

## **College Catalog**

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**NOTICE: This catalog is effective as of the date of publication. The institution reserves the right to modify organizational structures, schedule of courses, curriculum, and policies and procedures as circumstances dictate or as required by changes in applicable regulations. The accompanying addendum supplements this catalog, and this catalog and the addendum comprise the complete College Catalog.**

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## **INTRODUCTION**

Thank you for your interest in Remington College.

For those of you considering attending Remington College's Honolulu Campus ("Campus"), we encourage you to read this Catalog to gain a full understanding of the various programs and services offered by Remington College, and to talk with Campus Representatives.

For those of you who have made the decision to attend Remington College, congratulations! We hope that you will find your time at Remington College to be both educational and rewarding, and that your efforts will help you on your way to a better career and a more fulfilling and enjoyable life. Please take the time to read this entire Catalog to obtain a thorough understanding of the programs and services.

By way of introduction, Remington College is a common name used by all campuses of a group of affiliated companies of nonprofit post-secondary educational institutions. Remington College, and the predecessor owners, have operated the colleges since 1985. Currently Remington College has one or more campus locations in the following states: Alabama, Arkansas, Florida, Hawaii, Louisiana, Ohio, South Carolina, Tennessee, and Texas.

Remington College offers both degree and non-degree (diploma) programs of study intended to provide students with the education and training needed for entry-level positions in a variety of career fields including: business, computers/information technology, criminal justice, electronics, graphic arts and health sciences (sometimes referred to as "allied health programs").

Financial aid is available for those who qualify. (For a detailed discussion of available financial aid and financial assistance programs, refer to the Financial Aid section of this Catalog.)

In addition to financial aid and financial assistance services, each Remington College campus also offers placement assistance to assist students in their effort to find suitable employment upon completion of their program of study. (For more information see the Student Services section of this Catalog.)

### **CAMPUS LOCATION AND FACILITIES**

The Campus is located at 1111 Bishop Street, Suite 400, Honolulu, HI and is comprised of approximately 28,018 square feet including 11 classrooms, two medical labs, nine computer laboratories, three Massage Therapy labs, a Massage Therapy clinic, an Information Resource Center, student lounge, and 12 administrative offices.

Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

### **ACCREDITATION, AFFILIATIONS AND LICENSING**

The Campus:

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

#### **ACCSC ACCREDITATION**

The Campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, phone number (703) 247-4212. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a national accrediting agency.

#### **STATE LICENSURE**

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization. The Massage Therapy and Medical Billing and Coding programs are licensed under Chapter 101 of the Department of Education's Administrative Rules for the licensing of Private Trade, Vocational or Technical Schools in the state of Hawaii. Additionally, Remington College is listed an authorized institution with Department of Commerce and Consumer Affairs, Hawaii Post-Secondary Education Authorization Program.

## **CONTRACTUAL RELATIONSHIPS**

A student contracting with Remington College has a legal relationship only with Remington College and has no legal relationship with other affiliated companies. Students agree and acknowledge by the signing of their Application and Enrollment Agreement (and such other documents as may be required for admission to Remington College), that no legal relationship exists between the students and any legal entity other than Remington College.

## **EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT**

The vision of Remington College is to operate at all times in accordance with the highest ethical standards while continually striving to improve the quality of education, services and value provided to our students, employers and the community, and to provide security to our employees and their families by ensuring the long-term viability of our Campuses.

The mission of Remington College is to contribute to the public good by providing relevant, career-focused education designed and intended to help students acquire the knowledge and develop the skills and abilities necessary for successful entry into their chosen career fields. Remington College believes that a well-educated workforce contributes to the economic and social vibrancy of the diverse communities in which its students, faculty, and staff live. To accomplish its mission, Remington College is committed to providing a caring learning environment in which a technically rich, intellectually stimulating, quality education is delivered by a dedicated faculty and staff.

## ADMISSIONS REQUIREMENTS AND PROCEDURES

Applicants for admission, must visit the campus, meet with an Admissions Representative, and tour the facilities.

To be admitted an applicant must:

- 1) Execute an Application and Enrollment Agreement with Remington College. If the applicant is a minor, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant. Prior to executing an Application and Enrollment Agreement, Criminal Justice applicants must also (i) complete a Criminal History Acknowledgement and Self-Disclosure Form and (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check.
- 2) Provide documentation of high school graduation or equivalent (such as a GED) prior to enrollment (i.e., before the Enrollment Agreement is signed by the accepting school official and before being allowed to start classes).

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

- a) Copy of the high school diploma or equivalent, such as a GED.
- b) Copy of a high school or college transcript indicating high school graduation status.
- c) Copy of form DD214 indicating graduation status.
- d) Copy of a letter indicating graduation status and graduation date from an appropriate school official or state official.
- e) Such other documentation as deemed acceptable by the Chief Academic Officer for Remington College.

### Student with Foreign High School Transcripts

Applicants for admission who have obtained a high school diploma outside of the United States must provide proof that they hold the equivalent of a U.S. high school diploma, prior to attending class. This proof must be obtained by having the high school diploma translated to English, evaluated, and certified as equivalent to a U.S. high school diploma by a foreign evaluation service which is recognized by the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The applicant is responsible for paying all fees associated with the evaluation, which is to be sent directly to the Chief Academic Officer. The Chief Academic Officer, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.

- 3) Take and pass a standardized entrance exam. The Wonderlic Scholastic Level Exam (SLE) will be used as the sole acceptable entrance exam for all applicants. The required passing score for the Wonderlic exam will be 10 or higher for all programs. Applicants will be allowed to take the entrance exam a maximum of three times. If an applicant must take the entrance exam a third time it may not be administered until 12 hours after taking the second exam. Applicants who fail to achieve a passing score after the third exam will never be eligible for admission into any Remington College campus. The Wonderlic exam is not required for students entering a program who can show proof of an associate's degree or higher from an accredited college.
- 4) For admission into the Criminal Justice bachelor degree program, applicants must have an associate's degree in Criminal Justice or a related field as determined by the Chief Academic Officer (or his/her designee) for Remington College with a minimum of 90 quarter credit hours in lower-level coursework, of which a minimum of 24 credit hours must be in general education in fields such as math, English, social sciences, and communications, or the equivalent from a nationally or regionally accredited institution.
- 5) No later than 30 days after the class start date the student must have made satisfactory financial arrangements to provide for complete payment of all amounts expected to be due to the institution for Tuition and fees. This requirement may include, but is not limited to, the completion of credit applications, financial aid applications and forms (if the applicant wishes to apply for financial aid), and the execution of promissory notes or other documents necessary to obtain the requisite financial aid or other financial assistance. Students who have not met this requirement to the satisfaction of Remington College will be dropped, and any Tuition charged up to this date will be the responsibility of the student. **Any exceptions to this requirement must be approved in writing by the National Director of Financial Aid (or his/her designee) for Remington College.**



- 6) Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to the first scheduled class of the program for which the applicant is applying. If this requirement is not met, the applicant will not be eligible to enroll in that program for that term. **Any exceptions to this requirement must be approved in writing by the Chief Executive Officer (or his/her designee) for Remington College.**
- 7) All applicants for all programs at are required to present, prior to admission, a valid certificate issued within twelve months prior to entry at Remington College demonstrating that he or she is free of tuberculosis in a communicable form. The examination for tuberculosis shall include a tuberculin test and if the test shows a positive reaction, a chest x-ray is required. A negative tuberculin test or chest x-ray shall be accepted as evidence of freedom from tuberculosis.

## **ACTIVATION**

In order to be activated (to officially become a student), applicants must meet the minimum requirements as set forth below. Applicants who do not meet the activation criteria will be canceled.

### **CRITERIA FOR ACTIVATION**

- Satisfy the requirements for admissions as set forth above, and
- Satisfy the attendance requirements as set forth below.

In addition to the above, the criminal background check performed on Criminal Justice applicants must reflect no prior criminal history or the activation must be approved by Remington College's Legal Department.

### **Activation Period**

The activation period begins the first day classes are scheduled to begin and ends at the close of the last day of scheduled classes in the second week of the term in which the applicant begins classes. Any exceptions to the activation deadline must be approved by the Chief Academic Officer (or his/her designee) for Remington College.

### **Attendance Requirements for Activation**

In order to be eligible for activation, all applicants must meet the following attendance requirements for the term in which they begin classes:

- For applicants enrolled in courses delivered residentially:
  - Attend at least one class on at least 50% of the days classes are scheduled in the activation period, and
  - Attend at least one class on at least 50% of the days classes are scheduled in the second week of the term.
- For applicants enrolled in only courses delivered via distance education (on-line), attend at least once during the first two weeks of the term.

**Applicants enrolled in courses delivered both residentially and via distance education (on-line) will be required to meet the activation requirements for applicants enrolled in courses delivered residentially. However, please note that failure to attend any scheduled distance education (on-line) courses during the first two weeks may result in the applicant being dropped from those courses. Please see the Procedures-Drop/Add Period and Adding or Dropping Courses policies for additional information.**

Exceptions to the Attendance Requirements for Activation may be granted only upon written request from the Campus President or Director of Education and with the written approval of the Chief Academic Officer (or his/her designee) for Remington College.

In the event any scheduled classes are canceled due to weather or other reasons during the first two weeks of the term, the Master Registrar of Remington College and the Campus President shall determine the percentage of class attendance required for activation for the term in which the cancellations occurred.

### **PROCEDURES-DROP/ADD PERIOD**

For "new students" (i.e., individuals beginning their program of study), and for former students who are "re-enrolling" in a program of study in which they were previously enrolled, the drop/add period is equal to the "activation period". For continuing students beginning a new term, the drop/add period is one week (ending at 11:59 PM Central time on the seventh day of the term). The drop/add period is the same for all programs.

### **Adding or Dropping Courses**

Students may add a course(s) or drop from a course(s) during the drop/add period. Additionally, a student will be dropped from any course in which the student has no positive attendance recorded during the drop/add period. No grade will be recorded and no Tuition will be charged for courses dropped during the drop/add period.

A student who was dropped from a course for having no positive attendance recorded during the drop/add period, may request to be reinstated into the course. Such request must be made in writing and submitted to the Director of Education within 72 hours of the end of the drop/add period and, in order to be granted, requires the approval of the Chief Academic Officer (or his/her designee).

Students may drop courses after the drop/add period, however, a grade will be recorded and Tuition will be charged. Students who drop or are dropped from a course(s) after the drop/add period will receive the following grade(s):

- A "W" if student drops/is dropped before 50% of Grading Period is completed.
- A "W" if more than 50% of the Grading Period has been completed AND student has a passing grade at the point in time when student drops/is dropped.
- An "F" if failing after 50% of Grading Period.

### **PRIOR LEARNING CREDIT**

After being admitted as a student at Remington College, the student can request a Course Challenge. A Course Challenge is a request to complete an exam similar to the final exam for the course. Some exams may require a lab demonstration component. The test will be a proctored exam, administered by a program specific representative.

Successful completion of the exam with a grade of 70% or higher will qualify for Prior Learning Credit. The course grade will show on the student's transcript as "TO" to document course completion. Once enrolled, the student can request the Course Challenge Request Form from the Campus President or Director of Education. A Course Challenge is not eligible once a student attempts the course. The completed form must be submitted and the Course Challenge exam must be completed prior to attempting or attending the course for which the student is requesting the challenge.

A student is no longer eligible to request a Course Challenge once the student attempts 50% of the program credits.

Not all courses are eligible for Prior Learning Credit and certain programs may require a higher passing grade to fulfill the program specific requirements. The Chief Academic Officer can authorize approval for a Course Challenge when mitigating circumstances are presented. Prior Learning Credit will be counted as attempted and earned credit for the purpose of measuring the quantitative component of Satisfactory Academic Progress, but will not be calculated in the student's Grade Point Average for the purpose of measuring the qualitative component of Satisfactory Academic Progress.

### **TRANSFER CREDIT**

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

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

Remington College will consider accepting transfer credits only from accredited colleges and universities, Joint Services Transcript (JST), Defense Activity for Non- Traditional Education Support (DANTES/DSST) transcript, College Level Examination Program (CLEP) score, and/or Community College of the Air Force (CCAF).

- The credits must have been determined by the appropriate campus administrator and the Campus registrar, or his or her designee, to be at the appropriate level and "equivalent" to the course or courses being obviated by virtue of transfer credit being accepted;
- Remington College must be provided with an official transcript directly from the "sending" institution;
- The student must have earned a grade of "C" or higher, and;
- The determination that a transfer credit will be accepted must be made prior to attempting 50% of the program credits and at least one week before the term in which the student is scheduled to take the course or courses to be obviated. A student who enrolls/registers in a course that may be awarded later as transfer credit will not be issued a refund for that course in which he/she was enrolled prior to receiving transcripts if the course proves to be unnecessary.

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

No more than 50% of a program’s total credit hour requirements may be satisfied with transfer credits. Exceptions to extend up to 75% transfer credit must be approved by the Chief Academic Officer. Credit hours earned at a Remington College location other than the Honolulu Campus are not deemed to be transfer credits for purposes of applying this transfer credit limitation, and the grades earned therein shall be included in the calculation of the student’s CGPA.

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

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

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

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

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

## **LIMITATIONS ON TRANSFERABILITY OF CREDITS TO NON-AFFILIATED EDUCATIONAL INSTITUTIONS**

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the “accepting institution.” Remington College has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits from Remington College. Accordingly, Remington College does not make any representation that credits from Remington College will be transferable to any non-affiliated college or educational institution, nor is any representative of Remington College authorized to make any such representation or promise of transferability.

Remington College offers programs that are career-focused. The courses that comprise the programs are designed to offer training considered to be required or desired for a specific career. Accordingly, the courses may be very different from courses that might be offered by an educational institution that offers more traditional, and therefore, more generalized education.

The student is advised that Remington College accepts no liability if credits earned at Remington College will not transfer to another educational institution, except that such credits may be accepted by other Remington College campuses. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Prospective students are advised not to attend this Campus if their intention is to obtain credits for the purpose of transferring those credits to a non-affiliated educational institution. Remington College does not promise, represent or guarantee that credits from Remington College will transfer to any non-affiliated college or educational institution.

As previously described in this Catalog, Remington College is a member of a group of affiliated campuses. Each of the affiliated campuses accepts transfer credits from other affiliated campuses to the extent that the receiving campus offers identical or substantially similar programs or courses.

While some non-affiliated educational institutions may accept the transfer of credits from the programs offered by Remington College, students and prospective students should assume that credits from Remington College will not transfer to non-affiliated educational institutions. The Application and Enrollment Agreement contains language advising students that credits from Remington College are not likely to be accepted by non-affiliated educational institutions and that Remington College accepts no liability related thereto.

## **FULL-TIME STUDENTS**

Students enrolled in degree programs are considered to be full time if they are enrolled for twelve (12) or more Credit Hours at the end of the add/drop period of a Quarter or scheduled for eighteen (18) or more Credit Hours for the Term.

Students enrolled in diploma programs are considered to be full time if they are scheduled for 20 classroom or laboratory hours per week.

## **RE-ENROLLMENT AND RE-ENTRY POLICY**

Former students of Remington College who have dropped or been dropped and who wish to return to Remington College to re-enroll into the same program in which they were previously enrolled, or to re-enter Remington College in a different program are generally eligible to re-enroll or re-enter provided that:

- It has been less than 10 years since the date on which the former student ceased enrollment at Remington College,
- The program into which the former student wishes to re-enroll or to enter is being offered by the Campus at the time, and
- He or she meets the eligibility requirements for enrolling in the program that are applicable at the time.

Former students who have been out of Remington College for more than one year but less than ten years and who earned a cumulative GPA of less than 2.5 during their prior enrollment will be eligible to re-enroll or re-enter only with the express written approval of the Chief Academic Officer, which approval shall be at the sole discretion of the Chief Academic Officer.

Former students wishing to re-enroll or re-enter must have completed an Application no later than the close of business on the Tuesday preceding the start date of the term into which they seek to re-enroll or re-enter.

Note: Program requirements of the various programs may change over time. Accordingly, students wishing to re-enroll should be aware that some or all of the credit hours earned during their prior enrollments may not qualify for credit toward the current program requirements.

The eligibility of the Applicant seeking to re-enroll or re-enter is subject to the following criteria:

**ACADEMIC CRITERIA**

- 1) Former students who were dropped for violating the Student Code of Conduct (“SCC”) are not eligible to re-enroll or re-enter.
- 2) Former students who were dropped for failure to maintain Satisfactory Academic Progress (“SAP”) are not eligible to re-enroll.
- 3) Former students must have completed and executed both an Application and an Enrollment Agreement which has been executed by an authorized representative of Remington College and both documents must have been fully executed prior to the beginning (start time) of the class or term into which the Applicant is attempting to re-enroll or re-enter.
- 4) Former students who have dropped three times are not eligible to re-enroll or re-enter except this limitation can be waived in rare and special circumstances ONLY by the Chief Executive Officer of Remington College.

Note: Occasionally, students will be dropped by Remington College for administrative reasons, such as when a class needed by the student is not being offered in the upcoming term. Such drops will be recorded as “Administrative Drops” and will NOT be counted as a “drop” for purposes of the three drop limitation described above.

**FINANCIAL CRITERIA**

Former students seeking to re-enroll or re-enter must have made satisfactory financial arrangements in order to be eligible to re-enroll or re-enter. Generally the financial arrangements will be deemed satisfactory if the Applicant has demonstrated his or her ability to pay his or her cost of attendance for the re-enrollment or re-entry and satisfactorily address any outstanding balances from their prior enrollment.

**OTHER CONSIDERATIONS**

Notwithstanding the above provisions, the Campus President has the authority to determine that a former student is not eligible to re-enroll or re-enter if, in the opinion of the Campus President, the re-admittance of the former student would be detrimental to the Campus and its students.

**NONDISCRIMINATION POLICY**

Remington College does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran’s status, disability, or sexual orientation. Remington College admits students of any race, color, national and ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at Remington College. Remington College does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and loan programs and other Remington College administered programs. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and all applicable state civil rights laws.

**ADMISSION OF DISABLED INDIVIDUALS**

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

**ACCOMMODATIONS FOR DISABLED INDIVIDUALS**

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

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

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

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

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

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

The use of the grievance procedure set forth in this Catalog is also available to address the concerns and needs of disabled students. Remington College has designated the Campus President to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate with Remington College's Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding Remington College's compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's address is: Remington College, 7131 Business Park Lane, Lake Mary, FL 32746, and the toll-free telephone number is 800-333-2755.

## **TUITION AND ADDITIONAL FEES**

### **PROGRAM TUITION**

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

### **18-MONTH ASSOCIATE DEGREE PROGRAMS (QUARTERLY CALENDAR START DATES)**

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

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

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

### **ALL OTHER PROGRAMS**

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled credit hours in a payment period (term) at the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

### **DAMAGED PROPERTY FEES**

Students will be charged for the repair or replacement of any Remington College property lost or damaged by a student or stolen while in the student's custody. This includes damage to any part of the building or its immediate surroundings, as well as to damage to instructional equipment, including computers.

**NON-SUFFICIENT FUNDS FEE**

A fee of \$25.00 will be charged on all checks returned by the bank for non-sufficient funds.

**PRIOR LEARNING CREDIT COURSE CHALLENGE FEE**

Students requesting a course challenge under the Prior Learning Credit policy will be charged \$150.00 per course. This fee is non-refundable once the course challenge request has been approved. If the request is denied, the fee will be refunded.

**REPLACEMENT OF DEGREE/DIPLOMA FEE**

Graduates will be charged \$25.00 for a duplicate copy of their degree/diploma.

**TRANSCRIPT FEE**

Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to Remington College. Any additional transcript requests will be charged \$15.00 per transcript for official or unofficial transcripts.

**PAYMENT POLICY**

All Tuition and fees shall be due and payable in accordance with the terms of the Application and Enrollment Agreement executed by the student, which provides that Tuition and fees for the program are due and payable in full prior to the first day of classes. As set forth in the Application and Enrollment Agreement, Remington College may permit the student to make payment of some or all of the Tuition at a later date but shall have no obligation to do so, and any decision to allow payment at a later date shall be in the sole discretion of Remington College.

Remington College will grant students a Tuition payment deferral if, and only if, the Campus has a reasonable basis to believe that the student will receive financial aid or other financial assistance from a funding source acceptable to Remington College, in its sole discretion, in an amount acceptable to Campus.

The student's obligation to pay Tuition under the Application and Enrollment Agreement is not contingent upon the student receiving financial aid or financial assistance. Stated otherwise, the student will owe the Tuition due under the Application and Enrollment Agreement for the period the student attends, even if the student does not receive financial aid or other financial assistance or if the financial aid or other financial assistance received is inadequate to pay the student's Tuition obligations in full.

# **FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE**

## **GENERAL INFORMATION**

Financial aid, as the term is used in this document, means funds made available to assist students through governmental programs. Financial assistance means non-governmental sources of funds made available to assist students.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend college. Eligibility for financial aid is determined by the department or agency responsible for administration of the financial aid program, for example, the United States Department of Education ("USDE") administers the Title IV financial aid programs. This Campus participates in the Title IV programs, but it does so only to assist students in obtaining financial aid available under the Title IV programs. Remington College has no role in determining whether a student is eligible for financial aid.

Applications for financial aid are accepted at any time, and students are encouraged to apply in advance of the beginning of their program and academic years in order to allow adequate time for the USDE to determine the amount of financial aid, if any, that the student is eligible to receive. Students may only apply for, be accepted in, be actively registered in, and receive financial aid for one program at a time.

## **FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION ("EFC"), AND ELIGIBILITY AMOUNT**

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the USDE. Financial need is the difference between the costs of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The costs of attendance include Tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, and related expenses of the students' dependents, if any.

The EFC is a measure of the students financial strength and indicates how much of the students and the students family financial resources (for dependent students) should be available to help pay for educationally related expenses. The EFC is calculated from the information students report on the FAFSA and according to a formula established by law. The student's family income (taxable and untaxed) and assets are considered in determining the EFC. Family size and the number of family members who will be attending college are also considered.

Remington College will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to Remington College by the student or the student's parents. Remington College cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year.

**Remington College makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, a student may receive is made by the USDE, and Remington College does not have any influence over that determination. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs.**

## **TITLE IV AWARDS**

All Title IV financial aid awards are made for one financial aid award year or less. The amount of financial aid a student is eligible to receive can change each financial aid award year. To continue eligibility for Title IV financial aid, a student must submit all required financial aid documents each financial aid award year, continue to demonstrate financial need, and:

- 1) Remain in good standing with Remington College,
- 2) Maintain Satisfactory Academic Progress ("SAP"), and
- 3) Not have a drug-related criminal conviction which renders them ineligible.

## **FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES**

### **STUDENT ELIGIBILITY**

In order to receive aid from Federal Student Aid Programs, students must meet certain criteria as noted below:

#### **Financial Need**

Except for some loan programs, students must show that they have financial need according to the USDE requirements. See Financial Need and Expected Family Contribution section of this Catalog for further information on this topic.



### **Education Requirements**

- Must demonstrate by one of the following means that they are qualified to enroll (and therefore may be eligible) for Federal Student Aid (FSA) Programs:
  - Have a high school diploma or General Educational Development (GED) certificate;
  - Meet other standards a specific state has established and has been approved by the USDE;
  - Complete a high school education in a home school setting approved under state law.
- Must be enrolled or accepted for enrollment in an eligible program at an eligible institution.
- Must meet satisfactory academic progress standards established by the institution.

### **Legal and Other Requirements**

- Must be a U.S. Citizen or eligible non-citizen.
- Must have a valid Social Security number (SSN), unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- Must have certified when applying for FSA that these funds will be used for educational purposes only, and that there is no current default on a federal student loan, and that no refund is due on a federal student grant.
- Must comply with Selective Service registration. If the student is a male aged 18 through 25 and has not registered, the student can (at the same time the FAFSA is completed) give the Selective Service System permission to register by means of completing the FAFSA. Students can also register for Selective Service online at [www.sss.gov](http://www.sss.gov).
- Generally, must not have been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving FSA funds.
- Must not be incarcerated in a federal or state penal institution.

Application for Title IV financial aid and the determination of whether an applicant qualifies for such financial aid and the amount thereof involves the following procedures:

### **COMPLETION OF APPLICATION**

The applicant must complete the Free Application for Federal Student Aid ("FAFSA") and provide any additional required documents or information for each financial aid award year of their enrollment. All Title IV financial aid awards are made for one financial aid award year or less, and eligibility determinations for Title IV financial aid awards are made each award year. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs and student eligibility for such programs.

### **DETERMINATION OF NEED, COST OF ATTENDANCE, AND ELIGIBILITY AMOUNT**

Congress has established a formula that calculates the amount of Title IV financial aid a student is eligible to receive. A student's Title IV financial aid may not exceed the "cost of attendance" as defined by applicable Title IV regulations. The information contained in the FAFSA will be used to make this calculation. Remington College will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to Remington College by the student or the student's parents. Remington College cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year. Remington College makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, that a student may receive, is made by the USDE, and Remington College does not have any influence over that determination.

### **VERIFICATION**

- All applicants are subject to being selected by the USDE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
- Selected applicants must submit the information required to complete their verification no later than 14 days from the date of notification. Applicants who have been selected for verification will be notified by the Student Finance Department.
- If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such event, Remington College may require the student to pay the current amount owed to Remington College, and the student's failure to make such payments may result in the student being dropped.
- Students will be notified by mail of the results of verification if it results in a change of the student's scheduled award.
- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USDE, or if appropriate, the state or local law enforcement agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No disbursements of Title IV financial aid will be made prior to the completion of verification.

## **ENTRANCE AND EXIT INTERVIEW AND LOAN NOTIFICATION**

The USDE requires that any students receiving a Federal Direct Loan be notified that their funds have been received by Remington College.

The USDE requires that students withdrawing or graduating receive exit counseling. A representative of Remington College will conduct exit counseling with each student who withdraws or graduates either by telephone, mail, or by other electronic communication. The purpose of exit counseling is to inform the student of the amount of loans Remington College has received on behalf of the student while the student was enrolled at Remington College, any refunds that may have been or will be made, and the estimated repayment schedule for the student's loans.

## **TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY**

### **FEDERAL PELL GRANT**

This grant is designed to assist students in need and who desire to continue their education beyond high school. Federal Pell Grants are awarded by the USDE to undergraduate students who have not earned a bachelor or professional degree. The amount of the grant is determined by a standard formula and calculated by the USDE. The amount of the grant available to the student, if any, will depend on the Expected Family Contribution ("EFC") and the cost of attendance.

### **FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN**

Federal Direct Subsidized Stafford Loans are low interest loans that are made to eligible students directly from the U.S. Department of Education. The Federal Direct Subsidized Stafford Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Stafford Loan program until the student enters "repayment period," which as a general rule begins six months after the student leaves school.

### **FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN**

Federal Direct Unsubsidized Stafford Loans are loans made to eligible students directly from the U.S. Department of Education. The term "unsubsidized" means that interest expense is incurred from the time advances are made under the loan, even though no payments are due until the student enters the repayment period.

### **FEDERAL DIRECT PLUS LOAN**

Federal Direct PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal Direct PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student's cost of attendance. Repayment begins within 60 days of the final loan advance (disbursement), unless the parent qualifies for and is granted a deferment by the lender. Interest begins to accrue when disbursements are made.

- There is an origination fee charged on the loan amount at a rate determined by the regulations.
- The yearly limit on a Federal Direct PLUS Loan is equal to the student's cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal Direct PLUS Loan.

### **NON-FEDERAL LOAN OPTIONS**

In addition to the federal loans referenced above, Remington College can provide students with information on other loan programs available. These loan programs, commonly referred to as "alternative loans" or "private financing," are offered by banks or other financial institutions, and eligibility determinations are made by the banks or financial institutions and are not within the control or influence of Remington College. Accordingly, Remington College cannot guarantee a student's eligibility to participate in any private financing programs.

### **VETERAN'S BENEFITS**

The Campus is approved for veterans training. Applications for veteran's benefits may be obtained at the Campus or from the Veterans Administration ("VA"). Approval of a student's eligibility to receive any veteran's benefits is within the sole discretion of the Veterans Administration, and the Campus has no ability to influence such determinations.

### **OTHER FINANCIAL AID PROGRAMS**

Students may also, if eligible, receive financial aid from various other state or federal agencies, departments, or programs including, but not limited to: the Bureau of Indian Affairs, the Trade Readjustment Allowances ("TRA"), the Division of Vocational Rehabilitation, or under the Workforce Investment Act ("WIA"). The Campus may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon the Campus as being their sole source of all information regarding the availability of such programs, if any.

### **ACADEMIC ACHIEVEMENT SCHOLARSHIP**

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

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

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

### **CAMPUS HIGH SCHOOL SCHOLARSHIP PROGRAM**

The Campus offers \$500 (for diploma programs) and \$1,000 (for associate's degree programs) Tuition credit, non-renewable, campus-funded scholarships which are available to participating high schools in Hawaii and American Samoa. The maximum number of scholarships awarded by the Campus each year is 50. Scholarship recipients are selected by a committee comprised of teachers and counselors from participating high schools in the spring of each year. Interested students should contact their high school counselor for information and applications. Scholarships are not transferable nor can they be exchanged for cash. The Campus may elect to discontinue the scholarship program at any time without prior notice.

### **CAREER READY SCHOLARSHIP**

The Career Ready Scholarship is available to students enrolling in one of the programs designated for participation in the Career Ready Scholarship program, and who satisfy the eligibility requirements set forth below. The amount of a Career Ready Scholarship is \$1,500, which is awarded upon successful completion of the student's program and is applied towards the student's balance, if any, at the time of graduation. To be eligible to receive a Career Ready Scholarship, a student must 1) be a civil servant, a first responder, a law enforcement officer, active military, reservist, or government agency employee; 2) provide proof of employment from an approved agency at enrollment or at re-enrollment/re-entry and upon completion of the program; 3) enroll in and graduate from a Remington College program designated for participation in the Career Ready Scholarship program; and 4) have submitted a Career Ready Scholarship Application prior to enrollment. For a list of the programs designated for participation in the Career Ready Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

### **NEW CAREER SUCCESS SCHOLARSHIP**

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

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

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

For a list of the programs designated for participation in the New Career Success Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

## **STUDENT SERVICES**

### **ACADEMIC ADVISEMENT**

Students' primary sources of assistance with regard to their academic program are the Department Chairpersons and the Campus Director of Education. Concerns or questions regarding specific courses can be directed to the instructors.

Students who are experiencing difficulty with a course are urged to seek assistance from their instructor. Campus faculty members, along with the Department Chairperson and Campus Director of Education, are typically available for academic advisement to discuss a student's academic progress, tutoring opportunities, or other topics related to a student's program of study.

### **CAREER SERVICES**

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

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

The Career Services Department offers the following services:

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

### **COUNSELING**

The Campus does not employ a licensed counselor but maintains a list of agencies and resource guide that provide counseling services to assist students with coping skills, who are in abusive relationships, have a drug dependency, etc. The referral list is posted by every elevator. The resource guide may be obtained from the Director of Education or Department Chair.

### **HEALTH, SECURITY, AND SAFETY**

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

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

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

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

**HOUSING**

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

**LIBRARY OR INFORMATION RESOURCE CENTER**

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

**ORIENTATION**

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

**PROFESSIONAL ASSOCIATIONS OR CLUBS**

If a student is interested in membership in professional associations or clubs, he or she can meet with the Campus Director of Education to discuss and arrange for such memberships.

## PROGRAMS OF STUDY

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

### COURSE DELIVERY METHODS

Courses offered may be delivered exclusively in person (residentially), exclusively online, or via a combination of both modalities.

### CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE

Typically, residential classes other than classes offered in the Massage Therapy program are scheduled between the hours of 7:30 a.m. and 11:00 p.m., Monday through Friday. Most students attend class four or five hours per day. The scheduled program meeting hours are provided on the Application and Enrollment Agreement. The typical class schedule for the Massage Therapy program is Monday through Thursday 9:00 a.m. to 2:00 p.m. or 5:30 p.m. to 10:30 p.m. The scheduled program meeting hours are provided on the Application and Enrollment Agreement.

Administrative office hours may differ from scheduled class hours.

Classes are offered and scheduled by Remington College in sequences or combinations to allow the student to complete the program in a timely manner. Remington College reserves the right to alter schedules so that proper facilities, equipment, and faculty are available. The sequence in which courses are taught during the program may change at the discretion of the Education Department. Prerequisites for all courses are listed in the Course Description Section of this Catalog.

the maximum session size (number of students) permitted in the classroom setting of a residential course is typically 40, and in a laboratory setting a maximum of 24 students per instructor. The maximum number of students permitted in an online class session is 30. As a general rule, classes are usually smaller than the maximum.

### EXPLANATION OF COURSE NUMBERING SYSTEM

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

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

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

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

### EDUCATIONAL EQUIPMENT

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

- 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.
- Massage Therapy equipment may include: massage chairs, tables, and equipment found in a typical massage clinic.
- 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 Billing and Coding equipment may include computer(s) with current medical insurance coding software.

Remington College will provide the online learning management system (“LMS”) via which online courses will be delivered. At the time of the printing of this Catalog, Remington College intends to use the Canvas LMS, but reserves the right to change the LMS platform at its discretion.

The Campus’ computer labs are available for student use. Students who wish to access the LMS off campus will need to do so with a computer that is compatible with the LMS system. Below are the current requirements and recommendations.

**Computer Requirements:**

- Computer less than 5 years old preferred for optimal use
- Valid email address
- Color monitor
- Sound card with speakers or headphones
- 4 GB of RAM
- 1 GB of free disk space
- Broadband Internet connection (DSL or cable recommended)
- Web browser (Chrome is highly recommended)
- Cookies must be enabled
- [JavaScript must be enabled](#)
- [Pop-up blocker is turned off](#)

**Software Recommendations:**

- Chrome
- [Adobe Acrobat Reader](#)
- [Adobe Flash](#)
- Word Processing Software will be needed to view some course documents. Microsoft Office is preferred. OpenOffice is acceptable. OpenOffice is free software available at <http://www.openoffice.org>. Google Docs is also acceptable.

**Browser Recommendations:**

Browser	Minimum version required	Recommended version
<a href="#">Google Chrome</a>	30.0	Latest
<a href="#">Mozilla Firefox</a>	25.0	Latest
<a href="#">Apple Safari</a>	6	Latest

Students with technical questions or who are experiencing technical difficulties accessing the LMS or online library resources should contact their instructor for technical assistance or direction to someone who can provide technical assistance.

# MASSAGE THERAPY

## DIPLOMA

9 Months

The Massage Therapy Diploma Program provides training in applying manual techniques and adjunctive therapies, with the intention of positively affecting the health and well-being of the client.

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

Program completion normally requires nine months for full-time students (assuming the internship is completed at 20 hours per week).

The Massage Therapy Diploma Program is divided into eight monthly academic periods and one internship period. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the internship period.

The state of Hawaii requires massage therapists to pass a state exam and be licensed.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MT114	Anatomy and Physiology I	60	0	0	4.00
MT115	Hygiene and Infection Control	10	10	0	1.00
MT125	Massage Technique I	40	40	0	5.00
MT133	Computer Applications	20	20	0	2.50
MT134	Business Practices/Medical Error Prevention	10	10	0	1.00
MT135	Career Development	20	0	0	1.00
MT142	Anatomy and Physiology II	60	0	0	4.00
MT143	State Laws and Professional Ethics	20	0	0	1.00
MT155	Massage Technique II/Musculatory Anatomy and Physiology	40	40	0	5.00
MT165	Hydrotherapy, Electrotherapy, Heliotherapy and CPR	40	40	0	5.00
MT175	Massage Technique III	40	40	0	5.00
MT186	Clinical Internship	0	0	160	6.00
<b>Total:</b>		<b>360</b>	<b>200</b>	<b>160</b>	<b>40.5</b>



# MEDICAL BILLING AND CODING

## DIPLOMA

9 Months

The Medical Billing and Coding Diploma Program provides training in the basic elements of coding for the healthcare and insurance industries. The curriculum covers medical terminology and abbreviations, computerized medical billing, medical records management, compliance, and coding for medical office applications and hospital applications.

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.

Program completion normally requires nine months for full-time students.

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

Graduates may qualify to take the examinations to become a Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA); and a Certified Professional Coder-Apprentice (CPC-A), Certified Professional Coder-Hospital-Apprentice (CPC-H-A), or Certified Professional Coder-Payer-Apprentice (CPC-P-A) through American Academy of Professional Coders (AAPC). Graduates must become members of AAPC to take the AAPC examinations. Additional information is available at <http://www.ahima.org/certification> and <http://www.aapc.com>.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
MI115	Anatomy and Physiology for Mechanical Structures	40	40	0	5.00
MI125	Anatomy and Physiology for Visceral Structures	40	40	0	5.00
MI135	Introduction to Medical Coding	40	40	0	5.00
MI145	Medical Records Management	20	40	0	3.50
MI155	Computerized Insurance and Billing	40	40	0	5.00
MI166	CPT Coding for Medical Office Applications	20	20	0	2.50
MI167	CPT Coding for Hospital Applications	20	20	0	2.50
MI187	Medical Office Management	20	40	0	3.50
MI194	Externship	0	0	80	3.00
MI196	Medical Coding/ICD-10 Codes	40	40	0	5.00
<b>Total:</b>		<b>320</b>	<b>320</b>	<b>80</b>	<b>42</b>

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

The Business Administration Degree Program provides training in business-related responsibilities and procedures typically required of business office support staff, such as utilizing business-related computer applications, performing basic business accounting functions, customer service, and employee interactions. The curriculum also covers the fundamentals of payroll administration, employee benefits, bookkeeping, accounting, and business and personnel management theories. In addition to the required core curriculum and general education courses, students are required to take courses in one of the following three tracks: Bookkeeping, Marketing and Sales, or Executive Assistant. Each emphasizes a particular area of business.

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

This Program requires completion of a minimum of 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students. The Program is divided into six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residentially and some courses are delivered via distance education (i.e., on-line).

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

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b>Associate or Lower-Level Core Curriculum</b>		
BN1110	Introduction to Business	5.00
BN1228	Document Processing	6.00
BN1610	Introduction to Management	5.00
BN2428	Computerized Spreadsheets	6.00
BN2430	Business Law	6.00
BN2480	Personnel Management	5.00
BN2999	Business Portfolio	6.00
CD1101	Career Development	3.00
<b>Subtotal:</b>		<b>42</b>
<b>Associate or Lower-Level Tracks (total of 26 quarter credit hours required in each track)</b>		
<i>Bookkeeping Track</i>		
BN1616	Small Business Management	6.00
BN2028	Payroll Applications	3.00
BN2209	Accounting Principles	6.00
BN2229	Computerized Bookkeeping	5.00
BN2238	Business Communications	6.00
<i>Marketing and Sales Track</i>		
BN1638	Introduction to Marketing	6.00
BN2210	Sales and Selling	5.00
BN2216	Customer Service	3.00
BN2416	Consumer Behavior	6.00
BN2425	Advertising and Promotion	6.00
<i>Executive Assistant Track</i>		
BN2028	Payroll Applications	3.00
BN2218	Business and Office Ethics	5.00
BN2238	Business Communications	6.00
BN2439	Organizational Behavior	6.00
BN2460	Advanced Business Applications	6.00
<b>Subtotal:</b>		<b>26</b>
<b>Associate or Lower-Level General Education</b>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
<b>Subtotal:</b>		<b>24</b>
<b>Total:</b>		<b>92</b>

**CLINICAL MEDICAL ASSISTING**  
**ASSOCIATE OF APPLIED SCIENCE**  
 18 Months

The Clinical Medical Assisting Degree Program provides training in administrative skills, which include patient scheduling, patient record management, and clinical skills.

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

This Program requires completion of a minimum of 90 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students. The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residentially and some courses are delivered via distance education (i.e., on-line).

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Clinical Medical Assisting.

<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
CD1101	Career Development	3.00
MA125	Medical Terminology	4.00
MA126	Anatomy and Physiology	4.00
MA129	Medical Office Procedures I	6.00
MA134	Medical Office Procedures II	4.00
MA137	Clinical Procedures I	6.00
MA152	Medical Transcription	4.00
MA154	Pharmacology	4.00
MA261	Medical Law and Ethics I	2.00
MA262	Medical Law and Ethics II	2.00
MA263	Laboratory Skills I	6.00
MA267	Clinical Procedures II	3.00
MA269	Laboratory Skills II	6.00
MA299	Medical Externship	6.00
	<b>Sub Total:</b>	<b>66</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
	<b>Sub Total:</b>	<b>24</b>
	<b>Total:</b>	<b>90</b>

**CRIMINAL JUSTICE**  
**ASSOCIATE OF APPLIED SCIENCE**  
 18 Months

The Criminal Justice Associate's Degree Program provides training in components of the criminal justice system, correctional systems, and security management. The curriculum also covers the basics of criminal law, crime scene processing, forensic science, law enforcement operations and ethics. 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 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students. The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residually and some courses are delivered via distance education (i.e., on-line).

Optional non-credit practicum experience(s) may be available as part of this program for students who have successfully completed the first two quarters of program coursework.\* If available, qualified students can participate in one, two, or three practicum experiences. No additional Tuition charges apply to practicum experience(s).

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Criminal Justice.

\* Practicum experiences are subject to availability and subject to change. Space may be limited and there is no guarantee that students will be able to participate in one or more practicum experiences. If there are more students interested in practicum experiences than there are available practicum experiences, then the school and the agency offering the practicum experience will determine which student(s) will be able to participate in practicum experiences based on one or more of the following criteria: cumulative grade point average, recommendations from faculty, community service, membership in student organization(s), and/or any limitations set forth by the agency offering the practicum experience. Certain restrictions apply. Participation in practicum experiences is at your own risk. Remington College is not responsible for any damage, loss, or injury during practicum experiences. Contact the Campus for more information.

<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
CD1101	Career Development	3.00
CJ1500	Criminal Law and the Constitution	6.00
CJ1510	Survey of the Criminal Justice System	5.00
CJ1538	Criminal Investigations and Evidence Processing	6.00
CJ1548	Survey of Correctional Systems	6.00
CJ1558	Law Enforcement Operations and Community Policing	6.00
CJ1568	Survey of Forensic Science	6.00
CJ2710	Liability and Ethics for the Criminal Justice Professional	5.00
CJ2711	Communications for the Criminal Justice Professional	3.00
CJ2730	Juvenile Justice Systems	5.00
CJ2738	Criminology and Victimology	6.00
CJ2740	Security Management	5.00
<b>Sub Total:</b>		<b>68</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
<b>Sub Total:</b>		<b>24</b>
<b>Total:</b>		<b>92</b>
<b><i>* Non-Credit Practicum Options</i></b>		
CJ0001	Practicum I	
CJ0002	Practicum II	
CJ0003	Practicum III	

**CRIMINAL JUSTICE**  
**BACHELOR OF SCIENCE**  
 18 Months  
 (Completion Program)

The Criminal Justice Bachelor's Degree Program provides training in forensic psychology, criminal justice management, vice and narcotics, investigative methods, security management, criminal justice ethics, and the application of computers to preventing crime. 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 186 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students (assuming the student has met the prerequisite for admission).

For admission into bachelor's degree programs, applicants must have an associate's degree with a minimum of 90 quarter credit hours, of which a minimum of 66 credit hours must be in core courses and a minimum of 24 credit hours must be in general education courses in the fields of math, English, social science, and communication. See Admissions Requirements and Procedures for the prerequisites for admission to this Program.

The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residually and some courses are delivered via distance education (i.e., on-line).

Upon successful completion of all areas of this Program, graduates will be awarded a Bachelor of Science in Criminal Justice.

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

**ORGANIZATIONAL MANAGEMENT**  
**BACHELOR OF SCIENCE**  
 18 Months  
 (Completion Program)

The Organizational Management Degree Program provides training in the decision-making skills and problem-solving behaviors needed for professional administrators, the technical skills required for management level business positions, and the ethical and moral considerations of business.

The objective of this Program is to prepare graduates for entry-level positions, such as administrative services and facility manager, general manager of service or retail business, inventory manager, line manager, operations manager, and quality manager.

This Program requires completion of a minimum of 186 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students (assuming the student has met the prerequisite for admission).

For admission into bachelor's degree programs, applicants must have an associate's degree with a minimum of 90 quarter credit hours, of which a minimum of 66 credit hours must be in core courses and a minimum of 24 credit hours must be in general education courses in the fields of math, English, social science, and communication. See Admissions Requirements and Procedures for the prerequisites for admission to this Program.

The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, some courses are delivered residually and some courses are delivered via distance education (i.e., on-line).

Upon successful completion of all areas of this Program, graduates will be awarded a Bachelor of Science in Organizational Management.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Bachelor or Upper-Level Core Curriculum</i></b>		
OM4612	Introduction to Operations Management	10.00
OM4622	Regulatory Environment of Business	10.00
OM4632	Human Resources Management	10.00
OM4652	Quantitative Business Analysis	10.00
OM4662	Managerial Accounting	10.00
OM4692	Principles of Marketing	10.00
<b>Sub Total:</b>		<b>60</b>
<b><i>Bachelor or Upper-Level General Education</i></b>		
GE3625	Topics in Sociology	6.00
GE3627	Political Science	6.00
GE4616	Advanced Composition	6.00
GE4626	Mass Communications	6.00
GE4631	Ethics	6.00
GE4632	Organizational Behavior	6.00
<b>Sub Total:</b>		<b>36</b>
<b>Total:</b>		<b>96</b>

## COURSE DESCRIPTIONS

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

**BN1108** **6.00 Quarter Credit Hours**  
**Packaged Applications**

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

*Prerequisite(s): None*

**BN1110** **5.00 Quarter Credit Hours**  
**Introduction to Business**

This introductory course is designed to familiarize students with the concepts of creating, financing, marketing, and managing a business. Business formats and environments are discussed, as well as many of the functions required to keep a business sound and growing. Coursework also addresses the fundamental aspects of management, marketing, promotion, and fiscal management.

*Prerequisite(s): None*

**BN1228** **6.00 Quarter Credit Hours**  
**Document Processing**

This course is designed to familiarize students with basic techniques of word processing. Emphasis is placed on how to create, delete, modify, and print documents using a variety of formatting techniques and printing procedures.

*Prerequisite(s): None*

**BN1610** **5.00 Quarter Credit Hours**  
**Introduction to Management**

This course addresses management skills and competencies that help prepare students for potential future challenges as leaders in the modern business environment. Instruction covers how to respond to the opportunities and challenges of global management, diversity and ethics issues, team-based management, service management, and developing management trends.

*Prerequisite(s): None*

**BN1616** **6.00 Quarter Credit Hours**  
**Small Business Management**

This course gives students a clear understanding of how to effectively manage a small business. Students study how to launch and run their own enterprise by examining the value and appeal of small businesses. The course presents a variety of essential start-up lessons, including how to write a business plan, obtain financing, and select and use the correct legal forms and formats for any business venture.

*Prerequisite(s): None*

**BN1638** **6.00 Quarter Credit Hours**  
**Introduction to Marketing**

This course is designed to give students a foundation in modern marketing principles and practices. It presents marketing from the customer's viewpoint, giving students a buyer's perspective that can be used to understand and develop marketing strategies. Coursework includes the study of supply and demand, wholesale and retail, consumer-driven marketing, and Internet marketing strategies.

*Prerequisite(s): None*

**BN2028** **3.00 Quarter Credit Hours**  
**Payroll Applications**

Students are instructed in how various payroll records are generated and used. The payment of wages and salaries and the associated taxes are studied. The appropriate journal and ledger entries are covered, as are the completion of all related government forms and the management of various types of employment benefits.

*Prerequisite(s): None*

- BN2209** **Accounting Principles** **6.00 Quarter Credit Hours**  
This introductory business accounting course emphasizes strong and effective means to convey and support fundamental corporate financial accounting concepts and procedures. The core material focuses on the concepts of corporate financial statements and transactions, cash and asset control for tangible and intangible assets, inventories, receivables, and financial statement analysis.  
*Prerequisite(s): None*
- BN2210** **Sales and Selling** **5.00 Quarter Credit Hours**  
This course offers students a comprehensive understanding of contemporary professional selling in an interesting and challenging manner, focusing on trust-based selling. The curriculum reflects methods, processes, and experiences used by leading sales professionals, sales managers, and consultants in major corporations. Current trends, techniques, and best practices are presented to reinforce the basic models of professional sales.  
*Prerequisite(s): None*
- BN2216** **Customer Service** **3.00 Quarter Credit Hours**  
This course is a study in customer service skills that are essential in all types of business environments. Students learn how effective customer service can help their organization achieve critical goals, deal with problems and complaints, consistently exceed customer expectations, and create loyal customers. Students also study how to maximize revenue and customer satisfaction, effectively solve problems and resolve complaints, and better understand the impact and potential of today's social media and the importance of effective global communication.  
*Prerequisite(s): None*
- BN2218** **Business and Office Ethics** **5.00 Quarter Credit Hours**  
This course is an in-depth study of the legal and ethical components of business. Emphasis is placed on how to analyze and determine why successful companies have high standards for product quality, concern for employee safety, and reputations for fairness and good service. Students are instructed in procedures for conducting business effectively while conforming to the basic rules of society, both those embodied in law and those embodied in ethical customs.  
*Prerequisite(s): None*
- BN2229** **Computerized Bookkeeping** **5.00 Quarter Credit Hours**  
In this course, students study accounting principles applied through the use of the microcomputer. Emphasis is placed on practical experience, and students are evaluated on their mastery of computerized accounting software including general ledger, accounts receivable, and accounts payable.  
*Prerequisite(s): None*
- BN2238** **Business Communications** **6.00 Quarter Credit Hours**  
This course provides students with practice in how to develop, prepare, and deliver oral and written messages, electronic communications, and personal messages. The impact of technology and social media on messaging and messages is studied. Students are presented with models and examples of writing and messaging and then develop their own messages using several formats and techniques.  
*Prerequisite(s): None*
- BN2416** **Consumer Behavior** **6.00 Quarter Credit Hours**  
This course is designed to help students learn the modern challenges facing businesses in attracting and keeping customers. With statistics that reflect the most recent developments in consumer behavior, the course discusses how recessions, green marketing, and natural disasters impact contemporary consumer behavior. Other factors that determine consumer behavior, such as motivation, emotion, lifestyle, and peer influence, are also covered.  
*Prerequisite(s): None*



**BN2425****6.00 Quarter Credit Hours****Advertising and Promotion**

Through the use of relevant ads, exhibits, and photographs to keep students' interest, this course is a concise presentation of promotion and advertising theories and concepts as well as a study in the challenges facing the fields of promotion, advertising, and marketing. The significance of consumer behavior, mass media, communications, and the Internet are studied for applicability to current promotional and advertising methods.

*Prerequisite(s): None*

**BN2428****6.00 Quarter Credit Hours****Computerized Spreadsheets**

This course covers the theory of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical, and financial functions, file operations, report generation, graphics, and macros.

*Prerequisite(s): None*

**BN2430****6.00 Quarter Credit Hours****Business Law**

In this course, business students survey business law cases to learn the basic legal concepts and principles in common business situations. Theoretical examples and brief synopses of actual legal cases are used to illustrate the legal principles that are discussed.

*Prerequisite(s): None*

**BN2439****6.00 Quarter Credit Hours****Organizational Behavior**

This course approaches organizational behavior from a classical management perspective combined with the most recent developments and trends. Students study the impact of organizational behavior in the services sector, the effects of an economic downturn, and management in business downturns. Students also study the role of stress on motivation and leadership and the effects of business directional change.

*Prerequisite(s): None*

**BN2460****6.00 Quarter Credit Hours****Advanced Business Applications**

This course is a study in the advanced applications of Microsoft Office. Students learn how to write, develop, integrate, and merge reports, documents, and presentations into a business setting using several document and database applications from Microsoft. Course projects focus on common business practices and events and emphasize the productivity software that can provide solutions for business needs.

*Prerequisite(s): BN1228, BN2428*

**BN2480****5.00 Quarter Credit Hours****Personnel Management**

This course covers the important challenges facing managers and employees in today's business arena. The curriculum presents real companies and organizations and delves into their most effective and unique approaches in dealing with personnel management issues. Topics discussed include recruiting and hiring employees, compensation and benefits, safety and welfare, and career management. Students who complete this course have an understanding of the function of human resources in the professional business environment.

*Prerequisite(s): BN1610*

**BN2999****6.00 Quarter Credit Hours****Business Portfolio**

Coursework includes the study of business skills and decision making tools. Students will be required to develop a portfolio comprised of business analysis projects.

*Prerequisite(s): BN1228, BN2428*

**CD1101****3.00 Quarter Credit Hours****Career Development**

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

*Prerequisite(s): None*

**CD203** **Career Development Fundamentals** **1.00 Quarter Credit Hour**  
**20/0/0**

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

*Prerequisite(s): None*

**CD204** **Career Development Principles** **1.00 Quarter Credit Hour**  
**20/0/0**

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

*Prerequisite(s): None*

**CJ1500** **Criminal Law and the Constitution** **6.00 Quarter Credit Hours**

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

*Prerequisite(s): None*

**CJ1510** **Survey of the Criminal Justice System** **5.00 Quarter Credit Hours**

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

*Prerequisite(s): None*

**CJ1538** **Criminal Investigations and Evidence Processing** **6.00 Quarter Credit Hours**

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

*Prerequisite(s): None*

**CJ1548** **Survey of Correctional Systems** **6.00 Quarter Credit Hours**

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

*Prerequisite(s): None*

**CJ1558** **Law Enforcement Operations and Community Policing** **6.00 Quarter Credit Hours**

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

*Prerequisite(s): None*

**CJ1568** **6.00 Quarter Credit Hours**  
**Survey of Forensic Sciences**

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

*Prerequisite(s): None*

**CJ2710** **5.00 Quarter Credit Hours**  
**Liability and Ethics for the Criminal Justice Professional**

This course focuses on ethics in the day-to-day context. Emphasis is placed on practical ethical applications rather than theoretical principles. Topics presented include ethics in policing, law, correctional institutions, fighting terrorism and private security, and students will study practical scenarios in these areas.

*Prerequisite(s): None*

**CJ2711** **3.00 Quarter Credit Hours**  
**Communications for the Criminal Justice Professional**

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

*Prerequisite(s): None*

**CJ2730** **5.00 Quarter Credit Hours**  
**Juvenile Justice Systems**

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

*Prerequisite(s): None*

**CJ2738** **6.00 Quarter Credit Hours**  
**Criminology and Victimology**

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

*Prerequisite(s): None*

**CJ2740** **5.00 Quarter Credit Hours**  
**Security Management**

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

*Prerequisite(s): None*

**CJ3611** **5.00 Quarter Credit Hours**  
**Juvenile Law and Justice**

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

*Prerequisite(s): None*

**CJ3613** **5.00 Quarter Credit Hours**  
**Contemporary Corrections**

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

*Prerequisite(s): None*

**CJ3621** **5.00 Quarter Credit Hours**  
**Selected Topics in Law Enforcement**

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

*Prerequisite(s): None*

**CJ3623** **5.00 Quarter Credit Hours**  
**Safety and Risk Management**

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

*Prerequisite(s): None*

**CJ3631** **5.00 Quarter Credit Hours**  
**Comparative Criminal Justice Systems**

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

*Prerequisite(s): None*

**CJ3633** **5.00 Quarter Credit Hours**  
**Criminal Justice Research Methods and Data Resources**

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

*Prerequisite(s): None*

**CJ4641** **5.00 Quarter Credit Hours**  
**Forensic Psychology**

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

*Prerequisite(s): None*

**CJ4643** **5.00 Quarter Credit Hours**  
**Criminal Justice Management**

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

*Prerequisite(s): None*

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

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

*Prerequisite(s): None*

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

This course is an introduction to the field of computer information crime, basic criminal techniques, and relevant laws. Coursework includes components of computer forensics, detecting and interceding in computer crimes, techniques used by hackers, and techniques to detect and prevent hackers from attacking and infiltrating computer systems. Coursework also includes a discussion of communication techniques used by computer criminals, with an overview of encryption, stenography, and hacker slang. Topics presented include computer stalking, harassment and child protection methods and litigation, depositions, expert reports, and how to select an appropriate expert witness.

*Prerequisite(s): None*

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

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

*Prerequisite(s): None*

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

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

*Prerequisite(s): None*

**GE1118** **6.00 Quarter Credit Hours**  
**Introduction to Psychology**

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

*Prerequisite(s): None*

**GE1218** **6.00 Quarter Credit Hours**  
**Oral Communication**

This course explores the theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations.

*Prerequisite(s): None*

**GE1318** **6.00 Quarter Credit Hours**  
**College Algebra**

The purpose of this course is to provide students with an understanding of a wide variety of algebraic concepts and problem-solving methods. Topics include algebraic skills, problem-solving applications, equations and inequalities, graphing, relations and functions (including exponential, logarithmic, linear, polynomial, rational, and absolute value), systems of equations, and binomial theorem.

*Prerequisite(s): None*

**GE1418** **6.00 Quarter Credit Hours**  
**English Composition**

This course is designed to provide students practice in reading and writing expository and argumentative prose. The various elements of composition, such as logical organization, effective diction, and complete and varied development are stressed. A formal research paper is required.

*Prerequisite(s): None*

**GE3625** **6.00 Quarter Credit Hours**  
**Topics in Sociology**

This course is designed to introduce students to the main concepts of sociology. Culture, socialization, social institution and organization, race and ethnicity, sex and gender, and crime and deviance are addressed.

*Prerequisite(s): a lower level course in Sociology or equivalent Social Science course*

**GE3627** **6.00 Quarter Credit Hours**  
**Political Science**

This course introduces the various fields of political science and provides an understanding of political life in a systematic and comparative way. The course presents in-depth studies of significant concepts in political science, such as ideology, political behavior, governmental institutions, democracy, and political development. The course also offers a comparative study of political systems of different nations and an overview of some of the major issues in international relations.

*Prerequisite(s): a lower level course in Human Relations or equivalent Social Science course*

**GE4616** **6.00 Quarter Credit Hours**  
**Advanced Composition**

This course is designed to train students to focus on critical reading and thinking as well as analytical and argumentative writing. Coursework includes selected readings and weekly writing assignments, and is designed to encourage students to present ideas in an organized manner that is grammatically correct and uses recognized documentation formats.

*Prerequisite(s): English Composition I, English Composition II or equivalent*

**GE4626** **6.00 Quarter Credit Hours**  
**Mass Communications**

This course is designed to increase students' awareness of the impact of mass media in shaping society. The role of the media in the development of human culture and society is addressed. The course includes a study of media functions, responsibilities, practices and influences, as well as a study of media law, ethics, history, development, and potential future media activities.

*Prerequisite(s): a lower level course in Communications or equivalent*

**GE4631** **6.00 Quarter Credit Hours**  
**Ethics**

This course is designed to introduce students to ethical theories and systems and their application to disputed contemporary issues and problems. The course emphasizes the validity of ethical judgments and theories.

*Prerequisite(s): a lower level course in General Psychology, Human Relations, Critical Thinking, or equivalent*

**GE4632** **6.00 Quarter Credit Hours**  
**Organizational Behavior**

This course analyzes the elements of organizational behavior. Topics include improving communications, managing conflict, understanding management, motivation, morale, the dynamics of change, leadership, stress, ethics and etiquette.

*Prerequisite(s): Introduction to Psychology, General Psychology, Human Relations, or equivalent*

**MA125** **4.00 Quarter Credit Hours**  
**Medical Terminology**

This course is designed to provide students with a knowledge of medical terms. It is designed to enable students to learn and identify the parts of medical terms like prefixes, suffixes, word roots, and combining forms. The course also addresses the rules for building medical terms, definitions of more complex medical terms, and abbreviations related to the body organs and systems. In addition, the course emphasizes diseases, diagnostic and therapeutic procedures, and identification of various medical specialties.

*Prerequisite(s): None*

**MA126** **4.00 Quarter Credit Hours**  
**Anatomy and Physiology**

This course is designed to introduce students to the structures and functions of the human body, including the various cells, tissues, organs and systems. Emphasis is placed on the study of major organs and their functions, the relationships of internal organs to their appropriate cavities and common diseases associated with them.

*Prerequisite(s): None*

**MA129** **6.00 Quarter Credit Hours**  
**Medical Office Procedures I**

This course emphasizes general medical office skills. Topics include an overview of the medical assisting profession, scheduling, telephone techniques, processing mail, and medical records management. Coursework includes an introduction to the Medisoft computer program.

*Prerequisite(s): None*

**MA134** **4.00 Quarter Credit Hours**  
**Medical Office Procedures II**

This course is designed to teach students the skills of medical billing and coding. Students are introduced to procedures employing standard references, completing and filing HCFA forms, and identifying the various insurance agencies, policies and plans.

*Prerequisite(s): MA125, MA126*

**MA137** **6.00 Quarter Credit Hours**  
**Clinical Procedures I**

This course is designed to introduce students to basic clinical procedures. Topics include basic patient care and communication through taking patient history, interviewing and recording medical data, obtaining and recording vital signs, height, and weight, preparing and assisting patients for examination and treatment, and assisting the physician during the general and specific medical examination and treatment. OSHA guidelines on universal precautions such as aseptic hand washing, gloving, and methods of sterilization and disinfection are introduced and emphasized.

*Prerequisite(s): MA125, MA126*

**MA152** **4.00 Quarter Credit Hours**  
**Medical Transcription**

This course is designed to enable students to learn basic procedures for medical transcription utilizing dictation and transcription equipment. Coursework will include how to transcribe medical dictations accurately in various formats with an emphasis on medical terminology, spelling, grammar, and speed.

*Prerequisite(s): MA125, MA126*

**MA154** **4.00 Quarter Credit Hours**  
**Pharmacology**

This course is designed to introduce students to the principles of pharmacology and a study of drugs, their sources, names, classification, indications, preparations, routes of administration, actions, effects, and side effects. Coursework includes an introduction to other pharmaceutical preparations such as intravenous fluids, vaccines, blood products and anesthetics.

*Prerequisite(s): None*

**MA261** **2.00 Quarter Credit Hours**  
**Medical Law and Ethics I**

This course is designed to introduce the students to the law and ethics associated with the healthcare professions.

*Prerequisite(s): None*

**MA262** **2.00 Quarter Credit Hours**  
**Medical Law and Ethics II**

This course continues to introduce students to the law and ethics associated with the healthcare professions.

*Prerequisite(s): None*

**MA263** **6.00 Quarter Credit Hours**  
**Laboratory Skills I**

This course is designed to introduce students to laboratory skills. Considerations are given to the fundamentals of microbiology, urinalysis, hematology, and microscopy. Students are introduced to techniques in the collection of specimens such as urine and blood. Skills in venipuncture and finger pricks, gram-staining, CBC, blood typing, and urinalysis are emphasized. OSHA laboratory guidelines are further reviewed and implemented.

*Prerequisite(s): MA137*

**MA267** **3.00 Quarter Credit Hours**  
**Clinical Procedures II**

This course is a continuation of basic clinical procedures. It addresses more of the clinical skills needed in order to work in a medical setting. Such skills include tasks in preparing and assisting during a minor surgical procedure, preparation and administration of drugs and other therapeutic modalities, preparation of the patient for and performing certain diagnostic procedures such as EKG and spirometry, and employing basic skills necessary during various emergency situations. OSHA guidelines are reviewed.

*Prerequisite(s): MA137*

**MA269** **6.00 Quarter Credit Hours**  
**Laboratory Skills II**

This course continues to introduce students to laboratory skills. Considerations are given to the fundamentals of microbiology, urinalysis, hematology, and microscopy. Students are introduced to the techniques in the collection of specimens such as urine and blood. Skills in venipuncture and finger pricks, gram-staining, CBC, Blood typing and urinalysis are emphasized. OSHA laboratory guidelines are further reviewed and implemented.

*Prerequisite(s): MA263, MA267*

<b>MA299</b>	<b>6.00 Quarter Credit Hours</b>
<b>Medical Externship</b>	
This course provides students with on-the-job training under the guidance of the physician, facility supervisor, instructional staff, and externship coordinator. The purpose of the externship is to give students an opportunity to apply the knowledge gained in the classroom to a real-life situation while receiving support from the Campus.	
<i>Prerequisite(s): All course requirements in Quarters 1 through 6</i>	
<b>MI115</b>	<b>5.00 Quarter Credit Hours</b>
<b>Anatomy and Physiology for Mechanical Structures</b>	<b>40/40/0</b>
This course is designed to teach the structure and function of the human body. The systems studied in this class are the integumentary system, skeletal system, muscular system, and nervous system. This course introduces students to the language of medicine as it relates to these systems. Basic computer knowledge is also covered in this course.	
<i>Prerequisite(s): None</i>	
<b>MI125</b>	<b>5.00 Quarter Credit Hours</b>
<b>Anatomy and Physiology for Visceral Structures</b>	<b>40/40/0</b>
This course includes instruction on the structure and function of the human body. The systems studied in this class are the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system. This course introduces students to the language of medicine as it relates to these systems. Basic computer knowledge is also covered in this course.	
<i>Prerequisite(s): None</i>	
<b>MI135</b>	<b>5.00 Quarter Credit Hours</b>
<b>Introduction to Medical Coding</b>	<b>40/40/0</b>
This course is designed to provide students with a foundation of medical coding by integrating the basic concepts of disease classification and medical office coding with anatomy and physiology concepts.	
<i>Prerequisite(s): None</i>	
<b>MI145</b>	<b>3.50 Quarter Credit Hours</b>
<b>Medical Records Management</b>	<b>20/40/0</b>
This course explains how to develop, evaluate, and implement a medical billing and record system used in a typical medical office compliant with the Health Insurance Portability and Accountability Act (HIPAA). This course also introduces the management, legal, and compliance requirements and responsibilities of a medical office.	
<i>Prerequisite(s): None</i>	
<b>MI155</b>	<b>5.00 Quarter Credit Hours</b>
<b>Computerized Insurance and Billing</b>	<b>40/40/0</b>
This course focuses on medical insurance billing as it relates to an office practice. The course is designed to teach students about computerized insurance forms and electronic insurance filing transmission.	
<b>MI166</b>	<b>2.50 Quarter Credit Hours</b>
<b>CPT Coding for Medical Office Applications</b>	<b>20/20/0</b>
This course provides instruction in the coding rules for Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) and explains how to apply the rules to correctly code patient services related to a medical office environment.	
<i>Prerequisite(s): MI115, MI125, MI135, MI145</i>	
<b>MI167</b>	<b>2.50 Quarter Credit Hours</b>
<b>CPT Coding for Hospital Applications</b>	<b>20/20/0</b>
This course offers instruction in the coding rules for Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) and explains how to apply the rules to correctly code patient services related to a hospital environment.	
<i>Prerequisite(s): MI115, MI125, MI135, MI145</i>	
<b>MI187</b>	<b>3.50 Quarter Credit Hours</b>
<b>Medical Office Management</b>	<b>20/40/0</b>
This course is designed to prepare students for front-office management duties by providing instruction on information processing, telecommunications, and mail technology. Students are instructed to practice these skills in the lab portion of the course.	
<i>Prerequisite(s): MI115, MI125, MI135, MI145</i>	



- MI194** **Externship** **3.00 Quarter Credit Hours**  
**0/0/80**  
Upon successful completion of all other courses in the Medical Billing and Coding Program, students are eligible to participate in an externship at an approved facility. The externship is designed to enable students to apply the principles and practices learned in the classroom. Externs are scheduled to work under the direct supervision of qualified personnel in participating institutions. Students must successfully complete their externship to fulfill the requirements for graduation.  
*Prerequisite(s): MI155, MI166, MI167, MI187, MI196*
- MI196** **Medical Coding/ICD-10 Codes** **5.00 Quarter Credit Hours**  
**40/40/0**  
This course offers instruction in the rules for disease classification (ICD-10) coding and how to apply the rules in coding patient diagnoses.  
*Prerequisite(s): None*
- MT114** **Anatomy and Physiology I** **4.00 Quarter Credit Hours**  
**60/0/0**  
This course is designed to introduce students to the basics of anatomy and physiology as related to massage therapy practices. The course explores functional balance and the body's ability to maintain homeostasis. The structure and function of the integumentary system, the skeletal system, the muscular system, and the respiratory system are the primary focus of this course.  
*Prerequisite(s): None*
- MT115** **Hygiene and Infection Control** **1.00 Quarter Credit Hour**  
**10/10/0**  
Coursework includes an introduction to hygiene and sanitation practices in a professional setting. HIV, AIDS, and Hepatitis are discussed in detail. Implementing good sanitation practices, including universal precautions, to prevent and control the spread of disease is the primary focus of this course.  
*Prerequisite(s): None*
- MT125** **Massage Technique I** **5.00 Quarter Credit Hours**  
**40/40/0**  
This course is designed to introduce students to the fundamental manipulations used in Swedish massage, which is the foundation of many massage styles practiced today. Draping, posture and stance are covered in these lectures. Coursework includes participation in lab activities to practice the techniques learned in lecture. This course also introduces hygiene and sanitation, including OSHA standards and other safety practices.  
*Prerequisite(s): None*
- MT133** **Computer Applications** **2.50 Quarter Credit Hours**  
**20/20/0**  
This course is designed to introduce students to a computerized word processing application. Students are given instruction in the process of creating a document, enhancing a document, saving a document, and printing a document. Coursework includes increasing keyboarding speed.  
*Prerequisite(s): MT114, MT115, MT125, MT142, MT143*
- MT134** **Business Practices/Medical Error Prevention** **1.00 Quarter Credit Hour**  
**10/10/0**  
This course is designed to introduce students to business practices necessary to enhance students' ability to attain a desired level of practice and to develop a good sense of business. In addition, instruction addresses the types of medical errors, causes of medical errors, and the prevention of medical errors relating to massage therapy.  
*Prerequisite(s): MT114, MT115, MT125, MT142, MT143*
- MT135** **Career Development** **1.00 Quarter Credit Hour**  
**20/0/0**  
This series of lectures and discussions concentrates on developing personal marketing skills. Marketing is a way of representing the student's work habits, abilities, and professional strengths. This may be expressed in the form of a resume or as the root of a successful practice.  
*Prerequisite(s): MT114, MT115, MT125, MT142, MT143*

**MT142** **4.00 Quarter Credit Hours**  
**60/0/0**  
**Anatomy and Physiology II**

This course is designed to introduce students to the basics of anatomy and physiology as related to massage therapy practices. The structure and function of the circulatory system, the nervous system, the digestive system, the endocrine system, the excretory system, and the reproductive system are the primary focus of this course.

*Prerequisite(s): None*

**MT143** **1.00 Quarter Credit Hour**  
**20/0/0**  
**State Laws and Professional Ethics**

This course covers the state laws and professional ethics associated with the location of the school.

*Prerequisite(s): None*

**MT155** **5.00 Quarter Credit Hours**  
**40/40/0**  
**Massage Technique II/Musculatory Anatomy and Physiology**

This course is designed to introduce students to the fundamental manipulations used in deep tissue massage, joint mobilization and range of motion, prenatal massage, post-natal massage, and infant massage. Draping, posture and stance are covered in these lectures. Coursework includes participation in lab activities to practice the techniques learned in lecture.

*Prerequisite(s): MT114-MT135*

**MT165** **5.00 Quarter Credit Hours**  
**40/40/0**  
**Hydrotherapy, Electrotherapy, Heliotherapy and CPR**

Although body massage is generally done by hand, a wide range of treatments combine manual massage and the use of various other modalities. Coursework includes an introduction to these treatments, which are designed to encourage circulation, improve the body's efficiency in eliminating toxins, and promote relaxation. This course also includes the elements of adult, child, and infant CPR. Students must become CPR certified and must pass the CPR exam and practicum to pass this course.

*Prerequisite(s): MT114-MT135*

**MT175** **5.00 Quarter Credit Hours**  
**40/40/0**  
**Massage Technique III**

This course is designed to introduce students to advanced forms of massage. Sports massage, chair massage, and oriental modalities are the focus of the class. Draping, posture and stance are covered in these lectures. Coursework includes participation in lab activities to practice the techniques learned in lecture.

*Prerequisite(s): MT114-MT135*

**MT186** **6.00 Quarter Credit Hours**  
**0/0/160**  
**Clinical Internship**

This course is designed to advance the skills learned in the Massage Therapy Program. Students are scheduled to work in the massage clinic performing massages on the public. In addition to performing massages, basic bookkeeping, scheduling, computer and student-to-client interaction are emphasized. This course is designed to provide students with an understanding of the daily routine of a massage clinic.

*Prerequisite(s): MT114, MT115, MT125, MT134, MT142, MT155, MT165, MT175, MT186*

**OM4612** **10.00 Quarter Credit Hours**  
**Introduction to Operations Management**

This course focuses on organizational systems commonly found in modern organizations dealing with technology, innovation, and creativity. Considerations for alternative organizing concepts, interfacing, and integrating considerations, along with decision-making and control systems are covered. The development of new business organizations, joint ventures, mergers and acquisitions, and new product services along with the conceptualization of the managerial role in emerging enterprises are also included in this introductory course.

*Prerequisite(s): None*

**OM4622** **10.00 Quarter Credit Hours**  
**Regulatory Environment of Business**

This course encompasses general business law and human resources management. It places an emphasis on the relation and effect of law on society, business, and the individual, including ethical considerations. A brief history of law and the legal environment and a study of labor law, governmental regulations for state and federal agencies, licensing, and OSHA regulations are included in this study. Application of contemporary personnel management methods inherent in selection, compensation, administration, performance appraisal, affirmative action, planning, and special topics are also covered in this course.

*Prerequisite(s): None*

**OM4632****10.00 Quarter Credit Hours****Human Resources Management**

This course focuses on the application of contemporary personnel methods inherent in selection, compensation administration, performance appraisal, affirmative action planning, and other special topics related to human resources management.

*Prerequisite(s): None*

**OM4652****10.00 Quarter Credit Hours****Quantitative Business Analysis**

This course encompasses economic and statistical theories and procedures. It surveys basic micro/macro economic principles and analytical tools needed to study contemporary economic problems such as inflation, unemployment, poverty, and pollution. It also focuses on analysis and interpretation of economic and statistical data for business purposes. Statistical procedures studied include measures of central tendency and dispersion, correlation, regression, time series, index numbers, and influence.

*Prerequisite(s): None*

**OM4662****10.00 Quarter Credit Hours****Managerial Accounting**

This course is designed to provide an in-depth examination of fundamentals of data collection, classification, interpretation, preparation and analysis of financial data, and uses of data for resource allocation and production decisions within a business firm.

*Prerequisite(s): None*

**OM4692****10.00 Quarter Credit Hours****Principles of Marketing**

This course explores the distribution of manufactured goods, agricultural and natural products from producer to consumer, channels of trade, marketing functions, institutions, costs, problems, and policies are topics of this course.

*Prerequisite(s): None*

## ACADEMIC STANDARDS

### GRADING LEGEND

Academic standing at the Campus is based on the grading system below. The following grading scale shall apply to all students:

Grade	Quality	Score	Points	Included in GPA
A	Excellent	90% to 100%	4.0	Y
B	Very Good	80% to 89%	3.0	Y
C	Good	70% to 79%	2.0	Y
D	Poor	60% to 69%	1.0	Y
F	Failing	0% to 59%	0.0	Y*
I	Incomplete		0.0	N
TO	Prior Learning Credit		0.0	N
TR**	Transfer Credit		0.0	N
TR-A***	Transfer Credit	90% to 100%	4.0	Y
TR-B***	Transfer Credit	80% to 89%	3.0	Y
TR-C***	Transfer Credit	70% to 79%	2.0	Y
W	Withdrawal		0.0	N

\*For exceptions, see Repeating a Course section.

\*\*TR designates credits transferred from any college other than a Remington College campus.

\*\*\*TR-A, TR-B, and TR-C designates credits transferred from another Remington College campus. The A, B, or C indicates the grade the student received at the other Remington College campus.

At the successful completion of all courses in a program, the student is eligible to receive a degree or diploma provided the program has been completed with no less than a 2.0 Cumulative Grade Point Average ("CGPA"). The grade point average for the Grading Period is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outline set forth above and dividing by the total number of credits for the Grading Period. Students will be provided progress reports of their academic status at the conclusion of each Grading Period.

### WITHDRAWAL FROM A COURSE

Students who withdraw (voluntarily or involuntarily) from a course after the drop/add period will be assigned the following grade(s):

- A "W" if student drops/is dropped before 50% of Grading Period is completed.
- A "W" if more than 50% of the Grading Period has been completed AND student has a passing grade at the point in time when student drops/is dropped.
- An "F" if failing after 50% of Grading Period.

### REPEATING A COURSE

If a required course is failed, it must be taken again. If a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used (and all prior grades will be ignored) in calculating the CGPA.

Students who repeat courses will be charged to repeat the course at the cost per credit hour as set forth in the Application and Enrollment Agreement.

### INCOMPLETE GRADES

If a student fails to complete a course, a grade of "I" (incomplete) may be temporarily recorded. Course requirements must be completed and submitted on or before the seventh day from the last day of the term (for example: if the term ends on Thursday, then all course requirements must be submitted not later than Thursday of the following week).

### GRADES IN ERROR

If a student believes he/she received a grade in error, the student may request a review of the grade received. The request must be made in writing to the Director of Education within 30 days of the end of the Grading Period for which the grade is disputed. (Students who are not satisfied with the results of the requested review may file a grievance. See Dispute Resolution Procedures and Alternatives Section.)

## **LEAVE OF ABSENCE**

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS**

All students must meet Remington College's minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. Remington College's satisfactory academic progress standards (“SAP”) have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe.

The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit or clock hours attempted and credit or clock hours completed as indicated on a student's transcript as of the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached. Minimum Measurement Points occur at the end of each Financial Aid Payment Period and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in Modules, and Minimum Measuring Point in Clock Hours Attempted indicated in the charts below.

**Remington College's satisfactory academic progress standards are the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs (“Title IV”) or other financial aid and without regard to whether they are a full-time or part-time student.**

**A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.**

## **SATISFACTORY ACADEMIC PROGRESS DEFINITIONS**

“Appeal” means the appeal by a student of a determination by the School that a student has not meet the SAP requirements and is commenced by submitting an Appeal Request in compliance with the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

“Appeal Procedures” means the procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog that a student must follow to Appeal a determination that a student has failed to satisfy SAP standards and to obtain Financial Aid Probation status.

“Appeal Request” means a written document that contains the information required by the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

“CGPA” means a student's cumulative grade point average calculated as set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Grading Period” is a period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course.

“Financial Aid Probation” means the status assigned by the School to a student who (i) is on Financial Aid Warning status and fails to make satisfactory academic progress at the end of the first Financial Aid Payment Period or other Minimum Measuring Point occurring after student was placed on Financial Aid Warning status; (ii) has appealed the SAP failure determination made by the School and (iii) after considering the Appeal, the School has determined the student should be able to meet SAP requirements in the next Financial Aid Payment Period or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

“Financial Aid Warning” means the status assigned to a student who is on SAP Met status and subsequently fails to satisfy SAP requirements at the end of a Financial Aid Payment Period or as of any other Minimum Measuring Point.

“Minimum CGPA” shall have the meaning set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Percentage of Total Clock Hours in Program Completed Requirement” shall have the meaning set forth below in the Quantitative Component Of Satisfactory Academic Progress section of this Catalog and the specific Minimum Percentage of Total Clock Hours in Program Completed Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Clock Hours Completed Requirements (Diplomas) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Percentage of Total Program Credit Hours Completed Requirement” shall have the meaning set forth below in the Quantitative Component Of Satisfactory Academic Progress section of this Catalog and the specific Minimum Percentage of Total Program Credit Hours Completed Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Credits Completed Requirements (Degrees) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measuring Point in Clock Hours Attempted” shall have the meaning set forth in the Quantitative Component of Satisfactory Academic Progress section of this Catalog and the specific cumulative clock hour blocks which comprise the Minimum Measuring Point in Clock Hours Attempted for various programs are delineated in the Minimum Clock Hours Completed Requirements (Diplomas) chart set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measuring Point in Modules” shall mean the modules indicated in the Minimum CGPA Requirement (Diplomas) chart set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measurement Point” shall mean the end of each Financial Aid Payment Period as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in Credit Hours Attempted, Minimum Measuring Point in Clock Hours Attempted and Minimum Measuring Point in Modules indicated in the charts set forth below.

“MTF” shall have the meaning set forth below in the Quantitative Component Of Satisfactory Academic Progress section of this Catalog.

#### **FINANCIAL AID PAYMENT PERIOD DEFINITIONS**

The term “Financial Aid Payment Period” is defined differently for students based upon program type or date the student starts class. The following definitions of Financial Aid Payment Period are the definitions of Financial Aid Payment Period that apply to each respective program type and class start date classifications:

- a) Degree students that start classes in January, April, July, and October: “Financial Aid Payment Period” means a period of time which generally consists of twelve (12) weeks of instructional time, but never less than ten (10) weeks of instructional time.
- b) Degree students that start classes in months other than January, April, July, and October: “Financial Aid Payment Period” means a period of time which generally consists of eighteen (18) weeks of instructional time, but never less than sixteen (16) weeks of instructional time.
- c) Diploma students in programs having a length of less than 10 modules. These programs will have two Financial Aid Payment Periods. For purposes of determining the first Minimum Measuring Point measured as of a Financial Aid Payment Period, the term “Financial Aid Payment Period” means the period of time at which a student has completed both 50% of the clock hours and financial aid credit hours in an academic year, and for the second Minimum Measuring Point measured by a Financial Aid Payment Period, the term “Financial Aid Payment Period” means that portion of the academic year occurring after the student has completed both 50% of the clock hours and financial aid credit hours in an academic year.
- d) Diploma students in programs having a length of ten or more modules: These programs will have three Financial Aid Payment Periods. For purposes of determining the first Minimum Measuring Point measured as of a Financial Aid Payment Period, the term “Financial Aid Payment Period” means the period of time at which a student has completed both 50% of the clock hours and financial aid credit hours in the first academic year; for the second Minimum Measuring Point measured by a Financial Aid Payment Period, the term “Financial Aid Payment Period” means that portion of the academic year occurring after the student has completed both 50% of the clock hours and financial aid credit hours in first academic year, and for the for the third Minimum Measuring Point measured by a Financial Aid Payment Period, the term “Financial Aid Payment Period” means the second academic year.

**QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

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

**MINIMUM CGPA REQUIREMENT (DEGREES)**

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

**MINIMUM CGPA REQUIREMENT (DIPLOMAS)**

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum CGPA Requirement</b>	<b>Minimum Measurement Point in Modules</b>
Less than 41	<b>1.50</b>	End of the 5 <sup>th</sup> Module
	<b>1.75</b>	End of the 6 <sup>th</sup> Module
	<b>2.00</b>	End of the 7 <sup>th</sup> Module
	<b>2.00</b>	End of the 8 <sup>th</sup> Module
41 – 45	<b>1.50</b>	End of the 5 <sup>th</sup> Module
	<b>1.75</b>	End of the 6 <sup>th</sup> Module
	<b>2.00</b>	End of the 7 <sup>th</sup> Module
	<b>2.00</b>	End of the 8 <sup>th</sup> Module
	<b>2.00</b>	End of the 9 <sup>th</sup> Module

If a student's CGPA falls below the minimum required CGPA at any Minimum Measuring Point, the student will be notified in writing of the consequences of not maintaining satisfactory academic progress including if such failure will impact a student's Title IV eligibility, cause the student to receive a Financial Aid Warning or require student to Appeal the determination to be placed on Financial Aid Probation to have Title IV eligibility reinstated.

### **QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of either a minimum number of credits hours after attempting a certain number of credit hours (degree programs) or a minimum number of clock hours after attempting a certain number of clock hours (diploma programs). For degree programs, the number of credit hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total credit hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached (the "Minimum Percentage of Total Program Credit Hours Completed Requirement"). For diploma programs the number of clock hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total clock hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached which is defined below as the Minimum Percentage of Total Clock Hours in Program Completed Requirement. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

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

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

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



**MINIMUM CREDITS COMPLETED REQUIREMENT (DEGREES)**

<b>Program Length</b> (Minimum # of Terms/Quarters Required to Complete Program)	<b>Measurement Points in Financial Aid Payment Periods</b>	<b>Minimum Percentage of Total Program Credit Hours Completed Requirement</b>
4 Terms	End of Payment Period 1	<b>0%</b>
	End of Payment Period 2	<b>12%</b>
	End of Payment Period 3	<b>25%</b>
	End of Payment Period 4	<b>50%</b>
	End of Payment Period 5	<b>75%</b>
	End of Payment Period 6	<b>100%</b>
6 Quarters	End of Payment Period 1	<b>0%</b>
	End of Payment Period 2	<b>10%</b>
	End of Payment Period 3	<b>20%</b>
	End of Payment Period 4	<b>30%</b>
	End of Payment Period 5	<b>40%</b>
	End of Payment Period 6	<b>50%</b>
	End of Payment Period 7	<b>65%</b>
	End of Payment Period 8	<b>80%</b>
End of Payment Period 9	<b>100%</b>	

**MINIMUM CLOCK HOURS COMPLETED REQUIREMENT (DIPLOMAS)**

<b>Program Length</b> (Minimum # of Clock Hours Required to Complete Program)	<b>Measurement Point in Clock Hours Attempted</b>	<b>Minimum Percentage of Total Clock Hours in Program Completed Requirement</b>
720	320	<b>15%</b>
	480	<b>25%</b>
	720	<b>50%</b>
	880	<b>75%</b>
	1080	<b>100%</b>

If a student cannot complete the program within the MTF, the student will be notified in writing that the student will not be able to meet the SAP requirements and that as a consequence the student will be dropped and such failure will impact a student's eligibility to receive assistance under the Title IV programs.

**SATISFACTORY ACADEMIC PROGRESS STATUSES**

**SAP Met Status**

A "SAP Met" status indicates that at the established measurement points the student satisfied all SAP evaluation criteria. A student with SAP Met status remains eligible for Title IV funding.

**Financial Aid Warning Status**

A Financial Aid Warning status indicates a student who was on SAP Met status subsequently fails to satisfy satisfactory academic progress standards at the end of a Financial Aid Payment Period or any other Minimum Measuring Point.

**Financial Aid Probation Status**

A Financial Aid Probation status indicates a student who is on Financial Aid Warning status fails to meet satisfactory academic progress standards at the end of the Financial Aid Payment Period or other Minimum Measuring Point first occurring after student was placed on Financial Aid Warning status; that has appealed the SAP failure determination and the School has determined the Student should be able to meet SAP requirements in the next Financial Aid Payment Period or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

### **Financial Aid Warning**

A student on SAP Met status who subsequently fails to meet a qualitative or quantitative component of the SAP requirements set forth above will be placed on Financial Aid Warning status. If the student satisfies the requirements of a failed SAP component as of the next Minimum Measuring Point for the component failed, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to be removed from Financial Aid Warning and gain SAP Met status. A student removed from Financial Aid Warning will be classified as SAP Met status. The student remains eligible for Title IV while on Financial Aid Warning status.

### **Financial Aid Probation**

If a student on Financial Aid Warning status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point and the student Appeals the determination that the student failed to meet SAP standards, the student will be placed on Financial Aid Probation status if the School determines the student should be able to meet the SAP requirements by the end of the next Financial Aid Payment Period or other Minimum Measuring Point or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

A student on Financial Aid Probation will have their Title IV eligibility reinstated and be eligible to receive Title IV disbursements.

If a student placed on Financial Aid Probation status satisfies the requirements of a failed component as of the next Minimum Measuring Point for the component failed occurring after the student is placed on Financial Aid Probation status, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to gain SAP Met status and be removed from Financial Aid Probation status. A student removed from Financial Aid Probation status will be classified as SAP Met status. If a student placed on Financial Aid Probation status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point or the time specified in the student's academic plan if the plan specifies a date beyond the next Minimum Measuring Point, the student will be Dropped for failing to meet SAP requirements unless a waiver is granted by the Chief Academic Officer for Remington College.

A student Dropped for failing SAP requirements will not be eligible to re-enroll or re-enter in any program at any Remington College campus. (See Re-Enrollment and Re-Entry Policy regarding application to Satisfactory Academic Progress Policy.)

## **SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS**

Students may Appeal a determination that they have not met SAP requirements by submitting an Appeal in writing to the Chief Academic Officer for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Chief Academic Officer for Remington College or his/her designee is final.

### **APPEAL PROCEDURES**

To Appeal a determination that SAP requirements have not been met a student must submit a written Appeal request to Chief Academic Officer for Remington College.

The Appeal request may be sent by email to [brandon.shedron@remingtoncollege.edu](mailto:brandon.shedron@remingtoncollege.edu), mailed to Brandon Shedron, 1800 Eastgate Drive, Garland, TX 75041 or hand-delivered to the Director of Education at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements.

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

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

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

## **WAIVER PROCEDURES**

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

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

### **Regaining Title IV Eligibility with Remington College**

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

1. Absent a change of programs, eligibility to participate in Title IV programs can only be reinstated for a Payment Period that occurs after the Student has completed a Payment Period while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Payment Period without being eligible to participate in Title IV financial aid programs to regain eligibility to participate in Title IV programs. The determination of the amount of Title IV funds a Student who regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.
2. Students who have two or more Payment Periods remaining after the Payment Period in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Payment Period that occurs after the Payment Period in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Payment Periods remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.

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

### **Regaining Title IV Eligibility at Another Post -Secondary Educational Institution**

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

## **GRADUATION REQUIREMENTS**

A student is eligible for graduation if:

- The student has completed all required courses with a passing grade;
- The student has accumulated the total number of credit hours required for graduation from the program of study; and
- The student has achieved a Cumulative Grade Point Average of 2.0 or better;.

A graduate who is not current on his or her financial obligations to Remington College will not be eligible to receive their graduation certificate or be permitted to participate in graduation ceremonies but may receive an unofficial transcript only.

## **UNIT OF CREDIT/ACADEMIC HOUR DEFINITION**

An academic hour or class is 50 minutes of instruction in a 60 minute period. Academic hours are converted into credit hours to allow for comparison with other post-secondary institutions.

One quarter credit hour equals 30 units comprised of the following academic activities:

- one clock hour in a didactic learning environment equals 2 units;
- one clock hour in a supervised laboratory setting of instruction equals 1.5 units;
- one hour of externship equals 1 unit; and
- one hour of out-of-class work and/or preparation designed to measure the student's achieved competency relative to the required subject matter objectives equals 0.5 unit.

## **ATTENDANCE POLICY**

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

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

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

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

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

### **METHOD OF RECORDING ATTENDANCE IN RESIDENTIAL COURSES**

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

Students are encouraged to arrive on time for all classes and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided and avoid being marked absent for classes in which they attended less than the entire class session. A student who disagrees with the instructor's attendance determination may discuss the instructor's determination with the instructor and request that the instructor reconsider his or her determination. Students whose grades are affected by the attendance policy as a result of an attendance determination should seek redress as set forth in the "Grades in Error" section of this Catalog.

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

### **METHOD OF RECORDING ATTENDANCE IN ONLINE COURSES**

Students enrolled in courses that are delivered via a computer ("Online") do not "attend" classes in the same way as resident students whose programs are delivered in the classroom. The courses in online programs are conducted asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc.

### **ATTENDANCE REQUIREMENTS**

"Term" is defined for all diploma program students and degree program students with start dates in the months of January, April, July, or October as the academic period that generally consists of 12 weeks of instructional time, but never less than 10 weeks of instructional time.

"Term" is defined for degree program students with start dates in the months of March, June, September, or December as the academic period that generally consists of 18 weeks of instructional time, but never less than 16 weeks of instructional time.

A student enrolled in a residential course will be dropped for attendance if he or she does not attend at least one class within the period of time which is the lesser of: (a) 10 consecutive scheduled class days or (b) 14 consecutive calendar days (excluding scheduled break periods or unscheduled break periods resulting from inclement weather or cancellations of scheduled days).

A student enrolled in an online course who has failed to enter the online classroom for 14 consecutive calendar days during a course will be dropped (the 14 day limitation excludes scheduled break periods).

#### **GRADE ADJUSTMENTS DUE TO EXCESSIVE ABSENCES IN RESIDENTIAL COURSES**

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

- Students who are absent more than 25% but less than 35% of the scheduled class sessions for a course shall not earn a grade higher than "B" in the course;
- Students who are absent 35% or more but less than 50% of the scheduled class sessions for a course shall not earn a grade higher than "C" in the course; and
- Students who are absent 50% or more of the scheduled class sessions for a course shall receive a grade of "F" in the course.

#### **PROGRAM CHANGES**

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

#### **INDEPENDENT STUDY**

As a general rule, Remington College does not offer "Independent Study" to students. As previously discussed in this Catalog, Remington College believes that interaction between the student, the instructor, and other students is an important part of the learning environment and helps the student develop other skills important to career success.

Independent Study, which is offered only on a voluntary basis, is available only in degree programs and only in rare circumstances. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.)

No one at the Campus is authorized to approve an Independent Study for a student. Together, the Campus Director of Education and the Campus President must submit a request for an Independent Study to the Chief Academic Officer for Remington College. If the Chief Academic Officer approves an Independent Study, the Independent Study will be supervised by a faculty member, and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:

- Be actively pursuing a degree,
- Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and
- Have a history of good attendance and academics.

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

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

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

If the student has not visited the Campus prior to execution of an Application and Enrollment Agreement, the student may cancel the Application and Enrollment Agreement without penalty and terminate the obligations hereunder within three business days following 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, all payments made by the student pursuant to the Application and Enrollment Agreement will be returned within 30 days from the receipt of student's notice of cancellation.

### **RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED**

If a Student does not attend enough classes to be activated or otherwise fails to meet the criteria for activation, he or she will not be charged any Tuition, and any monies previously paid as Tuition will be refunded. (See Catalog for the Campus' Activation Policy.) Remington College will make any refund to which a Student may be entitled under this section within thirty (30) days of the end of the Activation Period.

### **WITHDRAWAL NOTIFICATION**

In the event a Student intends to withdraw from the Student's program, the Student is urged to provide withdrawal notification to one of the following individuals: the Student's Instructor, the Department Chair for the program in which the Student is enrolled (if any), the Director of Education, the Director of Student Finance or any other member of the Student Finance Department. Failure to provide withdrawal notification will result in the withdrawal date of determination being based upon the Campus' attendance policy, as set forth in the College Catalog, and most likely will result in any refunds due to the Student being made at a later date than would have been made had the Student provided the withdrawal notification.

### **EXIT CALCULATION AND REFUND POLICIES**

Information regarding any applicable third party funding agency refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained from the Campus Student Finance Department.

The following is a brief and general explanation of rules, regulations and policies applicable to the making of the Exit Calculation. In the event that any conflict exists between this explanation and the rules, regulations and policies applicable to the various financial aid programs, such rules, regulations and policies as modified and amended from time to time shall be applied. This explanation is not intended to be a complete and thorough explanation of all of the applicable components of the Exit Calculation, and should not be relied upon as such 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 he/she was dropping or the last date the student attended class.)
- 2) Determining what, if any, amounts from financial aid and/or other financial assistance programs are required to be returned to the fund sources. For a discussion of amounts required to be returned under Return of Title IV Funds regulations see "Return of Title IV Funds" section below.
- 3) Adjusting the student's account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes Remington College any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student's account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.
- 4) Refunding any credit balance to the student's lenders (see Refund Distribution Order for the Return of Title IV Funds section).

## RETURN OF TITLE IV FUNDS

Up through the point in time when 60% of the calendar days in a Financial Aid Payment Period has passed, a pro rata schedule is used to determine how much Title IV financial aid program funds "Title IV Funds" the student has "earned" (is entitled to retain) at the time the student drops or is dropped. After the 60% point, a student has "earned" 100% of the program funds.

For purposes of calculating any required return of Title IV Funds, the percentage of the Financial Aid Payment Period completed is the total number of calendar days in the Financial Aid Payment Period for which the assistance is awarded divided into the number of calendar days that have occurred in that period as of the day the student withdrew. "Calendar days" for these purposes is something of a term of art, and will be interpreted in accordance with applicable regulations, which may not represent the actual number of pure calendar days in every case. For example, scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a Financial Aid Payment Period (denominator) and the number of calendar days completed in that period (numerator).

Any required refunds of Federal Title IV Funds will be made within forty-five (45) days after the earlier of the date on which it has been determined that a Student Drops, has been Dropped, or is deemed to have been Dropped. Any refund of funds other than of Federal Title IV Funds will be made in accordance with applicable law.

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

Refunds of unearned Title IV Funds will be made in the following order: 1) Unsubsidized Direct Loans (other than Direct PLUS Loans); 2) Subsidized Direct Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants for the Financial Aid Payment Period for which a return of funds is required; 5) Iraq and Afghanistan Service Grant, for which a return of funds is required.

## 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. This Institutional Refund Policy applies to all program offered by the campus except for the Massage Therapy and Medical Billing and Coding programs.

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

## REFUND POLICY FOR THE MASSAGE THERAPY AND MEDICAL BILLING AND CODING PROGRAMS

The Campus charges a \$100 administrative fee for any student who drops or is dropped before 80% 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% but not more than 70% of a payment period	70% of the current payment period Tuition cost + Adm. Fee
More than 70% but not more than 80% of a payment period	80% of the current payment period Tuition cost + Adm. Fee
More than 80% of a payment period	100% of the current payment period Tuition cost

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

### **TITLE IV CREDIT BALANCES**

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

### **NON-TIV CREDIT BALANCES**

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

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

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

### **DETERMINATION OF STUDENT BALANCES**

As a result of the return of Title IV funds calculation, in some circumstances, funds previously received on behalf of the student may be required to be returned to grantors or lenders. **This can result in the student owing a balance to Remington College even though the student's account might have shown no balance due while the student was still attending.** As set forth in the Application and Enrollment Agreement, the student is responsible for any balance owed Remington College, and Remington College is responsible for the payment of any refunds.

### **INSTITUTIONAL REFUNDS**

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

### **POST-WITHDRAWAL DISBURSEMENTS**

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

### **FORCE MAJEURE**

Remington College will not be liable for any damages including but not limited to consequential damages resulting from Remington College's inability to fulfill Remington College's obligations under the Application and Enrollment Agreement including but not limited to the failure to provide the instruction and other resources necessary to enable a student to complete the program in which a student has enrolled or receive a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, act of nature, acts of God or any other cause beyond the control of Remington College. In the event Remington College is unable to perform any of the obligations under the Application and Enrollment Agreement, for any of the reasons set above, Remington College shall not be responsible for any damages including but not limited to consequential damages or have an obligation to issue Tuition refunds, other than as required by an applicable refund policy.

### **ACTIVATION OF MILITARY RESERVIST**

Upon receipt of a copy of official military orders evidencing a call to active military duty prior to the completion of a term, Remington College will reverse all charges related to the interrupted term. The student's transcript will reflect the student's withdrawal as a "W" and no grade or credit will be issued for the courses that were not fully completed.



## **ADMINISTRATIVE POLICIES**

### **CANCELLATION OF CLASSES**

It is Campus policy to remain open and to hold classes as scheduled whenever weather conditions allow. Campus Administrators shall determine when classes will be cancelled due to weather conditions. An announcement of a decision to cancel classes may be broadcast on local radio and/or television stations. Students are responsible for contacting the Campus to determine if the Campus has been closed due to weather.

### **STUDENT CONDUCT AND DISCIPLINE**

Students are expected to conduct themselves in a mature, courteous manner at all times. Any student whose conduct, academic standing, or attendance is regarded as unsatisfactory or unacceptable may be dropped from Remington College.

Specifically, the following conduct may result in disciplinary action, which will vary depending on the severity of the infraction:

- 1) Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to Remington College.
- 2) Forgery, alteration, misuse, or mutilation of Campus documents, records, identification, educational materials, or Campus property.
- 3) Obstruction or disruption of teaching, administration, disciplinary procedures, or other Campus activities including public service functions or other authorized activities on or off premises.
- 4) Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- 5) Theft of or damage to property of Remington College or using or attempting to use Campus property in a manner inconsistent with its designed purpose.
- 6) Unauthorized entry to, use of, or occupation of Campus facilities.
- 7) Intentional or unauthorized interference with a right of access to Campus facilities, or freedom of movement, or speech of any person on the premises.
- 8) Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials, or bombs, explosives, or incendiary devices.
- 9) Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- 10) Hazing.
- 11) Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, on Campus property or at a Campus function. (Please refer to the Drug-Free and Smoke-Free School Policies as set forth in this catalog.)
- 12) Rioting, aiding, abetting, encouraging, or participating in a riot on Campus property.
- 13) Failure to comply with the verbal or written directions of any Campus official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
- 14) Aiding and abetting or inciting others to commit any act of misconduct set forth herein.
- 15) Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature and it is administratively determined that the continued presence of the student would constitute a threat or danger to the students, faculty or staff of Remington College, such student may be temporarily suspended pending disposition of the charges in court.
- 16) Engaging in inappropriate sexual behavior on Campus or violating the Student Sexual Harassment Policy.
- 17) Violation of Remington College policy applicable to use of computers or online services, including:
  - a) Failure to comply with the provisions in the Application and Enrollment Agreement pertaining to the use of computers, networks and online services;
  - b) Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements;
  - c) Misrepresentation of identity through alteration of e-mail names;
  - d) Posting unsolicited advertisements to public meetings or private in-boxes (no spamming);
  - e) Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.
- 18) Identity theft or misrepresentation of identity, including, but not limited to, educational fraud related thereto.
- 19) Abuse, intimidation or other forms of online bullying of any person, such as personal attacks on other students or individuals in synchronous or asynchronous sessions (e.g. in chat rooms, by instant message or on bulletin boards).

Remington College reserves the right to delete content or discontinue Campus-provided internet accounts for any reason.

Violation of any of the above may subject the student to any of the following:

- 1) Reprimand.
- 2) Imposition of specific restrictions.
- 3) Disciplinary probation. Further infractions during the probationary period may result in suspension.
- 4) Suspension.
- 5) Termination.

After being suspended, a student may be allowed to resume attending classes only after a written request is submitted to the Campus President, and the Campus President approves the student's request. Any further infraction of Campus policies may result in expulsion. (See Re-Enrollment and Re-Entry Policy regarding application to Student Conduct and Discipline.)

## **STUDENT SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and will not be tolerated at any Campus. Sexual harassment is a violation of state and federal law, including Title IX of the Educational Amendments of 1972, and in some cases, may constitute a crime. Remington College is committed to providing an environment that is free from sexual harassment.

Sexual harassment should always be reported, if possible, to Remington College's Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-800-333-2755 or in writing, delivered to 7131 Business Park Lane, Lake Mary, Florida 32746, or by email at [vphtitleixcoordinator@remingtoncollege.edu](mailto:vphtitleixcoordinator@remingtoncollege.edu)

### **WHAT CONSTITUTES SEXUAL HARASSMENT**

Conduct that constitutes sexual harassment is difficult to define. What may be considered appropriate conduct by one may be considered sexual harassment by another. It depends upon the vantage point of the individual involved. Students should report any conduct that they believe constitutes sexual harassment.

Sexual harassment of a student involves the behavior of an individual of either sex against an individual of the opposite or same sex. Sexual harassment occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written or physical behavior of a sexual nature. Sexual harassment includes situations where submission to sexually offensive conduct or a request for sexual favors is made either explicitly or implicitly a term or condition of a student's educational advancement or other educational decisions made about the student, or such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. Sexual harassment can result from the behavior of visitors, parents, vendors or other third parties. Sexual Harassment can occur both on and off Campus premises.

The following are examples of behavior that generally can constitute sexual harassment:

- direct or indirect threats, bribes, or demands for unwanted sexual activity;
- sexual innuendo and comments;
- asking or commenting about a person's sexual activities;
- humor or jokes about sex or females/males in general;
- sexually suggestive sounds or gestures, including sucking noises, winking, and throwing kisses;
- pestering a person for dates or sexual behavior;
- touching, patting, pinching, stroking, squeezing, tickling, or brushing against a person;
- giving a neck or shoulder massage;
- ogling or leering, such as staring at a woman's breasts;
- insulting and belittling a person – sexual ridicule;
- letters, notes, telephone calls, or materials of a sexual nature;
- displaying pictures, calendars, cartoons, or other material with sexual content;
- stalking a person either inside or outside an institution; and
- attempted or actual sexual assault.

Sexual harassment can occur between students. Behaviors that can constitute peer sexual harassment include all of the behaviors listed above as well as the following:

- leaving obscene messages or pictures on Campus computers;
- shouting obscenities;
- snapping a female's bra or elasticized waist of pants, shorts, or skirt;
- persistent unwanted sexual attention, such as continually asking a person for a date long after the person has indicated no interest;
- telling someone what sexual behaviors the speaker would like to engage in with that person; and
- threatening rape.

### **REPORTING SUSPECTED SEXUAL HARASSMENT**

An initial course of action for any student who feels that he or she is being sexually harassed is for the student to inform the harasser that the conduct is not welcome and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Remington College will always assist a student in resolving violations of this policy. **Sexual harassment should always be reported, if possible, Remington College's Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-800-333-2755 or in writing delivered to 7131 Business Park Lane, Lake Mary, FL 32746 or by email at [vphtitleixcoordinator@remingtoncollege.edu](mailto:vphtitleixcoordinator@remingtoncollege.edu).**

Any sexual harassment incident should be reported within three business days of the occurrence or event giving rise to the incident if possible. But a student should always report the incident even if not done within the requested three days. It is always best to make a written report but oral reports will be acted upon.

### **INVESTIGATION AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS**

Unless a student or the alleged harasser request that the matter be addressed through the formal grievance procedures described below, sexual harassment complaints can be resolved informally. The manner in which a student desires to have a complaint resolved can be addressed when it is first reported.

A thorough investigation into any alleged incident of sexual harassment will be conducted by the Title IX Civil Rights Coordinator. Every effort will be made to conduct the investigation in a discreet manner in order to protect the privacy of both the complainant and the accused. The name of the reporting party may be kept confidential, if requested, provided maintaining confidentiality does not interfere with the ability to investigate or take corrective action. Upon the conclusion of the investigation, which normally will be accomplished within 30 days from the receipt of the report, the Title IX Civil Rights Coordinator will issue findings and determine whether there was a violation of Remington College's sexual harassment policy and will inform both parties of the action Remington College will take based on these findings. If it appears warranted, action may be taken on an interim basis while the investigation is in progress.

If the Title IX Civil Rights Coordinator issues a finding that a violation of this policy has occurred, appropriate disciplinary action will be taken ranging from a verbal or written warning or reprimand to expulsion of a student or dismissal of an employee for cause. Students may also be transferred to other classes.

If either party disagrees with the findings of the investigation, such objections must be submitted in writing to Remington College's Title IX Civil Rights Coordinator, 7131 Business Park Lane, Lake Mary, Florida, 32746 within 15 days of the date of the receipt of the findings, specifying the particular findings to which the party objects. The objections will be considered and a written report will be issued in response to the objections within 15 days of the date the objection is received.

### **FORMAL GRIEVANCE PROCEDURES**

If students do not want the incident resolved informally they may utilize the formal grievance procedures set forth in this Catalog. Use of the formal grievance procedures may also be initiated by either party after receipt of the investigator's finding when the informal procedures described above are used.

Use of the formal grievance procedures to resolve a sexual harassment incident requires the submission of a written grievance to the Title IX Civil Rights Coordinator at the address set forth above. Students should indicate in their grievance the names of any person who is aware of or witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should include with their grievance the best method for contacting them to discuss the grievance and the best time of day for such contact, and whether they object to being contacted at the Campus. A Remington College official will attempt to make contact with the student, as instructed by the student, upon receipt of the grievance by the Title IX Civil Rights Coordinator, Campus President or Department Chair.

The Title IX Civil Rights Coordinator will conduct such investigation, inquiry and research into the grievance as deemed necessary to reach a conclusion as to how the grievance should be resolved. The Title IX Civil Rights Coordinator will contact the student promptly to inform the student of Title IX Civil Rights Coordinator's decision, and in any event, not later than 30 days after the initial contact, unless the Title IX Civil Rights Coordinator determines more time is necessary to complete the required inquiry, in which case the student will be notified.

The student may also file a complaint with the accrediting commission or appropriate state board as set forth in this Catalog or the student may also obtain this information from the Title IX Civil Rights Coordinator. If the student is not satisfied with the resolution of the sexual harassment claim resulting from the use of the grievance procedures, the student may commence arbitration proceeding as set forth in this Catalog and in the student's Application and Enrollment Agreement.

An informational packet with instructions on how to institute arbitration will be provided to the student upon request to the Title IX Civil Rights Coordinator.

Both the written objection to findings of the Title IX Civil Rights Coordinator or the written request for resolution by formal grievance must be provided to the Vice President of Human Resources, Remington College's Title IX Civil Rights Coordinator, by certified mail, through the United States Postal Service to 7131 Business Park Lane, Lake Mary, Florida 32746 within 15 days after receiving notice of the findings of the investigation.

#### **NON-REPRISAL FOR REPORTING SEXUAL HARASSMENT**

No student may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, for filing a complaint of sexual harassment or for otherwise assisting in an investigation of a sexual harassment complaint.

#### **EMPLOYEE/STUDENT RELATIONSHIPS**

Remington College strictly prohibits employees from fraternizing or socializing with students, except as a part of organized Campus social events or activities and students are prohibited from fraternizing or socializing with employees, except as a part of organized Campus social events or activities. This policy prohibits students and employees from dating. This policy applies to students currently enrolled at any campus. Employee/student relationships must maintain the highest level of professional respect. Accordingly, it is inappropriate, and violates this policy, for employees or students to engage in any type of relationship that is outside of the professional student/employee relationship, regardless of whether such inappropriate relationship also violates Remington College's sexual harassment policy as set forth above. This policy does not apply to students married to an employee prior to becoming a student.

#### **DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES**

From time to time, students may have disputes with Remington College resulting from the student's recruitment, enrollment and/or attendance, or otherwise arising out of a student's relationship with Remington College. It is the goal of Remington College to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties. If this method of resolution is unsuccessful, then such unresolved disputes shall be resolved by one of the methods described below. In order to provide a chance to resolve disputes directly between Remington College and the student without the intervention of third parties, a student may not pursue claims in court or by arbitration until student has fully exhausted the Remington College, State Board, or Commission grievance procedures as described below.

#### **REMINGTON COLLEGE GRIEVANCE PROCEDURES**

A grievance is defined as any dispute between the student and the Campus. Should a student have a grievance concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance, in writing, to the Director of Education, clearly describing the grievance. The Director of Education will notify the Remington College Department of Student Affairs of the grievance, review the grievance, seek resolution, and notify the student of the remedy within ten business days of receipt of the grievance, unless it is determined more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the student will be notified of that fact by the Director of Education. In the event the student is not satisfied with the resolution provided by the Director of Education, the student may appeal to the Campus President/Campus Director in writing within ten days of receiving the decision of the Director of Education. The Campus President/Campus Director will notify the Department of Student Affairs of the appeal and will review the pertinent facts and evidence presented.

The Campus President/Campus Director will formulate a resolution within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Campus President/Campus Director. Students who wish to contest the Campus President's/Campus Director's resolution may submit a written appeal to the Remington College Department of Student Affairs as the final entity seeking a resolution to a reported grievance.

The Department of Student Affairs will review the facts and evidence presented and, if necessary, will conduct additional investigation into the allegations raised in the grievance. The Department of Student Affairs will formulate a resolution, within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Department of Student Affairs. Once the review is complete, the Department of Student Affairs will promptly inform the student of the decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance. At any time in the grievance process, the student may contact the Remington College Department of Student Affairs for additional support via email at [student.affairs@remingtoncollege.edu](mailto:student.affairs@remingtoncollege.edu).

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the grievance should be immediately reported to the person stated below who has been designated to handle grievances regarding violations of Remington College's non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above. Any sexual harassment grievance will be handled in accordance with the Campus' sexual harassment policy as set forth herein.

**Vice President-Human Resources/Title IX Civil Rights and Age Discrimination Act Coordinator**

7131 Business Park Lane  
Lake Mary, FL 32746  
(407) 562-5500  
(800) 333-2755

[legal@remingtoncollege.edu](mailto:legal@remingtoncollege.edu)

Students should indicate in their grievances any person the student is aware of who has witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance. Students should be sure to include with their grievances the best method of contacting them to discuss the grievance and the best time of day for such contact, and whether the students object to being contacted at Remington College. A Remington College official will attempt to make contact with the student, as per the instructions provided by the student, within three business days of receipt of the grievance by a Remington College official.

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

**ACCREDITING COMMISSION AND STATE BOARD COMPLAINT AND GRIEVANCE PROCEDURES**

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

**Accrediting Commission**

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

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

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

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President or online at [www.accsc.org](http://www.accsc.org).

**State Board**

***Massage Therapy and Medical Billing and Coding Programs***

A complainant shall discuss a complaint with the Campus President prior to filing a formal complaint. Formal complaints related to the Massage Therapy Program must be submitted in writing to the Educational Specialist for Private Trade, Vocational or Technical Schools (PTVT) Licensing. The complainant must sign the complaint and include supportive evidence of the complaint with the complaint submission.

**Educational Specialist for PTVT Licensing  
Hawaii Department of Education  
475 22nd. Ave., Room 205  
Honolulu, HI 96816  
Telephone: (808) 203-5505 ext 2122**

***Degree Programs***

Students enrolled in degree programs may file a complaint with the Hawaii Post-Secondary Education Authorization Program (HPEAP) after all administrative remedies available through Remington College have been exhausted. Information on the HPEAP student complaint process and a copy of the HPEAP Student Complaint Form are available at <http://cca.hawaii.gov/hpeap/>.

**Hawaii Post-Secondary Education Authorization Program (HPEAP)  
Department of Commerce and Consumer Affairs  
335 Merchant Street, Rm. 310  
Honolulu, Hawaii 96813  
(808) 586-7327  
[cca.hawaii.gov/hpeap](http://cca.hawaii.gov/hpeap)**

**COMPLAINT POLICY FOR STUDENTS RECEIVING VA EDUCATION BENEFITS**

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

**ALTERNATIVE DISPUTE RESOLUTION**

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

The Student may contact the Legal Department at Remington College between 8:30a.m. and 5:00p.m. Eastern time at 7131 Business Park Lane, Lake Mary, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration or where to file a Small Claims Court complaint. Remington College will, upon request, provide the student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined below). This packet will contain information on the address of the appropriate Small Claims Court and where the student can obtain a complaint form.

By way of general information, under the AAA Rules, an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a "Demand") and submitting two copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of the Application and Enrollment Agreement and the required fees and deposits. Upon request, Remington College will provide a Demand form, the address where the form should be sent along with a schedule of the required fees.

"Claim" means any claim, dispute, or controversy, whether in contract, tort or otherwise, whether pre-existing, present or future, and including statutory, common law, tort or equitable claims between a student and Remington College including, but not limited to, one arising from or relating to any of the following: (i) student's execution of the Application and Enrollment Agreement and the obligations of the student or Remington College hereunder, or the validity, enforceability or scope of the Application and Enrollment Agreement (ii) student's recruitment and application for admittance, including, but not limited to, any advertisement, promotions, or other oral or written statements relied upon by student in deciding to attend Remington College, (iii) student's attendance at Remington College and the quality of the instruction or education provided to the student, (iv) any financial obligations incurred by the student as a result of student's enrollment and/or attendance at Remington College, or matters related to student's financial assistance or the provision or performance of career services, and (v) any discrimination, civil rights, or sexual harassment claims.

The arbitration shall be governed by the Federal Arbitration Act ("FAA"), 9 USC Sections 1-16 and the AAA's Consumer Arbitration Rules ("AAA Rules") (collectively the "Arbitration Rules"). The arbitrator appointed by the AAA (the "Arbitrator") shall apply applicable substantive law consistent with the FAA, the Arbitration Rules and applicable statutes of limitation and honor claims of privilege recognized by law. The Arbitrator shall not conduct class arbitration; that is, the Arbitrator shall not allow the student to serve as a representative in any capacity for others in the arbitration. Judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. Arbitration is mandatory and the Arbitrator's decision is binding, unless student pursues a Claim in Small Claims Court in lieu of arbitration.

#### **TIME FOR COMMENCING ARBITRATION OR OTHER ACTION**

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

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

#### **LIMITATION OF LIABILITY AND DAMAGES**

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

#### **EXAMINATION OF STUDENT RECORDS**

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

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

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

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

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

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

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

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

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

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

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

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

**SMOKE- AND TOBACCO-FREE CAMPUS**

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

**STUDENT DRUG AND ALCOHOL ABUSE POLICY**

All Remington College properties are designated as drug-free and alcohol-free environments. For purposes of this policy “Remington College activities” include those activities that are planned, promoted, or sponsored by Remington College and/or student externship sites, including student organization events, and “Remington College property” includes Remington College owned or leased land, facilities, vehicles, and/or equipment.

Students may not manufacture, possess, use, sell, distribute, dispense, receive, or transport any controlled substances, illicit drugs or alcohol while on Remington College property and/or participating in Remington College activities. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law. Additionally, students may not be under the influence of alcohol, illegal drugs, or un-prescribed and/or improperly used controlled substances in any manner while on Remington College property and/or participating in any Remington College activities, whether or not consumed on campus premises or outside of the campus’ operating hours. Students who engage in such behavior will be considered to be in violation of the Student Conduct and Discipline Policy and will be subject to disciplinary action, up to and including expulsion, as well as possible referral for prosecution. Sanctions may also include referrals for appropriate rehabilitation.

Remington College reserves the right to implement several kinds of drug/alcohol testing for students at all locations. The following is a list of drug and alcohol tests that Remington College reserves the right to conduct in accordance with state and federal laws:

- 1) Pre-Enrollment Testing
- 2) Pre-Externship Testing
- 3) Reasonable Suspicion Testing
- 4) Random Testing
- 5) Post-Rehabilitation Testing

**Legal Sanctions**

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution and sale of alcohol.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Students who are under twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of that State’s underage drinking laws.



## Health Risks

Specific serious health risks are associated with the use of illegal drugs and alcohol. Some of the major risks are:

- *Alcohol and other depressants (barbiturates, sedatives, and tranquilizers):* Addiction, vehicle or other accidents as a result of impaired ability and judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- *Marijuana:* Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema and impairment of driving ability.
- *Cocaine:* Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- *Hallucinogens (Acid, LSD, PCP, Ecstasy, etc.):* Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- *Narcotics (Heroin, Demerol, Morphine, Codeine, etc.):* Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- *Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.):* Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

## Available Drug and/or Alcohol Counseling/Treatment

Students are encouraged to seek professional help should they need assistance with drug and/or alcohol problems. The following are groups which can be contacted for help:

### 1-800-COCAINE – Cocaine Helpline

Around-the-clock information and referral service. Recovering cocaine/addict counselors answer the phones, offer guidance and refer drug users and parents to local public and private treatment centers and family learning centers.

### 1-800-NCA-CALL – National Council on Alcoholism Information Line

The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NCA's State and local affiliate's activities in their areas, and it also provides referral services to families and individuals seeking help with an alcohol or other problem.

### 1-800-662-HELP – National Institute on Drug Abuse Hotline

NIDA Hotline operated by the National Institute on Drug Abuse is a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use are distributed in response to inquiries.

## **CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY**

Remington College means an Arkansas nonprofit corporation established by name as a post-secondary educational institution that owns and operates the Campus and additional post-secondary educational institutions at other campus locations.

### **REMINGTON COLLEGE**

Jerald M. Barnett, Jr., Chairman  
Kevin M. Wilcox, Director  
Marshall McKissack, Director  
Jackson Farrow, Director  
Pamela Bell, CEO / President  
Shannyn Stern, Chief Financial Officer / Secretary  
Adam Martin, General Counsel / Vice President / Human Resources / Title IX Coordinator  
Todd Zvaigzne, Regional Vice President of Operations  
Susan Race, Regional Vice President of Operations  
Brandon Shedron, Chief Academic Officer  
Heather McIver, Chief Marketing Officer  
J Bonnell, Chief Information Officer  
Jonathan Baker, Vice President – Business Analysis  
Emmylu Piscitelli, Controller  
Glenda “Jenny” Widener, Executive Director of Admissions Operations and Services Center  
James Dunn, National Director of Student Finance  
Mary Rhodes, National Director of Accreditation and Licensing  
Kendra Davis, Campus Director / Baton Rouge  
Terhan Freeman, Campus President / Cleveland  
Patsy Moore, Campus President / Columbia  
Greenie “Skip” Walls, Campus President / Dallas  
Louis LaMair, Campus President / Fort Worth  
Dr. Jessie Robinson, Campus President / Honolulu  
Dr. Hiram Nall, Campus President / North Houston  
Frankie Jobe, Campus President / Houston Southeast  
JoAnn Boudreaux, Campus President / Lafayette  
Audra Hinton, Campus Director / Little Rock  
Sherria King, Campus President / Memphis  
Michael Seltzer, Campus President / Mobile  
Christian “Angel” Almond, Campus President / Nashville  
Jerry Driskill, Campus President / Shreveport  
Aneka Smith, Campus President / Online

### **Campus History**

#### **REMINGTON COLLEGE’S BATON ROUGE CAMPUS**

Remington College’s Baton Rouge Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, began operations in 1998. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington College – Baton Rouge Campus to Remington College – Baton Rouge Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE’S CLEVELAND CAMPUS**

Remington College’s Cleveland Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, began operations in January 1990 as National Education Center. The Campus was an additional location of National Education Center-Vale Technical Institute. In August 1995, Remington University, Inc. purchased the College. In July 1998 Remington College – BCL, Inc. purchased the college. In May 2003 the name of the Campus was changed from Education America – Remington College – Cleveland Campus to Remington College – Cleveland Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE’S COLUMBIA CAMPUS**

Remington College’s Columbia Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, was established in March 2009. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Columbia Campus to Remington College.

#### **REMINGTON COLLEGE'S DALLAS CAMPUS (GARLAND)**

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

Remington College's Dallas Campus (Garland) opened in January 1987 after its purchase from Bradford Schools. Remington College – Denver Campus, Inc. purchased the college in July 1997. In July 2003 the name of the Campus was changed from Education America – Dallas Campus to Remington College – Dallas Campus. Remington College acquired the Campus in January of 2011. In 2013, the name of the Campus was changed to Remington College, and the main campus status was changed from Remington College's Houston West Campus (Westchase area) to Remington College's Dallas Campus (Garland).

#### **REMINGTON COLLEGE'S FORT WORTH CAMPUS**

Remington College's Fort Worth Campus, a branch campus of Remington College's Dallas Campus (Garland) location, opened in July 1988 as a branch campus of National Education Center – Tampa Technical Institute and was acquired by Remington College – Tampa Campus, Inc. in 1995.

From 1995 until May 2003 the Campus was operated under the name Education America – Fort Worth Campus. In May 2003 the name of the Campus was changed to Remington College – Fort Worth Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S HEATHROW CAMPUS**

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

#### **REMINGTON COLLEGE'S HONOLULU CAMPUS**

Remington College's Honolulu Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was established in December 1998. From December 1998 until May 2003 the Campus was operated under the name Education America – Honolulu Campus. In May 2003 the name of the Campus was changed to Remington College – Honolulu Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S HOUSTON NORTH CAMPUS (GREENSPPOINT AREA)**

Remington College's Houston North Campus (Greenspoint area), a branch campus of Remington College's Dallas Campus (Garland) location, was established in February 2004. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – North Houston Campus to Remington College.

#### **REMINGTON COLLEGE'S HOUSTON SOUTH CAMPUS (WEBSTER)**

Remington College's Houston South Campus (Webster), a branch campus of Remington College's Dallas Campus (Garland) location, was established in February 2008. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Houston Southeast Campus to Remington College.

#### **REMINGTON COLLEGE'S LAFAYETTE CAMPUS**

Remington College's Lafayette Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was founded in 1940 as Spencer Business College. Remington University, Inc. purchased the college in January 1994. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington Colleges – Lafayette Campus to Remington College – Lafayette Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

#### **REMINGTON COLLEGE'S LITTLE ROCK CAMPUS**

Remington College's Little Rock Campus, a branch campus of Remington College's Dallas Campus (Garland) location, began operations in July 1998. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Little Rock Campus to Remington College – Little Rock Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

**REMINGTON COLLEGE'S MEMPHIS CAMPUS**

Remington College's Memphis Campus, a branch campus of Remington College's Dallas Campus (Garland) location, opened in July of 1987 as Education America – Southeast College of Technology. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Memphis Campus to Remington College – Memphis Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

**REMINGTON COLLEGE'S MOBILE CAMPUS**

Remington College's Mobile Campus, a branch campus of Remington College's Dallas Campus (Garland) location, opened in July of 1986 as Education America – Southeast College of Technology ("SCT"). In May 2003 the Campus name was changed to Remington College – Mobile Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

**REMINGTON COLLEGE'S NASHVILLE CAMPUS**

Remington College's Nashville Campus, a branch campus of Remington College's Dallas Campus (Garland) location, began operations in November 2003. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Nashville Campus to Remington College.

**REMINGTON COLLEGE'S SHREVEPORT CAMPUS**

Remington College's Shreveport Campus, a branch campus of Remington College's Dallas Campus (Garland) location, was established in July 2007. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Shreveport Campus to Remington College.

# 2018 CALENDAR

## DIPLOMA PROGRAMS

	<u>Begin</u>	<u>End</u>
January	January 15, 2018	February 8, 2018
February	February 12, 2018	March 8, 2018
March	March 12, 2018	April 5, 2018
April	April 16, 2018	May 10, 2018
May	May 14, 2018	June 7, 2018
June	June 11, 2018	July 5, 2018
July	July 16, 2018	August 9, 2018
August	August 13, 2018	September 6, 2018
September	September 10, 2018	October 4, 2018
October	October 15, 2018	November 8, 2018
November	November 12, 2018	December 6, 2018
December	December 10, 2018	January 10, 2019

## MID-QUARTERS

	<u>Begin</u>	<u>End</u>
Spring Term	January 15, 2018 February 26, 2018	February 22, 2018 April 5, 2018
Summer Term	April 16, 2018 May 28, 2018	May 24, 2018 July 5, 2018
Fall Term	July 16, 2018 August 27, 2018	August 23, 2018 October 4, 2018
Winter Term	October 15, 2018 November 26, 2018	November 22, 2018 January 10, 2019

## QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 15, 2018	April 5, 2018
Spring Quarter	April 16, 2018	July 5, 2018
Summer Quarter	July 16, 2018	October 4, 2018
Fall Quarter	October 15, 2018	January 10, 2019

## BREAKS

	<u>Begin</u>	<u>End</u>
Spring Break	April 9, 2018	April 15, 2018
Summer Break	July 9, 2018	July 15, 2018
Fall Break	October 8, 2018	October 14, 2018
Winter Break	December 24, 2018	January 1, 2019

## HOLIDAYS

New Year's Day	January 1, 2018
Dr. Martin Luther King Day	January 15, 2018
President's Day	February 19, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veterans Day	November 9, 2018
Thanksgiving Day	November 22, 2018
Friday After Thanksgiving Day	November 23, 2018
Christmas Day	December 25, 2018

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