

## **College Catalog**

### **Remington College *Cleveland West Campus (North Olmsted)***

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**NOTICE:** This catalog is effective as of the date of publication. The institution reserves the right to modify organizational structures, schedule of courses, curriculum, and policies and procedures as circumstances dictate or as required by changes in applicable regulations. The accompanying addendum supplements this catalog, and this catalog and the addendum comprise the complete College Catalog.

# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
CAMPUS LOCATION AND FACILITIES .....	1
ACCREDITATION, AFFILIATIONS AND LICENSING.....	1
<i>ACCSC Accreditation .....</i>	<i>1</i>
<i>State Licensure .....</i>	<i>1</i>
<i>Physical Therapist Assistant Program Accreditation .....</i>	<i>2</i>
CONTRACTUAL RELATIONSHIPS .....	2
EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT .....	2
<i>Physical Therapist Assistant Program Mission .....</i>	<i>2</i>
<i>Physical Therapist Assistant Program Philosophy .....</i>	<i>2</i>
<b>ADMISSIONS REQUIREMENTS AND PROCEDURES .....</b>	<b>3</b>
ADDITIONAL ADMISSIONS REQUIREMENTS AND PROCEDURES FOR PHYSICAL THERAPIST ASSISTANT PROGRAM .....	3
ACTIVATION.....	4
<i>Criteria for Activation.....</i>	<i>4</i>
<i>Procedures-Drop/Add Period .....</i>	<i>4</i>
TRANSFER CREDIT .....	5
TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF VETERAN’S BENEFITS (GI BILL) .....	5
<i>Limitations On Transferability Of Credits To Non-Affiliated Educational Institutions .....</i>	<i>5</i>
FULL-TIME STUDENTS .....	6
RE-ENROLLMENT POLICY .....	6
<i>Academic Criteria .....</i>	<i>6</i>
<i>Financial Criteria .....</i>	<i>7</i>
<i>Other Considerations.....</i>	<i>7</i>
NONDISCRIMINATION POLICY .....	7
ADMISSION OF DISABLED INDIVIDUALS.....	7
<i>Accommodations For Disabled Individuals .....</i>	<i>7</i>
TUITION AND ADDITIONAL FEES .....	8
<i>Program Tuition.....</i>	<i>8</i>
<i>18 Month Associate Degree Programs (Quarterly Calendar Start Dates) .....</i>	<i>8</i>
<i>18 Month Associate Degree Programs (Mid-Quarter Calendar Start Dates) .....</i>	<i>8</i>
<i>All Other Programs.....</i>	<i>8</i>
<i>Damaged Property Fees .....</i>	<i>8</i>
<i>Non-Sufficient Funds Fee.....</i>	<i>8</i>
<i>Replacement Of Degree/Diploma Fee .....</i>	<i>8</i>
<i>Transcript Fee.....</i>	<i>9</i>
PAYMENT POLICY .....	9
<b>FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE .....</b>	<b>10</b>
GENERAL INFORMATION .....	10
FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION (“EFC”), AND ELIGIBILITY AMOUNT .....	10
TITLE IV AWARDS .....	10
FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES .....	10
<i>Student Eligibility.....</i>	<i>10</i>
<i>Completion Of Application .....</i>	<i>11</i>
<i>Determination Of Need, Cost Of Attendance, And Eligibility Amount.....</i>	<i>11</i>
<i>Verification .....</i>	<i>11</i>
<i>Entrance And Exit Interview And Loan Notification.....</i>	<i>12</i>
TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY .....	12
<i>Federal Pell Grant .....</i>	<i>12</i>
<i>Federal Supplemental Educational Opportunity Grant ("FSEOG").....</i>	<i>12</i>
<i>Federal Direct Subsidized Stafford Loan.....</i>	<i>12</i>

<i>Federal Direct Unsubsidized Stafford Loan</i> .....	12
<i>Federal Direct Plus Loan</i> .....	12
<i>Non-Federal Loan Options</i> .....	12
<i>Veteran's Benefits</i> .....	12
<i>Other Financial Aid Programs</i> .....	13
<i>Imagine America High School Scholarship Program</i> .....	13
<i>Campus High School Scholarship Program</i> .....	13
<b>STUDENT SERVICES</b> .....	<b>14</b>
CAREER SERVICES .....	14
LIBRARY OR INFORMATION RESOURCE CENTER .....	14
ORIENTATION .....	14
HOUSING .....	14
HEALTH, SECURITY, AND SAFETY .....	14
<b>PROGRAMS OF STUDY</b> .....	<b>15</b>
CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE.....	15
EXPLANATION OF COURSE NUMBERING SYSTEM.....	15
EDUCATIONAL EQUIPMENT .....	15
PHYSICAL THERAPIST ASSISTANT PROGRAM GOALS .....	16
AMERICAN PHYSICAL THERAPY ASSOCIATION (“APTA”) MEMBERSHIP.....	16
<b>DENTAL ASSISTING</b> .....	<b>17</b>
<i>Diploma</i> .....	17
<b>MEDICAL ASSISTING</b> .....	<b>18</b>
<i>Diploma</i> .....	18
<b>PHARMACY TECHNICIAN</b> .....	<b>19</b>
<i>Diploma</i> .....	19
<b>MEDICAL BILLING AND CODING</b> .....	<b>20</b>
<i>Diploma</i> .....	20
<b>MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) AND EKG</b> .....	<b>21</b>
<i>Diploma</i> .....	21
<b>COMPUTER AND NETWORK ADMINISTRATION</b> .....	<b>22</b>
<i>Associate of Applied Science</i> .....	22
<b>CRIMINAL JUSTICE</b> .....	<b>23</b>
<i>Associate of Applied Science</i> .....	23
<b>PHYSICAL THERAPIST ASSISTANT</b> .....	<b>24</b>
<i>Associate of Applied Science</i> .....	24
<b>COURSE DESCRIPTIONS</b> .....	<b>25</b>
<b>ACADEMIC STANDARDS</b> .....	<b>40</b>
GRADING LEGEND .....	40
<i>Physical Therapist Assistant Clinical Education Grading Policy</i> .....	40
WITHDRAWAL FROM A COURSE.....	40
REPEATING A COURSE.....	41
INCOMPLETE GRADES .....	41
GRADES IN ERROR .....	41
SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS.....	41

<i>Satisfactory Academic Progress Definitions</i> .....	41
<i>Qualitative Component of Satisfactory Academic Progress</i> .....	43
<i>Minimum CGPA Requirement (Degrees)</i> .....	43
<i>Minimum CGPA Requirement (Diplomas)</i> .....	44
<i>Quantitative Component Of Satisfactory Academic Progress</i> .....	44
<i>Minimum Credits Completed Requirement (Degrees)</i> .....	46
<i>Minimum Clock Hours Completed Requirement (Diplomas)</i> .....	47
<i>Satisfactory Academic Progress Statuses</i> .....	47
<b>SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS</b> .....	48
<i>Appeal Procedures</i> .....	48
<i>Waiver Procedures</i> .....	48
<b>GRADUATION REQUIREMENTS</b> .....	49
<b>UNIT OF CREDIT/ACADEMIC HOUR DEFINITION</b> .....	49
<b>ATTENDANCE POLICY</b> .....	49
<i>Method of Recording Attendance</i> .....	49
<i>Attendance Requirements</i> .....	50
<b>PROGRAM CHANGES</b> .....	50
<b>INDEPENDENT STUDY</b> .....	50
<b>CANCELLATION, WITHDRAWAL, AND REFUND POLICIES</b> .....	51
<b>RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A</b>	
<b>REFUND OF ALL PAYMENTS</b> .....	51
<b>RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED</b> .....	51
<b>WITHDRAWAL NOTIFICATION</b> .....	51
<b>EXIT CALCULATION AND REFUND POLICIES</b> .....	51
<b>RETURN OF TITLE IV FUNDS</b> .....	52
<b>REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS</b> .....	52
<b>OHIO STATE REFUND POLICY TABLE</b> .....	52
<b>RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION</b> .....	52
<i>Title IV Credit Balances</i> .....	52
<i>Non-TIV Credit Balances</i> .....	52
<b>RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL</b> .....	52
<b>RETURN OF TITLE IV (SFA PROGRAM) FUNDS</b> .....	53
<i>Return Of Unearned SFA Program Funds</i> .....	53
<i>Return Of Unearned SFA Priority</i> .....	53
<i>Determination Of Student Balances</i> .....	53
<i>State Refunds</i> .....	53
<i>Post-Withdrawal Disbursements</i> .....	53
<b>FORCE MAJEURE</b> .....	54
<b>ACTIVATION OF MILITARY RESERVIST</b> .....	54
<b>ADMINISTRATIVE POLICIES</b> .....	55
<b>CANCELLATION OF CLASSES</b> .....	55
<b>STUDENT CONDUCT AND DISCIPLINE</b> .....	55
<i>Physical Therapist Assistant Student Code of Conduct:</i> .....	56
<b>STUDENT SEXUAL HARASSMENT POLICY</b> .....	56
<i>What Constitutes Sexual Harassment</i> .....	56
<i>Reporting Suspected Sexual Harassment</i> .....	57
<i>Investigation And Resolution Of Sexual Harassment Complaints</i> .....	57
<i>Formal Grievance Procedures</i> .....	58
<i>Non-Reprisal For Reporting Sexual Harassment</i> .....	58
<b>EMPLOYEE/STUDENT RELATIONSHIPS</b> .....	58
<b>DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES</b> .....	58
<i>Remington College Grievance Procedures</i> .....	59
<i>Accrediting Commission And State Board Complaint And Grievance Procedures</i> .....	59
<b>ALTERNATIVE DISPUTE RESOLUTION</b> .....	60

<i>Time For Commencing Arbitration Or Other Action</i> .....	61
LIMITATION OF LIABILITY AND DAMAGES .....	61
EXAMINATION OF STUDENT RECORDS.....	61
DRUG-FREE AND SMOKE-FREE SCHOOL POLICIES .....	62
<i>Student Drug and Alcohol Abuse Policy</i> .....	62
<b>CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY .....</b>	<b>64</b>
<b>2013 CALENDAR.....</b>	<b>68</b>
<i>MONTHLY</i> .....	68
<i>MID-QUARTERS</i> .....	68
<i>QUARTERS</i> .....	68
<i>BREAKS</i> .....	68
<i>HOLIDAYS</i> .....	68

## **INTRODUCTION**

Thank you for your interest in Remington College.

For those of you considering attending Remington College's Cleveland West Campus (North Olmsted) ("Campus"), we encourage you to read this Catalog to gain a full understanding of the various programs and services offered by Remington College, and to talk with Campus Representatives.

For those of you who have made the decision to attend Remington College, congratulations! We hope that you will find your time at Remington College to be both educational and rewarding, and that your efforts will help you on your way to a better career and a more fulfilling and enjoyable life. Please take the time to read this entire Catalog to obtain a thorough understanding of the programs and services.

By way of introduction, Remington College is a common name used by all campuses of a group of affiliated companies of nonprofit post-secondary educational institutions. Remington College, and the predecessor owners, have operated the colleges since 1985. Currently Remington College has one or more campus locations in the following states: Alabama, Arkansas, Colorado, Florida, Hawaii, Louisiana, Ohio, South Carolina, Tennessee, and Texas.

Remington College offers both degree and non-degree (diploma) programs of study intended to provide students with the education and training needed for entry-level positions in a variety of career fields including: business, computers/information technology, criminal justice, electronics, graphic arts and health sciences (sometimes referred to as "allied health programs").

Financial aid is available for those who qualify. (For a detailed discussion of available financial aid and financial assistance programs, refer to the Financial Aid section of this Catalog.)

In addition to financial aid and financial assistance services, each Remington College campus also offers placement assistance to assist students in their effort to find suitable employment upon completion of their program of study. (For more information see the Student Services section of this Catalog.)

## **CAMPUS LOCATION AND FACILITIES**

The Campus is located at 26350 Brookpark Road, North Olmsted, OH and is comprised of approximately 39,734 square feet including 16 lecture classrooms, two Medical Assisting labs, a pharmacy lab, a three-chair Dental Assisting lab, an X-ray lab, an EKG lab, two Microsoft Academy computer labs, three dedicated desktop computer labs, a mock courtroom, a forensics lab with a mock jail cell, a physical therapy lab, a 75-seat teaching auditorium, and an Information Resource Center. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

## **ACCREDITATION, AFFILIATIONS AND LICENSING**

The Campus:

- Is eligible for participation in Title IV programs. Financial aid is available for those who qualify.
- Is approved for the training of veteran and eligible persons under the provisions of Title 38, United States Code.
- Provides training services for vocational rehabilitation programs where available.

### **ACCSC ACCREDITATION**

The Campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, phone number (703) 247-4212. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a national accrediting agency.

### **STATE LICENSURE**

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

The Campus (Registration Number 11-01-1959T) is approved by the Ohio State Board of Career Colleges and Schools.

**PHYSICAL THERAPIST ASSISTANT PROGRAM ACCREDITATION**

The Physical Therapist Assistant program at Remington College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

**CONTRACTUAL RELATIONSHIPS**

A student contracting with Remington College has a legal relationship only with Remington College and has no legal relationship with other affiliated companies. Students agree and acknowledge by the signing of their Application and Enrollment Agreement (and such other documents as may be required for admission to Remington College), that no legal relationship exists between the students and any legal entity other than Remington College.

**EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT**

The vision of Remington College is to operate at all times in accordance with the highest ethical standards while continually striving to improve the quality of education, services and value provided to our students, employers and the community, and to provide security to our employees and their families by ensuring the long-term viability of our Campuses.

The mission of Remington College is to contribute to the public good by providing relevant, career-focused education designed and intended to help students acquire the knowledge and develop the skills and abilities necessary for successful entry into their chosen career fields. Remington College believes that a well-educated workforce contributes to the economic and social vibrancy of the diverse communities in which its students, faculty, and staff live. To accomplish its mission, Remington College is committed to providing a caring learning environment in which a technically rich, intellectually stimulating, quality education is delivered by a dedicated faculty and staff.

**PHYSICAL THERAPIST ASSISTANT PROGRAM MISSION**

The mission of the Physical Therapist Assistant Program is to provide relevant classroom, laboratory, and clinical experiences to prepare individuals to practice as a physical therapist assistant under the supervision of a physical therapist. The program exists to develop students into ethical, safe, and critical thinking members of the health care team who assist physical therapists in the provision of physical therapy.

**PHYSICAL THERAPIST ASSISTANT PROGRAM PHILOSOPHY**

To provide students enrolled in the Physical Therapist Assistant Program with sequential and structured learning opportunities to develop the skills, attitudes, and attributes to function as an entry-level physical therapist assistant under the supervision of a licensed physical therapist.

## ADMISSIONS REQUIREMENTS AND PROCEDURES

Applicants for admission must visit the campus, meet with an Admissions Representative, and tour the facilities.

To be admitted an applicant must:

- 1) Execute an Application and Enrollment Agreement with Remington College. If the applicant is a minor, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant. Applicants for the Pharmacy Technician program must (i) complete a Criminal History Acknowledgement and Self-Disclosure Form and (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check prior to executing an Application and Enrollment Agreement.
- 2) Provide documentation of high school graduation or equivalent (such as a GED) before the end of the Activation Period in the program in which the applicant is enrolled. Additionally, before the applicant is permitted to attend classes, Remington College verifies/confirms high school graduation or equivalent (such as a GED) from a source independent of the applicant (such as the high school or GED testing center).

The high school diploma or equivalent must be from a high school or GED testing center recognized by Remington College and the documentation must be in English or have been translated to English by a recognized translator or by the office of the Chief Academic Officer for Remington College. Satisfactory documentation includes, but is not limited to, any of the following items:

- a) Copy of the high school diploma or equivalent, such as a GED.
  - b) Copy of a high school or college transcript indicating high school graduation status.
  - c) Copy of form DD214 indicating graduation status.
  - d) Copy of a letter indicating graduation status and graduation date from an appropriate school official or state official.
  - e) Such other documentation as deemed acceptable by the Chief Academic Officer for Remington College.
- 3) Take and pass a standardized entrance exam. The Wonderlic Scholastic Level Exam (SLE) exam will be used as the sole acceptable entrance exam for all applicants. The required passing score for the Wonderlic exam will be 17 or higher for the Computer and Network Administration and Physical Therapist Assistant associate degree programs, 13 or higher for all other associate degree programs, and 12 or higher for all diploma programs. Applicants will be allowed to take the entrance exam a maximum of three times. If an applicant must take the entrance exam a third time it may not be administered until 12 hours after taking the second exam. Applicants who fail to achieve a passing score after the third exam will never be eligible for admission into any Remington College campus. The Wonderlic exam is not required for students entering a program who can show proof of an associate's degree or higher from an accredited college.
  - 4) No later than 30 days after the class start date the student must have made satisfactory financial arrangements to provide for complete payment of all amounts expected to be due to the institution for Tuition and fees. This requirement may include, but is not limited to, the completion of credit applications, financial aid applications and forms (if the applicant wishes to apply for financial aid), and the execution of promissory notes or other documents necessary to obtain the requisite financial aid or other financial assistance. Students who have not met this requirement to the satisfaction of Remington College will be dropped, and any Tuition charged up to this date will be the responsibility of the student. **Any exceptions to this requirement must be approved in writing by the National Director of Financial Aid (or his/her designee) for Remington College.**
  - 5) Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to the first scheduled class of the program for which the applicant is applying. If this requirement is not met, the applicant will not be eligible to enroll in that program for that term. All applicants must attend classes on the first scheduled class date for the program they are enrolled. **Any exceptions to this requirement must be approved in writing by the Chief Executive Officer (or his/her designee) for Remington College.**

## ADDITIONAL ADMISSIONS REQUIREMENTS AND PROCEDURES FOR PHYSICAL THERAPIST ASSISTANT PROGRAM

- 1) Applicants for the Physical Therapist Assistant Program must (i) complete a Criminal History Acknowledgement and Self-Disclosure Form and (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check and (iii) and pass a five panel drug screen (to be done prior to executing an Application and Enrollment Agreement).



- 2) The required passing score for the Wonderlic exam will be 17 or higher for the Physical Therapist Assistant Program.
- 3) Applicants must complete 40 hours of observation/volunteer hours in a physical therapy department prior to their admission to the program. Verification forms are available from either the Physical Therapist Assistant department office or the admissions department.
- 4) Prior to participation in laboratory or clinical education Physical Therapist Assistant students must have a current certificate of liability/malpractice coverage.
- 5) Documentation of immunizations is required. The Director of the Physical Therapist Assistant Program or the Academic Coordinator of Clinical Education (ACCE) must receive validation of this requirement prior to the beginning of supervised clinical education. Students are not permitted to attend clinical education until this requirement is satisfied.

## **ACTIVATION**

In order to be activated (to officially become a student), applicants must meet the minimum requirements as set forth below. Applicants who do not meet the activation criteria will be canceled.

### **CRITERIA FOR ACTIVATION**

- a) Satisfy the requirements for admissions as set forth above,
- b) Complete an in-person admissions interview with an Admissions Administrator or other designated campus official (For quality control purposes this interview may be electronically monitored or recorded.),
- c) Satisfy the attendance requirements as set forth below.

In addition to the above, the criminal background check performed on Pharmacy Technician applicants must reflect no prior criminal history or the activation must be approved by the Chief Academic Officer (or his/her designee) for Remington College.

### **Activation Period**

For each term, the activation period begins the first day classes are scheduled and ends at the close of the last day of scheduled classes in the second week of the term in which the applicant begins classes. Any exceptions to the activation deadline must be approved by the Chief Academic Officer (or his/her designee) for Remington College.

### **Attendance Requirements**

- All applicants, including former students who are applying to re-enroll, must have positive attendance recorded in at least one class on the first day of the term in which the applicant begins classes.
- In addition to positive attendance on day one of the term in which the applicant begins classes, all applicants, including former students who are applying to re-enroll, must have (i) positive attendance recorded on 50% of the days classes are scheduled for the second week of the term and (ii) positive attendance recorded on 50% of the days classes are scheduled for the first two weeks of the term.

In the event any scheduled classes are canceled due to weather or other reasons during the first two weeks of the term, the Master Registrar of Remington College and the Campus President shall determine the percentage of class attendance required for activation for the term in which the cancellations occurred.

Applicants who have not met the criteria set forth above can be activated only with written approval (waiver) from the Chief Academic Officer of Remington College or his designee.

### **PROCEDURES-DROP/ADD PERIOD**

The drop/add period is one week, and is the same for all programs.

### **Adding or Dropping Courses**

Students may add a course(s) during the drop/add period. Courses may be dropped during the drop/add period and no grade will be recorded and no Tuition will be charged. Students may drop courses after the drop/add period, however, a grade will be recorded and Tuition will be charged. Students who drop or are dropped from a course(s) after the drop/add period will receive the following grade(s):

- A "W" if before 50% of Grading Period is completed.
- A "W" if passing at any point in the Grading Period.
- An "F" if failing after 50% of Grading Period.
- For externship courses only, an "F" if the externship is not successfully completed.

## **TRANSFER CREDIT**

Remington College may accept transfer credits (if the credits to be transferred are semester credit hours, then they will be converted to quarter credit hours at the rate of one semester credit hours equals one and one-half quarter credit hours) for degree programs only from certain accredited colleges and universities. For the Medical Assisting with X-Ray Tech (Limited Scope) and EKG diploma program, Remington College may accept transfer credits only from colleges or universities accredited by ACCSC, ACICS, ABHES, or a regional accreditation agency. Transfer credits will be accepted for degree and diploma programs offered by the Campus from other campuses of Remington College. Credits are accepted on the basis of applicability to the chosen program of study and are accepted at the discretion of the Director of Education of the Campus or the Campus President. Appeals of decisions regarding transfer credits may be directed to the Chief Academic Officer for Remington College (or his/her designee). For transfer credits to be considered acceptable, students must have an official transcript sent directly to the Campus from the college or university that awarded the credit.

Transfer credits will not be accepted unless the student obtained a minimum grade of "C." The exceptions to this requirement are as follows: (a) a student transferring from the Medical Assisting Program at a Remington College into the Medical Assisting with X-Ray Tech (Limited Scope) and EKG Program at a Remington College may transfer a grade of "D," provided that the student has a minimum 2.0 CGPA at the time of the transfer; or (b) a student transferring into the program from an accredited institution other than Remington College may receive full transfer credit (a maximum of 720 hours) for any passing grade, provided that the student has graduated within the last five years from his or her planned start date.

Transfer credits must be accepted by the Director of Education of the Campus or the Campus President no later than the end of the drop period of the first term in which the student is enrolled (See Activation Policy section for information about the drop period).

Each course transferred from any college other than another Remington College campus will be posted to the student's academic transcript as a "TR." Each course transferred from another Remington College campus will be posted to the student's academic transcript as a "TR-A," "TR-B," "TR-C," etc.; the A, B, C, etc., indicates the grade the student received at the other Remington College campus. It is the responsibility of the student to verify whether transfer credits have been accepted by Remington College and a student should not assume that any transfer credits will be accepted by Remington College.

If a student has transfer credits that have been accepted by Remington College and then elects to attend the class, the student will be charged for the class, and the grade earned will be included in computing the student's grade point average.

No more than 75% of a diploma program's total required credit hours to graduate, and no more than 50% of a degree program's total required credit hours to graduate, may be fulfilled with transfer credits, unless the transfer of credit is from one Remington College campus to another, in which case more than 75% (for diploma programs) and 50% (for degree programs) may be transferred. Certain state regulations may restrict the number of credit hours that may be transferred into certain programs.

For students transferring from one Remington College campus to another Remington College campus, all applicable classes and grades must be transferred to accurately calculate the Cumulative Grade Point Average.

## **TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF VETERAN'S BENEFITS (GI BILL)**

Students receiving veteran's education benefits must have an official transcript or a notarized equivalent from each previous postsecondary institution attended sent to the Campus by the end of the activation period to have credits earned at another institution considered for transfer. In extenuating circumstances, the Chief Academic Officer for Remington College may extend the period of time allowed to provide the documentation. However, in no event shall the extension be granted beyond 30 days from the first day of scheduled classes. Additionally, veterans must provide the institution a copy of their DD 214 Certificate of Release or Discharge from Active Duty. These documents will be evaluated, and the student will be given credit for those credits found to be acceptable for transfer to the student's assigned program and the credits transferred will be reported to the U.S. Department of Veterans Affairs.

## **LIMITATIONS ON TRANSFERABILITY OF CREDITS TO NON-AFFILIATED EDUCATIONAL INSTITUTIONS**

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." Remington College has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits from Remington College. Accordingly, Remington College does not make any representation that credits from Remington College will be transferable to any non-affiliated college or educational institution, nor is any representative of Remington College authorized to make any such representation or promise of transferability.

Remington College offers programs that are career-focused. The courses that comprise the programs are designed to offer training considered to be required or desired for a specific career. Accordingly, the courses may be very different from courses that might be offered by an educational institution that offers more traditional, and therefore, more generalized education.

The student is advised that Remington College accepts no liability if credits earned at Remington College will not transfer to another educational institution, except that such credits may be accepted by other Remington College campuses. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Prospective students are advised not to attend this Campus if their intention is to obtain credits for the purpose of transferring those credits to a non-affiliated educational institution. Remington College does not promise, represent or guarantee that credits from Remington College will transfer to any non-affiliated college or educational institution.

As previously described in this Catalog, Remington College is a member of a group of affiliated campuses. Each of the affiliated campuses accepts transfer credits from other affiliated campuses to the extent that the receiving campus offers identical or substantially similar programs or courses.

While some non-affiliated educational institutions may accept the transfer of credits from the programs offered by Remington College, students and prospective students should assume that credits from Remington College will not transfer to non-affiliated educational institutions. The Application and Enrollment Agreement contains language advising students that credits from Remington College are not likely to be accepted by non-affiliated educational institutions and that Remington College accepts no liability related thereto.

## **FULL-TIME STUDENTS**

Students enrolled in degree programs are considered to be full time if they are enrolled for twelve (12) or more Credit Hours at the end of the add/drop period of a Quarter or scheduled for eighteen (18) or more Credit Hours for the Term.

Students enrolled in diploma programs are considered to be full time if they are scheduled for 20 classroom or laboratory hours per week. Additionally, students enrolled in diploma programs containing an externship component must complete at least 20 externship hours per week during their externship component in order to maintain full-time status.

## **RE-ENROLLMENT POLICY**

Former students (i.e., individuals who have previously been enrolled and activated at Remington College) and who have dropped or been dropped are generally eligible to re-enroll into an existing program, provided that he or she meets the eligibility requirements for enrolling in the program that are applicable at the time he or she seeks to re-enroll. Former students who have not been in attendance for one year or more will be eligible for re-enrollment ONLY upon the successful completion of a competency assessment and the written approval of the Chief Academic Officer, which approval shall be at the sole discretion of the Chief Academic Officer. Former students wishing to re-enroll must have completed the Application for re-enrollment no later than the close of business on the Tuesday preceding the start date for their reenrollment.

The eligibility of the applicant seeking to re-enroll is subject to the following criteria:

### **ACADEMIC CRITERIA**

- 1) Former students who were dropped for violating the Student Code of Conduct ("SCC") are not eligible to re-enroll.
- 2) Former students who were dropped for failure to maintain Satisfactory Academic Progress ("SAP") are not eligible to re-enroll.
- 3) Former students must have completed and executed both an Application and an Enrollment Agreement which has been executed by an authorized representative of Remington College and both documents must have been fully executed by all required signatories prior to the beginning (start time) of the class or term into which the Applicant is attempting to re-enroll.
- 4) Former students who have dropped two times (neither of which drops have been for violations of SCC or failure to meet SAP requirements) may be eligible to re-enroll ONLY with the written approval of the Chief Academic Officer of Remington College, which approval will NOT be routinely granted in the absence of compelling evidence of extenuating circumstances.
- 5) Former students who have dropped three times are not eligible to re-enroll under any circumstances, except that this limitation can be waived in rare and special circumstances ONLY by the Chief Executive Officer of Remington College.
- 6) Occasionally, students will be dropped by Remington College for administrative reasons. Such drops will be recorded as "Administrative Drops." Administrative Drops will NOT be counted as a "drop" for purposes of the limitations on the number of drops a student may have and still be eligible for re-enrollment as described above.

Any of the above criteria may be waived, in rare circumstances, by the Chief Academic Officer or Chief Executive Officer for Remington College.

#### **FINANCIAL CRITERIA**

- 1) Former students seeking to re-enroll must have made financial arrangements satisfactory to Remington College in order to be eligible to re-enroll. Generally the financial arrangements will be deemed satisfactory if the Applicant has demonstrated his or her ability to pay his or her cost of attendance for the re-enrollment period.
- 2) Former students whose re-enrollment start date is equal to or less than 180 days from their last day of attendance will be charged the Tuition rate that was in effect during their enrollment. Former students whose re-enrollment start date is greater than 180 days from their last day of attendance will be charged the current Tuition rate effective as of the date of their scheduled (re-enrollment) start.

#### **OTHER CONSIDERATIONS**

Notwithstanding the above provisions, the Campus President has the authority to determine that a former student is not eligible to re-enroll if, in the opinion of the Campus President, the re-admittance of the former student would be detrimental to the Campus and its students.

#### **NONDISCRIMINATION POLICY**

Remington College does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. Remington College admits students of any race, color, national and ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at Remington College. Remington College does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and loan programs and other Remington College administered programs. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and all applicable state civil rights laws.

#### **ADMISSION OF DISABLED INDIVIDUALS**

Remington College does not discriminate against persons with disabilities that can satisfy Remington College's admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by Remington College. When necessary, Remington College will make reasonable accommodations to enable students to participate in the programs offered by Remington College.

#### **ACCOMMODATIONS FOR DISABLED INDIVIDUALS**

When necessary, Remington College will make reasonable accommodations to enable students with disabilities to participate in the programs offered by Remington College.

If an applicant or current student has a disability that might require an accommodation, notice must be given to Remington College so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While Remington College will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their Admissions Representative of their disability and immediately schedule a meeting with the Campus President. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by Remington College. Some accommodations may take time to implement, and thus, applicants must give Remington College notice of their disability sufficiently in advance of their selected start date to enable Remington College to provide an accommodation timely. If Remington College does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

Students that have been attending classes and subsequently need to have a disability accommodated must notify the Director of Education at Remington College and schedule a meeting with the Campus President. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by Remington College. Some accommodations take time to implement, and thus, students must give Remington College notice sufficiently in advance of the date when an accommodation needs to be made to enable Remington College to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

Remington College has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to Remington College to participate in Remington College's educational programs. The facilities physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Information Resource Center, student break rooms, restrooms, and support services areas at Remington College. If Remington College has multiple floors either an elevator is available or classes will be taught on floors accessible by disabled students or some other accommodation will be made.

Any student with an impairment of sensory, manual, or speaking skills will be assisted with the provision of auxiliary educational aids when necessary. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. Remington College accepts third-party payment for auxiliary aids and services from agencies such as rehabilitation services or charitable organizations.

The use of the grievance procedure set forth in this Catalog is also available to address the concerns and needs of disabled students. Remington College has designated the Campus President to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate with Remington College's Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding Remington College's compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's address is: Remington College, 500 International Parkway, Suite 200, Heathrow, FL 32746, and the toll-free telephone number is 800-333-2755.

## **TUITION AND ADDITIONAL FEES**

### **PROGRAM TUITION**

Tuition is the amount students will be charged in accordance with the terms of the Application and Enrollment Agreement as the cost of program in which they have enrolled and includes books, supplies and equipment necessary for the program. Tuition charges and any additional fees applicable are set forth in the addendum to the Catalog provided during the enrollment process and are set forth specifically in the Application and Enrollment Agreement.

### **18 MONTH ASSOCIATE DEGREE PROGRAMS (QUARTERLY CALENDAR START DATES)**

Tuition for a Full-Time Student (*i.e.* enrolled for twelve (12) or more Credit Hours at the end of the add/drop period of a Quarter) is posted to the student's account based on the cost per quarter rate specified in the Application and Enrollment Agreement. Tuition for students enrolled in less than twelve (12) Credit Hours at the end of the add/drop period of a Quarter is posted to the student's account based on the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period, then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

### **18 MONTH ASSOCIATE DEGREE PROGRAMS (MID-QUARTER CALENDAR START DATES)**

Tuition for a Full-Time Student (*i.e.* scheduled for eighteen (18) or more Credit Hours for the Term) is posted to the student's account based on the cost per term rate specified in the Application and Enrollment Agreement. Tuition for students scheduled for less than eighteen (18) Credit Hours for the term is posted to the student's account based on the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period, then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

### **ALL OTHER PROGRAMS**

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled credit hours in a payment period (term) at the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

### **DAMAGED PROPERTY FEES**

Students will be charged for the repair or replacement of any Remington College property lost or damaged by a student or stolen while in the student's custody. This includes damage to any part of the building or its immediate surroundings, as well as to damage to instructional equipment, including computers.

### **NON-SUFFICIENT FUNDS FEE**

A fee of \$25.00 will be charged on all checks returned by the bank for non-sufficient funds.

### **REPLACEMENT OF DEGREE/DIPLOMA FEE**

Graduates will be charged \$25.00 for a duplicate copy of their degree/diploma.

**TRANSCRIPT FEE**

Students may obtain academic transcripts free of charge from Remington College. Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to Remington College, in which case the graduate may receive an unofficial transcript only. Former students or graduates will be charged \$10.00 per transcript for additional official or unofficial transcripts.

**PAYMENT POLICY**

All Tuition and fees shall be due and payable in accordance with the terms of the Application and Enrollment Agreement executed by the student, which provides that Tuition and fees for the program are due and payable in full prior to the first day of classes. As set forth in the Application and Enrollment Agreement, Remington College may permit the student to make payment of some or all of the Tuition at a later date but shall have no obligation to do so, and any decision to allow payment at a later date shall be in the sole discretion of Remington College.

Remington College will grant students a Tuition payment deferral if, and only if, Remington College has a reasonable basis to believe that the student will receive financial aid or other financial assistance from a funding source acceptable to Remington College, in its sole discretion, in an amount acceptable to Campus.

The student's obligation to pay Tuition under the Application and Enrollment Agreement is not contingent upon the student receiving financial aid or financial assistance. Stated otherwise, the student will owe the Tuition due under the Application and Enrollment Agreement for the period the student attends, even if the student does not receive financial aid or other financial assistance or if the financial aid or other financial assistance received is inadequate to pay the student's Tuition obligations in full.

# **FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE**

## **GENERAL INFORMATION**

Financial aid, as the term is used in this document, means funds made available to assist students through governmental programs. Financial assistance means non-governmental sources of funds made available to assist students.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend college. Eligibility for financial aid is determined by the department or agency responsible for administration of the financial aid program, for example, the United States Department of Education ("USDE") administers the Title IV financial aid programs. This Campus participates in the Title IV programs, but it does so only to assist students in obtaining financial aid available under the Title IV programs. Remington College has no role in determining whether a student is eligible for financial aid.

Applications for financial aid are accepted at any time, and students are encouraged to apply in advance of the beginning of their program and academic years in order to allow adequate time for the USDE to determine the amount of financial aid, if any, that the student is eligible to receive. Students may only apply for, be accepted in, be actively registered in, and receive financial aid for one program at a time.

## **FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION ("EFC"), AND ELIGIBILITY AMOUNT**

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the USDE. Financial need is the difference between the costs of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The costs of attendance include Tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, and related expenses of the students' dependents, if any.

The EFC is a measure of the students financial strength and indicates how much of the students and the students family financial resources (for dependent students) should be available to help pay for educationally related expenses. The EFC is calculated from the information students report on the FAFSA and according to a formula established by law. The student's family income (taxable and untaxed) and assets are considered in determining the EFC. Family size and the number of family members who will be attending college are also considered.

Remington College will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to Remington College by the student or the student's parents. Remington College cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year.

**Remington College makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, a student may receive is made by the USDE, and Remington College does not have any influence over that determination. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs.**

## **TITLE IV AWARDS**

All Title IV financial aid awards are made for one financial aid award year or less. The amount of financial aid a student is eligible to receive can change each financial aid award year. To continue eligibility for Title IV financial aid, a student must submit all required financial aid documents each financial aid award year, continue to demonstrate financial need, and:

- 1) Remain in good standing with Remington College,
- 2) Maintain Satisfactory Academic Progress ("SAP"), and
- 3) Not have a drug-related criminal conviction which renders them ineligible.

## **FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES**

### **STUDENT ELIGIBILITY**

In order to receive aid from Federal Student Aid Programs, students must meet certain criteria as noted below:

#### **Financial Need**

Except for some loan programs, students must show that they have financial need according to the USDE requirements. See Financial Need and Expected Family Contribution section of this Catalog for further information on this topic.

### **Education Requirements**

- Must demonstrate by one of the following means that they are qualified to enroll (and therefore may be eligible) for Federal Student Aid (FSA) Programs:
  - Have a high school diploma or General Educational Development (GED) certificate;
  - Meet other standards a specific state has established and has been approved by the USDE;
  - Complete a high school education in a home school setting approved under state law.
- Must be enrolled or accepted for enrollment in an eligible program at an eligible institution.
- Must meet satisfactory academic progress standards established by the institution.

### **Legal and Other Requirements**

- Must be a U.S. Citizen or eligible non-citizen.
- Must have a valid Social Security number (SSN), unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- Must have certified when applying for FSA that these funds will be used for educational purposes only, and that there is no current default on a federal student loan, and that no refund is due on a federal student grant.
- Must comply with Selective Service registration. If the student is a male aged 18 through 25 and has not registered, the student can (at the same time the FAFSA is completed) give the Selective Service System permission to register by means of completing the FAFSA. Students can also register for Selective Service online at [www.sss.gov](http://www.sss.gov).
- Generally, must not have been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving FSA funds.
- Must not be incarcerated in a federal or state penal institution.

Application for Title IV financial aid and the determination of whether an applicant qualifies for such financial aid and the amount thereof involves the following procedures:

### **COMPLETION OF APPLICATION**

The applicant must complete the Free Application for Federal Student Aid ("FAFSA") and provide any additional required documents or information for each financial aid award year of their enrollment. All Title IV financial aid awards are made for one financial aid award year or less, and eligibility determinations for Title IV financial aid awards are made each award year. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs and student eligibility for such programs.

### **DETERMINATION OF NEED, COST OF ATTENDANCE, AND ELIGIBILITY AMOUNT**

Congress has established a formula that calculates the amount of Title IV financial aid a student is eligible to receive. A student's Title IV financial aid may not exceed the "cost of attendance" as defined by applicable Title IV regulations. The information contained in the FAFSA will be used to make this calculation. Remington College will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to Remington College by the student or the student's parents. Remington College cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year. Remington College makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, that a student may receive, is made by the USDE, and Remington College does not have any influence over that determination.

### **VERIFICATION**

- All applicants are subject to being selected by the USDE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
- Selected applicants must submit the information required to complete their verification no later than 14 days from the date of notification. Applicants who have been selected for verification will be notified by the Student Finance Department.
- If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such event, Remington College may require the student to pay the current amount owed to Remington College, and the student's failure to make such payments may result in the student being dropped.
- Students will be notified by mail of the results of verification if it results in a change of the student's scheduled award.
- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USDE, or if appropriate, the state or local law enforcement.



agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.

- No disbursements of Title IV financial aid will be made prior to the completion of verification.

### **ENTRANCE AND EXIT INTERVIEW AND LOAN NOTIFICATION**

The USDE requires that any students receiving a Federal Direct Loan be notified that their funds have been received by Remington College.

The USDE requires that students withdrawing or graduating receive exit counseling. A representative of Remington College will conduct exit counseling with each student who withdraws or graduates either by telephone, mail, or by other electronic communication. The purpose of exit counseling is to inform the student of the amount of loans Remington College has received on behalf of the student while the student was enrolled at Remington College, any refunds that may have been or will be made, and the estimated repayment schedule for the student's loans.

## **TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY**

### **FEDERAL PELL GRANT**

This grant is designed to assist students in need and who desire to continue their education beyond high school. Federal Pell Grants are awarded by the USDE to undergraduate students who have not earned a bachelor or professional degree. The amount of the grant is determined by a standard formula and calculated by the USDE. The amount of the grant available to the student, if any, will depend on the Expected Family Contribution ("EFC") and the cost of attendance.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ("FSEOG")**

This grant is available to students with low EFC's. The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

### **FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN**

Federal Direct Subsidized Stafford Loans are low interest loans that are made to eligible students directly from the U.S. Department of Education. The Federal Direct Subsidized Stafford Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Stafford Loan program until the student enters "repayment period," which as a general rule begins six months after the student leaves school.

### **FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN**

Federal Direct Unsubsidized Stafford Loans are loans made to eligible students directly from the U.S. Department of Education. The term "unsubsidized" means that interest expense is incurred from the time advances are made under the loan, even though no payments are due until the student enters the repayment period.

### **FEDERAL DIRECT PLUS LOAN**

Federal Direct PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student's cost of attendance. Repayment begins within 60 days of the final loan advance (disbursement), unless the parent qualifies for and is granted a deferment by the lender. Interest begins to accrue when disbursements are made.

- There is an origination fee charged on the loan amount at a rate determined by the regulations.
- The yearly limit on a Federal Direct PLUS Loan is equal to the student's cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal Direct PLUS Loan.

### **NON-FEDERAL LOAN OPTIONS**

In addition to the federal loans referenced above, Remington College can provide students with information on other loan programs available. These loan programs, commonly referred to as "alternative loans" or "private financing," are offered by banks or other financial institutions, and eligibility determinations are made by the banks or financial institutions and are not within the control or influence of Remington College. Accordingly, Remington College cannot guarantee a student's eligibility to participate in any private financing programs.

### **VETERAN'S BENEFITS**

The Campus is approved for veterans training. Applications for veteran's benefits may be obtained at the Campus or from the Veterans Administration ("VA"). Approval of a student's eligibility to receive any veteran's benefits is within the sole discretion of the Veterans Administration, and the Campus has no ability to influence such determinations.

**OTHER FINANCIAL AID PROGRAMS**

Students may also, if eligible, receive financial aid from various other state or federal agencies, departments, or programs including, but not limited to: the Bureau of Indian Affairs, the Trade Readjustment Allowances ("TRA"), the Division of Vocational Rehabilitation, or under the Workforce Investment Act ("WIA"). The Campus may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon the Campus as being their sole source of all information regarding the availability of such programs, if any.

**IMAGINE AMERICA HIGH SCHOOL SCHOLARSHIP PROGRAM**

The *Imagine America* High School Scholarship is a \$1,000 career education award that is available to recent high school graduates who are pursuing post-secondary education at participating career colleges across the United States. Each year, every enrolled high school may select up to five graduating seniors to be eligible to each receive a \$1,000 *Imagine America* scholarship. Participating post-secondary schools are listed on the Imagine America website, <http://www.imagine-america.org>. High school students may contact their high school counselor for more information on this program, or may obtain an application online from the Imagine America website, or from the Campus.

**CAMPUS HIGH SCHOOL SCHOLARSHIP PROGRAM**

The Campus offers one \$500 (for diploma programs) or one \$1,000 (for associate's degree programs) Tuition credit, non-renewable, campus-funded scholarship to each participating high school in its local area which the high school can award to a current student or recent graduate who plans to attend Remington College. Scholarship recipients are selected by the high school in the spring of each year. Interested students should contact their high school counselor for information and applications. Scholarships are not transferable nor can they be exchanged for cash. The Campus may elect to discontinue the scholarship program at any time without prior notice.

## **STUDENT SERVICES**

### **CAREER SERVICES**

**REMINGTON COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT BEFORE OR AFTER GRADUATION.**

The Campus has a Career Services Department that is available to assist students in their efforts to obtain employment after graduation. The availability of the Career Services Department and the assistance it provides is not a guarantee or assurance that the student will obtain employment.

The Career Services Department offers the following services:

- Assistance to students with the design of résumés as well as the completion of employment applications for both full-time and part-time employment opportunities.
- Assistance to students with job interviewing techniques, advice on professional appearance, and job interview follow-up techniques.
- Extends invitations to prospective employers to visit the Campus, interview graduating students, present employment opportunities, administer employment tests, and offer employment applications to graduating students.

### **LIBRARY OR INFORMATION RESOURCE CENTER**

The Information Resource Center ("IRC") maintains materials which support the academic programs of the Campus. The IRC is located in the same facility as the Campus and is accessible to students during and outside classroom hours on all regularly scheduled class days. Students also have access to a collegiate-level online library at Remington College or may log in from locations outside the Campus. (The terms "library," "Information Resource Center," "Learning Resource System," "Learning Resource Center," or other similar designations may be used interchangeably by Remington College.)

### **ORIENTATION**

Staff and faculty members conduct one or more orientation sessions for new students. Orientation sessions generally provide information on program schedules, Campus policies and procedures, overview of student's financial aid responsibilities, services offered by the Career Services Department, the Code of Student Conduct, and other issues which may be of interest to students.

### **HOUSING**

Remington College does not operate its own housing facilities, nor does it endorse or supervise any particular housing complex.

### **HEALTH, SECURITY, AND SAFETY**

Students are responsible for their own security and safety both on Campus and off Campus, and must be considerate of the security and safety of others. Remington College accepts no responsibility or obligation whatsoever for any student's personal belongings that are lost, stolen, or damaged, whether on or off Campus premises or during any Campus activities. Remington College accepts no responsibility or obligation with respect to any altercations or disputes between students, whether on or off Remington College's premises or for any damages or injuries arising therefrom. Students should immediately report any medical, criminal, or other emergency occurring on the Campus premises to the Campus President or the Director of Education (or any other Campus official if the Campus President or Director of Education are not available). Upon receipt of any report of a medical or criminal emergency, Remington College may, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, Remington College may require the reporting student to confirm in writing the details of the criminal emergency reported.

Classrooms and laboratories are designed to meet the requirements of the various federal, state and local building codes, and the board of health and fire marshal regulations.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Remington College to provide information on its security policies and procedures and specific statistics for criminal incidents and arrests on Campus to students and employees, and to make such information and statistics available to prospective students and employees upon request. Students or prospective students may obtain this information from the Campus Director of Education or the Campus President.

Students may also obtain this information at any time by visiting the following website:  
<http://studentinfo.remingtoncollege.edu/>.

## PROGRAMS OF STUDY

This catalog lists programs offered by the Campus as of the date this catalog was published. Any additions or changes to the catalog's required disclosures will be published as an addendum to this catalog.

### CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE

Typically, classes are scheduled between the hours of 8:00 a.m. to 10:50 p.m., Monday through Friday. Most students will attend class four or five hours per day. The scheduled program meeting hours are provided on the Application and Enrollment Agreement.

Administrative office hours may differ from scheduled class hours.

Classes are offered and scheduled by Remington College in sequences or combinations to allow the student to complete the program in a timely manner. Remington College reserves the right to alter schedules so that proper facilities, equipment, and faculty are available. While the maximum number of students in typical classroom setting is 40 and in a typical laboratory setting is 24, as a general rule, classes are usually smaller than the maximum.

The sequence in which courses are taught during the program may change at the discretion of the Education Department. Prerequisites for all courses are listed in the Course Description Section of this Catalog.

### EXPLANATION OF COURSE NUMBERING SYSTEM

The course numbering system is a classification system based on course content and level of degree program. A course is identified by a prefix and level code.

- Prefix – An abbreviation is used to identify the program or content area. For example: MA represents Medical Assisting.
- Level – A number follows the prefix.

**Admissions Criteria 100 and 200 Level Courses** – The associate degree or diploma programs use 100 or 1000 and 200 or 2000 level numbers. The first digit typically indicates the level of the course. Lower division courses in the associate degree or diploma programs are given a 100 or 1000 level number. Courses in the upper division of the associate degree or diploma programs that may have a prerequisite requirement are given a 200 or 2000 level number.

### EDUCATIONAL EQUIPMENT

The following equipment is available for various educational programs. Remington College reserves the right to change the educational equipment list below to meet current program objectives.

- Criminal Justice equipment may include: Narcotics Investigation Kits, evidence markers, fingerprint powder, sketching templates and cameras.
- Dental Assisting equipment may include: operatories with fully positional dental chairs, panoramic x-ray developing equipment, model trimmers, high speed and low speed hand pieces.
- Information Technology course equipment may include the following depending on program area: computer(s), printer(s), scanner(s), software programs, software languages, routers, testers, and meters.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, EKG machines, X-ray equipment, otoscopes/ophthalmoscopes with thermometers, blood pressure cuff sets, skeletons, defibrillators, and stethoscopes.
- Medical Billing and Coding equipment may include: computer(s) with current medical insurance coding software.
- Pharmacy Technician equipment may include: drug carts, laminar hoods, spill clean up kits, digital thermometers, cylinders, ribbed funnels, tablet counters, and draining/drying racks.
- Physical Therapist Assistant equipment may include mat tables, plinths, parallel bars, postural mirrors, electrical modalities, traction, compression therapies, exercise equipment, assistive devices such as canes, walkers, crutches, and wheelchairs as well as data collection instruments such as goniometers, dynamometers, and tape measures.

## **PHYSICAL THERAPIST ASSISTANT PROGRAM GOALS**

Upon successful completion of the program requirements, students will be awarded a Physical Therapist Assistant Associate of Applied Science Degree and will be eligible to sit for the National Physical Therapy Examination and the Ohio Jurisprudence Examination. Physical Therapist Assistant students who successfully complete the Physical Therapist Assistant Program should:

- Demonstrate skill in implementing treatment practices to complete a comprehensive treatment program under the supervision of a physical therapist.
- Demonstrate skill in utilizing testing and measurement techniques appropriate to the plan of care established by the physical therapist.
- Implement effective communication when working with patients, families, colleagues, and other health care providers.
- Work in an ethical, legal, safe, and effective manner under the supervision of a physical therapist.
- Act professionally and ethically within the APTA Code of Ethics and Standard of Conduct.
- Communicate verbally, non-verbally, and in writing with members of the health care team in an appropriate, culturally sensitive, and effective manner.
- Document in the medical record or electronic medical record by following guidelines and formats required by the practice setting, state practice acts, and other regulatory agencies.
- Apply appropriate role utilization in the physical therapy delivery system.
- Practice lifelong learning that reflects social responsibility and career development.

## **AMERICAN PHYSICAL THERAPY ASSOCIATION ("APTA") MEMBERSHIP**

Students enrolled in the Physical Therapist Assistant Program at Remington College are encouraged to join the APTA. This is not mandatory but highly recommended. The APTA offers reduced rates for students but still provides all the benefits of membership. Information regarding the APTA is provided to students during coursework. See [www.apta.org](http://www.apta.org) for additional information.

# DENTAL ASSISTING

## DIPLOMA

8 Months

The Dental Assisting Diploma Program provides training in performing invasive procedures, such as placing retraction cords and dental dams as well as non-invasive procedures, such as patient education.

The objective of this Program is to prepare graduates for entry-level positions as dental assistants.

Program completion normally requires eight months for full-time students (assuming the externship is completed at 40 hours per week).

The Dental Assisting Diploma Program is divided into seven monthly academic periods and one externship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Each state has a dental practice act that governs the duties dental assistants can perform. In the state of Ohio, licensed dentists may assign to dental assistants dental procedures that do not require the professional competence or skill of the licensed dentist, a dental hygienist, or an expanded function dental auxiliary. Additionally, the state of Ohio requires dental assistants to hold a Dental Assistant Radiographer's Certificate issued by the Ohio State Dental Board in order to practice as a dental X-ray machine operator.

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

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
DA112	Basic Body Systems and Functions	60	0	0	4.00
DA113	Orientation to Dental Assisting	10	10	0	1.00
DA122	Oral Anatomy	40	0	0	2.50
DA123	Oral Radiology Basics	40	0	0	2.50
DA132	Chairside Assisting I	30	30	0	3.50
DA133	Dental Office Emergencies	10	10	0	1.00
DA142	Dental Science I	20	20	0	2.50
DA143	Dental Materials I	20	20	0	2.50
DA153	Computer and Office Applications	30	30	0	3.50
DA162	Dental Science II	20	20	0	2.50
DA163	Dental Materials II	20	20	0	2.50
DA173	Clinical Oral Radiology	10	10	0	1.00
DA174	Chairside Assisting II	12	28	0	2.00
DA186	Externship	0	0	160	6.00
<b>Total:</b>		<b>362</b>	<b>198</b>	<b>160</b>	<b>39</b>

# MEDICAL ASSISTING

## DIPLOMA

8 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures.

The objective of this Program is to prepare graduates for entry-level positions, such as medical assistant, clinical or medical administrative assistant, and medical receptionist.

Program completion normally requires eight months for full-time students (assuming the externship is completed at 40 hours per week).

The Medical Assisting Diploma Program is divided into seven monthly academic periods and one externship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

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

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
Module A-2	Patient Care and Communication	40	40	0	5.00
Module B-3	Clinical Assisting and Pharmacology	20	40	0	3.50
Module C-2	Medical Insurance and Bookkeeping	40	40	0	5.00
Module D-2	Cardiopulmonary and Electrocardiography	40	40	0	5.00
Module E-2	Laboratory Procedures	40	40	0	5.00
Module F-2	Endocrine and Reproductive Systems	40	40	0	5.00
Module G-2	Therapeutic Care	20	40	0	3.50
Module X-3	Externship	0	0	160	6.00
Total:		280	280	160	40

# PHARMACY TECHNICIAN

## DIPLOMA

8 Months

The Pharmacy Technician Diploma Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as aspects of developing relationships between the pharmacist and the pharmacy technician.

The objective of this Program is to prepare graduates for entry-level positions, such as pharmacy technician, pharmacy service representative, outpatient pharmacy technician and inpatient pharmacy technician.

The Pharmacy Technician graduate may be eligible to take the national Pharmacy Technician Certification Exam (PTCB), the Sterile Products Certification exam by The National Pharmacy Technician Association (NPTA) and be certified in CPR by a national organization.

Program completion normally requires eight months for full-time students (assuming the externship is completed at 40 hours per week).

The Pharmacy Technician Diploma Program is divided into seven monthly academic periods and one externship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Students enrolling in the Pharmacy Technician Program will be subject to one or more criminal background check(s) and drug screening(s). To become a qualified pharmacy technician who may engage in drug compounding, packaging, labeling and preparation in the State of Ohio, students must meet minimum age, educational, and state-based criminal background check requirements, as well as pass an exam approved by The State Board of Pharmacy.

Upon successful completion of all areas of this Program, graduates will be awarded a Pharmacy Technician Diploma.

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
PHAT115	Dosage Calculations	20	20	0	2.50
PHAT117	Introduction to Computers	10	10	0	1.00
PHAT118	Pharmacy Practice	20	0	0	1.00
PHAT124	First Aid/CPR	10	10	0	1.00
PHAT125	Anatomy and Physiology for Mechanical Structures	40	0	0	2.50
PHAT135	Pharmacology for Mechanical Structures	40	40	0	5.00
PHAT145	Pharmacy Technology for Extemporaneous Compounding	40	40	0	5.00
PHAT152	Pharmacy Law and Ethics	10	10	0	1.00
PHAT155	Anatomy and Physiology for Visceral Structures	60	0	0	4.00
PHAT165	Pharmacology for Visceral Structures	40	40	0	5.00
PHAT175	Pharmacy Technology for Parenteral Compounding	30	30	0	3.50
PHAT186	Externship	0	0	160	6.00
<b>Total:</b>		<b>360</b>	<b>200</b>	<b>160</b>	<b>39.5</b>



# MEDICAL BILLING AND CODING

## DIPLOMA

9 Months

The Medical Billing and Coding Diploma Program provides training in the basic elements of coding for the healthcare and insurance industries. The curriculum covers medical terminology and abbreviations, computerized medical billing, medical records management, compliance, and coding for medical office applications and hospital applications.

The objective of this Program is to prepare graduates for entry-level positions such as insurance billing clerk, medical biller, and collections and billing clerk.

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

The Medical Billing and Coding Diploma Program is divided into eight monthly academic periods and one externship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Graduates may qualify to take the examinations to become a Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA); and a Certified Professional Coder-Apprentice (CPC-A), Certified Professional Coder-Hospital-Apprentice (CPC-H-A), or Certified Professional Coder-Payer-Apprentice (CPC-P-A) through American Academy of Professional Coders (AAPC). Graduates must become members of AAPC to take the AAPC examinations. Additional information is available at <http://www.ahima.org/certification> and <http://www.aapc.com>.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Billing and Coding.

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
MI115	Anatomy and Physiology for Mechanical Structures	40	40	0	5.00
MI125	Anatomy and Physiology for Visceral Structures	40	40	0	5.00
MI135	Introduction to Medical Coding	40	40	0	5.00
MI145	Medical Records Management	20	40	0	3.50
MI155	Computerized Insurance and Billing	40	40	0	5.00
MI166	CPT Coding for Medical Office Applications	20	20	0	2.50
MI167	CPT Coding for Hospital Applications	20	20	0	2.50
MI187	Medical Office Management	20	40	0	3.50
MI195	Medical Coding/ICD-9 Codes	40	40	0	5.00
MI194	Externship	0	0	80	3.00
Total:		320	320	80	42

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

## DIPLOMA

12 Months

The Medical Assisting with X-Ray Tech (Limited Scope) and EKG Diploma Program provides training in both administrative and clinical medical assisting and limited X-ray procedures.

The objective of this Program is to prepare graduates for entry-level positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as limited X-ray technicians.

Program completion normally requires 12 months (48 weeks) for full-time students (assuming the externship is completed at 40 hours per week).

The Medical Assisting with X-Ray Tech (Limited Scope) and EKG Program is divided into monthly academic periods and one externship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting with X-Ray Tech (Limited Scope) and EKG. Graduates will be eligible to take the Nationally Registered-Certified EKG Technician certification exam (NR-CEKG) and to take the licensure examination to become an Ohio-licensed General X-Ray Machine Operator with the Ohio Department of Health.

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
Module A-2	Patient Care and Communication	40	40	0	5.00
Module B-3	Clinical Assisting and Pharmacology	20	40	0	3.50
Module C-2	Medical Insurance and Bookkeeping	40	40	0	5.00
Module D-2	Cardiopulmonary and Electrocardiography	40	40	0	5.00
Module E-2	Laboratory Procedures	40	40	0	5.00
Module F-2	Endocrine and Reproductive Systems	40	40	0	5.00
Module G-2	Therapeutic Care	20	40	0	3.50
MA-XT102	Introduction and Occupational Standards	40	0	0	2.50
L-XT109	X-Ray Lab/Clinical Rotation	0	40	0	2.00
MA-XT112	Advanced Radiographic Image Protocols	40	0	0	2.50
L-XT110	X-Ray Lab/Clinical Rotation	0	40	0	2.00
MA-EKG122	Introduction to Advanced Electrocardiography	40	0	0	2.50
L-EKG111	EKG Lab	0	40	0	2.00
MA-EKG132	Arrhythmia Recognition, Patient Care, and Specialized Procedures	40	0	0	2.50
L-EKG112	EKG Lab	0	40	0	2.00
Module X-3	Externship	0	0	160	6.00
<b>Total:</b>		<b>440</b>	<b>440</b>	<b>160</b>	<b>58</b>

# COMPUTER AND NETWORK ADMINISTRATION

## ASSOCIATE OF APPLIED SCIENCE

18 Months

The Computer and Network Administration Degree Program provides training in computer networking, including how to install, configure, maintain, and support local area networks (LAN), wide area networks (WAN), Internet systems, and wireless configurations that use a diversity of network operating systems. This Program also includes training in fundamental security best practices and a number of Microsoft Active Directory principles. In addition, the curriculum includes a study of general computer science, including computer architecture, networking principles, and desktop and server operating systems and applications.

The objective of this Program is to prepare graduates for entry-level positions such as network operator, network support technician, computer help desk specialist, computer support specialist, and information technology support specialist.

This Program requires completion of a minimum of 96 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

The Computer and Network Administration Degree Program is delivered in a system of six three-month quarters.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Computer and Network Administration.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
CD1101	Career Development	3.00
CN1160	Network Security	5.00
CN1168	Network Essentials	5.00
CN1176	Computer Support	6.00
CN1260	Client Operating Systems	6.00
CN1266	Network Scripting	5.00
CN1276	Network Implementation and Support I (Active Directory)	6.00
CN2140	Network Implementation and Support II (Infrastructure)	6.00
CN2176	Network Implementation and Support III (Administration)	6.00
CN2456	Computer Architecture/Software	6.00
CN2466	Computer Architecture/Hardware	6.00
CN2660	Routers and Switches I	5.00
CN2672	Routers and Switches II	3.00
<b>Sub Total:</b>		<b>68</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1117	Introduction to Psychology	7.00
GE1217	Speech Communication	7.00
GE1317	College Algebra	7.00
GE1417	English Composition	7.00
<b>Sub Total:</b>		<b>28</b>
<b>Total:</b>		<b>96</b>

# CRIMINAL JUSTICE

## ASSOCIATE OF APPLIED SCIENCE

18 Months

The objective of this Program is to prepare graduates for entry-level positions, such as corrections, loss prevention, and security.

This Program requires completion of a minimum of 96 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

Optional non-credit practicum experience(s) may be available as part of this program for students who have successfully completed the first two quarters of program coursework.\* If available, qualified students can participate in one, two, or three practicum experiences. No additional Tuition charges apply to practicum experience(s).

The Criminal Justice Degree Program is delivered in a system of six three-month quarters.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Criminal Justice.

\* Practicum experiences are subject to availability and subject to change. Space may be limited and there is no guarantee that students will be able to participate in one or more practicum experiences. If there are more students interested in practicum experiences than there are available practicum experiences, then the school and the agency offering the practicum experience will determine which student(s) will be able to participate in practicum experiences based on one or more of the following criteria: cumulative grade point average, recommendations from faculty, community service, membership in student organization(s), and/or any limitations set forth by the agency offering the practicum experience. Certain restrictions apply. Participation in practicum experiences is at your own risk. Remington College is not responsible for any damage, loss, or injury during practicum experiences. Contact the Campus for more information.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
BN1108	Packaged Applications	6.00
CD1101	Career Development	3.00
CJ1500	Criminal Law and the Constitution	6.00
CJ1510	Survey of the Criminal Justice System	5.00
CJ1538	Criminal Investigations and Evidence Processing	6.00
CJ1548	Survey of Correctional Systems	6.00
CJ1558	Law Enforcement Operations and Community Policing	6.00
CJ1568	Survey of Forensic Science	6.00
CJ2710	Liability and Ethics for the Criminal Justice Professional	5.00
CJ2711	Communications for the Criminal Justice Professional	3.00
CJ2730	Juvenile Justice Systems	5.00
CJ2738	Criminology and Victimology	6.00
CJ2740	Security Management	5.00
<b>Sub Total:</b>		<b>68</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1117	Introduction to Psychology	7.00
GE1217	Speech Communication	7.00
GE1317	College Algebra	7.00
GE1417	English Composition	7.00
<b>Sub Total:</b>		<b>28</b>
<b>Total:</b>		<b>96</b>
<b><i>* Non-Credit Practicum Options</i></b>		
CJ0001	Practicum I	
CJ0002	Practicum II	
CJ0003	Practicum III	

# PHYSICAL THERAPIST ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE

24 Months

Physical therapy provides services to patients and clients of all ages who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes. The physical therapist assistant works under the supervision of a licensed physical therapist and provides treatments in a variety of healthcare settings including hospitals, skilled nursing facilities, school systems, outpatient clinics, and private practices. A physical therapist assistant must be a graduate of an accredited physical therapist assistant education program from a college or university to be eligible to take the state board licensing exam.

The objective of this Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as physical therapist assistants.

This Program requires completion of a minimum of 103 credit hours, including any transfer credits that have been accepted. Program completion normally requires 24 months for full-time students.

The Physical Therapist Assistant Program is delivered in a system of eight three-month quarters. Students must maintain a cumulative GPA (CGPA) of 2.5 in the program in order to progress through the program.

Upon successful completion of this program, graduates will be awarded an Associate of Applied Science Degree as a Physical Therapist Assistant.

Course Number	Course Name	Quarter Credit Hours
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
PTA1111	Medical Terminology	3.00
PTA1112	Introduction to Physical Therapist Assisting	3.00
PTA1221	Anatomy and Physiology for Mechanical Structures	3.00
PTA1222	Physical Therapist Assistant Procedures	3.00
PTA1331	Physical Therapy Fundamentals	6.00
PTA1332	Kinesiology	3.00
PTA1333	Anatomy and Physiology for Visceral Structures	3.00
PTA1441	Pathophysiology	3.00
PTA1443	Therapeutic Exercise I	3.00
PTA2451	Geriatrics	3.00
PTA2561	Pharmacology	3.00
PTA2562	Human Growth and Development	3.00
PTA2564	Therapeutic Exercise II	3.00
PTA2565	Pediatric Physical Therapy	3.00
PTA2571	Rehabilitation	6.00
PTA2572	Physical Therapist Assistant Capstone	3.00
PTAX53	Clinical I	3.50
PTAX73	Clinical II	3.50
PTAX84	Clinical III	14.00
<b>Sub Total:</b>		<b>75</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1117	Introduction to Psychology	7.00
GE1217	Speech Communication	7.00
GE1417	English Composition	7.00
GE1817	Principles of Biology	7.00
<b>Sub Total:</b>		<b>28</b>
<b>Total:</b>		<b>103</b>

## COURSE DESCRIPTIONS

Course descriptions include the course number, title, synopsis, and credit hours. Courses offered in diploma programs also include the lecture/theory hours, laboratory hours, and externship hours. For example, "40/0/0" indicates that the course consists of 40 hours of lecture/theory, 0 hours of laboratory work, and 0 hours of externship.

### **BN1108**

**6.00 Quarter Credit Hours**

#### **Packaged Applications**

This course emphasizes the use of productivity software to provide solutions for business needs. Coursework includes an introduction to the concepts of word processing, spreadsheet management, database management, and presentation software. Emphasis is placed on developing practical skills in a commonly utilized office software package in order to become productive computer users.

*Prerequisite(s): None*

### **CD1101**

**3.00 Quarter Credit Hours**

#### **Career Development**

This series of lectures and discussions concentrates on developing habits of personal success. Emphasis is placed on assessing qualifications; developing a job search network; preparing resumes, cover letters, and applications, as well as successful interviewing strategies and follow-up.

*Prerequisite(s): None*

### **CD203**

**1.00 Quarter Credit Hours**

#### **Career Development Fundamentals**

**20/0/0**

This series of lectures and discussions concentrate on developing habits of personal success. Emphasis is placed on assessing qualifications, developing a job search network, preparing résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up.

*Prerequisite(s): None*

### **CD204**

**1.00 Quarter Credit Hours**

#### **Career Development Principles**

**20/0/0**

This series of lectures and discussions concentrate on developing habits of personal success. Emphasis is placed on problem-solving strategies to be used in the workplace, ethical decision making, personal money management, and employment law.

*Prerequisite(s): None*

### **CJ0001**

**0 Quarter Credit Hours**

#### **Practicum I**

During this practicum experience, students are expected to apply criminal justice theories, techniques, and practices in a law enforcement or other criminal justice setting (such as a court, parole, probation, security, or insurance claims setting) under the supervision of a licensed officer or other qualified official or administrator. Students are expected to interact directly with one or more assigned, official representatives of the local criminal justice agency or office during activities such as ride-alongs and regular patrols, community events, administrative/telephone duties, and any other tasks or duties deemed appropriate by the specific agency or office.

*Prerequisite(s): Successful completion of first two quarters of Criminal Justice program coursework*

### **CJ0002**

**0 Quarter Credit Hours**

#### **Practicum II**

During this practicum experience, students are expected to apply criminal justice theories, techniques, and practices in a law enforcement or other criminal justice setting (such as a court, parole, probation, security, or insurance claims setting) under the supervision of a licensed officer or other qualified official or administrator. Students are expected to interact directly with one or more assigned, official representatives of the local criminal justice agency or office during activities such as ride-alongs and regular patrols, community events, administrative/telephone duties, and any other tasks or duties deemed appropriate by the specific agency or office.

*Prerequisite(s): Successful completion of first two quarters of Criminal Justice program coursework*

**CJ0003****0 Quarter Credit Hours****Practicum III**

During this practicum experience, students are expected to apply criminal justice theories, techniques, and practices in a law enforcement or other criminal justice setting (such as a court, parole, probation, security, or insurance claims setting) under the supervision of a licensed officer or other qualified official or administrator. Students are expected to interact directly with one or more assigned, official representatives of the local criminal justice agency or office during activities such as ride-alongs and regular patrols, community events, administrative/telephone duties, and any other tasks or duties deemed appropriate by the specific agency or office.

*Prerequisite(s): Successful completion of first two quarters of Criminal Justice program coursework*

**CJ1500****6.00 Quarter Credit Hours****Criminal Law and the Constitution**

This course combines criminal law, criminal procedure and the Constitution into a survey course designed to provide a solid foundation in Criminal Justice legal systems studies. Students learn to analyze criminal justice situations from a legal perspective. Constitutional and U.S. Supreme Court decisions are discussed and how those decisions affect the criminal law processes across the country. The course builds on the relationship between criminal law, criminal procedure and the Constitution.

*Prerequisite(s): None*

**CJ1510****5.00 Quarter Credit Hours****Survey of the Criminal Justice System**

This course is designed to introduce students to criminal justice by exploring its past, present, and future operation in the United States. Instruction is designed to provide the contextual basis for a critical understanding of criminal justice in the United States by examining the nature of crime and its consequences, theories of crime and delinquency causation, and criminal law and its application.

*Prerequisite(s): None*

**CJ1538****6.00 Quarter Credit Hours****Criminal Investigations and Evidence Processing**

This course is designed to enhance the students' acquired skill levels pertaining to criminal investigative methods and procedures. Forensic collection and preservation of evidence, protocol of processing crime scenes, and interview and interrogations are discussed and demonstrated. This course is also designed to enhance the students' knowledge of legal responsibilities and obligations in regard to criminal evidence as well as courtroom protocol and procedures. This course also expands on the various types of evidence, such as documentary evidence versus real evidence, admissibility of evidence and competency of evidence and witnesses. In the lab, the students participate in mock crime scene analysis, evidence processing and courtroom situations.

*Prerequisite(s): None*

**CJ1548****6.00 Quarter Credit Hours****Survey of Correctional Systems**

This course is designed to provide students with an overview of corrections as part of the criminal justice process and focuses on the structure of correctional systems, the operations of correctional institutions and programs, the evolutionary and political developments of corrections, legal responsibilities of correctional management, career opportunities in the field of corrections, and the goal of corrections in contemporary society. In addition, the course is designed to provide students with an understanding of the many issues that face correctional personnel.

*Prerequisite(s): None*

**CJ1558****6.00 Quarter Credit Hours****Law Enforcement Operations and Community Policing**

This course is designed to provide students with an introduction to the operations of various law enforcement entities. Protocol and procedures for the various entities are reviewed. The course examines how law enforcement agencies are organized along with the job duties of law enforcement officers, the different problems encountered in policing, and what happens to law enforcement officers during the course of their career. This course is designed to explain the genesis of community policing and its implications for police operations, citizen involvement, and community safety.

*Prerequisite(s): CJ1510*

**CJ1568****6.00 Quarter Credit Hours****Survey of Forensic Sciences**

This course surveys the application of forensic sciences within the criminal justice profession. Instruction includes the fundamentals of forensic science, such as gathering evidence at the crime scene and analyzing the evidence in the crime laboratory.

*Prerequisite(s): CJ1510*

**CJ2710****5.00 Quarter Credit Hours****Liability and Ethics for the Criminal Justice Professional**

This course is designed to provide an in-depth analysis of ethical and liability issues confronting the modern criminal justice professional. Current issues are examined in the light of both classical and contemporary standards. Coursework includes articulation of an understanding of the nature of ethics, morality, and legality of the criminal justice professional and the civil liability issues brought about by the profession. Written and oral demonstrative skills are utilized in the classroom in the resolution of simulated policy and role conflict scenarios.

*Prerequisite(s): None*

**CJ2711****3.00 Quarter Credit Hours****Communications for the Criminal Justice Professional**

This course focuses on the theories, processes, and forms of professional communication. Emphasis is placed on the development and understanding of interpersonal and community relations. This course is designed to introduce students to a variety of methodologies for successful resolution of conflict. Coursework includes the application of theory and process to create a portfolio of professional documents (letters, memos, resumes, proposals, reports, and executive summaries) based on real-life situations. Simulation and role-playing are used to demonstrate how the students can effectively handle conflict.

*Prerequisite(s): CJ1510*

**CJ2730****5.00 Quarter Credit Hours****Juvenile Justice Systems**

This course is a comprehensive and balanced treatment of the system designed to deal with juvenile behavior, its control and treatment. Students concentrate on the history, development, current practices and the people involved in the system. They study the processes that make the juvenile justice system work and the programs aimed at meeting the needs of children in trouble.

*Prerequisite(s): CJ1510*

**CJ2738****6.00 Quarter Credit Hours****Criminology and Victimology**

This course is designed to provide students with an overall knowledge and understanding of the concept of criminology. Additionally, this course explores the crime problem, its etiology, context, and causes, as well as expose students to various theories or explanations of crime. This course also explores the role of victimology in today's criminal justice system, examining the consequences of victimization and the various remedies now available for victims. Current research on the various types of abuse such as sexual assault, spousal abuse, child abuse, and elder abuse is explored as well. The internet is used in the lab for research activities.

*Prerequisite(s): CJ1510*

**CJ2740****5.00 Quarter Credit Hours****Security Management**

This course is an introduction to security and loss prevention in proprietary and governmental institutions. An overview of the historical, philosophical, and legal basis of private security and its role in a modern society is presented.

*Prerequisite(s): None*

**CN1160****5.00 Quarter Credit Hours****Network Security**

In this course, students study security issues in Information Technology and Networking. Students are introduced to practical solutions for identifying, assessing, and preventing external and internal threats to networks. Key components include authentication methods, communication security, infrastructure security, cryptography basics, and security implementation.

*Prerequisite(s): None*

**CN1168****5.00 Quarter Credit Hours****Network Essentials**

This course provides students with the instruction necessary to install, configure, and troubleshoot a computer network. This course introduces current networking standards, the OSI Model, various protocols and topologies, the interconnections between various hardware components, network operating systems, DNS, DHCP, TCP/ IP, Ethernet, wired and wireless transmission, and security.

*Prerequisite(s): None*



**CN1176****6.00 Quarter Credit Hours****Computer Support**

This course provides students with the instruction necessary to support end users who run the Microsoft Windows operating system in a corporate, small business, or home environment. Key components include end-user and computer management, including installing and updating Windows, supporting local users and groups, managing hardware, configuring file and folder access, installing and configuring network printers, and troubleshooting network connectivity. Students are also instructed in supporting the Microsoft suite of productivity applications (Office), Internet Explorer, and the built-in email client (Outlook Express), and in resolving issues with usability and customization of both the operating system and applications.

*Prerequisite(s): None*

**CN1260****6.00 Quarter Credit Hours****Client Operating Systems**

This course provides students with the instruction necessary to install, configure, and manage the Microsoft Windows operating system in standalone, small-network, and corporate-network environments. In addition, students learn installation methods and troubleshooting, network resource connection and sharing, management of security settings, hardware device installation and management, storage management, disaster recovery planning and management, and performance analysis.

*Prerequisite(s): None*

**CN1266****5.00 Quarter Credit Hours****Network Scripting**

This course introduces students to the basic concepts and techniques of writing and using scripts to automate many of the tasks called for by IT techs on a current Windows system. Students are provided with the instruction necessary to automatically start and stop various processes and services, work with text-based I/O, use performance counters to monitor the system, download and upload files to the Web, send e-mail, automate programs via their COM interfaces, and obtain information and managing operating system objects through WMI.

*Prerequisite(s): None*

**CN1276****6.00 Quarter Credit Hours****Network Implementation and Support I (Active Directory)**

This course instructs students how to install, configure, and implement Active Directory Domain Services in Microsoft Windows Server operating systems. The course begins by examining what an Active Directory is and how it is used to organize and manage an organization's network environment. Subsequent classroom sessions cover the implementation of Windows Server Active Directory, working with AD sites, and administering the Active Directory. This course also teaches students the skills and knowledge necessary to configure, manage, and troubleshoot Windows Server Active Directory Domain Services by using Group Policy, Domain Name System, and Active Directory Certificate Services.

*Prerequisite(s): CN1260*

**CN2140****6.00 Quarter Credit Hours****Network Implementation and Support II (Infrastructure)**

This course instructs students how to install, configure, administer, and support the primary services of a Microsoft Windows server OS within a network infrastructure environment. The course begins by examining basic network infrastructure configuration concepts and practices, including IP addressing and sub-netting practices, name resolution, various network access techniques, and file and print service configurations. Students are instructed how to use these basic concepts and practices to set up, manage and maintain a network infrastructure consisting of a variety of practical network configurations.

*Prerequisite(s): CN1276*

**CN2176****6.00 Quarter Credit Hours****Network Implementation and Support III (Administration)**

This course instructs students how to administer and manage a modern network by properly planning and implementing various functions of a Microsoft Windows server OS. Key components include how to plan server deployment, server monitoring and maintenance, application and data provisioning, and providing business continuity and availability by proper use of security configuration and backup policies.

*Prerequisite(s): CN1276*

<b>CN2456</b>	<b>6.00 Quarter Credit Hours</b>
<b>Computer Architecture/Software</b>	
In this course, students are introduced to the functions of a typical computer operation system and the fundamentals of professional customer service and customer satisfaction. Students also learn how the operating system manages such resources as memory, peripheral and input/output (I/O) devices, files, and user interfaces. The course also provides students with an understanding of how a computer converts a user's commands into a desired task. Typical user interfaces for current operating systems are introduced.	
<i>Prerequisite(s): None</i>	
<b>CN2466</b>	<b>6.00 Quarter Credit Hours</b>
<b>Computer Architecture/Hardware</b>	
In this course, students study the basic concepts of microcomputer architecture, including how basic microcomputer structures interrelate to form a personal computer system. Students are provided with an understanding of the system boards, mass storage, and other hardware that form the basis of every PC. This course also covers the basic input/output (I/O) structures used in PCs and how to resolve common problems using troubleshooting and diagnostic techniques.	
<i>Prerequisite(s): None</i>	
<b>CN2660</b>	<b>5.00 Quarter Credit Hours</b>
<b>Routers and Switches I</b>	
This course provides an introduction to and hands-on practice with Internetwork Operating Systems (IOS). Students are instructed how to log on to routers, edit features, use password protection, execute start-up commands, copy configuration files, back up configurations, and configure Transmission Control Protocol/Internet Protocol (TCP/IP) and Internetwork Packet Exchange (IPX) protocols.	
<i>Prerequisite(s): None</i>	
<b>CN2672</b>	<b>3.00 Quarter Credit Hours</b>
<b>Routers and Switches II</b>	
This course provides instruction in the concepts and practices in Wide Area Network (WAN) services, including frame relay, Integrated Services Digital Network (ISDN), Point-to-Point Protocol (PPP), and Virtual Local Area Networks (VLAN). The underlying theories of IOS (CISCO), network protocols, routing, network security, and LAN switching are also explored.	
<i>Prerequisite(s): None</i>	
<b>DA112</b>	<b>4.00 Quarter Credit Hours</b>
<b>Basic Body Systems and Functions</b>	<b>60/0/0</b>
Coursework includes an introduction to the terminology and functions of body systems. Instruction includes specific terms relative to general anatomy and physiology of the human body, including systems, planes, cavities, and basic units.	
<i>Prerequisite(s): None</i>	
<b>DA113</b>	<b>1.00 Quarter Credit Hours</b>
<b>Orientation to Dental Assisting</b>	<b>10/10/0</b>
This course addresses the history of dentistry. Instruction is provided in the skills performed by members of the dental team, as well as the educational requirements and professional organizations that represent each of the dental professions. Instruction also includes how to prepare a patient for care, including recording patient information and recording vital signs. Coursework includes an introduction to the law as it pertains to the dentistry field.	
<i>Prerequisite(s): None</i>	
<b>DA122</b>	<b>2.50 Quarter Credit Hours</b>
<b>Oral Anatomy</b>	<b>40/0/0</b>
In this course, instruction is provided in location, structures, and functions of head and neck anatomy, including bones of the head and face, musculature, innervation, and the circulatory system. This course also provides instruction in the structure and forms of human teeth, and their location in the mouth as well as the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.	
<i>Prerequisite(s): None</i>	
<b>DA123</b>	<b>2.50 Quarter Credit Hours</b>
<b>Oral Radiology Basics</b>	<b>40/0/0</b>
In this course, instruction is provided in the history and biological effects of radiation, safety precautions, components of the dental x-ray unit, and their function. This course is designed to explain how X-rays are produced and to describe the composition, sizes, types, and storage requirements of dental X-ray film.	
<i>Prerequisite(s): None</i>	

**DA132** **Chairside Assisting I** **3.50 Quarter Credit Hours**  
**30/30/0**

In this course, instruction addresses dental office design and working environment, and how to perform four-handed dental procedures. Instruction also addresses the requirements for special needs patients, instrument grasps and transfer. The scope of oral and maxillofacial surgery, orthodontics, pediatric dentistry and periodontics are covered. Students also receive instruction on how to identify the equipment used and procedures of oral and maxillofacial surgery, orthodontics, pediatric dentistry, and periodontics.

*Prerequisite(s): DA112, DA113, DA122, DA123*

**DA133** **Dental Office Emergencies** **1.00 Quarter Credit Hours**  
**10/10/0**

In this course, instruction includes how to prepare for and deal with common medical and dental emergencies, and be familiar with the necessary contents of an office emergency kit. Instruction also addresses procedures for performing cardiopulmonary resuscitation (CPR), treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, cerebrovascular accident, and common dental emergencies. Students must pass the CPR exam and practicum to pass this course.

*Prerequisite(s): DA112, DA113, DA122, DA123*

**DA142** **Dental Science I** **2.50 Quarter Credit Hours**  
**20/20/0**

In this course, instruction includes information about the helpful and harmful microorganisms affecting humans. Instruction also addresses methods and instruments used to study microorganisms. The importance of prevention of oral disease and treatment of periodontal disease as well as infection control standards, including requirements of the OSHA Bloodborne Pathogens Standard, hazardous materials handling, labeling, inventory, housekeeping, laundry, and disposal of hazardous materials are covered.

*Prerequisite(s): DA112, DA113, DA122, DA123*

**DA143** **Dental Materials I** **2.50 Quarter Credit Hours**  
**20/20/0**

In this course, instruction addresses the parts of dental hand instruments, categories and uses, functions of dental burs, abrasives, dental handpieces, and the importance and function of instrument tray systems and color coding. This course provides instruction in the types of restorative materials and cements used in general dentistry, the standards and organizations responsible for those standards, the role of the dental assistant in chairside restorative procedures, and the properties of dental materials.

*Prerequisite(s): DA112, DA113, DA122, DA123*

**DA153** **Computer and Office Applications** **3.50 Quarter Credit Hours**  
**30/30/0**

This course provides instruction in the overall aspects of computerized business office systems pertaining to a dental office, dental office management, including patient reception, marketing, telephone technique, business office systems, patient scheduling, records managements, accounts receivable, management of patients' accounts, accounts payable, inventory control, and recall systems management. Patient scheduling, records management, accounts receivable, management of patient accounts, and accounts payable are emphasized. This course also provides instruction in the importance of accurate charting and interpretation for diagnosis, consultation, and financial and billing purposes.

*Prerequisite(s): DA112, DA113, DA122, DA123*

**DA162** **Dental Science II** **2.50 Quarter Credit Hours**  
**20/20/0**

This course provides instruction in the process of inflammation, identification of oral lesions, oral diseases and related biological, physical, and chemical agents, as well as hormonal, developmental, and nutritional disturbances. Students are instructed in basic pharmacology and drugs associated with treating diseases, their use in dentistry, related terms, parts of a prescription, and types of anesthetics.

*Prerequisite(s): DA112, DA113, DA122, DA123, DA133, DA142, DA143, DA153*

**DA163** **Dental Materials II** **2.50 Quarter Credit Hours**  
**20/20/0**

This course provides instruction in the scope and use of removable and fixed prosthodontics. This course also provides instruction in the steps in diagnosis and materials required in treatment, the importance of a consultation appointment, the advantages and disadvantages of partial and full dentures, the steps required in denture polishing, relining and repair, and the function of an overdenture. Instruction includes the definition of an endodontist and how endodontics relates to the dental practice.

*Prerequisite(s): DA112, DA113, DA122, DA123, DA133, DA142, DA143, DA153*

**DA173** **Clinical Oral Radiology** **1.00 Quarter Credit Hours**  
**10/10/0**

In this course, students are instructed in how to expose and process diagnostically acceptable intraoral and extraoral dental films, using both the paralleling and bisecting techniques, common production errors, processing techniques, mounting procedures, identification of radiographic landmarks, the procedures and state policies required for dental offices to ensure quality radiographs, and the use of imaging systems for dental purposes.

*Prerequisite(s): DA112, DA113, DA122, DA123, DA133, DA142, DA143, DA153*

**DA174** **Chairside Assisting II** **2.00 Quarter Credit Hours**  
**12/28/0**

This course provides instruction in a variety of expanded dental functions, many of which are specifically listed as allowable under individual state dental practice acts. Aspects addressed in the section include preparation, application, and removal of a dental dam; placement, application, and removal of a dental matrix and wedge; rationale and procedure for coronal polish; preparation, manipulation, and placement of dental cavity liners, cavity varnish and cements, suture removal and postoperative patient care following oral surgical procedures; placement and removal of gingival retraction devices; preparation and application of enamel sealant material, benefits and types of dental bleaching materials, application techniques, and patient education instructions.

*Prerequisite(s): DA112, DA113, DA122, DA123, DA133, DA142, DA143, DA153*

**DA186** **Externship** **6.00 Quarter Credit Hours**  
**0/0/160**

Upon successful completion of all other courses in the Dental Assisting Program, students are eligible to participate in a 160-hour clinical externship. The clinical externship enables students to work in the clinic applying the principles and practices learned in the classroom. Externs work under the direct supervision of dentists and qualified personnel at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.

*Prerequisite(s): DA112, DA113, DA122, DA123, DA132, DA133, DA142, DA143, DA153, DA162, DA163, DA173, DA174*

**GE1117** **Introduction to Psychology** **7.00 Quarter Credit Hours**

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

*Prerequisite(s): None*

**GE1217** **Speech Communication** **7.00 Quarter Credit Hours**

The theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations is introduced. This course is designed for students to learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches.

*Prerequisite(s): None*

**GE1317** **College Algebra** **7.00 Quarter Credit Hours**

The purpose of this course is to provide students with an understanding of a wide variety of algebraic concepts and problem-solving methods. Topics include algebraic skills, problem-solving applications, equations and inequalities, graphing, relations and functions (including exponential, logarithmic, linear, polynomial, rational, and absolute value), systems of equations, and binomial theorem.

*Prerequisite(s): None*

**GE1417** **English Composition** **7.00 Quarter Credit Hours**

This course is designed to provide students practice in reading and writing expository and argumentative prose. The various elements of composition, such as logical organization, effective diction, and complete and varied development are stressed. A formal research paper is required.

*Prerequisite(s): None*

**GE1817** **Principles of Biology** **7.00 Quarter Credit Hours**

This course introduces students to the major concepts of contemporary biology. Special emphasis is placed on structure and function at the cellular and molecular levels of organization. Additional topics include the physical and chemical aspects of living systems.

*Prerequisite(s): None*

- L-EKG111** **2.00 Quarter Credit Hours**  
**EKG Lab** **0/40/0**  
 This course permits students to practice EKG tracing measurement, lead placement, and tracing analysis.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2*
- L-EKG112** **2.00 Quarter Credit Hours**  
**EKG Lab** **0/40/0**  
 This course permits students to practice recording EKG tracings, identification of normal and abnormal rhythms, and patient care using equipment provided. Trouble shooting and specialized protocols are also practiced.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2, L-EKG111, MA-EKG122*
- L-XT109** **2.00 Quarter Credit Hours**  
**X-Ray Lab/Clinical Rotation** **0/40/0**  
 This course provides practice with patient positioning for X-rays of chest, abdomen, upper, and lower extremities.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2*
- L-XT110** **2.00 Quarter Credit Hours**  
**X-Ray Lab/Clinical Rotation** **0/40/0**  
 This course includes practice preparing patients for skull, facial, pelvic and spinal X-rays and observing and practicing radiation biology, radiation protection and safety and image evaluation.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2, L-XT109, MA-XT102*
- MA-EKG122** **2.50 Quarter Credit Hours**  
**Introduction to Advanced Electrocardiography** **40/0/0**  
 This course is designed to introduce students to advanced EKG techniques such as EKG grid measurement, time measurement, voltage measurement, Einthoven's Triangle, artifact recognition and elimination, cardiac wave cycle measurement, pulse determination from EKG tracking, and lead placement variations. A review of the cardiovascular system is included.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2*
- MA-EKG132** **2.50 Quarter Credit Hours**  
**Arrhythmia Recognition, Patient Care, and Specialized Procedures** **40/0/0**  
 This course presents arrhythmia recognition, principles of patient care, maintaining patient confidentiality, troubleshooting, and specialized electrocardiographic protocols.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2, L-EKG111, MA-EKG122*
- MA-XT102** **2.50 Quarter Credit Hours**  
**Introduction and Occupational Standards** **40/0/0**  
 This course introduces the term 'Limited Radiographer' as a new occupation in radiological science. It covers the value of effective communication. Patient care, OSHA and HIPAA regulations are presented. Law and ethics for the limited radiographer, radiographic physics, and radiation production are discussed. Also covered is the safety and maintenance of radiological materials and equipment.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2*
- MA-XT112** **2.50 Quarter Credit Hours**  
**Advanced Radiographic Image Protocols** **40/0/0**  
 This course includes instruction in skull, facial, pelvic and spinal X-ray techniques, radiation biology, radiation protection and safety and image evaluation.  
*Prerequisite(s): Module A-2, Module B-3, Module C-2, Module D-2, Module E-2, Module F-2, Module G-2, L-XT109, MA-XT102*
- MI115** **5.00 Quarter Credit Hours**  
**Anatomy and Physiology for Mechanical Structures** **40/40/0**  
 This course is designed to teach the structure and function of the human body. The systems studied in this class are the integumentary system, skeletal system, muscular system, and nervous system. This course introduces students to the language of medicine as it relates to these systems. Basic computer knowledge and the touch system of keyboarding are also covered in this course.  
*Prerequisite(s): None*

- MI125** **Anatomy and Physiology for Visceral Structures** **5.00 Quarter Credit Hours**  
**40/40/0**  
 This course includes instruction on the structure and function of the human body. The systems studied in this class are the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system. This course introduces students to the language of medicine as it relates to these systems. Basic computer knowledge and the touch system of keyboarding are also covered in this course.  
*Prerequisite(s): None*
- MI135** **Introduction to Medical Coding** **5.00 Quarter Credit Hours**  
**40/40/0**  
 This course is designed to provide students with a foundation of medical coding by integrating the basic concepts of disease classification and medical office coding with anatomy and physiology concepts. The keyboarding application section of this course introduces and helps to develop computer and information processing. This course is also designed to instruct students in how to keyboard using the touch system and how to improve keyboarding skill and accuracy.  
*Prerequisite(s): None*
- MI145** **Medical Records Management** **3.50 Quarter Credit Hours**  
**20/40/0**  
 This course explains how to develop, evaluate, and implement a medical billing and record system used in a typical medical office compliant with the Health Insurance Portability and Accountability Act (HIPAA). This course also introduces the management, legal, and compliance requirements and responsibilities of a medical office. The keyboarding application section of this course introduces and helps to develop computer and information processing skills.  
*Prerequisite(s): None*
- MI155** **Computerized Insurance and Billing** **5.00 Quarter Credit Hours**  
**40/40/0**  
 This course focuses on medical insurance billing as it relates to an office practice. The course is designed to teach students about computerized insurance forms and electronic insurance filing transmission.  
*Prerequisite(s): MI115, MI125, MI135, MI145*
- MI166** **CPT Coding for Medical Office Applications** **2.50 Quarter Credit Hours**  
**20/20/0**  
 This course provides instruction in the coding rules for Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) and explains how to apply the rules to correctly code patient services related to a medical office environment.  
*Prerequisite(s): MI115, MI125, MI135, MI145*
- MI167** **CPT Coding for Hospital Applications** **2.50 Quarter Credit Hours**  
**20/20/0**  
 This course offers instruction in the coding rules for Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) and explains how to apply the rules to correctly code patient services related to a hospital environment.  
*Prerequisite(s): MI115, MI125, MI135, MI145*
- MI187** **Medical Office Management** **3.50 Quarter Credit Hours**  
**20/40/0**  
 This course is designed to prepare students for front-office management duties by providing instruction on information processing, telecommunications, and mail technology. Students are instructed to practice these skills in the lab portion of the course.  
*Prerequisite(s): MI115, MI125, MI135, MI145*
- MI195** **Medical Coding/ICD-9 Codes** **5.00 Quarter Credit Hours**  
**40/40/0**  
 This course offers instruction in the rules for disease classification (ICD-9) coding and how to apply the rules in coding patient diagnoses. Coursework includes an introduction to a series of lectures and discussions that concentrate on developing habits of personal success. Emphasis is placed on assessing qualifications; developing a job search network; preparing résumés, cover letters, and applications; and using successful interviewing strategies and follow-up skills.  
*Prerequisite(s): None*

**MI194****3.00 Quarter Credit Hours****Externship****0/0/80**

Upon successful completion of all other courses in the Medical Billing and Coding Program, students are eligible to participate in an externship at an approved facility. The externship is designed to enable students to apply the principles and practices learned in the classroom. Externs are scheduled to work under the direct supervision of qualified personnel in participating institutions. Students must successfully complete their externship to fulfill the requirements for graduation.

*Prerequisite(s): MI155, MI166, MI167, MI187, MI195*

**Module A-2****5.00 Quarter Credit Hours****Patient Care and Communication****40/40/0**

Module A-2 emphasizes patient care, including the complete physical exam and positioning and draping. Anatomy and physiology of the sense organs and the central nervous system and common diseases related to each are taught. Students are instructed in how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the medical assistant are included. Students are instructed to perform invasive procedures and check vital signs. Students are also instructed to practice medical asepsis in the lab. Coursework includes basic keyboarding skills on the computer, the self-directed job search process, and medical terminology.

*Prerequisite(s): None*

**Module B-3****3.50 Quarter Credit Hours****Clinical Assisting and Pharmacology****20/40/0**

Module B-3 stresses the importance of asepsis and sterile technique in today's health care environment. Students are instructed in basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system and common diseases related to it are included. Basic therapeutic drugs, their uses, classification and effects on the body are covered. Students are instructed in the principles of administering medication. Students are also instructed in how to perform invasive procedures and check vital signs. Coursework includes basic keyboarding skills on the computer, the self-directed job search process, and medical terminology.

*Prerequisite(s): None*

**Module C-2****5.00 Quarter Credit Hours****Medical Insurance and Bookkeeping****40/40/0**

Module C-2 focuses on the health science field, including areas of importance to the health care worker. Students are instructed in general first aid, including bandaging techniques. Students are also instructed in the anatomy and physiology of the human digestive system, as well as the four basic food groups in conjunction with nutrition. In addition, students are instructed in how to perform invasive procedures and check vital signs as well as medical asepsis in the lab. Coursework includes basic keyboarding skills on the computer and medical terminology. A cursory look at health care insurance, coding, and billing procedures is included. Coursework also includes an introduction to essential bookkeeping procedures and the self-directed job search process.

*Prerequisite(s): None*

**Module D-2****5.00 Quarter Credit Hours****Cardiopulmonary and Electrocardiography****40/40/0**

Module D-2 examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students are instructed about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course is designed to enable students to respond to a cardiac emergency. Students are instructed to perform invasive procedures and check vital signs. Students are also instructed in how to practice medical asepsis in the lab. Coursework includes basic keyboarding skills on the computer, the self-directed job search process and medical terminology.

*Prerequisite(s): None*

**Module E-2****5.00 Quarter Credit Hours****Laboratory Procedures****40/40/0**

Module E introduces laboratory procedures commonly performed in a physician's office. Students are instructed in specimen identification, collection, handling and transportation procedures and practice venipuncture, capillary puncture, routine diagnostic hematology, chemistry, and urinalysis. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students are instructed to perform invasive procedures and check vital signs. Students also practice medical asepsis in the lab. Coursework includes basic keyboarding skills on the computer, the self-directed job search process and medical terminology.

*Prerequisite(s): None*

<b>Module F-2</b> <b>Endocrine and Reproductive Systems</b> In Module F-2, emphasis is placed on how to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. Coursework includes assisting in the pediatric office and child growth and development. Students are instructed to perform invasive procedures and check vital signs, and practice medical asepsis. Coursework includes basic keyboarding skills on the computer, the self-directed job search process and medical terminology. <i>Prerequisite(s): None</i>	<b>5.00 Quarter Credit Hours</b> <b>40/40/0</b>
<b>Module G-2</b> <b>Therapeutic Care</b> In Module G, emphasis is placed on how to become aware of the basic techniques used in therapeutic medicine. The musculoskeletal structures of the body as they relate to therapeutic care are included. Students are instructed in the equipment and modalities used in therapeutic care. Students are also instructed to take and record vital signs and practice medical asepsis. Coursework includes basic keyboarding skills on the computer, the self-directed job search process and medical terminology. <i>Prerequisite(s): None</i>	<b>3.50 Quarter Credit Hours</b> <b>20/40/0</b>
<b>Module X-3</b> <b>Externship</b> Upon successful completion of all other courses in the Medical Assisting Program, students are eligible to participate in a 160-hour externship at an approved facility. The externship training is designed to enable students to work with patients and apply the principles and practices learned in the classroom. Externship students work under the direct supervision of qualified personnel in a participating facility and under the supervision of a person with the appropriate credentials. Supervisory personnel evaluate externship students at 80- and 160-hour intervals, and evaluations are placed in the students' permanent record. Students must successfully complete their externship to fulfill requirements for graduation. <i>Prerequisite(s): Modules A-2 through G-2</i>	<b>6.00 Quarter Credit Hours</b> <b>0/0/160</b>
<b>PHAT115</b> <b>Dosage Calculations</b> Coursework includes an introduction to the math skills, including basic terminology, abbreviations and units needed to perform pharmaceutical calculations. Apothecary, avoirdupois, and metric systems are an essential component of this course. Review of calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas and dilution and concentration problems are presented. <i>Prerequisite(s): None</i>	<b>2.50 Quarter Credit Hours</b> <b>20/20/0</b>
<b>PHAT117</b> <b>Introduction to Computers</b> The primary focus of this course is to introduce students to a computerized word processing application. Students are given instruction in the process of creating a document, enhancing a document, saving a document, and printing a document. Students are encouraged to increase their keyboarding speed. <i>Prerequisite(s): None</i>	<b>1.00 Quarter Credit Hours</b> <b>10/10/0</b>
<b>PHAT118</b> <b>Pharmacy Practice</b> This course is designed to introduce students to the basic elements of the field of pharmacy. Medical abbreviations, prescription writing and interpretation, drug forms and administration are discussed in this class. This course is designed to introduce students to many aspects of the pharmacy, including the relationship between the pharmacist and the pharmacy technician and other details necessary to be a pharmacy technician. <i>Prerequisite(s): None</i>	<b>1.00 Quarter Credit Hours</b> <b>20/0/0</b>
<b>PHAT124</b> <b>First Aid/CPR</b> Coursework includes an introduction to basic life-support practices. Cardiopulmonary resuscitation (CPR) is emphasized in this course. Students must pass the CPR exam and practicum to pass this course. First aid practices and procedures are also emphasized in this course. <i>Prerequisite(s): None</i>	<b>1.00 Quarter Credit Hours</b> <b>10/10/0</b>
<b>PHAT125</b> <b>Anatomy and Physiology for Mechanical Structures</b> This course is designed to introduce students to the structure and function of the human body. The systems studied in this class are the integumentary system, skeletal system, muscular system, and the nervous system. <i>Prerequisite(s): None</i>	<b>2.50 Quarter Credit Hours</b> <b>40/0/0</b>



- PHAT135** **5.00 Quarter Credit Hours**  
**Pharmacology for Mechanical Structures** **40/40/0**  
 This course is designed to provide practical knowledge of pharmacology, including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contra-indications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory, and gastrointestinal systems.  
*Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT152, PHAT155*
- PHAT145** **5.00 Quarter Credit Hours**  
**Pharmacy Technology for Extemporaneous Compounding** **40/40/0**  
 This course is designed to provide a stepwise approach for learning and understanding the various components of the profession of pharmacy and the meaningful role of supportive personnel in the practice of pharmacy. An overview of administration of medications, drug distribution systems, and parenteral admixture services are discussed in this course.  
*Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT152, PHAT155*
- PHAT152** **1.00 Quarter Credit Hours**  
**Pharmacy Law and Ethics** **10/10/0**  
 This course is designed to introduce students to laws that govern pharmacies as well as good ethical practices.  
*Prerequisite(s): None*
- PHAT155** **4.00 Quarter Credit Hours**  
**Anatomy and Physiology for Visceral Structures** **60/0/0**  
 This course is designed to introduce students to the structure and function of the human body. The systems studied in this class are be cells, tissues and organ systems, the circulatory system, the respiratory system, the endocrine system, the lymphatic system, the urinary system, and fluid and electrolyte balance.  
*Prerequisite(s): None*
- PHAT165** **5.00 Quarter Credit Hours**  
**Pharmacology for Visceral Structures** **40/40/0**  
 This course provides advanced knowledge of pharmacology and pharmaceutical practice, and includes a systematic approach to names and classifications of drugs and therapeutic agents, their indications and contra-indications, mechanisms of action, side effects, drug interactions, methods of administration of therapeutic agents with emphasis in the renal, reproductive, vascular, sensory, dermatology, immunology and hematology systems. Benefits and disadvantages of over-the-counter or nonprescription medication are also addressed.  
*Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT152, PHAT155*
- PHAT175** **3.50 Quarter Credit Hours**  
**Pharmacy Technology for Parenteral Compounding** **30/30/0**  
 This course focuses on pharmacy procedures related to hospitals and long-term facilities. Intravenous medication, preparation and implementation as well as other long-term medication applications are discussed. Instruction addresses nuclear pharmacy, hospice pharmacy and mail order pharmacy.  
*Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT152, PHAT155*
- PHAT186** **6.00 Quarter Credit Hours**  
**Externship** **0/0/160**  
 Upon completion of all other courses, Pharmacy Technician students participate in an externship program. This program is designed to expose students to an actual pharmacy environment allowing practical aspects of dispensing, compounding and inventory control with the assistance of the school-based externship coordinator.  
*Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT135, PHAT145, PHAT152, PHAT155, PHAT165, PHAT175*
- PTA1111** **3.00 Quarter Credit Hours**  
**Medical Terminology**  
 This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.  
*Prerequisite(s): None*

**PTA1112****3.00 Quarter Credit Hours****Introduction to Physical Therapist Assisting**

This course serves as an introduction to the history and development of the profession of physical therapy, the role of a physical therapist assistant, the Standards of Ethical Conduct for a Physical Therapist Assistant, and supervision issues concerning the physical therapist assistant. The course also introduces the American Physical Therapy Association and explores communication as it relates to the practice and profession of physical therapy.

*Prerequisite(s): None*

**PTA1221****3.00 Quarter Credit Hours****Anatomy and Physiology for Mechanical Structures**

This course is an introduction to the structure and function of the human body, with an emphasis on the properties of cells, tissues, and organ systems and their relationships in both health and disease. The structure and function of the organ systems, muscles, and nerves are studied.

*Prerequisite(s): GE1817, PTA1111, PTA1112*

**PTA1222****3.00 Quarter Credit Hours****Physical Therapist Assistant Procedures**

This course introduces the clinical environment of physical therapy. The course includes instruction in the proper positioning and draping of patients, hand washing, universal precautions, use and application of personal protective equipment, sterile technique, wound care basics, body mechanics, passive range of motion, transfers, gait training, bed mobility, and wheelchair mobility. Students also receive instruction in cardiopulmonary resuscitation (CPR) for healthcare providers, vital signs, and the Heimlich maneuver.

*Prerequisite(s): PTA1111, PTA1112*

**PTA1331****6.00 Quarter Credit Hours****Physical Therapy Fundamentals**

This course emphasizes physical therapy treatments using physical agents, the use and application of mechanical cervical/pelvic traction, and the intermittent compression pump. The indications, contraindications, applications, and patient responses to modalities performed in physical therapy are examined. Emphasis is on patient and equipment safety and documentation.

*Prerequisite(s): GE1817, PTA1111, PTA1112, PTA1221, PTA1222*

**PTA1332****3.00 Quarter Credit Hours****Kinesiology**

This course introduces the movement of the body produced by joints and muscles, the structure and function of the joints, and actions of the muscles. Students receive instruction in palpation, normal joint range of motion, joint measurement, and muscle testing for all muscles. This course also examines biomechanical principles and their effect on motion as it relates to physical therapy.

*Prerequisite(s): GE1817, PTA1111, PTA1112, PTA1221, PTA1222*

**PTA1333****3.00 Quarter Credit Hours****Anatomy and Physiology for Visceral Structures**

This course includes a study of the structure and function of the endocrine, circulatory, immune, respiratory, digestive, excretory, and reproductive systems.

*Prerequisite(s): GE1817, PTA1111, PTA1221*

**PTA1441****3.00 Quarter Credit Hours****Pathophysiology**

This course covers the changes in body tissues and organs that cause or result from a disease process. The impact of acute and chronic diseases is discussed. The course focuses on diseases and the resultant functional limitations that impact the musculoskeletal, immune, and nervous systems.

*Prerequisite(s): GE1817, PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1333*

**PTA1443****3.00 Quarter Credit Hours****Therapeutic Exercise I**

This course introduces the concept of therapeutic exercise and examines the principles of various types of exercise; the stages of tissue healing, and exercise considerations associated with each stage. Students receive instruction in and develop exercise programs for medical and surgical conditions that affect the trunk, neck, and extremities. This course is designed to help students prepare to implement therapeutic exercise under the supervision of a physical therapist.

*Prerequisite(s): GE1817, PTA1111, PTA1112, PTA1222, PTA1331, PTA1332*

**PTA2451** **3.00 Quarter Credit Hours**  
**Geriatrics**

This course explores the special considerations of the aging adult, including the physiological changes, social issues, and legislation that affect the older adult in the context of the healthcare system.

*Prerequisite(s):* GE1817, PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1333, PTA1441, PTA1443

**PTA2561** **3.00 Quarter Credit Hours**  
**Pharmacology**

This course examines commonly prescribed medications and their effects on patients during rehabilitation; including side effects, and suggestions for gaining the most advantageous effects during therapy.

*Prerequisite(s):* GE1817, PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1333, PTA1441, PTA1443

**PTA2562** **3.00 Quarter Credit Hours**  
**Human Growth and Development**

This course introduces the human developmental sequence, from prenatal to adult. The course also examines the cognitive, psychomotor, and affective domains of human development and explores disability issues across a lifespan.

*Prerequisite(s):* GE1817, PTA1111, PTA1112, PTA1221

**PTA2564** **3.00 Quarter Credit Hours**  
**Therapeutic Exercise II**

The course expands on the concepts of therapeutic exercise by examining common orthopedic conditions and surgical procedures that impact the musculoskeletal system. Students receive instruction in exercise progression, precautions, indications, and contraindications for common orthopedic conditions. Safety during exercise performance is emphasized.

*Prerequisite(s):* PTA1441, PTA1443, PTA2451, PTAX53

**PTA2565** **3.00 Quarter Credit Hours**  
**Pediatric Physical Therapy**

This course provides instruction in the treatment techniques for neonates, babies, and children with a variety of orthopedic, medical, and neurological conditions.

*Prerequisite(s):* GE1817, PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1441, PTA1443

**PTA2571** **6.00 Quarter Credit Hours**  
**Rehabilitation**

This course provides instruction in the rehabilitation techniques and procedures that physical therapists use in treating adult patients with neurological, orthopedic, medical, and/or spinal cord diseases or injuries. The course emphasizes the completion of functional activities for these patient populations, along with patient safety and documentation.

*Prerequisite(s):* GE1817, PTA1111, PTA1112, PTA1222, PTA1331, PTA1332, PTA1441, PTA1443

**PTA2572** **3.00 Quarter Credit Hours**  
**Physical Therapist Assistant Capstone**

This course is a survey of contemporary issues in physical therapy and healthcare, including specialty areas, technology, employment, and fiscal and governmental issues. Students develop and complete a résumé and begin the review process for the state board licensing exam.

*Prerequisite(s):* PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1441, PTA1443, PTA2561, PTA2562, PTA2571

**PTAX53** **3.50 Quarter Credit Hours**  
**Clinical I**

This course is a planned clinical experience. Students are expected to apply physical therapy techniques in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

*Prerequisite(s):* PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1441, PTA1443, and successful completion of all laboratory practical examinations and skill checks in prerequisite courses.

**PTAX73** **3.50 Quarter Credit Hours**  
**Clinical II**

This course is a planned clinical experience. Students are expected to apply advanced rehabilitation techniques in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

*Prerequisite(s):* PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1441, PTA1443, PTA2451, PTA2561, PTA2562, PTA2563, PTAX53, and successful completion of all laboratory practical examinations and skill checks in prerequisite courses.

**PTAX84****14.00 Quarter Credit Hours****Clinical III**

In this capstone clinical experience, students are expected to integrate all learned material in a clinical setting. The course is designed to prepare students to work in clinical settings under the supervision of a licensed physical therapist. Upon successful completion of the capstone clinical, students should be eligible to take the state board licensing exam.

*Prerequisite(s): PTA1111, PTA1112, PTA1221, PTA1222, PTA1331, PTA1332, PTA1441, PTA1443, PTA2451, PTA2561, PTA2562, PTA2565, PTA2571, PTA2572, PTAX53, PTAX73, and successful completion of all laboratory practical examinations and skill checks in prerequisite courses*

## ACADEMIC STANDARDS

### GRADING LEGEND

Academic standing at the Campus is based on the grading system below. The following grading scale shall apply to all students other than students in the Physical Therapist Assistant Program who are enrolled in core/technical courses:

Grade	Quality	Score	Points	Included in GPA
A	Excellent	90% to 100%	4.0	Y
B	Very Good	80% to 89%	3.0	Y
C	Good	70% to 79%	2.0	Y
D	Poor	60% to 69%	1.0	Y
F	Failing	0% to 59%	0.0	Y*
I	Incomplete		0.0	N
TR**	Transfer Credit		0.0	N
TR-A***	Transfer Credit	90% to 100%	4.0	Y
TR-B***	Transfer Credit	80% to 89%	3.0	Y
TR-C***	Transfer Credit	70% to 79%	2.0	Y
W	Withdrawal		0.0	N

\*For exceptions, see Repeating a Course section.

\*\*TR designates credits transferred from any college other than a Remington College campus.

\*\*\*TR-A, TR-B, and TR-C designates credits transferred from another Remington College campus. The A, B, or C indicates the grade the student received at the other Remington College campus.

The following grading legend shall apply to students who are enrolled in core/technical courses of the Physical Therapist Assistant Program. The grading legend will only be applied to the core/technical courses of the Physical Therapist Assistant Program.

Grade	Quality	Score	Points	Included in GPA
A	Excellent	92% to 100%	4.0	Y
B	Very Good	83% to 91%	3.0	Y
C	Good	75% to 82%	2.0	Y
F	Failing	74% and Below	0.0	Y*
I	Incomplete		0.0	N
TR**	Transfer Credit		0.0	N
TR-A***	Transfer Credit	90% to 100%	4.0	Y
TR-B***	Transfer Credit	80% to 89%	3.0	Y
TR-C***	Transfer Credit	70% to 79%	2.0	Y
W	Withdrawal		0.0	N

\*For exceptions, see Repeating a Course section of the catalog.

\*\*TR designates credits transferred from any college other than a Remington College campus.

\*\*\*TR-A, TR-B, and TR-C designates credits transferred from another Remington College campus. The A, B, or C indicates the grade the student received at the other Remington College campus.

At the successful completion of all courses in a program, the student is eligible to receive a degree or diploma provided the program has been completed with no less than a 2.0 Cumulative Grade Point Average ("CGPA"). The grade point average for the Grading Period is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outline set forth above and dividing by the total number of credits for the Grading Period. Students will be provided progress reports of their academic status at the conclusion of each Grading Period.

### PHYSICAL THERAPIST ASSISTANT CLINICAL EDUCATION GRADING POLICY

Students enrolled in the clinical education courses of the Physical Therapist Assistant Program will receive a Pass "P" if the clinical education course is completed satisfactorily and a Fail "F" if the student is unsuccessful in clinical education. Grades are assigned by Remington College Physical Therapist Assistant faculty.

### WITHDRAWAL FROM A COURSE

Students who withdraw (voluntarily or involuntarily) from a course after the drop/add period will be assigned the following grade(s):

- A "W" if before 50% of Grading Period is completed.
- A "W" if passing at any point in the Grading Period.
- An "F" if failing after 50% of Grading Period.
- For externship courses only, an "F" if the externship is not successfully completed.

## **REPEATING A COURSE**

If a required course is failed, it must be taken again. 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 will be ignored) in calculating the CGPA. Students who repeat courses will be charged to repeat the course at the cost per credit hour as set forth in the Application and Enrollment Agreement.

## **INCOMPLETE GRADES**

If a student fails to complete a course, a grade of "I" (incomplete) may be temporarily recorded. In order for a student enrolled in an externship course to receive a grade of "I" for failing to complete the externship course prior to the end of the Grading Period, the student must have attended more than 32 hours of the externship course prior to the end of the Grading Period. Course requirements for academic courses, other than externship courses, must be completed and submitted for processing no later than one week after the last day of class for the Grading Period in which the grade of "I" was recorded, unless the student has been granted additional time to complete the course by the Director of Education. The Director of Education may extend the time to complete course requirements for a course, other than an externship course, by one additional week. Course requirements for externship courses must be completed and submitted for processing no later than six weeks after the last day of class for the Grading Period in which the grade of "I" was recorded. If the course requirements are not completed and submitted for processing within the time allowed after the Grading Period in which the incomplete grade was recorded, the student will receive an "F."

## **GRADES IN ERROR**

If a student believes he/she received a grade in error, the student may request a review of the grade received. The request must be made in writing to the Director of Education within 30 days of the end of the Grading Period for which the grade is disputed. (Students who are not satisfied with the results of the requested review may file a grievance. See Dispute Resolution Procedures and Alternatives Section.)

## **SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS**

All students must meet Remington College's minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. 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 or clock hours attempted and credit or clock 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 Financial Aid Payment Period and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in Modules, and Minimum Measuring Point in Clock Hours Attempted 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 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 Financial Aid Payment Period 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 Financial Aid Payment Period 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 Financial Aid Payment Period or as of any other Minimum Measuring Point.

“Minimum CGPA” shall have the meaning set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Percentage of Total Clock Hours in Program Completed Requirement” shall have the meaning set forth below in the Quantitative Component Of Satisfactory Academic Progress section of this Catalog and the specific Minimum Percentage of Total Clock Hours in Program Completed Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Clock Hours Completed Requirements (Diplomas) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Percentage of Total Program Credit Hours Completed Requirement” shall have the meaning set forth below in the Quantitative Component Of Satisfactory Academic Progress section of this Catalog and the specific Minimum Percentage of Total Program Credit Hours Completed Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Credits Completed Requirements (Degrees) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measuring Point in Clock Hours Attempted” shall have the meaning set forth in the Quantitative Component of Satisfactory Academic Progress section of this Catalog and the specific cumulative clock hour blocks which comprise the Minimum Measuring Point in Clock Hours Attempted for various programs are delineated in the Minimum Clock Hours Completed Requirements (Diplomas) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measuring Point in Modules” shall mean the modules indicated in the Minimum CGPA Requirement (Diplomas) chart set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measurement Point” shall mean the end of each Financial Aid Payment Period as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in Credit Hours Attempted, Minimum Measuring Point in Clock Hours Attempted and Minimum Measuring Point in Modules indicated in the charts set forth below.

“MTF” shall have the meaning set forth below in the Quantitative Component Of Satisfactory Academic Progress section of this Catalog.

### **Financial Aid Payment Period Definitions**

The term “Financial Aid Payment Period” is defined differently for students based upon program type or date the student starts class. The following definitions of Financial Aid Payment Period are the definitions of Financial Aid Payment Period that apply to each respective program type and class start date classifications:

- a) Degree students who start classes in January, April, July, and October: “Financial Aid Payment Period” 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.
- b) Degree students who start classes in months other than January, April, July, and October: “Financial Aid Payment Period” means a period of time which generally consists of eighteen (18) weeks of instructional time, but never less than sixteen (16) weeks of instructional time.
- c) Diploma students in programs having a length of less than 10 modules. These programs will have two Financial Aid Payment Periods. For purposes of determining the first Minimum Measuring Point measured as of a Financial Aid Payment Period the term “Financial Aid Payment Period” means the period of time at which a student has completed both 50% of the clock hours and financial aid credit hours in an academic year and for the second Minimum Measuring Point measured by a Financial Aid Payment Period the term “Financial Aid Payment Period” means that portion of the academic year occurring after the student has completed both 50% of the clock hours and financial aid credit hours in an academic year.

- d) Diploma students in programs having a length of ten or more modules. These programs will have three Financial Aid Payment Periods. For purposes of determining the first Minimum Measuring Point measured as of a Financial Aid Payment Period the term "Financial Aid Payment Period" means the period of time at which a student has completed both 50% of the clock hours and financial aid credit hours in the first academic year; for the second Minimum Measuring Point measured by a Financial Aid Payment Period the term "Financial Aid Payment Period" means that portion of the academic year occurring after the student has completed both 50% of the clock hours and financial aid credit hours in the first academic year; and for the third Minimum Measuring Point measured by a Financial Aid Payment Period the term "Financial Aid Payment Period" means the second academic year.

#### **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 CGPA Requirement 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. Commencing with the 5th module, the CGPA of diploma programs will be measured at the end of each module in addition to the end of each Financial Aid Payment Period and for all Financial Aid Payment Periods ending on or after the 5th Module the, CGPA required for the Financial Aid Payment Period is same as required for the module that ends contemporaneously with the end of the Financial Aid Payment Period.

**MINIMUM CGPA REQUIREMENT (DEGREES)**

<b>Program Length</b> (Minimum # of Months Required to Complete Program)	<b>Minimum CGPA Requirement</b>	<b>Minimum Measurement Point in Financial Aid Payment Periods</b>
18  Start Dates in January April, July ,and October	<b>1.00</b>	End of Payment Period 1
	<b>1.20</b>	End of Payment Period 2
	<b>1.40</b>	End of Payment Period 3
	<b>1.60</b>	End of Payment Period 4
	<b>1.80</b>	End of Payment Period 5
	<b>2.00</b>	End of Payment Period 6 and each Payment Period thereafter
18  Start dates other than January, April, July and October	<b>1.00</b>	End of Payment Period 1
	<b>1.40</b>	End of Payment Period 2
	<b>1.75</b>	End of Payment Period 3
	<b>2.00</b>	End of Payment Period 4 and each Payment Period thereafter
24  (Programs other than Physical Therapist Assistant Program)	<b>1.00</b>	End of Payment Period 1
	<b>1.20</b>	End of Payment Period 2
	<b>1.40</b>	End of Payment Period 3
	<b>1.60</b>	End of Payment Period 4
	<b>1.80</b>	End of Payment Period 5
	<b>2.00</b>	End of Payment Period 6
	<b>2.00</b>	End of Payment Period 7
	<b>2.00</b>	End of Payment Period 8 and each Payment Period thereafter



<b>Program Length</b> (Minimum # of Months Required to Complete Program)	<b>Minimum CGPA Requirement</b>	<b>Minimum Measurement Point in Financial Aid Payment Periods</b>
24 (Physical Therapist Assistant program only)	<b>2.50</b>	End of Payment Period 1
	<b>2.50</b>	End of Payment Period 2
	<b>2.50</b>	End of Payment Period 3
	<b>2.50</b>	End of Payment Period 4
	<b>2.50</b>	End of Payment Period 5
	<b>2.50</b>	End of Payment Period 6
	<b>2.50</b>	End of Payment Period 7
	<b>2.50</b>	End of Payment Period 8 and each Payment Period thereafter

#### **MINIMUM CGPA REQUIREMENT (DIPLOMAS)**

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum CGPA Requirement</b>	<b>Minimum Measurement Point in Modules</b>
44 - 48	<b>1.50</b>	End of the 5 <sup>th</sup> Module
	<b>1.75</b>	End of the 6 <sup>th</sup> Module
	<b>2.00</b>	End of the 7 <sup>th</sup> Module
	<b>2.00</b>	End of the 8 <sup>th</sup> Module
49 - 60	<b>1.50</b>	End of the 5 <sup>th</sup> Module
	<b>1.75</b>	End of the 6 <sup>th</sup> Module
	<b>2.00</b>	End of the 7 <sup>th</sup> Module
	<b>2.00</b>	End of the 8 <sup>th</sup> Module
	<b>2.00</b>	End of the 9 <sup>th</sup> Module
68 - 72	<b>1.50</b>	End of the 5 <sup>th</sup> Module
	<b>1.75</b>	End of the 6 <sup>th</sup> Module
	<b>1.75</b>	End of the 7 <sup>th</sup> Module
	<b>1.75</b>	End of the 8 <sup>th</sup> Module
	<b>1.75</b>	End of the 9 <sup>th</sup> Module
	<b>2.00</b>	End of the 10 <sup>th</sup> Module
	<b>2.00</b>	End of the 11 <sup>th</sup> Module
	<b>2.00</b>	End of the 12 <sup>th</sup> Module

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 programs) or a minimum number of clock hours after attempting a certain number of clock hours (diploma programs). For degree programs, the number of credit hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total credit hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached (the "Minimum Percentage of Total Program Credit Hours Completed Requirement"). For diploma 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 Percentage of Total Program Credits Completed 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 Percentage of Total Program Credits Completed 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 Percentage of Total Program Credits Completed 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 Percentage of Total Program Credits Completed Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Credits Completed Requirement chart below lists program lengths and the Minimum Percentage of Total Program Credits Completed Requirement that must be satisfied as of each respective Payment Period for degree 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 diploma students.

The Quantitative Component of SAP will be evaluated at the end of each Financial Aid Payment Period for degree Programs to determine if the Minimum Percentage of Total Program Credit Hours Completed Requirement has been satisfied. Financial Aid Payment Periods for diploma programs are determined based upon the number of clock hours completed and therefore, student progress in diploma programs will be measured both prior to the completion of Payments Periods and at the end of each Financial Aid Payment Period. The charts below applicable to diploma programs indicate the number of clock hours attempted at which progress will be measured prior to the end of a Financial Aid Payment Period ("Measuring Point in Clock Hours Attempted") and 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 ("Minimum Percentage of Total Clock Hours in Program Completed Requirement"). Diploma students must also meet the Minimum Percentage of Total Clock Hours in Program Completed Requirement as of the end of each Financial Aid Payment Period based upon the total number of clock hours attempted as of the end of the Financial Aid Payment Period for which the evaluation is being made.

**MINIMUM CREDITS COMPLETED REQUIREMENT (DEGREES)**

<b>Program Length</b> (Minimum # of Terms/Quarters Required to Complete Program)	<b>Measurement Points in Financial Aid Payment Periods</b>	<b>Minimum Percentage of Total Program Credit Hours Completed Requirement</b>
4 Terms	End of Payment Period 1	0%
	End of Payment Period 2	12%
	End of Payment Period 3	25%
	End of Payment Period 4	50%
	End of Payment Period 5	75%
	End of Payment Period 6	100%
6 Quarters	End of Payment Period 1	0%
	End of Payment Period 2	10%
	End of Payment Period 3	20%
	End of Payment Period 4	30%
	End of Payment Period 5	40%
	End of Payment Period 6	50%
	End of Payment Period 7	65%
	End of Payment Period 8	80%
	End of Payment Period 9	100%
8 Quarters	End of Payment Period 1	0%
	End of Payment Period 2	10%
	End of Payment Period 3	20%
	End of Payment Period 4	30%
	End of Payment Period 5	40%
	End of Payment Period 6	50%
	End of Payment Period 7	58%
	End of Payment Period 8	66%
	End of Payment Period 9	74%
	End of Payment Period 10	80%
	End of Payment Period 11	88%
	End of Payment Period 12	100%

### MINIMUM CLOCK HOURS COMPLETED REQUIREMENT (DIPLOMAS)

Program Length (Minimum # of Clock Hours Required to Complete Program)	Measurement Point in Clock Hours Attempted	Minimum Percentage of Total Clock Hours in Program Completed Requirement
720	320	15%
	480	25%
	720	50%
	880	75%
	1080	100%
960	320	10%
	480	20%
	640	30%
	800	40%
	960	50%
	1120	66%
	1280	83%
	1440	100%
1040	320	10%
	480	20%
	640	30%
	800	40%
	1200	70%
	1360	81%
	1560	100%

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 Financial Aid Payment Period 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 Financial Aid Payment Period 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 Financial Aid Payment Period 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 Financial Aid Payment Period 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 Chief Academic Officer for Remington College.

A student Dropped for failing SAP requirements will not be eligible to re-enroll in any program at any Remington College campus. (See Re-Enrollment 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 Chief Academic Officer for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Chief Academic Officer 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 Chief Academic Officer for Remington College.

The Appeal request may be sent by email to Mike.Lanouette@remingtoncollege.edu, mailed to Dr. Mike Lanouette, 500 International Parkway, Suite 200, Heathrow, FL 32746 or hand-delivered to the Director of Education 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 Financial Aid Payment Period 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 Financial Aid Payment Period 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 Chief Academic Officer of Remington College. A Student must submit a written request for a waiver to the Director of Education at the Campus. If the Director of Education at the Campus determines the waiver request has merit, the waiver request shall be forwarded to the Chief Academic Officer 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 the "Regaining Title IV Eligibility" sections, 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 Payment Period that occurs after the Student has completed a Payment Period while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Payment Period 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 who 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 Payment Periods remaining after the Payment Period in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Payment Period that occurs after the Payment Period in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Payment Periods remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.

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 Payment Periods 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.

## **GRADUATION REQUIREMENTS**

A student is eligible for graduation if:

- The student has completed all required courses with a passing grade;
- The student has accumulated the total number of credits required for graduation from the program of study; and
- The student has achieved a Cumulative Grade Point Average of 2.0 or better.

A graduate who is not current on his or her financial obligations to Remington College will not be eligible to receive their graduation certificate or be permitted to participate in graduation ceremonies but may receive an unofficial transcript only.

## **UNIT OF CREDIT/ACADEMIC HOUR DEFINITION**

An academic hour or class is 50 minutes of instruction in a 60 minute period. Academic hours are converted into credit hours to allow for comparison with other post-secondary institutions.

One quarter credit hour equals 30 units comprised of the following academic activities:

- one clock hour in a didactic learning environment equals 2 units;
- one clock hour in a supervised laboratory setting of instruction equals 1.5 units;
- one hour of externship equals 1 unit; and
- one hour of out-of-class work and/or preparation designed to measure the student's achieved competency relative to the required subject matter objectives equals 0.5 unit.

## **ATTENDANCE POLICY**

Attendance is considered important to the student's academic success and the acquisition of good work habits. Many prospective employers are interested not only in a student's academic performance, but also in his/her attendance as an indicator of whether the student will be a capable, dependable and committed employee. Students are expected to attend the classes for which they are scheduled. Consequently, Remington College has determined it is in the best interest of its students to take attendance, and has adopted the Method of Recording Attendance and Attendance Requirements as set forth below.

### **METHOD OF RECORDING ATTENDANCE**

The practice of Remington College is to take attendance routinely. Remington College does not record tardies (students who arrive to class late or leave class early); however, instructors are free to take attendance for the class at any time of their choosing during the class session (and that time may be different at each class meeting). Any student not present at the time the instructor records attendance for the class will be considered absent. Nonetheless, if the instructor observes a student leave after having been marked present for the class session, the instructor may change the records to reflect the

student was absent from that session. Students are encouraged to arrive on time for all classes and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided and avoid being marked absent for classes where they attended less than the entire class session. Attendance in any off-Campus instructional portion of a program (e.g., an externship or a clinical course) is recorded based on appropriate documentation provided.

### **ATTENDANCE REQUIREMENTS**

- "Term" is defined for all diploma program students and degree program students with start dates in the months of January, April, July, or October as the academic period, which generally consists of 12 weeks of instructional time, but never less than 10 weeks of instructional time.
- "Term" is defined for degree program students with start dates in the months of March, June, September or December as the academic period, which generally consists of 18 weeks of instructional time, but never less than 16 weeks of instructional time.
- If a student's absences exceed 25% in any Term after adjustment for any make-up work, then the student shall be placed on attendance probation, "Attendance Probation One", for the subsequent Term. If a student who is on Attendance Probation One has absences in excess of 25% after any adjustments for make-up work in the next Term, then the student shall be placed on "Attendance Probation Two" for the subsequent Term. If a student who is on Attendance Probation Two has absences in excess of 25% after any adjustments for make-up work, then the student shall be terminated from the program. The student shall not be eligible to re-enroll in the Term starting after the Term in which the student was dropped, but shall be eligible to re-enroll in subsequent Terms commencing thereafter, provided that the student has met all other re-enrollment criteria. If the absences of a student who is on either Attendance Probation One or Attendance Probation Two do not exceed 25% during the applicable probationary Term, then the student shall be removed from attendance probation.
- Remington College makes no distinction between excused and unexcused absences and believes that its make-up work policy provides adequate opportunity for students with unavoidable absences to avoid being unfairly impacted.
- Remington College requires that make-up work, other than make-up work for externship courses, must be completed and submitted for processing no later than one week after the last day of class for the Grading Period in which the absence occurred. Exceptions to the one-week limitation may be approved by the Chief Academic Officer for Remington College upon written request made by the Campus President which must be submitted and approved in writing. Remington College requires that make-up work for externship courses must be completed no later than six weeks after the last day of class for the Grading Period in which the absence occurred. At the end of each week during which such make-up work is performed, documentation of attendance must be submitted for processing.
- Remington College does not permit leaves of absence.
- Additionally, if there is no contact between the student and Remington College, a student may be dropped for attendance if he or she does not attend at least one class within:
  - 14 consecutive calendar days, not including break periods or
  - 21 consecutive calendar days, including break periods.

### **PROGRAM CHANGES**

Students are required to complete a new Application and Enrollment Agreement in order to change programs.

### **INDEPENDENT STUDY**

As a general rule, Remington College does not offer "Independent Study" to students. As previously discussed in this Catalog, Remington College believes that interaction between the student, the instructor, and other students is an important part of the learning environment and helps the student develop other skills important to career success.

Independent Study, which is offered only on a voluntary basis, is available only in degree programs and only in rare circumstances. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.)

No one at the Campus is authorized to approve an Independent Study for a student. Together, the Campus Director of Education and the Campus President must submit a request for an Independent Study to the Chief Academic Officer for Remington College. If the Chief Academic Officer approves an Independent Study, the Independent Study will be supervised by a faculty member, and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:

- Be actively pursuing a degree,
- Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and
- Have a history of good attendance and academics.

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

### **RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS**

Students may cancel their Application and Enrollment Agreement with Remington College without penalty and terminate their obligations by notifying the Campus in writing prior to midnight of the fifth business day after the Application and Enrollment Agreement is signed by the student.

If the student has not visited the Campus prior to execution of an Application and Enrollment Agreement, the student may cancel the Application and Enrollment Agreement without penalty and terminate the obligations hereunder within five business days following the earlier of (a) a regularly scheduled orientation or (b) a tour of the Campus facility and inspection of equipment.

If the student gives the required notice of cancellation (as described below), all payments made by the student pursuant to the Application and Enrollment Agreement will be returned within 30 days from the receipt of student's written notice of cancellation.

To be effective, student's notice of cancellation must be in writing and mailed or delivered to the Campus President.

### **RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED**

If a Student does not attend enough classes to be activated or otherwise fails to meet the criteria for activation, he or she will not be charged any Tuition, and any monies previously paid as Tuition will be refunded. (See Catalog for the Campus' Activation Policy.) Remington College will make any refund to which a Student may be entitled under this section within thirty (30) days of the end of the Activation Period.

### **WITHDRAWAL NOTIFICATION**

In the event a Student intends to withdraw from the Student's program, the Student is urged to provide withdrawal notification to one of the following individuals: the Student's Instructor, the Department Chair for the program in which the Student is enrolled (if any), the Director of Education, the Director of Student Finance or any other member of the Student Finance Department. Failure to provide withdrawal notification will result in the withdrawal date of determination being based upon the Campus' attendance policy, as set forth in the College Catalog, and most likely will result in any refunds due to the Student being made at a later date than would have been made had the Student provided the withdrawal notification.

### **EXIT CALCULATION AND REFUND POLICIES**

Information regarding any applicable third party funding agency refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained from the Campus Student Finance Department.

The following is a brief and general explanation of rules, regulations and policies applicable to the making of the Exit Calculation. In the event that any conflict exists between this explanation and the rules, regulations and policies applicable to the various financial aid programs, such rules, regulations and policies as modified and amended from time to time shall be applied. This explanation is not intended to be a complete and thorough explanation of all of the applicable components of the Exit Calculation, and should not be relied upon as such.

In the simplest terms, the Exit Calculation and refund process consists of four steps:

- 1) Computing the amount of Tuition that a student is charged for a payment period in which the student drops or is dropped in accordance with the state refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus he/she was dropping or the last date the student attended class.)
- 2) Determining what, if any, amounts from financial aid and/or other financial assistance programs are required to be returned to the fund sources. For a discussion of amounts required to be returned under Return of Title IV Funds regulations see "Return of Title IV Funds" section below.
- 3) Adjusting the student's account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes Remington College any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student's account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.
- 4) Refunding any credit balance to the student's lenders (see Refund Distribution Order for the Return of Title IV Funds section).



## RETURN OF TITLE IV FUNDS

Up through the point in time when 60% of the calendar days in a Financial Aid Payment Period has passed, a pro rata schedule is used to determine how much Title IV financial aid program funds "Title IV Funds" the student has "earned" (is entitled to retain) at the time the student drops or is dropped. After the 60% point, a student has "earned" 100% of the program funds.

For purposes of calculating any required return of Title IV Funds, the percentage of the Financial Aid Payment Period completed is the total number of calendar days in the Financial Aid Payment Period for which the assistance is awarded divided into the number of calendar days that have occurred in that period as of the day the student withdrew. "Calendar days" for these purposes is something of a term of art, and will be interpreted in accordance with applicable regulations, which may not represent the actual number of pure calendar days in every case. For example, scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a Financial Aid Payment Period (denominator) and the number of calendar days completed in that period (numerator).

## REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS

Refunds of unearned Tuition payments will be made first to government agencies or lending institutions funding the student's financial aid. Refunds of Title IV funds will be made in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Direct Stafford loans (other than PLUS loans)
- 4) Subsidized Direct Stafford loans
- 5) Perkins loans
- 6) Federal PLUS loans
- 7) Direct PLUS loans
- 8) Federal Pell Grants for the payment period for which a return of funds is required
- 9) Academic Competitiveness Grant (ACG)
- 10) National SMART Grant
- 11) Federal Supplemental Educational Opportunity Grants ("FSEOG") for the payment period for which a return of funds is required
- 12) Other assistance under this Title for which a return of funds is required (e.g. LEAP)
- 13) Alternative Loans (non-Title IV Funds)
- 14) Student

## OHIO STATE REFUND POLICY TABLE

If the student withdraws:	The student owes:
During the first full calendar week of the period of obligation	25% of the period Tuition cost and fees*
During the second full calendar week of the period of obligation	50% of the period Tuition cost and fees*
During the third full calendar week of the period of obligation	75% of the period Tuition cost and fees*
During the fourth full calendar week of the period of obligation	100% of the period Tuition cost and fees*

\*The fees include any fees included on the front of the enrollment agreement.

## RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION

### TITLE IV CREDIT BALANCES

Upon graduation, if a Title IV Credit Balance ("TIV Credit Balance") exists, not more than \$200 of the TIV Credit Balance will be applied to any balance remaining from prior year institutional and non-institutional charges. Any amount remaining after application of the TIV Credit Balance to prior year charges will be refunded directly to the Student, unless the Student informs the Student Finance office of the Campus that the Student wishes to have all or a portion of the TIV Credit Balance returned to the lender(s) to reduce the Student's outstanding loan balance. In such case, the Student will need to sign an authorization directing Remington College to refund to the lender(s) the entire Title IV Credit Balance, or a lesser amount if the Student wants to retain a portion of the Title IV Credit Balance. Amounts returned to lenders shall be disbursed to lender(s) in accordance with the Refund Distribution Order for Return of Title IV Funds.

### NON-TIV CREDIT BALANCES

Upon graduation, if a non-TIV credit balance exists, the non-TIV credit balance will be refunded in accordance with the requirements of the third party lender, if any. If no lender exists, the credit balance will be refunded directly to the Student.

## RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL

If the student withdraws from Remington College, and after the return of Title IV calculation has been applied, any credit balance remaining will be used to cover any additional institutional and non-institutional charges including but not limited to current and/or prior year balances. Any credit balance remaining on the student's account will be refunded in accordance with the Return of Title IV Funds Distribution Order.

## RETURN OF TITLE IV (SFA PROGRAM) FUNDS

The Higher Education Amendments of 1998 require that if a recipient of Student Financial Aid Program ("SFA Program") assistance withdraws from a Campus during a payment period, or a period of enrollment in which the recipient began attendance, Remington College must calculate the amount of SFA Program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the day the student withdrew.

\*Scheduled breaks of at least five consecutive class days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

## RETURN OF UNEARNED SFA PROGRAM FUNDS

Remington College must return the lesser of:

- The amount of SFA Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA Program funds in accordance with the terms of the loan; and
- The remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

## RETURN OF UNEARNED SFA PRIORITY

Refunds to Title IV programs will be made in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Direct Stafford loans (other than PLUS loans)
- 4) Subsidized Direct Stafford loans
- 5) Perkins loans
- 6) Federal PLUS loans
- 7) Direct PLUS loans
- 8) Federal Pell Grants for the payment period for which a return of funds is required
- 9) Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- 10) Other assistance under this Title for which a return of funds is required (e.g. LEAP)
- 11) Alternative Loans
- 12) Student

## DETERMINATION OF STUDENT BALANCES

As a result of the return of Title IV funds calculation, in some circumstances, funds previously received on behalf of the student may be required to be returned to grantors or lenders. **This can result in the student owing a balance to Remington College even though the student's account might have shown no balance due while the student was still attending.** As set forth in the Application and Enrollment Agreement, the student is responsible for any balance owed Remington College, and Remington College is responsible for the payment of any refunds.

## STATE REFUNDS

Once the return of Title IV funds calculation is made and the unearned portion, if applicable, is returned to the lender, then the state refund policy may be applied, if applicable.

## POST-WITHDRAWAL DISBURSEMENTS

If a student is eligible for a post-withdrawal disbursement, a letter will be mailed identifying the source and the amount of the Title IV aid. The student will have 14 days in which to decline to accept the disbursement. If there is no response, the funds will be returned to the appropriate funding source. The return of these funds will not reduce the obligation of the student to Remington College for any unpaid Tuition.

**FORCE MAJEURE**

Remington College will not be liable for any damages including but not limited to consequential damages resulting from Remington College's inability to fulfill Remington College's obligations under the Application and Enrollment Agreement including but not limited to the failure to provide the instruction and other resources necessary to enable a student to complete the program in which a student has enrolled or receive a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, act of nature, acts of God or any other cause beyond the control of Remington College. In the event Remington College is unable to perform any of the obligations under the Application and Enrollment Agreement, for any of the reasons set above, Remington College shall not be responsible for any damages including but not limited to consequential damages or have an obligation to issue Tuition refunds, other than as required by an applicable refund policy.

**ACTIVATION OF MILITARY RESERVIST**

Upon receipt of a copy of official military orders evidencing a call to active military duty prior to the completion of a term, Remington College will reverse all charges related to the interrupted term. The student's transcript will reflect the student's withdrawal as a "W" and no grade or credit will be issued for the courses that were not fully completed.

## **ADMINISTRATIVE POLICIES**

### **CANCELLATION OF CLASSES**

It is Campus policy to remain open and to hold classes as scheduled whenever weather conditions allow. Campus Administrators shall determine when classes will be cancelled due to weather conditions. An announcement of a decision to cancel classes may be broadcast on local radio and/or television stations. Students are responsible for contacting the Campus to determine if the Campus has been closed due to weather.

### **STUDENT CONDUCT AND DISCIPLINE**

Students are expected to conduct themselves in a mature, courteous manner at all times. Any student whose conduct, academic standing, or attendance is regarded as unsatisfactory or unacceptable may be dropped from Remington College.

Specifically, the following conduct may result in disciplinary action, which will vary depending on the severity of the infraction:

- 1) Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to Remington College.
- 2) Forgery, alteration, misuse, or mutilation of Campus documents, records, identification, educational materials, or Campus property.
- 3) Obstruction or disruption of teaching, administration, disciplinary procedures, or other Campus activities including public service functions or other authorized activities on or off premises.
- 4) Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- 5) Theft of or damage to property of Remington College or using or attempting to use Campus property in a manner inconsistent with its designed purpose.
- 6) Unauthorized entry to, use of, or occupation of Campus facilities.
- 7) Intentional or unauthorized interference with a right of access to Campus facilities, or freedom of movement, or speech of any person on the premises.
- 8) Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials, or bombs, explosives, or incendiary devices.
- 9) Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- 10) Hazing.
- 11) Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, on Campus property or at a Campus function. (Please refer to the Drug-Free and Smoke-Free School Policies as set forth in this catalog.)
- 12) Rioting, aiding, abetting, encouraging, or participating in a riot on Campus property.
- 13) Failure to comply with the verbal or written directions of any Campus official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
- 14) Aiding and abetting or inciting others to commit any act of misconduct set forth herein.
- 15) Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature and it is administratively determined that the continued presence of the student would constitute a threat or danger to the students, faculty or staff of Remington College, such student may be temporarily suspended pending disposition of the charges in court.
- 16) Engaging in inappropriate sexual behavior on Campus or violating the Student Sexual Harassment Policy.
- 17) Violation of Remington College policy applicable to use of computers or online services, including:
  - a) Failure to comply with the provisions in the Application and Enrollment Agreement pertaining to the use of computers, networks and online services;
  - b) Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements;
  - c) Misrepresentation of identity through alteration of e-mail names;
  - d) Posting unsolicited advertisements to public meetings or private in-boxes (no spamming);
  - e) Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

Remington College reserves the right to delete content or discontinue Campus-provided internet accounts for any reason.

Violation of any of the above may subject the student to any of the following:

- 1) Reprimand.
- 2) Imposition of specific restrictions.
- 3) Disciplinary probation. Further infractions during the probationary period may result in suspension.
- 4) Suspension.
- 5) Termination.

After being suspended, a student may be allowed to resume attending classes only after a written request is submitted to the Campus President, and the Campus President approves the student's request. Any further infraction of Campus policies may result in expulsion. (See Re-Enrollment Policy regarding application to Student Conduct and Discipline.)

**PHYSICAL THERAPIST ASSISTANT STUDENT CODE OF CONDUCT:**

Students enrolled in the PTA Program at Remington College shall abide by the Standards of Ethical Conduct for the Physical Therapist Assistant as established by the American Physical Therapy Association while assisting physical therapists. These standards are delineated below:

**STANDARD 1**

A physical therapist assistant shall respect the rights and dignity of all individuals and shall provide compassionate care.

**STANDARD 2**

A physical therapist assistant shall act in a trustworthy manner towards patients/clients.

**STANDARD 3**

A physical therapist assistant shall provide selected physical therapy interventions only under the supervision and direction of a physical therapist.

**STANDARD 4**

A physical therapist assistant shall comply with laws and regulations governing physical therapy.

**STANDARD 5**

A physical therapist assistant shall achieve and maintain competence in the provision of selected physical therapy interventions.

**STANDARD 6**

A physical therapist assistant shall make judgments that are commensurate with their educational and legal qualifications as a physical therapist assistant.

**STANDARD 7**

A physical therapist assistant shall protect the public and the profession from unethical, incompetent, and illegal acts.

*American Physical Therapy Association S06-00-13-24, retrieved July 31, 2008 from [www.apta.org](http://www.apta.org).*

**STUDENT SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and will not be tolerated at any Campus. Sexual harassment is a violation of state and federal law including Title IX of the Educational Amendments of 1972 and in some cases may constitute sexual abuse under state criminal statutes. Remington College is committed to providing an environment that is free from sexual harassment.

Sexual harassment should always be reported, if possible, to Remington College's Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-800-333-2755 or in writing, delivered to 500 International Parkway, Suite 200, Heathrow, Florida, 32746, or by email at [vphttitleixcoordinator@remingtoncollege.edu](mailto:vphttitleixcoordinator@remingtoncollege.edu).

**WHAT CONSTITUTES SEXUAL HARASSMENT**

Conduct that constitutes sexual harassment is difficult to define. What may be considered appropriate conduct by one may be considered sexual harassment by another. It depends upon the vantage point of the individual involved. Students should report any conduct that they believe constitutes sexual harassment.

Sexual harassment of a student involves the behavior of an individual of either sex against an individual of the opposite or same sex. Sexual harassment occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written or physical behavior of a sexual nature. Sexual harassment includes situations where submission to sexually offensive conduct or a request for sexual favors is made either explicitly or implicitly a term or condition of a student's educational advancement or other educational decisions made about the student, or such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. Sexual harassment can result from the behavior of visitors, parents, vendors or other third parties. Sexual Harassment can occur both on and off Campus premises.

The following are examples of behavior that generally can constitute sexual harassment:

- direct or indirect threats, bribes, or demands for unwanted sexual activity;
- sexual innuendo and comments;
- asking or commenting about a person's sexual activities;
- humor or jokes about sex or females/males in general;
- sexually suggestive sounds or gestures, including sucking noises, winking, and throwing kisses;
- pestering a person for dates or sexual behavior;
- touching, patting, pinching, stroking, squeezing, tickling, or brushing against a person;
- giving a neck or shoulder massage;
- ogling or leering, such as staring at a woman's breasts;
- insulting and belittling a person – sexual ridicule;
- letters, notes, telephone calls, or materials of a sexual nature;
- displaying pictures, calendars, cartoons, or other material with sexual content;
- stalking a person either inside or outside an institution; and
- attempted or actual sexual assault.

Sexual harassment can occur between students. Behaviors that can constitute peer sexual harassment include all of the behaviors listed above as well as the following:

- leaving obscene messages or pictures on Campus computers;
- shouting obscenities;
- snapping a female's bra or elasticized waist of pants, shorts, or skirt;
- persistent unwanted sexual attention, such as continually asking a person for a date long after the person has indicated no interest;
- telling someone what sexual behaviors the speaker would like to engage in with that person; and
- threatening rape.

#### **REPORTING SUSPECTED SEXUAL HARASSMENT**

An initial course of action for any student who feels that he or she is being sexually harassed is for the student to inform the harasser that the conduct is not welcome and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Remington College will always assist a student in resolving violations of this policy. **Sexual harassment should always be reported, if possible, Remington College's Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-800-333-2755 or in writing delivered to 500 International Parkway, Suite 200, Heathrow, FL 32746 or by email at [vphtitleixcoordinator@remingtoncollege.edu](mailto:vphtitleixcoordinator@remingtoncollege.edu).**

Any sexual harassment incident should be reported within three business days of the occurrence or event giving rise to the incident if possible. But a student should always report the incident even if not done within the requested three days. It is always best to make a written report but oral reports will be acted upon.

#### **INVESTIGATION AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS**

Unless a student or the alleged harasser request that the matter be addressed through the formal grievance procedures described below, sexual harassment complaints can be resolved informally. The manner in which a student desires to have a complaint resolved can be addressed when it is first reported.

A thorough investigation into any alleged incident of sexual harassment will be conducted by the Title IX Civil Rights Coordinator. Every effort will be made to conduct the investigation in a discreet manner in order to protect the privacy of both the complainant and the accused. The name of the reporting party may be kept confidential, if requested, provided maintaining confidentiality does not interfere with the ability to investigate or take corrective action. Upon the conclusion of the investigation, which normally will be accomplished within 30 days from the receipt of the report, the Title IX Civil Rights Coordinator will issue findings and determine whether there was a violation of Remington College's sexual harassment policy and will inform both parties of the action Remington College will take based on these findings. If it appears warranted, action may be taken on an interim basis while the investigation is in progress.

If the Title IX Civil Rights Coordinator issues a finding that a violation of this policy has occurred, appropriate disciplinary action will be taken ranging from a verbal or written warning or reprimand to expulsion of a student or dismissal of an employee for cause. Students may also be transferred to other classes.

If either party disagrees with the findings of the investigation, such objections must be submitted in writing to Remington College's Title IX Civil Rights Coordinator, 500 International Parkway, Suite 200 Heathrow, Florida, 32746 within 15 days of the date of the receipt of the findings, specifying the particular findings to which the party objects. The objections will be considered and a written report will be issued in response to the objections within 15 days of the date the objection is received.

### **FORMAL GRIEVANCE PROCEDURES**

If students do not want the incident resolved informally they may utilize the formal grievance procedures set forth in this Catalog. Use of the formal grievance procedures may also be initiated by either party after receipt of the investigator's finding when the informal procedures described above are used.

Use of the formal grievance procedures to resolve a sexual harassment incident requires the submission of a written grievance to the Title IX Civil Rights Coordinator at the address set forth above. Students should indicate in their grievance the names of any person who is aware of or witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should include with their grievance the best method for contacting them to discuss the grievance and the best time of day for such contact, and whether they object to being contacted at the Campus. A Remington College official will attempt to make contact with the student, as instructed by the student, upon receipt of the grievance by the Title IX Civil Rights Coordinator, Campus President or Department Chair.

The Title IX Civil Rights Coordinator will conduct such investigation, inquiry and research into the grievance as deemed necessary to reach a conclusion as to how the grievance should be resolved. The Title IX Civil Rights Coordinator will contact the student promptly to inform the student of Title IX Civil Rights Coordinator's decision, and in any event, not later than 30 days after the initial contact, unless the Title IX Civil Rights Coordinator determines more time is necessary to complete the required inquiry, in which case the student will be notified.

The student may also file a complaint with the accrediting commission or appropriate state board as set forth in this Catalog or the student may also obtain this information from the Title IX Civil Rights Coordinator. If the student is not satisfied with the resolution of the sexual harassment claim resulting from the use of the grievance procedures, the student may commence arbitration proceeding as set forth in this Catalog and in the student's Application and Enrollment Agreement. An informational packet with instructions on how to institute arbitration will be provided to the student upon request to the Title IX Civil Rights Coordinator.

Both the written objection to findings of the Title IX Civil Rights Coordinator or the written request for resolution by formal grievance must be provided to the Vice President of Human Resources, Remington College's Title IX Civil Rights Coordinator, by certified mail, through the United States Postal Service to 500 International Parkway, Suite 200 Heathrow, Florida, 32746 within 15 days after receiving notice of the findings of the investigation.

### **NON-REPRISAL FOR REPORTING SEXUAL HARASSMENT**

No student may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, for filing a complaint of sexual harassment or for otherwise assisting in an investigation of a sexual harassment complaint.

### **EMPLOYEE/STUDENT RELATIONSHIPS**

Remington College strictly prohibits employees from fraternizing or socializing with students, except as a part of organized Campus social events or activities and students are prohibited from fraternizing or socializing with employees, except as a part of organized Campus social events or activities. This policy prohibits students and employees from dating. This policy applies to students currently enrolled at any campus. Employee/student relationships must maintain the highest level of professional respect. Accordingly, it is inappropriate, and violates this policy, for employees or students to engage in any type of relationship that is outside of the professional student/employee relationship, regardless of whether such inappropriate relationship also violates Remington College's sexual harassment policy as set forth above. This policy does not apply to students married to an employee prior to becoming a student.

### **DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES**

From time to time, students may have disputes with Remington College resulting from the student's recruitment, enrollment and/or attendance, or otherwise arising out of a student's relationship with Remington College. It is the goal of Remington College to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties. If this method of resolution is unsuccessful, then such unresolved disputes shall be resolved by one of the methods described below.

In order to provide a chance to resolve disputes directly between Remington College and the student without the intervention of third parties, a student may not pursue claims in court or by arbitration until student has fully exhausted the Remington College, State Board, or Commission grievance procedures as described below.

## **REMINGTON COLLEGE GRIEVANCE PROCEDURES**

A grievance is defined as any dispute between the student and Remington College. If the student has a grievance, student must put the grievance in writing and submit it to the Campus official designated below within three business days of the occurrence or event giving rise to the grievance. Any grievance related to sexual harassment should be reported immediately in accordance with the sexual harassment policy as set forth in this College Catalog.

Student grievances related to academic and classroom matters other than sexual harassment must be submitted to the Campus Director of Education, unless the grievance involves the Campus Director of Education, in which case the grievance should be submitted to the Campus President.

Students with grievances related to matters other than academic or classroom matters must submit their grievance to the Campus President, unless the grievance involves the Campus President, in which case the grievance should be submitted to the Chief Executive Officer or General Counsel at: Remington College, 500 International Parkway, Suite 200, Heathrow, FL 32746.

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the following person has been designated to handle grievances regarding violations of Remington College's non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above.

### **Vice President-Human Resources/Title IX Civil Rights Coordinator**

500 International Parkway, Suite 200  
Heathrow, FL 32746  
(407) 562-5500  
(800) 333-2755

Students should indicate in their grievances any person the student is aware of who has witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should be sure to include with their grievances the best method of contacting them to discuss the grievance and the best time of day for such contact, and whether the students object to being contacted at Remington College. A Remington College official will attempt to make contact with the student, as per the instructions provided by the student, within three business days of receipt of the grievance by a Remington College official.

A Campus official will conduct such investigation, inquiry and research into the matter of the grievance as the official deems necessary to reach a conclusion as to how the grievance should be resolved. The official will contact student promptly to inform student of official's decision, and in any event, not later than seven days after the initial contact, unless the official determines more time is necessary to complete the required inquiry, in which case the official will notify student of that fact.

## **ACCREDITING COMMISSION AND STATE BOARD COMPLAINT AND GRIEVANCE PROCEDURES**

Notwithstanding the Remington College (sometimes referred to in this section as a "School(s)") grievance procedure, students may submit grievances or complaints at any time to the appropriate accrediting commission or council or to the applicable state regulatory agency ("State Board").

### **Accrediting Commission**

#### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President or online at [www.accsc.org](http://www.accsc.org).



**State Board**

Student complaints relative to actions of school officials shall be addressed to:

**Ohio State Board of Career Colleges and Schools**  
**Attn: Executive Director**  
**30 East Broad Street, Suite 2481**  
**Columbus, OH 43215**  
**(877) 275-4219**

**Physical Therapist Assistant Program Complaints**

In the event that a student or clinical instructor has a complaint/problem that is not adequately addressed by Remington College and falls within the purview of one of the CAPTE Standards; the individual can forward the complaint to CAPTE at the American Physical Therapy Association at 1111 North Fairfax Street, Alexandria VA, 22314; phone 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org).

**ALTERNATIVE DISPUTE RESOLUTION**

In the event that the above grievance procedures do not result in a satisfactory resolution of the dispute, or students are not satisfied with any response to their written complaint filed with a Commission, Council or State Board, pursuant to the terms of the Application and Enrollment Agreement, any "Claim", as hereinafter defined, by either the student or Remington College against the other, or against the employees, agents, owners or officers of Remington College or any affiliates of Remington College or any officers of the owners of Remington College or assigns of the other, shall be resolved by binding arbitration conducted by American Arbitration Association ("AAA") or, in the alternative, in Small Claims Court as defined in the Application and Enrollment Agreement, if the Claim is within the scope of the Small Claims Court's jurisdiction. Pursuant to the terms of the Application and Enrollment Agreement, any Claim pursued in Small Claims Court shall be filed in the Small Claims Court within the municipality where the Campus attended by the student is located. The binding arbitration provision of the Application and Enrollment Agreement precludes the student or Remington College from pursuing a Claim in a court other than Small Claims Court, or in any manner other than by arbitration.

The Student may contact the General Counsel's office at Remington College between 8:30a.m. and 5:00p.m. Eastern time at 500 International Parkway, Suite 200, Heathrow, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration or where to file a Small Claims Court complaint. Remington College will, upon request, provide the student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined below). This packet will contain information on the address of the appropriate Small Claims Court and where the student can obtain a complaint form.

By way of general information, under the AAA Rules, an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a "Demand") and submitting two copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of the Application and Enrollment Agreement and the required fees and deposits. Upon request, Remington College will provide a Demand form, the address where the form should be sent along with a schedule of the required fees.

"Claim" means any claim, dispute, or controversy, whether in contract, tort or otherwise, whether pre-existing, present or future, and including statutory, common law, tort or equitable claims between a student and Remington College including, but not limited to, one arising from or relating to any of the following: (i) student's execution of the Application and Enrollment Agreement and the obligations of the student or Remington College hereunder, or the validity, enforceability or scope of the Application and Enrollment Agreement (ii) student's recruitment and application for admittance, including, but not limited to, any advertisement, promotions, or other oral or written statements relied upon by student in deciding to attend Remington College, (iii) student's attendance at Remington College and the quality of the instruction or education provided to the student, (iv) any financial obligations incurred by the student as a result of student's enrollment and/or attendance at Remington College, or matters related to student's financial assistance or the provision or performance of career services, and (v) any discrimination, civil rights, or sexual harassment claims.

The arbitration shall be governed by the Federal Arbitration Act ("FAA"), 9 USC Sections 1-16 and the AAA's Commercial Arbitration Rules as supplemented by the AAA's Supplementary Procedures For Consumer-Related Disputes ("AAA Rules") (collectively the "Arbitration Rules"). The arbitrator appointed by the AAA (the "Arbitrator") shall apply applicable substantive law consistent with the FAA, the Arbitration Rules and applicable statutes of limitation and honor claims of privilege recognized by law. The Arbitrator shall not conduct class arbitration; that is, the Arbitrator shall not allow the student to serve as a representative in any capacity for others in the arbitration. Judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. Arbitration is mandatory and the Arbitrator's decision is binding, unless student pursues a Claim in Small Claims Court in lieu of arbitration.

### **TIME FOR COMMENCING ARBITRATION OR OTHER ACTION**

The Application and Enrollment Agreement provides that the prosecution by arbitration or otherwise of any Claim, must be commenced within one year from the last date student attended Remington College, unless the student has payment obligations to Remington College that extend beyond such one year period. In the event student has payment obligations to Remington College that extend beyond the one year period, Remington College or the student may prosecute a Claim limited solely to the collection or payment of such financial obligation within the applicable statute of limitations.

**In some states, the aforesaid one year limitations period will not be enforceable under applicable law.** Students are advised to investigate their rights under applicable state law. If the aforesaid one year limitation period is unenforceable, the student and Remington College shall have the period allowed by applicable law to commence a Claim.

### **LIMITATION OF LIABILITY AND DAMAGES**

The terms of the Application and Enrollment Agreement provide that to the extent allowed by applicable law, the liability of Remington College and its employees, agents, officers, owners and assigns, and the employees, agents, officers, owners and assigns, of any affiliates of Remington College (collectively the "Third Parties"), is limited to the amount paid to Remington College by the student, or on student's behalf, excluding any grants or scholarships that student has no obligation to repay ("Damage Limitation Amount"). This Damage Limitation Amount shall apply to any and all damages of student including legal fees and costs recoverable against Remington College or any Third Party due to any Claim. Remington College shall have no liability for consequential damages suffered by student as a consequence of any Claim. **In some states this limitation of damages may not be enforceable and student should investigate whether this provision is enforceable.**

### **EXAMINATION OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records. These rights include:

**The right to inspect and review the student's education records within forty-five (45) days of the day Remington College receives a request for access.**

A student who wishes to inspect his/her education records should submit a written request to the Campus Registrar, identifying the records the student wishes to inspect. The Campus Registrar, after determining that access to the requested records is appropriate, will make arrangements for access to the records and notify the student of the time and place where the records may be inspected. If Remington College determines that access to the requested records (or any portion thereof) is not appropriate or permitted under FERPA, then those records will not be provided to the student.

**The right to request an amendment to the student's education record(s), which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to request an amendment to any education record should submit a written request to the Campus Registrar, clearly identifying the part(s) of the record(s) the student wants amended, as well as the reason(s) for the requested amendment(s). If Remington College decides not to amend the record as requested, Remington College will notify the student in writing of its decision and the student's right to a hearing regarding the request for amendment, as well as additional information regarding the hearing procedures.

**The right to provide written consent before Remington College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

For example, Remington College discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A "school official" is: (1) a person employed by Remington College in an administrative, supervisory, academic, research, or support staff position (including security personnel); or (2) a person, company, partnership or other entity with whom Remington College is affiliated with or has contracted with as its agent to provide a service instead of using Remington College employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a "legitimate educational interest" if the school official needs to review an education record or records in order to fulfill his/her/its professional responsibilities for Remington College.

Additionally, Remington College has designated the following categories of student information as "directory information":

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Program(s) Undertaken
- Dates of Attendance
- Degree/Diploma Awarded

Remington College may disclose any of these items at its discretion, without the prior written consent of the student, unless the student provides written notice to the Campus Registrar, objecting to the disclosure of all or part of the directory information, within thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Campus Registrar unless and until rescinded in writing by the student.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Remington College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

**DRUG-FREE AND SMOKE-FREE SCHOOL POLICIES**

The Campus is designated as a drug-free and smoke-free educational environment. Smoking is prohibited inside all Campus buildings. The following drug-free policy applies.

**STUDENT DRUG AND ALCOHOL ABUSE POLICY**

All Remington College properties are designated as drug-free and alcohol-free environments. For purposes of this policy "Remington College activities" include those activities that are planned, promoted, or sponsored by Remington College and/or student externship sites, including student organization events, and "Remington College property" includes Remington College owned or leased land, facilities, vehicles, and/or equipment.

Students may not manufacture, possess, use, sell, distribute, dispense, receive, or transport any controlled substances, illicit drugs or alcohol while on Remington College property and/or participating in Remington College activities. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law. Additionally, students may not be under the influence of alcohol, illegal drugs, or unprescribed and/or improperly used controlled substances in any manner while on Remington College property and/or participating in any Remington College activities, whether or not consumed on campus premises or outside of the campus' operating hours.

Students who engage in such behavior will be considered to be in violation of the Student Conduct and Discipline Policy and will be subject to disciplinary action, up to and including expulsion, as well as possible referral for prosecution. Sanctions may also include referrals for appropriate rehabilitation.

Remington College reserves the right to implement several kinds of drug/alcohol testing for students at all locations. The following is a list of drug and alcohol tests that Remington College reserves the right to conduct in accordance with state and federal laws:

- 1) Pre-Enrollment Testing
- 2) Pre-Externship Testing
- 3) Reasonable Suspicion Testing
- 4) Random Testing
- 5) Post-Rehabilitation Testing

**Legal Sanctions**

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution and sale of alcohol.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Students who are under twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of that State's underage drinking laws.

**Health Risks**

Specific serious health risks are associated with the use of illegal drugs and alcohol. Some of the major risks are:

- *Alcohol and other depressants (barbiturates, sedatives, and tranquilizers):* Addiction, vehicle or other accidents as a result of impaired ability and judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.

- *Marijuana*: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema and impairment of driving ability.
- *Cocaine*: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- *Hallucinogens (Acid, LSD, PCP, Ecstasy, etc.)*: Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- *Narcotics (Heroin, Demerol, Morphine, Codeine, etc.)*: Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- *Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.)*: Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

#### **Available Drug and/or Alcohol Counseling/Treatment**

Students are encouraged to seek professional help should they need assistance with drug and/or alcohol problems. The following are groups which can be contacted for help:

*1-800-COCAINE – Cocaine Helpline*: Around the clock information and referral service. Recovering cocaine/addict counselors answer the phones, offer guidance and refer drug users and parents to local public and private treatment centers and family learning centers.

*1-800-NCA-CALL – National Council on Alcoholism Information Line*: The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NCA's State and local affiliate's activities in their areas, and it also provides referral services to families and individuals seeking help with an alcohol or other problem.

*1-800-662-HELP – National Institute on Drug Abuse Hotline*: NIDA Hotline operated by the National Institute on Drug Abuse is a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use are distributed in response to inquiries.

## **CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY**

Remington College means an Arkansas nonprofit corporation established by name as a post-secondary educational institution that owns and operates the Campus and additional post-secondary educational institutions at other campus locations.

### **REMINGTON COLLEGE**

Jack W. Forrest, Director / President / Chief Executive Officer  
Kevin M. Wilcox, Director  
Marshall McKissack, Director  
Warren A. Stephens, Director  
Jerald M. Barnett Jr. Director  
Dr. Hiram Nall, Regional Vice President of Operations/Campus President Houston North Campus  
Todd Zvaigzne, Regional Vice President of Operations  
A. Reid Allison, Chief Financial Officer  
Robert Lutz, Vice President / Assistant Secretary  
Charles R. Camp, Secretary / General Counsel  
Dr. P. Michael Lanouette, Chief Academic Officer  
J Bonnell, Vice President of Information Technology  
Jake Froemsdorf, Vice President / Controller  
Jonathan Baker, Vice President of Business Operations  
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator  
James Dunn, National Director of Student Finance  
Mary McDaniel, National Director of Accreditation and Licensing  
David C. Netzley II, Vice President / Deputy General Counsel  
Bradley Moore, Vice President Health Sciences  
Shirley McCray, Campus President / Colorado Springs  
Lori Bankey, Campus President / Houston West  
Greenie "Skip" Walls, Campus President / Dallas  
Gregory Falcon, Campus President / Fort Worth  
Robert Mauk, Campus President / Houston South  
Patrick Resetar, Campus President / Cleveland  
Gary Azotea, Campus President / Cleveland West  
Michael Smith, Campus President / Baton Rouge  
JoAnn Boudreaux, Campus President / Lafayette  
Jerry Driskill, Campus President / Shreveport  
Stephen Backman, Campus President / Mobile  
LaShundia Brooks, Campus President / Columbia  
Louis LaMair, Campus President / Honolulu  
Dr. Rosalie Lampone, Campus President / Little Rock  
Dr. Lori May, Campus President / Memphis  
Larry Collins, Campus President / Nashville  
Kenneth Heinemann, Campus President / Tampa  
Lauren Lawson, Campus President / Dean - Nursing  
Jack W. Forrest, Vice President Distance Learning / Online  
Dr. Karin Polifko, Vice President

### **Campus History**

#### **REMINGTON COLLEGE'S BATON ROUGE CAMPUS**

Remington College's Baton Rouge Campus, a branch campus of Remington College's Cleveland Campus location, began operations in 1998. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington College – Baton Rouge Campus to Remington College – Baton Rouge Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S CLEVELAND CAMPUS**

For accrediting and federal student aid purposes/participation, Remington College's Cleveland Campus is a main campus with the following branch campuses: Remington College's Baton Rouge Campus, Cleveland West Campus, Lafayette Campus, and Shreveport Campus.

Remington College's Cleveland Campus began operations in January 1990 as National Education Center. The Campus was an additional location of National Education Center-Vale Technical Institute. In August 1995, Remington University, Inc. purchased the College. In July 1998 Remington College – BCL, Inc. purchased the college. In May 2003 the name of the Campus was changed from Education America – Remington College – Cleveland Campus to Remington College – Cleveland Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S CLEVELAND WEST CAMPUS (NORTH OLMSTED)**

Remington College's Cleveland West Campus (North Olmsted), a branch campus of Remington College's Cleveland Campus location, began operations in October 2003. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Cleveland West Campus to Remington College.

#### **REMINGTON COLLEGE'S COLUMBIA CAMPUS**

Remington College's Columbia Campus, a branch campus of Remington College's Mobile Campus location, was established in March 2009. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Columbia Campus to Remington College.

#### **REMINGTON COLLEGE'S COLORADO SPRINGS CAMPUS**

For accrediting and federal student aid purposes/participation, Remington College's Colorado Springs Campus is a main campus.

The company Remington College – Denver Campus, Inc. acquired the Campus as a branch location in December 1998. In February of 1999, the main campus status was changed from Education America – Dallas Campus to Education America – Denver Campus. In May 2003, and the name of the Campus was changed from Education America – Colorado Springs Campus to Remington College – Colorado Springs Campus. In May of 2006, the main campus status was changed from Remington College – Denver Campus to Remington College - Colorado Springs Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S DALLAS CAMPUS (GARLAND)**

Remington College's Dallas Campus (Garland), a branch campus of Remington College's Houston West Campus (Westchase area) location, opened in January 1987 after its purchase from Bradford Schools. Remington College – Denver Campus, Inc. purchased the college in July 1997. In July 2003 the name of the Campus was changed from Education America – Dallas Campus to Remington College – Dallas Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S FORT WORTH CAMPUS**

Remington College's Fort Worth Campus, a branch campus of Remington College's Houston West Campus (Westchase area) location, opened in July 1988 as a branch campus of National Education Center – Tampa Technical Institute and was acquired by Remington College – Tampa Campus, Inc. in 1995.

From 1995 until May 2003 the Campus was operated under the name Education America – Fort Worth Campus. In May 2003 the name of the Campus was changed to Remington College – Fort Worth Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S HONOLULU CAMPUS**

Remington College's Honolulu Campus, a branch campus of Remington College's Mobile Campus location, was established in December 1998. From December 1998 until May 2003 the Campus was operated under the name Education America – Honolulu Campus. In May 2003 the name of the Campus was changed to Remington College – Honolulu Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S HOUSTON NORTH CAMPUS (GREENSPPOINT AREA)**

Remington College's Houston North Campus (Greenspoint area), a branch campus of Remington College's Houston West Campus (Westchase area) location, was established in February 2004. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – North Houston Campus to Remington College.

#### **REMINGTON COLLEGE'S HOUSTON SOUTH CAMPUS (WEBSTER)**

Remington College's Houston South Campus (Webster), a branch campus of Remington College's Houston West Campus (Westchase area) location, was established in February 2008. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Houston Southeast Campus to Remington College.

### **REMINGTON COLLEGE'S HOUSTON WEST CAMPUS (WESTCHASE AREA)**

For accrediting and federal student aid purposes/participation, Remington College's Houston West Campus (Westchase area) is a main campus with the following branch campuses: Remington College's Dallas Campus (Garland), Fort Worth Campus, Houston North Campus (Greenspoint area), and Houston South Campus (Webster).

Remington College's Houston West Campus (Westchase area) was founded as M & M Data Processing Services in October 1981. The college operated under that name until 1984, when the name was changed to M & M Word Processing Institute, Inc. Remington College – Houston Campus, Inc. purchased the college in August 1997. In April 2003 the name of the Campus was changed from Education America – Houston Campus to Remington College – Houston Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

### **REMINGTON COLLEGE'S LAFAYETTE CAMPUS**

Remington College's Lafayette Campus, a branch campus of Remington College's Cleveland Campus location, was founded in 1940 as Spencer Business College. Remington University, Inc. purchased the college in January 1994. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington Colleges – Lafayette Campus to Remington College – Lafayette Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

### **REMINGTON COLLEGE'S LITTLE ROCK CAMPUS**

Remington College's Little Rock Campus, a branch campus of Remington College's Mobile Campus location, began operations in July 1998. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Little Rock Campus to Remington College – Little Rock Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

### **REMINGTON COLLEGE'S MEMPHIS CAMPUS**

Remington College's Memphis Campus, a branch campus of Remington College's Mobile Campus location, opened in July of 1987 as Education America – Southeast College of Technology. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Memphis Campus to Remington College – Memphis Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

### **REMINGTON COLLEGE'S MOBILE CAMPUS**

For accrediting and federal student aid purposes/participation, Remington College's Mobile Campus a main campus with the following branch campuses: Remington College's Columbia Campus, Honolulu Campus, Little Rock Campus, Memphis Campus, and Nashville Campus.

Remington College's Mobile Campus opened in July of 1986 as Education America – Southeast College of Technology ("SCT"). In May 2003 the Campus name was changed to Remington College – Mobile Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

### **REMINGTON COLLEGE'S NASHVILLE CAMPUS**

Remington College's Nashville Campus, a branch campus of Remington College's Mobile Campus location, began operations in November 2003. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Nashville Campus to Remington College.

### **REMINGTON COLLEGE'S SHREVEPORT CAMPUS**

Remington College's Shreveport Campus, a branch campus of Remington College's Cleveland Campus location was established in July 2007. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Shreveport Campus to Remington College.

### **REMINGTON COLLEGE'S TAMPA CAMPUS**

For accrediting and federal student aid purposes/participation, Remington College's Tampa Campus is a main campus with the following branch campuses: Remington College's Lake Mary Campus and Heathrow Campus.

Remington College's Tampa Campus began operations in 1948 as Tampa Technical Institute. In October 1981, National Education Centers, Inc., acquired the college and in 1983, the name of the college was changed from Tampa Technical Institute to National Education Center – Tampa Technical Institute Campus. The college moved to 2410 East Busch Boulevard, Tampa, FL in February 1992.

Remington College – Tampa Campus, Inc., purchased the college in 1995. From 1995 to 2003 the Campus was operated under the name Education America – Tampa Technical Institute. In May 2003 the name of the Campus was changed from Education America – Tampa Technical Institute to Remington College – Tampa Campus. The Campus moved to its present location in August 2008. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

**REMINGTON COLLEGE’S HEATHROW CAMPUS**

Remington College’s Heathrow Campus, a branch campus of Remington College’s Tampa Campus location, was established in June 2009. Remington College acquired the Campus in January of 2011.

**REMINGTON COLLEGE’S LAKE MARY CAMPUS**

Remington College’s Lake Mary Campus, a branch campus of Remington College’s Tampa Campus location, was established in October 2008. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College of Nursing to Remington College.



## 2013 CALENDAR

### MONTHLY

	<u>Begin</u>	<u>End</u>
January	January 28, 2013	February 21, 2013
February	February 25, 2013	March 21, 2013
March	March 25, 2013	April 18, 2013
April	April 22, 2013	May 16, 2013
May	May 20, 2013	June 13, 2013
June	June 17, 2013	July 11, 2013
July	July 22, 2013	August 15, 2013
August	August 19, 2013	September 12, 2013
September	September 16, 2013	October 10, 2013
October	October 21, 2013	November 14, 2013
November	November 18, 2013	December 12, 2013
December	December 16, 2013	January 16, 2014

### MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Winter	March 11, 2013	April 18, 2013
Spring	June 3, 2013	July 11, 2013
Summer	September 2, 2013	October 10, 2013
Fall	December 2, 2013	January 16, 2014

### QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 28, 2013	April 18, 2013
Spring Quarter	April 22, 2013	July 11, 2013
Summer Quarter	July 22, 2013	October 10, 2013
Fall Quarter	October 21, 2013	January 16, 2014

### BREAKS

	<u>Begin</u>	<u>End</u>
Winter Break	January 18, 2013	January 27, 2013
Summer Break	July 12, 2013	July 21, 2013
Fall Break	October 11, 2013	October 20, 2013
Holiday Break	December 21, 2013	December 29, 2013

### HOLIDAYS

New Year's Day Holiday	January 1, 2013
Dr. Martin Luther King Day	January 21, 2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013
Labor Day	September 2, 2013
Thanksgiving	November 28, 2013
Day After Thanksgiving	November 29, 2013
Christmas Day Holiday	December 25, 2013
New Year's Day Holiday	January 1, 2014

**The Campus offers open registration/enrollment.  
Some quarters may require make-up days for holidays or breaks.**