

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

### **RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM**

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

If the student has not visited the Campus prior to execution of an Application and Enrollment Agreement, the student may cancel the Application and Enrollment Agreement without penalty and terminate the obligations hereunder within three business days following a tour of the Campus facility and inspection of equipment.

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

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

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

Students may cancel their Application and Enrollment Agreement with the Campus 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 APPLICANT IS NOT ACTIVATED**

If an applicant does not attend enough classes to be activated as a student or otherwise fails to meet the criteria for activation, the applicant will not be charged any tuition, and any monies previously paid as tuition will be refunded. The Campus will make any refund to which a student may be entitled under this section within 30 days of the student's enrollment being cancelled.

### **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 by any prospective student, applicant, or student. In the simplest terms, the Exit Calculation and refund process consists of four steps:

- 1) Computing the amount of tuition that a student is charged for a payment period in which the student drops or is dropped in accordance with the state refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus he/she was dropping or the last date the student attended class.)

- 2) Determining what, if any, amounts from financial aid and/or other financial assistance programs are required to be returned to the fund sources. For a discussion of amounts required to be returned under Return of Title IV Funds regulations see "Return of Title IV Funds" section below.
- 3) Adjusting the student's account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes the Campus any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student's account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.
- 4) Refunding any credit balance to the student's lenders (see Refund Distribution Order for the Return of Title IV Funds section).

### **RETURN OF TITLE IV FUNDS**

Up through the point in time when 60% of the calendar days in a "payment period," i.e. "quarter" 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 payment period completed is the total number of calendar days in the 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 payment period (denominator) and the number of calendar days completed in that period (numerator).

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

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

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

### **TEXAS STATE REFUND POLICY**

- 1) Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
- 2) The effective date of the termination for refund purposes will be the earliest of the following:
  - a) The last day of attendance, if the student is terminated by the school;
  - b) The date of receipt of written notice from the student; or
  - c) Ten school days following the last date of attendance.
- 3) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
- 4) If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
  - a) During the first week or one-tenth of the course, whichever is less, ninety percent of the remaining tuition and fees;

- b) After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth, of the course, whichever is less, eighty percent of the remaining tuition and fees;
  - c) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, seventy-five percent of the remaining tuition and fees;
  - d) During the second quarter of the course, fifty percent of the remaining tuition and fees;
  - e) During the third quarter of the course, ten percent of the remaining tuition and fees; and
  - f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
- 5) The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
  - 6) For residence courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
  - 7) A full refund of all tuition and fees is due and refundable in each of the following cases:
    - a) An enrollee is not accepted by the school;
    - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
    - c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
  - 8) Refunds will be totally consummated within 60 days after the effective date of termination.

### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

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

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

### **TDLR REFUND POLICY**

For the Cosmetology Program only, the TDLR Refund Policy takes the place of the Texas Refund Policy.

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

- 6) A refund owed under the TDLR Refund Policy will be paid not later than the thirtieth day after the date the student becomes eligible for a refund.

### **RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION**

Upon graduation, if a credit balance still exists, the credit balance will be used to cover any additional institutional and non-institutional charges, including but not limited to current and/or prior year balances. Any amount remaining at that point will be refunded in the same order as described above under the Exit Calculation and Refund Policies.

### **RETURN OF TITLE IV (SFA PROGRAM) FUNDS**

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

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

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

### **RETURN OF UNEARNED SFA PROGRAM FUNDS**

The Campus 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 the Campus 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 the Campus, and the Campus is responsible for the payment of any refunds.

### **STATE REFUNDS**

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

**POST-WITHDRAWAL DISBURSEMENTS**

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

**RETURN OF ADDITIONAL FUNDS**

Upon graduation, if a credit balance still exists, the refund shall be made to the funds in accordance with the Return of Title IV Funds Distribution Order.

If the student withdraws from the Campus, 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.

# 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 Program also provides training in preparing operatories for dental patient treatment, taking dental impressions, and identifying oral disease indications. Students who apply themselves should learn these job skills or knowledge.

The objective of this Program is to prepare graduates for entry-level positions as dental assistants in work locations such as dentist offices.

This Program requires completion of a minimum of 48 credit hours, including any transfer credits that have been accepted. Program completion normally requires eight months (32 weeks) for full-time students (assuming the externship is completed at 40 hours per week).

The Dental Assisting Diploma Program is divided into seven monthly (28 weeks) academic periods (DA110 through DA171) and one monthly (4 weeks) externship period (DA180). 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. According to the Texas Workforce Commission: Effective September 1, 2006, to become a registered dental assistant in the state of Texas, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners (TSBDE). An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law, a dental assistant must be registered with TSBDE in order to take X-rays at a dentist's office.

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	
DA110	Basic Body Systems and Functions	64	0	0	6.00
DA111	Orientation to Dental Assisting	6	10	0	1.00
DA120	Oral Anatomy	40	0	0	4.00
DA121	Oral Radiology Basics	40	0	0	4.00
DA130	Chairside Assisting I	32	32	0	4.50
DA131	Dental Office Emergencies	6	10	0	1.00
DA140	Dental Science I	20	20	0	3.00
DA141	Dental Materials I	20	20	0	3.00
DA150	Career Development	16	0	0	1.00
DA151	Office Applications	16	16	0	2.00
DA152	Computer Applications	16	16	0	2.00
DA160	Dental Science II	20	20	0	3.00
DA161	Dental Materials II	20	20	0	3.00
DA170	Chairside Assisting II	32	32	0	4.50
DA171	Clinical Oral Radiology	6	10	0	1.00
DA180	Externship	0	0	160	5.00
<b>Subtotal:</b>		354	206	160	48
<b>Total:</b>			720		48

# MEDICAL ASSISTING

## DIPLOMA

8 Months

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

The objective of this Program is to prepare graduates for entry-level positions, such as medical assistant, clinical or medical administrative assistant, and medical receptionist in work locations, such as hospitals, clinics, nursing homes, medical supply businesses, home health agencies, insurance companies, and pharmaceutical companies.

This Program requires completion of a minimum of 48 credit hours including any transfer credits that have been accepted. Program completion normally requires eight months (32 weeks) for full-time students (assuming the externship is completed at 40 hours per week). See Class Scheduling/Hours of Operation/Class Size section for class schedule.

The Medical Assisting Diploma Program is divided into seven monthly academic periods (AH111 through MAX171) and one externship period (MAX181). 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	
AH111	Allied Health Essentials	40	40	0	6.00
MAX121	Fundamentals of Medical Assisting	40	40	0	6.00
MAX131	Law, Ethics and Therapeutic Communications	40	40	0	6.00
MAX141	Pharmacology	40	40	0	6.00
MAX151	Medical Laboratory Procedures	40	40	0	6.00
MAX161	Specialty Exams, Urinalysis, and Microbiology	40	40	0	6.00
MAX171	Advanced Techniques	40	40	0	6.00
MAX181	Externship	10	0	150	6.00
<b>Sub Total:</b>		<b>290</b>	<b>280</b>	<b>150</b>	<b>48</b>
<b>Total:</b>			<b>720</b>		<b>48</b>

# MEDICAL INSURANCE AND CODING

## DIPLOMA

9 Months

The Medical Insurance and Coding Diploma Program provides training in the basic elements of coding for the healthcare and insurance industries. The curriculum covers medical terminology and abbreviations, computerized medical billing, medical records management, compliance, and coding for medical office applications and hospital applications. Students who apply themselves should learn these job skills or knowledge.

The objective of this Program is to prepare graduates for entry-level positions such as insurance billing clerk, medical biller, and collections and billing clerk in work locations, such as doctors' offices and clinics.

This Program requires completion of a minimum of 54 credit hours, including any transfer credits that have been accepted. Program completion normally requires nine months (36 weeks) for full-time students. See Class Scheduling/Hours of Operation/Class Size section for class schedule.

The Medical Insurance and Coding Diploma Program is divided into nine monthly academic periods.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MI112	Anatomy and Physiology for Mechanical Structures	40	40	0	6.00
MI122	Anatomy and Physiology for Visceral Structures	40	40	0	6.00
MI132	Introduction to Medical Coding	40	40	0	6.00
MI143	Medical Records Management	40	40	0	6.00
MI153	Computerized Insurance and Billing	40	40	0	6.00
MI162	CPT Coding for Medical Office Applications	40	40	0	6.00
MI172	CPT Coding for Hospital Applications	40	40	0	6.00
MI183	Medical Office Management	40	40	0	6.00
MI192	Medical Coding/ICD-9 Codes	40	40	0	6.00
<b>Sub Total:</b>		<b>360</b>	<b>360</b>	<b>0</b>	<b>54</b>
<b>Total:</b>			<b>720</b>		<b>54</b>

# COSMETOLOGY

## DIPLOMA

12 Months

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

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

This Program requires completion of a minimum of 84 credit hours, including any transfer credits that have been accepted. Program completion normally requires 48 weeks for full-time students.

The Cosmetology Diploma Program is divided into 12 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.

Job Placement and Employment: The first Cosmetology Program began in April 2008 and is scheduled to graduate in March 2009. Therefore, there have not been any graduates yet and the current rates of job placement and employment of students who complete a course of training are not available.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
COS I - A	COS I - A	40	85	0	8.00
COS I - B	COS I - B	40	85	0	8.00
COS I - C	COS I - C	25	100	0	7.00
COS II - A	COS II - A	20	105	0	7.00
COS II - B	COS II - B	20	105	0	7.00
COS II - C	COS II - C	20	105	0	7.00
COS II - D	COS II - D	20	105	0	7.00
COS II - E	COS II - E	20	105	0	7.00
COS II - F	COS II - F	20	105	0	7.00
COS III - A	COS III - A	0	125	0	6.00
COS III - B	COS III - B	0	125	0	6.00
COS III - C	COS III - C	15	110	0	7.00
<b>Sub Total:</b>		<b>240</b>	<b>1260</b>	<b>0</b>	<b>84</b>
<b>Total:</b>			<b>1500</b>		<b>84</b>

**BUSINESS ADMINISTRATION**  
**ASSOCIATE OF APPLIED SCIENCE**  
 24 Months

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

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

This Program requires completion of a minimum of 96 credit hours, including any transfer credits that have been accepted. Program completion normally requires 24 months for full-time students. See Class Scheduling/Hours of Operation/Class Size section for class schedule.

The Business Administration Degree Program is delivered in a system of eight three-month quarters.

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

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
BN1108	Packaged Applications	6.00
BN1208	Accounting Principles I	6.00
BN1228	Document Processing	6.00
BN2408	Accounting Principles II	6.00
BN2428	Computerized Spreadsheets	6.00
BN2438	Payroll Applications	6.00
BN2458	Business Law and Legal Procedures	6.00
BN2508	Computerized Accounting Applications	6.00
BN2528	Relational Database Applications	6.00
BN2558	Management and Information Processing	6.00
CN2438	Computer Presentations/Email	6.00
IS2608	Web Marketing	6.00
	<b>Sub Total:</b>	<b>72</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1116	Introduction to Psychology	6.00
GE1216	Speech Communication	6.00
GE1316	College Algebra	6.00
GE1416	English Composition	6.00
	<b>Sub Total:</b>	<b>24</b>
	<b>Total:</b>	<b>96</b>

# COMPUTER AND NETWORK ADMINISTRATION

## ASSOCIATE OF APPLIED SCIENCE

24 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 principals. In addition, the curriculum includes a study of general computer science, including computer architecture, networking principals, and desktop and server operating systems and applications. Students who apply themselves should learn these job skills or knowledge.

The objective of this Program is to prepare graduates for entry-level positions such as 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 24 months for full-time students. See Class Scheduling/Hours of Operation/Class Size section for class schedule.

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

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

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
CN1170	Computer Support	12.00
CN1180	Linux Support	6.00
CN1260	Client Operating Systems	6.00
CN1270	Network Implementation and Support I	12.00
CN2170	Email Systems	6.00
CN2180	SQL Server and Network Scripting	6.00
CN2280	Network Implementation and Support II	6.00
CN2456	Computer Architecture/Software	6.00
CN2466	Computer Architecture/Hardware	6.00
CN2668	Routers and Switches	6.00
<b>Sub Total:</b>		<b>72</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1116	Introduction to Psychology	6.00
GE1216	Speech Communication	6.00
GE1316	College Algebra	6.00
GE1416	English Composition	6.00
<b>Sub Total:</b>		<b>24</b>
<b>Total:</b>		<b>96</b>

## **CAMPUS LOCATION AND FACILITIES**

Remington College – Houston Southeast Campus is located at 20985 Interstate 45 South, Webster, TX. The Campus is comprised of approximately 34,000 square feet including 20 lecture classrooms, nine classroom labs, and an Information Resource Center. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

## **EDUCATIONAL EQUIPMENT**

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

- Business/Management course equipment may include the following depending on program area: computer(s), software, printer(s), scanner(s), and calculator(s).
- 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.
- 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.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, EKG machines, otoscopes/ophthalmoscopes with thermometers, blood pressure cuff sets, skeletons, defibrillators, and stethoscopes.
- Medical Insurance Coding equipment may include: computer(s) with current medical insurance coding software.

## **ACCREDITATION, AFFILIATIONS AND LICENSING**

All Remington Colleges:

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

### **ACCREDITATION**

Remington College – Houston Southeast Campus is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (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 of Technology is listed by the U.S. Department of Education as a nationally recognized 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.

Remington College – Houston Southeast Campus is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Degree granting programs are approved by the Texas Higher Education Coordinating Board, Community and Technical Colleges Division. The Cosmetology Program is not approved or regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas; the Cosmetology Program is licensed and regulated by the Texas Department of Licensing and Regulation.

## **ADMISSION OF DISABLED INDIVIDUALS**

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

### **ACCOMMODATIONS FOR DISABLED INDIVIDUALS**

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

If an applicant or current student has a disability that might require an accommodation, notice must be given to the Campus so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and

developed. While the Campus 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 the Campus. Some accommodations may take time to implement, and thus, applicants must give the Campus notice of their disability sufficiently in advance of their selected start date to enable the Campus to provide an accommodation timely. If the Campus 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 the Campus 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 the Campus. Some accommodations take time to implement, and thus, students must give the Campus notice sufficiently in advance of the date when an accommodation needs to be made to enable the Campus to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

The Campus has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to the Campus to participate in the Campus' 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 the Campus. If the Campus 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. The Campus 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. The Campus 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 the Campus' Title IX Director and Section 504 Compliance Coordinator, Mr. Robert Acre, Vice-President Human Resources, regarding the Campus' compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. Mr. Acre's address is: Remington Administrative Services, Inc., 500 President Clinton Avenue, Suite 315, Little Rock, Arkansas, 72201, and his toll-free telephone number is 800-333-2755.

## **SATISFACTORY ACADEMIC PROGRESS ("SAP")**

All students must meet the minimum standards of academic achievement and successful course completion while enrolled at the campus. SAP is the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs or other financial aid and without regard to whether they are full time or part time.

SAP consists of two elements: the qualitative component and the quantitative component. The qualitative component requires certain minimum Cumulative Grade Point Averages ("CGPA") and the quantitative component requires completing the educational program within the maximum timeframe ("MTF").

The qualitative and quantitative components of SAP are calculated at the end of the grading period wherein each Minimum Measurement Point is initially met or exceeded, as shown in the charts below.

### **SATISFACTORY ACADEMIC PROGRESS DEFINITIONS**

A "Term" at Remington College is one quarter for degree programs (twelve weeks of instruction) and one quarter (consisting of three four-week modules or twelve weeks of instruction) for diploma programs. Term is synonymous with Payment Period.

A "Grading Period" or module 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. Students will be notified of their grades as soon as is practical after the end of each Grading Period.

Accordingly, a Term and a Grading Period are the same for degree programs, but not for diploma programs (diploma programs will have three Grading Periods in each Term).

**QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The qualitative component of SAP consists of achieving a minimum Cumulative Grade Point Average (“CGPA”) at the end of the grading period wherein each Minimum Measurement Point (measured in credit hours completed) is initially met or exceeded, as shown in the chart below.

<b>Minimum Measurement Point</b> (as a percent of Program Length)	<b>Minimum CGPA</b>
25%	1.00
50%	1.50
100%	2.00

The CGPA is calculated using the grade for all courses attempted. (The calculation of the CGPA would include the grade from any course the student has attempted in the current program. 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 will be ignored] in calculating the CGPA.)

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.

**MINIMUM CGPA REQUIREMENT**

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum Measurement Point in Credits Completed</b>	<b>Minimum CGPA Requirement</b>
44	11	1.00
	22	1.50
	44	2.00
46	11.5	1.00
	23	1.50
	46	2.00
48	12	1.00
	24	1.50
	48	2.00
54	13.5	1.00
	27	1.50
	54	2.00
60	15	1.00
	30	1.50
	60	2.00
72	18	1.00
	36	1.50
	72	2.00
84	21	1.00
	42	1.50
	84	2.00
90	22.5	1.00
	45	1.50
	90	2.00
96	24	1.00

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum Measurement Point in Credits Completed</b>	<b>Minimum CGPA Requirement</b>
	48	<b>1.50</b>
	96	<b>2.00</b>
99	24.75	<b>1.00</b>
	49.5	<b>1.50</b>
	99	<b>2.00</b>

If a student's CGPA falls below the minimum required CGPA, the student is notified in writing regarding the consequences of not maintaining satisfactory academic progress.

**QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The quantitative component of SAP consists of completing a minimum number of credits at the end of the grading period wherein each Minimum Measurement Point (measured in credit hours attempted) is initially met or exceeded, as shown in the chart below. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length (measured in credit hours completed).

The Minimum CGPA Requirement chart below lists program lengths and the minimum number of credits that must be completed at the end of the grading period wherein each of the Minimum Measurement Points is initially met or exceeded.

**MINIMUM CREDITS COMPLETED REQUIREMENT**

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum Measurement Point in Credits Attempted</b>	<b>Minimum Credits Completed Requirement</b>
44	33	<b>11</b>
	44	<b>22</b>
	66	<b>44</b>
46	34.5	<b>11.5</b>
	46	<b>23</b>
	69	<b>46</b>
48	36	<b>12</b>
	48	<b>24</b>
	72	<b>48</b>
54	40.5	<b>13.5</b>
	54	<b>27</b>
	81	<b>54</b>
60	45	<b>15</b>
	60	<b>30</b>
	90	<b>60</b>
72	54	<b>18</b>
	72	<b>36</b>
	108	<b>72</b>
84	63	<b>21</b>
	84	<b>42</b>
	126	<b>84</b>
90	67.5	<b>22.5</b>

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum Measurement Point in Credits Attempted</b>	<b>Minimum Credits Completed Requirement</b>
	90	<b>45</b>
	135	<b>90</b>
96	72	<b>24</b>
	96	<b>48</b>
	144	<b>96</b>
99	74.25	<b>24.75</b>
	99	<b>49.5</b>
	148.5	<b>99</b>

If a student cannot complete the program within the MTF, the student is notified in writing regarding the consequences of not maintaining satisfactory academic progress.

### **SATISFACTORY ACADEMIC PROGRESS STATUSES**

#### **SAP Met**

For both degree and diploma programs, a SAP Met status indicates that at the established evaluation point, the student has satisfied the requirement to demonstrate Satisfactory Academic Performance. A student's status is SAP Met if the student achieves the minimum SAP requirements, as shown in the Minimum CGPA Requirement and Minimum Credits Completed Requirement charts above. While a student's status is SAP Met, the student remains eligible for Title IV funding.

A student who fails to meet the above minimum SAP requirements will be placed on SAP Probation One.

#### **Diploma Programs: SAP Probation One**

A student who has been placed on SAP Probation One must achieve a minimum GPA of 2.0 during the SAP Probation One period. If the student does not achieve a minimum GPA of 2.0 during SAP Probation One, the student's enrollment will be terminated for failure to demonstrate Satisfactory Academic Performance.

A student who has been placed on SAP Probation One and who achieves a GPA of 2.0 or higher for the SAP Probation One period, and whose CGPA has improved to the minimum CGPA requirement, as shown in the table above, at the end of the SAP Probation One grading period, will be removed from SAP probation and will be deemed have demonstrated Satisfactory Academic Performance.

A student who has been placed on SAP Probation One and achieves a minimum GPA of 2.0 during the SAP Probation One period, but who fails to achieve the minimum CGPA requirement, as shown in the table above, at the end of the SAP Probation One grading period, will be placed on SAP Probation Two.

The student remains eligible for Title IV funding during this academic probation period.

#### **Diploma Programs: SAP Probation Two**

A student who has been placed on SAP Probation Two must achieve a minimum GPA of 2.0 during the SAP Probation Two period. If the student does not achieve a minimum GPA of 2.0 during SAP Probation Two, the student's enrollment will be terminated for failure to demonstrate Satisfactory Academic Performance.

A student who has been placed on SAP Probation Two and who achieves a GPA of 2.0 or higher for the SAP Probation Two period, and whose CGPA has improved to the minimum CGPA requirement, as shown in the table above, at the end of the SAP Probation Two grading period, will be removed from SAP probation and will be deemed to have demonstrated Satisfactory Academic Progress.

A student who has been placed on SAP Probation Two and who achieved a minimum GPA of 2.0 during the SAP Probation Two period but fails to achieve the minimum CGPA requirement, as shown in the table above, at the end of the SAP Probation Two grading period, will be terminated for failure to demonstrate Satisfactory Academic Performance.

The student remains eligible for Title IV funding during this academic probation period.

**Degree Programs: SAP Probation One**

A student who has been placed on SAP Probation One must achieve a minimum GPA of 2.0 during the Term in which the student is on SAP Probation One. If the student does not achieve a minimum GPA of 2.0 during SAP Probation One, the student's enrollment will be terminated for failure to demonstrate Satisfactory Academic Performance.

A student who has been placed on SAP Probation One and who achieves a GPA of 2.0 or higher for the Term in which the student is on SAP Probation One, and whose CGPA has improved to 2.0 or higher, at the end of SAP Probation One will be removed from SAP probation and will be deemed have demonstrated Satisfactory Academic Performance.

A student who has been placed on SAP Probation One and achieves a minimum CPA of 2.0 or better for the Term in which the student is on SAP Probation One period, but who fails to achieve a CGPA of 2.0 or higher at the end of the SAP Probation One, will be placed on SAP Probation Two.

The student remains eligible for Title IV funding during this academic probation period.

**Degree Programs: SAP Probation Two**

A student who has been placed on SAP Probation Two must achieve a minimum GPA of 2.0 during the Term in which the student is on SAP Probation Two. If the student does not achieve a minimum GPA of 2.0 during SAP Probation Two, the student's enrollment will be terminated for failure to demonstrate Satisfactory Academic Performance.

A student who has been placed on SAP Probation Two must achieve a minimum GPA of 2.0 for the Term in which the student is on SAP Probation Two and must demonstrate a minimum CGPA of 2.0 at the end of the SAP Probation Two period, or the student's enrollment will be terminated for failure to demonstrate Satisfactory Academic Performance.

A student who has been placed on SAP Probation Two and who achieves a minimum GPA of 2.0 for the Term in which the student is on SAP Probation Two, and whose CGPA has improved to 2.0 or higher at the end of SAP Probation Two will be removed from SAP probation and will be deemed to have demonstrated Satisfactory Academic Progress.

The student remains eligible for Title IV funding during this academic probation period.

**SAP Dismissal**

As a general rule, a student placed on SAP Dismissal is not eligible to re-enroll in any program at any Remington College campus. However, students may appeal a determination that they are ineligible to re-enroll due to SAP Dismissal in writing to the Chief Academic Officer for all Remington Colleges or his/her designee. The determination of the Chief Academic Officer for all Remington Colleges or his/her designee is final. (See Re-Enrollment Policy regarding application to Satisfactory Academic Progress Policy.)