

# REMINGTON COLLEGE'S HONOLULU CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-1802 DATED 2/20/2018

Revised: 6/22/18

### TUITION SCHEDULE

DIPLOMA IN MASSAGE THERAPY .....	\$12,000.00
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 CLINICAL MEDICAL ASSISTING.....	\$34,025.00
ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE* .....	\$34,025.00
<i>*No longer enrolling new students</i>	
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL.....	\$22,500.00
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE .....	\$37,625.00
BACHELOR OF SCIENCE IN ORGANIZATIONAL MANAGEMENT* .....	\$37,625.00
<i>*No longer enrolling new students</i>	

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

## 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 is now known as the Director of Campus Administration.
  - The Director of Education is now known as the Campus Dean.
- Page 4: Item 3 of the Admissions Requirements and Procedures has been amended to include the following requirement:
- The required passing score for the Wonderlic exam will be 13 or higher for the Massage Therapy and Paralegal 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 17: The Educational Equipment section has been amended to include the items below.
- *Medical Office Administration course equipment may include: computer(s) with medical office simulation software.*
- Page 40: The Leave 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 40-46: The Satisfactory Academic Progress Policy and Requirements and Satisfactory Academic Progress Appeals and Waivers policies have been replaced with the policies provided on pages 7-9 of this Addendum.
- Page 48: The Grade Adjustments Due to Excessive Absences in Residential Courses 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 59: 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 61: 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, Regional Vice President of Educational Support & Campus Administration*

# 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
<b>Total:</b>		<b>720</b>	<b>0</b>	<b>0</b>	<b>48</b>

**PARALEGAL**  
**ASSOCIATE OF APPLIED SCIENCE**  
 18 Months

Paralegals typically assist attorneys in conducting legal research and analysis, drafting legal documents, preparing for trial, maintaining client files, and performing related tasks and duties.

The Paralegal Associate of Applied Science Degree Program includes specific, in-depth professional courses, as well as general education courses. The Program provides training in legal research and writing, civil litigation and trial preparation, business and contracts law, bankruptcy law, family and probate law, real estate law, and legal liability and ethics. The objective of this Program is to help prepare graduates for entry-level positions as paralegals to assist lawyers in law firms, corporations, and government agencies.

This Program requires completion of a minimum of 90 quarter credit hours. Program completion normally requires 18 months for full-time students. The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residually 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 Paralegal.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
BSN1108	Packaged Applications	6.00
PL1111	Introduction to Paralegal Studies	6.00
PL1121	Legal Research	6.00
PL1122	Legal Writing	6.00
PL1231	Legal Liability and Ethics	6.00
PL1241	Civil Litigation and Trial Preparation	6.00
PL2351	Business and Contracts Law	6.00
PL2570	Family Law	6.00
PL2571	Probate Law	6.00
PL2572	Real Estate Law	6.00
PL2582	Bankruptcy Law	6.00
	<b>Subtotal:</b>	<b>66</b>
<b><i>Associate or Lower-Level General Education Courses</i></b>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
	<b>Subtotal:</b>	<b>24</b>
	<b>Total:</b>	<b>90</b>

## COURSE DESCRIPTIONS

<b>MOA111</b> <b>Fundamentals of Medical Office Administration</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA112</b> <b>Healthcare Business Management</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA113</b> <b>Structure and Function of the Human Body</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA121</b> <b>Law, Ethics, and Medical Records</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA122</b> <b>Fundamentals of Practice Management</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA123</b> <b>Medical Terminology</b> This course describes the medical vocabulary used to create medical records. <i>Prerequisites: None</i>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA131</b> <b>Introduction to Coding</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>MOA132</b> <b>Basic Medical Coding Applications</b> 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>	<b>6.00 Quarter Credit Hours</b> <b>90/0/0</b>
<b>PL1111</b> <b>Introduction to Paralegal Studies</b> This course provides an overview of legal principles and specific topics in the paralegal profession and discusses the common duties and responsibilities of practicing paralegals. Topics covered include an overview of contracts, civil and criminal law, procedure and discovery, legal research, real estate, decedents' estates, and the ethical responsibilities of legal assistants. Also included in this course is a review of the available certification tests in the paralegal field. <i>Prerequisite(s): None</i>	<b>6.00 Quarter Credit Hours</b>
<b>PL1121</b> <b>Legal Research</b> This course provides an opportunity for students to learn the fundamentals of effective research and analysis in the paralegal profession. Students are introduced to the process of conducting research and compiling their findings. Students are also taught to formulate an understanding of how to summarize those findings to draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs. <i>Prerequisite(s): None</i>	<b>6.00 Quarter Credit Hours</b>
<b>PL1122</b> <b>Legal Writing</b> This course provides an opportunity for students to learn the fundamentals of effective writing in the paralegal profession as they draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs based on their compiled research. <i>Prerequisite(s): PL1121</i>	<b>6.00 Quarter Credit Hours</b>

**PL1231****6.00 Quarter Credit Hours****Legal Liability and Ethics**

This course discusses the important ethical issues facing paralegals today and reviews the most common ethical situations that paralegals may encounter on the job. Included is an analysis of regulations regarding the legal profession and the unauthorized practice of law, confidentiality and conflicts of interest, technical rule-driven concepts such as advertising, billing, and fees, and abstract rules such as competence, zealous representation, and integrity.

*Prerequisite(s): None*

**PL1241****6.00 Quarter Credit Hours****Civil Litigation and Trial Preparation**

The litigation process, from pre-lawsuit investigation to appeal, is covered in this course. Coursework provides instruction on how to assist attorneys during each phase of litigation and explains the importance of each step in relation to the client's success. Topics covered include litigation principles, lawyer and client relationships and ethics, evidence gathering, depositions, civil trial preparation, the structure of a civil trial, and judgments and appeals. In addition, a case study provides the opportunity for students to learn the practical application of the concepts presented.

*Prerequisite(s): PL1111, PL1121, PL1122*

**PL2351****6.00 Quarter Credit Hours****Business and Contracts Law**

This course addresses the daily tasks and responsibilities of a paralegal involved in business/contract law. It presents a wide variety of typical business/contract problems and the legal methods used to address those problems. Areas of study include significant cases and their relevance, common issues faced by businesspeople and attorneys, and an in-depth analysis of contracts and the common clauses contained in them.

*Prerequisite(s): PL1111, PL1121, PL1122*

**PL2570****6.00 Quarter Credit Hours****Family Law**

This introduction to family law covers such topics as premarital and cohabitation agreements, annulment and divorce and the corresponding separation agreements, issues of child custody and child support, illegitimacy and paternity proceedings, and adoption.

*Prerequisite(s): PL1111, PL1121, PL1122*

**PL2571****6.00 Quarter Credit Hours****Probate Law**

This introduction to probate law covers such topics an overview of wills, trusts, and estates, including how to draft wills and trusts, estate planning issues, elder care issues, right-to-die concerns, "do not resuscitate" orders, and other healthcare proxies.

*Prerequisite(s): PL1111, PL1121, PL1122*

**PL2572****6.00 Quarter Credit Hours****Real Estate Law**

This course covers the basics of real estate law and its current practice. Topics of study include buyer/seller transactions, the role of third parties, contingencies and conditions, deeds, mortgages and leases, closing and settlement procedures, the resolution of real estate disputes, and the reality of foreclosure.

*Prerequisite(s): PL1111, PL1121*

**PL2582****6.00 Quarter Credit Hours****Bankruptcy Law**

The bankruptcy code and bankruptcy rules are explored in this course, including why bankruptcy law covers what it does, the written and unwritten rules of procedure that guide how a bankruptcy is implemented, the necessary tools for mastering the procedures of bankruptcy practice, and the role of the paralegal in this practice. Bankruptcy is examined from the perspective of the debtor, the trustee, and the creditor. An explanation of taxes in bankruptcy and the procedure for electronic filing are also covered.

*Prerequisite(s): None*

## **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**

<b>Program Length</b> (Minimum # of Weeks/Months Required to Complete Program)	<b>Minimum CGPA Requirement</b>	<b>Minimum Pace of Completion (% of credits earned versus completed)</b>	<b>Minimum Measurement Point in Quarters</b>
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
8 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](mailto: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.