pass the course in a subsequent term. Upon re-enrolling in a course, the student must pay the full per-credit-hour tuition for the course in full prior to the start date of the term.

When a student fails a required course on the first attempt but passes the course on the second attempt, the passing grade replaces the F and is calculated into the student's CGPA. A second failure of any course, or its equivalent, automatically results in academic dismissal. In the event of extenuating circumstances, a student who fails a course on the second attempt may petition their program chair to retake the course for a third and final attempt before dismissal from the school. Granting a third attempt in rare cases is entirely up to the discretion of the student's program chair.

Students must successfully complete all required prerequisite courses for an upper-level course before being allowed to enroll in the upper-level course. A student who registers for an upper-level course but is found to have failed a prerequisite course in a prior term will be dropped from the upper-level course. All attempts are included in the credit hours attempted for the purpose of calculating the incremental completion rate (ICR). Grades of withdrawal (W) and Fail (F) are included in the maximum allowable time frame (MTF) and incremental completion rate (ICR) as credit hours attempted. Withdrawing from and re-taking required core program courses can impede a student's progress through a degree program because many core courses are prerequisite to the next required course.

ACT-OF-GOD DISRUPTION POLICY

In the event the college campus must close due to an Act of God (when the safety, health, or well-being of staff, faculty and students are at risk due to circumstances beyond the college's control), the following policy will take effect. The college will continue to sustain teaching and learning provided there is power, access to the internet, and the faculty and students have access to the Canvas LMS safely. On-ground courses will be conducted online, when possible, on the same day and time as the regularly scheduled class meetings. Online courses will continue as usual. If an on-ground class moves to an online platform, attendance policies remain in effect. Students must log-in and be present for their classes or present documentation to receive an excused absence. In the event online delivery is not possible due to the disruptive conditions stated above, the college may choose to modify its attendance and academic policies. In this case, faculty may assess course learning outcomes (CLOs) based on completed assignments, so students continue timely progress towards completion of their degrees. The college is not legally liable for damages or loss of personal property or failure or interruption of services nor will the college refund tuition, fees, charges, or any other payments made to the college due to the suspension of operations as a result of any Act of God.

EXCUSED WITHDRAWAL POLICY (COVID-19)

Due to the Coronavirus Pandemic, a student who withdrew from a course during the Spring 2020 term (April 6 through June 20, 2020), after the published *Drop Without a 'W'* deadline and prior to Week 9 of the term, received a grade of 'COVID-19' for the course. In order to qualify as an excused withdrawal, the withdrawal must have occurred in Week 2 through Week 9 of the Spring 2020 term. The 'COVID-19' grade does not impact the student's Satisfactory Academic Progress (SAP) calculation or grade point average and is not calculated in attempted credit hours. The 'COVID-19' grade appears on the student's academic transcript. An explanation of the 'COVID-19' grade appears on the transcript for transfer college evaluations.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students must maintain Satisfactory Academic Progress (SAP) in order to remain in good academic standing. SAP is evaluated after the end of each term, regardless of whether a student uses Title IV funds for the term. 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) term 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 term. All students must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of each term 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.

SAP EVALUATION

At the end of each term, 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 term.

ACADEMIC PROBATION

A student who fails to meet the minimum criteria for SAP will be placed on Academic Probation status for one (1) term. 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 administrative 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 administrative 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 administratively dismissed from the college.

ACADEMIC DISMISSAL APPEAL PROCESS

A student who is dismissed for failing to meet attendance requirements or for failing to meet academic standards must wait one (1) term before appealing for readmission. As readmission to Columbia College Hollywood is never guaranteed, it is recommended that the student attend another college or university during that time to demonstrate strong academic progress prior to being considered for readmission. Credits earned at the other institution should be transferable and applicable to the student's degree pathway at Columbia College Hollywood. The student's transcript from the other institution must indicate a minimum 2.5 GPA in order for the appeal to be considered.

WRITTEN APPEAL FOR READMISSION REQUIREMENTS

To appeal for readmission, the student must submit a written appeal that includes the following:

- Mitigating circumstances that the student believes contributed to the failure to meet attendance requirements and/or academic standards leading to the academic dismissal.
- An explanation of how the mitigating circumstances have been remedied to ensure the student will be able to meet attendance requirements and/or minimum academic standards if readmitted.
- Supporting documentation of the mitigating circumstances.
- Any indication of strong academic performance at institutions attended in the interim period since the dismissal, including transcripts that indicate a minimum 2.5 GPA.
- A description of the student's plan for academic success at Columbia College Hollywood, if readmitted.
- A nonrefundable fee of \$50.

The written appeal for readmission and all supporting documentation must be submitted in PDF file format via email to appeals@columbiacollege.edu. Appeals for readmission are considered each term by the Retention Committee.

Please note: After being reinstated on appeal, if the student receives a second dismissal for any reason, including non-attendance, failing to meet academic standards, or for financial 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

Students in good academic standing who have 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 the timely completion of program requirements. A leave of absence request must be submitted to the Director of Student Success before the first day of classes and no later than the *Drop without a 'W'* 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.

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 an emergency leave is encouraged to meet with their academic advisor for guidance before filing a request to fully understand how the emergency time off may affect the 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 Director of Student Success must approve the emergency leave request.

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

LEAVE OF ABSENCE LIMITS

Students are required to enroll in a minimum of two (2) terms per calendar year. Terms include Fall semester, Spring semester, and the Summer term. Leaves of absence cannot take place on two consecutive terms. Students will not be granted a leave of absence for the coming term if they are not enrolled in the current term. A student who is on a leave of absence for the current term or has earned zero credits for the current term due to failure or withdrawal will be required to enroll in the next consecutive term.

INTERNSHIPS

An internship creates a bridge between college and the professional arena, allowing students to earn college credit while gaining work experience relevant to their field of study. For each one (1) semester internship, a student earns three (3) semester credit hours for fulfilling a minimum of 132 hours during the term of enrollment, combining internship hours and related academic tasks, including the submission of regular journal entries. Weekly assignments and feedback are provided by the instructor, and evaluations are performed by the internship provider.

To receive course credit for an internship, the student must complete required paperwork and register for the course before the term begins. If a student begins an internship without registering, course credit will not be applied retroactively. To receive a passing grade for the Internship course, the student must complete the minimum applied hours within the term of enrollment. At the discretion of the Dean of Academic Affairs, an advanced BFA student who fulfills the eligibility criteria may receive course credit for up to three (3) internships during a degree program. Columbia College Hollywood will not approve an internship that requires a student intern to report directly to a current faculty or staff member of the college.

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.

TUTORING

In order to maximize each student's learning potential and help every graduate realize success in their chosen professional field, the Director of Learning Resources 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 Director of Learning Resources. Students who are willing to become peer tutors can contact the Director of Learning Resources for more information.

LEARNING RESOURCES

The Director of Learning Resources supports the information and research needs of students, faculty, and staff by providing print and electronic media library focused on the school's programs. Current Learning Resource Center hours will be listed on Canvas.

REASONABLE ACCOMMODATION FOR SPECIAL NEEDS

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

ACADEMIC INTEGRITY POLICY

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

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

CHEATING

Cheating, plagiarism and knowingly furnishing false information are defined by established academic standards in widespread use. Cheating refers to the use of unauthorized assistance in completing coursework. Unauthorized assistance may include the use of the printed material, computer files, equipment, or personal notes of another student or individual.

Cheating on exams and assignments, plagiarism, and knowingly furnishing false information are unacceptable behaviors on the part of a student. Fraud on tests, papers, production work, or any aspect of college life is taken very seriously.

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 appropriate department chair, Director of Learning Resources, and Director of Student Success. The report will be entered into the student's official record for possible disciplinary action.

Minimum consequences for a first offense include a failing grade for the assignment or test, and a mandatory academic integrity workshop; a second offense results in a period of academic probation, one week suspension and failure of the assignment or course; and in extreme or repeated cases, expulsion.

GRADUATION & COMMENCEMENT

Columbia College Hollywood schedules a commencement ceremony once per year, at the end of the spring term. Students are identified as eligible candidates to apply for graduation during their last year of enrollment at the college.

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 the student's 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 college by the communicated deadline.

ACADEMIC HONORS

DEAN'S LIST

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

DEGREE WITH HONORS

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

VALEDICTORIAN

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

THE LAUREL SOCIETY

The Laurel Society is the college's academic honors society. Each year students from approximately the top 10% of the graduating class will be inducted into the Laurel Society. To qualify for Laurel Society membership, a student must have no more than 48 transfer credit hours. Additional academic honors may be awarded at the graduation ceremony in recognition of extraordinary scholastic or artistic achievements.

REGISTRAR

The Registrar's Office is responsible for academic and classroom scheduling, transcript requests, enrollment verifications, grade recording, academic records maintenance, transfer credit evaluation processes, conferral of degrees, course evaluations, name, address, and phone number updates, and the ordering of diplomas. For inquiries related to these areas, please contact the Office of the Registrar at registrar@columbiacollege.edu.

RETENTION OF STUDENT RECORDS

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

TRANSCRIPT REQUESTS

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

2020-2022 graduates, current students, and former students of Columbia College Hollywood and Flashpoint Chicago may order official copies of transcripts online via Parchment.com. Transcript requests are processed within 24-48 hours after a request has been submitted. The minimum fee for a transcript is \$6.00 USD. Additional fees may be charged for a different mode and/or speed of delivery.

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 an original copy. Official transcripts will not be released to students with outstanding financial obligations to Columbia College Hollywood.

REPLACEMENT OR DUPLICATE DIPLOMAS

In the event that a diploma is lost, stolen or damaged, Columbia College Hollywood graduates may request a replacement diploma online via Parchment.com. There is a processing fee. Diplomas will not be released to students with outstanding financial obligations to Columbia College Hollywood.

ENROLLMENT VERIFICATION

Letters certifying enrollment, CGPA, and other student information are available online through Parchment.com. There is a processing fee. Please contact the Office of the Registrar at registrar@columbiacollege.edu for further details.

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, Health & Wellness, 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 may contact Student Services.

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

MULTICULTURAL & INCLUSION PROGRAMMING

Multicultural & Inclusion programming is a campus resource with the purpose of creating, supporting, and celebrating diversity, equity, and inclusion across the college. The programming aims to foster an environment of healthy growth in the community with a focus on student identity. Examples of topics include, but are not limited to:

- Race, Ethnicity, Culture
- Gender Identity, Gender Expression
- Romance, Sexuality, Relationships
- Citizenship, Immigration, First Generation College Students

For more information about multicultural & inclusion programming, please contact Student Services.

Lou Ibe
Diversity & Belonging Coordinator
libe@columbiacollege.edu

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is the representative governing body of Columbia College Hollywood students. The SGA works with administration, faculty, staff, and other student organizations. It takes 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 community.
- To work with the administration in all matters affecting the quality of student services, academic programs, and the general welfare of students.
- To help plan, promote, produce, and present social, cultural, and recreational programs for students.
- To promote student leadership and development with the community.

Additional Student Clubs & Organizations

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.

Jessica Johnson Mills
Director of Student Engagement & Inclusion
jjohnsonmills@columbiacollege.edu

HEALTH AND WELLNESS

One of the key initiatives for Student Affairs is to promote positive mental health and wellness in the student body as a whole by actively encouraging and supporting all students to learn and grow academically, socially, and emotionally with the goal of creating a vibrant academic community in which every student feels a sense of belonging and value.

STUDENT TELEHEALTH WELLNESS PROGRAMS

Columbia College Hollywood is proud to partner with two student telehealth wellness programs: Care Solace and The Virtual Care Group.

Care Solace

Care Solace is a complementary and confidential care coordination service that quickly connects students with mental health and substance abuse treatment options matched to their needs, regardless of circumstance. Students may contact Care Solace anytime, online or by phone, in any language.

- Call Care Solace at (888)515-0595 anytime 24/7/365.
- Visit www.caresolace.com/cchstudents to schedule a phone, text, or video call with a Care Coordinator.

The Virtual Care Group

The Virtual Care Group provides telemedicine services for both physical health and talk therapy solutions.

- Free, unlimited access to doctors and therapists, plus 24/7/365 on-demand crisis counseling.
- Students can register online at thevirtualcaregroup.com/cch.

STUDENT ACCIDENT INSURANCE

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

SUPPLEMENTAL STUDENT HEALTH INSURANCE

All students are encouraged to maintain supplemental health insurance while enrolled. Students may obtain information on supplemental medical insurance or and/or apply for student health insurance by calling (800) 442-4724 or visiting https://sciandassociates.com/columbia_college/.

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.

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.

Students who are seeking industry-related 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

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 accessibility need known to the college, requests accommodations, and provides official documentation to support the need for accommodations, the ADA/504 Coordinator 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. The college is not responsible for arranging accommodations without some form of initiation from the student.

To request disability services or accommodations for accessibility needs, contact the ADA/504 Coordinator by email.

ADA/504 Coordinator:

Jessica Johnson Mills
Director of Student Engagement & Inclusion
jjohnsonmills@columbiacollege.edu

The college encourages any persons with questions about the college's compliance with disability laws to contact the ADA/504 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 ADA/504 Grievance Procedure below.

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

The college has designated the following individual as the ADA/504 Coordinator:

Jessica Johnson Mills
Director of Student Engagement & Inclusion
jjohnsonmills@columbiacollege.edu

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 ADA/504 Coordinator or designee. In the event that the ADA/504 Coordinator or designee is alleged to have been involved in the discrimination, complaints may be submitted to Kelly Parker, Vice President of Student Affairs, at kparker@columbiacollege.edu. Complaints may be submitted to the ADA/504 Coordinator or designee in person 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 ADA/504 Coordinator or designee will conduct a prompt, thorough, and impartial investigation of the complaint. The college will provide a similar and timely opportunity for both the complainant and respondent (if applicable) to identify witnesses and provide evidence relevant to the complaint.

NOTICE OF OUTCOME

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

TIMEFRAME FOR THE ADA/504 GRIEVANCE PROCEDURE

The college will make its best efforts to complete the ADA/504 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 ADA/504 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 ADA/504 Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint under this Grievance Procedure is prohibited.

CONFIDENTIALITY

The college will keep all complaints and investigations private to the extent possible, and information will be disclosed only on a need-to-know basis. It is the expectation of the college that all individuals involved will also maintain confidentiality and share information only on a need-to-know basis. However, individuals are not restricted from discussing and sharing information related to complaints made by or against them with others who may support or assist them in with the ADA/504 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 an ADA/504 complaint with the responsible federal agency, the U.S. Department of Education, Office for Civil Rights (OCR). The OCR can be reached at:

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

INSTITUTIONAL POLICIES

The following policies are institution-wide policies that apply to students enrolled at Columbia College Hollywood.

ACADEMIC FREEDOM POLICY

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

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

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

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

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

PROGRAM REVIEW POLICY

Columbia College Hollywood conducts a systematic, cyclical program review and assessment process incorporating institutional data and evaluation of student learning outcomes to ensure student success. Each degree program's learning outcomes are assessed each term to identify opportunities for continuous improvement within the established curriculums. Every five years, a degree program undergoes a program review process to determine curriculum revisions and to ensure the programs offered are updated to ensure quality, integrity, effectiveness, currency in the fields of study, viability, sustainability, and alignment with the mission of the college.

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

SCHEDULE AND CURRICULUM CHANGES

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

STUDENT WORK POLICY

Prior to orientation, new students are required to review and sign the Student Work Policy. This agreement is distributed along with the Enrollment Agreement and outlines ownership of materials created during the entire period of enrollment at Columbia College Hollywood. Student Work refers to media (films, videos, graphic designs, illustrations, music, sound effects, fine art, poetry and prose, screenplays, etc.) produced by Columbia College Hollywood students in fulfillment of class assignments, as projects for academic credit, or as extra- or co-curricular projects created using college equipment, facilities, or other resources. The primary purpose of all Student Work is to facilitate learning and practical experience relating to the curriculum and learning outcomes.

Student Work will be owned by the student(s), subject to a non-exclusive royalty-free license to use the Student Work for Columbia College Hollywood's educational, promotional, and public relations purposes. If the work is otherwise contracted via a specific film festival or other distribution license, only after that license expires would Columbia College Hollywood employ its educational, promotional, or public relations use. The signed copy of the Student Work Policy is stored in the student's record. A sample copy is available for student review in the Admissions Department.

STUDENT CODE OF CONDUCT

Columbia College Hollywood has established a Student Code of Conduct to maintain an educational environment reflective of the standards of a professional workplace.

Students are expected to abide by this code as well as all local, state, and federal laws, both on campus and at school-sponsored activities off-campus.

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

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

STUDENT CONDUCT VIOLATIONS

Any student who violates the Student Code of Conduct will face disciplinary action up to and including termination of enrollment and dismissal from the college. When other institutional and/or campus policy violations occur, all students found to be knowingly in the presence of or directly responsible for such violations will also be subject to disciplinary action up to and including termination of enrollment and dismissal from the institution. 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 campus or at any facility or off-campus activity related to Columbia College Hollywood are in violation of institutional policies and will result in disciplinary action and/or 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 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
- Not conforming to campus COVID policies

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.

All disciplinary concerns are brought forth to the Student Disciplinary Committee. Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where suspension, expulsion, or dismissal are not a probable sanction; more procedural formality should be observed in serious disciplinary cases. In all situations, fairness requires that students be informed of the nature of the alleged violation(s) and be given a fair opportunity to respond to them. Based on the assessment of responsibility, the Student Disciplinary Committee 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 Student Disciplinary Committee 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.

ALCOHOL AND DRUG POLICY

Columbia College Hollywood is a drug-free and alcohol-free campus. 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 |

HOW TO REGAIN FINANCIAL AID ELIGIBILITY

To regain eligibility for financial aid, the ineligible student must:

- Complete a designated drug rehabilitation program.
- Pass 2 unannounced drug tests administered by the approved drug rehabilitation program.
- Provide evidence that the conviction was reversed or set aside.

NO SMOKING POLICY

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

EMPLOYEE–STUDENT RELATIONSHIP POLICY

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

ACCEPTABLE USE POLICY FOR COMPUTERS, EMAIL, & INTERNET

Computers, networks, and online communication equipment owned by Columbia College Hollywood are provided to support the educational mission of the institution. As such, access to information technology resources owned or operated by Columbia College Hollywood is a privilege accompanied by responsibilities and obligations, and subject to institution policies as well as local, state, and federal laws. Acceptable Use is always ethical, reflective of academic honesty and restraint in the consumption of shared resources. It requires respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and must remain free from intimidation and harassment. Information technology resources are defined as all computer-related equipment, computer systems, software and network applications, interconnecting networks, facsimile machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein, owned, and/or managed by Columbia College Hollywood.

When using computers, WiFi, email, or the internet on campus, Columbia College Hollywood students 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 curricula 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day Columbia College Hollywood receives a request for access. A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment to the student's record. A student who wishes to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part of the record the student wants changed and why it should be changed. If the school decides not to amend the record as requested, the Dean of Academic Affairs will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Columbia College Hollywood discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

FERPA permits the disclosure of personally identifiable information from a student's education records without consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

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

- To other school officials, including teachers, within Columbia College Hollywood whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- In connection with information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the release of privileged information to anyone except authorized personnel. Students who wish another individual, such as a parent or spouse, to have access to privileged information must complete a FERPA Release Form and return it to the 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 of 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, and Title IX of the Education Amendments of 1972.

Columbia College Hollywood administers all education-related programs and activities, including, but not limited to, admissions, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, housing, employment, research, recreation, 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.

UNLAWFUL HARASSMENT POLICY

Columbia College Hollywood is committed to upholding standards that promote respect and human dignity in an environment that fosters both academic and artistic excellence and professionalism. It is the policy of the college to maintain an educational and work environment free from all forms of unlawful discrimination and harassment. To that end, the college prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students, or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the college community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the college. Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, offensive or hostile working or educational environment, or unreasonably interferes with job or academic performance. Verbal harassment may include but is not limited to epithets, derogatory comments, or slurs based upon one of the individual's characteristics noted above. Physical harassment may include, but is not limited to, assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include but are not limited to derogatory posters, cartoons, or drawings based on an individual's protected characteristic.

DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURE

The college encourages any person who feels that he or she has been unlawfully discriminated against or harassed, or observes, or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the college may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the college may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth under this policy.

Student complaints regarding faculty, staff, or other students should be made to the Student Services Department staff. If for any reason the person making the complaint does not feel comfortable directly reporting the incident to the individuals identified above, the complaint may be reported to any vice president or senior administrator. A college administrator who receives a complaint of unlawful discrimination or harassment or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate party. In cases involving potential criminal conduct, the college will determine whether appropriate law enforcement or other authorities should be notified.

INVESTIGATION AND CORRECTIVE ACTION

The college will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt, and professional manner. If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the college will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the college's Student Code of Conduct or other applicable procedures.

If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the college, corrective action within the reasonable control of the college, and as appropriate under the circumstances, will be initiated. If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed. The student or employee who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, the student or employee who is accused of the unlawful discrimination or harassment will be advised of the results of the investigation.

UNLAWFUL RETALIATION

The college prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of unlawful discrimination or harassment or is involved as a witness or participant in the complaint or investigation process. Engaging in unlawful retaliation can result in disciplinary action, up to and including dismissal from the college.

The college encourages any individual who believes he or she has been subject to unlawful retaliation or observes or is otherwise aware of an incident of unlawful retaliation in violation of this policy, to report the incident promptly pursuant to the complaint procedure identified above. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of unlawful retaliation in violation of this policy.

RIGHT TO APPEAL

An employee or student who is found to have engaged in unlawful discrimination, harassment, or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, a complainant may appeal the decision. The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed. If the decision was made pursuant to the procedures identified in the Student Code of Conduct, the appeal procedures identified in the Student Code of Conduct shall apply.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonably based upon the evidence and information made available to the investigator and/or the college official who made the decision regarding the corrective action. Additional information may be considered to aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the determination is made that the findings were not reasonably based upon the evidence and information available to the investigator or that the corrective action imposed was not reasonably based upon the evidence and information available to the college official who made the decision regarding the corrective action.

A decision will be rendered to the individual who submitted the appeal within 45 days of receipt of the written appeal. The decision regarding the appeal is final. During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

OTHER RESOURCES

In addition to the internal resources described above, individuals may pursue complaints with the government agencies that enforce the laws prohibiting discrimination, harassment, and retaliation, including the California Department of Fair Employment and Housing (www.dfeh.ca.gov), the Equal Employment Opportunity Commission (www.eeoc.gov), or the United States Department of Education Office for Civil Rights (www2.ed.gov/ocr).

STUDENT 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.

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. The Deputy Title IX Coordinator is Director of Student Success Beth Cooper. The Deputy Title IX Coordinator 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

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 a 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

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 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.

XVI. COMPLAINTS AND INQUIRIES

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 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 Engagement & Inclusion at any time in person, by email, or by phone:

Jessica Johnson Mills
Director of Student Engagement & Inclusion
(818) 401-1151
jjohnsonmills@columbiacollege.edu

Questions, concerns, and complaints from students can often be resolved informally through discussion. If the informal resolution to the student's concern or complaint is not satisfactory, the student may formally file the complaint or grievance through the Grievance Procedure process outlined below to resolve the dispute. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment; unfair treatment by an instructor, fellow student, or staff member; misapplication of institution policies, rules, regulations, or procedures; or coercion, reprisal, or intimidation by an instructor or other institution employee.

Columbia College Hollywood will investigate all complaints and grievances fully, promptly, and fairly and will not subject a student to punitive action because of grievances filed with the institution. Columbia College Hollywood shall maintain a written record of its handling of all student complaints and grievances. Retaliation against any complainant under this Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint or grievance under this Grievance Procedure is prohibited.

HOW TO FILE A GRIEVANCE

All formal complaints and grievances filed with the Director of Student Success will be investigated by a Student Grievance Committee. 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

An individual may contact the Bureau of Private Postsecondary Education for a review of a complaint. The bureau may be contacted at:

Address: 1747 N. Market Street, Suite 225, Sacramento. CA 95834
Telephone: (916)574-8900
Fax: (916)263-1897
Website: <http://www.bppe.ca.gov>

CAMPUS INFORMATION

CAMPUS SAFETY & SECURITY

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

CAMPUS CRIME REPORTING

Columbia College Hollywood has certain mandatory crime reporting obligations under California state law. The Child Abuse Neglect and Reporting Act (CANRA) Penal Code section 11164 requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or counselors) when they provide medical services to a person they know, or reasonably suspect is suffering from wounds inflicted by a firearm or are result of assaultive or abusive conduct.

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. Students are encouraged to report any suspicious persons or activities – for example, someone loitering for no apparent reason in the lobbies, parking areas, patios, entrances, and service areas – to the campus Safety Officer, a Security Officer, a campus security authority, or the front office staff. Students are encouraged to keep their valuables with them at all times.

To report a crime, accident, or serious injury:

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

An incident of sexual misconduct, relationship violence, sexual assault, stalking or a Title IX violation may be reported verbally or in writing to the Title IX Coordinator or Deputy Title IX Coordinator. Any person may report a crime or Title IX violation, including third parties and bystanders. 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.

ANNUAL SECURITY REPORT

To help inform students and their families about campus safety, the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all eligible institutions that participate in federal student aid programs under Title IV of the Higher Education Act of 1965 (Title IV) to prepare, publish, and distribute annual security reports disclosing specified campus crime statistics and campus security policies.

In compliance with the U.S. Department of Education and the Clery Act, Columbia College Hollywood has prepared an Annual Security Report to keep prospective students, current students, parents, and employees well informed about campus security on the Los Angeles campus. The information contained in this report empowers students, faculty, staff, and visitors to take control of their personal well-being and assist them in ensuring the safety and security of the entire campus community. A PDF of the current Annual Security Report, including crime statistics, can be requested from the office of the Campus Security Authority and are available on the college website at <https://columbiacollege.edu/student-life/campus-safety/>. A hard copy may be obtained by contacting a Campus Security Authority.

Campus Security Authorities

Ernesto Paras
Sr. Vice President, Operations
Columbia College Hollywood
18618 W. Oxnard Street
Los Angeles, CA 91356
ernesto.paras@columbiacollege.edu

Kelly Parker, Lead Title IX Coordinator
Vice President, Student Affairs
Columbia College Hollywood
18618 W. Oxnard Street
Los Angeles, CA 91356
kparker@columbiacollege.edu

CLERY ACT STUDENT HOUSING DISCLOSURE

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

CAMPUS FACILITIES & EQUIPMENT

In August 2022, Columbia College Hollywood moved to the historic Herald Examiner Building in the South Park area of Downtown Los Angeles. This new location provides a myriad of creative opportunities for Columbia College Hollywood storytellers and artists, with easy access to many important L.A. landmarks, museums, theaters, and cultural districts, including the Fashion District, the Arts District, and Little Tokyo.

Originally designed by Julia Morgan for William Randolph Hearst, the Herald Examiner Building is a five-story, 100,000 square foot architectural icon, with soaring ceiling heights, operable leaded windows, and sawtooth skylights, that was recently renovated to serve as a vibrant educational community. The new campus shares space with students and faculty from other prestigious institutions, including Arizona State University's Herberger Institute for Design and the Arts, the Walter Cronkite School of Journalism and Mass Communication, and the Thunderbird School of Global Management and allows the Columbia College Hollywood community to explore collaboration opportunities with students and faculty from ASU's Sidney Poitier New American Film School. This type of shared campus strategy is on the cutting edge of higher education as colleges and universities employ new ways to improve services and broaden the quality of experience for students, faculty, and staff.

The DTLA campus offers five technologically advanced classrooms, multiple breakout rooms for collaborative work, a 30-seat computer lab, two editing bays, two sound stages, the Yuhaaviatam Event Space, open community areas, administrative space, and multiple shared "hotel spaces" ranging from private phone booths suitable for teleconference calls or studying, to large conference rooms that are available to everyone. All classrooms are equipped with projection and/or flat screen displays, multiple camera options for local and remote instruction, and modern computers.

Of particular note are the fourth floor the Virtual Production Stage and the Broadcast and Digital Video Studio with an adjacent control room supporting broadcasting and video production for students studying broadcast journalism and film production. State-of-the-art equipment includes a floor-to-ceiling green screen, broadcast cameras and switcher, graphics production, and audio mixer. The Virtual Production Stage supports virtual and augmented reality production work. The studio features Planar LED video wall technology on two walls, the floor and ceiling, allowing creators to develop a fully immersive background.

There is broadband WiFi throughout the facility, with IT on site to provide technical support when needed. 24/7 security is provided inside and outside the building. To ensure the safety of all, access to all areas of the building is tightly controlled.

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
President & CEO, Columbia College Hollywood
Board of Directors, Icon Collective Music College

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

Don Hasseltine, MA
Senior Consultant & Vice President, Aspen Leadership Group

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
2007 Columbia College Hollywood Alumnus

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

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

Annette Parker, MBA
Vice President, Finance & Administration, Dickinson College

Joshua Simon
Senior Manager, Production Finance, Disney Entertainment
2007 Columbia College Hollywood Alumnus

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

Kelly Parker
Vice President, Student Affairs

Rena Wright
Director, Human Resources

LEADERSHIP COMMITTEE

Greg Bublitz
Chief Financial Officer

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

Beth Cooper
Director of Student Success

Jason W. Cupp, EdD
Director of Financial Aid

Ingrid Elias
Registrar

Jessica Johnson Mills
Director of Student Engagement & Inclusion

Kelley Lewis
Senior Director, Career Development & Alumni Relations

Ernesto Paras
Senior Vice President, Operations

Kelly Parker
Vice President, Student Affairs

Bill Smith
President & CEO

Rena Wright
Director, Human Resources

ACADEMIC LEADERSHIP COMMITTEE

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

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

Tim Conley
Department Chair, Cinema

Adam Hall, MFA
Associate Chair of Production

Richard Liu
Director, Online Education

Lauren Steffen, MFA
Associate Chair of Instruction

Ron Wade, MFA
Interim Department Chair, Graphic Design + Interactive Media
Interim Department Chair, Visual Effects

CAMPUS ADMINISTRATION & STAFF

OFFICE OF ACADEMIC AFFAIRS

ADMINISTRATION

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

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

DEPARTMENT CHAIRS

Tim Conley
Department Chair, Cinema

Adam Hall, MFA
Associate Chair of Production

Richard Liu
Director, Online Education

Lauren Steffen, MFA
Associate Chair of Instruction

Ron Wade, MFA
Interim Department Chair, Graphic Design + Interactive Media
Interim Department Chair, Visual Effects

STUDENT SUPPORT

Ingrid Elias
Registrar, Los Angeles

Brianna Froehlich
Assistant Registrar

Sarah Kelley
Academic Advisor

Kristina Mackey, MBA
Academic Operations Manager

FULL-TIME FACULTY

Adam Hall, MFA
Associate Chair of Production

Lauren Steffen, MFA
Associate Chair of Instruction

Ben Sztajnkrzyer, MFA
Lead Full-time Faculty, Screenwriting

Napoleon Tavale, MFA
Lead Full-time Faculty, Acting

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

ACCREDITATION

David Carter, EdD
Chief Academic Officer
Accreditation Liaison Officer

ADMISSIONS AND ENROLLMENT SERVICES

Bill Smith
President & CEO

Kyle Encinas
Senior Admissions Counselor

Greg Rosete
Senior Admissions Counselor

Angelica Garcia
Enrollment Liaison

Monica Jiminez
Admissions Counselor

Kyle Ryan
Senior Community Relations & Content Manager

FINANCE AND ACCOUNTING

Greg Bublitz
Chief Financial Officer

Ashley Mendoza
Accounting Manager
VA Certifying Official, Los Angeles

Maria Leon
Business Office Coordinator

FINANCIAL AID

Jason W. Cupp, EdD
Director of Financial Aid

Brandi Henry
Financial Aid Manager

Tifani Johnson
Financial Aid Operations Manager

Vanessa Quintanilla
Financial Aid Officer

Latisha Randall
Financial Aid Coordinator

Phil Serafin
Financial Aid Officer

HUMAN RESOURCES

Rena Wright
Director, Human Resources

MARKETING AND COMMUNICATIONS

JoHannah "Jo" Winebrenner
Digital Content Coordinator

OPERATIONS AND IT

Ernesto Paras
Senior Vice President, Operations

Stephen DeLello
Manager, IT & Production Services

Johnny Mendoza
Facilities Manager

John Petrosky
Production + Studio Manager

Chris Whetstone
Manager, Equipment Center

Ronan Rozner
IT Support Associate

Lynda Spargur
COVID Compliance Officer

OFFICE OF STRATEGY AND SUSTAINABILITY

Greg Bublitz
Chief Financial Officer

David Carter, EdD
Chief Academic Officer
Dean of Academic Affairs

William M. Smith
President & CEO

STUDENT AFFAIRS

Kelly Parker
Vice President, Student Affairs
Title IX Coordinator

Kelley Lewis
Senior Director, Career Development

Beth Cooper
Director of Student Success
Deputy Title IX Coordinator

Lou Ibe
Student Diversity & Belonging Coordinator

Jessica Johnson Mills
Director of Student Engagement & Inclusion
ADA/504 Coordinator

Ricky Randle
Director, Career Development

FACULTY

Columbia College Hollywood's distinguished faculty of creative professionals are experienced filmmakers, producers, directors, editors, writers, artists, sound engineers, game designers, media makers, cinematographers, and scholars. Collectively, they have contributed talents, creativity, skill, knowledge, and expertise to feature films; 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

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MM, Music Composition, North Texas State University, 1976
BM, Composition, Music Theory, North Texas State University, 1974
Cinema, Sound

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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

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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

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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

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MA, Interdisciplinary Studies, DePaul University, 2010
BS, Speech Communications, Illinois State University, 1998
Written and Oral Communication

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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

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

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

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

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

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

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

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Master of Communication Management, Entertainment, USC Annenberg School for Communications & Journalism, 2011
BA, Communication Studies, California State University, Sacramento, 2000
Cinema

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MFA, Digital Arts, Pratt Institute, 2013
BS, Film and Video, Grand Valley State University, 2008
Visual Effects

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MFA, Acting, Yale University, 1991
BA, Theater Arts, Barnard College, 1986
Cinema, Acting

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

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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

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MFA, Theatre Arts & Playwriting, Columbia University, 2001
BA, Creative Writing & Theatre, Santa Fe College of Art and Design, 1993
Humanities

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BA, Telecommunication and Film, University of Oregon, Eugene, 1998
JD, Southwestern School of Law, 1992
Entertainment Law

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MFA, Communication Design, Harrington College of Design, 2015
BFA, Communication Design, Harrington College of Design, 2010
Graphic Design + Interactive Media, Visual Communication

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MA, Social Sciences, University of Chicago, 2001
BA, Women's Studies, University of Michigan, Ann Arbor, 2000
Social and Behavioral Sciences

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

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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

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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

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MFA, Computer Graphics, Pratt Institute, 2004
BFA, Studio Art - Fine Arts, Northern Illinois University, 2016
Graphic Design + Interactive Media

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MFA, Screenwriting, American Film Institute, 2003
BA, History, Washington University, 1997
Cinema, Producing

Oscar Harrison

MFA, University of Southern California, 1978
BFA, Howard University, 1972
Cinema, Producing

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

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

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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

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

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

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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

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

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

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

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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

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

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

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

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

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

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

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

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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

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

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

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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

Howard McCain
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
BS, Physics, Virginia Polytechnic Institute and State University, 1994
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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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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MFA, Cinema-Television, University of Southern California, 2009
BA, Theatre, University of Massachusetts, Amherst, 2000
Cinema, Screenwriting

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MFA, Writing for Stage and Screen, New Hampshire Institute of Art, 2015
BA, Theatre Arts, University of California, San Diego, 1995
Cinema, Screenwriting, Humanities

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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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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

Mark-Austin Rowell

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

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MS, Geology, University of California, Los Angeles, 1995

BA, Design Studies in Archeology & Paleontology, University of Southern Mississippi, 1985

Physical and Life Sciences

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MA, Humanities, University of Chicago, 2011

BS, Journalism, Boston University, 2002

Written and Oral Communication, Humanities

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MFA, Film, American Film Institute Conservatory, 1986

BA, Philosophy, Yale University, 1980

Cinema, Screenwriting

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

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

Cinema, Directing

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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

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

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

Cinema, Screenwriting

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MFA, Art, The Ohio State University, 1984

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

Visual Effects, Animation

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MFA, Acting, University of Virginia, 2011

BA, Theatre Arts, Whittier College, 2007

Acting

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MFA, Art-Studio, School of Art and Design, Northern Illinois University, 1992
BA, Art, Gonzaga University, 1987
Visual Effects, Animation

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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

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

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Art & Technique Filmmaking, London Film School
Cinema, Producing

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

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

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

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

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

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

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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
