

REMINGTON COLLEGE'S CLEVELAND CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1802 DATED 2/16/2018

Revised: 6/18/18

TUITION SCHEDULE

DIPLOMA IN COMPUTER-AIDED DESIGN AND DRAFTING.....	\$22,500.00
DIPLOMA IN DENTAL ASSISTING.....	\$16,120.00
DIPLOMA IN FACILITY MAINTENANCE.....	\$14,000.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	\$21,120.00
DIPLOMA IN MEDICAL ASSISTING.....	\$20,645.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$20,645.00
DIPLOMA IN MEDICAL BILLING AND CODING.....	\$16,120.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION.....	\$16,120.00
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE.....	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN FACILITY MAINTENANCE AND TECHNOLOGY.....	\$29,025.00
ASSOCIATE OF APPLIED SCIENCE IN HEATING, VENTILATION AND AIR CONDITIONING	\$29,025.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$27,520.00
ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT	\$43,025.00

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
Terhan Freeman.....	Director of Campus Administration
Helen Hebert.....	Campus Dean
Alicia Chet.....	Director of Admissions
Jose Mercado.....	Area Dir. of Student Finance
Mary Mizanin.....	Student Services Associate
Lisa Laditka.....	Director of Career Services
Alicia Daugherty.....	Cosmetology Associate Degree Lead
Desiree Martin.....	Associate Cosmetology Diploma Chair
Tracie West.....	Dental Assisting Chair
Shaan Colyer.....	Dept. Chair, HVAC/Facility Main. Tech.
Sarah Stevens.....	Medical Chair
Jason Ashby.....	PTA Program Director
Sharon Rocks.....	Externship Coordinator

BUSINESS ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Darlene Hankins.....	MBA.....	Indiana Wesleyan University
David Mitchell.....	MBA, Electronic Business.....	University of Phoenix
	MS, Computer Information Systems.....	University of Phoenix
	MA, Operations Management.....	University of Phoenix
	BA, Communications Arts.....	Sierra Heights University
Demetrius Adams.....	MBA and BSM.....	Indiana Wesleyan University
Reginald Thompson.....	Executive MBA.....	Monte Ahuja School of Business
	BA, Business Administration.....	Herbert H. Lehman College

CAREER DEVELOPMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Gerald Villani.....	BS, Computer Science.....	Youngstown State University

COMPUTER-AIDED DESIGN AND DRAFTING

FACULTY	CREDENTIALS	INSTITUTIONS
TBD.....	TBD.....	TBD

COSMETOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Alicia Daugherty.....	MA, Early Childhood Education.....	Walden University
	BS, Business Administration.....	Central State University
	Diploma, Cosmetology.....	Cleveland Hts High School
Alicia Dillard.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Althea Carr.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Belinda Ford.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Colleen Drozynski.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Desiree Martin.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Kelly Bohl.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Lena Austin.....	Licensed Cosmetologist Instructor.....	Ohio State Board of Cosmetology
Marilyn Golden.....	Diploma, Cosmetology.....	Charmayne Beauty Academy

CRIMINAL JUSTICE

FACULTY	CREDENTIALS	INSTITUTIONS
David Mitchell.....	MBA, Electronic Business.....	University of Phoenix
	MS, Computer Information Systems.....	University of Phoenix
	MA, Operations Management.....	University of Phoenix
	BA, Communications Arts.....	Sierra Heights University
Dustin Wooten.....	BA, Criminal Justice.....	Bowling Green State University
Jeffery Casselman.....	MS, Administration of Justice and Security.....	University of Phoenix
	BS, Criminal Justice Administration.....	University of Phoenix
Michael Rice.....	Doctor of Ministry.....	Trinity Theological Seminary
	JD, Law.....	Ohio State University
	BA, History.....	Bowling Green University

DENTAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Diane Fitzgerald.....	Diploma, Dental Assistant.....	Cleveland Inst. Dental Medical Assistants
	Diploma, Medical Assisting.....	Remington College
Mary Rolland.....	Diploma, Dental Assistant.....	Metro Tech Center
Roderick Adams.....	DDS.....	Meharry Medical College
Tracie West.....	Certificate, Dental Assistant.....	Health Careers Center

FACILITY MAINTENANCE AND FACILITY MAINTENANCE AND TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Shaan Colyer	Associate of Applied Science, HVACR	Mott Community College

HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Charles Prichard	Diploma, Paralegal	Hamell College
Johnny Chapin	CFC Certification	Universal Certification
	Certificate, Residential Air Distribution,	Refrigeration Sales Corp
	Residential Gas Furnaces and Residential Oil Furnaces	
Lewis Fletcher	Associate's Degree, Industrial Tech	Cuyahoga Community College
Robert Kushner	Basic Electronics (120 hours)	US Navy "P" School
	Advanced Electronics (920 hours)	US Navy "A" School
	Instructor Training (200 hours)	US Navy "C" School
Shaan Colyer	Associate of Applied Science, HVACR	Mott Community College
Wayne Olbrysh	Diploma, HVAC/Refrigeration	West Side Institute of Technology

MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

FACULTY	CREDENTIALS	INSTITUTIONS
Brenda Boyd	AAS, Science	Indiana Wesleyan University
	Diploma	Remington College
Deborah Cardillo	MBA, Health Care Management	Colorado Technical University
	BSBA, Project Management	Colorado Technical University
Donna Perko	Bachelor, Nursing	Indiana Wesleyan University
	Associate of Arts	Lorain Community College
	Certificate of Practical Nursing	Lorain Community College
	Diploma, Nursing	Huron Road School of Nursing
Gary Tanner	MS, Information Systems	Strayer University
Gerald Villani	BS, Computer Science	Youngstown State University
Heather Bickerstaff	AAS, Paramedic	Arkansas State University
Kathleen Maley	AAS, Radiologic Technology	Lorain Community College
Linda Lipnos	Associates, Radiology	Cuyahoga Community College
Sarah Stevens	BS, Healthcare Management	Colorado Technical University
	Diploma, Medical Assisting	Everest College
Susan Sulzer	BS, Public/Health Care Administration	Saint Joseph's College
Tamea Stewart	MBA, PMP, RHIT	Regis University

MEDICAL BILLING AND CODING

FACULTY	CREDENTIALS	INSTITUTIONS
Deborah Cardillo	MBA, Health Care Management	Colorado Technical University
	BSBA, Project Management	Colorado Technical University
Doreen Marcum	Diploma, Medical Billing and Coding	Remington College
Kenyada Griffin	MBA; BS, Health Administration	University of Phoenix
	Diploma, Medical Insurance and Coding	Remington College
Towanda Smith	MBA, Healthcare Administration	Indiana Wesleyan University
	Diploma, Medical Billing and Coding	Remington College

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
TBD	TBD	TBD

PHYSICAL THERAPIST ASSISTANT

FACULTY	CREDENTIALS	INSTITUTIONS
Jamie Kopacz	BA, Psychology	Cleveland State University
	Licensed PTA	State of Ohio
Julie Pry	BS, Exercise Science	West Liberty State College
	AAS, Physical Therapist Assisting	Marion Technical College
Wendy Zorman	BS, Allied Health	Ohio State University

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Davia Neal	MBA; BA, Social Work	Lindenwood University
Emily Larsen	Master of Education	National University
	BA, English	University of the Pacific
Karrie Crocker	MA, BA, Communication Studies	Marshall University
Kimberly McDuffie	EdD, Admin Leadership for Teaching	Walden University
	MBA	Liberty University
	BS, Business Administration	Mount Olive College
Linda O'Connor	MA, BA, English	Florida Atlantic University
Ruth Robb	MA, Math Education	Ohio State University
	BS, Mathematics	Michigan State University

ADDITIONAL MODIFICATIONS

- Page 1: The following information has been added to the Physical Therapist Assistant Program Accreditation statement:
- The program's current status is probationary accreditation; for more information see <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>. If needing to contact the program/institution directly, please call 216-584-2368 or email Terhan.Freenman@remingtoncollege.edu*
- Page 3: The following requirements have been added to the Admissions Requirements and Procedures policy:
- Additional Admissions Requirements and Procedures for the Cosmetology Associate Degree Program*
- 1) The required passing score for the Wonderlic exam will be 14 or higher for the Cosmetology Associate Degree Program.*
 - 2) Applicants for the Cosmetology Associate Degree Program must submit the Admission Essay.*
 - 3) Program Director of the Cosmetology Associate Degree Program determines a prospective student's eligibility for admission, reviews students' progression issues, and considers readmission requests. In determining an applicant's eligibility for admission, the Program Director will consider, among other factors, Wonderlic score, academic experience, and writing sample quality. Students will be accepted for admission on a space available basis. Should multiple prospective students be evaluated as equally eligible for admission, admission will be offered in the order in which the prospective students applied. The Cosmetology Associate Degree Program is a limited access program, which may result in qualified applicants not having the opportunity to enroll in the program until a future enrollment date.*
 - 4) A candidate must attend the pre-admission interview, as well as orientation, in order to matriculate into the Cosmetology degree program. Exceptions will only be granted for service in the US armed forces or reserves, or in the case of emergency. Such emergencies will require a signed note from a physician or other licensed healthcare provider, or other appropriate documentation (obituary, or documentation from a US Court of Law).*
- Page 4: The first two bullet points under the Attendance Requirements for Activation for Programs Other than the Cosmetology Program 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 6: The Transfer Credit for Programs other than the Cosmetology Diploma Program policy has been renamed Transfer Credit for Courses other than Cosmetology Courses. Additionally, the policy has been amended to include the following requirement:
- Cosmetology courses are identified with a prefix of "COS."*
- Page 7: The Transfer Credit for the Cosmetology Diploma Program policy has been renamed Transfer Credit for Cosmetology Courses. Additionally, the policy has been amended to include the following requirements:
- Cosmetology courses are identified with a prefix of "COS." Students who hold an active cosmetologist license issued by the Ohio Board of Cosmetology may be eligible to receive transfer credits for the COS prefix courses in the Cosmetology associate degree program.*
- Page 14: The following scholarship has been added to the Financial Aid and other Financial Assistance section of the catalog.
- CAREER READY SCHOLARSHIP**
- The Career Ready Scholarship is available to students enrolling in one of the programs designated for participation in the Career Ready Scholarship program, and who satisfy the eligibility requirements set forth below. The amount of a Career Ready Scholarship is \$1,500, which is awarded upon successful completion of the student's program and is applied towards the student's balance, if any, at the time of graduation. To be eligible to receive a Career Ready Scholarship, a student must 1) be a civil servant, a first responder, a law enforcement officer, active military, reservist, or government agency employee; 2) provide proof of employment from an approved agency at enrollment or at re-enrollment/re-entry and upon completion of the program; 3) enroll in and graduate from a Remington College program designated for participation in the Career Ready Scholarship program; and 4) have submitted a Career Ready Scholarship Application prior to enrollment. For a list of the programs designated for participation in the Career Ready Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.*
- Page 18: The Educational Equipment section has been amended to include the items below.
- 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).*
 - Medical Office Administration course equipment may include: computer(s) with medical office simulation software.*
- Page 21: The Campus is no longer enrolling new students in the Cosmetology diploma program.

Page 28: The Cosmetology associate degree program is designed to be delivered over 18 months, which are divided into six three-month quarters delivered in a hybrid format. In the hybrid format, the COS prefix courses are delivered residentially and the BN and GE prefix courses are delivered online.

Pages 23, 30, & 46-47: The program descriptions for the Heating, Ventilation and Air Conditioning diploma and AAS degree programs and the Course Descriptions have 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

Pages 46-47: The prerequisites courses for HV142-HV209 have been amended as follows:

- 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 54: The grading legend that applies to students who are enrolled in core/technical courses of the Physical Therapist Assistant Program has been amended as follows:

TR-A*** 92% to 100%; TR-B*** 83% to 91%; TR-C*** 75% to 82%

Page 55: The Leaves of Absence policy has been amended to read as follows.

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 students 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 55-63: The Satisfactory Academic Progress Policy and Requirements and Satisfactory Academic Progress Appeals and Waivers policies have been replaced with the policies provided on pages 13-16 of this Addendum.

Page 66: The Grade Adjustments Due to Excessive Absences in Residential Courses section of the Attendance Policy for Courses other than Residential Cosmetology Courses 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 77: 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 78: 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 McIver, Vice President of Institutional Innovation
J Bonnell, Chief Information Officer
Bonnie Delashmit, Vice President of Campus Relations & Community Outreach*

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.

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. 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

FACILITY MAINTENANCE AND TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
 21 Months

The Facility Maintenance and Technology 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 and mid-level positions as well as advancement opportunities in the Building Maintenance and Building Management industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels, schools, as well as working independently in variety of maintenance areas.

The Facility Maintenance and Technology Program requires completion of a minimum of 94 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The Facility Maintenance and Technology Program is divided into seven three-month quarters, which are delivered in a hybrid format. Some courses are delivered residentially and some courses are delivered via distance education (i.e., on-line).

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Facility Maintenance and Technology.

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
FM200	Green Applications	36	12	0	3.50
FM210	Security and Building Safety Systems	36	12	0	3.50
FM220	Programmable Logic Controllers and Automation	36	12	0	3.50
FM230	Hydraulic and Pneumatic Systems	36	12	0	3.50
BN2108	Business Applications	36	0	0	3.00
BN2110	Small Business Principles	36	0	0	3.00
BN2112	Small Business Basics	36	0	0	3.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1218	Oral Communication	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
Total:		928	368	0	94

MEDICAL OFFICE ADMINISTRATION

DIPLOMA

8 Months

The Medical Office Administration Diploma Program provides training in administrative procedures used in medical offices, many of which are also applicable to other office settings. The training includes, but is not limited to, instruction and training in scheduling, medical records management, billing and collection, and the basic elements of billing and coding for the healthcare and insurances industries, as well as general organizational and office skills.

The objective of this Program is to prepare graduates for entry-level positions such as admissions clerk, front office assistant, insurance coordinator, insurance verification clerk, medical administrative assistant, medical assistant, medical office administrator, medical office assistant, medical billing clerk, medical billing specialist, medical collections clerk, medical claims collector, medical receptionist, medical records clerk, patient access representative, patient account representative, or patient services representative, in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

This Program requires completion of a minimum of 48 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight monthly academic periods (modules).

Upon successful completion of all areas of this Program, graduates will be awarded Diploma in Medical Office Administration.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MOA111	Fundamentals of Medical Office Administration	90	0	0	6.00
MOA112	Healthcare Business Management	90	0	0	6.00
MOA113	Structure and Function of the Human Body	90	0	0	6.00
MOA121	Law, Ethics, and Medical Records	90	0	0	6.00
MOA122	Fundamentals of Practice Management	90	0	0	6.00
MOA123	Medical Terminology	90	0	0	6.00
MOA131	Introduction to Coding	90	0	0	6.00
MOA132	Basic Medical Coding Applications	90	0	0	6.00
Total:		720	0	0	48

COURSE DESCRIPTIONS

CAD115 **Manual Drafting** **5.00 Quarter Credit Hours**
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 **Computer-Aided Drafting I** **5.00 Quarter Credit Hours**
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 **Computer-Aided Drafting II** **3.50 Quarter Credit Hours**
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 **Structural Drafting** **5.00 Quarter Credit Hours**
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): CAD115, CAD135

CAD155 **Architectural Drafting I** **5.00 Quarter Credit Hours**
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 **Architectural Drafting II** **5.00 Quarter Credit Hours**
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 **Mechanical Drafting I** **5.00 Quarter Credit Hours**
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 **Electrical and Electronic Drafting** **5.00 Quarter Credit Hours**
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 **Pipes and Piping** **5.00 Quarter Credit Hours**
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

CAD215 **Mechanical Drafting II** **5.00 Quarter Credit Hours**
40/40/0

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.

Prerequisite(s): CAD125, CAD135

CAD225	5.00 Quarter Credit Hours
Civil Drafting and Mapping	40/40/0
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>	
CAD235	3.50 Quarter Credit Hours
Career Portfolio	20/40/0
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>	
FM100	3.50 Quarter Credit Hours
OSHA and LEED	40/20/0
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>	
FM105	3.50 Quarter Credit Hours
Small Power Equipment and Appliances	40/20/0
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>	
FM110	5.00 Quarter Credit Hours
Facility Maintenance I - Residential	40/40/0
This course presents training on the role of a facilities maintenance worker 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>	
FM120	5.00 Quarter Credit Hours
Facility Maintenance II - Commercial	40/40/0
This course presents training on the role of a commercial facilities maintenance worker 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>	
FM130	5.00 Quarter Credit Hours
Electrical	40/40/0
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>	
FM140	5.00 Quarter Credit Hours
Carpentry and Finishing	40/40/0
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>	
FM150	5.00 Quarter Credit Hours
Plumbing	40/40/0
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>	
FM200	3.50 Quarter Credit Hours
Green Applications	36/12/0
This course presents information on trending building systems with an emphasis on energy efficiency, alternative energy sources, and environmentally responsible building and maintenance solutions.	
<i>Prerequisite(s): None</i>	
FM210	3.50 Quarter Credit Hours
Security and Building Safety	36/12/0
This course presents information on the use and maintenance of trending facility security systems, security plans, building safety planning, and industry trends in Smart Home and Wired/Wireless Safety Systems.	
<i>Prerequisite(s): None</i>	
FM220	3.50 Quarter Credit Hours
Programmable Logic Controllers and Automation	36/12/0
This course presents information on the use, maintenance, and repair of programmable logic controllers and automation systems used in residential, commercial and industrial mechanical systems.	
<i>Prerequisite(s): None</i>	

FM230	3.50 Quarter Credit Hours
Hydraulic and Pneumatic Systems	36/12/0
This course presents information about the maintenance of Hydraulic and Pneumatic Systems used in many commercial and industrial facilities. Topics covered in this course will include safety, hydraulic and pneumatic system basics, repair, and common uses.	
<i>Prerequisite(s): None</i>	
MOA111	6.00 Quarter Credit Hours
Fundamentals of Medical Office Administration	90/0/0
This course is designed to introduce the career scope and opportunities in administrative medical assisting. It provides an overview of the healthcare environment, receptionist responsibilities, telephone technique, appointment scheduling, and office management. Professional communication techniques are also covered.	
<i>Prerequisites: None</i>	
MOA112	6.00 Quarter Credit Hours
Healthcare Business Management	90/0/0
This course emphasizes knowledge and skills used by successful managers. Topics include the history of management, making decisions, planning for success, organization, human resources, and business ethics. Activities are designed to familiarize students with the use of computers in business management.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA113	6.00 Quarter Credit Hours
Structure and Function of the Human Body	90/0/0
This course introduces the anatomy and physiology of the human body. The structure and function of the human body are used to explain examples of human pathology.	
<i>Prerequisites: None</i>	
MOA121	6.00 Quarter Credit Hours
Law, Ethics, and Medical Records	90/0/0
Topics covered in this course include legal and regulatory factors governing health information, such as HIPAA. Medical record systems and management of medical records are also introduced.	
<i>Prerequisites: None</i>	
MOA122	6.00 Quarter Credit Hours
Fundamentals of Practice Management	90/0/0
This course introduces accounting, financial records, collections, billing, payroll, tax processing, and banking procedures. It also covers the laws affecting these procedures, and how these procedures are applied in the medical office.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA123	6.00 Quarter Credit Hours
Medical Terminology	90/0/0
This course describes the medical vocabulary used to create medical records.	
<i>Prerequisites: None</i>	
MOA131	6.00 Quarter Credit Hours
Introduction to Coding	90/0/0
This course is designed to introduce diseases, disorders, and drug treatments. Basic concepts in ICD-9-CM, ICD-10-CM, CPT, and Level II (HCPCS) coding are also introduced in the context of diagnoses, patient services, and insurance claims. It also offers students the opportunity to review for the certification examination.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	
MOA132	6.00 Quarter Credit Hours
Basic Medical Coding Applications	90/0/0
This course offers students the opportunity to apply insurance, billing, and coding concepts. The process of transferring health information from the patient record to insurance forms, including use of diagnosis codes are covered in this course. Topics include ledger cards and the handling of unpaid claims. It also offers students the opportunity to review for the certification examination.	
<i>Prerequisites: MOA111, MOA113, MOA121, MOA123</i>	

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 Percentage of Total Clock Hours in Program Completed Requirement" 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 number of completed clock hours required as a percentage of the total clock hours in the program as of each Measuring Point in Clock Hours Attempted. The specific Minimum Percentage of Total Clock Hours in Program Completed Requirement as of each Minimum Measuring Point for various programs are delineated in Minimum Clock Hours Completed Requirements (Diplomas Cosmetology) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

"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 (degree and non-cosmetology, diploma programs) or a minimum number of clock hours earned after attempting a certain number of clock 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 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 either a minimum number of credits hours after attempting a certain number of credit hours (degree and non-cosmetology, diploma programs) or a minimum number of clock hours after attempting a certain number of clock hours. For degree programs, the Quantitative Component is measured at each Minimum Measuring Point as a percentage credits earned out of the total credits attempted in the program. For diploma Cosmetology programs the number of clock hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total clock hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached which is defined below as the Minimum Percentage of Total Clock Hours in Program Completed Requirement. 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 non-cosmetology, diploma students. The Minimum Clock Hours Completed Requirement charts below lists program lengths, measuring points in clock hours attempted and the Minimum Percentage of Total Clock Hours in Program Completed Requirement that must be satisfied as of each respective Minimum Measuring Point for cosmetology diploma students.

**MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT
(PROGRAMS OTHER THAN COSMETOLOGY DIPLOMA PROGRAM)**

Program Length (Minimum # of Weeks/Months Required to Complete Program)	Minimum CGPA Requirement	Minimum Pace of Completion (% of credits earned versus completed)	Minimum Measurement Point in Quarters
24 Months (Physical Therapist Assistant only)	2.50	66.67	End of Quarter 1 and each Quarter thereafter
24 Months (except Physical Therapist Assist.) 21 Months 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 8 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

**MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT
(COSMETOLOGY DIPLOMA PROGRAM)**

Program Length	Minimum CGPA Requirement	Minimum Percentage of Total Clock Hours in Program Completed Requirement	Measurement Point in Clock Hours Attempted
12 Months (1500 hours)	1.25	0%	3 months (375 hours)
	1.50	15%	6 months (750 hours)
	2.00	25%	9 months (1125 hours)
	2.00	50%	12 months (1500 hours)
	2.00	75%	15 months (1875 hours)
	2.00	100%	18 months (2250 hours)

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.