

College Catalog

Remington College *Tampa Campus*

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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 Tampa Campus ("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, 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 6302 East Dr. Martin Luther King, Jr. Blvd., Suite 400, Tampa, FL and is comprised of approximately 42,155 square feet and consists of a student salon, four labs, one gym, and 16 classrooms, a student lounge, and gym showers. The administrative area is adjacent to the main lobby. 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 is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

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 a minor, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant.
- 2) Provide documentation of high school graduation or equivalent (such as a GED) before the end of the Activation Period in the program in which the applicant is enrolled. Additionally, before the applicant is permitted to attend classes, Remington College verifies/confirms high school graduation or equivalent (such as a GED) from a source independent of the applicant (such as the high school or GED testing center).

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

- a) Copy of the high school diploma or equivalent, such as a GED.
 - b) Copy of a high school or college transcript indicating high school graduation status.
 - c) Copy of form DD214 indicating graduation status.
 - d) Copy of a letter indicating graduation status and graduation date from an appropriate school official or state official.
 - e) Such other documentation as deemed acceptable by the Chief Academic Officer for Remington College.
- 3) Take and pass a standardized entrance exam. The Wonderlic Scholastic Level Exam (SLE) exam will be used as the sole acceptable entrance exam for all applicants. The required passing score for the Wonderlic exam will be 17 or higher for the Computer and Network Administration associate degree program, 13 or higher for all other associate degree programs, and 12 or higher for all diploma programs. Applicants will be allowed to take the entrance exam a maximum of three times. If an applicant must take the entrance exam a third time it may not be administered until 12 hours after taking the second exam. Applicants who fail to achieve a passing score after the third exam will never be eligible for admission into any Remington College campus. The Wonderlic exam is not required for students entering a program who can show proof of an associate's degree or higher from an accredited college.
 - 4) For admission into the Criminal Justice bachelor degree program, applicants must have an associate's degree in Criminal Justice or a related field as determined by the Chief Academic Officer (or his/her designee) for Remington College with a minimum of 90 quarter credit hours in lower-level coursework, of which a minimum of 24 credit hours must be in general education in fields such as math, English, social sciences, and communications, or the equivalent from a nationally or regionally accredited institution.
 - 5) Applicants who have the required number of credit hours but have not completed all the prerequisite courses will be required to enroll into the associate degree program and successfully complete the needed prerequisite courses before they will be eligible to enroll in any bachelor degree program.
 - 6) 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.**
 - 7) 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.

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, (other than applicants for the Cosmetology Program) 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

This section does not apply to recipients of military/veteran education benefits. Transfer credits for students eligible to receive Veteran Education Benefits are governed by the Transfer of Credit Policy for Recipients of Military/Veteran Education Benefits section of this Catalog.

GENERAL DISCUSSION OF TRANSFER CREDIT DETERMINATIONS AND VALUES

Remington College may accept transfer credits into certain programs, as set forth in more detail below.

Remington College will consider accepting transfer credits only from accredited colleges and universities.

In order for credits from another accredited college or university to be accepted as transfer credits:

- The credits must have been determined by Remington College's Chief Academic Officer, or his or her designee, to be at the appropriate level and "equivalent" to the course or courses being obviated by virtue of transfer credit being accepted;
- Remington College must be provided with an official transcript directly from the "sending" institution;
- The student must have earned a grade of "C" or higher, and;
- The determination that a transfer credit will be accepted must be made at least one week before the term in which the student is scheduled to take the course or courses to be obviated.

In some instances Remington College may determine that a credit accepted for transfer credit will satisfy the requirement for replacement for a course or courses, even though the exact amount of credit hours may exceed or be less than the credit hours of the course being replaced by a small margin. For example, if Remington College has a course with a seven (7) quarter credit hour value, and the course being excepted for transfer was four (4) semester hours, then Remington College may, at the discretion of the Chief Academic Officer, or his or her designee, award seven (7) quarter credit hours for the transferred course and consider the seven (7) quarter credit hour requirement to have been met, even though the course transferred in converts to only six (6) quarter credit hours. The determination to award a credit hour value higher than the calculated converted value, or "rounding up," requires the written concurrence and approval of the Chief Academic Officer of Remington College, and the final determination of whether such "rounding-up" is approved shall be based solely on his or her professional judgment. Conversely, the course being transferred in may convert to a higher quarter credit hour value than the course being replaced, in which case the transfer credit awarded will be only the amount of the course being replaced/obviated by the transfer credits ("rounding down"). For purposes of calculating the conversion of Semester credit hours into Quarter credit hours, the ratio of one semester credit hour to one and one-half quarter credit hours (1:1.5) shall be applied.

DEGREE PROGRAMS

Remington College accepts transfers credits into its degree programs.

DIPLOMA PROGRAMS

Generally speaking, Remington College does not accept transfer credits into its diploma programs, with the following exceptions:

- Remington College generally accepts transfer credits earned at a different Remington College campus location. However, this does not mean that every credit earned at another Remington College location is guaranteed to transfer. Transferability can be affected by many factors including, but not limited to, when the course was taken, program versions and modifications, credit value or course content changes, etc., and
- General education courses may be accepted, if deemed equivalent, for general education requirements in certain diploma programs.

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

Remington College does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. Remington College does not make any pre-admission inquiries regarding an individual's disability. Remington College 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. Remington College 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 Remington College-administered programs. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and all applicable state civil rights laws.

ADMISSION OF DISABLED INDIVIDUALS

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

ACCOMMODATIONS FOR DISABLED INDIVIDUALS

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

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

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

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

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

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

TUITION AND ADDITIONAL FEES

PROGRAM TUITION

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

18 MONTH ASSOCIATE DEGREE PROGRAMS (QUARTERLY CALENDAR START DATES)

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

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

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

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.

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 New Career Success Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

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.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

This program is available to those individuals qualifying for the Florida Academic Scholars, Florida Merit Scholars, or the Florida Gold Seal Vocational Scholars programs. Eligibility requirements are determined by the state. Students must attend the Campus on a full-time basis. Interested students should contact their high school counselor for more information.

FLORIDA STUDENT ASSISTANCE GRANT ("FSAG") PROGRAM

The Florida Student Assistance Grant ("FSAG") Program is a grant program available to qualified students who meet the two-year residency requirement of the State of Florida. The financial assistance available is based on the financial need of the student. Students must be in an associate or bachelor level degree-seeking program to qualify and must be enrolled full time.

SCHOLARSHIPS FOR CHILDREN AND SPOUSES OF DECEASED OR DISABLED VETERANS AND SERVICEMEMBERS

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Servicemembers (CSDDV) provides scholarships for dependent children or unremarried spouses of Florida veterans or servicemembers who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities. CSDDV also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the armed forces of the United States or as civilian personnel captured while serving with the consent or authorization of the United States government during wartime service.

STUDENT SERVICES

CAREER SERVICES

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

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

The Career Services Department offers the following services:

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

LIBRARY OR INFORMATION RESOURCE CENTER

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

ORIENTATION

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

HOUSING

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

HEALTH, SECURITY, AND SAFETY

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

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

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

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

PROGRAMS OF STUDY

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

CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE

Typically, classes are scheduled between the hours of 8:00 a.m. and 6:00 p.m., Monday through Thursday, and evening classes are scheduled between the hours of 6:00 p.m. and 11:00 p.m., Monday through Thursday. The typical class schedule for the Cosmetology Diploma Program is Monday through Friday from 8:00 a.m. to 3:30 p.m. Most students will attend class four or five hours per day. The scheduled program meeting hours are provided on the Application and Enrollment Agreement.

Administrative office hours may differ from scheduled class hours.

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

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

EXPLANATION OF COURSE NUMBERING SYSTEM

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

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

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

Admissions Criteria 300 and 400 Level Courses – The bachelor degree programs use 300 or 3000 and 400 or 4000 level numbers. Lower division courses in the bachelor degree programs are given a 300 or 3000 level number. Courses in the upper division of the bachelor degree programs that may have a prerequisite requirement are given a 400 or 4000 level number.

EDUCATIONAL EQUIPMENT

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

- Criminal Justice equipment may include: Narcotics Investigation Kits, evidence markers, fingerprint powder, sketching templates and cameras.
- Dental Assisting equipment may include: operatories with fully positional dental chairs, panoramic X-ray developing equipment, model trimmers, and high-speed and low-speed hand pieces.
- Information Technology course equipment may include the following depending on program area: computer(s), printer(s), scanner(s), software programs, software languages, routers, testers, and meters.
- Cosmetology equipment may include: mannequins, hydraulic styling chairs, shampoo bowls, manicure tables, foot spas, and facial beds.
- 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.
- Personal Fitness Trainer equipment may include: dumbbells, stationary bikes, medicine balls, elliptical machines, treadmills, weight benches, and stability balls.

DENTAL ASSISTING

DIPLOMA

8 Months

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

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

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

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

Each state has a dental practice act that governs the duties dental assistants can perform. In the state of Florida, a dental assistant may perform supportive dental procedures detailed in the state dental practice act under the supervision of a Florida-licensed dentist. To perform expanded functions, students must successfully complete this program or hold a current DANB credential. In order to take dental X-rays in the state of Florida, a dental assistant must be certified as a dental radiographer by the Florida Department of Health.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
DA112	Basic Body Systems and Functions	60	0	0	4.00
DA113	Orientation to Dental Assisting	10	10	0	1.00
DA122	Oral Anatomy	40	0	0	2.50
DA123	Oral Radiology Basics	40	0	0	2.50
DA132	Chairside Assisting I	30	30	0	3.50
DA133	Dental Office Emergencies	10	10	0	1.00
DA142	Dental Science I	20	20	0	2.50
DA143	Dental Materials I	20	20	0	2.50
DA153	Computer and Office Applications	30	30	0	3.50
DA162	Dental Science II	20	20	0	2.50
DA163	Dental Materials II	20	20	0	2.50
DA173	Clinical Oral Radiology	10	10	0	1.00
DA174	Chairside Assisting II	12	28	0	2.00
DA186	Externship	0	0	160	6.00
Total:		362	198	160	39

MEDICAL ASSISTING

DIPLOMA

8 Months

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

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

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

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

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
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
MO102	Introduction to Computers	8	8	0	1.00
MO302	Word Processing	8	8	0	1.00
MO402	Introduction to Insurance	8	8	0	1.00
MO502	Patient Billing	8	8	0	1.00
MO602	Medical Insurance Coding	8	8	0	1.00
Total:		296	264	160	37.5

MEDICAL ASSISTING

DIPLOMA

12 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures, including the basic elements of coding for the healthcare and insurance industries. The objective of this Program is to prepare graduates for entry-level positions such as medical assistant, clinical or medical administrative assistant, insurance billing clerk, medical biller, collections and billing clerk, or medical receptionist in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

Program completion normally requires 12 months for full-time students (assuming the externship is completed at 40 hours per week as scheduled). Students who are unable to commit 40 hours per week to the externship may be permitted to commit fewer hours per week, and will receive an "I" (incomplete) at the end of the scheduled externship period. Students must complete their externship in 10 weeks or less in order to successfully complete the externship component of the program and be eligible for graduation. Students who do not complete their externship within the 10 week period will receive an "F" (fail the course). For additional information, see the Incomplete Grades section of this Catalog.

The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom and laboratory instruction and one externship period. Each monthly classroom/laboratory module consists of either one, two or three courses. Students must successfully complete all courses in the academic periods, including the Capstone and Certification Preparation course, with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period. In order to successfully complete the Capstone and Certification Preparation course, students must pass the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA), which serves as the final examination for the course. Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is required in the Capstone and Certification Preparation course.

A student who fails to successfully complete the Capstone and Certification Preparation course on his or her first attempt may be permitted one re-take of the course, assuming all other conditions for continued enrollment have been satisfied. A student who fails the Capstone and Certification Preparation course a second time, will be dropped from the Program and will be permanently ineligible to re-enroll in the Program. In rare cases, and only when substantive extenuating circumstances can be documented to have prevented a student from passing the course, and with the written approval of Remington College's Chief Academic Officer and subject to any additional requirements he or she may reasonably impose as a condition of such approval, a student may be permitted a third attempt to pass the Capstone and Certification Preparation course.

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
		Lecture	Lab	Externship	Credit Hours
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra Part I	20	0	0	2.00
GE205	Introduction to Algebra Part II	20	0	0	2.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS113	Law, Ethics, and Therapeutic Communication	60	0	0	4.00
HS114	Externship	0	0	160	6.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA117	Introduction to Healthcare Insurance	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA119	Reimbursement	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MA123	Advanced Healthcare Insurance	20	20	0	2.50
MA124	Coding and Billing	40	40	0	5.00
MA132	Capstone and Certification Preparation	20	20	0	2.50
Total:		550	330	160	64.5

COSMETOLOGY

DIPLOMA

9 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 36 weeks for full-time students.

The Cosmetology Diploma Program is divided into 9 monthly 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.

Course Number	Course Name	Clock Hours		
		Lecture	Lab	Externship
COS I - A - FL	COS I - A - FL	40	94	0
COS I - B - FL	COS I - B - FL	20	114	0
COS I - C - FL	COS I - C - FL	20	114	0
COS II - A - FL	COS II - A - FL	20	114	0
COS II - B - FL	COS II - B - FL	20	114	0
COS II - C - FL	COS II - C - FL	20	114	0
COS II - D - FL	COS II - D - FL	20	114	0
COS II - E - FL	COS II - E - FL	20	114	0
COS III - A - FL	COS III - A - FL	20	114	0
Total:		200	1006	0

PERSONAL FITNESS TRAINER

DIPLOMA

9 Months

The Personal Fitness Trainer Program provides training in the techniques of designing and implementing physical training programs for a variety of individuals. The curriculum covers anatomy and physiology, exercise psychology, kinesiology, nutrition, fitness assessment, and career and business concepts for personal trainers.

The objective of this Program is to prepare graduates for entry-level positions such as fitness instructor, personal trainer, or personal coach in work locations such as health clubs or fitness centers.

Program completion normally requires nine months (36 weeks) for full-time students (assuming the externship is completed at 40 hours per week).

The Personal Fitness Trainer 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.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma as a Personal Fitness Trainer.

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
PFT114	Human Anatomy and Physiology – Nervous and Endocrine Systems	40	20	0	3.50
PFT125	Human Anatomy and Physiology – Musculoskeletal and Urinary Systems	60	20	0	5.00
PFT135	Kinesiology	60	20	0	5.00
PFT145	Human Anatomy and Physiology – Cardiopulmonary, Lymphatic, and Digestive Systems	60	20	0	5.00
PFT245	Wellness and Nutrition	60	20	0	5.00
PFT255	Personal Fitness Assessment	60	20	0	5.00
PFT265	Business and Exercise Psychology	60	20	0	5.00
PFT273	Program Design and Exercise Technique	40	20	0	3.50
PFT290	Externship	0	0	80	3.00
Total:		480	160	80	42

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

DIPLOMA

12 Months

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

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

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

The Medical Assisting with X-Ray Tech (Limited Scope) and EKG Program is divided into 11 monthly academic periods and one externship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting with X-Ray Tech (Limited Scope) and EKG.

Graduates will be eligible to take the Nationally Registered-Certified EKG Technician certification exam (NR-CEKG), and become basic X-ray machine operators by passing the ARRT's Limited Scope Radiography exam and applying for state certification through the Florida Department of Health.

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
MO102	Introduction to Computers	8	8	0	1.00
MO302	Word Processing	8	8	0	1.00
MO402	Introduction to Insurance	8	8	0	1.00
MO502	Patient Billing	8	8	0	1.00
MO602	Medical Insurance Coding	8	8	0	1.00
Total:		456	424	160	55.5

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

DIPLOMA 12 Months

The Medical Assisting with X-Ray Tech (Limited Scope) Diploma Program provides training in administrative and clinical procedures, including limited radiography. The objective of this Program is to prepare graduates for entry-level positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as limited X-ray technicians.

Program completion normally requires 12 months for full-time students (assuming the externship is completed at 40 hours per week as scheduled). Students who are unable to commit 40 hours per week to the externship may be permitted to commit fewer hours per week, and will receive an "I" (incomplete) at the end of the scheduled externship period. Students must complete their externship in 10 weeks or less in order to successfully complete the externship component of the program and be eligible for graduation. Students who do not complete their externship within the 10 week period will receive an "F" (fail the course). For additional information, see the Incomplete Grades section of this Catalog.

The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom and laboratory instruction and one externship period. Each monthly classroom/laboratory module consists of either one, two or three courses. Students must successfully complete all courses in the academic periods, including the Capstone and Certification Preparation course, with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period. In order to successfully complete the Capstone and Certification Preparation course, students must pass the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA), which serves as the final examination for the course. Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is required in the Capstone and Certification Preparation course.

A student who fails to successfully complete the Capstone and Certification Preparation course on his or her first attempt may be permitted one re-take of the course, assuming all other conditions for continued enrollment have been satisfied. A student who fails the Capstone and Certification Preparation course a second time, will be dropped from the Program and will be permanently ineligible to re-enroll in the Program. In rare cases, and only when substantive extenuating circumstances can be documented to have prevented a student from passing the course, and with the written approval of Remington College's Chief Academic Officer and subject to any additional requirements he or she may reasonably impose as a condition of such approval, a student may be permitted a third attempt to pass the Capstone and Certification Preparation course.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting with X-Ray Tech (Limited Scope). Graduates will be eligible to become basic X-ray machine operators by passing the ARRT's Limited Scope Radiography exam and applying for state certification through the Florida Department of Health.

Course Number	Course Name	Clock Hours			Quarter
		Lecture	Lab	Externship	Credit Hours
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra I	20	0	0	2.00
GE205	Introduction to Algebra II	20	0	0	2.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS113	Law, Ethics, and Therapeutic Communication	60	0	0	4.00
HS114	Externship	0	0	160	6.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA117	Introduction to Healthcare Insurance	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MAX111	Introduction to Radiography	20	20	0	2.50
MAX112	Radiographic Imaging Protocols and Positioning	20	20	0	2.50
MAX113	Radiographic Specialization and Positioning	40	40	0	5.00
MAX114	Capstone and Certification Preparation	20	20	0	2.50
Total:		550	330	160	64.5

COMPUTER AND NETWORK ADMINISTRATION

ASSOCIATE OF SCIENCE

18 Months

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

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

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

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

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

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
CD1101	Career Development	3.00
CN1160	Network Security	5.00
CN1168	Network Essentials	5.00
CN1176	Computer Support	6.00
CN1260	Client Operating Systems	6.00
CN1266	Network Scripting	5.00
CN1276	Network Implementation and Support I (Active Directory)	6.00
CN2140	Network Implementation and Support II (Infrastructure)	6.00
CN2176	Network Implementation and Support III (Administration)	6.00
CN2456	Computer Architecture/Software	6.00
CN2466	Computer Architecture/Hardware	6.00
CN2660	Routers and Switches I	5.00
CN2672	Routers and Switches II	3.00
	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 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 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
<i>*Non-Credit Practicum Options</i>		
CJ0001	Practicum I	
CJ0002	Practicum II	
CJ0003	Practicum III	

CRIMINAL JUSTICE
BACHELOR OF SCIENCE
 18 Months
 (Completion Program)

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

See Admissions Requirements and Procedures for the prerequisite for admission to this Program.

This Program requires completion of a minimum of 186 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students (assuming the student has met the prerequisite for admission). For admission into bachelor degree programs, applicants must have an associate's degree with a minimum of 90 quarter credit hours, of which a minimum of 66 credit hours must be in core courses and a minimum of 24 credit hours must be in general education courses in the fields of math, English, social sciences, and communications.

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 a Bachelor of Science Degree in Criminal Justice.

Course Number	Course Name	Quarter Credit Hours
<i>Bachelor or Upper-Level Core Curriculum</i>		
CJ3611	Juvenile Law and Justice	5.00
CJ3613	Contemporary Corrections	5.00
CJ3621	Selected Topics in Law Enforcement	5.00
CJ3623	Safety and Risk Management	5.00
CJ3631	Comparative Criminal Justice Systems	5.00
CJ3633	Criminal Justice Research Methods and Data Resources	5.00
CJ4641	Forensic Psychology	5.00
CJ4643	Criminal Justice Management	5.00
CJ4651	Selected Topics in Investigations	5.00
CJ4653	Criminal Justice Information Systems	5.00
CJ4661	Restorative Justice	5.00
CJ4663	Vice, Narcotics and Crime Intelligence	5.00
Sub Total:		60
<i>Bachelor or Upper-Level General Education</i>		
GE3625	Topics in Sociology	6.00
GE3627	Political Science	6.00
GE4616	Advanced Composition	6.00
GE4626	Mass Communications	6.00
GE4631	Ethics	6.00
GE4632	Organizational Behavior	6.00
Sub Total:		36
Total:		96

COURSE DESCRIPTIONS

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

BN1108 **6.00 Quarter Credit Hours**

Packaged Applications

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

Prerequisite(s): None

CD1101 **3.00 Quarter Credit Hours**

Career Development

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

Prerequisite(s): None

CD203 **1.00 Quarter Credit Hour**

Career Development Fundamentals

20/0/0

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

Prerequisite(s): None

CD204 **1.00 Quarter Credit Hour**

Career Development Principles

20/0/0

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

Prerequisite(s): None

CD205 **1.00 Quarter Credit Hour**

Career Development Fundamentals

16/0/0

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

Prerequisite(s): None

CD206 **1.00 Quarter Credit Hour**

Career Development Principles

16/0/0

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

Prerequisite(s): None

CJ0001 **0.00 Quarter Credit Hours**

Practicum I

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

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

CJ0002 **0.00 Quarter Credit Hours**

Practicum II

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

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

CJ0003 **0.00 Quarter Credit Hours**

Practicum III

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

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

CJ1500 **6.00 Quarter Credit Hours**

Criminal Law and the Constitution

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

Prerequisite(s): None

CJ1510 **5.00 Quarter Credit Hours**

Survey of the Criminal Justice System

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

Prerequisite(s): None

CJ1538 **6.00 Quarter Credit Hours**

Criminal Investigations and Evidence Processing

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

Prerequisite(s): None

CJ1548 **6.00 Quarter Credit Hours**

Survey of Correctional Systems

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

Prerequisite(s): None

CJ1558 **6.00 Quarter Credit Hours**

Law Enforcement Operations and Community Policing

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

Prerequisite(s): CJ1510

CJ1568 **6.00 Quarter Credit Hours**

Survey of Forensic Sciences

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

Prerequisite(s): CJ1510

CJ2710 **5.00 Quarter Credit Hours**

Liability and Ethics for the Criminal Justice Professional

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

Prerequisite(s): None

CJ2711 **3.00 Quarter Credit Hours**

Communications for the Criminal Justice Professional

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

Prerequisite(s): CJ1510

CJ2730 **5.00 Quarter Credit Hours**

Juvenile Justice Systems

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

Prerequisite(s): CJ1510

CJ2738 **6.00 Quarter Credit Hours**

Criminology and Victimology

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

Prerequisite(s): CJ1510

CJ2740 **5.00 Quarter Credit Hours**

Security Management

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

Prerequisite(s): None

CJ3611 **5.00 Quarter Credit Hours**

Juvenile Law and Justice

This course explores some of the most important current controversies in juvenile justice. The students review major theories of juvenile delinquency and explore psychological and biological factors that may explain delinquent behavior. The course also explores linkage between substance abuse and delinquency.

Prerequisite(s): None

CJ3613 **5.00 Quarter Credit Hours**

Contemporary Corrections

This course offers a survey of contemporary issues involving the administration of justice. Coursework includes the examination of current developments, controversies, and management issues as they pertain to correctional administration. Additional analyses and discussion center on the use of prisons as the principal means of punishing criminal offenders and controlling criminal behavior.

Prerequisite(s): None

CJ3621 **5.00 Quarter Credit Hours**

Selected Topics in Law Enforcement

This course presents topics important to law enforcement and corrections. Discussion includes concepts and applications that pertain to managing hostage situations and critical incidents in both law enforcement and corrections, as well as the evolution and cultural response to the social issue of domestic violence with a focus on the "cycle of violence." Additional topics include how technology and advances in technology are instrumental to criminal justice agencies and common misconceptions regarding the portrayal of law enforcement and corrections in respect to today's media coverage.

Prerequisite(s): None

CJ3623 **5.00 Quarter Credit Hours**

Safety and Risk Management

This course explores the roles, techniques and strategies of safety and risk management in both the private and public sectors. Coursework includes the examination of the concept, techniques, and strategies of asset protection, crime prevention and loss reduction, with an emphasis on the selection and implementation of comprehensive prevention systems and loss-reduction strategies. Topics also include facility security, OSHA regulations and topologies of fraud.

Prerequisite(s): None

CJ3631 **5.00 Quarter Credit Hours**

Comparative Criminal Justice Systems

This course is designed to provide students with a survey of worldwide criminal justice philosophies and practices, along with contemporary studies of criminal justice organizations and legal systems in major western and emerging nations.

Prerequisite(s): None

CJ3633 **5.00 Quarter Credit Hours**

Criminal Justice Research Methods and Data Resources

This course addresses the function of criminology-based research as well as the crime analysis function in law enforcement operations. Instruction is designed to develop analytical reporting skills and utilize computer applications, meta-data, statistical analysis, and field research techniques.

Prerequisite(s): None

CJ4641 **5.00 Quarter Credit Hours**

Forensic Psychology

This course uses a case study approach to investigate the field of forensic psychology. Coursework includes the examination of how forensic science is applied in the areas of serial crime and violent offenses as well as the arena of courtroom defense and prosecution aspects of insanity pleas.

Prerequisite(s): None

CJ4643 **5.00 Quarter Credit Hours**

Criminal Justice Management

This course is designed to introduce students to administrative and management principles and practices applicable to criminal justice agencies, including law enforcement, the court system, and corrections. Topics focus on organizational structure and development, operations, technology trends, and management theories.

Prerequisite(s): None

CJ4651**5.00 Quarter Credit Hours****Selected Topics in Investigations**

This course explores contemporary criminal justice issues that require expertise in specialized investigative methods. Computer-related criminal investigations, such as child pornography, fraud, and identification theft, are covered with a focus on how the internet can be used as an investigative tool. A historical perspective of criminal terrorism as well as special investigative techniques associated with the investigation of terrorist activity are presented. Additional analyses and discussions center on forensic advances as they relate to suspect identification and crime scene analysis.

Prerequisite(s): None

CJ4653**5.00 Quarter Credit Hours****Criminal Justice Information Systems**

This course examines the historical development, current technologies, and future trends of criminal justice information management systems. Computer information management programs and systems are studied from a conceptual/general understanding approach. Federal, state, regional and local management information systems are identified and analyzed. All automated systems covered in this course relates to law enforcement, corrections, and/or the court system.

Prerequisite(s): None

CJ4661**5.00 Quarter Credit Hours****Restorative Justice**

This course is designed to provide students with a fundamental understanding of the concepts and principles of restorative and community justice. Offender accountability, victim participation in various stages of criminal proceedings, community involvement, and restoration are emphasized.

Prerequisite(s): None

CJ4663**5.00 Quarter Credit Hours****Vice, Narcotics and Crime Intelligence**

This course is designed to provide an interactive opportunity for students to develop enforcement strategies for investigating vice, narcotics and organized crime cases. The course focuses on the history and development of traditional and non-traditional organized crime, illegal narcotics trade and trafficking, the abuse and effects of illegal drugs, and enforcement methods. The operational strategies of law enforcement in combating crime, including electronic surveillance, intelligence operations and covert operations are discussed and applied in various role-play scenarios.

Prerequisite(s): None

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

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

Prerequisite(s): None

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

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

Prerequisite(s): None

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

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

Prerequisite(s): None

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

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

Prerequisite(s): None

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

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

Prerequisite(s): None

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

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

Prerequisite(s): CN1260

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

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

Prerequisite(s): CN1276

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

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

Prerequisite(s): CN1276

CN2456**6.00 Quarter Credit Hours****Computer Architecture/Software**

In this course, students are introduced to the functions of a typical computer operation system and the fundamentals of professional customer service and customer satisfaction. Students also learn how the operating system manages such resources as memory, peripheral and input/output (I/O) devices, files, and user interfaces. The course also provides students with an understanding of how a computer converts a user's commands into a desired task. Typical user interfaces for current operating systems are introduced.

Prerequisite(s): None

CN2466**6.00 Quarter Credit Hours****Computer Architecture/Hardware**

In this course, students study the basic concepts of microcomputer architecture, including how basic microcomputer structures interrelate to form a personal computer system. Students are provided with an understanding of the system boards, mass storage, and other hardware that form the basis of every PC. This course also covers the basic input/output (I/O) structures used in PCs and how to resolve common problems using troubleshooting and diagnostic techniques.

Prerequisite(s): None

CN2660	5.00 Quarter Credit Hours
Routers and Switches I	
This course provides an introduction to and hands-on practice with Internetwork Operating Systems (IOS). Students are instructed how to log on to routers, edit features, use password protection, execute start-up commands, copy configuration files, back up configurations, and configure Transmission Control Protocol/Internet Protocol (TCP/IP) and Internetwork Packet Exchange (IPX) protocols.	
<i>Prerequisite(s): None</i>	
CN2672	3.00 Quarter Credit Hours
Routers and Switches II	
This course provides instruction in the concepts and practices in Wide Area Network (WAN) services, including frame relay, Integrated Services Digital Network (ISDN), Point-to-Point Protocol (PPP), and Virtual Local Area Networks (VLAN). The underlying theories of IOS (CISCO), network protocols, routing, network security, and LAN switching are also explored.	
<i>Prerequisite(s): None</i>	
COS I - A - FL	0.00 Quarter Credit Hours
COS I - A - FL	40/94/0
This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers an overview of the cosmetology field, infection control, success skills, shampooing technique, and an introduction to pedicuring, manicuring, blowdrying, haircutting, and hairstyling. 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.	
<i>Prerequisite(s): None</i>	
COS I - B - FL	0.00 Quarter Credit Hours
COS I - B - FL	20/114/0
In this course, hair coloring and the basics of chemical relaxers are studied. This course includes practice in the skills of chemical relaxing, permanent waving, and haircutting techniques.	
<i>Prerequisite(s): COS I - A - FL</i>	
COS I - C - FL	0.00 Quarter Credit Hours
COS I - C - FL	20/114/0
This course focuses on the study and practice of hair design, hair shaping, thermal styling, updo styling, and basic concepts in properties of the hair and scalp are also covered in this course.	
<i>Prerequisite(s): COS I - A - FL</i>	
COS II - A - FL	0.00 Quarter Credit Hours
COS II - A - FL	20/114/0
This course includes instruction on creating hairstyles using braiding, braid extensions, and advanced haircutting techniques. Wig care and fitting, general anatomy and physiology, skin anatomy and physiology, skin disorders, and texturizing are also covered in this course. Salon practice of hairstyling, cutting, and other client-requested services is available during regular salon hours.	
<i>Prerequisite(s): COS I - A - FL, COS I - B - FL, COS I - C - FL</i>	
COS II - B - FL	0.00 Quarter Credit Hours
COS II - B - FL	20/114/0
This course includes the theory and practice of plain and machine facials, hair removal procedures, pedicuring, and the artistic application of daytime, evening, and corrective makeup. Salon practice of hairstyling, cutting, and other client-requested services is available during regular salon hours.	
<i>Prerequisite(s): COS I - A - FL, COS I - B - FL, COS I - C - FL</i>	
COS II - C - FL	0.00 Quarter Credit Hour
COS II - C - FL	20/114/0
This course includes an overview of state laws that apply to cosmetologists. HIV/AIDS safety procedures, nail anatomy, nail growth, hair highlighting, and texturizing principles. Salon practice of hairstyling, cutting, and other client-requested services is available during regular salon hours.	
<i>Prerequisite(s): COS I - A - FL, COS I - B - FL, COS I - C - FL</i>	
COS II - D - FL	0.00 Quarter Credit Hours
COS II - D - FL	20/114/0
This course includes instruction on the application, maintenance, and removal of nail tips, acrylic nails, no-light gels, and UV gels. An introduction to basic concepts of electricity is also included in this course. Salon practice of hairstyling, haircutting, and other client-requested services is available during regular salon hours.	
<i>Prerequisite(s): COS I - A - FL, COS I - B - FL, COS I - C - FL</i>	

- COS II - E - FL** **0.00 Quarter Credit Hours**
COS II - E - FL **20/114/0**
 This course is designed to prepare students for professional employment in the cosmetology business. Students have the opportunity to practice interviewing and resume development as well as phone and retail techniques. Salon practice of hairstyling, haircutting, and other client-requested services is available during regular salon hours.
Prerequisite(s): COS I - A - FL, COS I - B - FL, COS I - C - FL
- COS III - A - FL** **0.00 Quarter Credit Hours**
COS III - A - FL **20/114/0**
 This course is designed to teach professional skills such as stress management and professional passport creation that are useful in developing a professional cosmetology career. Salon practice of hairstyling, haircutting, and other client-requested services is available during regular salon hours.
Prerequisite(s): COS II - A - FL, COS II - B - FL, COS II - C - FL, COS II - D - FL, COS II - E - FL
- DA112** **4.00 Quarter Credit Hours**
Basic Body Systems and Functions **60/0/0**
 Coursework includes an introduction to the terminology and functions of body systems. Instruction includes specific terms relative to general anatomy and physiology of the human body, including systems, planes, cavities, and basic units.
Prerequisite(s): None
- DA113** **1.00 Quarter Credit Hour**
Orientation to Dental Assisting **10/10/0**
 This course addresses the history of dentistry. Instruction is provided in the skills performed by members of the dental team, as well as in the educational requirements and professional organizations that represent each of the dental professions. Instruction also includes how to prepare a patient for care, including recording patient information and recording vital signs. Coursework includes an introduction to the law as it pertains to the dentistry field.
Prerequisite(s): None
- DA122** **2.50 Quarter Credit Hours**
Oral Anatomy **40/0/0**
 In this course, instruction is provided in the location, structures, and functions of head and neck anatomy, including bones of the head and face, musculature, innervation, and the circulatory system.
Prerequisite(s): None
- DA123** **2.50 Quarter Credit Hours**
Oral Radiology Basics **40/0/0**
 In this course, instruction is provided in the history and biological effects of radiation, safety precautions, components of the dental X-ray unit, and their function. This course is designed to explain how X-rays are produced and to describe the composition, sizes, types, and storage requirements of dental X-ray film.
Prerequisite(s): None
- DA132** **3.50 Quarter Credit Hours**
Chairside Assisting I **30/30/0**
 In this course, instruction addresses dental office design, the working environment, and how to perform four-handed dental procedures. Instruction also addresses the requirements for special needs patients, instrument grasps and transfers. The scope of oral and maxillofacial surgery, orthodontics, pediatric dentistry and periodontics are covered, and students receive instruction on how to identify the equipment used and procedures of oral and maxillofacial surgery, orthodontics, pediatric dentistry, and periodontics.
Prerequisite(s): DA112, DA113, DA122, DA123
- DA133** **1.00 Quarter Credit Hour**
Dental Office Emergencies **10/10/0**
 In this course, instruction includes how to prepare for and deal with common medical and dental emergencies and be familiar with the necessary contents of an office emergency kit. Instruction also addresses procedures for performing cardiopulmonary resuscitation (CPR), treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, cerebrovascular accident, and common dental emergencies. Students must pass the CPR exam and practicum to pass this course.
Prerequisite(s): DA112, DA113, DA122, DA123

- DA142** **2.50 Quarter Credit Hours**
Dental Science I **20/20/0**
 In this course, instruction includes information about the helpful and harmful microorganisms affecting humans. Instruction also addresses methods and instruments used to study microorganisms. The importance of prevention of oral disease and treatment of periodontal disease as well as infection control standards, including requirements of the OSHA Bloodborne Pathogens Standard, hazardous materials handling, labeling, inventory, housekeeping, laundry, and disposal of hazardous materials are covered.
Prerequisite(s): DA112, DA113, DA122, DA123
- DA143** **2.50 Quarter Credit Hours**
Dental Materials I **20/20/0**
 In this course, instruction addresses the parts of dental hand instruments, categories and uses, functions of dental burs, abrasives, dental handpieces, and the importance and function of instrument tray systems and color coding. This course provides instruction in the types of restorative materials and cements used in general dentistry, the standards and organizations responsible for those standards, the role of the dental assistant in chairside restorative procedures, and the properties of dental materials.
Prerequisite(s): DA112, DA113, DA122, DA123
- DA153** **3.50 Quarter Credit Hours**
Computer and Office Applications **30/30/0**
 This course provides instruction in the overall aspects of computerized business office systems pertaining to a dental office, dental office management, including patient reception, marketing, telephone technique, business office systems, patient scheduling, records managements, accounts receivable, management of patients' accounts, accounts payable, inventory control, and recall systems management. Patient scheduling, records management, accounts receivable, management of patient accounts, and accounts payable are emphasized. This course also provides instruction in the importance of accurate charting and interpretation for diagnosis, consultation, and financial and billing purposes.
Prerequisite(s): DA112, DA113, DA122, DA123
- DA162** **2.50 Quarter Credit Hours**
Dental Science II **20/20/0**
 This course provides instruction in the structure and forms of human teeth, and their location in the mouth, as well as the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology. This course also provides instruction in the process of inflammation, identification of oral lesions, oral diseases and related biological, physical, and chemical agents, as well as hormonal, developmental, and nutritional disturbances. Students are instructed in basic pharmacology and drugs associated with treating diseases, their uses in dentistry, related terms, parts of a prescription, and types of anesthetics.
Prerequisite(s): DA112, DA113, DA122, DA123, DA132, DA133, DA142, DA143, DA153
- DA163** **2.50 Quarter Credit Hours**
Dental Materials II **20/20/0**
 This course provides instruction in the scope and use of removable and fixed prosthodontics. This course also provides instruction in the steps in diagnosis and materials required in treatment, the importance of a consultation appointment, the advantages and disadvantages of partial and full dentures, the steps required in denture polishing, relining and repair, and the function of an overdenture. Instruction includes the definition of an endodontist and how endodontics relates to the dental practice.
Prerequisite(s): DA112, DA113, DA122, DA123, DA132, DA133, DA142, DA143, DA153
- DA173** **1.00 Quarter Credit Hour**
Clinical Oral Radiology **10/10/0**
 In this course, students are instructed in how to expose and process diagnostically acceptable intraoral and extraoral dental films, using both the paralleling and bisecting techniques, common production errors, processing techniques, mounting procedures, identification of radiographic landmarks, the procedures and state policies required for dental offices to ensure quality radiographs, and the use of imaging systems for dental purposes.
Prerequisite(s): DA112, DA113, DA122, DA123, DA132, DA133, DA142, DA143, DA153
- DA174** **2.00 Quarter Credit Hours**
Chairside Assisting II **12/28/0**
 This course provides instruction in a variety of expanded dental functions, many of which are specifically listed as allowable under individual state dental practice acts. Aspects addressed in this course include preparation, application, and removal of a dental dam; placement, application, and removal of a dental matrix and wedge; rationale and procedure for coronal polish; preparation, manipulation, and placement of dental cavity liners, cavity varnish and cements, suture removal and postoperative patient care following oral surgical procedures; placement and removal of gingival retraction devices; preparation and application of enamel sealant material, benefits and types of dental bleaching materials, application techniques, and patient education instructions.
Prerequisite(s): DA112, DA113, DA122, DA123, DA132, DA133, DA142, DA143, DA153

- DA186** **6.00 Quarter Credit Hours**
Externship **0/0/160**
 Upon successful completion of all other courses in the Dental Assisting Program, students are eligible to participate in a 160-hour clinical externship. The clinical externship enables students to work in the clinic applying the principles and practices learned in the classroom. Externs work under the direct supervision of dentists and qualified supporting personnel at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.
Prerequisite(s): DA112, DA113, DA122, DA123, DA132, DA133, DA142, DA143, DA153, DA162, DA163, DA173, DA174
- GE1117** **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.
Prerequisite(s): None
- GE116** **2.00 Quarter Credit Hours**
Written Communication **20/0/0**
 This course is designed to introduce written communication skills. Topics include professional tone, features of effective documentation, and organization of facts and concepts in written works.
Prerequisite(s): None
- GE117** **2.00 Quarter Credit Hours**
Social Psychology **20/0/0**
 This survey course is designed to provide students with an understanding of the social and biological determinants of human behavior. Coursework includes the examination of personality and learning.
Prerequisite(s): None
- GE118** **2.00 Quarter Credit Hours**
Speech Communication **20/0/0**
 This course explores the theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations.
Prerequisite(s): None
- GE119** **2.00 Quarter Credit Hours**
General Psychology **20/0/0**
 This survey course is designed to provide students with an understanding of the cognitive determinants of human behavior. Coursework includes the examination of memory, thought, motivation, emotion, and psychological disorders.
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.
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.
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.
Prerequisite(s): None

- GE204** **2.00 Quarter Credit Hours**
Introduction to Algebra I **20/0/0**
 This course focuses on the use of whole numbers, integers, fractions, decimals, and variable expressions as methods of problem solving. The goal of the course is to develop proficiency in the foundational elements of mathematics.
Prerequisite(s): None
- GE205** **2.00 Quarter Credit Hours**
Introduction to Algebra II **20/0/0**
 This course focuses on the use of equations, proportions, percentages, and basic statistics as methods of problem solving. The goal of the course is to develop proficiency in mathematical calculations.
Prerequisite(s): GE204
- GE3625** **6.00 Quarter Credit Hours**
Topics in Sociology
 This course is designed to introduce students to the main concepts of sociology. Culture, socialization, social institution and organization, race and ethnicity, sex and gender, and crime and deviance are addressed.
Prerequisite(s): a lower level course in Sociology or equivalent Social Science course
- GE3627** **6.00 Quarter Credit Hours**
Political Science
 This course introduces the various fields of political science and provides an understanding of political life in a systematic and comparative way. The course presents in-depth studies of significant concepts in political science, such as ideology, political behavior, governmental institutions, democracy, and political development. The course also offers a comparative study of political systems of different nations and an overview of some of the major issues in international relations.
Prerequisite(s): a lower level course in Human Relations or equivalent Social Science course
- GE4616** **6.00 Quarter Credit Hours**
Advanced Composition
 This course is designed to train students to focus on critical reading and thinking as well as analytical and argumentative writing. Coursework includes selected readings and weekly writing assignments, and is designed to encourage students to present ideas in an organized manner that is grammatically correct and uses recognized documentation formats.
Prerequisite(s): English Composition I, English Composition II or equivalent
- GE4626** **6.00 Quarter Credit Hours**
Mass Communications
 This course is designed to increase students' awareness of the impact of mass media in shaping society. The role of the media in the development of human culture and society is addressed. The course includes a study of media functions, responsibilities, practices and influences, as well as a study of media law, ethics, history, development, and potential future media activities.
Prerequisite(s): a lower level course in Communications or equivalent
- GE4631** **6.00 Quarter Credit Hours**
Ethics
 This course is designed to introduce students to ethical theories and systems and their application to disputed contemporary issues and problems. The course emphasizes the validity of ethical judgments and theories.
Prerequisite(s): a lower level course in General Psychology, Human Relations, Critical Thinking, or equivalent
- GE4632** **6.00 Quarter Credit Hours**
Organizational Behavior
 This course analyzes the elements of organizational behavior. Topics include improving communications, managing conflict, understanding management, motivation, morale, the dynamics of change, leadership, stress, ethics and etiquette.
Prerequisite(s): Introduction to Psychology, General Psychology, Human Relations, or equivalent
- HS111** **3.50 Quarter Credit Hours**
Health Science Essentials **30/30/0**
 This course encompasses the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations, how to safely work with biohazardous materials and bloodborne pathogens, and an overview of HIV and hepatitis as they relate to healthcare providers. The basics of medical terminology including word roots, prefixes, suffixes, combining forms and word-building rules are presented along with terms used to describe and define anatomical locations. Coursework also includes training in basic first aid and certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED). Students must pass the CPR/first aid exam and practicum to pass this course. Medical documentation is also covered in this course.
Prerequisite(s): None

HS112	3.50 Quarter Credit Hours
Health Science Business Procedures	30/30/0
This course is designed to introduce basic computer concepts and Microsoft office applications. The laboratory portion offers the opportunity to create Word documents, Excel spreadsheets, and PowerPoint presentations. Students are expected to apply the skills they learn to documents commonly used in the healthcare setting such as correspondence, spreadsheets, and patient education.	
<i>Prerequisite(s): None</i>	
HS113	4.00 Quarter Credit Hours
Law, Ethics, and Therapeutic Communication	60/0/0
This course focuses on guidelines affecting health laws and regulations on the federal and state levels. Emphasis is also placed on foundational communication skills for healthcare professionals who provide patient care.	
<i>Prerequisite(s): HS111, HS112</i>	
HS114	6.00 Quarter Credit Hours
Externship	0/0/160
The externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. A current professional credential, current CPR certification, current first aid certification, and the externship handbook standards for Hepatitis B vaccination must be obtained before beginning externship.	
<i>Prerequisite(s): CD203, CD204, HS113, MA132</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.	
<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.	
<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.	
<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.	
<i>Prerequisite(s): LB101, LB201, LB301</i>	
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.	
<i>Prerequisite(s): LB101, LB201, LB301</i>	

- 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.
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.
Prerequisite(s): LB101, LB201, LB301
- L-EKG111** **2.00 Quarter Credit Hours**
EKG Lab **0/40/0**
 This course permits students to practice EKG tracing measurement, lead placement, and tracing analysis.
Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602
- L-EKG112** **2.00 Quarter Credit Hours**
EKG Lab **0/40/0**
 This course permits students to practice recording EKG tracings, identification of normal and abnormal rhythms, and patient care using equipment provided. Trouble shooting and specialized protocols are also practiced.
Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, L-EKG111, MA-EKG122
- L-XT109** **2.00 Quarter Credit Hours**
X-Ray Lab/Clinical Rotation **0/40/0**
 This course provides practice with patient positioning for X-rays of chest, abdomen, upper, and lower extremities.
Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602
- L-XT110** **2.00 Quarter Credit Hours**
X-Ray Lab/Clinical Rotation **0/40/0**
 This course includes practice preparing patients for skull, facial, pelvic and spinal X-rays and observing and practicing radiation biology, radiation protection and safety and image evaluation.
Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, L-XT109, MA-XT102
- MA111** **5.00 Quarter Credit Hours**
Fundamentals of Medical Assisting **40/40/0**
 This course provides an overview of the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations to prepare students to work with biohazardous materials and bloodborne pathogens. This course also covers the profession of medical assisting and introduces phlebotomy and injections. Coursework includes an introduction to medical terminology and the structure, function, and pathophysiology of the skeletal and muscular systems.
Prerequisite(s): None
- MA114** **3.50 Quarter Credit Hours**
Medical Laboratory Procedures **30/30/0**
 This course introduces the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA)-waived testing. This course also covers the anatomy, physiology and terminology of the hematological and lymphatic systems. Laboratory instruction includes using a microscope, completing lab requisitions, and performing laboratory testing.
Prerequisite(s): HS111, HS112, MA111
- MA115** **3.50 Quarter Credit Hours**
Specialty Exams, Urinalysis, and Microbiology **30/30/0**
 Specialty examinations are presented in this course, including obstetrics/gynecology, pediatrics, male reproductive, gerontology, and other examinations of the body. Urinalysis, one of the most frequently performed procedures in the medical office laboratory, is addressed in this course as well. Basic microbiology principles and procedures are also covered. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the urinary system; male and female reproductive systems; obstetrics; and child health.
Prerequisite(s): HS111, HS112, MA111

- MA116** **Pharmacology** **2.00 Quarter Credit Hours**
15/15/0
This course addresses the pharmacology skills and procedures needed by medical assistants in the ambulatory care setting, including pharmacology uses, sources, forms, delivery routes and the laws governing controlled substances. In addition, this course addresses the administration of drugs and performance of basic medication conversions and dosage calculations. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the endocrine and integumentary systems; and the terminology of pharmacology.
Prerequisite(s): MA114, MA115
- MA117** **Introduction to Healthcare Insurance** **2.00 Quarter Credit Hours**
15/15/0
This course is designed to introduce the skills required to specialize in health insurance, including computerized billing and office management techniques.
Prerequisite(s): MA114, MA115
- MA118** **Cardiac Specialty Procedures** **2.50 Quarter Credit Hours**
20/20/0
This course examines the circulatory and respiratory systems including the structure and function of the heart, blood vessels, and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograms (EKGs).
Prerequisite(s): MA114, MA115
- MA119** **Reimbursement** **2.50 Quarter Credit Hours**
20/20/0
This course introduces reimbursement methodologies, electronic health records (EHRs), and reimbursement and coding for the largest insurance providers.
Prerequisite(s): MA114, MA115
- MA122** **Nervous and Digestive Systems** **2.50 Quarter Credit Hours**
20/20/0
Topics discussed in this course include the structure and function of the human digestive and nervous systems. Common digestive system and nervous system disorders are included in course discussions, as well as general nutritional requirements, guidelines, and disorders. The course covers appropriate medical terminology and abbreviations used for body systems presented. Patient ambulation skills as well as assisting with minor surgical procedures, autoclave, and wound care are included in this course. The laboratory portion includes the opportunity to continue practicing all previously learned skills.
Prerequisite(s): MA114, MA115
- MA123** **Advanced Healthcare Insurance** **2.50 Quarter Credit Hours**
20/20/0
This course is designed to explain managed healthcare concepts such as processing an insurance claim, report generation, and scheduling.
Prerequisite(s): MA114, MA115
- MA124** **Coding and Billing** **5.00 Quarter Credit Hours**
40/40/0
This course integrates foundational coding concepts with disease classification and medical office coding procedures. It introduces Parts 1 and 2 of the ICD-9-CM, along with common procedural terminology (CPT) coding.
Prerequisite(s): MA114, MA115
- MA132** **Capstone and Certification Preparation** **2.50 Quarter Credit Hours**
20/20/0
This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA). The CCME exam serves as the final exam for the course and passing the exam is a requirement for successfully completing the course, which is a requirement to be eligible for externship. Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is required. For additional information, see the program description.
Prerequisite(s): HS113, MA116, MA117, MA118, MA119, MA122, MA123, MA124
- MA-EKG122** **Introduction to Advanced Electrocardiography** **2.50 Quarter Credit Hours**
40/0/0
This course is designed to introduce students to advanced EKG techniques such as EKG grid measurement, time measurement, voltage measurement, Einthoven's Triangle, artifact recognition and elimination, cardiac wave cycle measurement, pulse determination from EKG tracking, and lead placement variations. A review of the cardiovascular system is included.
Prerequisite(s): 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.
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.
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.
Prerequisite(s): MD403, MD503, MD603, MD703, LB401, LB501, LB601, LB701, MO402, MO502, MO602, L-XT109, MA-XT102

MAX111 **2.50 Quarter Credit Hours**
Introduction to Radiography **20/20/0**
This course introduces radiological science and covers the value of effective communication. Patient care and OSHA and HIPAA regulations are presented. Law and ethics for the limited radiographer are discussed. Also covered are the safety and maintenance of radiological materials and equipment and radiographic positioning for the chest and abdomen.
Prerequisite(s): MA114, MA115

MAX112 **2.50 Quarter Credit Hours**
Radiographic Imaging Protocols and Positioning **20/20/0**
This course focuses on radiographic physics, radiation production principles of exposure, and image quality. This course also introduces radiographic positioning of the spine, skull, facial bones, and sinuses.
Prerequisite(s): MA114, MA115

MAX113 **5.00 Quarter Credit Hours**
Radiographic Specialization and Positioning **40/40/0**
This course discusses image quality critique, special procedures for working with pediatric and geriatric patients, management of acute care conditions, and the ethics and legal considerations of radiography. Positioning of the extremities, shoulders, and pelvis is also covered in this course.
Prerequisite(s): MA114, MA115

MAX114 **2.50 Quarter Credit Hours**
Capstone and Certification Preparation **20/20/0**
This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA). The CCME exam serves as the final exam for the course and passing the exam is a requirement for successfully completing the course, which is a requirement to be eligible for externship. Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is required. For additional information, see the program description.
Prerequisite(s): HS113, MA122, MAX112, MAX113

MD103 **2.00 Quarter Credit Hours**
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.
Prerequisite(s): None

- MD203** **2.00 Quarter Credit Hours**
Medical Management/Nervous and Digestive Systems **32/0/0**
 Topics discussed in this course includes 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.
Prerequisite(s): None
- MD303** **2.00 Quarter Credit Hours**
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.
Prerequisite(s): None
- MD403** **2.00 Quarter Credit Hours**
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.
Prerequisite(s): MD103, MD203, MD303
- MD503** **2.00 Quarter Credit Hours**
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.
Prerequisite(s): MD103, MD203, MD303
- MD603** **2.00 Quarter Credit Hours**
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.
Prerequisite(s): MD103, MD203, MD303
- MD703** **2.00 Quarter Credit Hours**
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.
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.
Prerequisite(s): LB101-LB701, MD103-MD703, MO102-MO602
- MO102** **0.50 Quarter Credit Hour**
Introduction to Computers **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.
Prerequisite(s): None
- MO302** **0.50 Quarter Credit Hour**
Word Processing **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.
Prerequisite(s): None

MO402	1.00 Quarter Credit Hour
Introduction to Insurance	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.	
<i>Prerequisite(s): MO102, MO302</i>	
MO502	1.00 Quarter Credit Hour
Patient Billing	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.	
<i>Prerequisite(s): MO102, MO302</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.	
<i>Prerequisite(s): MO102, MO302</i>	
PFT114	3.50 Quarter Credit Hours
Human Anatomy and Physiology – Nervous and Endocrine Systems	40/20/0
This course introduces the human anatomy. It includes the properties of human cells and the anatomy and physiology of the nervous and endocrine systems. In addition, the course covers the pathologies associated with these systems and the physiological adaptations that occur as a result of exercise.	
<i>Prerequisite(s): None</i>	
PFT125	5.00 Quarter Credit Hours
Human Anatomy and Physiology – Musculoskeletal and Urinary Systems	60/20/0
This course introduces the urinary and musculoskeletal systems, including their anatomy, physiology, and associated pathologies. During this course, students are given the opportunity to attain certification in cardiopulmonary resuscitation (CPR) and first aid. CPR certification is required to pass this course.	
<i>Prerequisite(s): None</i>	
PFT135	5.00 Quarter Credit Hours
Kinesiology	60/20/0
This course introduces the mechanical concepts and principles of human movement, methods of analyzing human movement, and exercise progression. In addition, the course covers all major joints, muscles, bony landmarks, and actions involved in specific exercise movements.	
<i>Prerequisite(s): None</i>	
PFT145	5.00 Quarter Credit Hours
Human Anatomy and Physiology – Cardiopulmonary, Lymphatic, and Digestive Systems	60/20/0
This course introduces the cardiovascular, lymphatic, digestive, and respiratory systems, including their associated anatomy, physiology, pathologies, and adaptations to physical exercise.	
<i>Prerequisite(s): None</i>	
PFT245	5.00 Quarter Credit Hours
Wellness and Nutrition	60/20/0
This course covers the basics of wellness and stress management, including proper nutrition, stretching techniques, and body mechanics.	
<i>Prerequisite(s): None</i>	
PFT255	5.00 Quarter Credit Hours
Personal Fitness Assessment	60/20/0
This course explains the assessment of physical fitness and appropriate exercise prescriptions to reduce the percentage of body fat and help athletes improve performance. Students are encouraged to consider the integrated nature of the human body, the operational environment, and individual needs for successful performance as they focus on training movements as opposed to training muscles.	
<i>Prerequisite(s): PFT114, PFT125, PFT135, PFT145</i>	

PFT265**5.00 Quarter Credit Hours****Business and Exercise Psychology****60/20/0**

This course covers the basics of leadership, along with the use of motivational and situational techniques to be used during interaction with clients. It also includes how to apply a holistic, integrated, principle-centered approach to organizing personal lives and motivating people to be physically active. The use of sport psychology to optimize athletic performance is also covered in this course. The course also provides instruction in how to become a successful business owner, as well as training in office productivity software, marketing materials development, résumé development, business plan development, licensing, and continuing education in the fitness industry.

Prerequisite(s): PFT114, PFT125, PFT135, PFT145

PFT273**3.50 Quarter Credit Hours****Program Design and Exercise Technique****40/20/0**

This course describes the design of an individualistic and original exercise program for individuals in pursuit of one of the three main training goals (hypertrophy, strength, and endurance). Also included in this course is a description of the proper technique for the most popular exercises associated with the three main training goals. Students are expected to take into consideration contraindications, specific training goals, and originality when prescribing an exercise to a client.

Prerequisite(s): PFT114, PFT125, PFT135, PFT145

PFT290**3.00 Quarter Credit Hours****Externship****0/0/80**

Students participate in an externship, during which they receive program feedback on/assessment of their cognitive, affective, and psychomotor learning skills.

Prerequisite(s): PFT114, PFT125, PFT135, PFT145, PFT245, PFT255, PFT265, PFT273

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.)

LEAVE OF ABSENCE

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

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 1206 clock hour program: "Financial Aid Payment Period" means the three sequential clock hour periods occurring as follows: 536 Clock Hours, 402 Clock Hours, and 268 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 the first academic year; and for the third Minimum Measuring Point measured by a Financial Aid Payment Period the term "Financial Aid Payment Period" means the second academic year.

QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average (“Minimum CGPA”) as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a “W”, or “I” during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached. If a student receives the temporary grade of “I”, the grade received upon completion of the course or “F” if the course is not completed within time allowed for completion will be used to calculate the CGPA. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used and all prior grades for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit or clock hours from another institution, other than another Remington College campus, that are accepted for transfer towards a student’s program will not be included in the calculation of the CGPA but will be included in the determination of the Minimum Measurement Point. The grades received for credit or clock hours from another Remington College campus, that are accepted for transfer towards a student’s program will be included in the calculation of the CGPA and will be included in the of the determination of the Minimum Measurement Point. The Minimum CGPA Requirement chart below lists program lengths and the Minimum CGPA required at the end of the Grading Period wherein each of the Minimum Measurement Points is initially met or exceeded. Commencing with the 5th module, the CGPA of diploma programs (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

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
	2.00	End of the 9 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

Program Length (Minimum # of Credits Required to Complete Program)	Minimum CGPA Requirement	Minimum Measurement Point in Modules
	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
9 (1206 hours)	1.50	End of Payment Period 1
	1.75	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 ("MTF") for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

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

The Minimum Credits Completed Requirement chart below lists program lengths and the Minimum Percentage of Total Program Credits Completed Requirement that must be satisfied as of each respective Payment Period for degree students. The Minimum Clock Hours Completed Requirement charts below lists program lengths, measuring points in clock hours attempted and the Minimum Percentage of Total Clock Hours in Program Completed Requirement that must be satisfied as of each respective Minimum Measuring Point for diploma students.

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

MINIMUM CREDITS COMPLETED REQUIREMENT (DEGREES)

Program Length (Minimum # of Terms/ Quarters 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%

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%

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
	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
9 (1206 hours)	301	0%
	602	15%
	903	25%
	1206	50%
	1507	75%
	1809	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 hiram.nall@remingtoncollege.edu, mailed to Dr. Hiram Nall, 11310 Greens Crossing Blvd., Suite 300, Houston, TX 77067 or hand-delivered to the Director of Education at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements.

A student on Financial Aid Warning status that fails to satisfy the SAP requirements as of the end of the Financial Aid Payment Period during which the student was on Financial Aid Warning status or by the next Minimum Measuring Point if it occurs before the end of said Financial Aid Payment Period must file an Appeal in order to be placed on Financial Aid Probation status and have their Title IV eligibility reinstated.

For an Appeal to be granted, the Appeal must be based upon the death of a relative, an injury or illness of the student, or other special circumstances.

The student must set forth in the Appeal Request the basis for the Appeal, why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point.

WAIVER PROCEDURES

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

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

Regaining Title IV Eligibility with Remington College

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

1. Absent a change of programs, eligibility to participate in Title IV programs can only be reinstated for a 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 who have two or more Payment Periods remaining after the Payment Period in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Payment Period that occurs after the Payment Period in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Payment Periods remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.

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

Regaining Title IV Eligibility at Another Post-Secondary Educational Institution

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

GRADUATION REQUIREMENTS

A student is eligible for graduation if:

- The student has completed all required courses with a passing grade;
- The student has accumulated the total number of credits required for graduation from the program of study, 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

Remington College considers attendance important to its students' ability to receive the maximum benefit from the educational programs in which they are enrolled. Accordingly, Remington College routinely takes attendance in all its programs and classes, and students are expected and encouraged to attend all the classes for which they are scheduled. Remington College makes no distinction between excused and unexcused absences.

In addition to the academic value students receive from attending as many of the scheduled class sessions as possible, Remington College believes that demonstrating regular and consistent attendance and punctuality helps students to develop good work habits and may improve students' ability to obtain gainful employment upon completion of their educational program.

Prospective employers are often interested in a student's attendance record when making hiring decisions or selecting candidates to interview for employment. Success in the workplace requires more than just knowledge. It also requires that employees be reliable, punctual and committed. Some employers consider a student's attendance history as the best available indicator of whether a student has demonstrated those highly desirable traits.

Students are hereby advised that excessive absences in any class will negatively impact the grade the student receives in that class, with the resultant impact on the student's Cumulative Grade Point Average ("GPA") as set forth below.

METHOD OF RECORDING ATTENDANCE

Remington College takes attendance for each class session shortly after the beginning of each class session. The exact time when attendance is taken in each class session is at the discretion of the instructor. A student will be considered present only if, in the judgment of the instructor, the student attends "substantially all" of the class, without regard to whether the student is present at the time attendance is taken. Accordingly, a student who is present at the time attendance is taken may be considered absent if the student left the class before having attended "substantially all the class," as determined in the sole judgment of the instructor. Conversely, a student who was absent when attendance was taken but arrives after that point and who, in the sole judgment of the instructor, arrived in time to attend and did attend "substantially all the class" may be considered "present."

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 in which they attended less than the entire class session. A student who disagrees with the instructor's attendance determination may discuss the instructor's determination with the instructor and request that the instructor reconsider his or her determination. Students whose grades are affected by the attendance policy as a result of an attendance determination should seek redress as set forth in the "Grades in Error" section of this Catalog.

Attendance in any off-Campus instructional portion of a program (e.g., externship or clinical courses) is recorded based on appropriate documentation provided.

Make-up work (i.e., assignments or other class-related work) is not a substitute for attendance. Any make-up work performed by a student shall have no effect on the student's attendance record. In no circumstance shall make-up work be recorded as attendance or be used as a basis for modifying a student's attendance records.

ATTENDANCE REQUIREMENTS AND ATTENDANCE PROBATION

- "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 that generally consists of 12 weeks of instructional time, but never less than 10 weeks of instructional time.
- "Term" is defined for degree program students with start dates in the months of March, June, September, or December as the academic period that generally consists of 18 weeks of instructional time, but never less than 16 weeks of instructional time.
- Student's attendance will be calculated for each term. If a student's absences exceed 25% of the scheduled class sessions in any term, the student will be placed on attendance probation or dismissed from school as follows:
 - A student not on Attendance Probation will be placed on "Attendance Probation One" for the subsequent term.
 - A student who is on Attendance Probation One will be placed on "Attendance Probation Two" for the subsequent term.
 - A student who is on Attendance Probation Two will be terminated from the program.

A student terminated for attendance shall not be eligible to re-enroll in the term immediately following the term in which the student was dropped, and shall be allowed to re-enroll only with the written approval of the Chief Academic Officer for Remington College.

A student who is on Attendance Probation One or Attendance Probation Two and who does not have absences in excess of 25% during the probationary term will be removed from attendance probation.

Remington College makes no distinction between excused and unexcused absences.

Additionally, if there is no contact between the student and the Campus, a student may be dropped for attendance reasons if he or she does not attend at least one class within 14 consecutive calendar days, not including break periods.

Grade Adjustments Due to Excessive Absences

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation as measured by class attendance. The grade received by a student whose absences exceed 25% will be negatively impacted as set forth below:

- Students who are absent more than 25% but less than 35% of the scheduled class sessions for a course shall not earn a grade higher than "B" in the course;

- Students who are absent 35% or more but less than 50% of the scheduled class sessions for a course shall not earn a grade higher than “C” in the course; and
- Students who are absent 50% or more of the scheduled class sessions for a course shall receive a grade of “F” in the course.

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 1206 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 134 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 134 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 Commission for Independent Education, Florida Department of Education.

ATTENDANCE REQUIREMENTS FOR RECIPIENTS OF MILITARY/VETERAN EDUCATIONAL BENEFITS ENROLLED IN A DIPLOMA PROGRAM TO MAINTAIN ELIGIBILITY

Students who are recipients of Military/Veteran Educational Benefits and enrolled in a Diploma Program other than the Cosmetology Program will lose their eligibility for of Military/Veteran Educational Benefits whenever their absences exceed 20% of the scheduled class hours for the courses they are enrolled each module. Attendance for students enrolled in a diploma program other than the Cosmetology Program will be determined in accordance with the methods for recording attendance outlined in the Attendance Policy for Students other than Cosmetology Program section of this Catalog. Students enrolled in the Cosmetology Program that are Recipients of Military/Veteran Educational Benefits will lose their eligibility for of Military/Veteran Educational Benefits whenever the scheduled instructional clock hours remaining for a module are not sufficient to enable to student to complete 80% of the 134 clock hours required per module (i.e., 108 clock hours). Attendance for students enrolled in the Cosmetology Program will be determined in accordance with the attendance measurement procedures outlined in the Attendance Policy for Students for the Cosmetology Program section of this Catalog. Remington College will notify the appropriate governmental agency of a student’s loss of eligibility when it occurs. The Military/Veteran Educational Benefits eligibility attendance requirements set forth in this section of the catalog are in addition to the other attendance requirements set forth in the Attendance Policy for Students other than Cosmetology Program and Attendance Policy for Students other than Cosmetology Program sections of this Catalog which remain applicable including, but not limited to, those providing that no absences will be classified as an excused absence.

PROGRAM CHANGES

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

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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

Students may cancel their Application and Enrollment Agreement with Remington College without penalty and terminate their obligations by notifying the Campus in writing prior to midnight of the 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 institutional 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 (quarter). 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% of a payment period	20% of the current payment period Tuition cost + Adm. Fee
More than 20% but not more than 30% of a payment period	30% of the current payment period Tuition cost + Adm. Fee
More than 30% but not more than 40% of a payment period	40% of the current payment period Tuition cost + Adm. Fee
More than 40% but not more than 50% of a payment period	50% of the current payment period Tuition cost + Adm. Fee
More than 50% but not more than 60% of a payment period	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

RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION

TITLE IV CREDIT BALANCES

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

NON-TIV CREDIT BALANCES

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

RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL

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

RETURN OF TITLE IV (SFA PROGRAM) FUNDS 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," i.e. "quarter," 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," 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.

INSTITUTIONAL REFUNDS

Once the return of Title IV funds calculation is made and the unearned portion, if applicable, is returned to the lender, then the institutional 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 vphrtitleixcoordinator@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 vphrtitleixcoordinator@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 the Campus. If the student has a grievance, student must put the grievance in writing and submit it to the Campus official designated below within fourteen (14) calendar days of the occurrence or event giving rise to the grievance. This fourteen (14) day period applies only to the submission of the written grievance. The student will have additional time to gather and present witnesses and other evidence in support of his/her allegations. Any grievance related to sexual harassment should be reported immediately in accordance with the Campus' sexual harassment policy as set forth herein.

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 and Age Discrimination Act 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 perform a thorough and objective investigation into the allegations raised in the grievance. During this investigation phase of the grievance process, the student will have the opportunity to present witnesses and other evidence in support of his/her allegations. The investigation phase of the grievance process will not last more than seven (7) calendar days, unless the official determines more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the official will notify the student of that fact. Once the investigation has been completed, the Campus official will contact the student promptly to inform the student of the official's decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance, including but not limited to, measures to prevent the recurrence of any discrimination and/or otherwise correct any discriminatory effects on the student and others, as deemed appropriate by the Campus.

ACCREDITING COMMISSION AND STATE BOARD COMPLAINT AND GRIEVANCE PROCEDURES

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

Accrediting Commission

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

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.

Commission for Independent Education

Complaints to the Commission for Independent Education should be submitted in writing. The applicable address is as follows:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(888) 224-6684

ALTERNATIVE DISPUTE RESOLUTION

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

The Student may contact the General Counsel's office at Remington College between 8:30 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

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

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

LIMITATION OF LIABILITY AND DAMAGES

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

EXAMINATION OF STUDENT RECORDS

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

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

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

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

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

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

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

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

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

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

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

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

SMOKE- AND TOBACCO-FREE CAMPUS

In keeping with the Campus' intent to provide a safe and healthy educational environment, smoking and the use of tobacco products are prohibited within any Campus building. This policy applies equally to all employees, students and visitors.

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 / President, Distance Learning/Online
Kevin M. Wilcox, Director
Marshall McKissack, Director
Warren A. Stephens, Director
Jerald M. Barnett Jr., Director
A. Reid Allison, Chief Financial Officer
Jake Froemsdorf, Chief Accounting Officer
Robert Lutz, Vice President / Assistant Secretary
Charles R. Camp, Secretary
Dr. Hiram Nall, Chief Academic Officer / Regional Vice President of Operations / Campus President-North Houston & Houston
Todd Zvaigzne, Regional Vice President of Operations / Campus President-Cleveland
J Bonnell, Vice President of Information Technology
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Emmylu Gerry, Controller
James Dunn, National Director of Student Finance
Mary Rhodes, National Director of Accreditation and Licensing
Bradley Moore, Vice President Health Sciences
Louis LaMair, Campus President / Honolulu
Greenie "Skip" Walls, Campus President / Dallas
Kimberly Epstein, Campus President / Columbia
Robert Mauk, Campus President / Houston Southeast
Michael Smith, Campus President / Baton Rouge
JoAnn Boudreaux, Campus President / Lafayette
Jerry Driskill, Campus President / Shreveport
Stephen Backman, Campus President / Mobile
Dr. Rosalie Lampone, Campus President / Little Rock
LaShundia Brooks, Campus President / Memphis
James Saulsbury, Campus President / Nashville
Don McLaughlin, Campus President / Fort Worth
Kenneth Heinemann, Campus President / Tampa
Dr. Karin Polifko, Vice President / Campus President/Dean-Nursing

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 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 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, 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 HEATHROW CAMPUS

Remington College's Heathrow Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was established in June 2009. Remington College acquired the Campus in January of 2011.

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 LAKE MARY CAMPUS

Remington College's Lake Mary Campus, a branch campus of Remington College's Dallas Campus (Garland) 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.

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.

2014 CALENDAR

DIPLOMA PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

	<u>Begin</u>	<u>End</u>
January	January 27, 2014	February 20, 2014
February	February 24, 2014	March 20, 2014
March	March 24, 2014	April 17, 2014
April	April 21, 2014	May 15, 2014
May	May 19, 2014	June 12, 2014
June	June 16, 2014	July 10, 2014
July	July 21, 2014	August 14, 2014
August	August 18, 2014	September 11, 2014
September	September 15, 2014	October 9, 2014
October	October 20, 2014	November 13, 2014
November	November 17, 2014	December 11, 2014
December	December 15, 2014	January 15, 2015

COSMETOLOGY PROGRAM

	<u>Begin</u>	<u>End</u>
January	January 27, 2014	February 23, 2014
February	February 24, 2014	March 23, 2014
March	March 24, 2014	April 20, 2014
April	April 21, 2014	May 18, 2014
May	May 19, 2014	June 15, 2014
June	June 16, 2014	July 13, 2014
July	July 21, 2014	August 17, 2014
August	August 18, 2014	September 14, 2014
September	September 15, 2014	October 12, 2014
October	October 20, 2014	November 16, 2014
November	November 17, 2014	December 14, 2014
December	December 15, 2014	January 18, 2015

MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring	March 10, 2014	April 17, 2014
Summer	June 2, 2014	July 10, 2014
Fall	September 1, 2014	October 9, 2014
Winter	December 1, 2014	January 15, 2015

QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 27, 2014	April 17, 2014
Spring Quarter	April 21, 2014	July 10, 2014
Summer Quarter	July 21, 2014	October 9, 2014
Fall Quarter	October 20, 2014	January 15, 2015

BREAKS

	<u>Begin</u>	<u>End</u>
Winter Break	January 20, 2014	January 26, 2014
Summer Break	July 14, 2014	July 20, 2014
Fall Break	October 13, 2014	October 19, 2014
Winter Break	December 22, 2014	December 28, 2014

HOLIDAYS

New Year's Day Holiday	January 1, 2014
Dr. Martin Luther King Day	January 20, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Labor Day	September 1, 2014
Thanksgiving	November 27, 2014
Day After Thanksgiving	November 28, 2014
Christmas Day Holiday	December 25, 2014
New Year's Day Holiday	January 1, 2015

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

2015 CALENDAR

DIPLOMA PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

	<u>Begin</u>	<u>End</u>
January	January 26, 2015	February 19, 2015
February	February 23, 2015	March 19, 2015
March	March 23, 2015	April 16, 2015
April	April 20, 2015	May 14, 2015
May	May 18, 2015	June 11, 2015
June	June 15, 2015	July 9, 2015
July	July 20, 2015	August 13, 2015
August	August 17, 2015	September 10, 2015
September	September 14, 2015	October 8, 2015
October	October 19, 2015	November 12, 2015
November	November 16, 2015	December 10, 2015
December	December 14, 2015	January 14, 2016

COSMETOLOGY PROGRAM

	<u>Begin</u>	<u>End</u>
January	January 26, 2015	February 22, 2015
February	February 23, 2015	March 22, 2015
March	March 23, 2015	April 19, 2015
April	April 20, 2015	May 17, 2015
May	May 18, 2015	June 14, 2015
June	June 15, 2015	July 12, 2015
July	July 20, 2015	August 16, 2015
August	August 17, 2015	September 13, 2015
September	September 14, 2015	October 11, 2015
October	October 19, 2015	November 15, 2015
November	November 16, 2015	December 13, 2015
December	December 14, 2015	January 17, 2016

MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring	January 26, 2015	March 5, 2015
	March 9, 2015	April 16, 2015
Summer	April 20, 2015	May 28, 2015
	June 1, 2015	July 9, 2015
Fall	July 20, 2015	August 27, 2015
	August 31, 2015	October 8, 2015
Winter	October 19, 2015	November 26, 2015
	November 30, 2015	January 14, 2016

QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 26, 2015	April 16, 2015
Spring Quarter	April 20, 2015	July 9, 2015
Summer Quarter	July 20, 2015	October 8, 2015
Fall Quarter	October 19, 2015	January 14, 2016

BREAKS

	<u>Begin</u>	<u>End</u>
Winter Break	January 19, 2015	January 25, 2015
Summer Break	July 13, 2015	July 19, 2015
Fall Break	October 12, 2015	October 18, 2015
Winter Break	December 25, 2015	January 3, 2016

HOLIDAYS

New Year's Day Holiday	January 1, 2015
Dr. Martin Luther King Day	January 19, 2015
Memorial Day	May 25, 2015
Independence Day (Observed)	July 3, 2015
Labor Day	September 7, 2015
Thanksgiving	November 26, 2015
Friday After Thanksgiving	November 27, 2015
Christmas Day Holiday	December 25, 2015
New Year's Day Holiday	January 1, 2016

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