



**Columbia College Hollywood**  
**ADDENDUM TO 2016–2017 CATALOG**

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

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# CATALOG ADDENDUM

This Catalog Addendum represents revisions, corrections, and updates made since the publication of the current 2016-2017 Columbia College Hollywood catalog.

This Catalog Addendum should be used along with the current 2016-2017 Columbia College Hollywood Catalog.

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

## ADMISSIONS

### APPLICATION DEADLINES

Quarter	Application Deadline	Classes Begin
Spring 2017	February 3, 2017	April 3, 2017
Summer 2017	May 5, 2017	July 10, 2017
Fall 2017	Early Decision January 6, 2017	October 2, 2017
	Regular Decision February 24, 2017	
Winter 2018	December 1, 2017	January 16, 2018

### TRANSFER CREDIT POLICY

#### Transfer Credit Criteria

The following criteria is used to evaluate courses and credits successfully completed at prior institutions:

- Courses to be transferred are comparable in scope and content to courses offered by Columbia College Hollywood.
- Course credits to be transferred were successfully completed with a grade of C or higher.

Students may be instructed to provide the following official documentation about the transfer course:

- The course description from the prior institution's catalog or syllabus
- The prior institution's accreditation
- The prior institution's credit system (quarter or semester)
- The prior institution's grading scale or system. If the prior institution used other than a letter-grading or point system method for the course to be transferred, such as Pass/Fail or High Honors/Honors, the institution's grading scale must explicitly identify the minimum passing grade and criteria used to determine a passing grade.

#### Transfer Credit Limits

Bachelor's degree applicants may transfer no more than 144 total credits from a prior institution. Associate degree applicants may transfer no more than 72 total credits from a prior institution. All students may transfer no more than 48 General Education credits from a prior institution.

## FINANCIAL INFORMATION

### TUITION AND FEES

The quarterly cost of Columbia College Hollywood tuition is calculated based on \$455.00 per enrolled credit hour. To maintain full-time status, students must enroll in a minimum of 12 credit hours per quarter. Students who wish to complete a bachelor's degree in the standard 4 years must enroll in 16 credit hours per quarter. To qualify for federal financial aid, a student must enroll in a minimum of eight credit hours per quarter.

Enrolling in less than 16 credit hours per academic quarter, transferring credits, enrolling part-time, failing to complete all program requirements on time, and/or breaks in continuous enrollment will impact a student's estimated completion date.

The only additional fee charged to students is a quarterly \$165.00 production and student insurance fee.

SAMPLE TUITION COST PER QUARTER	
Enrolled Credit Hours Per Quarter	Tuition Cost Per Quarter
Part-time, 8 credit hours 2 courses per quarter	\$3,640
Full-time, 12 credit hours 3 courses per quarter	\$5,460
Full-time, 16 credit hours 4 courses per quarter	\$7,280
Full-time, 20 credit hours 5 courses per quarter	\$9,100

### ESTIMATED COST OF ATTENDANCE

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

ESTIMATED COST OF ATTENDANCE WITH COLLEGE-SPONSORED HOUSING			
Component	Description	Per Quarter	Per Year
Tuition	full-time: 16 credit hours	\$7,280	\$21,840
Production Insurance	quarterly premium	\$165	\$495
Housing	rent and utilities	\$4,164	\$12,492
Supplies	books, supplies, software	\$597	\$1,791
Personal	food, travel, entertainment	\$1,386	\$4,158
<b>Total:</b>		<b>\$13,592</b>	<b>\$40,776</b>

ESTIMATED COST OF ATTENDANCE COMMUTER STUDENT			
Component	Description	Per Quarter	Per Year
Tuition	full-time: 16 credit hours	\$7,280	\$21,840
Production Insurance	quarterly premium	\$165	\$495
Supplies	books, supplies, software	\$597	\$1,791
Personal	food, travel, entertainment, etc.	\$1,386	\$4,158
<b>Total:</b>		<b>\$9,428</b>	<b>\$28,284</b>

## HOUSING

Columbia College Hollywood sponsors student housing at two off-campus apartment communities within a 4-mile radius of the campus. The table below represents per-person housing rates for 2017 Spring and Summer Quarters.

HOUSING RATES PER PERSON, PER QUARTER		
# roommates	Spring 2017	Summer 2017
2 Bedroom / 2 Bath @ Oakwood		
4 roommates	\$4,000	\$3,700
3 roommates	\$5,200	\$4,825
2 roommates	\$7,650	\$7,060
Studio Apartment @ Meridian Point (Drake)		
2 roommates	\$2,260	\$2,110
private single	\$4,360	\$4,050

## FEE SCHEDULE

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

2017 – 2018 FEE SCHEDULE		
Fee Type	Payable	Amount
Application Fee (non-refundable)	one time	\$50.00
Enrollment Deposit	one time	\$250.00
Housing Application Fee	one time	\$40.00
Transcript - Standard	each transcript	\$6.00
Transcript - Rush	each transcript	\$10.00
Equipment Abandonment Fee	each occurrence	\$20.00
Degree Petition Fee	each occurrence	\$150.00
Diploma Replacement Fee	each occurrence	\$150.00
Production Insurance Fee	quarterly	\$165.00
Student Health Insurance (optional)	varies	\$59.00 – \$121.00
Student Health Insurance Set-Up Fee	each occurrence	\$50.00
Tuition Payment Plan Processing Fee	per quarter	\$50.00
Tuition Late Payment Fee	each occurrence	\$25.00
Late Equipment Return Fee	per item, per day	\$20.00
NSF Returned Check Fee/Returned ACH Deposit Fee	each occurrence	\$25.00
Deferred Enrollment Fee	each occurrence	\$250.00
Unreturned Campus Security Access Card	each occurrence	\$5.00
Unreturned Housing Security Access Card	each occurrence	\$50.00
Student Tuition Recovery Fund (per \$1000/tuition, non-refundable)	N/A	\$0

# REGISTRATION & ENROLLMENT

## CONCURRENT ENROLLMENT POLICY

A Columbia College Hollywood student who wishes to complete a required course concurrently at another institution must have prior approval from the Director of Student Services. Without prior approval, once a student begins a required course at another institution, no transfer of credits for that course will be granted. A student who is denied transfer credit for not seeking prior approval for concurrent enrollment may submit an appeal in writing along with all supporting documentation to the Vice President of Academic Affairs by standard mail, email, or in person.

Approval for concurrent enrollment leading to transfer credit will not be approved for bachelor's degree students who have already transferred the limit of 144 total credits and associate degree students who have already transferred the limit of 72 total credits. Concurrent enrollment leading to transfer of General Education credits will not be approved for all students who have already transferred the limit of 48 General Education credits.

## DEGREE PROGRAMS

### ASSOCIATE OF FINE ARTS IN CINEMA–TELEVISION

In addition to General Education requirements for all Columbia College Hollywood students, the following courses are required for all AFA Cinema–Television majors:

<b>AFA CINEMA–TELEVISION – REQUIRED COURSES</b>		
<b>Course Number</b>	<b>Course</b>	<b>Suggested Term</b>
F101	Principles of Production	1st Quarter
F122A	Editing Theory & Practice	1st Quarter
GH011	College Writing	1st Quarter
F102	Cinematography 1	1st Year
F105	Visual Design	1st Year
F141A	Production Sound	1st Year
F150	Screenwriting 1	1st Year
GH125	Introduction to Acting	1st Year
GHXXX	Art History (choose 1)	1st Year
V102	Introduction to TV Production	1st Year
GH101	Writers Workshop	1st Year
GH125A	History of Critical Analysis in Cinema 1	1st Year
GH155	Script Analysis 1	1st Year
F110	Directing 1	2nd Year
F127	Unit Production Management (UPM)	2nd Year
V201	TV Essentials	2nd Year
GHXXX	MP History (choose 1)	Any Term
GHXXX	Humanities (choose 2)	Any Term
GNXXX	Natural Science (choose 1)	Any Term
GSXXX	Social Science (choose 2)	Any Term
GN105A	Math Essentials+	Any Term
Electives	Cinema–Television Elective Course (choose 2)	2nd Year

# ACADEMIC INFORMATION

## ATTENDANCE POLICY

Regular class attendance is mandatory and integral to success at Columbia College Hollywood. All students are expected to be present at the start of class and remain through the entire class period.

Students are allowed two (2) absences before and up to week nine of a course. A student who is absent from a course for the 3rd time before and up to week nine will be withdrawn from the course and will receive a grade of Withdrawn (W). A student who is absent from a course for the 3rd time after week nine will receive a grade of Fail (F).

A student who is absent from all courses for the entire first week of class will be automatically withdrawn from all courses for the quarter. A student who is absent from all courses for more than 14 consecutive calendar days will be automatically withdrawn from the college. If applicable, the cost of tuition will be adjusted.

No absence will be excused. Absences due to illness, hospitalization, bereavement, military service, observance of a religious holiday, or court dates are included in the three (3) absence policy. Students are responsible to make up missed class work and/or assignments.

## ACTIVE / NON-ATTENDING STATUS

A student who has successfully completed three (3) consecutive quarters may take one (1) quarter off on Active/Non-Attending status. A student who does not return after one (1) quarter on Active/Non-Attending status and who has not applied for a Leave of Absence (LOA) will be administratively withdrawn from the college.

## LEAVE OF ABSENCE (LOA) POLICY

Students in Academic Good Standing may request a leave of absence for one (1) quarter. BFA students may be granted two (2) leave of absence requests totaling no more than 180 days while enrolled in a degree program.

Request for a leave of absence must be accompanied by documentation of the student's reason for the leave of absence. Below are acceptable reasons for requesting a leave of absence:

- 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

A student who does not return from a leave of absence will be administratively withdrawn from the college.

## STUDY ABROAD PROGRAM

Columbia College Hollywood students enrolled in approved Study Abroad programs will be put on Active/Non-Attending status with the college.



# GENERAL INFORMATION

## ACADEMIC FREEDOM POLICY

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

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

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

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

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

Each member of the Columbia College Hollywood community has a critical role to play in cultivating a climate of intellectual diversity, dignity, and respect that allows the professional and respectful exchange of views integral to creating a positive environment for learning and teaching.

## BOARD OF TRUSTEES

Dr. William G. Durden, PhD  
Chairman  
President Emeritus and Professor of Liberal Arts, Dickinson College  
Joint Professor (Research), The Johns Hopkins University School of Education  
Operating Partner, Sterling Partners

Bill Smith, MEd  
President & CEO, Columbia College Hollywood  
Consultant and Board of Directors Member, Icon Collective

Kim Alpert  
Founder & Director of Creative Strategy, Make Amazing  
Director of Creative Technology, DCI Artform

Nick Cohen, M.F.A.  
Principal, TrackTips

Tim Loomer, MBA  
Founder and Managing Partner, Gulfstream Strategies

Barry Malkin, MBA  
CEO, Carnegie Learning

Thomas McNamara, M.B.S.  
CEO, Copley Systems

Satish Menon, PhD  
Chief Technology Officer and Senior Vice President, Shutterfly, Inc.

Frederick Neebling, BBA  
President, McMurtry & Bell Insurance

Theodore O'Karma, MBA  
Secretary & Treasurer  
Former Executive, NBC Universal Television

Bryan Polivka, BA  
Chief Executive and Principal Consultant, PolivkaVox LLC  
Senior Director, Shorelight Education

Patrick W. Zilliacus, BS  
Principal, LZA, Inc.

# ADMINISTRATION & STAFF

## EXECUTIVE ADMINISTRATION

Bill Smith  
President & CEO

Jessica Wiltgen  
Vice President, Admissions

Lex Sanderson  
Vice President, Academic Affairs

Kelly Parker  
Vice President, Student Affairs

Patrick Olmstead,  
Vice President, Operations

Richard Crowe  
Senior Director of Finance & Comptroller

Mark Robinson  
Director of Institutional Research

Janet Petroff  
Human Resources

Lisa Arnone  
Executive Assistant to the Board of Trustees

## ACADEMIC AFFAIRS

Lex Sanderson  
Vice President, Academic Affairs

Cherice Hall  
Director of Learning Resources

Eneka Cummings  
Academic Coordinator

## ADMISSIONS

Jessica Wiltgen  
Vice President, Admissions

Carmen Muñoz  
Director of Admissions

Peter Daniels  
Admissions Counselor

Valerie Diaz  
Admissions Counselor

Myesha Reynolds  
Admissions Counselor

Ozzie Rodriguez  
Admissions Counselor

Carin Misterly  
Enrollment Liaison

Adaleen Cisneros  
Enrollment Processor

## RECRUITMENT

Lissa Sherman  
Director of Recruitment

Romero Mosley  
Recruiting Administrator

Josh Campbell  
Recruiter

Lucas Groskreutz  
Recruiter

Angela Tumini  
International Recruiter

## FINANCE

Richard Crowe  
Senior Director of Finance & Comptroller

Maricela Guzman  
Associate Manager of Financial Aid

Kathie Sotiropoulos  
Associate Manager of Housing & Tuition Services

Cheralyn Atchinson  
Financial Aid Coordinator

Lisette Sanchez  
Financial Aid Coordinator

## STUDENT AFFAIRS

Kelly Parker  
Vice President, Student Affairs

LaVona Thomas  
Director of Student Services

Stephen Herring  
Director of Career Development and Alumni Relations

Chrissy Shannon  
Career Development & Alumni Relations Coordinator

Trawana "TJ" Logan  
Student Services Coordinator

Judy Blume  
Counselor

## **OPERATIONS**

Patrick Olmstead  
Vice President, Operations

Ronald Reeves  
Director of IT & Production Services

Stephen DeLello  
IT & Production Services Manager

Chris Whetstone  
Equipment Center Manager

Jerry Garcia  
Equipment Center Assistant Manager

Richard Szeptycki  
Facilities Coordinator

JoHannah "Jo" Winebrenner  
Front Office Administrator

Clara Hernandez  
Facilities Associate

Miguel Ramirez  
Facilities Associate

Darius Frye  
Equipment Center Associate

Kent Huffnagle  
IT Support

Adam Strickland  
IT Support

Vincente Garcia  
Security Officer