

REMINGTON COLLEGE'S BATON ROUGE CAMPUS
ADDENDUM TO CATALOG/VOLUME N-1711 DATED 11/30/2017
Revised: 7/30/18

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING	\$22,500.00
DIPLOMA IN FACILITY MAINTENANCE	\$14,000.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	\$14,000.00
ASSOCIATE OF SCIENCE IN PROCESS TECHNOLOGY	\$34,025.00

For disclosures of tuition costs, on-time graduation rates, median loan debt, placement rates, and occupational information, go to: www.remingtoncollege.edu/ge-disclosures.

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Kendra Davis	Director of Campus Administration/Campus Dean
Audra Hinton	Area Dir. of Student Finance
Patricia (Trish) Hebert	Student Financial Services Coordinator/Local Technology Coordinator
Therence Marshall	Admissions Representative
Elena Mate	Director of Career Services

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

FACILITY MAINTENANCE

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

PROCESS TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Anthony Johnson	Master in Business Administration	Louisiana State University
	BS, Chemical Engineering	University of Arkansas-Fayetteville
Charles Close	BS, Chemical Engineering	Worcester Polytechnic Institute
Janel Bazile	AAS, Process Technology	South Central Louisiana Technical
Jeremy Beathley	BS, Business Marketing	Southern University
Joseph (Bruno) Fontenot	BS, Industrial Technology	Louisiana State University
Linda Love	BS, Management & Administration	Louisiana State University
Raymond Oglesby	AAS, Industrial Engineering Tech &	Gaston College
	Mechanical Engineering Tech	
Schayla Delone	Master's Degree; Bachelor of Science	Southern University
Walter Kraushaar	BS, Chemistry and Physics	Louisiana State University

ADDITIONAL MODIFICATIONS

Catalog: All references to the titles below have been amended as outlined below.

- The Chief Executive Officer is now known as the President.
- The Chief Academic Officer is now known as the Provost.
- The Campus President or Campus Director is now known as the Director of Campus Administration.
- The Director of Education is now known as the Campus Dean.

Page 3: The third sentence in item 3 of the Admissions Requirements has been amended as follows:

The required passing score for the Wonderlic exam will be 13 or higher for the Process Technology associate degree program and 10 or higher for all other programs.

Page 4: The first two bullet points under the Attendance Requirements for Activation have been amended as follows:

- *For applicants enrolled in courses delivered residentially: Attend at least one class on at least 50% of the days classes are scheduled in the first or second week of the term.*
- *For applicants enrolled in only courses delivered via distance education (on-line): log into the online classroom at least once during first two weeks of the term.*

- Page 5: The following requirement has been added to the Prior Learning Credit policy:
- A student is no longer eligible to request a Course Challenge once the student attempts 50% of the program credits.*
- Page 5: The third paragraph of the Transfer Credit Policy has been amended to read as follows:
- Remington College will consider accepting transfer credits only from accredited colleges and universities, Joint Services Transcript (JST), Defense Activity for Non- Traditional Education Support (DANTES/DSST) transcript, College Level Examination Program (CLEP) score, and/or Community College of the Air Force (CCAF).*
- *The credits must have been determined by the appropriate campus administrator and the Campus registrar, or his or her designee, to be at the appropriate level and “equivalent” to the course or courses being obviated by virtue of transfer credit being accepted;*
 - *Remington College must be provided with an official transcript directly from the “sending” institution;*
 - *The student must have earned a grade of “C” or higher, and;*
 - *The determination that a transfer credit will be accepted must be made prior to attempting 50% of the program credits and at least one week before the term in which the student is scheduled to take the course or courses to be obviated. A student who enrolls/registers in a course that may be awarded later as transfer credit will not be issued a refund for that course in which he/she was enrolled prior to receiving transcripts if the course proves to be unnecessary.*
- The Diploma Programs section of the Transfer Credit Policy has been amended to read as follows:
Remington College accepts transfers credits into its diploma programs.
- The following statement has been added to the Transfer Credit Policy: *Exceptions to extend up to 75% transfer credit must be approved by the Provost.*
- Page 9: The following has been added to the Tuition and Fees section of the Catalog.
- PRIOR LEARNING CREDIT COURSE CHALLENGE FEE**
Students requesting a course challenge under the Prior Learning Credit policy will be charged \$150.00 per course. This fee is non-refundable once the course challenge request has been approved. If the request is denied, the fee will be refunded.
- Page 16: The following items have been added to the Education Equipment section:
- *Computer-Aided Design and Drafting equipment may include: drafting tables, drafting kits with tools for basic board drafting, computer(s), computer-aided drafting software, and printer(s).*
 - *Facility maintenance course equipment may include: water heater(s), electrical board(s), trainer(s), appliances, HVAC/R equipment, and boiler(s).*
- Pages 18 & 21-22: The Heating, Ventilation and Air Conditioning program is delivered in a hybrid format. In the hybrid format, courses include in-person (residential) and distance education (online) components.
- The Heating, Ventilation and Air Conditioning program has been amended to include the course number and title changes outlined below.
- HV115 Introduction to HVAC and Refrigeration is now HV102 Basic Refrigeration Theory
 - HV135 HVAC Automation Controls is now HV132 Basic Electricity
 - HV155 Residential Systems I is now HV152 Residential Heating
 - HV165 Residential Systems II is now HV162 Residential AC
 - HV175 Commercial HVAC Systems is now HV172 Introduction to Air Conditioning and Major Components
 - HV205 Ducting and Airflow is now HV202 Ventilation and Air Flow
- Page 19: The Process Technology program is delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components or be delivered entirely online.
- Pages 21-22: The prerequisites courses for HV142-HV209 have been amended. The current prerequisite requirements are outlined below.
- Prerequisite(s) for HV142 and HV152: HV132
 - Prerequisite(s) for HV162: HV102, HV132
 - Prerequisite(s) for HV172: None
 - Prerequisite(s) for HV182 and HV195: HV102, HV132, HV172
 - Prerequisite(s) for HV200 and HV209: HV102, HV125, HV132, HV142, HV152, HV162
 - Prerequisite(s) for HV202: None

Page 24: The following policy has been added to the Academic Standards section of the Catalog.

LEAVE OF ABSENCE

Remington College will allow a student enrolled in a program to apply for a leave of absence ("LOA") from their program of up to one hundred fifty (150) calendar days from the student's last date of attendance prior to the commencement of the LOA. A student is only eligible for one LOA during each program of study. A LOA may only start at the beginning of a module. A written request for a LOA must be submitted by the student on an LOA Application Form which may be obtained from the Campus Dean or Administrator. An LOA will not be granted unless Remington College's Provost (or designee) determines that there is a reasonable expectation the student will resume their program within the LOA period. Students enrolled in programs that are being discontinued will not be granted a leave of absence if, upon returning from a leave of absence, the student will not be able to complete the program prior to its termination because of limited course availability. All LOA requests must be reviewed and approved by Remington College's Provost (or designee). If a medical emergency prevents the student from applying in writing in advance, the Provost (or designee) may approve an exception, in his/her sole discretion, based on the individual circumstances. A student's failure to return from a leave of absence may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

Pages 25-30: The Satisfactory Academic Progress Policy and Requirements and Satisfactory Academic Progress Appeals and Waivers policies have been replaced with the policies provided on pages 10-12 of this Addendum.

Page 31: The following section has been added to the Attendance Policy.

Method of Recording Attendance in Campus-Based Hybrid Courses

Students enrolled in courses that are delivered via a combination of residential and distance education ("Online") do not "attend" classes in the same way as residential students whose programs are delivered in the classroom. The courses in campus-based hybrid programs are conducted partially as synchronous (in class) and partially asynchronously (online).

The residential portion is scheduled at the campus. Each course's residential schedule may be different. Students must attend the residential portion to receive attendance as outlined in the "Method of Recording Attendance in a Residential Courses" policy.

The distance education portion of a campus-based hybrid course is taught asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc. Students will receive attendance in this portion of the course according to the "Method of Recording Attendance in Online Courses" policy.

Page 31: The following requirement has been added to the Attendance Requirements section of the Attendance Policy.

A student enrolled in a campus-based hybrid course who fails to attend on-campus and online courses for 14 consecutive calendar days will be dropped.

Page 32: The Grade Adjustments Due to Excessive Absences section of the Attendance Policy has been replaced with the policy provided below.

Grade Adjustments for Participation in Residential Courses

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation. Students should monitor their participation grades in their canvas course. Active participation in the course includes participating in classroom discussions, lab participation, and attending class regularly.

Page 39: The Remington College Grievance Procedures section has been amended by replacing the first five paragraphs with the following procedures.

A grievance is defined as any dispute between the student and the Campus. Should a student have a grievance concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance, in writing, to the Campus Dean, clearly describing the grievance. The Campus Dean will notify the Remington College Department of Student Affairs of the grievance, review the grievance, seek resolution, and notify the student of the remedy within ten business days of receipt of the grievance, unless it is determined more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the student will be notified of that fact by the Campus Dean. In the event the student is not satisfied with the resolution provided by the Campus Dean, the student may appeal to the Director of Campus Administration in writing within ten days of receiving the decision of the Campus Dean.

The Director of Campus Administration will notify the Department of Student Affairs of the appeal and will review the pertinent facts and evidence presented. The Director of Campus Administration will formulate a resolution within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Director of Campus Administration. Students who wish to contest the Director of Campus Administration's/Campus Director's resolution may submit a written appeal to the Remington College Department of Student Affairs as the final entity seeking a resolution to a reported grievance.

The Department of Student Affairs will review the facts and evidence presented and, if necessary, will conduct additional investigation into the allegations raised in the grievance. The Department of Student Affairs will formulate a resolution, within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Department of Student Affairs. Once the review is complete, the Department of Student Affairs will promptly inform the student of the decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance.

At any time in the grievance process, the student may contact the Remington College Department of Student Affairs for additional support via email at student.affairs@remingtoncollege.edu.

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the grievance should be immediately reported to the person stated below who has been designated to handle grievances regarding violations of Remington College's non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above. Any sexual harassment grievance will be handled in accordance with the Campus' sexual harassment policy as set forth herein.

Vice President-Human Resources/Title IX Civil Rights and Age Discrimination Act Coordinator

7131 Business Park Lane
Lake Mary, FL 32746
legal@remingtoncollege.edu
(407) 562-5500
(800) 333-2755

Page 42: The Examination of Student Records policy has been amended by adding Academic and Attendance Awards as a category of student information that Remington College has designated as "directory information."

Page 45: The list of Directors and Officers has been replaced with the following list.

Jerald M. Barnett Jr., Chairman
Kevin M. Wilcox, Director
Leah Matthews, Director
Jackson Farrow, Director
Pam Bell, President
Shannyn Stern, Chief Financial Officer / Secretary
Adam Martin, Vice President of Human Resources & General Counsel
Todd Zvaigzne, Regional Vice President of Educational Support & Campus Administration
Susan Race, Regional Vice President of Educational Support & Campus Administration
Brandon Shedron, Provost
Heather Mclver, Vice President of Institutional Innovation
J Bonnell, Chief Information Officer
Bonnie Delashmit, Regional Vice President of Educational Support & Campus Administration

COMPUTER-AIDED DESIGN AND DRAFTING

DIPLOMA

12 Months

The Computer-Aided Design and Drafting Diploma Program provides training in the application of drafting skills to mechanical, electrical, piping, civil, structural and architectural disciplines. The curriculum also covers information in related fields, with the intent to position students to work effectively with engineers, technologists, architects, and other professional staff.

The objective of this Program is to prepare graduates for entry-level draftsman positions in which computer programs and/or a manual drafting board are used.

Program completion normally requires 12 months for full-time students.

The Computer-Aided Design and Drafting Diploma Program is divided into 12 monthly academic periods, which are delivered in a hybrid format. In the hybrid format, courses include in person (residential) and distance education (on-line) components.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Computer-Aided Design and Drafting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CAD115	Manual Drafting	40	40	0	5.00
CAD125	Computer-Aided Drafting I	40	40	0	5.00
CAD135	Computer-Aided Drafting II	20	40	0	3.50
CAD145	Structural Drafting	40	40	0	5.00
CAD155	Architectural Drafting I	40	40	0	5.00
CAD165	Architectural Drafting II	40	40	0	5.00
CAD175	Mechanical Drafting I	40	40	0	5.00
CAD185	Electrical and Electronic Drafting	40	40	0	5.00
CAD192	Pipes and Piping	40	40	0	5.00
CAD215	Mechanical Drafting II	40	40	0	5.00
CAD225	Civil Drafting and Mapping	40	40	0	5.00
CAD235	Career Portfolio	20	40	0	3.50
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
Total:		480	480	0	59

FACILITY MAINTENANCE

DIPLOMA

9 Months

The Facility Maintenance program provides training for servicing, maintaining, and operating a variety of equipment commonly found in residential and commercial facilities. The program also provides training on how to maintain and repair facility infrastructure and mechanical equipment such as carpentry, HVAC, and electrical.

The objective of this Program is to prepare graduates for entry-level positions in the Building Maintenance industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels and schools, as well as working independently in variety of maintenance areas.

Program completion normally requires 9 months (36 weeks) for full-time students.

The Facility Maintenance Program is divided into 9 monthly academic periods, which are delivered in a hybrid format. In the hybrid format, courses include in person (residential) and distance education (on-line) components.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Facility Maintenance.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
FM100	OSHA and LEED	40	20	0	3.50
FM105	Small Power Equipment and Appliances	40	20	0	3.50
FM110	Facility Maintenance I - Residential	40	40	0	5.00
FM120	Facility Maintenance II – Commercial	40	40	0	5.00
FM130	Electrical	40	40	0	5.00
FM140	Carpentry and Finishing	40	40	0	5.00
FM150	Plumbing	40	40	0	5.00
Total:		400	320	0	44

COURSE DESCRIPTIONS

CAD115 **5.00 Quarter Credit Hours**
Manual Drafting **40/40/0**

This course is an introduction to drawing fundamentals and drafting equipment, with an emphasis on manual drafting techniques and basic industry standards. The course is designed to build students' understanding of the principles of dimensioning and perspective. Students also receive instruction in how to read manual drafts or drawings so that they can be converted into computerized drawings.

Prerequisite(s): None

CAD125 **5.00 Quarter Credit Hours**
Computer-Aided Drafting I **40/40/0**

This course is designed to introduce students to the operation of a 2D computer-aided drafting (CAD) program. Emphasis is placed on the commands and operation of the software as applied in 2D drawings. Topics include setting up drawings; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and operating input and output devices.

Prerequisite(s): None

CAD135 **3.50 Quarter Credit Hours**
Computer-Aided Drafting II **20/40/0**

This course continues to explore the use of a computer-aided drafting (CAD) program to produce 3D objects. Students have the opportunity to gain an understanding of the features, limitations, and considerations associated with the operation of a 3D CAD program. Emphasis is placed on the commands and operation of the software as applied in 3D drawings. Topics include setting up drawings; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and operating input and output devices.

Prerequisite(s): CAD115, CAD125

CAD145 **5.00 Quarter Credit Hours**
Structural Drafting **40/40/0**

This course explores structural drafting for steel and wood applications and covers beam shapes and identification, standard and seated-beam connections, sectioning, fastening systems, and dimensioning practices.

Prerequisite(s): CAD1125, CAD135

CAD155 **5.00 Quarter Credit Hours**
Architectural Drafting I **40/40/0**

This course focuses on the principles and applications of computer-aided architectural drafting. Students begin designing a working set of house plans by applying the learned principles of architectural drafting. The plans are scheduled to include a floor plan, a foundation, a wall-section drawing, a roof plan, and an electrical layout diagram. Students also have the opportunity to begin drafting an elevation plan, a two-point perspective drawing, and a plot plan for incorporation into the final drafts.

Prerequisite(s): CAD115, CAD125

CAD165 **5.00 Quarter Credit Hours**
Architectural Drafting II **40/40/0**

This course continues the design of a working set of house plans by applying the learned principles of architectural drafting. The completed plans are scheduled to include a floor plan, a foundation plan, a wall-section drawing, a roof plan, and an electrical layout diagram. Students also have the opportunity to incorporate an elevation plan, a two-point perspective drawing, and a plot plan into the final drawings.

Prerequisite(s): CAD125, CAD135, CAD155

CAD175 **5.00 Quarter Credit Hours**
Mechanical Drafting I **40/40/0**

This course involves the study and application of mechanical drafting techniques and geometry using computer-aided design software. Topics of study include the identification, use, and function of mechanical and machine components. Students receive instruction in how to design and draft machine elements such as threaded objects, gears, cams, and linkages.

Prerequisite(s): CAD125, CAD135

CAD185 **5.00 Quarter Credit Hours**
Electrical and Electronic Drafting **40/40/0**

This introduction to electrical and electronic drafting and design is intended to expose students to electronics applications and electrical drafting fundamentals. The drafting skills covered are directly related to the development of electrical, electronic, and electromechanical drawings. Students have the opportunity to learn the basic applications of electronic theory and symbology needed for drafting electronic circuitry. Electrical calculations are also addressed to offer students a background in calculating or computing proper electrical loading and wires for specific wiring applications in steel and wooden structures.

Prerequisite(s): CAD125, CAD135

CAD192 **5.00 Quarter Credit Hours**
Pipes and Piping **40/40/0**

This course involves the study and application of commercial and residential plumbing and piping. Students have the opportunity to learn how to use a computer-aided design program to draw layout and assembly applications for pipes, fittings, and valves used in wooden and steel construction.

Prerequisite(s): CAD125, CAD135

<p>CAD215 Mechanical Drafting II This course continues the study and application of mechanical drafting techniques and geometry using computer-aided design software. Students receive continued instruction in how to design and draft machine elements such as threaded objects, gears, cams, and linkages. The use of three-dimensional forms, geometric tolerances, and dimensioning practices is also reinforced. <i>Prerequisite(s): CAD125, CAD135</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>CAD225 Civil Drafting and Mapping This course covers the basics of civil drafting and mapping technology, including survey types, plots, plans and profiles, contours, and earthworks. Mapping technology includes mapping scales and symbols, surveying types and fundamentals, and understanding location and direction, legal descriptions, plot plans, contour lines, profiles, and highway layouts. <i>Prerequisite(s): CAD125, CAD135</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>CAD235 Career Portfolio In this final course, students have the opportunity to develop a portfolio of drafting designs learned and used throughout the Program. The drawings in the portfolio are representative samples from each drafting discipline studied. Additional instruction focuses on job search techniques and how to present oneself and one's work to potential employers. <i>Prerequisite(s): CAD115-CAD225</i></p>	<p>3.50 Quarter Credit Hours 20/40/0</p>
<p>FM100 OSHA and LEED This course presents the 10 Hour OSHA training as well as introductory information on LEED and energy efficiency. The course will also cover various environmental trends in the construction and trades industry. <i>Prerequisite(s): None</i></p>	<p>3.50 Quarter Credit Hours 40/20/0</p>
<p>FM105 Small Power Equipment and Appliances This course presents the basic operations and maintenance of small power equipment commonly used in a facilities maintenance role. The course will also provide basic training on repair and maintenance of small appliances. <i>Prerequisite(s): None</i></p>	<p>3.50 Quarter Credit Hours 40/20/0</p>
<p>FM110 Facility Maintenance I - Residential This course presents training on the role of a facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic maintenance and repairs, and general preparation for potential positions in residential facilities maintenance. <i>Prerequisite(s): None</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>FM120 Facility Maintenance II - Commercial This course presents training on the role of a commercial facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic commercial maintenance and repairs, and general preparation for potential positions in commercial facilities maintenance. <i>Prerequisite(s): None</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>FM130 Electrical This course presents training on basic safety for electrical work as well as performing electrical repairs and installation. Other topics will include electrical terminology, residential installation and code requirements, how to research and troubleshoot residential electrical issues. Learners will perform residential electrical work in a lab setting. <i>Prerequisite(s): None</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>FM140 Carpentry and Finishing This course presents information about carpentry installation and repair in residential and commercial environments. Learners will practice basic safety and carpentry skills in a lab setting. Other topics include: basic finishing work, drywall repair and installation, and commercial and residential code compliance. <i>Prerequisite(s): None</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>
<p>FM150 Plumbing This course presents plumbing terminology, troubleshooting processes, as well as installation and maintenance training and experience in lab setting. This course will also provide valuable information regarding plumbing code compliance. <i>Prerequisite(s): None</i></p>	<p>5.00 Quarter Credit Hours 40/40/0</p>

SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS

All students must meet the Remington College's minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. Remington College will provide for electronic notification to students via email or posting to the student portal of the results of a SAP evaluation that impacts Title IV eligibility, which includes notification to any student that may be eligible for Title IV aid, regardless of whether they currently receive aid. Remington College's satisfactory academic progress standards ("SAP") have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe. The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit hours attempted and credit hours completed as indicated on a student's transcript as of the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached. Minimum Measurement Points occur at the end of each Quarter and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length indicated in the charts below.

Remington College's satisfactory academic progress standards are the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs ("Title IV") or other financial aid and applied consistently to all students without regard to whether they are a full-time or part-time student. A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS

"Appeal" means the appeal by a student of a determination by the School that a student has not meet the SAP requirements and is commenced by submitting an Appeal Request in compliance with the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

"Appeal Procedures" means the procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog that a student must follow to Appeal a determination that a student has failed to satisfy SAP standards and to obtain Financial Aid Probation status.

"Appeal Request" means a written document that contains the information required by the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

"CGPA" means a student's cumulative grade point average calculated as set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

"Grading Period" is a period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course.

"Financial Aid Probation" means the status assigned by the School to a student who (i) is on Financial Aid Warning status and fails to make satisfactory academic progress at the end of the first Quarter or other Minimum Measuring Point occurring after student was placed on Financial Aid Warning status; (ii) has appealed the SAP failure determination made by the School and (iii) after considering the Appeal, the School has determined the student should be able to meet SAP requirements in the next Quarter or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

"Financial Aid Warning" means the status assigned to a student who is on SAP Met status and subsequently fails to satisfy SAP requirements at the end of a Quarter or as of any other Minimum Measuring Point.

"Minimum CGPA" shall have the meaning consistent with the set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum cumulative grade point average.

"Minimum Pace of Completion" shall have the meaning consistent with the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum number of credits hours earned after attempting a certain number of credit hours. The specific Minimum Pace of Completion Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Satisfactory Academic Progress charts set forth below.

"Minimum Measurement Point" shall mean the end of each Quarter as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length and Minimum Measuring Point in Credit Hours Attempted indicated in the charts set forth below.

"MTF" shall have the meaning consistent with the meaning set forth below in the Satisfactory Academic Progress section of this Catalog, which is maximum timeframe for completion of a program.

Quarter Definitions

The term "Quarter" is defined differently for students based upon program type or date the student starts class. "Quarter" means a period of time which generally consists of twelve (12) weeks of instructional time, but never less than ten (10) weeks of instructional time.

QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average ("Minimum CGPA") as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a "W", or "I" during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached.

If a student receives the temporary grade of "I", the grade received upon completion of the course or "F" if the course is not completed within time allowed for completion will be used to calculate the CGPA. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used and all prior grades for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit or clock hours from another institution, other than another Remington College campus, that are accepted for transfer towards a student's program will not be included in the calculation of the CGPA but will be included in the determination of the Minimum Measurement Point. The grades received for credit or clock hours from another Remington College campus, that are accepted for transfer towards a student's program will be included in the calculation of the CGPA and will be included in the of the determination of the Minimum Measurement Point. The Minimum Satisfactory Academic Progress chart below lists program lengths and the Minimum CGPA required at the end of the Grading Period wherein each of the Minimum Measurement Points is initially met or exceeded.

If a student's CGPA falls below the minimum required CGPA at any Minimum Measuring Point, the student will be notified in writing of the consequences of not maintaining satisfactory academic progress including if such failure will impact a student's Title IV eligibility, cause the student to receive a Financial Aid Warning or require student to Appeal the determination to be placed on Financial Aid Probation to have Title IV eligibility reinstated.

QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of a minimum number of credits hours after attempting a certain number of credit hours. The Quantitative Component is measured at each Minimum Measuring Point as a percentage credits earned out of the total credits attempted in the program. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

The number of credit hours or clock hours required to be completed depends upon the length of the program. A credit hour or clock hour is completed when a grade other than "W" or "I" is assigned to the credit or clock hour. If a student receives the temporary grade of "I", the grade received upon completion of the course or "F", if the course is not completed within time allowed for completion, will be used to determine the number of completed credit or clock hours used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours assigned to courses for which a student receives a "W" will be included in the determination of the number of credit or clock hours attempted that is used to measure whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit or clock hours from another institution, including another Remington College campus, that are accepted for transfer towards a student's program will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit Hours Completed Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of credit or clock hours completed and attempted as indicated on a student's transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Satisfactory Academic Progress Requirement chart below lists program lengths and the Minimum Pace of Completion Requirement that must be satisfied as of each respective Quarter for degree and diploma students.

MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

Program Length <i>(Minimum # of Weeks/Months Required to Complete Program)</i>	Minimum CGPA Requirement	Minimum Pace of Completion <i>(% of credits earned versus completed)</i>	Minimum Measurement Point in Quarters
18 Months	1.00	33%	End of Quarter 1
	1.20	50%	End of Quarter 2
	1.40	55%	End of Quarter 3
	1.60	60%	End of Quarter 4
	1.80	60%	End of Quarter 5
	2.00	66.67%	End of Quarter 6 and each Quarter thereafter
12 Months 9 Months	1.00	33%	End of Quarter 1
	2.00	66.67%	End of Quarter 2
	2.00	66.67%	End of Quarter 3 and subsequent quarters

If a student cannot complete the program within the MTF, the student will be notified in writing that the student will not be able to meet the SAP requirements and that as a consequence the student will be dropped and such failure will impact a student's eligibility to receive assistance under the Title IV programs.

Satisfactory Academic Progress Statuses

SAP Met Status

A "SAP Met" status indicates that at the established measurement points the student satisfied all SAP evaluation criteria. A student with SAP Met status remains eligible for Title IV funding.

Financial Aid Warning Status

A Financial Aid Warning status indicates a student who was on SAP Met status subsequently fails to satisfy satisfactory academic progress standards at the end of a Quarter or any other Minimum Measuring Point.

Financial Aid Probation Status

A Financial Aid Probation status indicates a student who is on Financial Aid Warning status fails to meet satisfactory academic progress standards at the end of the Quarter or other Minimum Measuring Point first occurring after student was placed on Financial Aid Warning status; that has appealed the SAP failure determination and the School has determined the Student should be able to meet SAP requirements in the next Quarter or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

Financial Aid Warning

A student on SAP Met status who subsequently fails to meet a qualitative or quantitative component of the SAP requirements set forth above will be placed on Financial Aid Warning status. If the student satisfies the requirements of a failed SAP component as of the next Minimum Measuring Point for the component failed, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to be removed from Financial Aid Warning and gain SAP Met status. A student removed from Financial Aid Warning will be classified as SAP Met status. The student remains eligible for Title IV while on Financial Aid Warning status.

Financial Aid Probation

If a student on Financial Aid Warning status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point and the student Appeals the determination that the student failed to meet SAP standards, the student will be placed on Financial Aid Probation status if the School determines the student should be able to meet the SAP requirements by the end of the next Quarter or other Minimum Measuring Point or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

A student on Financial Aid Probation will have their Title IV eligibility reinstated and be eligible to receive Title IV disbursements.

If a student placed on Financial Aid Probation status satisfies the requirements of a failed component as of the next Minimum Measuring Point for the component failed occurring after the student is placed on Financial Aid Probation status, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to gain SAP Met status and be removed from Financial Aid Probation status. A student removed from Financial Aid Probation status will be classified as SAP Met status.

If a student placed on Financial Aid Probation status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point or the time specified in the student's academic plan if the plan specifies a date beyond the next Minimum Measuring Point, the student will be Dropped for failing to meet SAP requirements unless a waiver is granted by the Provost for Remington College.

A student Dropped for failing SAP requirements will not be eligible to re-enroll or re-enter in any program at any Remington College campus. (See Re-Enrollment and Re-Entry Policy regarding application to Satisfactory Academic Progress Policy.)

SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS

Students may Appeal a determination that they have not met SAP requirements by submitting an Appeal in writing to the Provost for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Provost for Remington College or his/her designee is final.

Appeal Procedures

To Appeal a determination that SAP requirements have not been met a student must submit a written Appeal request to Provost for Remington College. The Appeal request may be sent by email to academic.sap@remingtoncollege.edu, mailed to the Provost, 1800 Eastgate Drive, Garland, TX 75041 or hand-delivered to the Campus Dean at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements. A student on Financial Aid Warning status that fails to satisfy the SAP requirements as of the end of the Quarter during which the student was on Financial Aid Warning status or by the next Minimum Measuring Point if it occurs before the end of said Quarter must file an Appeal in order to be placed on Financial Aid Probation status and have their Title IV eligibility reinstated. For an Appeal to be granted, the Appeal must be based upon the death of a relative, an injury or illness of the student, or other special circumstances. The student must set forth in the Appeal Request the basis for the Appeal, why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point.

Waiver Procedures

Students who fail to meet SAP requirements while on Financial Aid Probation status, as a result of failing to meet the terms and conditions of the academic plan agreed to as a condition to being placed on Financial Aid Probation status, will be Dropped unless the Student is granted a waiver by the Provost of Remington College. A Student must submit a written request for a waiver to the Campus Dean at the Campus. If the Campus Dean at the Campus determines the waiver request has merit, the waiver request shall be forwarded to the Provost of Remington College for review.

A Student will not be eligible to participate in Title IV programs if the waiver is granted until the Student regains eligibility to participate in Title IV programs. See Regaining Title IV Eligibility Section below.

Regaining Title IV Eligibility with Remington College

Students who lose eligibility to participate in Title IV programs as a result of failure to meet SAP requirements after being placed on Financial Aid Probation status can regain eligibility to participate in Title IV programs at Remington College as follows:

1. Absent a change of programs, eligibility to participate in Title IV programs can only be reinstated for a Quarter that occurs after the Student has completed a Quarter while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Quarter without being eligible to participate in Title IV financial aid programs to regain eligibility to participate in Title IV programs. The determination of the amount of Title IV funds a Student that regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.
2. Students who have two or more Quarters remaining after the Quarter in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Quarter that occurs after the Quarter in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Quarters remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.
4. Students successfully appealing a determination that the student was not making satisfactory progress.

Students who elect to enroll in a program that is different from the one in which the Student was enrolled at the time the Student lost eligibility to participate in Title IV programs will be eligible to participate in Title IV financial aid programs for all Quarters in the new program provided the Student meets the SAP and all other eligibility requirements while enrolled in the new program.

Regaining Title IV Eligibility at Another Post-Secondary Educational Institution

Students may be eligible to regain Title IV eligibility at another post-secondary educational institution.