

College Catalog

Remington College Knoxville Campus

7415 Maynardville Pike, Suite 101
Knoxville, TN 37938
Phone: (865) 914-5221
Fax: (877) 373-1827

A Branch Campus of Remington College's Dallas Campus

9441 Lyndon B. Johnson Fwy., Ste. 400
Dallas, TX 75243
Phone: (972) 686-7878
Fax: (800) 884-0729

www.remingtoncollege.edu

Date of Publication: April 21, 2023

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.

TABLE OF CONTENTS

INTRODUCTION	1
CAMPUS LOCATION AND FACILITIES	1
ACCREDITATION, AFFILIATIONS AND LICENSING	1
ACCSC Accreditation	1
State Licensure	1
CONTRACTUAL RELATIONSHIPS	2
EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT	2
ADMISSIONS REQUIREMENTS AND PROCEDURES	3
ACTIVATION	4
Criteria for Activation	4
NON-DEGREE/DIPLOMA SEEKING ENROLLMENT	4
WITHDRAWAL FROM A COURSE	4
PRIOR LEARNING CREDIT	5
TRANSFER CREDIT	5
General Discussion of Transfer Credit Determinations and Values	5
TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF MILITARY/VETERAN EDUCATION BENEFITS (TUITION ASSISTANCE, POST 9/11 GI BILL®, ETC.)	6
LIMITATIONS ON TRANSFERABILITY OF CREDITS TO NON-AFFILIATED EDUCATIONAL INSTITUTIONS	6
RE-ENROLLMENT AND RE-ENTRY POLICY	7
NONDISCRIMINATION POLICY	7
ADMISSION OF DISABLED INDIVIDUALS	7
Accommodations For Disabled Individuals	7
TUITION AND ADDITIONAL FEES	8
Program Tuition	8
Non-Institutional Charges for Required Course Materials	9
Non-Sufficient Funds Fee	9
Prior Learning Credit Course Challenge Fee	9
Replacement Of Degree/Diploma Fee	9
Student Verification Fee	9
Transcript Fee	9
PAYMENT POLICY	9
FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE	11
GENERAL INFORMATION	11
FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION (“EFC”), AND ELIGIBILITY AMOUNT	11
TITLE IV AWARDS	11
FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES	11
Student Eligibility	11
Completion Of Application	12
Determination Of Need, Cost Of Attendance, And Eligibility Amount	12
Verification	12
Entrance And Exit Interview And Loan Notification	13
TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY	13
Federal Pell Grant	13
Federal Subsidized Stafford Loan	13
Federal Unsubsidized Stafford Loan	13
Federal Plus Loan	13
Non-Federal Loan Options	13
Veteran’s Benefits	13
Other Financial Aid Programs	14

<i>Academic Achievement Scholarship</i>	14
<i>Career Ready Scholarship</i>	14
<i>New Career Success</i>	14
<i>Remington College Bridging the Gap Scholarship</i>	15
<i>Remington College Promise Scholarship</i>	15
<i>Remington College Vantage Scholarship</i>	16
STUDENT SERVICES	17
ACADEMIC ADVISEMENT	17
CAREER SERVICES	17
COUNSELING	17
HEALTH, SECURITY, AND SAFETY	17
HOUSING	17
LIBRARY OR INFORMATION RESOURCE CENTER	17
ORIENTATION	18
PROFESSIONAL ASSOCIATIONS OR CLUBS	18
PROGRAMS OF STUDY	19
CLASS SIZE/CLASS SCHEDULING/HOURS OF OPERATION	19
EXPLANATION OF COURSE NUMBERING SYSTEM	19
EDUCATIONAL EQUIPMENT	19
PROFESSIONAL LICENSURE DISCLOSURE	20
BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY	21
<i>Diploma</i>	21
DIGITAL GRAPHIC ART	22
<i>Associate of Applied Art</i>	22
HEATING, VENTILATION, AND AIR CONDITIONING	23
<i>Associate of Occupational Studies</i>	23
RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT	24
<i>Associate of Science</i>	24
CRIMINAL JUSTICE	25
<i>Bachelor's Degree</i>	25
ORGANIZATIONAL MANAGEMENT	26
<i>Bachelor of Science</i>	26
COURSE DESCRIPTIONS	27
ACADEMIC STANDARDS	38
GRADING LEGEND	38
WITHDRAWAL FROM A COURSE.....	38
REPEATING A COURSE.....	38
FAILURE TO COMPLETE A COURSE IN THE ALLOTTED TIME	38
GRADES IN ERROR	39
LEAVE OF ABSENCE	39
NON-LOA TEMPORARY LEAVE.....	39
SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS	40
<i>Satisfactory Academic Progress Definitions</i>	40
<i>Qualitative Component of Satisfactory Academic Progress</i>	41
<i>Quantitative Component of Satisfactory Academic Progress</i>	41
<i>Minimum Satisfactory Academic Progress Requirement</i>	42

<i>Satisfactory Academic Progress Statuses</i>	42
SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS	43
<i>Appeal Procedures</i>	43
<i>Waiver Procedures</i>	43
<i>Regaining Title IV Eligibility with Remington College</i>	43
<i>Regaining Title IV Eligibility at Another Post-Secondary Educational Institution</i>	43
GRADUATION REQUIREMENTS	44
UNIT OF CREDIT/ACADEMIC HOUR DEFINITION	44
ATTENDANCE POLICY	44
<i>Method of Recording Attendance in Residential Class Sessions</i>	44
<i>Method of Recording Attendance in Online Class Sessions</i>	44
<i>Attendance Requirements</i>	45
<i>Grade Adjustments for Participation in Residential Class Sessions</i>	45
MAKE-UP WORK POLICY	45
PROGRAM CHANGES	45
CANCELLATION, WITHDRAWAL, AND REFUND POLICIES	46
RIGHT TO CANCEL THE ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS	46
RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED	46
WITHDRAWAL NOTIFICATION	46
EXIT CALCULATION AND REFUND POLICIES	46
RETURN OF TITLE IV FUNDS	47
REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS	47
INSTITUTIONAL REFUND POLICY	47
LOUISIANA DIPLOMA REFUND POLICY TABLE	47
RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA) FUNDS	47
<i>Determination Of Student Balances</i>	48
<i>Institutional Refunds</i>	48
<i>State Refunds</i>	48
<i>Post-Withdrawal Disbursements</i>	48
FORCE MAJEURE	48
ACTIVATION OF MILITARY RESERVIST	48
ADMINISTRATIVE POLICIES	49
ANTI-HAZING POLICY	49
CODE OF STUDENT CONDUCT	49
STUDENT SEXUAL HARASSMENT POLICY	49
EMPLOYEE/STUDENT RELATIONSHIPS	49
DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES	50
<i>Remington College Grievance Procedures</i>	50
<i>Accrediting Commission And State Agency/State Board Complaint And Grievance Procedures</i>	51
<i>Complaint Policy for Students Receiving VA Education Benefits</i>	56
ALTERNATIVE DISPUTE RESOLUTION	57
<i>Time For Commencing Arbitration Or Other Action</i>	57
LIMITATION OF LIABILITY AND DAMAGES	57
SMOKE- AND TOBACCO-FREE CAMPUS	58
STUDENT DRUG AND ALCOHOL ABUSE POLICY	59
CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY	60
2023 CALENDAR	62
BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY DIPLOMA PROGRAM	62
CRIMINAL JUSTICE AND ORGANIZATIONAL MANAGEMENT DEGREE PROGRAMS**	62
HEATING, VENTILATION AND AIR CONDITIONING DEGREE PROGRAM**	62

<i>DIGITAL GRAPHIC ART AND RESTAURANT, HOSPITALITY & RETAIL MANAGEMENT DEGREE</i>	
<i>PROGRAMS.....</i>	<i>62</i>
BREAKS**	62
HOLIDAYS.....	63
ADMINISTRATORS AND FACULTY	64

INTRODUCTION

Thank you for your interest in Remington College.

For those of you considering attending Remington College's Knoxville 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, Louisiana, Ohio, Tennessee, and Texas.

All Remington College campuses, including this one, participate in Federal Student Financial Aid Programs (Title IV). Accordingly, 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, Remington College 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 7415 Maynardville Pike, Suite 101, Knoxville, TN and is comprised of approximately 1,800 square feet of space. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

ACCREDITATION, AFFILIATIONS AND LICENSING

Remington College:

- 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.

ACCSC ACCREDITATION

Remington College 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

Due to state-specific regulations, the Campus currently does not have all of the required authorizations to enroll students who reside in the following states: Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Indiana, Iowa, Kansas, Maine, Maryland, Massachusetts, Michigan, Minnesota, Montana, Nebraska, New Mexico, New York, North Carolina, North Dakota, Oregon, Rhode Island and Wisconsin, or in the District of Columbia. Program availability may vary by state, for more information please contact the Admissions Department or visit www.remingtoncollege.edu/online-state-restrictions.

In Alabama, Remington College is licensed by the Alabama Community College System pursuant to the Alabama Private School License Law. The Private School License must be renewed every two years and is based on an evaluation concerning quality of education, ethical and business practices, health and safety, and fiscal responsibility.

In Alaska, Remington College is exempt from authorization under AS 14.48 and 20 AAC 17 because the program is online or distance delivered and does not have a physical presence in the state.

In Louisiana, Remington College is licensed by the State of Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

In Nevada, Remington College holds a full-term experiential license issued by the Nevada Commission on Postsecondary Education that permits students to complete on-site externships in the state.

In Pennsylvania, Remington College is registered as an out-of-state distance education provider to enroll residents of Pennsylvania in the Criminal Justice, Digital Graphic Art, Organizational Management, and Restaurant, Hospitality and Retail Management degree programs.

In Tennessee, Remington College has been granted Optional Expedited Authorization as a postsecondary educational institution in Tennessee by the Tennessee Higher Education Commission, pursuant to T.C.A. § 49-7-2022. Remington College is also approved by the Tennessee Department of Health to offer a nurse aide training program.

In Wyoming, Remington College holds a private school registration issued by the Wyoming Department of Education.

CONTRACTUAL RELATIONSHIPS

A student contracting with Remington College has a legal relationship only with Remington College. 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

In order for an applicant to be admitted as a student at Remington College, the 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.

Applicants for the Criminal Justice program must also sign a Notice to Prospective Criminal Justice students.

- 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 Provost 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 Provost for Remington College.
- f) For students enrolling into a bachelor's completion program that requires an associate's degree for admission purposes, documentation of high school graduation or equivalent (such as a GED) will not be required specifically for admission purposes. Such documentation may be required to determine student eligibility for certain federal grant funds.

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. The Provost, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.

- 3) Applicants with degrees from a college or university located outside of the United States may be admitted with the approval of the Dean and subject to such conditions as he or she may reasonably impose.
- 4) Applicants must complete Remington College's Career Path Assessment.
- 5) Applicants must complete Remington College's Online Risk Profile. Remington College also provides enrolling students with a non-credit, asynchronous online orientation to become acquainted with the learning management system in which online coursework will be delivered.
- 6) For admission into the Digital Graphic Art program, applicants must complete an interview with the Director of Campus Administration (or designee) and submit the Admission Essay.
- 7) 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 Provost (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.
- 8) For admission into the Organizational Management bachelor degree completion program, applicants must have an associate 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 in fields of English, social sciences, and communications, or the equivalent from a nationally or regionally accredited institution.

- 9) Applicants 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, prior to the beginning of classes. 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 not be allowed to begin classes. **Any exceptions to this requirement must be approved in writing by the Director of Financial Aid (or his/her designee) for Remington College.**

ACTIVATION

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

CRITERIA FOR ACTIVATION

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

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 Provost (or designee) for Remington College.

Attendance Requirements for Activation

In order to be eligible for activation, all applicants must attend at least one class on at least two days in the first week or two days in the second week of the activation period.

Exceptions to the Attendance Requirements for Activation may be granted only upon written request from the Director of Campus Administration or Campus Dean and with the written approval of the Provost (or designee) for Remington College.

Students enrolling in the Beat Production and Recording Arts Technology program who have opted to purchase their tool kit from Remington College must also have made satisfactory financial arrangements to provide for complete payment of the full amount of the kit prior to the end of the Activation Period or the student will be cancelled. For additional information see the Required Course Materials Disclosure Form for your program, if applicable.

NON-DEGREE/DIPLOMA SEEKING ENROLLMENT

The non-degree/diploma seeking status is designed for part-time students who do not seek an academic degree at Remington College. This can include students completing courses that may or may not include a credit hour basis. Enrollment as a non-degree/diploma seeking student does not guarantee automatic admission to Remington College as degree/diploma seeking student. Individuals who wish to apply for non-degree/diploma seeking status must complete the application for admission. Acceptance as a non-degree/diploma seeking student is not automatic. Applicants must be 18 years old or have parental/guardian approval to enroll. Students enrolled as non-degree/diploma seeking are limited to 30 attempted Quarter Credit Hour courses. Enrollment in non-credit courses is unlimited. Credit earned as a non-degree/diploma student cannot be considered for credit at Remington College until the admission criteria has been met by the student for the declared program.

Non-degree/diploma seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree/diploma seeking students who do not enroll in one or more consecutive courses must reapply for non-degree/diploma admission. Non-degree/diploma seeking students are not eligible for financial aid. Non-degree/diploma students must pay for courses prior to starting class using non-Title IV funds. Tuition and fees are the same for degree seeking and non-degree/diploma seeking students and can be found in tuition and fees section of the catalog addendum. Non-degree/diploma students will be held to the same code of conduct, attendance, refund policies, and all other guidelines as set forth in the campus catalog.

Enrollment for non-degree/diploma seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). Non-degree/diploma seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).

WITHDRAWAL FROM A COURSE

Students who withdraw from school before the beginning of the fourth week of the course will receive a grade of "W". Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-P" if they have a passing grade at the time of withdrawal, which will not be included in the calculation of the student's CGPA. Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-F" if they do not have a passing grade at the time of withdrawal, which will be included in the calculation of the student's CGPA.

Withdrawing from all courses in which the student is enrolled at the time of such withdrawal constitutes a withdrawal from Remington College, which renders that individual no longer a student. In order for such former students to re-enroll or re-enter in Remington College (register for and attend future classes), they are required to meet all the current admissions requirements at the time of their re-enrollment or re-entry and to execute a new Enrollment Agreement.

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 students can request the Course Challenge Request Form from Dean or Director of Campus Administration. 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 Provost 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.

GENERAL DISCUSSION OF TRANSFER CREDIT DETERMINATIONS AND VALUES

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) as set forth below.

- 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 Provost, 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 Provost 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 Provost. Credit hours earned at a Remington College location other than the Knoxville 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.)

GI Bill® is a registered trademark of the Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

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 Provost. In that case, upon approval of the Provost, 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.

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 the student has:

- 1) Completed and submitted a letter to the program chair requesting re-enrollment or re-entry;
- 2) Completed and executed a new Application and new Enrollment Agreement;
- 3) Not been dropped for failure to maintain satisfactory academic progress;
- 4) Not been dropped due to failure to follow the Code of Student Conduct; and
- 5) Has made financial arrangements to pay their cost of attendance satisfactory to the Campus and are not in default of any contractual agreements between the student and the Campus or any other Remington College campus.

All re-enrolling or re-entering students must successfully repeat the non-credit, online orientation to become re-acquainted with the virtual classroom environment in which courses will be delivered. The asynchronous online orientation can be completed in one week or less, is available to re-enrolling and re-entering students once Remington College has received an Enrollment Agreement executed by the applicant, and must be completed prior to the beginning of classes.

NONDISCRIMINATION POLICY

The Campus does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. The Campus 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 the Campus. The Campus 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 Campus 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' 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 Director of Campus Administration. The Director of Campus Administration 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 Dean at Remington College and schedule a meeting with the Director of Campus Administration. The Director of Campus Administration 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' 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 Director of Campus Administration to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate with Remington College' Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding Remington College' 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, 7415 Maynardville Pike, Suite 101, Knoxville, Tennessee 37938-3763, 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 the program in which they have enrolled and includes books, supplies and equipment necessary for the program that are not classified as Non-Institutional Charges. Tuition charges 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.

Beat Production and Recording Arts Technology Diploma Program**

Total Credit Hours	40.5
Cost Per Credit Hour	\$170.25
Total Tuition/Cost of Program	\$6,895.00

Digital Graphic Art Associate Degree Program

Total Credit Hours	92
Cost Per Credit Hour	\$305.27
Total Tuition/Cost of Program	\$28,085.00

Heating, Ventilation and Air Conditioning Associate Degree Program

Total Core Credit Hours	71
Cost Per Core Credit Hour	\$246.27
Total Gen Ed Credit Hours	24
Cost Per Gen Ed Credit Hour	\$150.00
Total Tuition/Cost of Program	\$21,085.00

Restaurant, Hospitality and Retail Management Associate Degree Program

Total Credit Hours	101
Cost Per Credit Hour	\$228.37
Total Tuition/Cost of Program	\$23,065.00

Criminal Justice Bachelor Degree Completion Program

Total Credit Hours	90
Cost Per Credit Hour	\$234.28
Total Tuition/Cost of Program	\$21,085.00

Organizational Management Bachelor Degree Completion Program

Total Credit Hours	90
Cost Per Credit Hour	\$339.89
Total Tuition/Cost of Program	\$30,590.00

For students enrolled in a degree program, 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 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.

For students enrolled in a diploma program, tuition is posted to the student's account based on the amount calculated by multiplying the scheduled credit hours in the program 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.

NON-INSTITUTIONAL CHARGES FOR REQUIRED COURSE MATERIALS

Certain programs require a student to have specific course materials that Remington College has demonstrated a student has a real and reasonable opportunity to purchase from a source other than Remington College that is not affiliated with the College. If applicable to a student's program, the required course materials are set forth in the Required Course Materials Disclosure Form and can be, but are not required to be, purchased from Remington College. If a student opts to purchase the required course materials from Remington College, the charges are considered Non-Institutional Charges. For additional information see the Required Course Materials Disclosure Form for your program, if applicable.

*****Beat Production and Recording Arts Technology Diploma Program***

Students enrolling in the Beat Production and Recording Arts Technology program are required to have the course materials described in the Required Course Materials Disclosure Form for the Beat Production and Recording Arts Technology Program. Students have the option of obtaining the required course materials from Remington College by purchasing the College's tool kit. Students also have a real and reasonable opportunity to purchase the required course materials from an alternative source. The College's tool kit is currently priced at \$2,000, which is not included in the tuition cost stated above. For additional information see the Required Course Materials Disclosure Form for the Beat Production and Recording Arts Technology Program.

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 \$15.00 for a duplicate copy of their degree/diploma.

STUDENT VERIFICATION FEE

Students will be charged \$25.00 per enrollment verification.

TRANSCRIPT FEE

Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, or has other remaining obligations to Remington College, in which case they will receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law. Any additional transcript requests will be charged \$15.00 per transcript for official transcripts and \$15.00 per transcript for unofficial transcripts.

PAYMENT POLICY

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

Remington College will grant students a Tuition payment deferral if, and only if, Remington College has a reasonable basis to believe that the student will receive financial aid or other financial assistance from a funding source acceptable to Remington College, in its sole discretion, in an amount acceptable to Campus. The student's obligation to pay Tuition under the Application and Enrollment Agreement is not contingent upon the student receiving financial aid or financial assistance. Stated otherwise, the student will owe the Tuition due under the Application and Enrollment Agreement for the period the student attends, even if the student does not receive financial aid or other financial assistance or if the financial aid or other financial assistance received is inadequate to pay the student's Tuition obligations in full.

The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill benefits.

GI Bill® is a registered trademark of the Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

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;
 - Pass an approved ability-to-benefit (ATB) test;
 - Meet other standards a specific state has established and has been approved by the USDE;
 - Complete a high school education in a home school setting approved under state law.
- Must be enrolled or accepted for enrollment in an eligible program at an eligible institution.
- Must meet satisfactory academic progress standards established by the institution.

Legal and Other Requirements

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

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

COMPLETION OF APPLICATION

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

DETERMINATION OF NEED, COST OF ATTENDANCE, AND ELIGIBILITY AMOUNT

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

VERIFICATION

- All applicants are subject to being selected by the USDE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
- Selected applicants must submit the information required to complete their verification no later than 14 days 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

The following is a general description of the financial aid programs available at the Campus. Information regarding benefits available, if any, from the Bureau of Indian Affairs, the Office of Veterans' Affairs, or the Vocational Rehabilitation Program can be obtained through those agencies.

FEDERAL PELL GRANT

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

FEDERAL SUBSIDIZED STAFFORD LOAN

Federal Subsidized Stafford Loans, available under the Federal Family Education Loan Program ("FFELP"), are low interest loans that are made to eligible students by lenders such as banks, credit unions, or savings and loan associations, and are insured by a guarantee agency. The 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 UNSUBSIDIZED STAFFORD LOAN

Federal Unsubsidized Stafford Loans, available under the Federal Family Education Loan Program ("FFELP"), are loans made to eligible students by lenders such as banks, credit unions, or savings and loan associations, and are insured by a guarantee agency. 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 PLUS LOAN

Federal PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student's cost of attendance. 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 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 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.

The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill benefits.

Post-9/11 GI Bill® students who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to electronically verify their enrollment with the VA in order to continue receiving their payments. Students who fail to verify or report that they are no longer enrolled in their courses or training will have their MHA and/or kicker payments withheld by the VA. For additional information, please visit https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.

GI Bill® is a registered trademark of the Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

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 2014 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.

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

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.

The Financial Need definition within the New Career Success Scholarship criteria has been revised. Financial Need means the Total Income reflected on the student's Institutional Student Information Report (ISIR) is less than or equal to the most recent National Median Household Income as 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 applicant form, contact the Student Finance Department.

REMINGTON COLLEGE BRIDGING THE GAP SCHOLARSHIP

The Remington College Bridging the Gap Scholarship offers financial assistance to eligible students enrolled full-time in an eligible education program at Remington College who demonstrate an unmet tuition need. The intent of the Bridging the Gap Scholarship is to provide students with the financial support needed to focus on a successful academic endeavor and lessen the financial burden while attending classes. Students enrolled full-time in an eligible education program can apply to be selected to receive a Remington College Bridging the Gap Scholarship of up to \$3,000 for their current academic school year to cover unpaid tuition. Amounts of each scholarship will vary based on the number of scholarships awarded but will not exceed \$3,000 per student.

To be eligible to receive a Remington College Bridging the Gap Scholarship, a student must:

- Submit a completed Remington College Bridging the Gap Scholarship Application, which includes a statement detailing their interest in their chosen program of study and their commitment to completing the program;
- Have earned a high school diploma or equivalent;
- Be enrolled as a full-time student in any Remington College diploma or degree program;
- Complete the Free Application for Federal Student Aid (FAFSA) each year as well as apply for and receive the Federal Pell Grant, Federal Direct Loans, Federal Plus Loans, the Remington College Career Success Scholarship, and the Remington College Academic Success Scholarship, if applicable;
- Not previously received the maximum lifetime total award amount of \$3,000 of the Remington College Bridging the Gap Scholarship;
- Have unpaid tuition requiring in-school payments after all federal, state, and institutional financial assistance (grants, agency funding, non-private loans, and other scholarships) has been applied;
- Be in good academic standing (meeting Satisfactory Academic Progress) at the time of selection and awarding of the scholarship; and
- Not have applied for and/or received a Remington College Promise Scholarship.

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

REMINGTON COLLEGE PROMISE SCHOLARSHIP

The Remington College Promise Scholarship is available to students enrolling for the first time in one of the hybrid programs designated for participation in the Remington College Promise Scholarship program, and who satisfy the eligibility requirements set forth below and begin their program of study on or after August 8, 2022. The Remington College Promise Scholarship is not available to re-enrolling or re-entering students. The Remington College Promise Scholarship may only be used one time and may not be transferred to a different program of study.

The Remington College Promise Scholarship is a last-dollar scholarship that is intended to cover any gap between federal, state, and other institutional grants/scholarships and tuition for eligible students who enroll in and successfully complete an eligible program of study. The amount of the award varies based on the amount of tuition remaining after the aid from all other eligible sources has been applied to the student's account. Any tuition costs remaining after the aid from all other eligible sources has been applied will be deferred until the student graduates, at which time a Remington College Promise Scholarship will be applied to the student's account in the amount of the student's remaining tuition. Tuition will not be deferred for any repeated courses, and all tuition costs associated with repeated courses will be owed by the student.

To be eligible to receive the Remington College Promise Scholarship, a student must: 1) reside in the State of Tennessee; 2) have earned a high school diploma or equivalent; 3) enroll in an eligible program of study on a full-time basis; 4) be Pell Grant eligible; 5) complete the Remington College Promise Scholarship Application and submit it to the Student Finance Department; 6) apply for and receive the Federal Pell Grant, the Remington College Career Success Scholarship, and the Remington College Academic Success Scholarship if applicable; 7) have not previously received the Remington College Promise Scholarship; and 7) meet all ongoing requirements.

In order to remain eligible for the Remington College Promise Scholarship after enrollment, a student must: 1) maintain full-time status, except where an approved Leave of Absence or Non-LOA Temporary Leave is granted; 2) remain in good academic standing (continuously meet Satisfactory Academic Progress); 3) complete the FAFSA annually; 4) remain Pell Grant eligible; and 5) matriculate to graduate status in their selected program of study. Failure to meet any of these ongoing requirements will result in loss of eligibility for the Remington College Promise Scholarship, and the student will be responsible for paying the remaining tuition that was deferred.

A student who takes an approved Leave of Absence or Non-LOA Temporary Leave will remain eligible for the Remington College Promise Scholarship upon returning from leave as long as the eligibility criteria outlined above continues to be met.

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

REMINGTON COLLEGE VANTAGE SCHOLARSHIP

The Remington College Vantage Scholarship is available to SAGE Scholars who have accumulated SAGE Tuition Rewards. Applicants for the Remington College Vantage Scholarship must submit a statement of SAGE Tuition Rewards to the College's Student Finance Department within 10 days of submission of the admissions application. Upon successful admission into the College and successfully meeting any programmatic enrollment criteria, the College will award the scholarship based on eligible Tuition Rewards presented by the applicant with a maximum award of up to 25% of the student's tuition cost, awarded evenly across the payment periods of the program. To remain eligible, the applicant must maintain active enrollment through graduation. Discontinuing enrollment prior to graduation will forfeit any remaining Vantage Scholarship awards. The use of Tuition Rewards is limited and can only be applied to cover 25% of the student's tuition costs for to full-time, undergraduate tuition.

For a list of the programs designated for participation in the Remington College Vantage Scholarship program or to obtain additional information, contact the Student Finance Department.

STUDENT SERVICES

ACADEMIC ADVISEMENT

Students' primary sources of assistance with regard to their academic program are the Program Chairpersons and Dean. 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. Faculty members, along with the Program Chairpersons and Dean, 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 in identifying employment opportunities.
- 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.

COUNSELING

Remington College does not employ a licensed counselor. A list of agencies that provide counseling services to assist students with coping skills, abusive relationships, drug dependency issues, etc. may be obtained from the Student Success Coordinator, Dean, or the Director of Campus Administration. Remington College also maintains a website that includes many resources for assistance with housing, transportation and childcare, which can be accessed at www.remington360.edu.

HEALTH, SECURITY, AND SAFETY

Students are responsible for their own security and safety, and must be considerate of the security and safety of others. Remington College accepts no responsibility or obligation with respect to any altercations or disputes between students or for any damages or injuries arising therefrom.

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. Due to the nature of the online environment, students do not physically attend an actual campus location, but rather, students attend virtually through the LMS. Accordingly, there will be no statistics or information available about crimes committed on the campus location with the exception of crimes that may be committed in the online environment.

Students or prospective students may obtain this information from the Director of Campus Administration or Dean. Students may also obtain the statistics/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 subscriptions to collegiate-level online libraries which support the academic programs of the Campus. These online informational databases include ProQuest, Gale, AVON, Ebook Central, and other various non-subscription websites, which offer students access to a comprehensive collection of resources. Students can access these libraries at any time from a computer with an Internet connection. (The terms "library," "Information Resource Center," "Learning Resource System," "Learning Resource Center," or other similar designations may be used interchangeably by the Campus.)

ORIENTATION

Remington College provides enrolling students with a non-credit, online orientation to become acquainted with the virtual classroom environment in which courses will be delivered. The asynchronous online orientation is available to applicants once Remington College has received an Application for Admission executed by the applicant.

PROFESSIONAL ASSOCIATIONS OR CLUBS

If a student is interested in membership in professional associations or clubs, he or she can meet with the Program Chair or Dean 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 in an updated catalog or as an addendum to this Catalog.

CLASS SIZE/CLASS SCHEDULING/HOURS OF OPERATION

To the extent reasonably practical, 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. 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 number of students permitted to enroll in an online class is 30. The maximum number of students permitted in typical laboratory setting is 24.

On-site classes in hybrid programs may be scheduled between the hours of 8:30 AM and 10:00 PM, Monday through Sunday. Administrative office hours are generally Monday through Friday 9:00 AM to 5:00 PM and Saturday 10:00 AM to 2:00 PM.

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: OCJ represents Criminal Justice.
- Level – A number follows the prefix.

Admissions Criteria 100 and 200 Level Courses – The associate degree and 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 and 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

Remington College will provide the online learning management system ("LMS") via which the programs of study will be delivered. At the time of the printing of this Catalog, Remington College uses the D2L Brightspace LMS, but reserves the right to change the LMS platform at its discretion.

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
Google Chrome	30.0	Latest
Mozilla Firefox	25.0	Latest
Apple Safari	6	Latest

Students experiencing technical difficulties accessing the LMS, student portal, or online library resources should contact their student services representative for technical assistance.

PROFESSIONAL LICENSURE DISCLOSURE

Per U.S. Federal Regulations 34 C.F.R. §668.43 (2019 Rules), the Campus provides the following disclosure related to the educational requirements for professional licensure and certification for its programs at the Campus.

This disclosure is strictly limited to the Campus's determination of whether the educational programs stated below, if successfully completed, would be sufficient to meet the educational licensure or certification requirements in a state related to the programs stated below. Please note, if the state does not regulate/license a specific educational field, then Campus programs have been determined to be sufficient for these purposes. The Campus cannot provide verification of an individual's ability to meet licensure or certification requirements unrelated to its educational programming. Further, the Campus does not provide any guarantee that any particular state licensure or certification entity will approve or deny your application. "Has not determined" as stated below does not mean the educational program will not ultimately be approved by the state entity, or that licensure could not result from attending this program. Furthermore, this disclosure does not account for changes in state law or regulation that may affect your application for licensure and occur after this disclosure has been made. **Enrolled students and prospective students are strongly encouraged to contact their State's licensure entity to review all licensure and certification requirements imposed by their state(s) of choice.**

Pharmacy Technician Diploma Program

The Campus has designed an educational program curriculum for a Diploma of Pharmacy Technician, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a pharmacy technician license in the following states: Alabama, Alaska, Arizona, Hawaii, Idaho, Illinois, Kentucky, Missouri, New Hampshire, New Jersey, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Wyoming.

The determination the program is sufficient to meet licensure requirements is based on those states either not requiring completion of a state approved program in order to obtain licensure or having multiple paths to obtaining licensure with at least one path not requiring completion of a state approved program.

The Campus has designed an educational program curriculum for a Diploma of Pharmacy Technician, which if successfully completed is **insufficient to meet** the licensure and certification requirements for a pharmacy technician license in the following states: Louisiana, Nevada, Ohio, Utah, Washington, West Virginia.

The Campus **has not determined** whether its educational program curriculum for a Diploma of Pharmacy Technician, if successfully completed, is sufficient to meet the licensure and certification requirements for a pharmacy technician license in the following states: Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Indiana, Iowa, Kansas, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Montana, Nebraska, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Pennsylvania, Rhode Island, Wisconsin.

BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY

DIPLOMA

8 Months

The Beat Production and Recording Arts Technology Diploma Program provides training in the music business, beats production, music marketing, songwriting, and vocal production. The objective of this Program is to prepare graduates for entry-level positions in a number of music industry occupations such as producing, marketing, and selling Beats. In addition, graduates will be prepared to work in entry-level positions in the music production industry.

This Program requires completion of a minimum of 40.5 quarter credit hours. Program completion normally requires 8 months, and the Program is divided into 8 monthly academic periods (modules), which are delivered exclusively via distance education (i.e., online).

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Beat Production and Recording Arts Technology.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
RM100	The Music Business	68	12	0	5.00
RM101	Beat Production I	56	24	0	5.00
RM102	Beat Production II	56	24	0	5.00
RM103	Music Marketing I	60	20	0	5.00
RM104	Music Marketing II	60	20	0	5.00
RM105	Songwriting	60	20	0	5.00
RM106	Vocal Production	48	32	0	5.00
RM107	Production Capstone	72	8	0	5.50
Total:		480	160	0	40.5

DIGITAL GRAPHIC ART

ASSOCIATE OF APPLIED ART

18 Months

The Digital Graphic Art Degree Program provides training in graphic/typographic design, digital design and imaging, digital pre-press operations, website design production, and the business aspects of advertising and marketing. Practical laboratory experience is an integral part of the Program.

The objective of this Program is to prepare graduates for entry-level positions, such as desktop publisher, computer graphic artist, digital imager, production artist, and website designer.

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 Digital Graphic Art Degree Program is delivered in a system of six 12-week quarters, which are delivered exclusively via distance education (i.e., online).

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Art Degree in Digital Graphic Art.

Course Number	Course Name	Quarter Credit Hours
<i>Associate or Lower-Level Core Curriculum</i>		
BN1108	Packaged Applications	6.00
DG1108	Visual Design Concepts	6.00
DG1206	Digital Photography/Composition	5.00
DG1208	Communications Design	6.00
DG1306	Production Techniques I	5.00
DG2106	Document Design	5.00
DG2108	Production Techniques II	6.00
DG2406	Document Design II	5.00
DG2508	Digital Pre-Press	6.00
DG2558	Web Design	6.00
DG2606	Portfolio	6.00
DG2666	Advanced Web Design	6.00
Sub Total:		68
<i>Associate or Lower-Level General Education</i>		
GE1118	Introduction to Psychology	6.00
GE1218	Oral Communication	6.00
GE1318	College Algebra	6.00
GE1418	English Composition	6.00
Sub Total:		24
Total:		92

HEATING, VENTILATION, AND AIR CONDITIONING

ASSOCIATE OF OCCUPATIONAL STUDIES

96 Weeks

The Heating, Ventilation and Air Conditioning (HVAC) Degree Program provides in-depth training in HVAC systems and demonstrates the hands-on skills needed to successfully maintain and troubleshoot today's complex heating, air conditioning, and refrigeration systems, up to and including commercial and industrial systems. This Program trains students in accordance with the National Skill Standards for HVAC technicians and establishes a framework of understanding of environmental issues associated within the HVAC industry and presents theory, diagnostics, and repair procedures. Typical operating conditions, and systematic troubleshooting, maintenance, and installation techniques are also presented. Students also receive training in commercial freight or shipping refrigerant systems and domestic air conditioning or refrigeration appliances and are exposed to indoor air quality standards and discusses various sources of indoor pollution with an emphasis on molds and how to improve indoor air quality.

The objective of this Program is to prepare graduates for entry-level positions in the HVAC industry, such as in residential heating and cooling, commercial or industrial heating and cooling, and residential, commercial, or industrial refrigeration and freezers, and to introduce students to the basic concepts of starting and/or managing a small business.

The Program consists of 95 academic quarter credit hours and is designed to be delivered over 96 weeks.

The Program is divided into eight 12-week quarters, which are delivered in a hybrid format. The first four quarters consist of 12 four-week modules, courses include in-person (residential) and distance education (online) components. The final four quarters are delivered entirely online.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning.

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
HV102	Basic Refrigeration Theory	40	40	0	5.00
HV125	Fundamental HVAC Maintenance	40	40	0	5.00
HV132	Basic Electricity	40	40	0	5.00
HV142	Motors and Motor Control	20	40	0	3.50
HV152	Residential Heating	40	40	0	5.00
HV162	Residential AC	40	40	0	5.00
HV172	Introduction to Air Conditioning and Major Components	40	40	0	5.00
HV182	Commercial Refrigeration Systems	20	40	0	3.50
HV195	Domestic Appliances and Cold Water Air Conditioning	40	40	0	5.00
HV200	Heat Pumps and Hydronic Heating	40	40	0	5.00
HV202	Ventilation and Air Flow	40	40	0	5.00
HV209	Hydronic Systems	40	40	0	5.00
BN2108	Business Applications	36	0	0	3.00
BN2110	Small Business Principles	36	0	0	3.00
BN2112	Small Business Basics	36	0	0	3.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1218	Oral Communication	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
Total:		864	480	0	95

RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

ASSOCIATE OF SCIENCE

21 Months

The Restaurant, Hospitality, and Retail Management program provides training in the various concepts and skills necessary for working in the restaurant, hospitality, tourism, and retail industries. The program provides in-depth training in industry related technology, security, marketing, human resources, sales, and customer service skills. The program utilizes a combination of lecture, demonstration and/or simulations to reinforce concept comprehension.

The objective of this program is to prepare graduates for entry-level positions in the Tourism, Restaurant Management, Hospitality, and Retail Management fields. This program also prepares individuals for advancement opportunities in these industries and related fields. Potential places of employment would be in tourism sales, event planning and management, various hotel, retail and restaurant positions, general management, casino and entertainment operations, catering companies, and a variety of tourism related positions.

The program requires completion of a minimum of 101 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The program is delivered in a system of seven 12-week quarters, which are delivered exclusively via distance education (i.e., on-line).

Upon successful completion of all areas of this program, graduates will be awarded an Associate of Science Degree in Restaurant, Hospitality, and Retail Management.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Didactic	Lab	Externship	
CD1101	Career Development Principles	36	0	0	3.00
HM100	Introduction to Hospitality Management	60	0	0	5.00
HM110	Lodging Front Office Management	60	0	0	5.00
HM120	Property Maintenance	60	0	0	5.00
HM130	Foodservice Management	60	0	0	5.00
HM140	Hospitality and Tourism Marketing and Sales	60	0	0	5.00
HM150	Human Resource Management	60	0	0	5.00
HM160	Emergency Management and Security Planning	60	0	0	5.00
HM170	Customer Service Management	60	0	0	5.00
HM200	Event Planning and Logistics	60	0	0	5.00
HM220	Retail Operations Management	60	0	0	5.00
HM230	Tourism	60	0	0	5.00
HM240	Hospitality and Tourism Information Technology	60	0	0	5.00
BN2114	Recordkeeping and Financial Statement Basics	36	0	0	3.00
HM270	Capstone	60	0	0	5.00
GE1118	Introduction to Psychology	60	0	0	6.00
GE1218	Oral Communication	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
GE2631	Ethics	60	0	0	6.00
Total:		1152	0	0	101

CRIMINAL JUSTICE

BACHELOR'S DEGREE

72 Weeks

(Completion Program)

The field of criminal justice centers around the control of criminal behavior in the maintenance of public order and includes the primary functions of law enforcement, prosecution, trial, corrections, and associated responsibilities, as well as the secure management, safekeeping, and control of inmates committed to jail or prison custody performed in a humane manner in compliance with constitutional standards.

The Criminal Justice Bachelor's Degree Program includes specific, in-depth professional courses, as well as general education courses. The Program provides training in contemporary corrections practices, forensic psychology, criminal justice management, vice and narcotics, investigative methods, and the application of computers to preventing crime. Theoretical knowledge is integrated with applied techniques, and the curriculum is structured for students seeking either pre-service or in-service education. The objective of this Program is to help prepare graduates for entry-level positions in the criminal justice system in a variety of areas within the career field, including: law enforcement, court administration, and corrections.

This Program requires completion of a minimum of 180 quarter credit hours (an associate's degree and 90 quarter credit hours in bachelor or upper-level coursework). Specific entrance requirements and prerequisites are in the "Admissions Requirements" section of this Catalog.

Program completion normally requires 72 weeks for full-time students (assuming the student has met the prerequisites for admission). The Program is delivered in a system of six 12-week quarters, which are delivered exclusively via distance education (i.e., on-line).

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

Course Number	Course Name	Quarter Credit Hours
<i>Bachelor or Upper-Level Core Curriculum</i>		
OCJ3611	Juvenile Justice	6.00
OCJ3613	Contemporary Corrections	6.00
OCJ3621	Selected Topics in Law Enforcement	6.00
OCJ3623	Safety and Risk Management	6.00
OCJ3631	Comparative Criminal Justice Systems	6.00
OCJ3633	Criminal Justice Research Methods and Data Resources	6.00
OCJ4641	Forensic Psychology	6.00
OCJ4643	Criminal Justice Management	6.00
OCJ4651	Selected Topics in Investigations	6.00
OCJ4661	Restorative Justice	6.00
OCJ4663	Vice, Narcotics, and Crime Intelligence	6.00
Subtotal:		66
<i>Bachelor or Upper-Level General Education Courses</i>		
OGE3526	Political Science	6.00
OGE3540	Foundations of Philosophy	6.00
OGE4525	Environmental Science	6.00
OGE4526	Contemporary U.S. History	6.00
Subtotal:		24
Total:		90

ORGANIZATIONAL MANAGEMENT

BACHELOR OF SCIENCE

72 Weeks

(Completion Program)

The Organizational Management Bachelor's Degree Program provides training in the decision-making skills and problem-solving behaviors seen in professional administrators, the technical skills and knowledge utilized in management-level business decisions, and the ethical and moral considerations of business.

The objective of this Program is to help prepare graduates for entry-level management 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 180 quarter credit hours (an associate's degree and 90 quarter credit hours in bachelor or upper-level coursework), including any transfer credits that have been accepted. Specific entrance requirements and prerequisites are in the "Admissions Requirements" section of this Catalog.

Program completion normally requires 72 weeks for full-time students (assuming the student has met the prerequisites for admission). The Program is delivered in a system of six 12-week quarters, which are delivered exclusively via distance education (i.e., on-line).

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

Course Number	Course Name	Quarter Credit Hours
<i>Bachelor or Upper-Level Core Curriculum</i>		
ACC4506	Managerial Accounting	6.00
BSN3504	Leadership	6.00
BSN3502	Business Law	6.00
BSN3508	Effective Negotiations	6.00
BSN3510	Project Management	6.00
BSN4504	Analytical Tools	6.00
MGT3502	Management Theories	6.00
MGT3504	Human Resources Management	6.00
MGT4502	Strategic Management	6.00
MKT4508	Marketing Management	6.00
OHR3514	Organizational Behavior	6.00
Subtotal:		66
<i>Bachelor or Upper-Level General Education Courses</i>		
OGE3526	Political Science	6.00
OGE3540	Foundations of Philosophy	6.00
OGE4525	Environmental Science	6.00
OGE4526	Contemporary U.S. History	6.00
Subtotal:		24
Total:		90

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.

ACC4506 **6.00 Quarter Credit Hours**

Managerial Accounting

This course explores the primary factors that managerial accountants use to assist them in making sound business decisions. Coursework includes the processes of planning, directing, controlling, and evaluating sound business practices and the relationships of those processes to the general welfare of a business.

Prerequisite(s): None

BN2108 **3.00 Quarter Credit Hours**

Business Applications

36/0/0

This course emphasizes the development of rudimentary skills in the use of Microsoft Office, the productivity software most widely-used by small businesses. Coursework includes an introduction to using Word, Excel, and PowerPoint.

Prerequisite(s): None

BN2110 **3.00 Quarter Credit Hour**

Small Business Principles

36/0/0

This course is designed to introduce students to the fundamental concepts of creating and managing a small business. Topics include: forms of organization, preparation of a simple business plan, types and sources of financing, and basic financial analysis and decision making, such as lease versus buy decisions, etc.

Prerequisite(s): None

BN2112 **3.00 Quarter Credit Hour**

Small Business Basics

36/0/0

This course is designed to provide students with an awareness of some of the requirements for operating a small business. Topics include: basics of employment law/regulation, basics of taxation, permitting and licensing, etc.

Prerequisite(s): None

BN2114 **3.00 Quarter Credit Hours**

Recordkeeping and Financial Statement Basics

36/0/0

In this course, students will be introduced to recordkeeping requirements, accounting concepts, preparation and interpretation of basic financial statements, and the use of simple computerized accounting software.

Prerequisite(s): None

BN1108 / BSN1108 **6.00 Quarter Credit Hours**

Packaged Applications

This course focuses on technology-related tasks that students can apply immediately in the workplace, the classroom, and at home through the review of practical content, hands-on projects, and coverage of artificial intelligence to provide an engaging learning experience. Learners will be prepared with the skills they need to be digitally literate in their everyday lives and in the workplace.

Prerequisite(s): None

BSN3502 **6.00 Quarter Credit Hours**

Business Law

In this course, students study the legal and ethical components of business. Students are instructed 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 also instructed in the procedures for conducting business effectively while conforming to the basic rules of society, both those embodied in law and those embodied in ethical customs. Case studies and selected readings are designed to reinforce the understanding of critical issues.

Prerequisite(s): None

BSN3504 **6.00 Quarter Credit Hours**

Leadership

This course offers an opportunity to understand leadership theory and develop the skills needed to become an effective leader. Instruction provides tools and insights while integrating modern leadership ideas and practices with well-established methods in a way that may help to develop well-informed and practical leaders in the work environment.

Prerequisite(s): None

BSN3508 Effective Negotiations This course focuses on negotiating workplace challenges through teamwork and collaboration. Students will examine the various individual and group roles employees play within an organization, as well as how these roles need to be negotiated to overcome workplace challenges. Through readings, discussions, and case studies, students who apply themselves may learn negotiation skills and techniques. <i>Prerequisite(s): None</i>	6.00 Quarter Credit Hours
BSN3510 Project Management This course exposes students to a philosophy of continuous product, service, or organizational improvement through the application and development of projects. The course material focuses attention on the link between projects and organizational strategy and blends the technical and personal behavioral aspects of project management into a balanced scheme to achieve a development program that is technically sound and well accepted. The course emphasizes both the technical and operational systems of project management. <i>Prerequisite(s): None</i>	6.00 Quarter Credit Hours
BSN4504 Analytical Tools This course offers students an understanding of how quantitative analysis methods are vital to decision-making processes. The course includes an introduction to several quantitative methods, how they work, and how the manager can interpret and apply the resultant information, giving them the opportunity to understand and apply basic mathematical concepts and techniques in the evaluation of data. <i>Prerequisite(s): None</i>	6.00 Quarter Credit Hours
CD1101 Career Development This course provides students with opportunities to develop or add marketable skills in preparation for employment and assists students in learning about the world of work. Course content includes understanding the application of education to the workforce and developing workplace soft skills including interview techniques and résumé writing. <i>Prerequisite(s): None</i>	3.00 Quarter Credit Hours
CD203 Career Development Fundamentals 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. <i>Prerequisite(s): None</i>	1.00 Quarter Credit Hour 20/0/0
CD204 Career Development Principles This series of lectures and discussions concentrates on developing habits of personal success. Emphasis is placed on problem-solving strategies to be used in the workplace, ethical decision making, personal money management, and employment law. <i>Prerequisite(s): None</i>	1.00 Quarter Credit Hour 20/0/0
DG1108 Visual Design Concepts Students are instructed in the fundamental principles of design such as unity, balance, focal point, and contrast. This course emphasizes the design process through practice and practical projects. Students explore the use of typography with an overall emphasis on legibility, visual hierarchy and type-dominant design solutions. <i>Prerequisite(s): None</i>	6.00 Quarter Credit Hours
DG1206 Digital Photography/Composition Students are introduced to the fundamental principles of digital photograph with emphases on composition. The course includes the artistic, journalistic, and commercial disciplines of photography with an overview on composition, retouch, color, contrast, black and white, setup, lighting, and natural settings. Students explore the use of commercial digital photographic equipment, digital photographic editing software, and the history and evolution of film development. <i>Prerequisite(s): None</i>	5.00 Quarter Credit Hours

DG1208 **Communications Design** **6.00 Quarter Credit Hours**

This course is designed to introduce students to commonly used image-editing and illustration software. This course provides instruction in how to develop strategies to promote change in audience attitudes and behaviors by using the principles of advertising and marketing. Topics such as the structure and operation of advertising or publishing agencies, ethical considerations and legal issues involved in graphic design are covered.

Prerequisite(s): None

DG1306 **Production Techniques I** **5.00 Quarter Credit Hours**

This course is designed to introduce students to commonly used page-layout software. The course emphasizes complex document design in the context of the requirements of various production and printing technologies. There is an overall emphasis toward unity of design across multiple pages in a document and across multiple documents.

Prerequisite(s): None

DG2106 **Document Design I** **5.00 Quarter Credit Hours**

This course is designed to teach students to develop proficiency in commonly used page-layout, image-editing, and illustration software. Students are instructed in the design of complex multi-page documents that combine images, illustrations, and text. The overall emphasis is toward image-dominant design employing unity with variety.

Prerequisite(s): DG1306

DG2108 **Production Techniques II** **6.00 Quarter Credit Hours**

As a continuation of Production Techniques I, this course focuses on video production. During this course, students will learn to edit video in Adobe Premiere Pro and optimize workflow. Students will learn how to take a project from beginning to end, organize media, add audio, create transitions, produce titles and captions, and add effects. Techniques such as sweetening and mixing sound, compositing footage, adjusting color, advanced editing, managing projects, animating graphics and video exporting are covered.

Prerequisite(s): DG1306

DG2406 **Document Design II** **5.00 Quarter Credit Hours**

As a continuation of Document Design I, this course continues working with popular page-layout, image-editing, and illustration software. Students also learn the role that graphic designers play in advertising and marketing. Students design complex, multi-page documents that combine images, illustrations, and text. The overall emphasis is toward image-dominant design employing unity with variety.

Prerequisite(s): DG2106

DG2508 **Digital Pre-Press** **6.00 Quarter Credit Hours**

In this course, students will discover key techniques for working efficiently in Adobe After Effects and delivering content in a wide range of media types. Students will learn how to create, manipulate, and optimize motion graphics for film, video, DVD, the web, and mobile devices. Students will gain experience animating text and images, customizing a wide range of effects, tracking and syncing content, rotoscoping, removing unwanted objects, and correcting color.

Prerequisite(s): DG1208, DG1306

DG2558 **Web Design** **6.00 Quarter Credit Hours**

Students are instructed in the fundamental principles and practices in graphic design for the World Wide Web. This course emphasizes effective layout and structural concepts with a focus on interface design. Through the use of HTML and Web authoring software, students are assigned to complete Web page designs where the overall emphasis is the communication of useful information, quality of imagery, and functionality.

Prerequisite(s): DG1208, DG1306

DG2606 **Portfolio** **6.00 Quarter Credit Hours**

Coursework includes the examination of various techniques involved in the construction and organization of a manual and digital portfolio. Students are assigned to develop a professional portfolio through the compilation of design projects completed during the program of study. Oral and visual presentation techniques are also covered.

Prerequisite(s): DG2406, DG2508, DG2558

DG2666 **6.00 Quarter Credit Hours**

Advanced Web Design

This course provides instruction in how to create, edit, and animate graphics for the World Wide Web using a variety of dynamic Web authoring tools. The graphics developed by students are integrated into the design of a professional looking website.

Prerequisite(s): DG2406, DG2508, DG2558

GE116 **2.00 Quarter Credit Hours**

Written Communication

20/0/0

This course is designed to introduce written communication skills. Topics include professional tone, features of effective documentation, and organization of facts and concepts in written works.

Prerequisite(s): None

GE117 **2.00 Quarter Credit Hours**

Social Psychology

20/0/0

This survey course is designed to provide students with an understanding of the social and biological determinants of human behavior. Coursework includes the examination of personality and learning.

Prerequisite(s): None

GE118 **2.00 Quarter Credit Hours**

Speech Communication

20/0/0

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

Prerequisite(s): None

GE119 **2.00 Quarter Credit Hours**

General Psychology

20/0/0

This survey course is designed to provide students with an understanding of the cognitive determinants of human behavior. Coursework includes the examination of memory, thought, motivation, emotion, and psychological disorders.

Prerequisite(s): None

GE204 **2.00 Quarter Credit Hours**

Introduction to Algebra I

20/0/0

This course focuses on the use of whole numbers, integers, fractions, decimals, and variable expressions as methods of problem solving. The goal of the course is to develop proficiency in the foundational elements of mathematics.

Prerequisite(s): None

GE205 **2.00 Quarter Credit Hours**

Introduction to Algebra II

20/0/0

This course focuses on the use of equations, proportions, percentages, and basic statistics as methods of problem solving. The goal of the course is to develop proficiency in mathematical calculations.

Prerequisite(s): GE204

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.	
<i>Prerequisite(s): None</i>	
GE1420	6.00 Quarter Credit Hour
Technical Writing	60/0/0
This course focuses on the kind of writing that fills manuals—description, instruction, and analysis. There is a special focus on audience and writing for the reader.	
<i>Prerequisite(s): None</i>	
GE2631	6.00 Quarter Credit Hours
Ethics	60/0/0
This course is designed to introduce students to ethical theories and systems and their application to disputed contemporary issues and problems. The course will emphasize the validity of ethical judgments and theories.	
<i>Prerequisite(s): None</i>	
HM100	5.00 Quarter Credit Hours
Introduction to Hospitality Management	60/0/0
This course provides learners an industry introduction and overview. Learners gain valuable insight into the various aspects of the Hospitality industry as well as restaurant operations and general management.	
<i>Prerequisite(s): None</i>	
HM110	5.00 Quarter Credit Hours
Lodging Front Office Management	60/0/0
This course outlines the basic functions of managing the front office components in the lodging and hospitality related businesses. The course focuses on general management skills and techniques, planning, budgeting, and sales. The course also focuses on Customer Service and helps learners develop appropriate communication skills and techniques including dealing with difficult situations and customers.	
<i>Prerequisite(s): None</i>	
HM120	5.00 Quarter Credit Hours
Property Maintenance	60/0/0
This course outlines skills necessary for performing basic property maintenance. The course provides theory and concepts to better prepare learners for directing and managing the maintenance of hospitality, lodging, retail, and foodservice facilities.	
<i>Prerequisite(s): None</i>	
HM130	5.00 Quarter Credit Hours
Foodservice Management	60/0/0
This course provides a comprehensive, current, and practical overview of foodservice operations and business principles. Covering topics like food safety, human resources, finance, equipment, design, marketing, and filled with real-life case studies. This course provides learners with an understanding of the issues they will face in any type of foodservice operation.	
<i>Prerequisite(s): None</i>	
HM140	5.00 Quarter Credit Hours
Hospitality and Tourism Marketing and Sales	60/0/0
This course discusses hospitality marketing from a team perspective, examining each hospitality department and its role in the marketing mechanism. This course also covers topics like social media, destination tourism and other current industry trends, authentic industry cases, and hands-on application activities. Social media topics are integrated throughout the course to show how it can increase customer loyalty, build brand awareness, and reduce promotions costs.	
<i>Prerequisite(s): None</i>	
HM150	5.00 Quarter Credit Hours
Human Resource Management	60/0/0
This course explores human resource management in the unique environment of the hospitality industry. This course provides a solid grounding in human resource functions and examine the skills hospitality managers require to implement an effective human resources program. The course presents Human Resources with a focus on the Hospitality industry but provides and overview of how these concepts span various industries.	
<i>Prerequisite(s): None</i>	

HM160	5.00 Quarter Credit Hours
Emergency Management and Security Planning	60/0/0
This course covers: Risk assessment, where threats and vulnerabilities are calculated with probabilities to determine risk. The security plan, where you decide how to apply various layers of control to mitigate the risks. Budgeting: the amount of money available to implement the plan determines the next step. Policies: how to document policies into a security manual, training manual, emergency procedures manual, and incident action plan. Staffing: scheduling, wages, deployment, and contract security. Training, including specialized topics such as use of force and bike patrol. Physical security and patrol procedures. Alarm and camera systems and various software programs. Emergency procedures and response. Investigations, interviews, and crime analysis.	
<i>Prerequisite(s): None</i>	
HM170	5.00 Quarter Credit Hours
Customer Service Management	60/0/0
This course covers concepts and skills necessary to provide excellent customer service by utilizing excellent customer service management techniques. The course will cover topics that create self-awareness and improved customer service management skills.	
<i>Prerequisite(s): None</i>	
HM200	5.00 Quarter Credit Hours
Event Planning and Logistics	60/0/0
This course covers producing and managing gatherings in the MEEC industry. The course includes concepts that will be to plan and execute successful meetings, expositions, events, and conventions (MEEC) and provides step-by-step, in-depth coverage of the production and logistical factors that event managers must oversee.	
<i>Prerequisite(s): None</i>	
HM220	5.00 Quarter Credit Hours
Retail Operations Management	60/0/0
This course will help learners thrive in today's retailing industry. Concepts covered in this course will help the learner become good retail planners and decision makers. The course covers the current world economic climate, extensive coverage of omnichannel retailing, and also includes case studies.	
<i>Prerequisite(s): None</i>	
HM230	5.00 Quarter Credit Hours
Tourism	60/0/0
This course covers an overview of the business of tourism. The course covers an integrated model of tourism and addresses consumer behavior, service quality, and personal selling. Integrated case studies focus on critical thinking and problems solving skills.	
<i>Prerequisite(s): None</i>	
HM240	5.00 Quarter Credit Hours
Hospitality and Tourism Information Technology	60/0/0
This course covers the complexities of how information technology is being used in the tourism industry. It also covers IT applications in all sectors of the industry including airlines, travel intermediaries, accommodation, foodservice, destinations, attractions, events and entertainment and how tourists are using technologies to support decision making before their trip, during their travels and upon their return. The course also includes topics on the various social media that are impacting the travel industry and consider the increasing number of networks in tourism.	
<i>Prerequisite(s): None</i>	
HM270	5.00 Quarter Credit Hours
Capstone	60/0/0
In this course, students will work with the instructor to create a business plan or concept for a restaurant, hospitality, tourism, or similar industry-related business. The student will present the final plan to the instructor to complete the course.	
<i>Prerequisite(s): HM100, HM110, HM120, HM130, HM140, HM150, HM160, HM170, HM200, HM220, HM230, HM240</i>	
HV102	5.00 Quarter Credit Hours
Basic Refrigeration Theory	40/40/0
This course is an introduction to the current state of HVAC technology, theory, and safety. Study includes the principles of thermodynamics, energy, and matter and how those concepts apply to refrigeration. Students are also instructed in the use of applicable HVAC tools and equipment, as well as the fundamental mathematics needed to analyze and maintain HVAC systems.	
<i>Prerequisite(s): None</i>	

HV125 Fundamental HVAC Maintenance	5.00 Quarter Credit Hours 40/40/0
This course presents the methods of evacuating, recharging, recovering, and disposing refrigerants; the various types of tubing and piping in HVAC systems; and the proper methods of configuring and connecting pipes or tubing. HVAC system calibration instruments are discussed and used. This course also continues the study of mathematics needed to analyze and maintain HVAC systems. <i>Prerequisite(s): HV102, HV132</i>	
HV132 Basic Electricity	5.00 Quarter Credit Hours 40/40/0
This course introduces the theory and concepts of electricity and HVAC automated control systems, including the study of indoor air quality and causes of poor air quality. Using test equipment, students are instructed in how to measure voltage, resistance, power, and amperage in electrical circuits. Students are also instructed in the use, applications, troubleshooting, and repair of automated HVAC controls. <i>Prerequisite(s): None</i>	
HV142 Motors and Motor Control	3.50 Quarter Credit Hours 20/40/0
This course addresses the functions and maintenance of electrical motors and the motor control components of an HVAC system. The theory and application of electrical motors and how to troubleshoot and repair motors are studied. <i>Prerequisite(s): HV132</i>	
HV152 Residential Heating	5.00 Quarter Credit Hours 40/40/0
This course addresses residential heating systems. Emphasis is placed on the diversity of heating systems and how they operate. Students receive instruction in how to troubleshoot and service residential heating systems. <i>Prerequisite(s): HV132</i>	
HV162 Residential AC	5.00 Quarter Credit Hours 40/40/0
This course addresses residential air conditioning (cooling) systems. Emphasis is placed on the diversity of refrigeration systems and how they operate. Air comfort, distribution, and balance are discussed. The course focuses on the installation, operation, and troubleshooting of air conditioning system components and controls. <i>Prerequisite(s): HV102, HV132</i>	
HV172 Introduction to Air Conditioning and Major Components	5.00 Quarter Credit Hours 40/40/0
This course is an introduction to the installation, operation, and servicing of commercial HVAC systems. The training covers evaporators, compressors, condensers, and expansion components. Troubleshooting and maintenance of these systems are also covered in lab settings. <i>Prerequisite(s): None</i>	
HV182 Commercial Refrigeration Systems	3.50 Quarter Credit Hours 20/40/0
This course is designed to teach the knowledge and skills necessary for the installation, troubleshooting, and repair of refrigeration equipment found in commercial environments. The installation, start-up, and maintenance of walk-in units, reach-in refrigerators, freezers, and ice machines are studied. Basic refrigeration systems for commercial shipping and freight are also discussed. <i>Prerequisite(s): HV102, HV132, HV172</i>	
HV195 Domestic Appliances and Cold Water Air Conditioning	5.00 Quarter Credit Hours 40/40/0
This course is an introduction to residential refrigeration, freezers, and portable air conditioning units. Coursework addresses the components, operation, maintenance, and troubleshooting of chilled water air conditioning systems. <i>Prerequisite(s): HV102, HV132, HV172</i>	
HV200 Heat Pumps and Hydronic Heating	5.00 Quarter Credit Hours 40/40/0
This course presents the theory and operation of air source heat pumps and introduces students to hydronic heating theory and operation. Troubleshooting and servicing heat pump equipment, systems and controls are also covered. <i>Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162</i>	

HV202 **5.00 Quarter Credit Hours**
Ventilation and Air Flow **40/40/0**

This course is designed to expand students' knowledge of the components and operation of airflow system design and installation. Effects of house pressure and components such as passive inlets, outlets, and transfer grilles are discussed. Students are instructed how to verify performance and perform testing, troubleshooting, service, and maintenance of airflow systems. Codes and standards, fan types, ventilation, humidifiers, dehumidifiers, and filters are covered. Indoor air and environmental quality concerns are also discussed.

Prerequisite(s): None

HV209 **5.00 Quarter Credit Hours**
Hydronic Systems **40/40/0**

This course will present an understanding of the design, components, installation and operation of modern hydronic heating systems. Students are instructed how to assess the thermal and hydraulic performance of a hydronic system and to calculate the optimum performance of that system. Students are also be instructed how to troubleshoot and service hydronic equipment, systems and controls.

Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162

MGT3502 **6.00 Quarter Credit Hours**
Management Theories

This course uses a three-tiered approach of concepts, applications, and skills development to offer a firm foundation in management theory and realistic skills for use in business professions. Coursework addresses problem-solving and decision-making processes; methods of strategic and operational planning; and organizational behavior and an awareness of how power, politics, conflict, and stress affect management. Also presented are discussions in leadership and motivation.

Prerequisite(s): None

MGT3504 **6.00 Quarter Credit Hours**
Human Resources Management

This course offers an overview of human resources, particularly where managerial or supervisory responsibilities are exercised. It is designed with the general manager in mind who needs to understand the fundamental practices, methods, topics and relevant legalities of human resource management. The coursework covers how to make viable human resource decisions and analyze or prevent personnel problems or issues.

Prerequisite(s): None

MGT4502 **6.00 Quarter Credit Hours**
Strategic Management

Instruction covers the study of common industrial organizations with a resource-based view of a company to explain how real-world businesses use strategic management to build and maintain a competitive advantage. The course includes current concepts, figures, and business models to illustrate a broad range of critical issues confronting managers today.

Prerequisite(s): None

MKT4508 **6.00 Quarter Credit Hours**
Marketing Management

This course introduces marketing management as a tool in the management and administration of products and services. It emphasizes the role of research in planning, organizing, and controlling marketing activities. The course discusses how to build brand recognition, focus market offerings, communicate and deliver product value, and create long-term market growth.

Prerequisite(s): None

OCJ3611 **6.00 Quarter Credit Hours**
Juvenile 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

- OCJ3613** **Contemporary Corrections** **6.00 Quarter Credit Hours**
 This course offers a survey of contemporary issues involving the administration of justice. Topics include current developments, controversies, and management issues as they pertain to correctional administration. Additional analyses and discussions center on the use of prisons as the principal means of punishing criminal offenders and controlling criminal behavior.
Prerequisite(s): None
- OCJ3621** **Selected Topics in Law Enforcement** **6.00 Quarter Credit Hours**
 This course presents topics important to law enforcement and corrections. Discussion includes concepts and applications that pertain to managing situations and critical incidents in both law enforcement and corrections. 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
- OCJ3623** **Safety and Risk Management** **6.00 Quarter Credit Hours**
 This course explores the roles, techniques, and strategies of safety and risk management in both the private and public sectors. Students examine the concept, techniques, and strategies of asset protection, crime prevention and loss reduction, with emphasis on the selection and implementation of comprehensive prevention systems and loss-reduction strategies. Topics include facility security, OSHA regulations, and typologies of fraud.
Prerequisite(s): None
- OCJ3631** **Comparative Criminal Justice Systems** **6.00 Quarter Credit Hours**
 This course provides a survey of worldwide criminal justice philosophies and practices and a contemporary study of criminal justice organizations and legal systems in major western and emerging nations.
Prerequisite(s): None
- OCJ3633** **Criminal Justice Research Methods and Data Resources** **6.00 Quarter Credit Hours**
 This course addresses the function of criminology-based research as well as the crime analysis function in law enforcement operations. Analytical reporting skills are developed through the use of computer applications, metadata, statistical analyses, and field research techniques.
Prerequisite(s): None
- OCJ4641** **Forensic Psychology** **6.00 Quarter Credit Hours**
 This course uses a case study approach to investigate the intriguing field of forensic psychology. Topics examine how forensic science is applied in the areas of serial crime and violent offenses and in the arena of courtroom defense and the prosecution of insanity pleas.
Prerequisite(s): None
- OCJ4643** **Criminal Justice Management** **6.00 Quarter Credit Hours**
 This course presents a study of administrative and management principles and practices applicable to criminal justice agencies, including: law enforcement, the courts, and corrections. Topics focus on organizational structure and development, operations, technology and trends, and management theories.
Prerequisite(s): None
- OCJ4651** **Selected Topics in Investigations** **6.00 Quarter Credit Hours**
 This course explores the 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. Historical perspectives 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
- OCJ4661** **Restorative Justice** **6.00 Quarter Credit Hours**
 This course provides a fundamental understanding of the concepts and principles of restorative and community justice. Offender accountability, victim participation in various stages of criminal proceedings, community involvement, and restoration are emphasized.
Prerequisite(s): None

OCJ4663**6.00 Quarter Credit Hours****Vice, Narcotics, and Crime Intelligence**

This course provides an interactive opportunity 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, the illegal narcotics trade, trafficking, the abuse and effects of illegal drugs, and enforcement methods. The operational strategies of law enforcement in combating crime, electronic surveillance, intelligence operations, and covert operations are discussed and applied.

Prerequisite(s): None

OGE3526**6.00 Quarter Credit Hours****Political Science**

This course introduces a diversity of political science disciplines and provides an understanding of political life in a systematic and comparative way. The course presents in-depth studies on significant concepts in political science such as ideologies, political cultures, special interest groups, and governmental institutions or political parties. The course also offers a study of several international political systems.

Prerequisite(s): None

OGE3540**6.00 Quarter Credit Hours****Foundations of Philosophy**

This introduction to philosophy focuses on "the big picture" and the interdisciplinary origins of philosophical thinking. The curriculum ensures that central philosophical concepts connect with and unify diverse philosophical views. The range of topics reinforces the conception of philosophy and ties together the views of the great thinkers who have molded the Western philosophical tradition and largely influenced how society thinks today.

Prerequisite(s): None

OGE4525**6.00 Quarter Credit Hours****Environmental Science**

This course provides an understanding of ecological relationships and environmental systems. A study of the effects of human actions on the environment, and current environmental issues such as biodiversity and extinction, the greenhouse effect, and pollution, are covered. Also examined are possible solutions to those problems and the issues of sustainability.

Prerequisite(s): None

OGE4526**6.00 Quarter Credit Hours****Contemporary U.S. History**

This course covers the major events and trends of the post-World War II era, the onset of the Cold War, and the domestic and foreign policies of presidential administrations beginning with Truman. Some major problems, such as urban decay and civil rights for minorities, are considered in the context of the period. Also covered are the onset and results of the information and technology revolution.

Prerequisite(s): None

OHR3514**6.00 Quarter Credit Hours****Organizational Behavior**

This course introduces students to many of the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. Special attention is focused on theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design.

Prerequisite(s): BSN3504, MGT3504

RM100**5.00 Quarter Credit Hours****The Music Business****68/12/0**

This course will teach the structure of the music business, different roles, percentage breakdowns and independent distribution. You will learn how to copyright your music, register with performance rights organizations and create a split sheet when working with other composers/writers.

Prerequisites: None

RM101**5.00 Quarter Credit Hours****Beat Production I****56/24/0**

This course will teach you how to create a beat from beginning idea to final composition. You will learn about the role of a music producer, basic music theory, drum programming, melody creation, and song construction. This course can be taken by individuals with no production experience all the way up to those with some beat creation knowledge.

Prerequisites: None

RM102	5.00 Quarter Credit Hours
Beat Production II	56/24/0
This is an advanced course into the world of Beat Production. You will learn how to work within an industry timeline. You will learn how to create multi-genres of music including Hip Hop, RandB, Pop, and EDM. This course will also teach you advanced tricks on how to make your beats stand out in the Music Industry.	
<i>Prerequisites: RM101</i>	
RM103	5.00 Quarter Credit Hours
Music Marketing I	60/20/0
This course will teach you modern techniques of how to sell your beats/music and knowledge of leasing and exclusive rights. You will learn how to create a site, beat preparation and online research. You will also learn how to come up with your own niche for beat selling.	
<i>Prerequisites: None</i>	
RM104	5.00 Quarter Credit Hours
Music Marketing II	60/20/0
This course will teach you advanced techniques to sell your music/beats online. You will learn how to build beat videos, create an ad, social media ads and marketing, organic techniques and email marketing. You will also learn the basics of social media marketing.	
<i>Prerequisites: RM103</i>	
RM105	5.00 Quarter Credit Hours
Songwriting	20/0/0
This course will teach you the fundamentals of commercial songwriting. You will learn song structure, melody writing, lyric writing, and the steps of how to create from inception to final song. You will also learn the procedure for pitching songs to publishers, labels, etc.	
<i>Prerequisites: None</i>	
RM106	5.00 Quarter Credit Hours
Vocal Production	48/32/0
This course will teach you the fundamentals of modern-day vocal production. You will get introductory knowledge to audio. You will learn how to set up a vocal recording session and how to record. This course will also teach you about using effects to enhance the vocal, time-based effects, and the basics of mixing the voice.	
<i>Prerequisites: None</i>	
RM107	5.50 Quarter Credit Hours
Production Capstone	72/8/0
In this course, students apply the advanced techniques learned during the program. Students will produce a product by using what they learned during the program. During this course, students will consult weekly with their instructor via video conference.	
<i>Prerequisites: RM100, RM101, RM102, RM103, RM104, RM105, RM106</i>	

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*
TO	Prior Learning Credit		0.0	N
TR**	Transfer Credit		0.0	
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		N/A	N
W-P	Withdrawal-Pass		N/A	N
W-F	Withdrawal-Fail		0.0	Y*

*For exceptions, see Repeating a Course section of the Catalog.

**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 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 able to access their academic status at any time.

WITHDRAWAL FROM A COURSE

Students who withdraw from school before the beginning of the fourth week of the course will receive a grade of "W". Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-P" if they have a passing grade at the time of withdrawal, which will not be included in the calculation of the student's CGPA. Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-F" if they do not have a passing grade at the time of withdrawal, which will be included in the calculation of the student's CGPA.

Remington College delivers all of its programs one or more classes at a time. Withdrawing from all courses in which the student is enrolled at the time of such withdrawal constitutes a withdrawal from Remington College, which renders that individual no longer a student. In order for such former students to re-enroll or re-enter in Remington College (register for and attend future classes), they are required to meet all the current admissions requirements at the time of their re-enrollment or re-entry and to execute a new Enrollment Agreement.

REPEATING A COURSE

In order to successfully complete a program of study and to receive their degree, students who have failed a course must retake the course and achieve a passing grade in that 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 replace the previous grade in the calculation of the student's CGPA. Students who repeat courses will be charged to repeat the course at the cost per credit hour as set forth in the Enrollment Agreement.

FAILURE TO COMPLETE A COURSE IN THE ALLOTTED TIME

Only in rare circumstances, and with the approval of the Dean, which approval may be granted only upon the receipt of a written request with supporting documentation and with his or her instructor's recommendation, students currently making satisfactory progress in the course and have experienced extenuating circumstances (circumstances beyond their control) which have prevented them from completing the coursework, may receive a temporary "I" (incomplete) and may have up to one week to complete the required course assignments in order to receive a grade in the course. If the course requirements are not completed by the end of the additional one week period, if granted, the student will receive an "F."

GRADES IN ERROR

If a student believes he/she received a grade in error, the student may request a review of the grade received. The request must be made in writing to the Dean no later than 30 days from 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 program to request a leave of absence ("LOA") from his or her program of up to one hundred eighty (180) calendar days from the student's last date of attendance prior to the commencement of the LOA. A student must be meeting Satisfactory Academic Progress standards at the time of the LOA request. Acceptable reasons for leave of absence include, but may not be limited to: Medical (self or care for others/family), Financial/Work Related, Military, Childcare, Personal (must be approved by the Provost or designee), Natural Disaster or Emergency, course not offered, or other reasons as mandated by federal or state agencies, laws, or guidelines. Documentation may be required for approval of the LOA. At Remington College an LOA, when approved, will last for no less than one academic quarter.

A written request for a LOA must be submitted by the student on an LOA Application Form which may be obtained from the Dean or Director of Campus Administration. An LOA will not be granted unless Remington College's Provost (or designee) 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 Provost (or designee). If a medical emergency prevents the student from applying in writing in advance, the Provost (or designee) may approve an exception, in his/her sole discretion, based on the individual circumstances. Documentation may be required to substantiate the inability to request the LOA in advance.

A student can request an extension to his or her leave of absence, not to exceed a combined total of 180 days, by submitting the LOA application and any supporting documentation that would warrant an extension. The LOA request will be reviewed by the Provost (or designee). The extension, if approved, must be for the consecutive academic quarter. The request must be made prior to the scheduled return date of the original LOA. A student who fails to return from a Leave of Absence on the first available course following their return date will be withdrawn from the program. 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.

In some instances, a non-standard Leave of Absence can be granted in the middle of an active course. In those instances, the Leave of Absence must be requested (following the LOA procedures) and approved prior to the start date of the leave. Students taking a non-standard LOA will receive a grade of "W" and will repeat the course upon return with no additional charges. Students with less than 50% of the course remaining can request an Incomplete "I" and complete any remaining coursework within 7 days of their return from leave.

NON-LOA TEMPORARY LEAVE

In some cases, a Non-LOA Temporary Leave may be requested by students attending module-based courses within an academic quarter. Students can, in lieu of being temporarily dropped from the program, request a temporary leave. This amount of time cannot exceed one module within an academic quarter unless extended due to National Disaster or Emergency. In rare circumstances, a student may need a course that is not being offered in a specific module within a quarter. The college will make reasonable efforts to ensure the courses needed are offered and will work with each student to create a completion plan in situations where the student has failed courses or dropped and re-entered into the program. The request for temporary leave can only be approved for a single module within a quarter for situations where a course is unavailable or one of the qualifying LOA conditions noted above are presented. The student must make the request no later than the last date of the student's current module. Students can request this temporary leave by completing the Leave of Absence form with a reason of Course Not Offered or Temporary Leave with Intent to Resume. The leave must be approved by the Provost or designee.

A student who fails to return from a Non-LOA Temporary Leave on the first available course following their return date will be withdrawn from the program. A student's failure to return from a Non-LOA Temporary Leave may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

In some instances, a non-standard Temp Leave can be granted in the middle of an active course. In those instances, the Temp Leave must be requested (following the Non-LOA Temp Leave procedures) and approved prior to the start date of the leave. Students taking a non-standard Temp Leave will receive a grade of "W" and will repeat the course upon return with no additional charges. Students with less than 50% of the course remaining can request an Incomplete "I" and complete any remaining coursework within 7 days of their return from leave.

SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS

All students must meet the Remington College's minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. Remington College will provide for electronic notification to students via email or posting to the student portal of the results of a SAP evaluation that impacts Title IV eligibility, which includes notification to any student that may be eligible for Title IV aid, regardless of whether they currently receive aid.

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 hours attempted and credit 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 Quarter and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length 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 applied consistently to all students 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 Quarter 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 Quarter 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 Quarter or as of any other Minimum Measuring Point.

"Minimum CGPA" shall have the meaning consistent with the set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum cumulative grade point average.

"Minimum Pace of Completion" shall have the meaning consistent with the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog, which is the minimum number of credits hours earned after attempting a certain number of credit hours. The specific Minimum Pace of Completion Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Satisfactory Academic Progress charts set forth below.

"Minimum Measurement Point" shall mean the end of each Quarter as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length and Minimum Measuring Point in Credit Hours Attempted indicated in the charts set forth below.

"MTF" shall have the meaning consistent with the meaning set forth below in the Satisfactory Academic Progress section of this Catalog, which is maximum timeframe for completion of a program.

"Quarter" 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.

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 Satisfactory Academic Progress 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.

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 a minimum number of credits hours after attempting a certain number of credit hours. The Quantitative Component is measured at each Minimum Measuring Point as a percentage credits earned out of the total credits attempted in the program. 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 Pace of Completion 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 Pace of Completion 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 Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both credit or clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit Hours Completed Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of credit or clock hours completed and attempted as indicated on a student's transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Pace of Completion Requirement or Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Satisfactory Academic Progress Requirement chart below lists program lengths and the Minimum Pace of Completion Requirement that must be satisfied as of each respective Quarter for degree and diploma students.

MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

Program Length (Minimum # of Weeks/Months Required to Complete Program)	Minimum CGPA Requirement	Minimum Pace of Completion (% of credits earned versus completed)	Minimum Measurement Point in Quarters
21 Months 18 Months 17 Months	1.00	33%	End of Quarter 1
	1.20	50%	End of Quarter 2
	1.40	55%	End of Quarter 3
	1.60	60%	End of Quarter 4
	1.80	60%	End of Quarter 5
	2.00	66.67%	End of Quarter 6 and each Quarter thereafter
8 Months	1.00	33%	End of Quarter 1
	2.00	66.67%	End of Quarter 2
	2.00	66.67%	End of Quarter 3 and subsequent quarters

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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Provost 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 Provost for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Provost 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 Provost for Remington College. The Appeal request may be sent by email to academic.sap@remingtoncollege.edu, mailed to the Provost, 9441 Lyndon B. Johnson Fwy., Ste. 400, Dallas, TX 75243 or delivered to the Dean. 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 Quarter 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 Quarter 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 Provost of Remington College. A Student must submit a written request for a waiver to the Dean. If the Dean determines the waiver request has merit, the waiver request shall be forwarded to the Provost 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 Quarter that occurs after the Student has completed a Quarter while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Quarter without being eligible to participate in Title IV financial aid programs to regain eligibility to participate in Title IV programs. The determination of the amount of Title IV funds a Student that regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.
2. Students who have two or more Quarters remaining after the Quarter in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Quarter that occurs after the Quarter in which the Student's eligibility to participate in Title IV programs terminated.
3. Students who do not have two or more Quarters remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.
4. Students successfully appealing a determination that the student was not making satisfactory progress.

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 Quarters in the new program provided the Student meets the SAP and all other eligibility requirements while enrolled in the new program.

REGAINING TITLE IV ELIGIBILITY AT ANOTHER POST-SECONDARY EDUCATIONAL INSTITUTION

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

GRADUATION REQUIREMENTS

A student is eligible for graduation if:

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

A graduate who has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, will not be eligible to receive their graduation certificate but may receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law.

UNIT OF CREDIT/ACADEMIC HOUR DEFINITION

Academic coursework is equated into traditional academic credit hours to support a determination that students have completed sufficient coursework to justify the awarding of the degree, to facilitate comparison with programs offered by other post-secondary institutions, and to allow for transfer of credits by other institutions at their discretion.

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, fieldwork, or professional practice experience 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 CLASS SESSIONS

A student will have attendance recorded only if, in the judgment of the instructor, the student attends or participates in "substantially all" of the class session.

Students are encouraged to arrive on time for all class sessions and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided. 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 the 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 CLASS SESSIONS

Online class sessions 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 online discussions, remote lectures, simulations, or engagement in other class activities.

ATTENDANCE REQUIREMENTS

A student will be dropped for attendance if the student does not attend at least one class within 14 consecutive calendar days (excluding scheduled break periods or unscheduled break periods resulting from inclement weather or cancellations of scheduled days).

GRADE ADJUSTMENTS FOR PARTICIPATION IN RESIDENTIAL CLASS SESSIONS

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation. Students should monitor their participation grades in their course. Active participation in the course includes participating in classroom discussions, lab participation, and attending class regularly.

MAKE-UP WORK POLICY

If a student fails to attend any laboratory session, the student must make-up the laboratory session before the end of the term (e.g. quarter). Failure to complete and demonstrate the required competencies for all required laboratory sessions within the term will result in the student receiving a failing grade in the course.

PROGRAM CHANGES

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

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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

Students may cancel their Enrollment Agreement with Remington College without penalty and terminate their obligations by notifying the Campus prior to the later of: (a) midnight of the third business day after the Enrollment Agreement is signed by the student or (b) no later than three business days following completion of the required online orientation.

If the student gives the required notice of cancellation, all payments made by the student pursuant to the Enrollment Agreement will be returned no later than 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 Program Chair for the program in which the Student is enrolled (if any), the Dean, or any 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, WIA, etc.) may be obtained from the Campus Student Finance Department.

The following is a brief and general explanation of rules, regulations and policies applicable to the making of the Exit Calculation. In the event that any conflict exists between this explanation and the rules, regulations and policies applicable to the various financial aid programs, such rules, regulations and policies as modified and amended from time to time shall be applied. This explanation is not intended to be a complete and thorough explanation of all of the applicable components of the Exit Calculation, and should not be relied upon as such. In the simplest terms, the Exit Calculation and refund process consists of four steps:

- 1) Computing the amount of Tuition that a student is charged for a payment period in which the student drops or is dropped in accordance with the institutional refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus he/she was dropping or the last date the student attended class.)
- 2) Determining what, if any, amounts from financial aid and/or other financial assistance programs are required to be returned to the fund sources. For a discussion of amounts required to be returned under Return of Title IV Funds regulations see "Return of Title IV Funds" section below.
- 3) Adjusting the student's account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes Remington College any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student's account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.
- 4) Refunding any credit balance to the student's lenders (see Refund Distribution Order for the Return of Title IV Funds section).

RETURN OF TITLE IV FUNDS

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

- 1) Unsubsidized Direct Loans (other than Direct PLUS Loans)
- 2) Subsidized Direct Loans
- 3) Direct PLUS Loans
- 4) Federal Pell Grants for the 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 uses the following method of determining Tuition charges for students who do not complete their program, except for students who reside in Louisiana and are enrolled in the Medical Assisting diploma program:

- 1) Students whose last day of posted attendance occurs after 60% of the calendar days in a Payment Period will be charged 100% of the Payment Period Tuition. *For example, a student whose last day of attendance occurs on day 72 of a 90 day Payment Period (80% of the payment period) will be charged 100% of the tuition for the Payment Period.*
- 2) Students whose last day of posted attendance occurs on or before 60% of the calendar days in a Payment Period will be charged on a pro rata basis through their last day of posted attendance and will be charged an additional \$100 administrative fee. *For example, a student whose last day of attendance occurs on day 22 of a 90 day Payment Period (24% of the payment period) will be charged 24% of the tuition for the Payment Period and will be charged an additional \$100 administrative fee.*

Any required refunds due to Alabama students under the Institutional Refund Policy will be made within thirty (30) 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.

LOUISIANA DIPLOMA REFUND POLICY TABLE

The Campus uses the following method of determining Tuition charges for students who reside within the State of Louisiana, are enrolled in the Medical Assisting diploma program, and do not complete their program:

If the Student withdraws:	The Student owes:
During the first week of classes of the period of obligation	10% of period Tuition cost plus fees*
During the next three weeks of period of obligation	25% of period Tuition cost plus fees*
During the first 25% of the period of obligation (computed in clock hours)	45% of period Tuition cost plus fees*
During the second 25% of the period of obligation (computed in clock hours)	70% of period Tuition cost plus fees*
After 50% of the period of obligation (computed in clock hours)	100% of period Tuition cost plus fees

* Remington College charges a \$100 administrative fee for any Student who Drops or is Dropped before 50% of the calendar days in a Payment Period.

RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA) FUNDS

Remington College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. If the student has to withdraw due to military service, Remington College will work with the student to identify solutions so that the student's return of TA funds does not result in a student debt.

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 Enrollment Agreement, the student is responsible for any balance owed to 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. Any required refunds due to Alabama students under the Institutional Refund Policy will be made within thirty (30) 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.

STATE REFUNDS

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

POST-WITHDRAWAL DISBURSEMENTS

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

ANTI-HAZING POLICY

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Remington College strictly prohibits students or other persons associated with any student organization from engaging in hazing. Violations of this policy will be handled in accordance with Remington College's Student Conduct and Discipline policy.

CODE OF STUDENT CONDUCT

Students are expected to conduct themselves in a mature, courteous manner at all times. Any student whose conduct 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, or misuse of Campus documents or records.
- 3) Identity theft or misrepresentation of identity, including, but not limited to, educational fraud related thereto.
- 4) 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).
- 5) Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- 6) Aiding and abetting or inciting others to commit any act of misconduct set forth herein.
- 7) Conviction of a crime which is of a serious nature.
- 8) Engaging in inappropriate sexual conduct or comments in violation of the Student Sexual Harassment Policy.
- 9) Violation of Remington College's policy applicable to use of computers or online services, including, but not limited to:
 - a) Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements;
 - b) Posting unsolicited advertisements to public meetings or private in-boxes (no spamming);
 - c) 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.
- 10) Failure to comply with the provisions of the Enrollment Agreement;

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) Dropped from school.

After being suspended, a student may be allowed to resume participation only after approval by the Dean of a student's written request for reinstatement. After reinstatement, any further infraction of Campus policies will result in the student being dropped and the student will not be eligible to re-enroll or re-enter. (See Re-Enrollment and Re-Entry Policy regarding application to Code of Student Conduct.)

STUDENT SEXUAL HARASSMENT POLICY

Consistent with Remington College's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 et seq.), the College prohibits Sexual Harassment that occurs within its education programs or activities. As such, the College has implemented a Sexual Harassment Policy and Hearing Procedures to address allegations of Sexual Harassment. The Sexual Harassment Policy is available for viewing and download at <https://www.remingtoncollege.edu/documents/Remington-Sexual-Harassment-Policy.pdf>, and the Hearing Procedures are available for viewing and download at <https://www.remingtoncollege.edu/documents/Remington-Sexual-Harassment-Hearing-Procedure.pdf>.

EMPLOYEE/STUDENT RELATIONSHIPS

Remington College strictly prohibits employees from fraternizing or socializing with students. This policy prohibits students and employees from dating or engaging in online social relationships with each other. The only appropriate relationship between employees and students is a professional relationship which must maintain the highest level of mutual 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 relationship is consensual.

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.

REMINGTON COLLEGE GRIEVANCE PROCEDURES

A grievance is defined as any dispute between the student and the Campus. All parties involved in the dispute will have the opportunity to be heard at each level of the grievance process. 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 then contact the Program Chair or Dean for assistance in resolving the grievance. If a solution satisfactory to the student is not reached with the Program Chair or Dean, the student may submit his or her grievance, in writing, to the Director of Campus Administration, clearly describing the grievance.

The Director of Campus Administration will 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 Campus Administration. In the event the student is not satisfied with the resolution provided by the Director of Campus Administration, the student may submit a written appeal to Remington College's 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.

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

7415 Maynardville Pike, Suite 101
Knoxville, Tennessee 37938-3763
(407) 562-5689
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, no later than three business days from receipt of the grievance by 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 AGENCY/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 board ("State Board"), or applicable state consumer protection agency ("State Agency"). The Campus is based in Tennessee, but offers programs via distance education to student residing in different states across the country. In addition to Tennessee, some of these states require the Campus to hold a license or exemption from the particular state. Accordingly, any student can submit a grievance to the Tennessee Higher Education Commission, and students located in a state other than Tennessee may submit grievances or complaints to the applicable State Agency or State Board in that state. The contact information for the accrediting commission and all applicable state agencies and state boards are set forth below.

Accrediting Commission

STUDENT COMPLAINT 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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

State Agency/State Board

All Students

If after attempting to resolve the complaint through the process described above, a student remains dissatisfied, he/she should contact the Tennessee Higher Education Commission at:

Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37243
(615) 741-3605

Alabama State Board

Aggrieved students should first attempt to resolve complaints through the appropriate school officials. Student grievances not resolved by the school may be referred to the Private School Licensure Division of the Alabama Community College System.

Alabama Community College System
Private School Licensure Division
Post Office Box 302130
Montgomery, Alabama 36130-2130
(334) 293-4500

Alaska State Board

The Alaska Commission on Postsecondary Education (ACPE) processes complaints alleging violations of state institutional authorization law relative to postsecondary institutions or programs in Alaska. The complaint investigation process is described in AS 14.48.130 and 20 AAC 17.130-145. A student is encouraged to pursue the complaint/grievance process at their institution prior to contacting ACPE. This process is outlined in the institution's catalog. To request a complaint form please send an email to: EED.ACPE-IA@alaska.gov.

For questions or assistance relative to complaints please contact:

Program Coordinator for Institutional Authorization
907-465-6741
EED.ACPE-IA@alaska.gov
Alaska Commission on Postsecondary Education
PO Box 110505, Juneau, AK 99811-0505

Arizona State Agency

Students in Arizona may submit complaints to the Arizona Attorney General.

Arizona Attorney General
2005 N Central Avenue
Phoenix, AZ 85004
Phone: (602) 542-5025
<https://www.azag.gov/consumer>

Hawaii State Agency

Students in Hawaii may file a complaint with the Office of Consumer Protection.

Office of Consumer Protection
Department of Commerce and Consumer Affairs
Leiopapa A Kamehameha Building
235 South Beretania Street, Room 801
Honolulu, Hawai'i 96813-2419
Phone Number: (808) 586-2630
Fax Number: (808) 586-2640
www.hawaii.gov/dcca/ocp

Idaho State Agency

Students in Idaho may submit complaints to the Attorney General's Consumer Protection Division.

Office of the Attorney General
Consumer Protection Division
954 W. Jefferson, 2nd Floor
Boise, ID 83720
Phone 208-334-2424
Toll-free 1-800-432-3545
Fax 208-334-4151
<https://www.ag.idaho.gov/consumer-protection/>

Illinois State Agency

Students in Illinois may submit complaints to the Consumer Protection Division of the Illinois Attorney General's office. Consumers can file a complaint [online](#) or submit a consumer complaint form to the Attorney General's Office in the mail or in person.

Office of the Illinois Attorney General
Consumer Protection Bureau
500 South Second Street
Springfield, IL 62701
<http://www.illinoisattorneygeneral.gov/consumers/filecomplaint.html>

Kentucky State Agency

Students in Kentucky may submit complaints to the Office of the Attorney General.

Office of Consumer Protection
1024 Capital Center Drive, Suite 200
Frankfort, Kentucky 40601
(502) 696-5389
<https://ag.ky.gov/consumer-protection/complaints/Pages/default.aspx#forms>

Louisiana State Agency

Students in Louisiana may submit complaints to the Office of the Attorney General.

Office of the Attorney General
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804-9005
Fax: (225) 326-6499
Consumer Protection Hotline at 1-800-351-4889
<https://www.ag.state.la.us/Page/ConsumerDispute>

Louisiana State Board (Medical Assisting Students Residing in Louisiana)

The Campus is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Student complaints relative to actions of school officials shall be addressed to:

**Louisiana Board of Regents
Proprietary Schools Section
P.O. Box 3677
Baton Rouge, LA 70821-3677
(225) 342-7084**

only after the Student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with that school's officials.

Mississippi State Agency

Students in Mississippi may submit complaints to the Consumer Protection Division of the Attorney General's Office:

**Consumer Protection Division
Office of the Attorney General
Post Office Box 22947
Jackson, MS 39225-2947
Telephone: (601) 359-4230 or (800) 281-4418
Facsimile: (601) 359-4231
Website: www.agjimhood.com**

Missouri State Agency

Students in Missouri may submit complaints to the Attorney General's Office. Call the Consumer Protection Hotline at **1-800-392-8222** for more information about filing a complaint or visit <https://ago.mo.gov/civil-division/consumer/consumer-complaints>.

**Missouri Attorney General's Office
Supreme Court Building
207 W. High St.
P.O. Box 899
Jefferson City, MO 65102
Phone: 573-751-3321
Fax: 573-751-0774**

Nevada State Board

Students enrolled in licensed, private postsecondary educational institution, have the right to register a legitimate complaint with the Commission on Postsecondary Education. Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending. If you are unable to reach a solution, you may contact the Commission (see below) and we will attempt to resolve the issue.

If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested:

NRS 394.520 allows for the following:

1. A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract;
2. One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training.

More information, including complaints forms, is available at www.cpe.nv.gov. Or contact:

**Commission on Postsecondary Education
8778 S. Maryland Parkway, Suite 115
Las Vegas, NV 89123
702-486-7330 (Ph)
702-486-7340 (Fax)**

New Hampshire State Agency

Students in New Hampshire may submit complaints to the Consumer Protection Bureau.

**Consumer Protection Bureau
Office of the Attorney General
33 Capitol Street
Concord, NH 03301
Phone: (603) 271-3643
Fax: (603) 271-2110**

**Consumer Protection Hotline
1-888-468-4454 or (603) 271-3641
Weekdays 9am to 3pm
DOJ-CPB@doj.nh.gov**

New Jersey State Agency

Students in New Jersey may file a complaint with New Jersey Office of the Attorney General, Division of Consumer Affairs.

**Division of Consumer Affairs
P.O. Box 45025
Newark, New Jersey 07101
(973) 504-6200
(800)-242-5846**

E-Mail: AskConsumerAffairs@dca.lps.state.nj.us

Ohio State Agency

Students in Ohio may submit complaints to the Attorney General's Office at <https://www.ohioattorneygeneral.gov/Individuals-and-Families/Consumers/File-A-Complaint.aspx>. For assistance, contact the Help Center at:

**Ohio Attorney General
30 E. Broad St., 14th Floor
Columbus, OH 43215
Toll-free: 800-282-0515**

Oklahoma State Agency

Students in Oklahoma may submit complaints to the Office of the Attorney General's Consumer Protection Unit (CPU).

**Office of the Oklahoma Attorney General
313 NE 21st Street
Oklahoma City, OK 73105
405-521-2029
ConsumerProtection@oag.ok.gov
<http://www.oag.ok.gov/consumer-protection-unit1>**

Pennsylvania State Agency

Students in Pennsylvania may submit complaints to the Pennsylvania Office of Attorney General.

**Pennsylvania Office of Attorney General
Strawberry Square
Harrisburg, PA 17120
717-787-3391
<https://www.attorneygeneral.gov/submit-a-complaint/>**

South Carolina State Board

Any person having a complaint or grievance should make a reasonable effort to obtain satisfaction from the institution directly through the institution's established procedures. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The link to the complaint form is http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf, and the contact information for the South Carolina Commission on Higher Education is provided below.

South Carolina Commission on Higher Education
Academic Affairs, Postsecondary Institution Licensing
1122 Lady Street, Suite 300, Columbia, SC 29201
Telephone (803) 737-2260; FAX (803) 737-2297
Web site: www.che.sc.gov

South Dakota State Agency

Students in South Dakota may submit complaints to the Office of the Attorney General's Division of Consumer Protection.

Office of Attorney General
Division of Consumer Protection
1302 E Hwy 14 Ste 3
Pierre SD, 57501
Email: consumerhelp@state.sd.us
Phone: (605) 773-4400 or 1-800-300-1986 (in-state only)
Fax: (605) 773-7163
<https://consumer.sd.gov/complaintform.aspx>

Texas State Agency

Any current Texas student, former Texas student, or prospective Texas student considering enrollment may submit complaints to the Attorney General of Texas, Consumer Protection and Public Health using one of the following three options:

- Completing the online consumer complaint form available at <http://txoag.force.com/CPDOnlineForm>, which allows supporting documentation to be uploaded after completing the form.
- Downloading, printing, and mailing the complaint form and any documentation to the address below. The form can be downloaded at <https://www.texasattorneygeneral.gov/consumer-protection/fileconsumer-complaint>.

Office of the Attorney General
Consumer Protection Division
PO Box 12548 Austin, TX 78711-2548

- Calling the Texas Attorney General's Consumer Protection Hotline at (800) 621-0508.

Utah State Board

Students in Utah may submit complaints to the:

Division of Consumer Protection
160 East 300 South, 2nd Floor
P.O. Box 146704
Salt Lake City, Utah 84114-6704
<https://consumerprotection.utah.gov/complaints/manual.html>
OR by fax to: (801) 530-6001

Vermont State Agency

Students in Vermont may submit complaints to the Office of the Vermont Attorney General.

Office of the Vermont Attorney General
109 State St
Montpelier, VT 05609
(802) 828-3171
<https://ago.vermont.gov/cap/consumer-complaint/>

Virginia State Agency

Students in Virginia may submit complaints to the Office of the Attorney General of Virginia. For further assistance, call the Consumer Protection Hotline at 1-800-552-9963.

**Office of the Attorney General of Virginia
Consumer Protection Section
202 North Ninth street
Richmond, Virginia 23219
Fax: 804-225-4378**

Washington State Agency

Students in Washington may submit complaints to the Consumer Protection Division of the Attorney General's Office.

**Attorney General's Office
Consumer Resource Center
800 Fifth Avenue, Suite 2000
Seattle, WA 98104
1-800-551-4636 (Washington Only)
206-464-6684**

<https://fortress.wa.gov/atq/formhandler/ago/ComplaintForm.aspx>

West Virginia State Agency

Students in West Virginia may submit complaints to the Office of the Attorney General's Consumer Protection Division using one of the following three options.

- Option 1: Download and print the forms, fill it out by hand, and mail it (with any copies of documents related to the complaint) to: Office of the Attorney General, Consumer Protection Division, PO Box 1789, Charleston, WV 25326-1789.
- Option 2: Download and fill out the appropriate PDF form, and e-mail the form and any additional documents related to the complaint in PDF format to complaint@wvago.gov. (25MB limit on attachments)
- Option 3: Fill out an online version of the General Consumer Complaint form at <https://ago.wv.gov/Pages/consumercomplaint.aspx>.

**State of West Virginia
Office of the Attorney General Patrick Morrissey
Consumer Protection Division
1-800-368-8808 or 304-558-8986
E-mail: consumer@wvago.gov**

Wyoming State Board

Students in Wyoming may submit complaints related to consumer protection laws to the Wyoming Attorney General's Office. Additional information relative to consumer protection may be found at the following URL: <http://attorneygeneral.state.wy.us/consumer.htm>.

Students in Wyoming may submit complaints related to licensure or quality of education to the Private School Licensing Program in the Wyoming Department of Education. The Student Complaint form may be found at the following URL: http://edu.wyoming.gov/Programs/schools/private_school_licensing.aspx. A student must first exhaust the complaint/grievance procedures established by the institution before filing a complaint related to quality of education.

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.

GI Bill® is a registered trademark of the Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

ALTERNATIVE DISPUTE RESOLUTION

Remington College nor anyone else will stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained ("Borrower Defense Claim"). You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. Only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

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 the Accrediting Commission or State Board, pursuant to the terms of the Enrollment Agreement, any "Claim", as hereinafter defined, except for a Borrower Defense Claim, brought by either the student or Remington College against the other, or against the employees, agents, owners or officers of Remington College or any affiliates of Remington College or any officers of the owners of Remington College or assigns of the other, shall be resolved by binding arbitration conducted by American Arbitration Association ("AAA") or, in the alternative, in Small Claims Court as defined in the Enrollment Agreement, if the Claim is within the scope of the Small Claims Court's jurisdiction. Pursuant to the terms of the 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 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 7415 Maynardville Pike, Suite 101, Knoxville, Tennessee 37938-3763, (407) 562-5689 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 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, except for a Borrower Defense Claim as defined above.

The arbitration shall be governed by the Federal Arbitration Act ("F.A.A."), 9 U.S.C. 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 F.A.A., 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 Enrollment Agreement provides that the prosecution by arbitration or otherwise of any Claim, must be commenced no later than 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 no later than forty-five (45) days from the day Remington College receives a request for access.

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

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

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

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

For example, Remington College discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A "school official" is: (i) a person employed by Remington College in an administrative, supervisory, academic, research, or support staff position (including security personnel); or (ii) 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
- Academic and Attendance Awards

Remington College may disclose any of these items at its discretion, without the prior written consent of the student, unless the student provides written notice to the Campus Registrar, objecting to the disclosure of all or part of the directory information, no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Campus Registrar unless and until rescinded in writing by the student.

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

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

SMOKE- AND TOBACCO-FREE CAMPUS

In keeping with the Campus' intent to provide a safe and healthy educational environment, smoking, the use of tobacco products, and use of e-cigarettes/vaping devices 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 life imprisonment and a range of fines based on amount and type of narcotics 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 not less than \$1,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine for the first offense and up to three times the term of imprisonment and fine for the second offense except as otherwise authorized by law. Students who are under 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 Program Hotlines

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

1-800-662-HELP – Substance Abuse and Mental Health Services Administration

The SAMHSA Helpline is a confidential, free, 24-hour-a-day, 365-day-a-year information service, provided in English and Spanish, for individuals and family members facing substance abuse issues. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information in print on substance abuse and mental health issues.

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

Angela Tennison, Director

Dr. Archie Cubarrubia, Director

Doug Gale, Director

Kevin Smith, Director

Brandon Shedron, President

Heather Hensell, Provost

Adam Martin, General Counsel / Senior Vice President of Human Resources / Secretary

Deborah Diaz, Senior Vice President of Financial Aid

Heather McIver, Senior Vice President of Institutional Innovation

Jeremy Alley, Chief Financial Officer / Controller

JoAnn Boudreaux, Senior Vice President of Operations

Todd Zvaigzne, Senior Vice President of Student and Alumni Affairs

Campus History

REMINGTON COLLEGE'S BATON ROUGE CAMPUS

Remington College's Baton Rouge Campus, a branch campus of Remington College's Dallas Campus 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 (MAPLE HEIGHTS)

Remington College's Cleveland Campus (Maple Heights), a branch campus of Remington College's Dallas Campus 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 DALLAS CAMPUS

Remington College's Dallas Campus is a main campus with the following branch campuses: Remington College's Baton Rouge Campus, Cleveland Campus (Maple Heights), Fort Worth Campus (North Richland Hills), Houston North Campus (Greenspoint area), Knoxville Campus, Lafayette Campus, Memphis Campus, Mobile Campus, Nashville Campus, and Shreveport Campus.

Remington College's Dallas Campus 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. The Campus moved to its present location in Dallas, TX in August 2022.

REMINGTON COLLEGE'S FORT WORTH CAMPUS (NORTH RICHLAND HILLS)

Remington College's Fort Worth Campus, a branch campus of Remington College's Dallas Campus 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. In June 2021, the Campus moved to its present location in North Richland Hills, TX.

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 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. In 2020, the Campus established a satellite location located in Webster, TX.

REMINGTON COLLEGE'S KNOXVILLE CAMPUS

Remington College's Knoxville Campus, a branch campus of Remington College's Dallas Campus location, was established in June 2009. Remington College acquired the Campus in January of 2011. In March of 2019, the Campus relocated from Lake Mary, FL to its present location in Knoxville, TN.

REMINGTON COLLEGE'S LAFAYETTE CAMPUS

Remington College's Lafayette Campus, a branch campus of Remington College's Dallas Campus 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 MEMPHIS CAMPUS

Remington College's Memphis Campus, a branch campus of Remington College's Dallas Campus 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 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 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 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.

2023 CALENDAR

BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY DIPLOMA PROGRAM

<u>Begin</u>	<u>End</u>
January 9, 2023	February 2, 2023
February 6, 2023	March 2, 2023
March 6, 2023	March 30, 2023
April 10, 2023	May 4, 2023
May 8, 2023	June 1, 2023
June 5, 2023	June 29, 2023
July 10, 2023	August 3, 2023
August 7, 2023	August 31, 2023
September 4, 2023	September 28, 2023
October 9, 2023	November 2, 2023
November 6, 2023	November 30, 2023
December 4, 2023	January 4, 2024

CRIMINAL JUSTICE AND ORGANIZATIONAL MANAGEMENT DEGREE PROGRAMS**

<u>Begin</u>	<u>End</u>
January 23, 2023	April 13, 2023
April 17, 2023	July 6, 2023
July 10, 2023	September 28, 2023
October 9, 2023	January 4, 2024

HEATING, VENTILATION AND AIR CONDITIONING DEGREE PROGRAM**

<u>Begin</u>	<u>End</u>
January 23, 2023	April 13, 2023
April 17, 2023	July 6, 2023
July 10, 2023	September 28, 2023
August 1, 2023	November 2, 2023
September 4, 2023	November 30, 2023
October 9, 2023	January 4, 2024
November 6, 2023	February 1, 2024
December 4, 2023	February 29, 2024

DIGITAL GRAPHIC ART AND RESTAURANT, HOSPITALITY & RETAIL MANAGEMENT DEGREE PROGRAMS

<u>Begin</u>	<u>End</u>
January 9, 2023	March 30, 2023
April 10, 2023	June 29, 2023
July 10, 2023	September 28, 2023
October 9, 2023	January 4, 2024

BREAKS**

	<u>Begin</u>	<u>End</u>
Spring Break	April 3, 2023	April 9, 2023
Summer Break	July 3, 2023	July 9, 2023
Fall Break	October 2, 2023	October 8, 2023
Winter Break	December 25, 2023	December 31, 2023

HOLIDAYS

Christmas Day Observed	December 26, 2022
New Year's Day Observed	January 2, 2023
Dr. Martin Luther King Day	January 16, 2023
President's Day	February 20, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Columbus Day / Indigenous Peoples' Day	October 9, 2023
Veterans Day Observed	November 10, 2023
Thanksgiving Day	November 23, 2023
Friday After Thanksgiving Day	November 24, 2023
Christmas Day 2023	December 25, 2023

The Campus offers open registration/enrollment.

*****The calendars for these programs do not include the Spring and Summer scheduled breaks published above.***

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Jonathan Daniels	Director of Campus Administration
Katie Carraway	Assistant Director of Campus Administration/ Sr. Director of Admissions
Joshua Bowers	Dean
Laurel Clonce	Career Services Representative
Larissa Savage	Sr. Student Financial Services Representative
James Bradley	Student Financial Services Representative
Ashley King	Student and Alumni Engagement Coord.
Paul Valentino	Program Chair, Criminal Justice
Dr. Paul Gleason	Program Chair, Database Management and Administration & Digital Graphic Art
Elaina Williams	Program Chair (Global), General Education
Mollie Surguine	Program Chair (Global), General Education
Mark Davison	Program Chair, HVAC
Aimee Aufdermauer	Program Chair, Medical Assisting
Cecilia Maples	Program Chair, Patient Care Technician
Sametra Delaney	Program Chair, Pharmacy Technician
Kimberly Otterstetter	Program Chair, Organizational Management & Restaurant, Hospitality and Retail Mgt.
Sean Shepherd	Learning Resource Sys. Manager
Omar Cardenas	Retention Coordinator & Registrar

BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Matthew Zotti	Bachelor in Communications	Middle Tennessee State University

CRIMINAL JUSTICE

FACULTY	CREDENTIALS	INSTITUTIONS
David Smith	MA, BA, Criminal Justice	American Military University
John Roper	MBA, Crisis & Emergency Management	Florida Atlantic University
	BS, Public Administration	Barry University
Paul Valentino	MS, Criminal Justice	Ashworth College
	BS, Criminal Justice Administration	Columbia College

DIGITAL GRAPHIC ART

FACULTY	CREDENTIALS	INSTITUTIONS
Gary Tanner	MS, Information Systems	Strayer University
	Bachelor of Management Technology	Southeast College of Technology
Garry Harmon	BFA	University of North Texas
Kristina Repp	M.Ed.	Wayne State University
	BS, Chemistry & Teaching	Michigan State University
Lonny Nolan	Associate of Applied Arts & Sciences	Eastfield College
Mobolaji Afariogun	BS, Business Administration	Western Michigan University
Paul Gleason	PhD, Public Affairs	University of Central Florida
	Master of Business Administration	Stetson University
	BBA, Management and Information Tech. .	Stetson University

HVAC (AOS)

FACULTY	CREDENTIALS	INSTITUTIONS
Jeff Otterstetter	MBA, Finance/International Business	Wayne State University
Kimberly Otterstetter	MA, Teaching	Wayne State University
	MBA, BBA	Davenport University
Lonny Nolan	Associate of Applied Arts & Sciences	Eastfield College
Mark Davison	AAS, HVAC	North West Community College
Mobolaji Afariogun	BS, Business Administration	Western Michigan University

ORGANIZATIONAL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Jeff Otterstetter	MBA, Finance/International Business	Wayne State University
Kevin Hudson	MS, Management	Austin Peay State University
Kimberly Otterstetter	MA, Teaching	Wayne State University
	MBA, BBA	Davenport University
Mobolaji Afariogun	BS, Business Administration	Western Michigan University
Randy Novia	BS, Hotel, Restaurant & Travel Admin	University of Massachusetts Amherst
Ron Ryan	MBA	University of Pennsylvania
	BA, History & Literature	Harvard College

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Christine Barlage	MA, Teaching	Mary Grove College
	BS, Business Administration	Davenport University
David Barlage	Master of Business Administration	Eastern Michigan University
	BS, Business Administration	Western Michigan University
Jeff Otterstetter	MBA, Finance/International Business	Wayne State University
John Roper	MBA, Crisis & Emergency Management	Florida Atlantic University
	BS, Public Administration	Barry University
Kevin Hudson	MS, Management	Austin Peay State University
Kimberly Otterstetter	MA, Teaching	Wayne State University
	MBA	Davenport University
	BBA	Davenport University
Randy Novia	BS, Hotel, Restaurant & Travel Admin	University of Massachusetts Amherst

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Alecia Newson	MBA	Strayer University
	BS, Business	Lane College
Amanda Neuman	MA, Interpersonal and Public Comm	Central Michigan University
Amy Hakim	MS, Psychology	Florida International University
	MA, Religious Studies	Florida International University
Briana Johnson	MBA; BA, Sociology	Columbia College
Danai Strother	MBA	Prairie View A&M University
	BS, Communications	Lamar University
Edwin Wingham	MA, Communication Studies	Marshall University
	BS, Mathematics	Eastern Kentucky University
Elaina Williams	MS, School Counseling & Ed. Psychology	Northern Arizona University
Elan Kesilman	MS in Psychology	Capella University
	BA, English	Henderson State University
Gregory Becoat	Master of Public Health	George Washington University
	MS, Biology	Howard University
	BS, Physiology and Neurobiology	University of Maryland College Park
Jackson Hoerth	Doctorate in Philosophy	Temple University
	MA, Philosophy	Texas A&M University
	BA, Philosophy	The University of Texas Rio Grande Valley
Jonathan Summer	Ed.D. Educational Leadership	Alabama State University
	BS, Mathematics	University of Pittsburgh
Karrie Crocker	Ed.D. Educational Leadership	Maryville University
	BA, Communication Studies	Marshall University
Kristina Coleman	MA, Mass Communications	University of Missouri St. Louis
	MA, Creative Writing in Fiction	University of Memphis
	BA, Mass Communications	University of Missouri St. Louis
Kristina Repp	M.Ed.	Wayne State University
	BS, Chemistry & Teaching	Michigan State University
Marcus Nelson	MA, Education	University of Phoenix
	Associate of Arts	Hope International University
Mary Willis	MFA, Creative Writing	University of Memphis
	BA, English	University of Tennessee Knoxville
Mike Sweeney	MA, Political Science	Northern Illinois University

	BA, Political Science	Michigan State University
Mollie Surguine	M.Ed., Counseling	Northern Arizona University
	BS, Sociology	Northern Arizona University
Terrance Clark	Master of Public Administration	Strayer University
	BS, Geography	Jacksonville State University
Vandaly Jeffers	MA, Counseling	University of Tennessee
	BA, Psychology	University of North Carolina