

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 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 institutional refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus they were 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) 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

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

The Campus 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 the Campus 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

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.

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 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.

MASSAGE THERAPY

(8 Month - Diploma)

Massage Therapy is a profession in which the practitioner applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. In recent years, the Massage Therapist profession has become indispensable to the health care field.

The objective of the Massage Therapy Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in Massage Therapy.

This training program is divided into eight learning units called modules. Students must maintain a cumulative GPA of 2.0 or greater for externship eligibility. Students must complete modules I through VIII. Upon successful completion of modules I through VII, students participate in 160 clock-hour Internship. Completion of the Massage Therapy Program is acknowledged by the awarding of a diploma. Program completion normally requires 32 weeks for full-time students.

Course Number	Course Title	Credit Hours	Lecture/Lab/Ex ternship
Module I	MT 110	Anatomy & Physiology I	6.0
	MT 111	Hygiene & Infection Control	1.0
Module II	MT 120	Massage technique I	6.0
Module III	MT 130	Computer Applications	1.5
	MT 131	Business Practices/Medical Error Prevention	1.5
Module IV	MT 132	Career Development	1.5
	MT 140	Anatomy & Physiology II	6.0
	MT 141	State Law & Professional Ethics	1.5
Module V	MT 150	Massage Technique II/Musculatory A&P	6.0
Module VI	MT 160	Hydrotherapy, Electrotherapy, Heliotherapy & CPR	6.0
Module VII	MT 170	Massage Technique III	6.0
Module VIII	MT180	Clinical Internship	5.0
Program Total			48.0
			358/202/160

MEDICAL ASSISTING

(8 Month - Diploma)

In recent years, the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics, and nursing homes, as well as medical supply businesses, home health agencies, insurance companies, and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions: including clinical or administrative assistant, medical receptionist, and medical insurance biller.

This training program is divided into eight learning units called modules. Students must maintain a cumulative GPA of 2.0 or greater for externship eligibility. Students must complete modules A, B, and C starting with any module and continuing into modules D, E, F, through G. Within modules A, B, and C, students must complete the courses with the MO prefix in the following order – M0102, M0202, and M0302. Upon successful completion of modules A through G, students participate in 160 clock-hour Externship. Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma. Program completion normally requires 32 weeks for full-time students.

Course Number	Course Title	Credit Hours
Module A	MD101 Patient Care & Communication	3.0
	LB101 Clinical Laboratory 101	1.5
	MO102 Introductions to Computers	1.0
Module B	MD201 Medical Mgmt/Nervous & Digestive Systems	3.0
	LB201 Clinical Laboratory 201	1.5
	MO202 Keyboarding	1.0
Module C	MD301 Pharmacology & Disease Transmission	3.0
	LB301 Clinical Laboratory 301	1.5
	MO302 Word Processing	1.0
Module D	MD401 Cardiovascular & Respiratory Systems	3.0
	LB401 Clinical Laboratory 401	1.5
	MO402 Introduction to Insurance	1.0
Module E	MD501 Clinical Procedures	3.0
	LB501 Clinical Laboratory 501	1.5
	MO502 Patient Billing	1.0
Module F	MD601 Endocrinology & Reproduction	3.0
	LB601 Clinical Laboratory 601	1.5
	MO602 Medical Insurance Coding	1.0
Module G	MD701 Therapeutic Care & Muscular/Skeletal Systems	3.0
	LB701 Clinical Laboratory 701	1.5
	MO701 Career Development	1.5
	MD802 Externship	5.0
Program Total		44.0

MEDICAL INSURANCE AND CODING

(8 Month - Diploma)

In recent years, the medical insurance and coding profession has become indispensable to the health care field. Accurately processing health insurance claims has become more exacting at the same time health insurance plan options have rapidly expanded. These changes, combined with modifications in state and federal regulations affecting the health insurance industry, are a constant challenge to medical office personnel. Therefore, those responsible for processing health insurance claims require thorough instruction.

The objective of the Medical Insurance and Coding Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in medical insurance billing. Occupations available for graduates in the Medical Insurance and Coding program are Insurance Billing Clerk, Medical Biller, and Collections and Billing.

The student will learn the basic elements of the field of insurance coding. Medical abbreviations, Computerized Medical Billing, Medical Records Management, Compliance, Medical Terminology, Medical Coding for Medical Office Applications and Hospital Applications, Including all aspects of the Insurance Coding from the relationship between the charts and the method of coding and billing to the details necessary to be a successful Medical Insurance Coder.

This training program is divided into eight learning units called modules. Students must maintain a cumulative GPA of 2.0 or greater for externship eligibility. Students must complete modules A, through G on Campus, five hours a day, four days a week. Upon successful completion of modules A through G, students participate in 160 clock-hour Externship. Students must complete the externship training within 1 to 3 month time period. Completion of the Medical Insurance Coding Program is acknowledged by the awarding of a diploma. Program completion normally requires 32 weeks for full-time students.

Course Number	Course Title	Quarter Credit Hours	Lecture/Lab/Externship Contact Hours
MI 111	A&P for Mechanical Structures	5.5	48/32/0
MI 121	A&P for Visceral Structures	5.5	48/32/0
MI 131	Medical Records Management	5.5	48/32/0
MI 141	Computerized Insurance and Billing	6.0	40/40/0
MI 151	CPT Coding for Medical Office Applications	6.0	40/40/0
MI 161	CPT Coding for Hospital Applications	6.0	40/40/0
MI 171	Medical Coding/ICD-9 Codes	6.5	56/24/0
MI 181	Externship	5.0	0/0/160
Program Total		46.0 Credit Hours	720 Clock Hours

PHARMACY TECHNICIAN (8 Month - Diploma)

The responsibilities of Pharmacy Technicians have evolved into a knowledge profession in which the need for knowledgeable, technically skilled, and competent supportive personnel is paramount. The need is exemplified by today's increased demand for trained, supportive personnel in institutional and community practice, the establishment of the National Pharmacy Technician Association (NPTA), and the recognition of technicians by many state boards of pharmacy and state pharmaceutical organizations.

Pharmacy Technicians work under close supervision of pharmacists. Pharmacy Technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations. Technicians receive written or electronic prescriptions or requests for prescription refills from patients or doctor's office. To prepare the prescription, technicians must verify, retrieve, weigh, measure, and sometimes mix the medication. Then, they select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to a patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

In hospitals, nursing homes, and assisted-living facilities, technicians may have added responsibilities. They read patient charts and prepare and deliver the medicine to patients. The technician may also mix medications utilizing aseptic and compounding techniques.

The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies. Occupations available for graduates of this program include but are not limited to the following: Pharmacy Technician, Pharmacy Service Representative, Outpatient Pharmacy Technician and Inpatient Pharmacy Technician.

The student will be introduced to the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as aspects of developing relationships between the pharmacist and the pharmacy technician necessary to be successful. The Pharmacy Technician graduate will be eligible to take the national Pharmacy Technician Certification Exam (PTCB), the Sterile Products Certification exam by The National Pharmacy Technician Association (NPTA) and be certified in CPR by a national organization.

This training program is divided into eight learning units called modules. Students must complete modules one through seven on campus. Upon successful completion of modules one through seven, students participate in a 160 clock-hour externship. Completion of the Pharmacy Technician Program is acknowledged by the awarding of a diploma. Program completion normally requires 32 weeks for full-time students. It should be noted that students enrolling in the Pharmacy Technician program will be subject to a criminal background check and drug screening.

PHARMACY TECHNICIAN (8 Month - Diploma)

Course Number	Course Title	Lecture Hours	Lab Hours	Extern	Credit Hours	
Module I	PHAT 111	Dosage Calculation	16	16	0	2.0
	PHAT 112	Introduction to Computers	16	16	0	2.0
	PHAT 113	Pharmacy Practice	16	16	0	1.5
Module II	PHAT 121	First Aid/CPR	6	10	0	1.0
	PHAT 122	Anatomy and Physiology for Mechanical Structures	64	0	0	6.0
Module III	PHAT 151	Pharmacy Law & Ethics	6	10	0	1.0
	PHAT 153	Anatomy and Physiology for Visceral Structures	64	0	0	6.0

Module IV	PHAT 142	Pharmacy Technology for Extemporaneous Compounding	40	40	0	6.0
Module V	PHAT 132	Pharmacology for Mechanical Structures	40	40	0	6.0
Module VI	PHAT 162	Pharmacology for Visceral Structures	40	40	0	6.0
Module VII	PHAT 172	Career Development	16	0	0	1.0
	PHAT 173	Pharmacy Technology for Parenteral Compounding	32	32	0	4.5
Externship	PHAT 180	Externship	0	0	160	5.0
Program Total			356	204	160	48.0

BUSINESS ADMINISTRATION (24 Months – Associate of Science Degree)

The Associate of Science degree program in Business Administration is a 24 month program that provides comprehensive training in the operation and effective use of various computer systems and software in DOS and Windows. Upon completion of the program, each student should be able to use various computer programs that address a broad spectrum of business applications and issues.

The curriculum includes an extensive study of the application of computer hardware and software to business functions such as accounting, document processing, Internet research, and Web site development and marketing. At the conclusion of this program, graduates will be prepared for entry-level positions such as Automated Accounting Specialist and Computer Office Specialist.

The program is delivered in eight 12-week quarters. Program completion normally requires 96 weeks for full-time students. Upon successful completion of all areas of the program, an Associate of Science degree in Business Administration will be awarded.

BUSINESS ADMINISTRATION (24 Months – Associate of Science Degree)

Course Number	Course Title	Credit Hours
Core Curriculum		
BN1108	Packaged Applications	6.0
BN1208	Accounting Principles I	6.0
BN1228	Document Processing	6.0
BN2408	Accounting Principles II	6.0
BN2428	Computerized Spreadsheets	6.0
BN2508	Computerized Accounting Applications	6.0
BN2528	Relational Database Applications	6.0
CN1158	Computer Fundamentals	6.0
IS1308	Web Research and Design	12.0
IS2608	Web Marketing	6.0
IS2628	E-Commerce	6.0
Core Curriculum Total Credit Hours		72.0
General Education Electives (27 hours required)		
GE1092	English Composition IA	2.25
GE1093	English Composition IB	2.25
GE1105	Introduction to Computers	4.5
GE1275	Algebra	4.5
GE1405	Speech	4.5
GE1505	Human Relations	4.5
GE1605	Critical Thinking	4.5
GE1705	Introduction to Statistics	4.5
GE1805	Social Psychology	4.5
GE1902	Survey of College Mathematics I	2.25
GE1903	Survey of College Mathematics II	2.25
GE1928	Basic Economics	4.5
GE2155	Survey of Physics	4.5
GE2255	English Composition II	4.5
General Education Total Credit Hours		27.0
Total Credit Hours		99.0

*Check with the Academic Department for the schedule of the Core courses and General Education courses offered at the campus. Core curriculum conversion rate is 12/1 and General Education conversion rate is 10/1.

COMPUTER NETWORKING TECHNOLOGY

(24 Months – Associate of Science Degree)

The Associate of Science degree program in Computer Networking Technology is a 24 month program that provides comprehensive training in computer networking. Upon completion of the program, each student will be able to install, configure, maintain, and troubleshoot local area networks, wide area networks and intranets which use DOS and Windows-based network operating systems. The curriculum includes an intensive study of general computer science including PC architecture, desktop operating systems, and related computer courses. This training serves as a starting point for advanced work in network support and administration, including LAN and WAN connectivity, network operating system implementation and support in mixed environments, and administration of enterprise services such as WWW and SQL. At the conclusion of this program, graduates will be prepared for entry-level positions such as: Network Operator, Network Support Technician, Computer Help Desk Specialist, Computer Support Specialist, and Information Technology Support Specialist.

The program is delivered in eight 12-week quarters. Program completion normally requires 96 weeks for full-time students. Upon successful completion of all areas of the program, an Associate of Science degree in Computer Networking Technology will be awarded.

COMPUTER NETWORKING TECHNOLOGY (24 Months – Associate of Science Degree)

Course Number	Course Title	Credit Hours
Core Curriculum		
BN1108	Packaged Applications	6.0
CN1156	Helpdesk Support	6.0
CN1268	Networking Concepts	6.0
CN1358	Networking Essentials	12.0
CN1359	Network Security	6.00
CN2456	Computer Architecture/Software	6.00
CN2466	Computer Architecture/Hardware	6.00
CN2558	Network Implementation & Support	12.0
CN2668	Routers & Switches	6.00
CS1208	Programming I	6.0
Core Curriculum Total Credit Hours		72.0
General Education Electives (27 hours required)		
GE1092	English Composition IA	2.25
GE1093	English Composition IB	2.25
GE1105	Introduction to Computers	4.5
GE1275	Algebra	4.5
GE1405	Speech	4.5
GE1505	Human Relations	4.5
GE1605	Critical Thinking	4.5
GE1705	Introduction to Statistics	4.5
GE1805	Social Psychology	4.5
GE1902	Survey of College Mathematics I	2.25
GE1903	Survey of College Mathematics II	2.25
GE1928	Basic Economics	4.5
GE2155	Survey of Physics	4.5
GE2255	English Composition II	4.5
General Education Total Credit Hours		27.0
Total Credit Hours		99.0

*Check with the Academic Department for the schedule of the Core courses and General Education courses offered at the campus. Core curriculum conversion rate is 12/1 and General Education conversion rate is 10/1.

CRIMINAL JUSTICE

(24 Months – Associate of Science Degree)

The Associate of Science Degree program in Criminal Justice is designed to prepare the student for entry into or advancement within the criminal justice system in any of the many areas existing within the career field. The objective of this program is to prepare graduates for entry-level positions such as Law Enforcement, Security, Entry-level Field Investigation, Loss Prevention Officer, Private Investigator, Victim Services, Hotel Security, Law Clerk, Corrections Officer, Juvenile Corrections, and Crime Scene Technician.

The program is delivered in eight twelve-week quarters. Many of the courses are designed to be offered on a rotating basis. Program completion normally requires 24 months for full-time students. Upon successful completion of all areas of the program, graduates will receive an Associate of Science Degree in Criminal Justice.

CRIMINAL JUSTICE

(24 Months – Associate of Science Degree)

Course Number	Course Title	Credit Hours
Core Curriculum		
BN1108	Packaged Applications	6.0
CJ1508	Survey of the Criminal Justice System	6.0
CJ1518	Substantive Criminal Law	6.0
CJ1528	Constitutional Law	6.0
CJ1538	Criminal Investigations and Evidence Processing	6.0
CJ1548	Survey of Correctional Systems	6.0
CJ1558	Law Enforcement Operations & Community Policing	6.0
CJ1568	Survey of Forensic Sciences	6.0
CJ2708	Liability & Ethics for the Criminal Justice Professional	6.0
CJ2718	Communications for Criminal Justice Professional	6.0
CJ2728	Security Management	6.0
CJ2738	Criminology and Victimology	6.0
Core Curriculum Total Credit Hours		72.0
General Education Electives (27 hours required)		
GE1092	English Composition IA	2.25
GE1093	English Composition IB	2.25
GE1105	Introduction to Computers	4.5
GE1275	Algebra	4.5
GE1405	Speech	4.5
GE1505	Human Relations	4.5
GE1605	Critical Thinking	4.5
GE1705	Introduction to Statistics	4.5
GE1805	Social Psychology	4.5
GE1902	Survey of College Mathematics I	2.25
GE1903	Survey of College Mathematics II	2.25
GE1928	Basic Economics	4.5
GE2155	Survey of Physics	4.5
GE2255	English Composition II	4.5
General Education Total Credit Hours		27.0
Total Credit Hours		99.0

*Check with the Academic Department for the schedule of the Core courses and General Education courses offered at the campus. Core curriculum conversion rate is 12/1 and General Education conversion rate is 10/1.

OPERATIONS MANAGEMENT

(Bachelor of Science Degree in Operations Management)

The bachelor of science degree in Operations Management is designed to prepare students for career positions in business and industry. The program is designed to further develop the decision-making skills and problem solving behaviors needed for professional administrators. The unique course content, and instructional methods integrate the latest technologies with creative thinking to provide the candidate with a basis for developing sound administrative behaviors. The technical skills required for executive level business positions, as well as the ethical and moral considerations of business, are emphasized.

Graduates of this program are qualified to accept positions such as: Administrative Service and Facility Manager, Entry-level Management Analyst, General Manager of Service or Retail Business, General Manager of Technical Organization, General Manager of Graphics Business, Industrial Production Control and Scheduling Manager, Inventory Manager, Line Manager, Materials Manager, Operations Manager, Operations Planning Analyst, Production Manager, Purchasing Manager, Quality Manager, Reports Analysis Manager, and Transportation Operations Manager.

The prerequisite for admission to this degree program is an associate's degree in a technical or business field with a minimum of 90 quarter credit hours, or the equivalent, with a minimum of 24 quarter credit hours, or equivalent, in general education courses. After meeting these requirements, students may apply for admission into the BS program. Specific entrance requirements and prerequisites may be found in the "Admissions Requirements" section of this catalog.

A minimum of 180 quarter credit hours (90 quarter credit hours in associate or lower level and 90 quarter credit hours in bachelor upper level coursework) are needed for a Bachelor of Science Degree in Operations Management. Students who enroll in lower and upper level courses at Remington College will graduate with a total of 180 quarter credit hours. Program completion normally requires 36 months for full time students. Graduates of the program will receive a bachelor's degree in Operations Management.

OPERATIONS MANAGEMENT

(Bachelor's Degree in Operations Management)

Associate or Lower Level Course Work		
Minimum General Education		24
Minimum Technical and/or Business Core		66
Total Credit Hours in Associate or Lower Level Coursework		90
Course Number	Course Title	Credit Hours
Bachelor or Upper Level Course Work*		
OM4612	Introduction to Operations Management	10
OM4622	Regulatory Environment of Business	10
OM4632	Human Resource Management	10
OM4652	Quantitative Business Analysis	10
OM4662	Managerial Accounting	10
OM4692	Principles of Marketing	10
Bachelor or Upper Level Core Curriculum Total Credit Hours		60
Bachelor or Upper Level General Education Courses (*six courses required)		
GE3624	Topics in Sociology	5
GE3626	Political Science	5
GE3630	Logic and Reasoning	5
GE4617	Advanced Composition, Style and Technique	5
GE4618	Statistics	5
GE4619	Organizational Psychology	5
GE4625	Environmental Science	5
GE4627	Mass Communications	5
GE4628	Ethics	5
GE4629	Global Economics	5
GE4630	Organizational Behavior	5
Bachelor or Upper Level General Education Total Credit Hours		30
Total Credit Hours in Bachelor or Upper Level Coursework		90
Total Credit Hours in the Operations Management - Bachelor of Science program		180

* Students who elect to enroll in the Online BSOM degree program are subject to the same academic and programmatic requirements as those electing to enroll in the traditional classroom-based program.

CAMPUS LOCATION AND FACILITIES

Remington College–Jacksonville Campus is located at 7011 A.C. Skinner Parkway, Suite #140 one of Jacksonville’s newest business complexes. The 25,000 square foot space is minutes from regional recreational, hospitality, and waterfront amenities. The Campus is divided into administrative and training areas. The training area includes approximately twenty classrooms with computer labs, an Information Resource Center and other specialized classrooms.

In addition to the Main Campus, Remington College-Jacksonville Campus maintains 9,709 square feet of classroom and lab space located at 7020 A.C. Skinner Parkway, Suite 150. This space is located across the street from the main campus.

Both facilities provide adequate, well lit parking in an area adjacent to the building. The business complex provides security for the evening classes.

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).
- Criminal Justice equipment may include: NIC kits, evidence markers, fingerprint powder, sketching templates and cameras.
- Electronic course equipment may include: computer(s), printer(s), various testers, meters, trainers, logic analyzers, function generators, and power supplies.
- Information Technology course equipment may include the following depending on program area: computer(s), printer(s), scanner(s), software programs, software languages, routers, testers, and meters.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, EKG machines, 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.
- Massage Therapy equipment may include: massage chairs, tables, and equipment found in a typical massage clinic.

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 – Jacksonville Campus is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT). The ACCSCCT is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. 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 – Jacksonville 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.

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 recruiter 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.

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.

Minimum Measurement Point (as a percent of Program Length)	Minimum CGPA
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

Program Length (Minimum # of Credits Required to Complete Program)	Minimum Measurement Point in Credits Completed	Minimum CGPA Requirement
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
90	24	1.00
	45	1.50
	90	2.00
96	24	1.00
	48	1.50
	96	2.00
99	24.75	1.00
	49.5	1.50
	99	2.00

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

Program Length (Minimum # of Credits Required to Complete Program)	Minimum Measurement Point in Credits Attempted	Minimum Credits Completed Requirement
44	33	11
	44	22
	66	44
46	34.5	11.5
	46	23
	69	46
48	36	12
	48	24
	72	48
54	40.5	13.5
	54	27
	81	54
90	72	22.5
	90	45
	135	90
96	72	24
	96	48
	144	96
99	74.25	24.75
	99	49.5
	148.5	99

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

A SAP Met status indicates that at the established evaluation point the student passed SAP evaluation criteria. A student’s status is SAP Met and the student remains eligible for Title IV funding if the student achieves the minimum SAP requirements, as shown in the Minimum CGPA Requirement and Minimum Credits Completed Requirement charts above.

SAP Probation One

A student who fails to meet the above minimum SAP requirements will be placed on SAP Probation One. If the student meets the minimum SAP requirements during the SAP Probation One grading period, the student will be acknowledged as having met SAP requirements. If the student does not meet the minimum SAP requirements during the SAP Probation One grading period, the student will be placed on SAP Probation Two.

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

SAP Probation Two

A student placed on SAP Probation One who fails to meet the above minimum SAP requirements in the following grading period will be placed on SAP Probation Two. If the student meets the minimum SAP requirements during the SAP Probation Two grading period, the student will be acknowledged as having met SAP requirements. If the student does not meet the minimum SAP requirements during the SAP Probation Two grading period, the student will be placed on SAP Dismissal.

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

SAP Dismissal

A student placed on SAP Probation Two who fails to meet the above Minimum SAP Requirements in the following grading period will be placed on SAP Dismissal. (See Re-Enrollment Policy regarding application to Satisfactory Academic Progress Policy.)

The student is not eligible for future Title IV funding and will not be eligible to re-enroll in any program at any Remington College campus.

SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS

Students may appeal a determination that they are not meeting SAP by submitting an appeal 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.