

## **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 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

### LOUISIANA DEGREE PROGRAM REFUND POLICY TABLE

| If the student withdraws:                        | The student owes:                      |
|--|--|
| During the first 10 days of period of obligation | 25% of period tuition cost plus fees*  |
| Day 11-24 of period of obligation                | 50% of period tuition cost plus fees*  |
| Day 25 through end of period of obligation       | 100% of period tuition cost plus fees* |

### LOUISIANA DIPLOMA PROGRAM REFUND POLICY TABLE

| If the student withdraws:                                    | The student owes:                      |
|--|--|
| During the first week of classes of the period of obligation | 10% of period tuition cost plus fees*  |
| During the next three weeks of period of obligation          | 25% of period tuition cost plus fees*  |
| During the first 25% of the period of obligation             | 45% of period tuition cost plus fees*  |
| During the second 25% of the period of obligation            | 70% of period tuition cost plus fees*  |
| After 50% of the period of obligation                        | 100% of period tuition cost plus fees* |

\*The fees include any fees included on the front of the enrollment agreement and any administrative fee. For the medical assistant program, the registration fee, application fee, and administrative fee are one and the same. This fee cannot exceed \$150.00.

### 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.

## MEDICAL ASSISTING

### DIPLOMA

8 Months

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

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

This Program requires completion of a minimum of 44 credit hours including any transfer credits that have been accepted. Program completion normally requires eight months for full-time students (assuming the externship is completed at 40 hours per week).

The Medical Assisting Diploma Program is divided into seven monthly academic periods (LB101 through MO701) and one externship period (MD801). 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 |                      |
| LB101         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| LB201         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| LB301         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| LB401         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| LB501         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| LB601         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| LB701         | Clinical Laboratory                              | 0           | 32         | 0          | 1.50                 |
| MD101         | Patient Care and Communication                   | 32          | 0          | 0          | 3.00                 |
| MD201         | Medical Management/Nervous and Digestive Systems | 32          | 0          | 0          | 3.00                 |
| MD301         | Pharmacology and Disease Transmission            | 32          | 0          | 0          | 3.00                 |
| MD401         | Cardiovascular and Respiratory Systems           | 32          | 0          | 0          | 3.00                 |
| MD501         | Clinical Procedures                              | 32          | 0          | 0          | 3.00                 |
| MD601         | Endocrinology and Reproduction                   | 32          | 0          | 0          | 3.00                 |
| MD701         | Therapeutic Care and Muscular/Skeletal Systems   | 32          | 0          | 0          | 3.00                 |
| MD801         | Externship                                       | 0           | 0          | 160        | 5.00                 |
| MO102         | Introduction to Computers                        | 16          | 0          | 0          | 1.00                 |
| MO202         | Keyboarding                                      | 16          | 0          | 0          | 1.00                 |
| MO302         | Word Processing                                  | 16          | 0          | 0          | 1.00                 |
| MO402         | Introduction to Insurance                        | 16          | 0          | 0          | 1.00                 |
| MO502         | Patient Billing                                  | 16          | 0          | 0          | 1.00                 |
| MO602         | Medical Insurance Coding                         | 16          | 0          | 0          | 1.00                 |
| MO701         | Career Development                               | 16          | 0          | 0          | 1.50                 |
| <b>Total:</b> |  | <b>336</b>  | <b>224</b> | <b>160</b> | <b>44</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.

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.

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.

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>Total:</b> |  | <b>360</b>  | <b>360</b> | <b>0</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.

| 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>Total:</b> |             | <b>240</b>  | <b>1260</b> | <b>0</b>   | <b>84</b>            |

# ELECTRONIC TECHNOLOGY

## DIPLOMA

12 Months

The Electronic Technology Diploma Program provides training in basic electronics and electronic technology. The curriculum explores both fundamental and advanced theories in electronics, integrated circuits, microprocessors, computer technology, and home electronics. Hands-on laboratory experiences and computerized simulations are an integral part of the program courses.

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

This Program requires completion of a minimum of 72 credit hours, including any transfer credits that have been accepted. Program completion normally requires 48 weeks for full-time students.

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

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

| Course Number | Course Name                    | Clock Hours |            |            | Quarter Credit Hours |
|---------------|--------------------------------|-------------|------------|------------|----------------------|
|               |                                | Lecture     | Lab        | Externship |                      |
| CN113         | Computer Software              | 40          | 40         | 0          | 6.00                 |
| CN114         | Computer Hardware              | 40          | 40         | 0          | 6.00                 |
| ET118         | DC Fundamentals                | 40          | 40         | 0          | 6.00                 |
| ET119         | AC Fundamentals                | 40          | 40         | 0          | 6.00                 |
| ET210         | Low-Voltage Electrical Systems | 40          | 40         | 0          | 6.00                 |
| ET212         | Solid State Devices            | 40          | 40         | 0          | 6.00                 |
| ET312         | Cables and Cabling             | 40          | 40         | 0          | 6.00                 |
| ET313         | Digital Electronics            | 40          | 40         | 0          | 6.00                 |
| ET314         | Microcontrollers               | 40          | 40         | 0          | 6.00                 |
| ET315         | Electronic Control Systems     | 40          | 40         | 0          | 6.00                 |
| ET317         | Motors and Controllers         | 40          | 40         | 0          | 6.00                 |
| ET318         | Residential Networks           | 40          | 40         | 0          | 6.00                 |
| <b>Total:</b> |                                | <b>480</b>  | <b>480</b> | <b>0</b>   | <b>72</b>            |

**BUSINESS ADMINISTRATION**  
**ASSOCIATE OF 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.

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.

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 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 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 principles. In addition, the curriculum includes a study of general computer science, including computer architecture, networking principles, and desktop and server operating systems and applications.

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

This Program requires completion of a minimum of 96 credit hours, including any transfer credits that have been accepted. Program completion normally requires 24 months for full-time students.

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 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>                   |

**CRIMINAL JUSTICE**  
**ASSOCIATE OF SCIENCE**  
 24 Months

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

This Program requires completion of a minimum of 96 credit hours, including any transfer credits that have been accepted. Program completion normally requires 24 months for full-time students.

The Criminal Justice 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 Science in Criminal Justice.

| <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                        |
| CJ1508   | Survey of Criminal Justice Systems                         | 6.00                        |
| CJ1518   | Substantive Criminal Law                                   | 6.00                        |
| CJ1528   | Constitutional Law   | 6.00                        |
| CJ1538   | Criminal Investigations and Evidence Processing            | 6.00                        |
| CJ1548   | Survey of Correctional Systems                             | 6.00                        |
| CJ1558   | Law Enforcement Operations and Community Policing          | 6.00                        |
| CJ1568   | Survey of Forensic Science                                 | 6.00                        |
| CJ2708   | Liability and Ethics for the Criminal Justice Professional | 6.00                        |
| CJ2718   | Communications for the Criminal Justice Professional       | 6.00                        |
| CJ2728   | Security Management  | 6.00                        |
| CJ2738   | Criminology and Victimology                                | 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 – Lafayette Campus is located at 303 Rue Louis XIV, Lafayette, LA. The Campus is comprised of two buildings with approximately 36,000 combined square feet including 25 classrooms, labs, an Information Resource Center, student and faculty break rooms, and administrative offices. 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).
- Criminal Justice equipment may include: Narcotics Investigation Kits, evidence markers, fingerprint powder, sketching templates and cameras.
- Electronic Technology course equipment may include: computer(s), various testers, trainers, oscilloscopes, Programmable Logic Controller trainers, and various electronic supplies.
- Information Technology course equipment may include the following depending on program area: computer(s), printer(s), scanner(s), software programs, software languages, routers, testers, and meters.
- Cosmetology equipment may include: mannequins, hydraulic styling chairs, shampoo bowls, manicure tables, foot spas, and facial beds.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, EKG machines, 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.

### **ACICS ACCREDITATION**

Remington College – Lafayette Campus is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980 Washington, DC 20004-4241, phone number (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

### **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 – Lafayette Campus is licensed by the State of Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Licenses are renewed by the State of Louisiana Board of Regents on an annual renewal basis for diploma programs and every two years for degree granting programs. Licensed institutions have met minimal operational standards set forth by the State of Louisiana, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization. Additionally, the campus maintains a proprietary school license in order to offer diploma program(s). The Cosmetology Program is not licensed by the State of Louisiana Board of Regents and does not adhere to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission; the Cosmetology Program is licensed and regulated by the Louisiana State Board of Cosmetology.

## **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><br>(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><br>(Minimum # of Credits Required to Complete Program) | <b>Minimum Measurement Point in Credits Completed</b> | <b>Minimum CGPA Requirement</b> |
|--|---|---------------------------------|
| 44   | 11  | <b>1.00</b>                     |
|  | 22  | <b>1.50</b>                     |
|  | 44  | <b>2.00</b>                     |
| 46   | 11.5  | <b>1.00</b>                     |
|  | 23  | <b>1.50</b>                     |
|  | 46  | <b>2.00</b>                     |
| 48   | 12  | <b>1.00</b>                     |
|  | 24  | <b>1.50</b>                     |
|  | 48  | <b>2.00</b>                     |
| 54   | 13.5  | <b>1.00</b>                     |
|  | 27  | <b>1.50</b>                     |
|  | 54  | <b>2.00</b>                     |
| 60   | 15  | <b>1.00</b>                     |
|  | 30  | <b>1.50</b>                     |
|  | 60  | <b>2.00</b>                     |

| <b>Program Length</b><br>(Minimum # of Credits<br>Required to Complete<br>Program) | <b>Minimum<br/>Measurement Point<br/>in Credits Completed</b> | <b>Minimum<br/>CGPA Requirement</b> |
|--|---|-------------------------------------|
| 72   | 18  | <b>1.00</b>                         |
|  | 36  | <b>1.50</b>                         |
|  | 72  | <b>2.00</b>                         |
| 84   | 21  | <b>1.00</b>                         |
|  | 42  | <b>1.50</b>                         |
|  | 84  | <b>2.00</b>                         |
| 90   | 22.5  | <b>1.00</b>                         |
|  | 45  | <b>1.50</b>                         |
|  | 90  | <b>2.00</b>                         |
| 96   | 24  | <b>1.00</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><br>(Minimum # of Credits<br>Required to Complete<br>Program) | <b>Minimum<br/>Measurement Point<br/>in Credits Attempted</b> | <b>Minimum<br/>Credits Completed<br/>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>  |

| <b>Program Length</b><br>(Minimum # of Credits<br>Required to Complete<br>Program) | <b>Minimum<br/>Measurement Point<br/>in Credits Attempted</b> | <b>Minimum<br/>Credits Completed<br/>Requirement</b> |
|--|---|--|
| 60   | 45  | 15   |
|  | 60  | 30   |
|  | 90  | 60   |
| 72   | 54  | 18   |
|  | 72  | 36   |
|  | 108   | 72   |
| 84   | 63  | 21   |
|  | 84  | 42   |
|  | 126   | 84   |
| 90   | 67.5  | 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.