



**2022-2023**  
**CATALOG ADDENDUM 1**  
Effective January 9, 2022

*The contents of the current catalog and this addendum represent the most current information available at the time of publication. Columbia College Hollywood reserves the right to make changes to the 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 the current catalog and any applicable supplements and addenda.*

# TABLE OF CONTENTS

---

**ADMISSIONS ..... 4**  
Admissions Review Process..... 4

**ACADEMIC CALENDAR ..... 5**

**ACADEMIC AFFAIRS UPDATE ..... 6**  
Non-Transfer Credit/Grade Assignment From Affiliated Institution ..... 6

**ACADEMIC POLICIES ..... 7**  
Attendance Policy..... 7

# ADMISSIONS

---

## **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. The college may deny admission to an applicant if the Admissions Review Committee determines that the applicant is unlikely to succeed in a specific program of study, unlikely to complete the entire program of study, has a history of misconduct, or poses a threat to the safety of the college community. 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.

# 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 6 – Saturday, March 11 .....	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.

# ACADEMIC AFFAIRS UPDATE

---

## **NON-TRANSFER CREDIT/GRADE ASSIGNMENT FROM AFFILIATED INSTITUTION**

Credits from courses taken at Arizona State University through our affiliation agreement are being issued by Columbia College Hollywood and are not considered transfer credit from Arizona State University. Any Arizona State University courses completed by CCH students will be assigned a "P" (pass) or "F" (fail) letter grade. This will not impact institutional GPA.

# ACADEMIC POLICIES

---

## ATTENDANCE POLICY

Regular class attendance is 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. 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.