

College Catalog

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The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge.

A handwritten signature in black ink, reading "Jack Forrest", is positioned above a horizontal line.

Jack Forrest, President

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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.

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INTRODUCTION

Thank you for your interest in Remington College.

For those of you considering attending Remington College's Houston West Campus (Westchase Area) ("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 3110 Hayes Road, Suite 380, Houston, TX and is comprised of approximately 41,500 square feet including 16 classrooms, four medical laboratories, a pharmacy laboratory, nine computer laboratories, a Cosmetology salon, 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 holds a Certificate of Authorization issued by the Texas Higher Education Coordinating Board (THECB). The Certificate of Authorization legally authorizes the Campus to grant degrees, grant credits toward degrees, and to use certain protected academic terms in the State of Texas. Specifically, the institution has qualified for an exemption as defined in Chapter 7.3 of the THECB's rules. Authority for this exemption is based on the institution's accreditation with the ACCSC. The Cosmetology Program is licensed and regulated by the Texas Department of Licensing and Regulation.

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.

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 under 18 years of age, 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 and (iii) execute a State Licensure Acknowledgement and Disclosure Form prior to executing an Application and Enrollment Agreement. Applicants for the Cosmetology program must complete a Notice to Prospective Students Regarding Licensing Requirements for Cosmetology Positions in Texas form. Applicants for the Criminal Justice associate's degree program must complete a Notice to Prospective Students Regarding Minimum Licensure Requirements for Law Enforcement Positions in Texas form.
- 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 13 or higher for all 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.**

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

For Programs Other Than the Cosmetology Program

- 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.

For the Cosmetology Program

- All applicants for the cosmetology program, 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 55 clock hours of attendance recorded during 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 FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

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. All transcripts received will be reviewed.

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," and "TR-C, etc.;" the A, B, or 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 CREDIT FOR THE COSMETOLOGY PROGRAM

Remington College may accept students who have attended other (non-Remington College) cosmetology programs or schools provided that the student has not completed hours of instruction that are the equivalent of three or more Remington College modules at the prior school/program, and provided that the student meets Remington College's Admissions Criteria. Prospective students who meet the above criteria, may be eligible to receive a limited amount of "transfer credits" provided that the prospective student demonstrates an acceptable level of knowledge and competence in the subject matter taught in the first one or two modules of the Cosmetology Program at Remington College to the satisfaction of a Remington College Cosmetology Instructor and the Cosmetology Department Chair, who will jointly conduct an assessment of the prospective student's skills and knowledge. The Instructor and the Department Chair will recommend the amount of transfer credit to be awarded by Remington College and the Director of Education will approve, reject or modify that recommendation. The determination of the Director of Education shall be final. Prospective students who will not be receiving Veteran's Benefits may receive transfer credits for a maximum of 2 modules. Transfer credits will only be awarded at either the (1 module) or (2 modules) levels. No partial module credits will be transferred. Prospective students who will be receiving Veteran's Benefits will be subject to the Veteran's Administration Transfer of Credit Policy.

TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF MILITARY/VETERAN EDUCATION BENEFITS (TUITION ASSISTANCE, POST 9/11 GI BILL, ETC.)

All applicants eligible to receive military/veteran education benefits must complete and sign a "Record of Previous Education and Training for Military/Veteran Students" form and identify any previous education and/or training, prior to being activated, so the Campus can evaluate whether any credit should be given for the previous education and/or training identified by the applicant. In order to receive credit for previous education and/or training (and remain eligible for military/veteran education benefits), the Campus must receive an official transcript or a notarized equivalent from each previous postsecondary institution and/or military training facility attended with respect to the courses/training identified by the applicant on the "Record of Previous Education and Training for Military/Veteran Students" form.

All applicants with previous education and/or training identified must also complete and sign a "FERPA – Consent to Release of Personally Identifiable Information and Education Records," authorizing each previous postsecondary institution and/or military training facility to release the applicant's transcripts to the Campus. The Campus will attempt to obtain these transcripts (or notarized equivalents) by sending a written request to each previous postsecondary institution and/or military training facility identified by the applicant on the "Record of Previous Education and Training for Military/Veteran Students" form. To the extent the Campus and/or applicant have difficulty in obtaining any transcript(s), the Campus will work with the Department of Defense, applicable military branch and/or Department of Veteran's Affairs in a further effort to obtain these transcripts. While the Campus will attempt to obtain these transcripts, assistance from the applicant may be necessary, including but not limited to, the payment of any outstanding balance or fees owed to the previous postsecondary institution and/or military training facility required for the release of the transcripts.

All transcripts (or notarized equivalents) must be received by the Campus by the end of the activation period. If all transcripts are not received in time to be evaluated by the end of the activation period, the applicant will not be activated as an official student, and the student will not be charged any tuition. The only exception to providing all transcripts by the end of the activation period is if/when the transcripts pertain solely to prior training that is not applicable to the program for which the student has applied as determined by Remington College's Chief Academic Officer. In that case, upon approval of the Chief Academic Officer, the applicant can be activated as a student and will have two quarters to provide the transcripts; however, if all transcripts are not received in time to be evaluated during the student's first two quarters of enrollment, the student may not be certified to receive military/veteran education benefits, and the student will be personally responsible for all tuition associated with his/her enrollment.

Upon receipt of the transcripts for the identified training, the Campus will evaluate them to determine whether any credit should be given for the previous education and/or training identified by the student with respect to the program in which student has enrolled, as well as determine whether a skills test evaluation is required to demonstrate the requisite proficiency in the applicable field of study. Following the evaluation(s), the Campus will issue the appropriate credit(s) toward the student's program. The Campus will maintain a written record of previous education and training of any student eligible for military/veteran education benefits, as well as the Campus' evaluation of the student's previous education and training that clearly indicates that appropriate credit has been given for all previous education and/or training identified by the student.

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 other than the Cosmetology program 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.

Students enrolled in the Cosmetology program are considered to be full time if they are scheduled for 24 clock hours per week.

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 reenroll.
- 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

The Campus does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. The Campus does not make any pre-admission inquiries regarding an individual's disability. The Campus admits students of any race, color, national and ethnic origin or other protected characteristic to all rights privileges, programs and activities generally accorded or made available to students at the Campus. The Campus does not discriminate on the basis of race, color, national and ethnic origin or other protected characteristic in the administration of its educational policies, scholarship and loan programs and other Campus 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, application fees, 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.

COSMETOLOGY DIPLOMA PROGRAM

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled clock hours in a payment period (term) at the cost per clock 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.

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.
- 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 Direct 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.

ACADEMIC ACHIEVEMENT SCHOLARSHIP

The Academic Achievement Scholarship is available to students enrolling for the first time in one of the programs designated for participation in the Academic Achievement Scholarship program, and who satisfy the eligibility requirements set forth below and begin their course of study on or after December 3, 2012. The Academic Achievement Scholarship is not available to re-enrolling students.

The amount of an Academic Achievement Scholarship is \$500 per academic year (typically 9 months). To be eligible to receive an Academic Achievement Scholarship, a student must have 1) graduated from high school in 2008 or later with a cumulative high school grade point average of 3.00 or higher based on a 4.00 scale and 2) submitted an Academic Achievement Scholarship Application.

For a list of the programs designated for participation in the Academic Achievement Scholarship program or to obtain additional information or an application form, contact the Student Finance Department on Campus.

NEW CAREER SUCCESS SCHOLARSHIP

The New Career Success Scholarship is available to students enrolling in Remington College for the first time that can satisfy the eligibility requirements set forth below and begin their course of study in one of the programs designated for participation in the New Career Success Scholarship program on or after December 3, 2012. The New Career Success Scholarship is not available to re-enrolling students.

The New Career Success Scholarship provides either 1) \$1,500 per academic year (typically 9 months) to students enrolled in eligible degree programs or 2) \$1,000 per program to students enrolled in eligible diploma programs. To be eligible to receive a New Career Success Scholarship, a student must a) demonstrate Financial Need, as determined by the Student Finance Department at the Remington College Campus the student attends and b) submit a New Career Success Scholarship Application and satisfy the eligibility criteria set forth therein.

Financial Need means that the Total Income reflected on the student's Institutional Student Information Report (ISIR) is less than or equal to the Median Family Income in the state in which the Campus is located. The Median Family Income is obtained from information published by the U.S. Census Bureau.

For a list of the programs designated for participation in the Academic Achievement Scholarship program or to obtain additional information or an application form, contact the Student Finance Department on Campus.

REPEATED COURSE SCHOLARSHIP

The Repeated Course Scholarship is funded by a charitable contribution made by a nonprofit private foundation and is designated for the purpose of funding scholarships or grants to students having a financial need. The Repeated Course Scholarship is offered only to students enrolled in a diploma program who must repeat a required course in order to graduate and have applied for all other financial aid available to them. For additional requirements and information or to obtain an application form, contact the Student Finance Department on Campus. The scholarship may be discontinued at any time by the School without notice, as funds to pay the scholarships are limited.

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

Typical Class Schedules are:

Programs Other Than the Cosmetology Program

Monday through Thursday-Mornings 8:00 AM to 12:50 PM
Monday through Thursday-Evenings 6:00 PM to 10:50 PM

Cosmetology Diploma Program

Monday through Friday 8:30 AM to 3:35 PM

The break times may occur each hour (as in 50 minutes of class time followed by 10 minutes of break time). The instructors and the class are provided flexibility in determining exactly when the break periods will occur.

From time to time alternative days may be substituted, particularly in the event that scheduled class days fall on a holiday or to make up for days on which the campus may be closed for inclement weather or as a result of a force majeure (damage to or mechanical problems with the campus facility, local power outages, etc.).

Occasionally, in response to space constraints, higher than anticipated enrollments in a particular program, or for other reasons, the campus will schedule Diploma or Degree program class sessions on an alternative schedule. When alternative days or session start times are used, the number of minutes of actual class time and break time will remain consistent with the typical schedule (250 minutes of class time and 40 minutes of break time).

In the event that Remington College determines to provide an extended meal break time in conjunction with an alternative schedule that might bridge a normal mealtime (such as a 10:00 AM to 2:50 PM schedule), the provision of an extended meal break will not change the actual number of minutes of class time, but would extend the total length of the session by the number of additional break time minutes provided for a meal break. The scheduled program meeting hours are provided on the Application and Enrollment Agreement.

Administrative office hours may differ from scheduled class hours. The administrative offices at the campus are generally open from 8:00 a.m. to 10:50 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday and 9:00 a.m. to 1:00 p.m. on Saturday.

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 30 and in a typical laboratory setting is 24, as a general rule, classes are usually smaller than the maximum. The maximum number of Cosmetology students in a typical classroom or laboratory setting is 25 for each full-time licensed instructor.

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.

- Business/Management course equipment may include the following depending on program area: computer(s), software, printer(s), scanner(s), and calculator(s).
- Cosmetology equipment may include mannequins, hydraulic styling chairs, shampoo bowls, manicure tables, foot spas, and facial beds.
- Criminal Justice equipment may include: Narcotics Investigation Kits, evidence markers, fingerprint powder, sketching templates and cameras.
- Electronic Technology course equipment may include: computer(s), various testers, trainers, oscilloscopes, Programmable Logic Controller trainers, and various electronic supplies.
- 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.

MEDICAL ASSISTING

DIPLOMA

8 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures. Students who apply themselves should learn these job skills or knowledge.

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 in work locations, such as hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies, and pharmaceutical companies.

Program completion normally requires eight months (32 weeks) for full-time students (assuming the externship is completed at 40 hours per week). See Class Scheduling/Hours of Operation/Class Size section for class schedule.

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	
CD205	Career Development Fundamentals	16	0	0	1.00
CD206	Career Development Principles	16	0	0	1.00
LB101	Clinical Laboratory	0	32	0	1.50
LB201	Clinical Laboratory	0	32	0	1.50
LB301	Clinical Laboratory	0	32	0	1.50
LB401	Clinical Laboratory	0	32	0	1.50
LB501	Clinical Laboratory	0	32	0	1.50
LB601	Clinical Laboratory	0	32	0	1.50
LB701	Clinical Laboratory	0	32	0	1.50
MD103	Patient Care and Communication	32	0	0	2.00
MD203	Medical Management and Nervous and Digestive Systems	32	0	0	2.00
MD303	Pharmacology and Disease Transmission	32	0	0	2.00
MD403	Cardiovascular and Respiratory Systems	32	0	0	2.00
MD503	Clinical Procedures	32	0	0	2.00
MD603	Endocrinology and Reproduction	32	0	0	2.00
MD703	Therapeutic Care and Muscular/Skeletal Systems	32	0	0	2.00
MD806	Externship	0	0	160	6.00
MO105	Introduction to Computers	0	16	0	0.50
MO304	Word Processing	0	16	0	0.50
MO402	Introduction to Insurance	16	0	0	1.00
MO502	Patient Billing	16	0	0	1.00
MO602	Medical Insurance Coding	16	0	0	1.00
Total:		304	256	160	36.5

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. Students who apply themselves should learn these job skills or knowledge.

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 in work locations, such as retail or mail-order pharmacies, hospitals, nursing homes, and assisted-living facilities.

All students in the Pharmacy Technician Program must register as pharmacy technician trainees with the Texas State Board of Pharmacy, which includes submitting to a criminal background check, in order to participate in the clinical externship and complete the Pharmacy Technician Program. Pharmacy technician trainee registrations expire two years from the date of registration. In order to become a registered pharmacy technician, for individuals not certified as a pharmacy technician in another state, the individual must take and pass the Pharmacy Technician Certification Board's National Pharmacy Technician Certification Examination. Additionally, the individual must register as a pharmacy technician with the Texas State Board of Pharmacy, which includes submitting to a criminal background check. The above is only a summary of the requirements for pharmacy technician trainees and pharmacy technicians. Additional information can be found on the Texas State Board of Pharmacy website: www.TSBP.state.tx.us.

Students enrolling in the Pharmacy Technician Program will be subject to one or more criminal background check(s) and drug screening(s).

Program completion normally requires eight months (32 weeks) for full-time students (assuming the externship is completed at 40 hours per week). See Class Scheduling/Hours of Operation/Class Size section for class schedule.

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.

Upon successful completion of all areas of this Program, graduates will be awarded a Pharmacy Technician Diploma. Graduates may be eligible to take the Sterile Products Certification exam by The National Pharmacy Technician Association (NPTA) and be certified in CPR by a national organization.

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
Total:		360	200	160	39.5

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. Students who apply themselves should learn these job skills or knowledge.

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 in work locations, such as doctors' offices and clinics.

Program completion normally requires nine months (36 weeks) for full-time students. See Class Scheduling/Hours of Operation/Class Size section for class schedule.

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

COSMETOLOGY

DIPLOMA

12 Months

The Cosmetology Diploma Program provides training in various phases of cosmetology, including manicures, pedicures, facials, and wig care.

The objective of this Program is to prepare graduates for entry-level positions as cosmetologists in work locations such as licensed beauty salons, day spas, or nail salons.

Program completion normally requires 48 weeks for full-time students.

The Cosmetology Diploma Program is divided into 12 monthly academic periods. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the clinic practices.

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

Job Placement and Employment: The placement rate reported to the Texas Department of Licensing and Regulation for the 2012 calendar year was 66% (29 graduates employed in-field out of 44 graduates).

Course Number	Course Name	Clock Hours		
		Lecture	Lab	Externship
COS I - A	COS I - A	40	85	0
COS I - B	COS I - B	40	85	0
COS I - C	COS I - C	25	100	0
COS II - A	COS II - A	20	105	0
COS II - B	COS II - B	20	105	0
COS II - C	COS II - C	20	105	0
COS II - D	COS II - D	20	105	0
COS II - E	COS II - E	20	105	0
COS II - F	COS II - F	20	105	0
COS III - A	COS III - A	0	125	0
COS III - B	COS III - B	0	125	0
COS III - C	COS III - C	15	110	0
Total:			1500	

ELECTRONIC TECHNOLOGY

DIPLOMA

12 Months

The Electronic Technology Diploma Program provides training in basic electronics and electronic technology. The curriculum explores both fundamental and advanced theories in electronics, integrated circuits, microprocessors, computer technology, and home electronics. Hands-on laboratory experiences and computerized simulations are an integral part of the program courses. Students who apply themselves should learn these job skills or knowledge.

The objective of this Program is to prepare graduates for entry-level positions such as computer service technician, electronic laboratory technician, installation technician, and electronic technician in work locations such as communications, instrumentation, digital, and computer electronics companies.

Program completion normally requires 12 months (48 weeks) for full-time students. See Class Scheduling/Hours of Operation/Class Size section for class schedule.

The Electronic Technology Diploma Program is divided into 12 monthly academic periods.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
CN115	Computer Software	40	40	0	5.00
CN125	Computer Hardware	40	40	0	5.00
ET150	DC Fundamentals	40	40	0	5.00
ET151	AC Fundamentals	40	40	0	5.00
ET152	Low-Voltage Electrical Systems	40	40	0	5.00
ET153	Solid State Devices	40	40	0	5.00
ET251	Cables and Cabling	20	40	0	3.50
ET252	Digital Electronics	40	40	0	5.00
ET253	Microcontrollers	40	40	0	5.00
ET254	Electronic Control Systems	40	40	0	5.00
ET255	Motors and Controllers	40	40	0	5.00
ET256	Residential Networks	20	40	0	3.50
Total:		480	480	0	59

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. Students who apply themselves should learn these job skills or knowledge.

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 non-certified technicians.

Students are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with Section 143.16 of Title 25, Texas Administrative Code (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, MRT or practitioner, refer to Section 143.17(f)(11)(B).

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 with 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 apply for registration with the Texas Department of State Health Services and Texas Medical Board as a Non-Certified Technician.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD205	Career Development Fundamentals	16	0	0	1.00
CD206	Career Development Principles	16	0	0	1.00
L-EKG111	EKG Lab	0	40	0	2.00
L-EKG112	EKG Lab	0	40	0	2.00
L-XT109	X-Ray Lab/Clinical Rotation	0	40	0	2.00
L-XT110	X-Ray Lab/Clinical Rotation	0	40	0	2.00
LB101	Clinical Laboratory	0	32	0	1.50
LB201	Clinical Laboratory	0	32	0	1.50
LB301	Clinical Laboratory	0	32	0	1.50
LB401	Clinical Laboratory	0	32	0	1.50
LB501	Clinical Laboratory	0	32	0	1.50
LB601	Clinical Laboratory	0	32	0	1.50
LB701	Clinical Laboratory	0	32	0	1.50
MD103	Patient Care and Communication	32	0	0	2.00
MD203	Medical Management and Nervous and Digestive Systems	32	0	0	2.00
MD303	Pharmacology and Disease Transmission	32	0	0	2.00
MD403	Cardiovascular and Respiratory Systems	32	0	0	2.00
MD503	Clinical Procedures	32	0	0	2.00
MD603	Endocrinology and Reproduction	32	0	0	2.00
MD703	Therapeutic Care and Muscular/Skeletal Systems	32	0	0	2.00
MD806	Externship	0	0	160	6.00
MA-EKG122	Introduction to Advanced Electrocardiography	40	0	0	2.50
MA-EKG132	Arrhythmia Recognition, Patient Care, and Specialized Procedures	40	0	0	2.50
MA-XT102	Introduction and Occupational Standards	40	0	0	2.50
MA-XT112	Advanced Radiographic Image Protocols	40	0	0	2.50
MO105	Introduction to Computers	0	16	0	0.50
MO304	Word Processing	0	16	0	0.50
MO402	Introduction to Insurance	16	0	0	1.00
MO502	Patient Billing	16	0	0	1.00
MO602	Medical Insurance Coding	16	0	0	1.00
Total:		464	415	160	54.5

BUSINESS OFFICE MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE
 18 Months

The Business Office Management Degree Program provides training in business related accounting software and various business office computer applications such as Word, Excel, and Access. Students will also be trained in the fundamentals of payroll administration, employee benefits, bookkeeping, accounting, event planning, and coordination. Students who apply themselves should learn these job skills and knowledge.

The objective of this Program is to prepare graduates for entry-level positions, such as general office specialist, bookkeeper, accounting assistant, payroll office clerk, and administrative assistant.

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. See Class Scheduling/Hours of Operation/Class Size section for class schedule.

The Business Office Management 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 in Business Office Management.

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
BN1108	Packaged Applications	6.00
BN1208	Accounting Principles I	6.00
BN1228	Document Processing	6.00
BN1610	Introduction to Management	5.00
BN2408	Accounting Principles II	6.00
BN2410	Payroll Applications	5.00
BN2420	Business Law and Legal Procedures	5.00
BN2428	Computerized Spreadsheets	6.00
BN2480	Personnel Management	5.00
BN2501	Computerized Accounting Applications	3.00
BN2528	Relational Database Applications	6.00
BN2558	Management and Information Processing	6.00
CD1101	Career Development	3.00
	Sub Total:	68
<i>Associate or Lower-Level General Education</i>		
GE1117	Introduction to Psychology	7.00
GE1217	Speech Communication	7.00
GE1317	College Algebra	7.00
GE1417	English Composition	7.00
	Sub Total:	28
	Total:	96

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.

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
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
Sub Total:		68
<i>Associate or Lower-Level General Education</i>		
GE1117	Introduction to Psychology	7.00
GE1217	Speech Communication	7.00
GE1317	College Algebra	7.00
GE1417	English Composition	7.00
Sub Total:		28
Total:		96

*** Non-Credit Practicum Options**

CJ0001	Practicum I
CJ0002	Practicum II
CJ0003	Practicum III

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

BN1208 **6.00 Quarter Credit Hours**

Accounting Principles I

Students are instructed in the basic principles that businesses use to record business transactions in a double-entry bookkeeping system. Methods and procedures used in collecting, analyzing, and summarizing financial data and reporting financial information are covered. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

BN1228 **6.00 Quarter Credit Hours**

Document Processing

This course is designed to familiarize students with basic techniques of word processing. Emphasis is placed on how to create, delete, modify, and print documents using a variety of formatting techniques and printing procedures. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): BN1108

BN1610 **5.00 Quarter Credit Hours**

Introduction to Management

This course addresses management skills and competencies that help prepare for potential future challenges as leaders in the modern business environment. Instruction covers how to respond to the opportunities and challenges of global management, diversity and ethics issues, team-based management, service management, and developing management trends. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

BN2408 **6.00 Quarter Credit Hours**

Accounting Principles II

This course is a continuation of Accounting Principles I. Students are instructed in the basic principles that businesses use to record business transactions in the double-entry bookkeeping system. Methods and procedures used in collecting, analyzing, and summarizing financial data and reporting financial information are covered. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): BN1208

BN2410 **5.00 Quarter Credit Hours**

Payroll Applications

Students are instructed in how various payroll records are generated and used. The payment of wages and salaries and the associated taxes are studied. The appropriate journal and ledger entries are covered as are the completion of all related government forms and the management of various types of employment benefits. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): BN1208

BN2420 **5.00 Quarter Credit Hours**

Business Law and Legal Procedures

This course is comprised of an in-depth study of legal and ethical components of business. Emphasis is placed on how to analyze and determine why successful companies have high standards for product quality, concern for employee safety, and reputations for fairness and good service. Students are instructed in procedures for conducting business effectively while conforming to the basic rules of society, both those embodied in law and those embodied in ethical customs. Case studies and selected readings are covered to reinforce critical issues. Written reports and oral presentations are used to strengthen communication skills. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

- BN2428** **6.00 Quarter Credit Hours**
Computerized Spreadsheets
 This course covers the theory of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macros. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): BN1108
- BN2480** **5.00 Quarter Credit Hours**
Personnel Management
 This course addresses the skills that are critical for any manager's success. These skills include a full range of personal, interpersonal, and organizational knowledge and competence. The course also focuses on relevant management skills that are useful in a technological work environment. A problem-based study helps to answer fundamental and specific management questions and analyze challenges that may arise on the job. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): BN1610
- BN2501** **3.00 Quarter Credit Hours**
Computerized Accounting Applications
 In this course, students study accounting principles applied through the use of the microcomputer. Emphasis is placed on practical experience and students are evaluated on their mastery of computerized accounting software including general ledger, accounts receivable, and accounts payable. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): BN1208
- BN2528** **6.00 Quarter Credit Hours**
Relational Database Applications
 This course covers the practical use of relational database programs. A computerized simulation project is designed to enable students to learn both manual and electronic records. Topics include relational databases, data manipulation, data control, datasheets, tables, queries, forms and macros. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): BN1108
- BN2558** **6.00 Quarter Credit Hours**
Management and Information Processing
 Instruction includes discussions on management concepts, organizational behavior, business ethics, supervisory skills, performance and productivity evaluations, and problem solving and decision making. Instruction also includes ways in which information technology and information systems are used by different organizational functions and at different management levels. Coursework includes individual and group assignments, projects and case studies, and written reports and oral presentations. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None
- CD1101** **3.00 Quarter Credit Hours**
Career Development
 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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None
- CD203** **1.00 Quarter Credit Hour**
Career Development Fundamentals **20/0/0**
 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 résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None
- CD204** **1.00 Quarter Credit Hour**
Career Development Principles **20/0/0**
 This series of lectures and discussions concentrates 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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

CD205 **1.00 Quarter Credit Hour**
Career Development Fundamentals **16/0/0**

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 résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

CD206 **1.00 Quarter Credit Hour**
Career Development Principles **16/0/0**

This series of lectures and discussions concentrates 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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

CN115 **5.00 Quarter Credit Hours**
Computer Software **40/40/0**

This course offers instruction in the installation, configuration, and troubleshooting of Personal Computer (PC) operating systems and software. The installation of common peripherals is discussed. Coursework addresses how to correct common software problems using troubleshooting and diagnostic techniques of PC software. In addition, methods of analyzing system software failures are reviewed. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

CN125 **5.00 Quarter Credit Hours**
Computer Hardware **40/40/0**

This course covers the installation, configuration, and troubleshooting of Personal Computer (PC) hardware. The installation of computer peripherals, printers, and Universal Serial Bus (USB) devices is discussed. Coursework addresses how to correct common hardware problems using troubleshooting and diagnostic techniques of PC hardware. In addition, methods of analyzing system hardware failures are reviewed. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

COS I - A **0 Quarter Credit Hours**
COS I - A **40/85/0**

This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers the history of cosmetology, levels of opportunity within the industry, rules and regulations set forth by the state board of cosmetology, communication, success skills, and professional image. The course also includes basic instruction and practice in manicure and pedicure procedures, skin care and facials, and scalp and hair care services. As a part of their training, students are expected to perform clean-up duties such as sweeping, mopping, cleaning counters and equipment, and laundering towels. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

COS I - B **0 Quarter Credit Hours**
COS I - B **40/85/0**

In this course, basic anatomy and physiology, properties of hair and scalp, and the basics of chemistry and electricity are studied. This course also includes practice in the skills of chemical relaxing, permanent waving, and hair color principles and techniques. Students who apply themselves should learn these job skills or knowledge. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

COS I - C **0 Quarter Credit Hours**
COS I - C **25/100/0**

This course focuses on the study and practice of hair design, hair shaping (cutting), thermal styling, product knowledge of shampoos and conditioners, shampooing techniques, draping, and client protection and safety. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

COS II - A **0 Quarter Credit Hours**
COS II - A **20/105/0**

This course includes performing services for clients in a professional salon setting. Classroom and lab instruction and practice includes braiding and extensions, wig styling and care, and chemical texturizing, such as permanent waving concepts, and hair color theory and applications. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS I - A, COS I - B, COS I - C

COS II - B **0 Quarter Credit Hours**
COS II - B **20/105/0**

This course includes performing client services and practicing shampooing and proper draping techniques. Hair color techniques such as frosting and tipping are introduced. Classroom and lab instruction includes histology of the skin, hair removal and facial services. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS I - A, COS I - B, COS I - C

COS II - C **0 Quarter Credit Hours**
COS II - C **20/105/0**

This course includes facial make-up and artistry, structure and growth of the nails, nail art, and hair coloring techniques such as foil highlighting and framing. Practice continues in manicure and pedicure skills, as well as other services that may be requested by clients. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS I - A, COS I - B, COS I - C

COS II - D **0 Quarter Credit Hours**
COS II - D **20/105/0**

This course provides an introduction to salon management and a refresher for state rules and regulations as they pertain to bacteriology and sanitation. Focus of instruction is on client services, skills practice, front desk procedures, and inventory control. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS I - A, COS I - B, COS I - C

COS II - E **0 Quarter Credit Hours**
COS II - E **20/105/0**

This course is designed to refresh students on the subject of anatomy and physiology, and how cosmetology services and products can affect the body. Basic chemistry is reviewed through instruction on creating custom formulas of hair color and lighteners. Salon practice of hairstyling, cutting, and other basic services continues. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS I - A, COS I - B, COS I - C

COS II - F **0 Quarter Credit Hours**
COS II - F **20/105/0**

This course includes the study of shampoos and conditioning products and the practice of styling, shaping, chemical relaxing and curl reformation. This course also includes performing services for clients and models in a professional salon setting. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS I - A, COS I - B, COS I - C

COS III - A **0 Quarter Credit Hours**
COS III - A **0/125/0**

This course propels students further into the professional salon environment. Students are instructed to practice and perfect their skills in a salon setting, performing a variety of services for clients and models, scheduling appointments and practicing salon management. Focus of practice is on hair design and shaping. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): COS II - A, COS II - B, COS II - C, COS II - D, COS II - E, COS II - F

COS III - B **0 Quarter Credit Hours**
COS III - B **0/125/0**
This course includes performing services for clients and models, and maintaining client records in a salon setting. Focus of practice is on hair lightening and framing, as well as nail and skin care. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): COS II - A, COS II - B, COS II - C, COS II - D, COS II - E, COS II - F

COS III - C **0 Quarter Credit Hours**
COS III - C **15/110/0**
This course includes performing services for clients and models, and maintaining client records in the salon setting. Focus of practice is on permanent waving and chemical relaxing. This course also includes completion of a practical exam, or "Mini-Board" on all the previously taught courses to prepare students for licensing. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): COS II - A, COS II - B, COS II - C, COS II - D, COS II - E, COS II - F

ET150 **5.00 Quarter Credit Hours**
DC Fundamentals **40/40/0**
This course presents the fundamentals of Direct Current (DC) electricity and electronic circuits, including current, voltage, resistance, power, inductance, capacitance, magnetism, and applications of Ohm's Law to series, parallel, and series-parallel DC circuits. Laboratory experimentation reinforces and applies the concepts presented in the lectures. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

ET151 **5.00 Quarter Credit Hours**
AC Fundamentals **40/40/0**
This course presents the fundamentals of Alternating Current (AC) electricity and electronic circuits, including current, voltage, resistance, power, inductance, capacitance, magnetism, and applications of Ohm's Law to series, parallel, and series-parallel AC circuits. Laboratory experimentation reinforces and applies the concepts presented in the lectures. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): ET118

ET152 **5.00 Quarter Credit Hours**
Low-Voltage Electrical Systems **40/40/0**
This course introduces low-voltage systems, associated devices, terminology and methods of use in a residential or small-building setting. It combines the basic elements of various low-voltage systems into a single course to explain the operation of individual systems (including theory of operation), along with how they integrate. Information is presented on devices, connections, cabling, and the National Electrical Code®. The course addresses the purpose and use of the Code®, the treatment of devices and their relationship to the entire system, conductors and cabling, and more. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

ET153 **5.00 Quarter Credit Hours**
Solid State Devices **40/40/0**
This course covers the fundamentals of and troubleshooting procedures for solid-state electronics, including diodes, bipolar junction transistors, special-purpose diodes, field-effect transistors, operational amplifiers, and other linear integrated circuits. Circuits including power supplies, amplifiers, oscillators, summing amplifiers, difference amplifiers, and audio applications are presented in both a lecture and a lab setting. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): ET150

ET251 **3.50 Quarter Credit Hours**
Cables and Cabling **20/40/0**
This course focuses on the basic wiring of houses and other buildings. Standard copper wiring and fiber optic cables are discussed. The proper applications of copper or fiber and the connecting hardware associated with each are taught. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): ET152

ET252 **5.00 Quarter Credit Hours**
Digital Electronics **40/40/0**
The fundamentals of digital electronics, including digital logic gates, numbering systems, logic symbols, integrated circuits, latches, flip-flops, counters, registers, A/D and D/A converters, and memory, are presented. Laboratory equipment is used to demonstrate the function and operation of logic circuits in order to reinforce the principles covered in the theory portion of this class. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): ET150

ET253 **5.00 Quarter Credit Hours**
Microcontrollers **40/40/0**

This course is designed to provide training in the Intel 8051 microcontroller, one of the most common electronic microprocessors used in instrumentation and control applications. The course covers the principles of computer architecture, including simulation and programming with integrated development software. Instruction in assembly provides an overview of how program instructions function. Hardware and software application examples are also provided. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): ET150

ET254 **5.00 Quarter Credit Hours**
Electronic Control Systems **40/40/0**

This course provides a fundamental understanding of modern automatic control systems for industrial electronics. It presents components such as sensors, wiring, motors, motor-control circuits, and mechanical parts. Control strategies and controller types are explained, along with basic applied physics and mechanical concepts such as linear and rotational motion, springs, friction, gears, levers, heat transfer, and energy transfer. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): ET150, ET151

ET255 **5.00 Quarter Credit Hours**
Motors and Controllers **40/40/0**

This course provides a fundamental understanding of electrical motors, motor control circuits, and the mechanical components of motors. Alternating Current (AC) motors, Direct Current (DC) motors, stepper motors, and a diversity of mechanical actuators are studied. Instruction includes motor control feedback systems and Programmable Logic Controllers (PLCs). Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): ET150, ET151

ET256 **3.50 Quarter Credit Hours**
Residential Networks **20/40/0**

This course covers home networking and systems integration technology and explains how to service and troubleshoot these systems. Coursework includes instruction in basic residential networks, high-voltage and low-voltage wiring, and the installation and programming of audio, video, security, and telecommunication systems. Additionally, lighting, heating, air conditioning (AC), and water management systems are explained. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): ET152

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

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

GE1217 **7.00 Quarter Credit Hours**
Speech Communication

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

GE1317 **7.00 Quarter Credit Hours**
College Algebra

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

GE1417	7.00 Quarter Credit Hours
English Composition	
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. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): None</i>	
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. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602</i>	
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. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, L-EKG111, MA-EKG122</i>	
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. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602</i>	
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. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, L-XT109, MA-XT102</i>	
LB101	1.50 Quarter Credit Hours
Clinical Laboratory	0/32/0
Instruction addresses how to apply theories of examination assisting by positioning, draping, charting, scheduling, and records management. Coursework includes bandaging techniques, the correct use of BioHazard waste containers, practicing invasive procedures, and checking visual acuity, vital signs and blood pressure. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): None</i>	
LB201	1.50 Quarter Credit Hours
Clinical Laboratory	0/32/0
Instruction addresses how to apply theories of basic bookkeeping, appointment scheduling, bank procedures, and inventory control techniques. Coursework includes invasive procedures, and checking vital signs and blood pressure. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): None</i>	
LB301	1.50 Quarter Credit Hours
Clinical Laboratory	0/32/0
Instruction addresses how to apply theories of minor office surgery by using the autoclave, setting up surgery trays, practicing sterile techniques, and using asepsis. Students perform dosage calculations for medication administration. Coursework includes invasive procedures, and checking vital signs and blood pressure. Students who apply themselves should learn these job skills or knowledge.	
<i>Prerequisite(s): None</i>	

LB401 **1.50 Quarter Credit Hours**
Clinical Laboratory **0/32/0**

Instruction addresses how to apply theories of cardiology by correctly setting up, running, and mounting an EKG tracing. Coursework includes an introduction to pulmonary function testing techniques and the correct use of a nebulizer. Coursework includes practicing CPR techniques on mannequins, invasive procedures, and checking vital signs and blood pressure. Students must pass the CPR exam and practicum to complete this course. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): LB101, LB201, LB301

LB501 **1.50 Quarter Credit Hours**
Clinical Laboratory **0/32/0**

Instruction addresses how to apply theories of clinical laboratory assisting by collecting and labeling specimens. Coursework includes an introduction to the basics of a microscope and its functions, as well as practicing different urinalysis techniques, routine hematology skills, and blood chemistry procedures. Coursework includes invasive procedures, and checking vital signs and blood pressure. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): LB101, LB201, LB301

LB601 **1.50 Quarter Credit Hours**
Clinical Laboratory **0/32/0**

Instruction addresses how to apply theories of OB/GYN tray set up and examination assisting. Coursework includes pediatric assisting and restraint techniques. Coursework also includes practicing invasive procedures, as well as checking vital signs and blood pressure. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): LB101, LB201, LB301

LB701 **1.50 Quarter Credit Hours**
Clinical Laboratory **0/32/0**

Instruction addresses how to apply theories of therapeutic techniques and modalities. Students are instructed in how to position patients properly for ultrasound treatment, electroneurostimulation, and traction. Coursework includes invasive procedures, as well as checking vital signs and blood pressure. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): LB101, LB201, LB301

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602

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, trouble shooting, and specialized electrocardiographic protocols. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, 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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, L-XT109, MA-XT102

MD103 **2.00 Quarter Credit Hour**
Patient Care and Communication **32/0/0**

This course emphasizes patient care. Students are instructed in the correct handling of office emergencies and develop skills in records management, telephone techniques, and interpersonal communications. Coursework includes an introduction to OSHA regulations. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MD203 **2.00 Quarter Credit Hour**
Medical Management/Nervous and Digestive Systems **32/0/0**

Topics discussed in this course include the structure and function of the human digestive and nervous systems. The medical management portion of this course focuses on appointment scheduling, bookkeeping, collections, and payroll procedures essential to the medical office. Equipment and supplies ordered for the medical office are identified, and students are instructed in their proper care and storage. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MD303 **2.00 Quarter Credit Hour**
Pharmacology and Disease Transmission **32/0/0**

This course stresses the importance of asepsis and sterile technique in today's health care environment. Basic bacteriology and its relationship to infection and disease control are presented. Coursework includes an introduction to basic pharmacology and cover the principles of administering medication. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MD403 **2.00 Quarter Credit Hour**
Cardiovascular and Respiratory Systems **32/0/0**

This course examines the circulatory and respiratory systems including the structure and function of the heart and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograph (EKG). Students are given a cardiopulmonary resuscitation (CPR) course. Students must pass the CPR exam and practicum to complete this course. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD103, MD203, MD303

MD503 **2.00 Quarter Credit Hour**
Clinical Procedures **32/0/0**

This course is designed to introduce students to laboratory procedures commonly performed in a physician's office. Students are instructed in specimen labeling, collection, handling, and transportation procedures. Basic hematology and the procedures used in microbiology and bacteriology tests are covered. Coverage of the anatomy and physiology of the lymphatic and urinary systems and procedures for performing different types of urinalysis are included. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD103, MD203, MD303

MD603 **2.00 Quarter Credit Hour**
Endocrinology and Reproduction **32/0/0**

Endocrinology and male and female reproduction are covered in this course. The theory of pediatrics, obstetrics, and gynecological examination techniques are also covered in this course. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD103, MD203, MD303

MD703 **2.00 Quarter Credit Hour**
Therapeutic Care and Muscular/Skeletal Systems **32/0/0**

This course provides instruction about the basic techniques, equipment and modalities used in therapeutic medicine. The musculoskeletal structures of the body as they relate to therapeutic care are covered. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MD103, MD203, MD303

MD806 **6.00 Quarter Credit Hours**
Externship **0/0/160**

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 is designed to enable students to work with patients and apply the principles and practices learned in the classroom. Externs are scheduled to work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate credentials. Externs are evaluated by supervisory personnel at 80- and 160-hour intervals, and the evaluations are placed in the students' permanent record. Students must successfully complete their externship to fulfill requirements for graduation. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): LB101-LB701, MD103-MD703, MO102-MO602

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MI125 **5.00 Quarter Credit Hours**
Anatomy and Physiology for Visceral Structures **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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MI135 **5.00 Quarter Credit Hours**
Introduction to Medical Coding **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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MI145 **3.50 Quarter Credit Hours**
Medical Records Management **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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): None

MI155 **5.00 Quarter Credit Hours**
Computerized Insurance and Billing **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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): MI115, MI125, MI135, MI145

MI166 **2.50 Quarter Credit Hours**
CPT Coding for Medical Office Applications **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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): MI115, MI125, MI135, MI145</i>	
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. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): MI115, MI125, MI135, MI145</i>	
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. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): None</i>	
MI194 Externship	3.00 Quarter Credit Hours 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. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): MI155, MI166, MI167, MI187, MI195</i>	
MO105 Introduction to Computers	0.50 Quarter Credit Hour 0/16/0
This course is designed to introduce students to the computer and information processing. Coursework includes an introduction to what a computer is, how it works, and how it is used in solving problems. This course is also designed to teach students the keyboard by the touch system and to improve keyboarding skill and accuracy. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): None</i>	
MO304 Word Processing	1.00 Quarter Credit Hour 0/16/0
This course is designed to provide practical introduction to basic commands of word processing application software for the PC. Emphasis is placed on how to create, edit, and manipulate documents using a commonly utilized PC word processing software package. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): None</i>	
MO402 Introduction to Insurance	1.00 Quarter Credit Hour 16/0/0
This course is designed to provide students with current insurance terminology applicable to various insurance company providers, patients, computerized systems, and administrative services. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): MO105, MO304</i>	
MO502 Patient Billing	1.00 Quarter Credit Hour 16/0/0
This course is designed to introduce students to the application of billing techniques, delinquent claims, credit and collections, legal issues affecting insurance claims, and medical records. Students who apply themselves should learn these job skills or knowledge. <i>Prerequisite(s): MO105, MO304</i>	

MO602 **1.00 Quarter Credit Hour**
Medical Insurance Coding **16/0/0**
This course is designed to introduce students to the fundamentals of the ICD-9 and CPT-4 coding systems. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): MO105, MO304

PHAT115 **2.50 Quarter Credit Hours**
Dosage Calculations **20/20/0**
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. Reviews of calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas and dilution and concentration problems are presented. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

PHAT117 **1.00 Quarter Credit Hour**
Introduction to Computers **10/10/0**
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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

PHAT118 **1.00 Quarter Credit Hour**
Pharmacy Practice **20/0/0**
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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

PHAT124 **1.00 Quarter Credit Hour**
First Aid/CPR **10/10/0**
Coursework includes an introduction to basic life-support practices. Cardiacpulmonary 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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

PHAT125 **2.50 Quarter Credit Hours**
Anatomy and Physiology for Mechanical Structures **40/0/0**
This course is designed to introduce students to the structure and function of the human body. The systems studied in this class are the integumentary system, skeletal system, muscular system, and the nervous system. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

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. Students who apply themselves should learn these job skills or knowledge.
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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT152, PHAT155

PHAT152 **1.00 Quarter Credit Hour**
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. Students who apply themselves should learn these job skills or knowledge.

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 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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

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. Students who apply themselves should learn these job skills or knowledge.

Prerequisite(s): PHAT115, PHAT117, PHAT118, PHAT124, PHAT125, PHAT135, PHAT145, PHAT152, PHAT155, PHAT165, PHAT175

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:

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.

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.

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 Non-Cosmetology) and

Minimum Clock Hours Completed Requirements (Diplomas Cosmetology) charts 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 Non-Cosmetology) and Minimum Clock Hours Completed Requirements (Diplomas Cosmetology) charts 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 – Non Cosmetology) 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 that 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 that 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) Cosmetology students 1500 clock hour program: "Financial Aid Payment Period" means the three sequential clock hour periods occurring as follows: 500 Clock Hours, 500 Clock Hours, and 500 Clock Hours.
- d) Diploma students, other than cosmetology 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
- e) Diploma students, other than cosmetology 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 first academic year and for the 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 (other than cosmetology) 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)

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

MINIMUM CGPA REQUIREMENT (DIPLOMAS – NON COSMETOLOGY)

Program Length (Minimum # of Credits Required to Complete Program)	Minimum CGPA Requirement	Minimum Measurement Point in Modules
Less than 41	1.50	End of the 5 th Module
	1.75	End of the 6 th Module
	2.00	End of the 7 th Module
	2.00	End of the 8 th Module
41-45	1.50	End of the 5 th Module
	1.75	End of the 6 th Module
	2.00	End of the 7 th Module
	2.00	End of the 8 th Module
54.5 or More	1.50	End of the 5 th Module
	1.75	End of the 6 th Module
	1.75	End of the 7 th Module
	1.75	End of the 8 th Module
	1.75	End of the 9 th Module
	2.00	End of the 10 th Module
	2.00	End of the 11 th Module
2.00	End of the 12 th Module	

MINIMUM CGPA REQUIREMENT (DIPLOMAS – COSMETOLOGY)

Program Length (Minimum # of Months Required to Complete Program)	Minimum CGPA Requirement	Minimum Measurement Point in Financial Aid Payment Periods
12 (1500 hours)	1.25	End of Payment Period 1
	1.50	End of Payment Period 2
	2.00	End of Payment Period 3 and each Payment Period thereafter

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 Credits 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)

Program Length (Minimum # of Quarters/Terms Required to Complete Program)	Measurement Points in Financial Aid Payment Periods	Minimum Percentage of Total Program Credit Hours Completed Requirement
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%

Program Length (Minimum # of Quarters/Terms Required to Complete Program)	Measurement Points in Financial Aid Payment Periods	Minimum Percentage of Total Program Credit Hours Completed Requirement
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 NON-COSMETOLOGY)

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%

MINIMUM CLOCK HOURS COMPLETED REQUIREMENT (DIPLOMAS – COSMETOLOGY)

Program Length (Minimum # of Months Required to Complete Program)	Measurement Point in Clock Hours Attempted	Minimum Percentage of Total Clock Hours in Program Completed Requirement
12 (1500 hours)	375	0%
	750	15%
	1125	25%
	1500	50%
	1875	75%
	2250	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 that 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 Regaining Title IV Eligibility Section Below.

Regaining Title IV Eligibility with Remington College

Students that 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 that regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.
2. Students that 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 that 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 that 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, for programs other than the cosmetology program; or the student has accumulated the total number of clock hours required for graduation from the program of study, for the cosmetology program; and
- The student has achieved a Cumulative Grade Point Average of 2.0 or better.

A graduate who is not current on their 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 in Programs other than the Cosmetology Program is 50 minutes of instruction in a 60 minute period. An academic hour or class in the Cosmetology Program is 60 minutes of class, lecture, laboratory instruction and practice or recitation in a 60 minute period. Academic hours are converted into credit hours for programs other than the Cosmetology Program to allow for comparison with other post-secondary institutions.

For students enrolled in programs other than the Cosmetology Program, 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 FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

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., externship or clinical courses) 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 ten 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.
- Remington College considers the use of the term "course" to mean the "course of instruction" or the "program."
- If a student's absences exceed 20% of the scheduled course time hours 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 20% of the scheduled course time hours 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 20% of the scheduled course time hours 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 does not exceed 20% of the scheduled course time hours after any adjustments for make-up work during the applicable probationary Term, then the student shall be removed from attendance probation.
- Additionally, a student may be dropped for attendance when a student is absent in excess of 10 consecutive school days or 20% of the total course time hours in the course, whichever occurs first.
- 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 does not permit leaves of absence.

MAKE-UP WORK POLICY

Make-up work may be used to offset absences, but may not be used to avoid being dropped for being absent for consecutive days in excess of the allowable amount. No more than 5% of the total course time hours for a program may be made up. Make-up work for externship courses will not be included in the calculation of the 5% limitation.

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.

ATTENDANCE POLICY FOR THE COSMETOLOGY PROGRAM

Distinctly different from the attendance policies of other programs offered by the Campus, state regulations require that students must attend a minimum of 1500 clock hours. Remington College addresses the "hours attended" component of the Attendance Policy for the Cosmetology Program in the following way:

- Attendance of at least 125 clock hours in each module of the Cosmetology Program is mandatory in order to receive a passing grade;
- No grade of "I" (incomplete) will be allowed for failure to satisfy the 125 clock hour per module attendance requirement;
- Opportunities to make-up clock hours for missed attendance will be available each module. Completion of make-up clock hours sufficient to replace missed attendance must be done in the module within which the Grading Period falls;
- There will be no exceptions to this attendance policy and no appeal process.

The Campus will use an electronic system in which students will be logged into the building and out of the building. Students are required to log out at any time they leave the building for break and will only be counted present for the time they are in the building and in the classroom, performing procedures or receiving other instruction. Remington College is required to provide attendance information by an attendance reporting system to the Texas Department of Licensing and Regulation (TDLR).

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 FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

Students may cancel their Application and Enrollment Agreement with Remington College without penalty and terminate their obligations by notifying the Campus prior to midnight of the third 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 three business days following 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 notice of cancellation.

To be effective, student's notice of cancellation must be provided by telephone, email, facsimile, or mail to the Campus President.

RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS THE COSMETOLOGY PROGRAM

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 third 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 three 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 FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

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).

RETURN OF TITLE IV FUNDS FOR THE COSMETOLOGY PROGRAM

Once 60% of the scheduled clock hours in a payment period have occurred, the Student has "earned" (is entitled to retain) 100% of the Title IV Funds for the payment period. If less than 60% of the clock hours in a payment period have occurred, then a pro-rata schedule is used to determine the amount of Title IV Funds the Student is entitled to retain at the time the Student Drops or is Dropped.

For purposes of calculating any required return of Title IV Funds, the percentage of a payment period completed is the amount of clock hours scheduled to be completed from the beginning of a payment period until the Student's last date of attendance divided by the total number of clock hours in the payment period for which the Financial Aid is awarded.

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) 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 (non-Title IV Funds)
- 12) Student

INSTITUTIONAL TUITION CHARGING POLICY (ALSO KNOWN AS THE INSTITUTIONAL REFUND POLICY)

Remington College charges a \$100 administrative fee for any Student who Drops or is Dropped before 60% of the calendar days in a Payment Period. The table below indicates the amount of Tuition the Applicant will be charged (the amount Remington College has earned) if the Applicant is activated and Drops or is Dropped. Applicants not activated will receive a refund of all Tuition paid for that Payment Period.

If Student Drops or is Dropped when classes have been held for:	Student's Tuition Charges Will Be:
10% or less of a Payment Period	10% of the current Payment Period Tuition cost + Adm. Fee
More than 10% but not more than 20%	20% of the current Payment Period Tuition cost + Adm. Fee
More than 20% but not more than 30%	30% of the current Payment Period Tuition cost + Adm. Fee
More than 30% but not more than 40%	40% of the current Payment Period Tuition cost + Adm. Fee
More than 40% but not more than 50%	50% of the current Payment Period Tuition cost + Adm. Fee
More than 50% but not more than 60%	60% of the current Payment Period Tuition cost + Adm. Fee
More than 60% of a Payment Period	100% of the current Payment Period Tuition cost

TDLR REFUND POLICY

For the Cosmetology Program only, the TDLR Refund Policy takes the place of the Institutional Tuition Charging Policy (also known as the Institutional Refund Policy).

- 1) The refund is based on the student's enrollment, computed on the basis of course time expressed in clock hours completed divided by the total Program clock hours.
- 2) The effective date of the termination for refund purposes is the earliest of:
 - a) The last day of attendance, if the student is terminated by the school;
 - b) The date the Campus receives the student's written notice of withdrawal; or
 - c) Ten school days after the last date of attendance.
- 3) Remington College may not retain more than \$100 if Tuition is collected before the course of training begins and the student fails to withdraw from the course of training before the cancellation period expires.
- 4) If the student begins the Program at the Campus and during the last 50% of the Program, withdraws from the Program or their enrollment terminates for any other reason, Remington College:
 - a) May retain 100% of the Tuition and fess paid by the student and
 - b) Is not obligated to refund any additional outstanding Tuition.
- 5) If the student begins the Program at the Campus and before the last 50% of the Program, withdraws from the Program or their enrollment terminates for any other reason, Remington College shall refund:
 - a) 90% of any outstanding Tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the Program, whichever period is shorter;
 - b) 80% of any outstanding Tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the Program, whichever period is shorter, but within the first three weeks of the Program;
 - c) 75% of any outstanding Tuition for a withdrawal or termination that occurs after the first three weeks of the Program, but not later than the completion of the first 25% of the Program, and;
 - d) 50% of any outstanding Tuition for a withdrawal or termination that occurs not later than the completion of the first 50% of the Program.
- 6) A refund owed under the TDLR Refund Policy will be paid not later than the thirtieth day after the date the student becomes eligible for a refund.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student who withdraws as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- 1) If Tuition and fees are collected in advance of the withdrawal, a pro rata refund of any Tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid Tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- 2) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional Tuition, fees, or other charges for the program other than any previously unpaid balance of the original Tuition, fees, and charges for books for the program; or
- 3) The assignment of an appropriate final grade or credit for courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

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 GRADUATION

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 FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

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 TITLE IV (SFA PROGRAM) FUNDS FOR THE COSMETOLOGY PROGRAM

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," i.e. "500 clock hours," 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. Once 60% of the scheduled clock hours in a payment period have occurred, the Student has "earned" (is entitled to retain) 100% of the SFA Program funds for the payment period. If less than 60% of the clock hours in a payment period have occurred, then a pro-rata schedule is used to determine the amount of SFA Program funds the Student is entitled to retain at the time of withdrawal.

The percentage of the payment period or period of enrollment completed is the amount of clock hours scheduled to be completed from the beginning of a payment period until the Student's last date of attendance divided by the total number of clock hours in the payment period for which the Financial Aid is awarded.

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.)

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 vphtmltitleixcoordinator@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 vphtmltitleixcoordinator@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 AGENCY/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, applicable state regulatory board ("State Board"), or applicable state consumer protection agency ("State Agency").

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

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.

State Agency/State Board

Cosmetology Diploma Program

Complaints related to the Cosmetology Program may be submitted to:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711
Telephone: (512) 463-6599
Toll-Free (in Texas): 800-803-9202

Degree Programs

Any current student enrolled in a degree program, any former student who was enrolled in a degree program, or any prospective student considering enrollment in a degree program, may submit complaints to the Texas Higher Education Coordinating Board ("THECB") via the Student Complaint policy set forth on the THECB's website at: <http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>.

Specifically, students may obtain a THECB Student Complaint Form (as well as other forms which it will be necessary for students to complete in order to submit a complaint to the THECB) at the Uniform Resource Locator ("URL") set forth in the previous paragraph (or by going to the THECB's main home page at <http://www.thecb.state.tx.us/>, and entering the search term "complaints"). Following completion of the THECB Student Complaint Form (and other required forms, also provided at the URL set forth above), students (or former or prospective students)_may submit their complaint by transmitting the required forms to the THECB by electronic mail at:

StudentComplaints@thecb.state.tx.us

Or by regular mail at:

The Texas Higher Education Coordinating Board,
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Facsimile transmissions of the forms are not accepted.

The THECB will require any complainant to exhaust all grievance and appeal procedures that Remington College has established (such policies being set forth in detail in the Catalog) to address student complaints prior to initiating any investigation. All complaints submitted to the THECB must include a completed student complaint form as well as a signed FERPA Consent Release form, and a THECB Consent and Agreement Form (all of which are provided at the URL set forth above). Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is also provided at the URL set forth above.

The THECB does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the THECB was the complainant's exhaustion of Remington College's grievance procedures. Former students shall file a student complaint form with the THECB no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the THECB was the complainant's exhaustion of the institution's grievance procedures.

Once the THECB receives a student complaint form, the THECB may refer the complaint to other agencies or entities as appropriate (for example, the Consumer Protection Division of the Office of the Attorney General of Texas or to the Accrediting Commission of Career Schools and Colleges, in appropriate circumstances), or the THECB may initiate an investigation itself if the student complaint concerns compliance with the statutes and regulations that the THECB administers. As part of any investigation, the THECB will request a response from Remington College, and may also contact other persons or entities named in the student's complaint or in Remington College's response, in order to ascertain all relevant facts. In appropriate cases, the THECB will also attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and to Remington College. In cases in which an informal resolution between the student and Remington College is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner of Higher Education (the "Commissioner"). The Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requesting Remington College to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Diploma Programs Other than the Cosmetology Program

Any current student enrolled in a diploma program other than the Cosmetology Program, any former student who was enrolled in a diploma program other than the Cosmetology Program, or any prospective student considering enrollment in a diploma program other than the Cosmetology Program, may submit complaints to the Attorney General of Texas, Consumer Protection and Public Health, at the following address or phone number:

**The Attorney General of Texas
Consumer Protection & Public Health
Regional Offices
Houston Regional Office
808 Travis, Suite 1520
Houston Texas, 77002-1702
(713) 223-5886**

-or-

**Texas Attorney General's Consumer Protection Hotline
1(800) 621-0508**

<https://www.oag.state.tx.us/consumer/index.shtml>

ALTERNATIVE DISPUTE RESOLUTION FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

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").

The Student may contact the General Counsel's office at Remington College between 8:30 a.m. and 5:00 p.m. Eastern time at 500 International Parkway, Suite 200, Heathrow, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration. 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).

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.

ALTERNATIVE DISPUTE RESOLUTION FOR THE COSMETOLOGY PROGRAM

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 8:30 a.m. and 5:00 p.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 FOR THE COSMETOLOGY PROGRAM

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 FOR THE COSMETOLOGY PROGRAM

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 un-prescribed 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
Gary Azotea, 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
James Saulsbury, 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 Dallas Campus (Garland) 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

Remington College's Cleveland Campus, a branch campus of Remington College's Dallas Campus (Garland) location, 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 Dallas Campus (Garland) 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 Dallas Campus (Garland) 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

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) is a main campus with the following branch campuses: Remington College's Baton Rouge Campus, Cleveland Campus, Cleveland West Campus (North Olmsted), Columbia Campus, Fort Worth Campus, Heathrow Campus, Honolulu Campus, Houston North Campus (Greenspoint area), Houston South Campus (Webster), Houston West Campus (Westchase area), Lafayette Campus, Lake Mary Campus, Little Rock Campus, Memphis Campus, Mobile Campus, Nashville Campus, Shreveport Campus and Tampa Campus.

Remington College's Dallas Campus (Garland) 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, and the main campus status was changed from Remington College's Houston West Campus (Westchase area) to Remington College's Dallas Campus (Garland).

REMINGTON COLLEGE'S FORT WORTH CAMPUS

Remington College's Fort Worth Campus, a branch campus of Remington College's Dallas Campus (Garland) 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 Dallas Campus (Garland) 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 Dallas Campus (Garland) 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 Dallas Campus (Garland) 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)

Remington College's Houston West Campus (Westchase area), a branch campus of Remington College's Dallas Campus (Garland) location, 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 Dallas Campus (Garland) 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 Dallas Campus (Garland) 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 Dallas Campus (Garland) 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

Remington College's Mobile Campus, a branch campus of Remington College's Dallas Campus (Garland) location, 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 Dallas Campus (Garland) 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 Dallas Campus (Garland) 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

Remington College's Tampa Campus, a branch campus of Remington College's Dallas Campus (Garland) location, 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

DIPLOMA PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

	<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

COSMETOLOGY PROGRAM

	<u>Begin</u>	<u>End</u>
January	January 28, 2013	February 24, 2013
February	February 25, 2013	March 24, 2013
March	March 25, 2013	April 21, 2013
April	April 22, 2013	May 19, 2013
May	May 20, 2013	June 16, 2013
June	June 17, 2013	July 14, 2013
July	July 22, 2013	August 18, 2013
August	August 19, 2013	September 15, 2013
September	September 16, 2013	October 13, 2013
October	October 21, 2013	November 17, 2013
November	November 18, 2013	December 15, 2013
December	December 16, 2013	January 19, 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.**