REMINGTON COLLEGE'S DALLAS CAMPUS
ADDENDUM TO CATALOG/VOLUME N-2602 DATED 2/24/2026
Revised: 11/4/2026

TUITION SCHEDULE

HYBRID PROGRAMS

DIPLOMA IN CONSTRUCTION AND BUILDING MAINTENANCE**	$16,795.00
DIPLOMA IN CULINARY SKILLS ESSENTIALS	$17,393.00
DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING	$23,500.00
DIPLOMA IN MEDICAL ASSISTING	$17,519.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	$23,867.00
ASSOCIATE OF APPLIED SCIENCE IN CULINARY MANAGEMENT	$30,739.00
ASSOCIATE OF APPLIED SCIENCE IN HEATING, VENTILATION AND AIR CONDITIONING	$31,658.00
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	$31,500.00
ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL	$24,228.00
BACHELOR OF SCIENCE IN GAMING DESIGN AND ESPORTS MANAGEMENT**	$58,580.00

ONLINE PROGRAMS

DIPLOMA IN E-COMMERCE MANAGEMENT**	$7,765.00
ASSOCIATE OF APPLIED SCIENCE IN CYBERSECURITY**	$17,850.00
ASSOCIATE OF APPLIED SCIENCE IN DATABASE MANAGEMENT ADMINISTRATION**	$24,218.00
ASSOCIATE OF APPLIED ART IN DIGITAL GRAPHIC ART**	$30,975.00
ASSOCIATE OF APPLIED SCIENCE IN RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT	$25,463.00
BACHELOR OF SCIENCE IN GAMING DESIGN AND ESPORTS MANAGEMENT**	$58,580.00
BACHELOR OF SCIENCE IN ORGANIZATIONAL MANAGEMENT	$34,650.00

***Students enrolling in these programs are required to have the course materials described in the Required Course Materials Disclosure Form for their 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. Students who wish to obtain their required course materials from Remington College may do so by purchasing their tool kit directly from the College. The costs of the College's tool kits, which are not included in the tuition cost stated above, are provided below. For additional information see the Required Course Materials Disclosure Form for your program.*

***Construction and Building Maintenance Kit: $535*
***Cybersecurity Kit: $1,325*
***Database Management and Administration: $1,050*
***Digital Graphic Art: $1,050*
***E-Commerce Management Kit: $792*
***Gaming Design and eSports Management Kit: $1,500*

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Kristopher Caram	Campus President and Associate Provost
Vicki Townsend	Associate Provost for Online
Michael Holmes	Assistant Campus President & Director of Admissions
Christi Koehler	Director of Career Services
Rahel Feerow	Director of Student Financial Services
Annel Garcia	Career Services Representative
Brooklyn Cobern	Career Services Representative
Omar Sanchez	Student Financial Services Advisor
Samuel Funston	Program Chair, Beats
Adrian Garcia	Program Chair, Culinary
Samuel Wilkerson III	Program Chair, Cybersecurity
Paul Gleason	Program Chair, Database Mgt & Administration
Bryan Starmer	Program Chair, Digital Graphic Art
Kelsi Tresko	Program Chair, Gaming Design & eSports Mgmt
Terry Ramirez	Program Chair, HVAC & Construction and Building Maintenance
Keith Rachow	Program Chair, Medical Assisting
Kimberly Otterstetter	Program Chair, Organizational Management
Vicki Townsend	Learning Resource System Supervisor
Veronica Neal	Campus Administrative Coordinator
Secrets Northern	Lead Registrar
Megan Edwards	Assistant Registrar

BEAT PRODUCTION AND RECORDING ARTS TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Samuel Funston	Pro Tools Certificate	Capital University / Music Technology

CONSTRUCTION AND BUILDING MAINTENANCE & HEATING, VENTILATION AND AIR CONDITIONING

FACULTY	CREDENTIALS	INSTITUTIONS
Clinton Nesbitt	Associate of Science	Lincoln Tech of Grand Prairie Texas
Tanner Langham	EPA Certifications Type I and II	Mainstream Engineering
Terry Ramirez	AS, Construction Management	Westwood College

CYBERSECURITY

FACULTY	CREDENTIALS	INSTITUTIONS
Alkia Mitchell	MS, Information Systems	Stayer University
	BS, Computer Science	University of Southern Mississippi
Samuel Wilkerson	MS, Cybersecurity	Western Governors University

CULINARY SKILLS ESSENTIALS & CULINARY MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Adrian Garcia	AAS, Culinary Arts	Le Cordon Bleu College of Culinary Arts
Blake Andress	AAS, Culinary, Pastry & Hospitality	Dallas College

DATABASE MANAGEMENT AND ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Paul Gleason	PhD, Public Affairs	University of Central Florida
	Master of Business Administration	Stetson University
	BBA, Management & Information Tech.	Stetson University

DIGITAL GRAPHIC ART

FACULTY	CREDENTIALS	INSTITUTIONS
Bryan Starmer	BS, Communication	University of Tennessee
Kristina Repp	M.Ed.	Wayne State University

E-COMMERCE MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Vonleshia Davidson	Master of Business Administration	Capella University

GAMING DESIGN AND ESPORTS MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Jalen Johnson	BS, International Business	University of North Carolina Greensboro
Kelsi Tresko	Bachelor of Technology	University of Texas

MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

FACULTY	CREDENTIALS	INSTITUTIONS
Aimee Aufdermauer	BS, Health Care Management	National American University
Csilla Molnar	Doctor of Medicine	Albert Szent-Gyorgyi Medical University
	Doctor of Chiropractic	Parker College of Chiropractic
Hilda Contreras	AAS, Allied Health	Sanford-Brown College
Keith Rachow	DC; BA, Health & Wellness	Parker College of Chiropractic
	BA, Mgt. Info Systems	University of Wisconsin
Nancy Ojeda	AS, Liberal Sciences	Dallas College

ORGANIZATIONAL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Jeffrey Otterstetter	MBA, Finance/International Business	Wayne State University
Kimberly Otterstetter	MA, Teaching	Wayne State University
	MBA	Davenport University
	BBA	Davenport University

PARALEGAL

FACULTY	CREDENTIALS	INSTITUTIONS
Carol Burns (Lead Instructor)	BS, Paralegal Studies	Pierce College

RESTAURANT, HOSPITALITY AND RETAIL MANAGEMENT

FACULTY	CREDENTIALS	INSTITUTIONS
Antwel Spizer	MS, Hospitality Management	University of North Texas
	BS, Hospitality Management	University of North Texas
Christine Barlage	MA, Teaching	Mary Grove College
	BS, Business Administration	Davenport University

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Amanda Neuman	MA, Interpersonal and Public Comm	Central Michigan University
Elaina Williams	MS, School Counseling & Ed. Psyc.	Northern Arizona University
Elan Kesilman	MS in Psychology	Capella University
	BA, English	Henderson State University
Gabriel Rodriguez	Masters in Political Science	American Public University System
	BA, A&S-History	Northeastern Illinois University
Jonathan Summer	Ed.D. Educational Leadership	Alabama State University
	BS, Mathematics	University of Pittsburgh
Lawrence Dimmig	MS, Communication Studies	University of North Texas
	BA, Communication Studies	University of North Texas
Leigh Jeffers	MA, Counseling	University of Tennessee
	BA, Psychology	University of North Carolina
Mary Margaret Carrillo	Doctor of Liberal Studies	Southern Methodist University
	Master of Liberal Studies	Southern Methodist University
	BA, Communication	Texas A&M University
Mary Willis	MFA, Creative Writing	University of Memphis
	BA, English	University of Tennessee Knoxville
Mollie Surguine	M.Ed., Counseling	Northern Arizona University
	BS, Sociology	Northern Arizona University
Renae Gowen	MA, Educational Leadership	Marygrove College
	BA, History and English	Hope College

ADDITIONAL MODIFICATIONS

Page 10: The Student Verifications item under the Tuition and Fees section has been replaced with the Enrollment Verifications fee provided below.

ENROLLMENT VERIFICATIONS
Current and former students (including graduates) who need verification of their current or prior enrollment status with Remington College will be charged $25.00 per enrollment verification, except in instances where the verification is being requested for the purpose of obtaining or maintaining employment. Verification requests for employment purposes will be processed free of charge.

Page 18: The following information has been added to the College's Health, Security, and Safety policy.

As part of the Emergency Preparedness Plan, Remington College utilizes the Regroup Mass Notification System to notify all employees and students of emergency situations. All students are auto-enrolled into the Regroup system unless they opt-out by notifying their local Campus President in writing of their decision to opt-out.

Page 23: The Campus is not currently enrolling new students in the Beat Production and Recording Arts Technology (Diploma) program.

Page 31: The course number for Cybersecurity and IS Security has been changed from CS166 to CS165.

Page 38: The Campus is not currently enrolling new students in the Criminal Justice (BS) program.

Page 42: The Campus is no longer enrolling in the Special Education – Autism Studies (MA) program.

Page 43: The Campus is no longer enrolling in the Special Education – Neurodiversity Studies (MA) program.

Page 48: The course number for Cybersecurity and IS Security has been changed from CS166 to CS165.

Page 80: The eligibility requirements for requesting a LOA while not meeting Satisfactory Academic Progress standards have been modified. The current requirements are provided below.

A student not meeting Satisfactory Academic Progress standards at the time of the LOA request must complete a SAP Re-Entry Plan prior to their leave. Approval of leave does not change SAP status, reinstate Title IV eligibility, or waive SAP appeal or academic plan requirements. Before returning from leave, the student must confirm intent to return and complete all required re-entry steps. These may include academic advising, schedule confirmation, financial aid review, and SAP review and update.

Page 85: The Administrative Policies section of the Catalog has been amended to include the Student Generative AI and Academic Integrity Policy set forth in this addendum.

Page 94: Doug Gale and Jeremy Alley have been removed from the listing of Directors and Officers.

Page 96: The following Mid-Quarter schedule for the Organizational Management program has been added to the 2026 Calendar. The Organizational Management program utilizes both the Mid-Quarter schedule and the Quarters-All Other Degree Programs scheduled included in the school's 2026 Calendar.

MID-QUARTERS – ORGANIZATIONAL MANAGEMENT

	Begin	**End**
Summer Mid-Quarter	May 25, 2026	August 20, 2026
Fall Mid-Quarter	August 24, 2026	November 19, 2026
Winter Mid-Quarter	November 23, 2026	February 18, 2027

Remington College Student Generative AI and Academic Integrity Policy

Purpose
Remington College recognizes that generative artificial intelligence, including tools such as ChatGPT, Microsoft Copilot, Grammarly, Google Gemini, Claude, and similar technologies, may be used in academic and professional settings. These tools can support learning when used appropriately. However, students are expected to complete and submit their own original academic work and to demonstrate their understanding, skills, judgment, and mastery of the course and assignment objectives.

The use of generative AI must not replace student learning, original thinking, required research, required practice, or the student's own authorship.

Scope
This policy applies to all students, courses, assignments, assessments, discussions, projects, clinical or lab-related work, simulations, capstone work, and other academic activities, whether completed in person, online, hybrid, synchronous, or asynchronous formats.

Students are responsible for following:

- The course syllabus
- Assignment instructions
- Instructor guidance
- Remington College catalog policies
- Academic integrity expectations
- Proper citation and documentation standards

Students can utilize Generative based on the guidance within this policy unless prohibited by the assignment instructions or the instructor.

General Standard
All work submitted by a student must be the student's own work and must represent the student's learning and mastery of the course and assignment objectives. Students are expected to present original work for all coursework and properly cite all sources, including digital tools, AI tools, generative technology, websites, books, articles, and other references.

Plagiarism is a serious violation of academic integrity and undermines the credibility of the academic community. Plagiarism includes presenting another person's ideas, words, research, work, or AI-generated content as one's own, regardless of intent.

Permitted Uses of Generative AI
Students may use generative AI as a learning support tool when the use is permitted by the instructor and does not replace the student's own work. Appropriate uses may include:

- Brainstorming possible topics or ideas
- Asking for help understanding a concept
- Tutoring using approved AI tutor bots
- Generating study questions or practice questions
- Requesting explanations of difficult terminology
- Creating an outline that the student substantially revises and develops
- Receiving grammar, spelling, or sentence-level writing feedback
- Improving clarity of a student's own draft, when permitted
- Practicing interview questions, professional communication, or workplace scenarios
- Exploring different ways to organize or study material

When students use generative AI in these ways, they remain responsible for verifying accuracy, correcting errors, and ensuring the final submission reflects their own work, analysis, decisions, and understanding.

Prohibited Uses of Generative AI
Students may not use generative AI in a way that substitutes for their own learning, authorship, participation, or required academic work. Prohibited uses include, but are not limited to:

- Submitting AI-generated work as the student's own original work
- Using AI to write all or part of an assignment when not expressly permitted
- Copying AI-generated text into an assignment without citation or disclosure
- Using AI to complete quizzes, exams, tests, or assessments unless expressly permitted
- Using AI to generate discussion posts or responses that do not reflect the student's own thinking
- Using AI to fabricate interviews, observations, field experiences, lab activities, patient/client scenarios, workplace examples, or application-based assignment content

- Using AI to create false citations, false sources, false data, or fabricated research
- Using AI to paraphrase another source to avoid plagiarism detection
- Using AI to avoid reading, analyzing, practicing, calculating, writing, or completing required academic work
- Using AI to misrepresent attendance, participation, identity, engagement, or authorship in online or in-person coursework
- Submitting work created by another person, tutoring service, contract cheating service, answer-sharing platform, or third-party tool as one's own work

AI should not be used to generate student work in part or in full unless the assignment instructions expressly allow that use.

Citation and Disclosure Requirements
Students must disclose and cite the use of generative AI when AI has contributed to the content, structure, wording, analysis, examples, or ideas included in submitted work.

At a minimum, students should include:
1. The name of the AI tool used
2. The company or provider, if known
3. The date used
4. A brief explanation of how the tool was used

Example disclosure:
I used ChatGPT by OpenAI on June 26, 2026, to brainstorm possible outline topics and revise sentence clarity. The final content, analysis, and conclusions are my own.

When required by the instructor, students must also cite AI use according to APA 7th edition guidelines or the citation format provided in the assignment instructions.

Student Responsibility for Accuracy
Generative AI tools may produce inaccurate, incomplete, biased, misleading, outdated, or fabricated information. Students are responsible for reviewing, verifying, and correcting all information before submitting work.

Students may not defend inaccurate or fabricated work by stating that an AI tool produced it. The student remains responsible for the final submission.

Instructor Authority
Instructors may establish assignment-specific rules for generative AI use. Depending on the assignment, an instructor may:
- Prohibit AI use entirely
- Permit limited AI use for brainstorming, outlining, or editing
- Require students to disclose and cite AI use
- Require students to submit AI prompts and AI outputs
- Require drafts, notes, research logs, reflections, or process documentation
- Require an oral explanation or demonstration of the submitted work
- Require students to revise or resubmit work when authorship is unclear
- Determine whether AI use interferes with the assignment's learning objectives

Students are responsible for asking the instructor for clarification before using generative AI if they are unsure whether it is allowed.

Examples of Acceptable and Unacceptable AI Use
Acceptable Use
- A student asks an AI tool to explain the difference between direct costs and indirect costs, then writes their own response using course materials and properly cites sources.
- A student asks AI to help identify grammar errors in a draft they have already written, then reviews and revises the work before submission.
- A student uses AI to generate practice questions before an exam, but completes the actual exam independently.
- A student uses AI to brainstorm possible project topics, selects one, conducts their own research, and writes the final project in their own words.

Unacceptable Use

- A student asks AI to write a discussion post and submits the response as their own.
- A student uses AI to complete an assignment that requires a personal reflection, interview, observation, lab activity, or workplace application.
- A student uses AI to generate fake citations or research sources.
- A student copies AI-generated paragraphs into a paper without disclosure or citation.
- A student uses AI during a quiz or exam without the instructor's permission.
- A student submits AI-written work and claims it represents their own learning, analysis, or mastery of the assignment objectives.

Relationship to Plagiarism

Plagiarism includes the act of presenting someone else's ideas, words, research, data, or work as one's own. For purposes of this policy, plagiarism also includes the unauthorized or undisclosed use of AI-generated content.

Plagiarism may include, but is not limited to:

- Direct copying from another source, including AI-generated content, without citation
- Paraphrasing without giving proper credit
- Self-plagiarism, including reusing prior assignments when not permitted
- Fabrication or falsification of data, interviews, observations, documents, or results
- Submitting purchased, ghostwritten, AI-generated, or third-party work as one's own

Online Learning Integrity

Students enrolled in online, hybrid, or technology-supported courses are expected to uphold the same standards of academic honesty, identity verification, participation, and professional conduct as students attending in-person courses.

Violations

Violations of this policy may be treated as academic dishonesty and may result in disciplinary action consistent with Remington College policy. Depending on the severity of the violation, consequences may include:

- Reprimand
- Required revision or resubmission
- Grade penalty
- Failure of the assignment
- Failure of the course
- Specific restrictions
- Disciplinary probation
- Suspension
- Termination from Remington College

Additional consequences may apply when the violation involves identity misrepresentation, falsification of records, fabrication of academic work, use of third-party academic assistance, or other violations of student conduct expectations.

Student Acknowledgment

Students are responsible for understanding this policy and asking questions when expectations are unclear. Use of generative AI in coursework must be transparent, ethical, properly cited, and consistent with assignment instructions. Students are expected to use technology in ways that support learning, not in ways that replace academic effort, original thinking, or mastery of course outcomes.

2027 CALENDAR

MODULES – CULINARY SKILLS ESSENTIALS

Begin	End
January 11, 2027	February 6, 2027
February 8, 2027	March 6, 2027
March 8, 2027	April 3, 2027
April 12, 2027	May 8, 2027
May 10, 2027	June 5, 2027
June 7, 2027	July 3, 2027
July 12, 2027	August 7, 2027
August 9, 2027	September 4, 2027
September 6, 2027	October 2, 2027
October 11, 2027	November 6, 2027
November 8, 2027	December 4, 2027
December 6, 2027	January 8, 2028

MODULES – ALL OTHER DIPLOMA PROGRAMS

Begin	End
January 11, 2027	February 4, 2027
February 8, 2027	March 4, 2027
March 8, 2027	April 1, 2027
April 12, 2027	May 6, 2027
May 10, 2027	June 3, 2027
June 7, 2027	July 1, 2027
July 12, 2027	August 5, 2027
August 9, 2027	September 2, 2027
September 6, 2027	September 30, 2027
October 11, 2027	November 4, 2027
November 8, 2027	December 2, 2027
December 6, 2027	January 6, 2028

QUARTERS – CULINARY MANAGEMENT, HVAC, & MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) DEGREE PROGRAMS

Begin	End
January 11, 2027	April 1, 2027
February 8, 2027	May 6, 2027
March 8, 2027	June 3, 2027
April 12, 2027	July 1, 2027
May 10, 2027	August 5, 2027
June 7, 2027	September 2, 2027
July 12, 2027	September 30, 2027
August 9, 2027	November 4, 2027
September 6, 2027	December 2, 2027
October 11, 2027	January 6, 2028
November 8, 2027	February 3, 2028
December 6, 2027	March 2, 2028

ORGANIZATIONAL MANAGEMENT DEGREE PROGRAM

	Begin	End
Winter Quarter	January 11, 2027	April 1, 2027
Winter Mid-Quarter	February 22, 2027	May 20, 2027
Spring Quarter	April 12, 2027	July 1, 2027
Spring Mid-Quarter	May 27, 2027	August 19, 2027
Summer Quarter	July 12, 2027	September 30, 2027
Summer Mid-Quarter	August 23, 2027	November 18, 2027
Fall Quarter	October 11, 2027	January 6, 2028
Fall Mid-Quarter	November 22, 2027	February 17, 2028

QUARTERS – ALL OTHER DEGREE PROGRAMS

	Begin	End
Winter Quarter	January 11, 2027	April 1, 2027
Spring Quarter	April 12, 2027	July 1, 2027
Summer Quarter	July 12, 2027	September 30, 2027
Fall Quarter	October 11, 2027	January 6, 2028

BREAKS – CULINARY SKILLS ESSENTIALS

	Begin	End
Spring Break	April 4, 2027	April 11, 2027
Summer Break	July 4, 2027	July 11, 2027
Fall Break	October 3, 2027	October 10, 2027
Winter Break	December 24, 2027	January 2, 2028

BREAKS – ALL OTHER PROGRAMS

	Begin	End
Spring Break	April 2, 2027	April 11, 2027
Summer Break	July 2, 2027	July 11, 2027
Fall Break	October 1, 2027	October 10, 2027
Winter Break	December 24, 2027	January 2, 2028

HOLIDAYS

New Year's Day	January 1, 2027
Dr. Martin Luther King Day	January 18, 2027
President's Day	February 15, 2027
Memorial Day	May 31, 2027
Juneteenth (Observed)	June 18, 2027
Independence Day (Observed)	July 5, 2027
Labor Day	September 6, 2027
Columbus Day / Indigenous Peoples' Day	October 11, 2027
Veterans Day	November 11, 2027
Thanksgiving Day	November 25, 2027
Friday After Thanksgiving Day	November 26, 2027
Christmas Day (Observed)	December 24, 2027
New Year's Day (Observed)	December 31, 2027

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

College Catalog

Main Campus

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

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INTRODUCTION

Thank you for your interest in Remington College.

For those of you considering attending Remington College's Dallas 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.

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

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

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

CAMPUS LOCATION AND FACILITIES

The Campus is located at 9451 Lyndon B. Johnson Freeway, Suite 200, Dallas, TX 75243 and is comprised of approximately 23,000 square feet of space, which includes administrative space, one computer lab, five classrooms, one trades lab, two medical assisting labs and one x-ray lab.

ACCREDITATION, AFFILIATIONS AND LICENSING

The Campus:

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

ACCSC ACCREDITATION

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

STATE AUTHORIZATION RECIPROCITY AGREEMENTS (SARA)

Remington College participates in the State Authorization Reciprocity Agreements. For additional information, please visit www.nc-sara.org.

STATE LICENSURE

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization. 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: California. Program availability may vary by state, for more information please contact the Admissions Department.

In Texas, Remington College holds a Certificate of Authorization issued by the Texas Higher Education Coordinating Board (THECB). The Certificate of Authorization authorizes the Campus to grant degrees, grant credits toward degrees, and to use certain protected academic terms in the State of Texas. Authority for this authorization is based on the institution's accreditation with the ACCSC.

Remington College is also approved by the Texas Medical Board to offer a Non-Certified Technician Training Program.

CONTRACTUAL RELATIONSHIPS

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

EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT

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

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

ADMISSIONS REQUIREMENTS AND PROCEDURES

To be admitted an applicant must:

1) Execute an Application and Enrollment Agreement with Remington College. If the applicant is under 18 years of age, 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 complete a Notice to Prospective Students Regarding Minimum Licensure Requirements for Law Enforcement Positions in Texas form.

   Applicants for the Medical Assisting with X-Ray Tech (Limited Scope) programs must (i) complete a Criminal History Acknowledgement and Self-Disclosure Form; and (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check prior to executing an Application and Enrollment Agreement.

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). This requirement does not apply to applicants seeking admission to a graduate-level program.

   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) Complete Remington College's Career Path Assessment and 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.

4) For admission into the Criminal Justice bachelor degree completion 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.

5) 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.

6) For the Paralegal (AAS) degree program, enrollment is limited to a maximum of 10 students per cohort with a maximum total program enrollment of 30 students. Applicants who are unable to proceed with enrollment due to the maximum enrollment being reached in a cohort and/or the total program will be waitlisted in the order they applied.

7) For admission to either of the Special Education (MA) degree programs, applicants must also:
   a) Complete an Application and a pre-admission interview and assessment with the Dean of Graduate Studies to evaluate the applicant's readiness for graduate studies. The results of the assessment must demonstrate the applicant's readiness for graduate studies in order for the applicant to be eligible for enrollment in a graduate-level program.
   b) Provide documentation of baccalaureate degree from an accredited college or university, which must include official transcripts from every college or university attended. To be eligible for admission, applicants must meet one of the following criteria:
      i) Applicant has an undergraduate GPA of 3.0 or higher, or
      ii) Applicant has an undergraduate GPA of 3.0 or higher in last 60 semester hours, area of study, or in graduate-level work, or
      iii) Applicant has five years of professional experience, as documented on their resume.

8) No later than 30 days after the class start date the student must have made satisfactory financial arrangements to provide for complete payment of all amounts expected to be due to the institution for Tuition and fees. This requirement may include, but is not limited to, the completion of credit applications, financial aid applications and forms (if the applicant wishes to apply for financial aid), and the execution of promissory notes or other documents necessary to obtain the requisite financial aid or other financial assistance. Students who have not met this requirement to the satisfaction of Remington College will be dropped, and any Tuition charged up to this date will be the responsibility of the student. **Any exceptions to this requirement must be approved in writing by the Director of Financial Aid (or his/her designee) for Remington College.**

9) Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to first attending a scheduled class of the program for which the applicant is applying, and the applicant must be able to meet the applicable attendance requirements for activation.

10) A student is not eligible to enroll in a program if the student previously completed the same program and/or earned the same credential.

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.

In addition to the above, the criminal background check performed on Medical Assisting with X-Ray Tech (Limited Scope) applicants must reflect no prior criminal history or the activation must be approved by Remington College's Legal Department or the Legal Department's designee.

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 his/her 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 Campus President or Campus Dean and with the written approval of the Provost (or designee) for Remington College. In the event any scheduled classes are canceled due to weather or other reasons during the first two weeks of the term, the Head College Registrar of Remington College and the Campus President shall determine the percentage of class attendance required for activation for the term in which the cancellations occurred.

Students enrolling in the Beat Production and Recording Arts Technology, E-Commerce Management or Gaming Design and eSports Management programs 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.

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

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

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

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

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

PRIOR LEARNING CREDIT

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

Successful completion of the exam with a grade of 70% or higher will qualify for Prior Learning Credit. The course grade will show on the students transcript as "TO" to document course completion. Once enrolled, the students can request the Course Challenge Request Form from the Campus President or Campus Dean. 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.

Remington College may accept transfer credits into certain programs, as set forth in more detail below. Remington College will consider accepting transfer credits only from accredited colleges and universities, Joint Services Transcript (JST), Defense Activity for Non- Traditional Education Support (DANTES/DSST) transcript, College Level Examination Program (CLEP) score, and/or Community College of the Air Force (CCAF).

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

In some instances Remington College may determine that a credit accepted for transfer credit will satisfy the requirement for replacement for a course or courses, even though the exact amount of credit hours may exceed or be less than the credit hours of the course being replaced by a small margin. For example, if Remington College has a course with a seven (7) quarter credit hour value, and the course being excepted for transfer was four (4) semester hours, then Remington College may, at the discretion of the 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 Dallas 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 U.S. 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.

FULL-TIME STUDENTS

Students enrolled in degree programs are considered to be full time if they are enrolled for twelve (12) or more Credit Hours at the end of the add/drop period of a Quarter. Students enrolled in diploma programs are considered to be full time if they are scheduled for 20 classroom or laboratory hours per week.

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).

RE-ENROLLMENT AND RE-ENTRY POLICY

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

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

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

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

ACADEMIC CRITERIA

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

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

FINANCIAL CRITERIA

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

OTHER CONSIDERATIONS

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

NONDISCRIMINATION POLICY

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 does not make any pre-admission inquiries regarding an individual's disability. The Campus admits students of any race, color, national and ethnic origin or other protected characteristic 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 or other protected characteristic in the administration of its educational polices, 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's admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by Remington College. When necessary, Remington College will make reasonable accommodations to enable students to participate in the programs offered by Remington College.

ACCOMMODATIONS FOR DISABLED INDIVIDUALS

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

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

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

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

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

The use of the grievance procedure set forth in this Catalog is also available to address the concerns and needs of disabled students. Remington College has designated the Campus President to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate with Remington College's Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding Remington College's compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's address is: Remington College, 9451 Lyndon B. Johnson Fwy., Ste. 200, Dallas, TX 75243, and the telephone number is 407-562-5689.

TUITION AND ADDITIONAL FEES

PROGRAM TUITION

Tuition is the amount students will be charged in accordance with the terms of the Application and Enrollment Agreement as the cost of program in which they have enrolled and includes supplies and equipment necessary for the program, that are not classified as Non-Institutional Charges, which may include supplies or equipment that Remington College has determined pose a compelling health or safety reason justifying the need for the supplies or equipment to be provided by the College, or materials that have been custom designed for Remington College and are not available elsewhere. Tuition charges and any additional fees applicable are set forth in the addendum to the Catalog provided during the enrollment process and are set forth specifically in the Application and Enrollment Agreement.

PARALEGAL DEGREE PROGRAM

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

HVAC (Diploma), Medical Assisting with X-Ray Tech (Limited Scope) (Diploma) & All Other Degree Programs

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

All Other Programs

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled credit hours in 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 program, then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

Damaged Property Fees

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

Non-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 addendum to the Catalog and the Required Course Materials Disclosure Form for your program, if applicable.

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. Transcript requests from current students, previous students (non-graduates), and graduates transcript requests in excess of the initial transcript at no cost, will be charged $15.00 per transcript for official or unofficial transcripts.

PAYMENT POLICY

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

Remington College will grant students a Tuition payment deferral if, and only if, 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 U.S. 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;
    - 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 from the date of notification. Applicants who have been selected for verification will be notified by the Student Finance Department.
- If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such event, Remington College may require the student to pay the current amount owed to Remington College, and the student's failure to make such payments may result in the student being dropped.
- Students will be notified by mail of the results of verification if it results in a change of the student's scheduled award.
- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USDE, or if appropriate, the state or local law enforcement agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No disbursements of Title IV financial aid will be made prior to the completion of verification.

Entrance And Exit Interview And Loan Notification

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

TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY

Federal Pell Grant

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

Federal Direct Subsidized Stafford Loan

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

Federal Direct Unsubsidized Stafford Loan

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

Federal Direct Plus Loan

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

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

Federal Work-Study (FWS)

The Federal Work-Study program is designed to provide part-time employment for undergraduate students to assist with the costs of their education. When available, Remington College provides part-time jobs in positions previously approved by Remington College's Student Financial Services Office to eligible students with a financial need. The program is based on student eligibility as determined by the Department of Education. Student eligibility will be derived from the information contained in the student's FAFSA and is need based. A student seeking to participate in the FWS Program must apply for a specific position, which may be located on or off campus. Open positions for the FWS program will be posted on campus. Each student who is selected for a FWS position will be required to pass a background check and sign a confidentiality agreement. The number of FWS hours approved for each student may vary as it is determined by individual financial need as stated in the student's completed FAFSA information. For additional information, contact the Student Financial Services Office.

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 U.S. 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 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 SCHOLARSHIP

The New Career Success Scholarship is available to students enrolling in Remington College for the first time that can satisfy the eligibility requirements 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 INVITATION HOMES SCHOLARSHIP

In partnership with Invitation Homes, a scholarship fund donation has been made with the express purpose of assisting Heating, Ventilation, and Air Conditioning (HVAC) and Construction and Building Maintenance (CBM) students in the Dallas/Fort Worth, Texas area complete their programs of study at Remington College. The Remington College Invitation Homes Scholarship is being offered as a part of Invitation Home's Invitation to SkillUp program, which is focused on bringing awareness to the skilled trades gap and encouraging students to pursue careers in these fields by highlighting the opportunities and benefits they provide. These scholarship funds will be directed toward helping current Remington College students in financial need with the goal of providing this assistance so that they may complete their programs of study.

Accordingly, active HVAC and CBM students at both the Remington College Dallas and Fort Worth (North Richland Hills) campuses in need of tuition assistance can apply to be selected to receive a Remington College Invitation Homes Scholarship of up to $4,000 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 $4,000 per student.

To be eligible to receive a Remington College Invitation Homes Scholarship, a student must:

- Submit a completed Remington College Invitation Homes Scholarship Application, which includes a statement detailing their interest in their chosen program of study and their commitment to completing their program of study to InvitationHomesScholarship@remingtoncollege.edu;
- Have earned a high school diploma or equivalent;
- Be enrolled as a full-time student in one of these programs at the Dallas campus: Diploma in Construction and Building Maintenance, Diploma in Heating, Ventilation, and Air Conditioning, or Associate of Applied Science in Heating, Ventilation, and Air Conditioning;
- 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 $4,000 of the Remington College Invitation Homes 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; and
- Be in good academic standing (meeting Satisfactory Academic Progress) at the time of selection and awarding of the scholarship.

REMINGTON COLLEGE MICHAEL SELTZER SCHOLARSHIP

The late Michael Seltzer, who was a longtime Remington College Campus President and Executive, believed in helping others who are in need. To help address the needs of college students, funds have been donated to establish a scholarship in Michael's name. The Michael Seltzer scholarship has a dual purpose: first, this scholarship was created to honor Michael and his decades-long contributions to education, and more specifically to his work to improve the lives of Remington College students and graduates; and secondly, and in the spirit of Michael's numerous contributions, the funds will be directed toward helping current Remington College students in financial need with the goal of providing them assistance to allow them to complete their education.

Accordingly, active students in need of tuition assistance can apply to be selected to receive a Remington College Michael Seltzer Scholarship of up to $2,500 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 $2,500 per student.

To be eligible to receive a Remington College Michael Seltzer Scholarship, a student must:

- Submit a completed Remington College Michael Seltzer Scholarship Application, which includes a statement detailing their interest in their chosen program of study and their commitment to completing the program, to SeltzerScholarship@remingtoncollege.edu;
- 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 $2,500 of the Remington College Michael Seltzer 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; and
- Be in good academic standing (meeting Satisfactory Academic Progress) at the time of selection and awarding of the scholarship.

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 Department Chairpersons and the Campus 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. Campus faculty members, along with the Department Chairperson and Campus 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.

Remington College offers personalized academic advising to assist students in their educational pursuits. Academic advising is conducted monthly and serves as a crucial part of the academic experience, providing students with guidance in the following areas:

- Course scheduling
- Academic progress and performance review
- Program requirements
- Graduation and job placement planning
- Strategies for academic success

CAREER SERVICES

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

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

The Career Services Department offers the following services:

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

COMMUNITY SUPPORT

Remington College recognizes that students may face personal, financial, or social challenges during their academic journey. To help address these issues, Remington College provides students with access to a range of support services and resources. Students can request referrals to community resources that provide assistance with food, housing, healthcare, mental health, financial aid, and other essential services. The campus staff will work closely with students to identify appropriate resources to meet their specific needs. Students facing personal or emotional challenges are encouraged to seek support through counseling services through referrals to counselors and support services in the community.

COUNSELING

The Campus does not employ a licensed counselor but maintains a list of resources and agencies to assist those students who are faced with childcare, transportation and housing challenges, etc. These resources can be obtained from the Campus President.

HEALTH, SECURITY, AND SAFETY

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

The school maintains a written Emergency Preparedness Plan that describes the actions taken during various emergency situations to notify the campus community and maximize safety for the campus community. The Emergency Preparedness Plan is posted on campus and may also be obtained at any time by visiting the following website: https://www.remingtoncollege.edu/consumer-information/.

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

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Remington College to provide information on its security policies and procedures and specific statistics for criminal incidents and arrests on Campus to students and employees, and to make such information and statistics available to prospective students and employees upon request. Students or prospective students may obtain this information from the Dean or the Campus President. Students may also obtain this information at any time by visiting the following website: https://www.remingtoncollege.edu/consumer-information/.

HOUSING

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

LIBRARY OR LEARNING RESOURCE CENTER

Remington College maintains and provides students with access to its Learning Resource System ("LRS"), which supports the College's academic programs and can be accessed on or off campus. The LRS is comprised of a collegiate-level online library, e-books made available in the Vital Source bookshelf, publisher materials integrated into certain courses in the Learning Management System, program specific research guides with suggested databases, books, scholarly journals, websites and other publications, as well as a variety of student resources, including APA guidelines, and plagiarism resources.

The LRS is overseen by Remington College's Librarian, who plays an integral role in supporting the academic success, personal growth, and well-being of students. Beyond managing the library's resources, the Librarian offers a range of services designed to assist students in achieving their educational and professional goals. These include: assistance with research and academic database support, course-specific resource guidance, one-on-one consultations, and academic integrity information and support.

ORIENTATION

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

PROFESSIONAL ASSOCIATIONS OR CLUBS

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

WORKSHOPS

Throughout the year, Remington College Faculty and staff will offer workshops and informational sessions to help students manage stress, improve study habits, and prepare for employment.

PROGRAMS OF STUDY

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

COURSE DELIVERY METHODS

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

CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE

Residential class sessions are typically scheduled:

Monday through Thursday-Mornings	8:00 AM to 12:50 PM
Monday through Thursday-Evenings	6:00 PM to 10:50 PM

The scheduled program meeting hours are provided on the Application and Enrollment Agreement. Administrative office hours may differ from scheduled class hours. The administrative offices at the campus are generally open from 9:00 a.m. to 7:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday.

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

The maximum session size (number of students) permitted in the classroom setting of a residential course is typically 40, and in a laboratory setting a maximum of 24 students per instructor. For programs other than the Special Education Master's Degree Programs, the maximum number of students permitted in an online class session is 30. For the Special Education Master's Degree Programs, the maximum number of students permitted in an online class session is 15. As a general rule, classes are usually smaller than the maximum.

EXPLANATION OF COURSE NUMBERING SYSTEM

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

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

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

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

Admissions Criteria 500 Level Courses – The graduate level courses in the master's degree programs use 500 or 5000 level numbers.

EDUCATIONAL EQUIPMENT

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

- Construction and Builiding Maintenance course equipment may include: water heater(s), electrical board(s), trainer(s), appliances, HVAC/R equipment, and boiler(s).
- Culinary course equipment may include: reach in cooler, reach in freezer, prep tables, ovens, mixers, flat top, and fryer.
- Gaming Design and eSports Management equipment may include: gaming PCs, consoles, monitors and peripherals, esports management software and tools, and software licenses and subscriptions.
- HVAC equipment may include: refrigeration systems, air conditioners, heat pumps, and air conditioning and refrigeration service equipment.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, X-ray equipment, EKG machines, otoscopes/ophthalmoscopes with thermometers, blood pressure cuff sets, skeletons, defibrillators, and stethoscopes.

- Course equipment for the online programs includes the Learning Management System (LMS) and may also include program-related software applications or online platforms.

Remington College will provide the online learning management system ("LMS") via which online coursework will be delivered. At the time of the printing of this Catalog, Remington College is using the D2L Brightspace LMS to deliver online coursework; however, the College reserves the right to change the LMS platform at its discretion. Below are the current minimum required specifications for accessing the Brightspace LMS. Students with technical questions or who are experiencing technical difficulties accessing the LMS or online library resources should contact their instructor for technical assistance or direction to someone who can provide technical assistance.

- Operating System: Windows 10 or Mac OS X 10.9
- Processor: 2 GHz
- RAM: 4 GB
- Video Processor: Any external or internal GPU required by the operating system
- Hard Drive: Any hard drive space required by the operating system
- Browser: Latest Version of Mozilla Firefox, Google Chrome, Microsoft Edge, and or Apple Safari
- Other: Broadband Internet, Speaker, Microphone and Webcam

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.**

Medical Assisting with X-Ray Tech (Limited Scope) Diploma Program

The Campus has designed an educational program curriculum for a Diploma of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed **is sufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Texas.

The Campus has designed an educational program curriculum for a Diploma of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed is **insufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for a Diploma of Medical Assisting with X-Ray Tech (Limited Scope), if successfully completed, is sufficient to meet the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Medical Assisting with X-Ray Tech (Limited Scope) Associate's Degree Program

The Campus has designed an educational program curriculum for an Associate's Degree of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed **is sufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Texas.

The Campus has designed an educational program curriculum for an Associate's Degree of Medical Assisting with X-Ray Tech (Limited Scope), which if successfully completed is **insufficient to meet** the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for an Associate's Degree of Medical Assisting with X-Ray Tech (Limited Scope), if successfully completed, is sufficient to meet the licensure and certification requirements for a Medical Assisting with X-Ray Tech (Limited Scope)/Non-Certified Radiologic Technician license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

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
RM203	Beat Production III	56	24	0	5.00
RM204	Music Marketing	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*

CONSTRUCTION AND BUILDING MAINTENANCE

DIPLOMA

9 Months

The Construction and Building Maintenance program provides training for servicing, maintaining, and operating a variety of equipment commonly found in residential and commercial facilities. The program also provides training on how to maintain and repair facility infrastructure and mechanical equipment such as carpentry, HVAC, and electrical.

The objective of this Program is to prepare graduates for entry-level positions in the Building Maintenance industry in areas such as residential living facilities, hospitals, commercial retail, office buildings, high-rise communities, hotels and schools, as well as working independently in variety of maintenance areas.

Program completion normally requires 9 months (36 weeks) for full-time students.

The Construction and Building Maintenance Program is divided into 9 monthly academic periods, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Construction and Building Maintenance.

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
HV132	Basic Electricity	40	40	0	5.00
FM100	OSHA and LEED	40	20	0	3.50
FM105	Small Power Equipment and Appliances	40	20	0	3.50
FM110	Facility Maintenance I - Residential	40	40	0	5.00
FM120	Facility Maintenance II – Commercial	40	40	0	5.00
FM130	Electrical	40	40	0	5.00
FM140	Carpentry and Finishing	40	40	0	5.00
FM150	Plumbing	40	40	0	5.00
	Total:	*400*	*320*	*0*	*44*

CULINARY SKILLS ESSENTIALS

DIPLOMA

8 Months

The Culinary Skills Essentials Diploma Program provides training in the essential knowledge and practical skills required for entry level employment in the food service industry. This program provides training in safety and sanitation as well as hands-on experience working in an instructor supervised kitchen. Instruction in this program includes lecture and lab components in each course.

This Program requires completion of a minimum of 44 quarter credit hours. Program completion normally requires 8 months for full-time students. The Program is divided into eight four-week academic periods (modules), which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Culinary Skills Essentials.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CU100	Cooking Fundamentals - I	50	40	0	5.50
CU110	Cooking Fundamentals - II	50	40	0	5.50
CU120	Garde Manger	50	40	0	5.50
CU130	Cooking Methods - 1	50	40	0	5.50
CU140	Cooking Methods - 2	50	40	0	5.50
CU150	Food Vendor Fundamentals	50	40	0	5.50
CU160	Bake Shop	50	40	0	5.50
CU170	Capstone	50	40	0	5.50
	Total:	*400*	*320*	*0*	*44*

E-COMMERCE MANAGEMENT

DIPLOMA

7 Months

The E-Commerce Management Diploma program provides training in consumer behavior, online retail strategies, retail and online arbitrage, and business analytics, gaining practical insights and hands-on experience in the e-commerce landscape.

The objective of this program is to prepare graduates for entry-level e-commerce positions, including ownership and management of e-commerce businesses, e-commerce support positions, and e-commerce advising.

This program requires completion of 37 quarter credit hours, including any transfer credits that have been accepted. Program completion normally requires 7 months for full-time students.

The Program is divided into seven four-week academic periods (modules), which are delivered in an online format.

Upon successful completion of all areas of this program, graduates will be awarded a Diploma in E-Commerce Management.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
EC100	Introduction to E-Commerce Fundamentals	60	20	0	5.00
EC101	Legal and Ethical Considerations in E-Commerce	60	20	0	5.00
EC102	E-Commerce Consumer Behavior	60	30	0	5.50
EC103	Product Listings and Visual Merchandising	60	30	0	5.50
EC104	Inventory and Supply Chain Management	60	30	0	5.50
EC105	E-Commerce Platforms	60	30	0	5.50
EC106	E-Commerce Financial Management	60	20	0	5.00
	Total:	*420*	*180*	*0*	*37*

HEATING, VENTILATION AND AIR CONDITIONING

DIPLOMA

12 Months

The Heating, Ventilation and Air Conditioning (HVAC) Diploma 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. It 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. The program includes exposure 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. Students also receive training in commercial freight or shipping refrigerant systems and domestic air conditioning or refrigeration appliances.

This Program trains students in accordance with the National Skill Standards for HVAC technicians. Program completion normally requires 12 months for full-time students.

The HVAC Program is divided into 12 monthly academic periods, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma 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
	Total:	*480*	*480*	*0*	*59*

MEDICAL ASSISTING

DIPLOMA

9 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures. The objective of this Program is to prepare graduates for entry level positions as medical assistants in a clinical or administrative role, to include insurance billing clerks, medical billers, laboratory technicians, or medical receptionist in work locations such as hospitals, clinics, nursing homes, and home health agencies.

Program completion normally requires 9 months. The Program is divided into 9 monthly academic periods (modules) comprised of 8 months of classroom and laboratory instruction, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MA152	Medical Terminology	60	10	0	4.5
MA153	Anatomy and Physiology	60	10	0	4.5
MA160	Introduction to Healthcare Services	65	0	0	4.5
MA161	Health Science Procedures	45	25	0	4.5
MA164	Clinical Procedures A	20	60	0	4.5
MA165	Clinical Procedure B	20	60	0	4.5
MA166	Pharmacology	45	25	0	4.5
MA167	Insurance Applications, Billing, and Coding	40	35	0	4.5
MA168	Capstone and Certification	20	0	0	1.0
MA169	Clinical Experience	0	0	160	6.0
	Total:	*375*	*225*	*160*	*43.0*

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

DIPLOMA

12 Months

The Medical Assisting with X-Ray Tech (Limited Scope) Diploma Program provides training in administrative and clinical procedures, including limited radiography. The objective of this Program is to prepare graduates for entry-level positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as Non-Certified Radiologic Technicians. Students are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with Section 143.16 of Title 25, Texas Administrative Code (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, MRT or practitioner, refer to Section 143.17(f)(11)(B).

Program completion normally requires 12 months for full-time students. The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom and laboratory instruction, which are delivered in a hybrid format, and one externship period. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting with X-Ray Tech (Limited Scope). Graduates may be eligible to apply for the Non-Certified Radiologic Technician Registry (NCT Registry) through the Texas Medical Board. A record of criminal activity may impact/limit a graduate's ability to be listed on the NCT Registry in Texas. A disclosure/caution to prospective students is available from Admissions Department. Also, information regarding the process of applying for the NCT Registry is available at http://www.tmb.state.tx.us/page/non-certified-radiological-technicians.

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
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra I	20	0	0	2.00
GE205	Introduction to Algebra II	20	0	0	2.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS115	Law, Ethics, and Therapeutic Communication	10	50	0	3.00
HS114	Externship	0	0	160	6.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MA139	Healthcare Insurance	15	15	0	2.00
MAX112	Radiographic Imaging Protocols and Positioning	20	20	0	2.50
MAX113	Radiographic Specialization and Positioning	40	40	0	5.00
MAX115	Capstone and Certification Preparation	40	0	0	3.00
MAX122	Radiology and Imaging	20	20	0	2.50
	Total:	*520*	*360*	*160*	*64*

CULINARY MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

21 Months

The Culinary Management program provides training in the essential knowledge and practical skills required for entry-level employment in the food service industry. This program provides training in safety and sanitation as well as hands-on experience working in an instructor supervised kitchen. Instruction in this program includes lecture and lab components in each course. The program also provides instruction in restaurant management, nutrition, event planning, and small business management skills.

This Program requires completion of a minimum of 98 quarter credit hours. Program completion normally requires 21 months. The Program is divided into eight four-week academic periods (modules) and four three-month quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (online) components.

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

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
CU100	Cooking Fundamentals - I	50	40	0	5.50
CU110	Cooking Fundamentals - II	50	40	0	5.50
CU120	Garde Manger	50	40	0	5.50
CU130	Cooking Methods - I	50	40	0	5.50
CU140	Cooking Methods - II	50	40	0	5.50
CU150	Food Vendor Fundamentals	50	40	0	5.50
CU160	Bake Shop	50	40	0	5.50
CU170	Capstone	50	40	0	5.50
CD1101	Career Development	36	0	0	3.00
HM200	Event Planning and Logistics	60	0	0	5.00
CU210	Restaurant Management	60	0	0	5.00
CU220	Professional Food Service	60	0	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 Communications	60	0	0	6.00
GE1318	College Algebra	60	0	0	6.00
GE1418	English Composition	60	0	0	6.00
	Total:	*1000*	*320*	*0*	*98*

CYBERSECURITY

ASSOCIATE OF APPLIED SCIENCE

18 Months

The Cybersecurity Program provides training in attack and defense tactics that create threats to all types of systems found in organizations today. Students will gain an understanding of Cybersecurity beginning with foundational concepts with a progressive development into advanced cyber defense methods which students will be able to apply in a controlled environment. Graduates of the program will have gained practical experience implementing cyber security defense solutions beneficial to any organization.

The objective of this Program is to prepare students to enter a dynamic field with the technical skills to combat cybersecurity threats. Graduates will be equipped to assess risks in software and hardware systems and possess the knowledge to implement solutions to mitigate cyber risks.

The Cybersecurity program requires completion of a minimum of 90 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 72 weeks.

The Cybersecurity program is delivered in a system of six, 12-week terms, which are delivered via distance education (online).

Upon successful completion of all areas of this program, graduates will be awarded an Associate of Applied Science Degree in Cybersecurity.

Course Number	Course Name		Quarter Credit Hours
Associate or Lower-Level Core Curriculum			
BR1101	Business Readiness		4.50
BUS140	Leadership		4.50
BUS160	Management Theories		4.50
BUS180	Business Impact Analysis		4.50
CS145	Introduction to Cloud Solutions		4.50
CS155	Service Desk and Support Fundamentals		4.50
CS166	Cybersecurity and IS Security		4.50
CBS105	Introduction to Information Technology		4.50
CBS110	Programming for Cybersecurity		4.50
CBS120	Network Security, Firewalls, and VPN		4.50
CBS130	Security Operations Center		4.50
CBS170	Computer Networking		4.50
CBS205	Ethical Hacking & Pen Testing		4.50
CBS220	Cybersecurity Foundations		4.50
CBS230	Cybersecurity Capstone		4.50
		Sub Total:	*67.5*
Associate or Lower-Level General Education			
GE1114	Introduction to Psychology		4.50
GE1214	Oral Communication		4.50
GE1314	College Algebra		4.50
GE1414	Technical Writing		4.50
GE2014	Ethics		4.50
		Sub Total:	*22.5*
		Total:	*90*

DATABASE MANAGEMENT AND ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

21 Months

The Database Management and Administration program prepares students to enter an exciting field with skills to support the data needs of small to large organizations. Students will be trained in organization, storage, integration, retrieval and analysis of data. This program also includes training in database designing, building, managing, system troubleshooting and report generation. Students are introduced to the role requirements of database administrators, the internal structures and architectures of database management systems, the implementation of data security and integrity measures, and the assessment of data usage and availability on the web and within internal business systems. Students will be trained on how to utilize standard business principles to perform database applications, enhance the practices of the company or organization to remain competitive in a technology driven economy.

The Database Management and Administration program requires completion of a minimum of 94 Quarter Credit Hours including any credits that have been accepted for transfer credit. Program completion normally requires 21 months.

The Database Management and Administration program is delivered in a system of seven 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 Science Degree in Database Management and Administration. Graduates will pursue various careers in Information Technology, data management, data security, database design, database management, data mapping, and some entry level object-oriented programming.

Course Number	Course Name		Quarter Credit Hours
Associate or Lower-Level Core Curriculum			
CD1101	Career Development		3.00
CS100	Introduction to Databases		5.00
CS110	Logic and Design		5.00
CS120	Database Server Installation and Maintenance		5.00
CS130	Database Design		5.00
CS140	Introduction to Cloud Solutions		5.00
CS150	Service Desk and Support Fundamentals		5.00
CS160	Cybersecurity and IS Security		5.00
CS170	Data Warehousing, Reporting, and Structured Query Language		5.00
CS200	Web Application Development		5.00
CS220	Web Design		5.00
CS230	Capstone		5.00
BN2110	Small Business Principles		3.00
BN2112	Small Business Basics		3.00
		Subtotal:	*64*
Associate or Lower-Level General Education Courses			
GE1118	Introduction to Psychology		6.00
GE1218	Oral Communications		6.00
GE1318	College Algebra		6.00
GE1420	Technical Writing		6.00
GE2631	Ethics		6.00
		Subtotal:	*30*
		Total:	*94*

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
Associate or Lower-Level Core Curriculum		
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*
Associate or Lower-Level General Education		
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 APPLIED SCIENCE

24 Months

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 twenty-four months, which are divided into eight-three month quarters. The first four quarters consist of 12 one-month modules, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components. The final four quarters are delivered as four 12-week quarters, and are entirely on-line.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science 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*

MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

ASSOCIATE OF APPLIED SCIENCE

24 Months

The Medical Assisting with X-Ray Tech (Limited Scope) Degree Program provides training in administrative and clinical procedures, including limited radiography. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry level, or advancement in, positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as Non-Certified Radiologic Technicians.

Students are prohibited from performing radiologic procedures which have been identified as dangerous or hazardous in accordance with Section 143.16 of Title 25, Texas Administrative Code (relating to Dangerous or Hazardous Procedures) unless they become an LMRT, MRT or practitioner, refer to Section 143.17(f)(11)(B).

The Program consists of 90 academic quarter credit hours and is designed to be delivered over twenty-four months, which are divided into eight three month quarters. The first four quarters consist of 12 one-month modules delivered in hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components. The final four quarters are delivered as four 12-week quarters, and are entirely on-line.

In order to be eligible for the externship period, students must successfully complete all other 100- and 200-level courses and must have earned a minimum cumulative GPA of 2.0.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Applied Science Degree in Medical Assisting with X-Ray Tech (Limited Scope). Graduates may be eligible to apply for the Non-Certified Radiologic Technician Registry (NCT Registry) through the Texas Medical Board. A record of criminal activity may impact/limit a graduate's ability to be listed on the NCT Registry in Texas. A disclosure/caution to prospective students is available from Admissions Department. Also, information regarding the process of applying for the NCT Registry is available at http://www.tmb.state.tx.us/page/non-certified-radiological-technicians.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
BSN1108	Packaged Applications	60	0	0	6.00
CD203	Career Development Fundamentals	20	0	0	1.00
CD204	Career Development Principles	20	0	0	1.00
GE116	Written Communication	20	0	0	2.00
GE117	Social Psychology	20	0	0	2.00
GE118	Speech Communication	20	0	0	2.00
GE119	General Psychology	20	0	0	2.00
GE204	Introduction to Algebra Part I	20	0	0	2.00
GE205	Introduction to Algebra Part II	20	0	0	2.00
GE2632	Organizational Behavior	60	0	0	6.00
OGE2930	General Education Capstone	60	0	0	6.00
HS111	Health Science Essentials	30	30	0	3.50
HS112	Health Science Business Procedures	30	30	0	3.50
HS114	Externship	0	0	160	6.00
HS115	Law, Ethics, and Therapeutic Communication	10	50	0	3.00
HS1004	Healthcare Leadership	100	0	0	8.00
MA111	Fundamentals of Medical Assisting	40	40	0	5.00
MA114	Medical Laboratory Procedures	30	30	0	3.50
MA115	Specialty Exams, Urinalysis, and Microbiology	30	30	0	3.50
MA116	Pharmacology	15	15	0	2.00
MA118	Cardiac Specialty Procedures	20	20	0	2.50
MA122	Nervous and Digestive Systems	20	20	0	2.50
MA139	Healthcare Insurance	15	15	0	2.00
MAX112	Radiographic Imaging Protocols and Positioning	20	20	0	2.50
MAX113	Radiographic Specialization and Positioning	40	40	0	5.00
MAX115	Capstone and Certification Preparation	40	0	0	3.00
MAX122	Radiology and Imaging	20	20	0	2.50
	Total:	*800*	*360*	*160*	*90*

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

18 Months

Paralegals typically assist attorneys in conducting legal research and analysis, drafting legal documents, preparing for trial, maintaining client files, and performing related tasks and duties.

The Paralegal Associate of Applied Science Degree Program includes specific, in-depth professional courses, as well as general education courses. The Program provides training in legal research and writing, civil litigation and trial preparation, business and contracts law, bankruptcy law, family and probate law, real estate law, and legal liability and ethics. The objective of this Program is to help prepare graduates for entry-level positions as paralegals to assist lawyers in law firms, corporations, and government agencies.

This Program requires completion of a minimum of 90 quarter credit hours. Program completion normally requires 18 months for full-time students. The Program is delivered in a system of six three-month quarters, which are delivered in a hybrid format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components.

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

Course Number	Course Name		Quarter Credit Hours
Associate or Lower-Level Core Curriculum			
BSN1108	Packaged Applications		6.00
PL1111	Introduction to Paralegal Studies		6.00
PL1121	Legal Research		6.00
PL1122	Legal Writing		6.00
PL1231	Legal Liability and Ethics		6.00
PL1241	Civil Litigation and Trial Preparation		6.00
PL2351	Business and Contracts Law		6.00
PL2570	Family Law		6.00
PL2571	Probate Law		6.00
PL2572	Real Estate Law		6.00
PL2582	Bankruptcy Law		6.00
		Subtotal:	*66*
Associate or Lower-Level General Education Courses			
GE1118	Introduction to Psychology		6.00
GE1218	Oral Communication		6.00
GE1318	College Algebra		6.00
GE1418	English Composition		6.00
		Subtotal:	*24*
		Total:	*90*

RESTAURANT, HOSPITALITY, AND RETAIL MANAGEMENT

ASSOCIATE OF APPLIED 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 Applied 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 OF SCIENCE

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
Bachelor or Upper-Level Core Curriculum			
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*
Bachelor or Upper-Level General Education Courses			
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*

GAMING DESIGN AND ESPORTS MANAGEMENT

BACHELOR OF SCIENCE

39 Months

The Gaming Design and eSports Management program provides training in elements of game design, eSports management, technology, and business. Students will gain an understanding of game design and development, eSports management, technology, business and entrepreneurship, and coaching.

The objective of this program is to prepare graduates to enter the field of gaming and eSports, such as Game Developer, Gaming Programmer, eSports Manager, eSports Marketing Specialist; Video Game Project Manager, eSports Analyst, Video Game Tester, Game Producer, eSports Events Coordinator, Video Game Project Manager, eSports Coach, and entrepreneurial ventures the gaming and eSports industry.

This program requires completion of 180 quarter credit hours, including any transfer credits that have been accepted. The program is delivered in a system of 13 12-week quarters and completion normally requires 39 months for full-time students.

The program is offered in a hybrid format and in a fully distance education format. In the hybrid format, courses may include in-person (residential) and distance education (on-line) components, and some courses may be delivered fully online. In the fully distance education format, all courses are delivered fully online.

Upon successful completion of all areas of this program, graduates will be awarded a Bachelor of Science Degree in Gaming Design and eSports Management.

Course Number	Course Name	Quarter Credit Hours
Core Courses		
Course#	Course Title	4.50
ES1000	Introduction to Esports	4.50
ES1005	Game Development I	4.50
ES1010	History of Games and Gaming	4.50
ES1015	Gaming Culture and Community	4.50
ES1020	Game Development II	4.50
ES1025	Digital Design	4.50
ES1030	Programming Fundamentals	4.50
ES2000	Esports Marketing and Promotion	4.50
ES2005	Esports Business Fundamentals	4.50
ES2010	Game Development III	4.50
ES2015	Esports Event Planning and Execution	4.50
ES2020	Esports Team Management	4.50
ES2025	Esports Broadcasting and Production	4.50
ES2030	Esports Business Strategy and Innovation	4.50
ES2035	Esports Sponsorship and Monetization	4.50
ES3000	Esports Analytics and Data Management	4.50
ES3005	Game Production I	4.50
ES3010	Esports Competition and Tournament Organization	4.50
ES3015	Esports Ethics and Legal Issues	4.50
ES3020	Esports Project Management	4.50
ES3025	Esports Entrepreneurship	4.50
ES3030	Game Production II	4.50
ES4000	Game Testing and Quality Assurance	4.50
ES4005	Interactive Computer Systems	4.50
ES4010	Internet Foundations and Development	4.50
ES4015	AI in Business and Industry	4.50
ES4020	Game Production III	4.50
ES4025	Principles of Coaching Methods	4.50
ES4030	Esports Player Wellness and Development	4.50
ES4035	Principles of Sports Recruiting	4.50
	Sub Total:	*135*

General Education Courses

GE1114	Introduction to Psychology	4.50
GE1214	Oral Communication	4.50
GE1314	College Algebra	4.50
GE1414	Technical Writing	4.50
GE2014	Ethics	4.50
GE3530	Art Appreciation	4.50
GE3545	Music Appreciation	4.50
GE4530	Environmental Science	4.50
GE4730	Psychology of Consumer Behavior	4.50
GE4640	Organizational Behavior	4.50
	Sub Total:	*45*
	Total:	*180*

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
Bachelor or Upper-Level Core Curriculum			
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*
Bachelor or Upper-Level General Education Courses			
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*

SPECIAL EDUCATION – AUTISM STUDIES

MASTER OF ARTS

10 Months

The Special Education – Autism Studies Master of Arts program prepares students with specialized knowledge and skills to support individuals with autism spectrum disorders (ASD) in educational settings. This program integrates theoretical understanding with practical applications, equipping graduates to become effective advocates and educators for individuals with autism.

The objective of the program is to advance the skills of professionals across a wide range of fields; including education, health and human services, behavioral health, social work, counseling, nonprofit and advocacy organizations, community programs, and allied health professions who support, educate, or advocate for individuals with autism spectrum disorders in various settings.

This program requires completion of 45 quarter credit hours, including any transfer credits that have been accepted. Program completion normally requires 10 months for full-time students.

The Program is divided into ten four-week 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 Master of Arts in Special Education – Autism Studies.

Course Number	**Course Name**	**Quarter Credit Hours**
Master-Level Curriculum		
Course#	Course Title	
ED5000	Characteristics and Diagnosis of Autism Spectrum Disorders	4.50
ED5005	Research Methods in Special Education	4.50
ED5010	Curriculum Design and Adaptation for Students with Autism	4.50
ED5015	Legal and Ethical Issues in Special Education	4.50
ED5020	Advanced Topics in Autism Spectrum Disorders	4.50
ED5025	Communication and Social Skills Development in Autism	4.50
ED5030	Applied Behavior Analysis Techniques	4.50
ED5035	Technology and Autism Interventions	4.50
ED5040	Family-Centered Practices in Special Education	4.50
ED5045	SPED Capstone Project	4.50
	Sub Total:	*45*

SPECIAL EDUCATION – NEURODIVERSITY STUDIES

MASTER OF ARTS

10 Months

The Special Education – Neurodiversity Studies Master of Arts program prepares students with specialized knowledge and skills to support individuals across the neurodiversity spectrum. This program emphasizes inclusive education practices, neurodiversity advocacy, and evidence-based interventions tailored to diverse learning needs.

The objective of the program is to advance the skills of professionals across a wide range of fields; including education, health and human services, behavioral health, social work, counseling, nonprofit and advocacy organizations, community programs, and allied health professions who support, educate, or advocate for individuals with neurodiverse profiles in various settings.

This program requires completion of 45 quarter credit hours, including any transfer credits that have been accepted. Program completion normally requires 10 months for full-time students.

The Program is divided into ten four-week 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 Master of Arts in Special Education – Neurodiversity Studies.

Course Number	**Course Name**	**Quarter Credit Hours**
Master-Level Curriculum		
Course#	Course Title	
ED5001	Characteristics and Diagnosis of Neurodiversity	4.50
ED5005	Research Methods in Special Education	4.50
ED5011	Curriculum Design and Adaptation for Students with Neurodivergent Profiles	4.50
ED5015	Legal and Ethical Issues in Special Education	4.50
ED5021	Cognitive and Emotional Development in Neurodiverse Individuals	4.50
ED5026	Characteristics and Interventions for Students with ADHD	4.50
ED5030	Applied Behavior Analysis Techniques	4.50
ED5036	Characteristics and Interventions for Students with Learning Disabilities	4.50
ED5040	Family-Centered Practices in Special Education	4.50
ED5045	SPED Capstone Project	4.50
	Sub Total:	*45*

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

BN1108 **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

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 Hours**
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 Hours**
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

BSN1108 **6.00 Quarter Credit Hours**
Packaged Applications **60/0/0**
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

BR1101 **4.50 Quarter Credit Hours**
Business Readiness **60/0/0**
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. Students who apply themselves should learn these job skills or knowledge.
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 **6.00 Quarter Credit Hours**

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.

Prerequisite(s): None

BSN3510 **6.00 Quarter Credit Hours**

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.

Prerequisite(s): None

BSN4504 **6.00 Quarter Credit Hours**

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.

Prerequisite(s): None

BUS140 **4.50 Quarter Credit Hours**

Leadership **60/0/0**

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

BUS160 **4.50 Quarter Credit Hours**

Management Theories **60/0/0**

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

BUS180 **4.50 Quarter Credit Hours**

Business Impact Analysis **60/0/0**

In this course, students will learn how to identify and assess critical business functions, dependencies, and vulnerabilities. Students will gain insights into the significance of BIA in risk management, business continuity planning, and disaster recovery. Additionally, students will explore the role of BIA in regulatory compliance and its alignment with industry standards and best practices.

Prerequisite(s): None

CBS105 **4.50 Quarter Credit Hours**

Introduction to Information Technology **60/0/0**

This course combines theoretical knowledge with practical hands-on exercises, case studies, and real-world examples to ensure that students gain a holistic understanding of information technology. Students learn about the fundamentals of information technology and an overview of cybersecurity and privacy in this course.

Prerequisite(s): None

CBS110 **4.50 Quarter Credit Hours**

Programming for Cybersecurity **60/0/0**

This course explores application and operating system security to gain an understanding of potential software vulnerabilities and develop strategies for mitigating these risks. Students will learn of strategies and techniques used to protect applications of all types to include client/server, web-based, mobile applications, and operating systems.

Prerequisite(s): None

CBS120 **4.50 Quarter Credit Hours**

Network Security, Firewalls, and VPN **60/0/0**

This course covers cybersecurity attack and defense tactics used against corporate and industrial control networks by exploring techniques utilized by "hackers". Students will learn techniques used to attack corporate systems along with methods to defend against these attacks. This course will introduce students to methods that can be used to assess security risks in a network along with best practices for mitigating these risks.

Prerequisite(s): None

CBS130 **4.50 Quarter Credit Hours**

Security Operations Center **60/0/0**

This course is designed to familiarize individuals with the SQL relational database including database programming and This course focuses on cybersecurity defense by exploring advanced methods used for defense fortification. Students will learn a multitude of security methodologies and best practices that can be implemented in any environment. Students will discover ways to minimize the threat imposed by advanced persistent threats.

Prerequisite(s): None

CBS170 **4.50 Quarter Credit Hours**

Computer Networking **60/0/0**

This course covers basic computer networking computer networking components by examining network design and architectures. Students will explore network implementation, security structure, and common administration tasks.

Prerequisite(s): None

CBS205 **4.50 Quarter Credit Hours**

Ethical Hacking & Pen Testing **60/0/0**

This course is designed to equip students with the knowledge and practical skills required to ethically identify and rectify security vulnerabilities, ensuring the robustness of information systems. Students will learn how to identify and assess security vulnerabilities in this course.

Prerequisite(s): None

CBS220 **4.50 Quarter Credit Hours**

Cybersecurity Foundations **60/0/0**

This course is a culmination of concepts and practical skills learned throughout the program. Students will be challenged with defense as well as attack cybersecurity scenarios and be responsible for using techniques learned in the program to implement solutions. This course will utilize a controlled environment in which students can apply techniques as they would in real-life situations.

Prerequisite(s): None

CBS230 **4.50 Quarter Credit Hours**
Cybersecurity Capstone **60/0/0**
This course is a culmination of concepts and practical skills learned throughout the program. Students will be challenged with defense as well as attack cybersecurity scenarios and be responsible for using techniques learned in the program to implement solutions. This course will utilize a controlled environment in which students can apply techniques as they would in real-life situations.
Prerequisite(s): BR1101, BUS140, BUS160, CS100, CBS110, CBS120, CS140, CS150, CS160, CBS170, CS200, CBS220, CBS230

CD1101 **3.00 Quarter Credit Hours**
Career Development
This series of lectures and discussions concentrates on developing habits of personal success. Emphasis is placed on assessing qualifications, developing a job search network, preparing résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up.
Prerequisite(s): None

CD203 **1.00 Quarter Credit Hour**
Career Development Fundamentals **20/0/0**
This series of lectures and discussions concentrates on developing habits of personal success. Emphasis is placed on assessing qualifications, developing a job search network, preparing résumés, cover letters, and applications, as well as successful interviewing strategies and follow-up.
Prerequisite(s): None

CD204 **1.00 Quarter Credit Hour**
Career Development Principles **20/0/0**
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.
Prerequisite(s): None

CS100 **5.00 Quarter Credit Hour**
Introduction to Databases **60/0/0**
This course covers database design and the use of databases in applications, with a short introduction to the internals of relational database engines. It includes extensive coverage of the relational model, relational algebra, and SQL. The course also features database design and relational design principles based on dependencies and normal forms. Many additional key database topics from the design and application-building perspective are also covered, including indexes, views, transactions, and integrity constraints.
Prerequisite(s): None

CS110 **5.00 Quarter Credit Hour**
Logic and Design **60/0/0**
This course is a disciplines approach to problem solving with structured techniques and representations of algorithms using flowcharts, pseudocode, and other graphical tools. The course materials will cover testing, evaluation, and documentation. Students will learn how to maintain and write relatively simple program algorithms in pseudocode and flowcharts with a heavy emphasis on object-oriented programming languages.
Prerequisite(s): None

CS120 **5.00 Quarter Credit Hour**
Database Server Installation and Maintenance **60/0/0**
This course covers the terminology, technology and software used to create and administer a Microsoft SQL Server database including backup and restoring data, create HTTP endpoints, create SQL Server job to perform automatic maintenance and configure database snapshots, database mirroring, transaction log shipping and database replication.
Prerequisite(s): None

CS130 **5.00 Quarter Credit Hour**
Database Design **60/0/0**
This course is designed to familiarize individuals with the SQL relational database including database programming and development. A series of database application projects using SQL software is designed to build familiarity with ER database modeling, database creation, database programming, and database optimization. Database architectures including the client/server model and distributed database model are presented. The objective is to build a working knowledge and hands-on familiarity with SQL.
Prerequisite(s): None

CS140 **5.00 Quarter Credit Hour**

Introduction to Cloud Solutions **60/0/0**

This course provides a hands-on comprehensive study of Cloud concepts and capabilities across the various Cloud service models including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). IaaS topics start with a detailed study the evolution of infrastructure migration approaches from VMWare/Xen/KVM virtualization, to adaptive virtualization, and Cloud Computing / on-demand resources provisioning. Mainstream Cloud infrastructure services and related vendor solutions are also covered in detail. PaaS topics cover a broad range of Cloud vendor platforms including AWS, Google App Engine, Microsoft Azure, Eucalyptus, OpenStack and others as well as a detailed study of related platform services such as storage services that leverage Google Storage, Amazon S3, Amazon Dynamo, or other services meant to provide Cloud resources management and monitoring capabilities. The SaaS and PaaS topics covered in the course will familiarize students with the use of vendor-maintained applications and processes available on the Cloud on a metered on-demand basis in multi-tenant environments. The course also covers the Cloud security model and associated challenges and delves into the implementation and support of High Performance Computing and Big Data support capabilities on the Cloud.

Prerequisite(s): None

CS145 **4.50 Quarter Credit Hours**

Introduction to Cloud Solutions **60/0/0**

This course provides a hands-on comprehensive study of Cloud concepts and capabilities across the various Cloud service models including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). IaaS topics start with a detailed study the evolution of infrastructure migration approaches from VMWare/Xen/KVM virtualization, to adaptive virtualization, and Cloud Computing / on-demand resources provisioning. Mainstream Cloud infrastructure services and related vendor solutions are also covered in detail. PaaS topics cover a broad range of Cloud vendor platforms including AWS, Google App Engine, Microsoft Azure, Eucalyptus, OpenStack and others as well as a detailed study of related platform services such as storage services that leverage Google Storage, Amazon S3, Amazon Dynamo, or other services meant to provide Cloud resources management and monitoring capabilities. The SaaS and PaaS topics covered in the course will familiarize students with the use of vendor-maintained applications and processes available on the Cloud on a metered on-demand basis in multi-tenant environments. The course also covers the Cloud security model and associated challenges and delves into the implementation and support of High Performance Computing and Big Data support capabilities on the Cloud.

Prerequisite(s): None

CS150 **5.00 Quarter Credit Hour**

Service Desk and Support Fundamentals **60/0/0**

In this course, you will be introduced to the role of service desk agent, including core priorities and key responsibilities. You will learn how to improve your support skills by interacting with other roles and mastering specific performance skills. The course then examines what influences customer behavior when dealing with IT Support, including global cultural differences and communication styles. The course concludes with an introduction to the basic stages of case management, from initial receipt of a support call through solution development and closure.

Prerequisite(s): None

CS155 **4.50 Quarter Credit Hours**

Service Desk and Support Fundamentals **60/0/0**

In this course, you will be introduced to the role of service desk agent, including core priorities and key responsibilities. You will learn how to improve your support skills by interacting with other roles and mastering specific performance skills. The course then examines what influences customer behavior when dealing with IT Support, including global cultural differences and communication styles. The course concludes with an introduction to the basic stages of case management, from initial receipt of a support call through solution development and closure.

Prerequisite(s): None

CS160 **5.00 Quarter Credit Hour**

Cybersecurity and IS Security **60/0/0**

This course will provide a basic introduction to of all aspects of cyber-security including business, policy and procedures, communications security, network security, security management, legal issues, political issues, and technical issues.

Prerequisite(s): None

CS166 **4.50 Quarter Credit Hours**

Cybersecurity and IS Security **60/0/0**

This course will provide a basic introduction to of all aspects of cyber-security including business, policy and procedures, communications security, network security, security management, legal issues, political issues, and technical issues.

Prerequisite(s): None

CS170 **5.00 Quarter Credit Hour**
Data Warehousing, Reporting, and Structured Query Language **60/0/0**
Focuses on the purpose and design of data warehouses, and the mining and management of patterns in large databases. Offers students the opportunity to learn how organizations construct data warehouses from operational databases, about different data warehouse architectures, how to build a data warehouse, and how to structure databases for efficient data mining. Explains how data warehouses are contributing to decision making, what activities may follow the observations, as well as potential issues that analysts may encounter when dealing with data warehouses. Discusses relational databases and Structured Query Language (SQL) for the fundamentals in data modeling, database management, and SQL queries.
Prerequisite(s): None

CS200 **5.00 Quarter Credit Hour**
Web Application Development **60/0/0**
This course will cover several integral aspects of database server computing: database design, the relational database model, relational database management systems, the SQL language, transaction processing and other database concepts. The latter third of the course will introduce one of the alternatives available for building client applications using Web application development.
Prerequisite(s): None

CS220 **5.00 Quarter Credit Hour**
Web Design **60/0/0**
This course will teach students front-end and back-end techniques necessary to build web applications. Students will learn how to make websites interactive, how to structure and manage content for websites in databases, and how to create data-driven web applications.
Prerequisite(s): None

CS230 **5.00 Quarter Credit Hour**
Capstone **60/0/0**
This course is a culmination of concepts and practical skills learned throughout the program. Students will develop a website, web-based app, and database. Students will present their capstone proposal to the instructor and complete the capstone work throughout the quarter.
Prerequisite(s): None

CU100 **5.50 Quarter Credit Hours**
Cooking Fundamentals – I **50/40/0**
This course is designed to introduce the essential elements of working in the food service industry. Topics covered will include: industry history, professionalism, sanitation, safety, culinary math, and nutrition.
Prerequisites: None

CU110 **5.50 Quarter Credit Hours**
Cooking Fundamentals - II **50/40/0**
This course is designed to introduce the essential elements of working in the food service industry. Topics covered will include: recipes, basic knife skills, kitchen equipment and tools, kitchen etiquette, basic stocks, the 5 mother sauces, and culinary math.
Prerequisites: None

CU120 **5.50 Quarter Credit Hours**
Garde Manger **50/40/0**
This course introduces the skill of charcuterie, hors d'oeuvres, and provides learners with appetizer preparation and plating skills. Other topics include: pickling, smoking, and curing.
Prerequisites: None

CU130 **5.50 Quarter Credit Hours**
Cooking Methods – I **50/40/0**
This course provides lecture and lab experience in the variety of dry and moist cooking methods used in vegetable and starch food preparation. Topics also covered: prep, plating, and presentation.
Prerequisites: None

CU140 **5.50 Quarter Credit Hours**
Cooking Methods - II **50/40/0**
This course is designed to prepare students to identify types and cuts of various proteins and understand the variety of cooking methods use to properly prepare proteins. Topics will include meat, poultry, seafood, vegetarian proteins, dry and moist cooking methods, and plating and presentation.
Prerequisites: None

CU150 **5.50 Quarter Credit Hours**
Food Vendor Fundamentals **50/40/0**
This course provides students basic knowledge of selecting and working with vendors, food sales and marketing concepts, finding a venue for sales, delivery of sales, and case studies. The course prepares learners with concepts needed to work with vendors and become a vendor.
Prerequisites: None

CU160 **5.50 Quarter Credit Hours**
Bake Shop **50/40/0**
This course is designed to introduce students to the basic concepts of baking and pastry arts. Topics included in this course: breads and dough, fruit-based deserts, custards, tarts, basic cakes and basic presentation and decorating skills.
Prerequisites: None

CU170 **5.50 Quarter Credit Hours**
Capstone **50/40/0**
This course provides students with instructor led preparation and consultation time as well as lab preparation time. Students will utilize the preparation time to prepare for their final meal preparation or skills demonstration.
Prerequisites: CU100, CU110, CU120, CU130, CU140, CU150, CU160

CU210 **5.00 Quarter Credit Hours**
Restaurant Management **60/0/0**
This course provides instruction on restaurant management skills. Topics covered include: kitchen management, hiring and human resources, front of the house management, inventory skills, and leadership skills.
Prerequisites: None

CU220 **5.00 Quarter Credit Hours**
Professional Food Service **60/0/0**
This course provides detailed concepts, real-world case studies, and skill training for front-of-house management, service expectations, and prepares learners to manage a restaurant staff.
Prerequisites: None

DG1108 **6.00 Quarter Credit Hours**
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.
Prerequisite(s): None

DG1206 **5.00 Quarter Credit Hours**
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.
Prerequisite(s): None

DG1208 **6.00 Quarter Credit Hours**
Communications Design
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 **5.00 Quarter Credit Hours**
Production Techniques I
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 **5.00 Quarter Credit Hours**

Document Design I

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 **6.00 Quarter Credit Hours**

Production Techniques II

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 **5.00 Quarter Credit Hours**

Document Design II

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 **6.00 Quarter Credit Hours**

Digital Pre-Press

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 **6.00 Quarter Credit Hours**

Web Design

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 **6.00 Quarter Credit Hours**

Portfolio

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

EC100 **5.00 Quarter Credit Hours**

Introduction to E-Commerce Fundamentals **60/20/0**

This course provides students with the key concepts, principles, and components of successful e-commerce operations. Students will learn about the evolution of online retail to the core elements of an e-commerce ecosystem.

Prerequisite(s): None

EC101 **5.00 Quarter Credit Hours**

Legal and Ethical Considerations in E-Commerce **60/20/0**

In this course, students will learn about the Legal and Ethical Considerations in E-Commerce. Topics include laws, regulations, and ethical principles that govern online business activities. This course will also provide students with information about data privacy, consumer protection, platform compliance, key legal frameworks, and ethical considerations pertaining to online selling.

Prerequisite(s): None

EC102 **5.50 Quarter Credit Hours**

E-Commerce Consumer Behavior **60/30/0**

In this course, students will develop an understanding of customer-centric e-commerce strategies. Students will develop knowledge and skills to navigate the complexities of e-commerce consumer behavior and elevate customer support to drive sustained business success in the digital age.

Prerequisite(s): EC100, EC101

EC103 **5.50 Quarter Credit Hours**

Product Listings and Visual Merchandising **60/30/0**

Students will learn about the art and science of e-commerce product listings and visual merchandising in this course. Instruction will focus on the pivotal role these elements play in attracting customers, driving sales, and enhancing the overall shopping experience. Students will explore strategies for creating compelling product listings, optimizing visuals, and implementing visual merchandising techniques to captivate online audiences and boost conversion rates.

Prerequisite(s): EC100, EC101

EC104 **5.50 Quarter Credit Hours**

Inventory and Supply Chain Management **60/30/0**

This course provides an exploration of e-commerce inventory and supply chain management, focusing on the key principles, strategies, and technologies essential for effective product management and fulfillment in the online retail environment. Participants will gain insights into optimizing inventory levels, streamlining supply chain processes, creating multiple revenue streams, and ensuring seamless order fulfillment to enhance customer satisfaction and operational efficiency.

Prerequisite(s): EC103

EC105 **5.50 Quarter Credit Hours**

E-Commerce Platforms and Payment Gateways **60/30/0**

Students will gain practical insights and skills necessary for effectively leveraging e-commerce platforms to create and manage successful online stores. From understanding the diverse features of popular platforms to customizing interfaces and optimizing performance, this course equips students with the knowledge needed to navigate the dynamic landscape of e-commerce. In this course, students will also develop an understanding of payment processing and payment gateways.

Prerequisite(s): EC100, EC101

EC106 **5.00 Quarter Credit Hours**

E-Commerce Financial Management **60/20/0**

In this course, students will learn about the unique financial challenges and strategies specific to online businesses, equipping students with the knowledge and tools needed to navigate the complexities of e-commerce finance. In addition, students will analyze e-commerce financial statements and interpret performance metrics to make informed business decisions, develop effective budgeting techniques, and understand financial forecasting methods crucial for planning and scaling an e-commerce venture.

Prerequisite(s): EC103

ED5000 **4.50 Quarter Credit Hours**

Characteristics and Diagnosis of Autism Spectrum Disorders

In this course, students learn about the multifaceted aspects of Autism Spectrum Disorders (ASD), focusing on understanding its characteristics, diagnostic criteria, and assessment methods. Students will explore the complexities of ASD through a multidisciplinary lens, integrating insights from psychology, neuroscience, education, and clinical practice.

Prerequisite(s): None

ED5001 **4.50 Quarter Credit Hours**

Characteristics and Diagnosis of Neurodiversity

In this course, students learn about the multifaceted aspects of neurodivergent profiles, focusing on understanding characteristics, diagnostic criteria, and assessment methods. Students will explore the complexities of neurodiversity through a multidisciplinary lens, integrating insights from psychology, neuroscience, education, and clinical practice.

Prerequisite(s): None

ED5005 **4.50 Quarter Credit Hours**

Research Methods in Special Education

This course emphasizes critical evaluation of research literature, development of research questions, and utilization of appropriate methodologies to address complex issues related to students with disabilities and special needs. Students will explore various quantitative and qualitative research approaches relevant to special education, including experimental designs, survey methods, case studies, and action research. The course will cover ethical considerations in conducting research with vulnerable populations, such as students with disabilities, and will emphasize the importance of inclusive and culturally responsive research practices.

Prerequisite(s): None

ED5010 **4.50 Quarter Credit Hours**

Curriculum Design and Adaptation for Students with Autism

In this course, students learn about the specialized design and adaptation of educational curricula to meet the unique needs of students with Autism Spectrum Disorders (ASD). Students will explore evidence-based practices and strategies for developing inclusive and effective educational programs that support the learning and development of students across the autism spectrum.

Prerequisite(s): ED5000, ED5005, ED5015, ED5020, ED5025, ED5030, ED5035

ED5011 **4.50 Quarter Credit Hours**

Curriculum Design and Adaptation for Students with Neurodivergent Profiles

In this course, students will learn about the principles and strategies of designing, implementing, and adapting curricula to meet the diverse learning needs of students with neurodivergent profiles. Neurodivergence encompasses a range of neurological variations, including autism spectrum disorder (ASD), attention deficit hyperactivity disorder (ADHD), dyslexia, and other specific learning disabilities.

Prerequisite(s): ED5001, ED5005, ED5015, ED5021, ED5026, ED5036

ED5015 **4.50 Quarter Credit Hours**

Legal and Ethical Issues in Special Education

In this course, students learn about the legal and ethical landscape surrounding special education practices and policies. Students will delve into the fundamental laws, regulations, and ethical considerations that shape the provision of education and services for individuals with disabilities, including legal rights, advocacy, and compliance requirements.

Prerequisite(s): None

ED5020 **4.50 Quarter Credit Hours**

Advanced Topics in Autism Spectrum Disorders

In this course, students examine the advanced topics and current research trends in Autism Spectrum Disorders (ASD). Students will critically examine theoretical frameworks, emerging interventions, and interdisciplinary perspectives aimed at enhancing understanding and support for individuals across the autism spectrum.

Prerequisite(s): ED5000, ED5005, ED5015

ED5021 **4.50 Quarter Credit Hours**

Cognitive and Emotional Development in Neurodiverse Individuals

This course explores the unique cognitive and emotional profiles of individuals with neurodivergent conditions, such as autism spectrum disorder (ASD), attention deficit hyperactivity disorder (ADHD), specific learning disabilities, and other developmental differences. This course integrates theories of cognitive development, emotional regulation, and social cognition to deepen understanding and inform effective interventions for diverse learners.

Prerequisite(s): ED5001

ED5025 **4.50 Quarter Credit Hours**

Communication and Social Skills Development in Autism

This course provides students with a comprehensive exploration of communication and social skills development in individuals with Autism Spectrum Disorder (ASD). Students will examine theoretical frameworks, evidence-based interventions, and practical strategies aimed at enhancing communication abilities and social interactions across the autism spectrum.

Prerequisite(s): ED5000, ED5005, ED5015

ED5026 **4.50 Quarter Credit Hours**

Characteristics and Interventions for Students with ADHD

In this course, students learn about the complex nature of ADHD and explore evidence-based interventions to support students. Students will examine the multifaceted characteristics of ADHD, including attention deficits, impulsivity, hyperactivity, executive function impairments, and co-occurring conditions such as learning disabilities and emotional dysregulation. Emphasis is placed on the impact of ADHD on academic achievement, social interactions, and overall well-being.

Prerequisite(s): ED5001, ED5005, ED5015, ED5021

ED5030 **4.50 Quarter Credit Hours**

Applied Behavior Analysis Techniques

This course provides an in-depth exploration of applied behavior analysis (ABA) techniques, principles, and methodologies for behavior modification and intervention. Students will develop advanced competencies in designing, implementing, and evaluating behavior change strategies across diverse populations and settings.

Autism Studies Prerequisite(s): ED5000, ED5005, ED5015

Neurodiversity Studies Prerequisite(s): ED5001, ED5005, ED5015, ED5021, ED5026, ED5036

ED5035 **4.50 Quarter Credit Hours**

Technology and Autism Interventions

In this course, students learn about the intersection of technology and interventions for individuals with Autism Spectrum Disorder (ASD). Students will examine the role of technology in assessment, intervention, communication, skill development, and support services for individuals across the autism spectrum.

Prerequisite(s): ED5000, ED5005, ED5015

ED5036 **4.50 Quarter Credit Hours**

Characteristics and Interventions for Students with Learning Disabilities

This course explores evidence-based interventions and instructional strategies to support academic achievement, social-emotional development, and overall well-being for students with learning disabilities in educational settings. Students will examine the diverse nature of learning disabilities, including dyslexia, dyscalculia, dysgraphia, and specific learning disorders in reading, writing, and mathematics. Emphasis will be placed on the impact of learning disabilities on cognitive processing, academic performance, self-esteem, and psychosocial functioning.

Prerequisite(s): ED5001, ED5005, ED5015, ED5021

ED5040 **4.50 Quarter Credit Hours**

Family-Centered Practices in Special Education

This course emphasizes the critical role of families as partners in the education and support of children and adults with diverse learning needs. Students will explore theoretical frameworks, research-based practices, and practical strategies for establishing meaningful partnerships with families to enhance the educational experiences and outcomes of individuals who have disabilities. The course will address a range of disabilities and developmental differences, recognizing the diversity of family structures, values, and cultural backgrounds.

Autism Studies Prerequisite(s): ED5000, ED5005, ED5015, ED5020, ED5025, ED5030, ED5035

Neurodiversity Studies Prerequisite(s): ED5001, ED5005, ED5015, ED5021, ED5026, ED5036

ED5045 **4.50 Quarter Credit Hours**

SPED Capstone Project

This capstone course provides an opportunity for students to demonstrate their understanding of key concepts, critical thinking abilities, and readiness for professional practice in the field of special education. Students will engage in a comprehensive exploration of current issues, trends, and challenges in special education, focusing on advanced topics relevant to their specific areas of interest or specialization. The course will emphasize the development of leadership, advocacy, and research skills necessary for advancing inclusive and equitable practices in educational settings.

Autism Studies Prerequisite(s): ED5000; ED5005; ED5010; ED5015; ED5020; ED5025; ED5030; ED5035; ED5040

Neurodiversity Studies Prerequisite(s): ED5001; ED5005; ED5011; ED5015; ED5021; ED5026; ED5030; ED5036; ED5040

ES1000 **4.50 Quarter Credit Hours**

Introduction to Esports

This course is designed for students with varying levels of familiarity with gaming, offering a comprehensive exploration of esports culture, industry dynamics, and the diverse opportunities within the field of Esports.

Prerequisite(s): None

ES1005 **4.50 Quarter Credit Hours**

Game Development I

Game Development I is an introductory course designed to provide students with a comprehensive foundation in the principles and practices of game development. This course covers the entire game development process, from initial concept and design to implementation and testing. Students will learn to use industry-standard tools and techniques to create interactive and engaging games. The course emphasizes hands-on experience, with students developing their own games.
Prerequisite(s): None

ES1010 **4.50 Quarter Credit Hours**

History of Games and Gaming

In this course, students will learn about the origins of games, their cultural significance, and their transformation into a dynamic and global industry. From ancient board games to modern video games, students will gain knowledge of the historical context, technological advancements, and societal impacts that have shaped the world of games and gaming.
Prerequisite(s): None

ES1015 **4.50 Quarter Credit Hours**

Gaming Culture and Community

This course provides an examination of the cultural, social, and community aspects that define contemporary gaming. From exploring diverse gaming subcultures to understanding the impact of gaming on identity and inclusivity, students will learn about the evolving landscape of gaming as a cultural phenomenon and a global community.
Prerequisite(s): None

ES1020 **4.50 Quarter Credit Hours**

Game Development II

Game Development II builds upon the foundational skills learned in Game Development I, diving deeper into advanced game design and development concepts. This course emphasizes the creation of complex game systems, optimization techniques, and the integration of advanced features such as multiplayer functionality, artificial intelligence (AI), and enhanced graphics. Students will work on more sophisticated projects, enhancing their ability to produce professional-quality games.
Prerequisite(s): ES1005

ES1025 **4.50 Quarter Credit Hours**

Digital Design

This course is designed to equip students with the foundational skills, principles, and tools essential for crafting visually stunning and user-centric digital experiences. Through a blend of theoretical concepts and hands-on projects, students will gain proficiency in digital design software, learn industry-standard practices, and develop a critical understanding of the impact of design on various digital platforms.
Prerequisite(s): None

ES1030 **4.50 Quarter Credit Hours**

Programming Fundamentals

In this course, students will learn essential principles, techniques, and problem-solving skills that form the basis of computer programming. Through hands-on coding exercises, projects, and theoretical instruction, students will learn about programming concepts and challenges.
Prerequisite(s): None

ES2000 **4.50 Quarter Credit Hours**

Esports Marketing and Promotion

In this course, students will learn about esports marketing and promoting esports events, teams, and brands.
Prerequisite(s): ES1000

ES2005 **4.50 Quarter Credit Hours**

Esports Business Fundamentals

In this course, students will learn about the key principles, strategies, and challenges inherent in the business aspects of the esports industry. Through a blend of theoretical discussions, case studies, and practical projects, students will gain insights into the unique dynamics of esports business operations, finance, and strategy.
Prerequisite(s): ES1000

ES2010 **4.50 Quarter Credit Hours**

Game Development III

Game Development III is an advanced course designed for students who have mastered the fundamentals and intermediate aspects of game development. This course focuses on the latest industry trends, advanced technologies, and professional practices in game development. Students will engage in complex projects that involve sophisticated game mechanics, cutting-edge graphics, virtual and augmented reality (VR/AR), and cross-platform development. Emphasis is placed on innovation and professional polish.

Prerequisite(s): ES1020

ES2015 **4.50 Quarter Credit Hours**

Esports Event Planning and Execution

Students will learn how to plan, organize, and execute successful esports events in this course. In this course, students will gain insights into the intricacies of esports event management, from local tournaments to large-scale international championships.

Prerequisite(s): ES1000

ES2020 **4.50 Quarter Credit Hours**

Esports Team Management

In this course, students will learn about effective leadership, team building, and strategic decision-making within the competitive realm of professional gaming. Students will learn about the principles that drive successful esports team management.

Prerequisite(s): ES1000

ES2025 **4.50 Quarter Credit Hours**

Esports Broadcasting and Production

This course is designed to introduce students to the processes involved in delivering high-quality esports content to global audiences. Students will develop technical and creative skills needed in esports broadcasting and production through a variety of case studies and hands-on projects.

Prerequisite(s): ES1000, ES2000, ES2015

ES2030 **4.50 Quarter Credit Hours**

Esports Business Strategy and Innovation

This course is designed to provide students with a comprehensive understanding of the business landscape within the esports industry. Students will explore the strategies necessary to navigate and contribute to the dynamic and rapidly evolving world of esports business.

Prerequisite(s): ES2005

ES2035 **4.50 Quarter Credit Hours**

Esports Sponsorship and Monetization

In this course, students will examine the knowledge and skills necessary to understand, secure, and maximize sponsorship and monetization opportunities within the esports ecosystem. Students will gain an understanding of the strategies and dynamics involved in leveraging sponsorships and monetizing esports content.

Prerequisite(s): ES2005

ES3000 **4.50 Quarter Credit Hours**

Esports Analytics and Data Management

In this course, students will learn about the skills and knowledge needed to leverage data for strategic decision-making, performance optimization, and gaining a competitive edge in the dynamic field of professional gaming. Students will gain an understanding of how analytics and data management drive success in esports.

Prerequisite(s): ES2005

ES3005 **4.50 Quarter Credit Hours**

Game Production I

Game Production I is an introductory course focused on the principles and practices of producing video games. This course covers the entire game production process, from initial concept to final release, with an emphasis on project management, teamwork, and the roles and responsibilities within a game development team. Students will learn how to manage resources, timelines, and workflows to bring a game project to fruition.

Prerequisite(s): ES2010

ES3010 **4.50 Quarter Credit Hours**

Esports Competition and Tournament Organization

This course is designed to teach students about the knowledge and skills essential for planning, executing, and optimizing esports events. Students will learn about the intricacies of organizing and managing successful esports competitions.

Prerequisite(s): ES2015

ES3015 **4.50 Quarter Credit Hours**

Esports Ethics and Legal Issues

This course is designed to provide students with an understanding of the ethical considerations and legal challenges unique to the esports ecosystem. Students will learn about the complexities of ethical decision-making and legal frameworks essential for responsible participation and management in the esports field.

Prerequisite(s): ES2015

ES3020 **4.50 Quarter Credit Hours**

Esports Project Management

In this course, students will learn about the essential skills and methodologies necessary for effective planning, execution, and oversight of projects within the world of esports. Students will learn about the strategies and skills that are necessary to navigate the unique challenges of managing projects in the competitive esports landscape.

Prerequisite(s): ES2015

ES3025 **4.50 Quarter Credit Hours**

ESports Entrepreneurship

In this course, students will learn about strategies to navigate the entrepreneurial landscape within the field of esports. Students will learn about the entrepreneurial acumen necessary to innovate, create, and lead within the esports industry.

Prerequisite(s): ES2030

ES3030 **4.50 Quarter Credit Hours**

Game Production II

Game Production II builds upon the foundational knowledge acquired in Game Production I, advancing students' skills in managing complex game development projects. This course delves deeper into advanced project management techniques, large-scale team coordination, and the integration of sophisticated production tools. Students will tackle real-world challenges, focusing on the execution, troubleshooting, and successful delivery of high-quality games.

Prerequisite(s): ES3005

ES4000 **4.50 Quarter Credit Hours**

Course Game Testing and Quality Assurance

Students are instructed on the skills and knowledge needed to ensure the creation of polished, bug-free, and immersive gaming experiences in this course. In this course, students will learn about quality assurance practices pertaining to game development.

Prerequisite(s): ES3005

ES4005 **4.50 Quarter Credit Hours**

Interactive Computer Systems

This course presents students with the principles, technologies, and applications that underlie the development of interactive computer systems. Students will learn how to design and develop interactive systems that cater to diverse user needs and preferences.

Prerequisite(s): ES1025, ES1030

ES4010 **4.50 Quarter Credit Hours**

Internet Foundations and Development

In this course, students will learn about the core components, protocols, and technologies that underpin the functioning of the Internet.

Prerequisite(s): ES1025, ES1030

ES4015 **4.50 Quarter Credit Hours**

AI in Business and Industry

In this course, students will learn about how AI can be utilized for strategic decision-making, process optimization, and innovation within various industries. Students will examine the impact of AI on business processes.

Prerequisite(s): ES3000

ES4020 **4.50 Quarter Credit Hours**

Game Production III

Game Production III is an advanced course designed for students to master the complexities of producing large-scale, high-quality games. The course focuses on high-level production management, strategic planning, and leadership skills necessary for overseeing significant game development projects. Students will engage in hands-on projects that mimic real-world scenarios, emphasizing problem-solving, innovation, and strategic decision-making.

Prerequisite(s): ES2030

ES4025 **4.50 Quarter Credit Hours**

Principles of Coaching Methods

students will emerge with the foundational skills and ethical understanding needed to excel as effective coaches. Whether aspiring life coaches, executive coaches, or organizational development professionals, students will be well-equipped to guide individuals and teams toward achieving their full potential, fostering growth, and making a positive impact in diverse coaching contexts.

Prerequisite(s): ES2020

ES4030 **4.50 Quarter Credit Hours**

Esports Player Wellness and Development

This course is designed to teach students about how to support the physical, mental, and professional well-being of esports players. Students will develop an understanding of player development principles, fostering a sustainable and thriving esports ecosystem.

Prerequisite(s): ES2020

ES4035 **4.50 Quarter Credit Hours**

Principles of Sports Recruiting

Students will learn about the process of identifying, evaluating, and attracting talented athletes in this course. This course is designed to teach students about the principles that drive successful sports recruiting.

Prerequisite(s): ES2020

FM100 **3.50 Quarter Credit Hours**

OSHA and LEED **40/20/0**

This course presents the 10 Hour OSHA training as well as introductory information on LEED and energy efficiency. The course will also cover various environmental trends in the construction and trades industry.

Prerequisite(s): None

FM105 **3.50 Quarter Credit Hours**

Small Power Equipment and Appliances **40/20/0**

This course presents the basic operations and maintenance of small power equipment commonly used in a facilities maintenance role. The course will also provide basic training on repair and maintenance of small appliances.

Prerequisite(s): None

FM110 **5.00 Quarter Credit Hours**

Facility Maintenance I - Residential **40/40/0**

This course presents training on the role of a facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic maintenance and repairs, and general preparation for potential positions in residential facilities maintenance.

Prerequisite(s): None

FM120 **5.00 Quarter Credit Hours**

Facility Maintenance II - Commercial **40/40/0**

This course presents training on the role of a commercial facilities maintenance worker in in a residential setting. Topics covered will include customer service, time management, practical lab work in performing basic commercial maintenance and repairs, and general preparation for potential positions in commercial facilities maintenance.

Prerequisite(s): None

FM130 **5.00 Quarter Credit Hours**

Electrical **40/40/0**

This course presents training on basic safety for electrical work as well as performing electrical repairs and installation. Other topics will include electrical terminology, residential installation and code requirements, how to research and troubleshoot residential electrical issues. Learners will perform residential electrical work in a lab setting.

Prerequisite(s): None

FM140 **5.00 Quarter Credit Hours**
Carpentry and Finishing **40/40/0**
This course presents information about carpentry installation and repair in residential and commercial environments. Learners will practice basic safety and carpentry skills in a lab setting. Other topics include: basic finishing work, drywall repair and installation, and commercial and residential code compliance.
Prerequisite(s): None

FM150 **5.00 Quarter Credit Hours**
Plumbing **40/40/0**
This course presents plumbing terminology, troubleshooting processes, as well as installation and maintenance training and experience in lab setting. This course will also provide valuable information regarding plumbing code compliance.
Prerequisite(s): None

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

GE1114 **4.50 Quarter Credit Hours**
Introduction to Psychology **45/0/0**
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. Students who apply themselves should learn these job skills or knowledge.
Prerequisite(s): None

GE1118 **6.00 Quarter Credit Hours**
Introduction to Psychology
This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.
Prerequisite(s): None

GE1214 **4.50 Quarter Credit Hours**
Oral Communication **45/0/0**
The theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations is introduced. This course is designed for students to learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches.
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

GE1314 **4.50 Quarter Credit Hours**
College Algebra **45/0/0**
This course is designed 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

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

GE1414 **4.50 Quarter Credit Hours**
Technical Writing **45/0/0**
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.
Prerequisite(s): None

GE1418 **6.00 Quarter Credit Hours**
English Composition
This course is designed to provide students practice in reading and writing expository and argumentative prose. The various elements of composition, such as logical organization, effective diction, and complete and varied development are stressed. A formal research paper is required.
Prerequisite(s): None

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.
Prerequisite(s): None

GE2014 **4.50 Quarter Credit Hours**
Ethics **45/0/0**
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.
Prerequisite(s): None

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.
Prerequisite(s): None

GE2632 **6.00 Quarter Credit Hours**
Organizational Behavior **60/0/0**
This course will analyze the elements of Organizational Behavior. Topics will include improving communications, managing conflict, understanding management, motivation, morale, the dynamics of change, leadership, stress, ethics and etiquette.
Prerequisite(s): None

GE3530 **4.50 Quarter Credit Hours**
Art Appreciation
In this course, students will examine various art forms, styles, and movements across various cultures and historical periods. The course emphasizes understanding and appreciating the significance of art in society and how societal values, issues, and changes are reflected in art.
Prerequisite(s): a lower-level course in Human Relations or equivalent Social Science course

GE3545 **4.50 Quarter Credit Hours**
Music Appreciation
This course is designed for students to foster an appreciation for the art of sound. Through immersive listening experiences, historical exploration, and critical analysis, students will learn about music's cultural, social, and artistic significance.
Prerequisite(s): a lower-level course in Human Relations or equivalent Social Science course

GE3625 **6.00 Quarter Credit Hours**
Topics in Sociology
This course is designed to introduce students to the main concepts of sociology. Culture, socialization, social institution and organization, race and ethnicity, sex and gender, and crime and deviance are addressed.
Prerequisite(s): a lower-level course in Sociology or equivalent Social Science course

GE3627 **6.00 Quarter Credit Hours**
Political Science
This course introduces the various fields of political science and provides an understanding of political life in a systematic and comparative way. The course presents in-depth studies of significant concepts in political science, such as ideology, political behavior, governmental institutions, democracy, and political development. The course also offers a comparative study of political systems of different nations and an overview of some of the major issues in international relations.
Prerequisite(s): a lower-level course in Human Relations or equivalent Social Science course

GE4526 **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

GE4530 **4.50 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): a lower-level course in Human Relations or equivalent Social Science course

GE4616 **6.00 Quarter Credit Hours**
Advanced Composition
This course is designed to train students to focus on critical reading and thinking as well as analytical and argumentative writing. Coursework includes selected readings and weekly writing assignments and is designed to encourage students to present ideas in an organized manner that is grammatically correct and uses recognized documentation formats.
Prerequisite(s): English Composition I, English Composition II or equivalent

GE4631 **6.00 Quarter Credit Hours**

Ethics

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

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

GE4632 **6.00 Quarter Credit Hours**

Organizational Behavior

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

Prerequisite(s): None

GE4640 **4.50 Quarter Credit Hours**

Organizational Behavior

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

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

GE4730 **4.50 Quarter Credit Hours**

Psychology of Consumer Behavior

This course examines how individuals and groups select, purchase, use, and dispose of products and services, as well as the psychological factors that influence these behaviors. Students will explore theories and concepts from psychology and marketing to understand consumer motivations, perceptions, attitudes, and behaviors in the marketplace.

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

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.

Prerequisite(s): None

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 communincation skills and techiques including dealing with difficult situations and customers.

Prerequisite(s): None

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.

Prerequisite(s): None

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.

Prerequisite(s): None

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.

Prerequisite(s): None

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.
Prerequisite(s): None

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.
Prerequisite(s): None

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.
Prerequisite(s): None

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.
Prerequisite(s): None

HM220 **5.00 Quarter Credit Hours**
Retail Operations Management **60/0/0**
This course will help learners thrive in today's retailing industry. Concepts convered 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.
Prerequisite(s): None

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.
Prerequisite(s): None

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.
Prerequisite(s): None

HM270 **5.00 Quarter Credit Hours**
Capstone **60/0/0**
In this course, students will work witht 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.
Prerequisite(s): HM100, HM110, HM120, HM130, HM140, HM150, HM160, HM170, HM200, HM220, HM230, HM240

HS1004 **8.00 Quarter Credit Hours**
Healthcare Leadership **100/0/0**
This course offers an opportunity develop the skills needed to become an effective leader in the healthcare field. 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 healthcare environment.
Prerequisite(s): None

HS111 **3.50 Quarter Credit Hours**
Health Science Essentials **30/30/0**
This course encompasses the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations, how to safely work with biohazardous materials and bloodborne pathogens, and an overview of HIV and hepatitis as they relate to healthcare providers. The basics of medical terminology including word roots, prefixes, suffixes, combining forms and word-building rules are presented along with terms used to describe and define anatomical locations. Coursework also includes training in basic first aid and certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED). Students must pass the CPR/first aid exam and practicum to pass this course. Medical documentation is also covered in this course.
Prerequisite(s): None

HS112 **3.50 Quarter Credit Hours**
Health Science Business Procedures **30/30/0**
This course is designed to introduce basic computer concepts and Microsoft office applications. The laboratory portion offers the opportunity to create Word documents, Excel spreadsheets, and PowerPoint presentations. Students are expected to apply the skills they learn to documents commonly used in the healthcare setting such as correspondence, spreadsheets, and patient education.
Prerequisite(s): None

HS114 **6.00 Quarter Credit Hours**
Externship **0/0/160**
The externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. Current CPR certification, current first aid certification, and the externship handbook standards for Hepatitis B vaccination must be obtained before beginning externship.
Prerequisite(s): CD203, CD204, HS115, MA133

HS115 **3.00 Quarter Credit Hours**
Law, Ethics, and Therapeutic Communication **10/50/0**
This course focuses on guidelines affecting health laws and regulations on the federal and state levels. Emphasis is also placed on foundational communication skills for healthcare professionals who provide patient care.
Prerequisite(s): HS111, HS112

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.
Prerequisite(s): None

HV125 **5.00 Quarter Credit Hours**
Fundamental HVAC Maintenance **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.
Prerequisite(s): HV102, HV132

HV132 **5.00 Quarter Credit Hours**
Basic Electricity **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.
Prerequisite(s): None

HV142 **3.50 Quarter Credit Hours**
Motors and Motor Control **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.
Prerequisite(s): HV132

HV152 **5.00 Quarter Credit Hours**
Residential Heating **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.
Prerequisite(s): HV102

HV162 **5.00 Quarter Credit Hours**
Residential AC **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.
Prerequisite(s): HV102, HV132

HV172 **5.00 Quarter Credit Hours**
Introduction to Air Conditioning and Major Components **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.
Prerequisite(s): None

HV182 **3.50 Quarter Credit Hours**
Commercial Refrigeration Systems **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.
Prerequisite(s): HV102, HV132, HV172

HV195 **5.00 Quarter Credit Hours**
Domestic Appliances and Cold Water Air Conditioning **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.
Prerequisite(s): HV102, HV132, HV172

HV200 **5.00 Quarter Credit Hours**
Heat Pumps and Hydronic Heating **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.
Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162

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 presents 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 instructed how to troubleshoot and service hydronic equipment, systems and controls.
Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162

MA111 **5.00 Quarter Credit Hours**
Fundamentals of Medical Assisting **40/40/0**
This course provides an overview of the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations to prepare students to work with biohazardous materials and bloodborne pathogens. This course also covers the profession of medical assisting and introduces phlebotomy and injections. Coursework includes an introduction to medical terminology and the structure, function, and pathophysiology of the skeletal and muscular systems.
Prerequisite(s): None

MA114 **3.50 Quarter Credit Hours**
Medical Laboratory Procedures **30/30/0**
This course introduces the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA)-waived testing. This course also covers the anatomy, physiology and terminology of the hematological and lymphatic systems. Laboratory instruction includes using a microscope, completing lab requisitions, and performing laboratory testing.
Prerequisite(s): HS111, HS112, MA111

MA115 **3.50 Quarter Credit Hours**
Specialty Exams, Urinalysis, and Microbiology **30/30/0**
Specialty examinations are presented in this course, including obstetrics/gynecology, pediatrics, male reproductive, gerontology, and other examinations of the body. Urinalysis, one of the most frequently performed procedures in the medical office laboratory, is addressed in this course as well. Basic microbiology principles and procedures are also covered. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the urinary system; male and female reproductive systems; obstetrics; and child health.
Prerequisite(s): HS111, HS112, MA111

MA116 **2.00 Quarter Credit Hours**
Pharmacology **15/15/0**
This course addresses the pharmacology skills and procedures needed by medical assistants in the ambulatory care setting, including pharmacology uses, sources, forms, delivery routes and the laws governing controlled substances. In addition, this course addresses the administration of drugs and performance of basic medication conversions and dosage calculations. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the endocrine and integumentary systems; and the terminology of pharmacology.
Prerequisite(s): MA114, MA115

MA118 **2.50 Quarter Credit Hours**
Cardiac Specialty Procedures **20/20/0**
This course examines the circulatory and respiratory systems including the structure and function of the heart, blood vessels, and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograms (EKGs).
Prerequisite(s): MA114, MA115

MA122 **2.50 Quarter Credit Hours**
Nervous and Digestive Systems **20/20/0**
Topics discussed in this course include the structure and function of the human digestive and nervous systems. Common digestive system and nervous system disorders are included in course discussions, as well as general nutritional requirements, guidelines, and disorders. The course covers appropriate medical terminology and abbreviations used for body systems presented. Patient ambulation skills as well as assisting with minor surgical procedures, autoclave, and wound care are included in this course. The laboratory portion includes the opportunity to continue practicing all previously learned skills.
Prerequisite(s): MA114, MA115

MA139 **2.00 Quarter Credit Hours**
Healthcare Insurance **15/15/0**
This course is designed to introduce the skills required to specialize in health insurance, including computerized billing and office management techniques.
Prerequisite(s): MA114, MA115

MA152 **4.50 Quarter Credit Hours**
Medical Terminology **60/10/0**
This course presents medical terminology applicant to patient care and medical records in the medical assistant role.
Prerequisites: None

MA153 **4.50 Quarter Credit Hours**
Anatomy & Physiology **60/10/0**
This course introduces the anatomy and physiology of the human body. The structure and function of the human body are used to explain examples of human pathology.
Prerequisites: MA152, MA160, MA161

MA160 **4.50 Quarter Credit Hours**
Introduction to Healthcare Services **65/0/0**
This course provides an introduction into the Allied Health career field, to include Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. This course also covers the profession of Medical Assisting and the venues in which a Medical Assistant can be employed in. Students are also instructed on Medical terminology word structures.
Prerequisites: None

MA161 **4.50 Quarter Credit Hours**
Health Science Procedures **45/25/0**
This course provides the students with the information on how to work with patients in a clinical setting in adherence with the health laws and regulations on federal and state levels. The emphasis is placed on foundational communication skills for healthcare professionals who provide patient care. Students will also focus on the characteristics of professionalism within the healthcare field to include personal presence and interpersonal exchanges.
Prerequisites: None

MA164 **4.50 Quarter Credit Hours**
Clinical Procedures A **20/60/0**
This course focuses on the procedures related to phlebotomy. Students will then focus on applying these skills to the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA) waived testing. Students will become familiar with the use of microscopic materials and complete lab requisitions. The course will also provide information on aseptic techniques, documentation, collecting health history, vital signs, and sterilization techniques.
Prerequisites: MA153

MA165 **4.50 Quarter Credit Hours**
Clinical Procedures B **20/60/0**
This course introduces basic microbiological procedures associated with urinalysis and other blood testing procedures. Specialty examinations such as obstetrics and gynecology, gerontology, specimen collection, and other examinations of the body will be addressed in this course as well. Quality control, specimen processing, and immunology procedures will also be provided in this course.
Prerequisites: , MA153,

MA166 **4.50 Quarter Credit Hours**
Pharmacology **45/25/0**
This course examines the use of pharmacological skills needed by medical assistants in both ambulatory care and basic pharmacology for the hospital setting. Pharmacology uses, sources, forms, delivery routes, proper medication documentation, and the laws concerning controlled substances are addressed. In addition, the use of a Physician's Desk Reference (PDR) is discussed along with the administration of drugs. Students will learn the performance of basic medical conversions and dosage calculations and measurement conversions.
Prerequisites: MA164, MA165, MA167

MA167 **4.50 Quarter Credit Hours**
Insurance Applications, Billing, and Coding **40/35/0**
This course provides students with the basic coding principles and methodologies associated with filing medical claims. Students will also learn the types of health insurance as well as key insurance terminology and definitions. This course is designed to introduce skills required to be knowledgeable of health insurance to include computerized billing and office management techniques. Students will learn how to perform administrative tasks within the healthcare setting to include patient information, operational tasks, and workplace proficiencies.
Prerequisites: MA153

MA168 **1.00 Quarter Credit Hours**
Capstone and Certification **20/0/0**
This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA). Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.
Prerequisites: MA164, MA165, MA167

MA169 **6.00 Quarter Credit Hours**
Clinical Experience **0/0/160**
Upon successful completion of all other courses in the Medical Assisting program, students will be eligible to participate in a 160-hour clinical experience. This clinical experience enables students to work in the clinic, applying principles and practices learned in the program. Students work under the direct supervision of the clinical staff at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.
Prerequisites: MA152, MA153, MA160, MA161, MA164, MA165, MA166, MA167, MA168

MAX112 **2.50 Quarter Credit Hours**
Radiographic Imaging Protocols and Positioning **20/20/0**
This course focuses on radiographic physics, radiation production principles of exposure, and image quality. This course also introduces radiographic positioning of the spine, skull, facial bones, and sinuses.
Prerequisite(s): MA114, MA115

MAX113 **5.00 Quarter Credit Hours**
Radiographic Specialization and Positioning **40/40/0**
This course discusses image quality critique, special procedures for working with pediatric and geriatric patients, management of acute care conditions, and the ethics and legal considerations of radiography. Positioning of the extremities, shoulders, and pelvis is also covered in this course.
Prerequisite(s): MA114, MA115

MAX115 **3.00 Quarter Credit Hours**
Capstone and Certification Preparation **40/0/0**
This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Certified Clinical Medical Assisting (CCMA) exam from the National Healthcareer Association (NHA). Remington College reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.
Prerequisite(s): HS115, MA122, MAX112, MAX113

MAX122 **2.50 Quarter Credit Hours**
Radiology and Imaging **20/20/0**
This course introduces radiological science and covers the value of effective communication. Patient care and OSHA and HIPAA regulations are presented. Law and ethics for the limited radiographer are discussed. Also covered are the safety and maintenance of radiological materials and equipment and radiographic positioning for the chest and abdomen.
Prerequisite(s): MA114, MA115

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 **6.00 Quarter Credit Hours**

Contemporary Corrections

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 **6.00 Quarter Credit Hours**

Selected Topics in Law Enforcement

This course presents topics important to law enforcement and corrections. Discussion includes concepts and applications that pertain to managing 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 **6.00 Quarter Credit Hours**

Safety and Risk Management

This course explores the roles, techniques, and strategies of safety and risk management in both the private and public sectors. 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 **6.00 Quarter Credit Hours**

Comparative Criminal Justice Systems

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 **6.00 Quarter Credit Hours**

Criminal Justice Research Methods and Data Resources

This course addresses the function of criminology-based research as well as the crime analysis function in law enforcement operations. Analytical reporting skills are developed through the use of computer applications, metadata, statistical analyses, and field research techniques.

Prerequisite(s): None

OCJ4641 **6.00 Quarter Credit Hours**

Forensic Psychology

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 **6.00 Quarter Credit Hours**

Criminal Justice Management

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 **6.00 Quarter Credit Hours**

Selected Topics in Investigations

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 **6.00 Quarter Credit Hours**

Restorative Justice

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

Prerequisite(s): None

OGE2930 **6.00 Quarter Credit Hours**

General Education Capstone **60/0/0**

This course is designed to facilitate an understanding of how individual and group values and norms affect the acceptance of “facts” within the fields of communication, psychology, and mathematics. Topics include interpersonal communication, human development, psychological health, and applied statistics.

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

PL1111 **6.00 Quarter Credit Hours**

Introduction to Paralegal Studies

This course provides an overview of legal principles and specific topics in the paralegal profession and discusses the common duties and responsibilities of practicing paralegals. Topics covered include an overview of contracts, civil and criminal law, procedure and discovery, legal research, real estate, decedents' estates, and the ethical responsibilities of legal assistants. Also included in this course is a review of the available certification tests in the paralegal field.

Prerequisite(s): None

PL1121 **6.00 Quarter Credit Hours**

Legal Research

This course provides an opportunity for students to learn the fundamentals of effective research and analysis in the paralegal profession. Students are introduced to the process of conducting research and compiling their findings. Students are also taught to formulate an understanding of how to summarize those findings to draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs.

Prerequisite(s): None

PL1122 **6.00 Quarter Credit Hours**

Legal Writing

This course provides an opportunity for students to learn the fundamentals of effective writing in the paralegal profession as they draft client opinion letters, pleadings, contracts, office memos, memoranda of law, and appellate briefs based on their compiled research.

Prerequisite(s): PL1111, PL1121, and PL1231

PL1231 **6.00 Quarter Credit Hours**

Legal Liability and Ethics

This course discusses the important ethical issues facing paralegals today and reviews the most common ethical situations that paralegals may encounter on the job. Included is an analysis of regulations regarding the legal profession and the unauthorized practice of law, confidentiality and conflicts of interest, technical rule-driven concepts such as advertising, billing, and fees, and abstract rules such as competence, zealous representation, and integrity.

Prerequisite(s): None

PL1241 **6.00 Quarter Credit Hours**

Civil Litigation and Trial Preparation

The litigation process, from pre-lawsuit investigation to appeal, is covered in this course. Coursework provides instruction on how to assist attorneys during each phase of litigation and explains the importance of each step in relation to the client's success. Topics covered include litigation principles, lawyer and client relationships and ethics, evidence gathering, depositions, civil trial preparation, the structure of a civil trial, and judgments and appeals. In addition, a case study provides the opportunity for students to learn the practical application of the concepts presented.

Prerequisite(s): PL1122

PL2351 **6.00 Quarter Credit Hours**

Business and Contracts Law

This course addresses the daily tasks and responsibilities of a paralegal involved in business/contract law. It presents a wide variety of typical business/contract problems and the legal methods used to address those problems. Areas of study include significant cases and their relevance, common issues faced by businesspeople and attorneys, and an in-depth analysis of contracts and the common clauses contained in them.

Prerequisite(s): PL1122

PL2570 **6.00 Quarter Credit Hours**

Family Law

This introduction to family law covers such topics as premarital and cohabitation agreements, annulment and divorce and the corresponding separation agreements, issues of child custody and child support, illegitimacy and paternity proceedings, and adoption.

Prerequisite(s): PL1122

PL2571 **6.00 Quarter Credit Hours**

Probate Law

This introduction to probate law covers such topics an overview of wills, trusts, and estates, including how to draft wills and trusts, estate planning issues, elder care issues, right-to-die concerns, “do not resuscitate” orders, and other healthcare proxies.

Prerequisite(s): PL1122

PL2572 **6.00 Quarter Credit Hours**

Real Estate Law

This course covers the basics of real estate law and its current practice. Topics of study include buyer/seller transactions, the role of third parties, contingencies and conditions, deeds, mortgages and leases, closing and settlement procedures, the resolution of real estate disputes, and the reality of foreclosure.

Prerequisite(s): PL1111, PL1121, and PL1231

PL2582 **6.00 Quarter Credit Hours**

Bankruptcy Law

The bankruptcy code and bankruptcy rules are explored in this course, including why bankruptcy law covers what it does, the written and unwritten rules of procedure that guide how a bankruptcy is implemented, the necessary tools for mastering the procedures of bankruptcy practice, and the role of the paralegal in this practice. Bankruptcy is examined from the perspective of the debtor, the trustee, and the creditor. An explanation of taxes in bankruptcy and the procedure for electronic filing are also covered.

Prerequisite(s): PL1111, PL1121, and PL1231

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.

Prerequisites: RM101

RM203 **5.00 Quarter Credit Hours**
Beat Production III **56/24/0**
This course will build on the knowledge learned in Beat Production I and Beat Production II. You will learn advanced mixing and engineering techniques that can be implemented in your own music. The skills learned in this course will transfer to real world applications such as studio's or online work for hire. After this course you should feel comfortable finishing a project for yourself or a collaborator for a professional release.
Prerequisites: RM102

RM204 **5.00 Quarter Credit Hours**
Music Marketing **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 for customers to hire you, beat preparation & online research. You will also learn how to come up with your own niche for beat selling. You will learn the importance of social media and the methods used by successful producers.
Prerequisites: None

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.
Prerequisites: None

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.
Prerequisites: None

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.
Prerequisites: RM100, RM101, RM102, RM203, RM204, RM105, RM106

ACADEMIC STANDARDS

GRADING LEGEND

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

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

*For exceptions, see Repeating a Course section.
**TR designates credits transferred from any college other than a Remington College campus.
***TR-A, TR-B, and TR-C designates credits transferred from another Remington College campus. The A, B, or C indicates the grade the student received at the other Remington College campus.

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

A student's expected graduation date may change as a result of a course withdrawal, incompletion or failure. Students will be notified in writing if there is a change in their expected graduation date.

WITHDRAWAL FROM A COURSE

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

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

REPEATING A COURSE

If a student repeats a course, the highest grade will be used (and all prior grades will be ignored) in calculating the CGPA. Students who repeat courses will be charged to repeat the course at the cost per credit hour as set forth in the Application and Enrollment Agreement. If a required course is failed, it must be taken again.

INCOMPLETE GRADES

Students at Remington College are expected to complete their coursework during the academic term in which they are enrolled in the course. If a student is unable to complete their coursework during the term in which they are enrolled in the course, the student may submit a request to have a grade of "I" (incomplete) temporarily recorded. To be eligible for a grade of I, the student must have submitted passing work during the course.

A request for a grade of I must be submitted in writing to the instructor of record for the course during the final week of the course, unless an emergency preventing the student from completing the course arises sooner, in which case the request may be submitted prior to the final week of the course. The decision to approve the request for a grade of I is at the discretion of the instructor of record for the course. If an emergency prevents a student from submitting the written request before the end of the course, the request must be approved by the Provost's Office.

If the student's request for a grade of I is approved, course requirements must be completed and submitted on or before the seventh day from the last day of the term (for example: if the term ends on Thursday, then all course requirements must be submitted not later than Thursday of the following week). Certain course requirements may not be eligible for submission during the incomplete period.

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 Campus Dean within 30 days of the end of the Grading Period for which the grade is disputed. (Students who are not satisfied with the results of the requested review may file a grievance. See Dispute Resolution Procedures and Alternatives Section.)

LEAVE OF ABSENCE

Remington College will allow a student enrolled in a program to request a leave of absence ("LOA") from his or her program of up to one hundred eighty (180) calendar days from the students 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 Campus Dean or Administrator. 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 either 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.

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**
39 Months 24 Months 21 Months 18 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
12 Months 9 Months 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
10 Months	**3.00**	66.67%	End of Quarter 1 and subsequent quarters
7 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, 9451 Lyndon B. Johnson Freeway, Suite 200, Dallas, TX 75243 or hand-delivered to the Campus Dean at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements. A student on Financial Aid Warning status that fails to satisfy the SAP requirements as of the end of the 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 for Extenuating Circumstances
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 appeals the decision to be dropped and is granted a waiver by the Provost of Remington College. Students who believe they have extenuating circumstances, such as illness, injury, the death of a relative, or a learning disability, may appeal the decision to be dropped. As part of the appeal, students must submit a written statement explaining their circumstances and documentation to support their claim, which may include:

- A statement from a qualifying individual (e.g., healthcare provider) regarding illness, injury, or disability;
- A death certificate or notice for a deceased relative;
- A statement from an attorney or court documents regarding the situation.

Procedure:

1. The Student must submit a written appeal to the Campus Dean at their campus, along with the necessary documentation supporting their extenuating circumstances.
2. Students are allowed to submit an appeal for up to 180 days from the date they were dropped.
3. If the appeal is deemed valid, the Campus Dean will forward the appeal to the Provost of Remington College for review and final decision.
4. Students are permitted one FA Ineligible appeal during their academic tenure.
5. The Student will not be eligible to participate in Title IV programs and will enroll as a cash-paying student 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

For programs other than the Special Education Master's Degree Programs, 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.

For the Special Education Master's Degree Programs, a student is eligible for graduation if:

- The student has completed all required courses with a grade of C or higher;
- The student has achieved and demonstrated the required knowledge and skills through satisfactory completion of the student's capstone project and presentation; and
- The student has achieved a Cumulative Grade Point Average of 3.0 or better.

UNIT OF CREDIT/ACADEMIC HOUR DEFINITION

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

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

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

ATTENDANCE POLICY

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

In addition to the academic value students receive from attending as many of the scheduled class sessions as possible, Remington College believes that demonstrating regular and consistent attendance and punctuality helps students to develop good work habits and may improve students' ability to obtain gainful employment upon completion of their educational program. Prospective employers are often interested in a student's attendance record when making hiring decisions or selecting candidates to interview for employment. Success in the workplace requires more than just knowledge. It also requires that employees be reliable, punctual, and committed. Some employers consider a student's attendance history as the best available indicator of whether a student has demonstrated those highly desirable traits.

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

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

METHOD OF RECORDING ATTENDANCE IN RESIDENTIAL 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 COURSES

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

PROGRAM CHANGES

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

INDEPENDENT STUDY

Remington College reserves the use of Independent Study to rare or mitigating circumstances presented by the student. In situations where students have mitigating circumstances, the Dean may authorize a student, on a voluntary basis, to take a course as an Independent Study. Unless approved by the Provost, the total amount of independent study should not exceed 10% of the total program credits required for graduation. Students should not be granted an Independent Study for a course previously attempted.

Situations that merit the use of Independent Study are rare. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.) The Campus Dean is authorized to approve an Independent Study for a student. The Campus Dean must submit a request for an Independent Study to the Registrar for final approval and scheduling. An approved Independent Study must be supervised by a dedicated faculty member and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:

- Be actively pursuing a program of study,
- Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and
- Have a history of good attendance and academics, and
- Make the request to the Campus Dean (signing the Independent Study Contract), and
- Must present mitigating circumstances to warrant the need for an Independent Study.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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

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

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

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

RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED

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

WITHDRAWAL NOTIFICATION

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

EXIT CALCULATION AND REFUND POLICIES

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

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

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 applicable 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 FOR PROGRAMS

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

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

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

REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS

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

INSTITUTIONAL REFUND POLICY

Remington College charges a $100 administrative fee for any Student who Drops or is Dropped before 60% of the calendar days in a Payment Period. The table below indicates the amount of Tuition the Applicant will be charged (the amount Remington College has earned) if the Applicant is activated and Drops or is Dropped.

If Student Drops or is Dropped when classes have been held for:	**Student's Tuition Charges Will Be:**
10% or less of a Payment Period	10% of the current Payment Period Tuition cost + Adm. Fee
More than 10% but not more than 20%	20% of the current Payment Period Tuition cost + Adm. Fee
More than 20% but not more than 30%	30% of the current Payment Period Tuition cost + Adm. Fee
More than 30% but not more than 40%	40% of the current Payment Period Tuition cost + Adm. Fee
More than 40% but not more than 50%	50% of the current Payment Period Tuition cost + Adm. Fee
More than 50% but not more than 60%	60% of the current Payment Period Tuition cost + Adm. Fee
More than 60% of a Payment Period	100% of the current Payment Period Tuition cost

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.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

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

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.

POST-WITHDRAWAL DISBURSEMENTS

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

FORCE MAJEURE

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

ACTIVATION OF MILITARY RESERVIST

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

ADMINISTRATIVE POLICIES

CANCELLATION OF CLASSES

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

STUDENT CONDUCT AND DISCIPLINE

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

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

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

d) Accurately representing one's identity in online coursework, assessments, discussions, activities, and communications;
e) Participating in synchronous and asynchronous learning activities without misrepresentation of attendance, engagement, or authorship.

Failure to comply with online learning standards and academic integrity expectations may result in disciplinary action consistent with this policy, including grade penalties, course failure, suspension, or termination.

Violation of any of the above may subject the student to any of the following:
1) Reprimand.
2) Imposition of specific restrictions.
3) Disciplinary probation. Further infractions during the probationary period may result in suspension.
4) Suspension.
5) Termination.

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

HAZING PREVENTION POLICY

This policy is established to comply with the Stop Campus Hazing Act ("SCHA") and to promote a safe, respectful, and inclusive campus environment. It outlines the institution's commitment to preventing hazing, provides clear procedures for reporting and investigating hazing incidents, and describes prevention and education efforts.

Definition of Hazing

Hazing is defined as any act or coercing another, including the victim, to do any act committed by one or more individuals against another person, regardless of the person's willingness to participate, when such act:

- Is committed in connection with initiation into, affiliation with, or continued or reinstated membership in a student or other organization;
- Causes or creates a substantial risk of causing of physical or psychological harm;
- Includes, but is not limited to:
    - Physical abuse (e.g., beating, branding, forced physical activity);
    - Forced consumption of substances (e.g., alcohol, drugs, food);
    - Sleep deprivation, exposure to extreme elements, or confinement;
    - Coerced sexual acts;
    - Threats or intimidation;
    - Any act that violates local, state, tribal, or federal law.

Scope

This policy applies to all students, student organizations, faculty, staff, and volunteers associated with Remington College, whether the hazing occurs on or off campus.

Reporting Hazing

Reports of hazing can be made through the following channels:

- In Person: To the Campus President at your local campus.
- Anonymous Reporting: Via email at student.affiars@remingtoncollege.edu

All reports will be taken seriously and investigated promptly. Retaliation against individuals who report hazing in good faith is strictly prohibited.

Investigation Process

Upon receiving a report:

- The Office of Student Affairs or designated authority will initiate a prompt, fair, and impartial investigation.
- Investigations will follow due process and may involve interviews, evidence collection, and coordination with law enforcement if necessary.
- Findings will be documented, and appropriate disciplinary actions will be taken in accordance with the Student Code of Conduct. Additionally, Remington College reserves the right to delete content or discontinue Campus-provided internet accounts for any reason. Violation of this Hazing Prevention Policy may subject the student to the following or any other disciplinary action in accordance with the Student Code of Conduct:
    1) Reprimand.
    2) Imposition of specific restrictions.
    3) Disciplinary probation.

4) Suspension.
5) Termination.

Hazing Prevention and Education
Remington College will implement and maintain:

- Research-informed, campus-wide prevention programs that address the root causes of hazing.
- Primary prevention strategies targeting incoming students, student leaders, and high-risk organizations.
- Annual training for student organization advisors, leaders, and members.
- Awareness campaigns during orientation and throughout the academic year.

Campus Hazing Transparency Report
In compliance with the SCHA:

- A Campus Hazing Transparency Report will be published on www.remingtoncollege.edu/consumer-information and updated at least twice per year.
- The report will include:
  - Names of student organizations found responsible for hazing;
  - General descriptions of violations;
  - Dates of incidents, investigations, findings, and notifications.

Annual Security Report
Hazing statistics will be included in the institution's Annual Security Report (ASR), beginning with the 2026 ASR (covering 2025 data), as required by the Jeanne Clery Campus Safety Act.

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

DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES

From time to time, students may have disputes with Remington College resulting from the student's recruitment, enrollment and/or attendance, or otherwise arising out of a student's relationship with Remington College. It is the goal of Remington College to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties.

REMINGTON COLLEGE GRIEVANCE PROCEDURES

A grievance is defined as any dispute between the student and the Campus. Should a student have a grievance concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may then contact the Program Chair or Academic Dean for assistance in resolving the grievance. If a solution satisfactory to the student is not reached with the Program Chair or Academic Dean, the student may submit his or her grievance, in writing, to the Campus President, clearly describing the grievance.

The Campus President 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 Campus President. In the event the student is not satisfied with the resolution provided by the Campus President, 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
9451 Lyndon B. Johnson Fwy., Ste. 200
Dallas, TX 75243
(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, within three business days of receipt of the grievance by a Remington College official.

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

ACCREDITING COMMISSION AND STATE 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").

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

Texas Students – Degree Programs
Any current student enrolled in a degree program, any former student who was enrolled in a degree program, or any prospective student considering enrollment in a degree program, may submit complaints to the Texas Higher Education Coordinating Board ("THECB") via the Student Complaint policy set forth on the THECB's website at: https://www.highered.texas.gov/student-complaints.

Specifically, students may obtain a THECB Student Complaint Form (as well as other forms which it will be necessary for students to complete in order to submit a complaint to the THECB) at the Uniform Resource Locator ("URL") set forth in the previous paragraph (or by going to the THECB's main home page at https://www.highered.texas.gov/, and entering the search term "complaints"). Following completion of the THECB Student Complaint Form (and other required forms, also provided at the URL set forth above), students (or former or prospective students) may submit their complaint using one of the following options:

- Completing the THECB's online student complaint form (available at the URL for the THECB's website set forth above) and uploading the required supporting documentation in Portable Document Format (PDF).
- Mailing printed forms and documentation to:

Texas Higher Education Coordinating Board,
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

The THECB will require any complainant to exhaust all grievance and appeal procedures that Remington College has established (such policies being set forth in detail in the Catalog) to address student complaints prior to initiating any investigation. All complaints submitted to the THECB must include a completed student complaint form as well as a signed FERPA Consent Release form, and a THECB Consent and Agreement Form (all of which are provided at the URL set forth above). Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is also provided at the URL set forth above.

The THECB does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the THECB was the complainant's exhaustion of Remington College's grievance procedures. Former students shall file a student complaint form with the THECB no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the THECB was the complainant's exhaustion of the institution's grievance procedures.

Once the THECB receives a student complaint form, the THECB may refer the complaint to other agencies or entities as appropriate (for example, the Consumer Protection Division of the Office of the Attorney General of Texas or to the Accrediting Commission of Career Schools and Colleges, in appropriate circumstances), or the THECB may initiate an investigation itself if the student complaint concerns compliance with the statutes and regulations that the THECB administers.

As part of any investigation, the THECB will request a response from Remington College, and may also contact other persons or entities named in the student's complaint or in Remington College's response, in order to ascertain all relevant facts. In appropriate cases, the THECB will also attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and to Remington College. In cases in which an informal resolution between the student and Remington College is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner of Higher Education (the "Commissioner"). The Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requesting Remington College to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Texas Students – Diploma Programs
Any current student enrolled in a diploma program, any former student who was enrolled in a diploma program, or any prospective student considering enrollment in a diploma program, may submit complaints to the Attorney General of Texas, Consumer Protection and Public Health, 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/file-consumer-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.

All Students – Distance Education (Online) Programs
If a student has a complaint regarding a distance education program, they should first attempt to resolve it by following Remington College's Grievance Procedures. If the complaint cannot be resolved by the College, a student may file a complaint with the Texas Higher Education Coordinating Board, which handles complaints for State Authorization Reciprocity Agreement (SARA)-approved institutions in Texas. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.

A student may file a complaint with the Texas Higher Education Coordinating Board by completing the Student Complaint Form available at https://www.highered.texas.gov/state-authorization-reciprocity-agreement/, and emailing the Form to Complaints@highered.texas.gov.

The following information should be included within the student complaint form when describing the complaint:

- Did the complaint result from distance education courses, activities, and operations provided by a Texas SARA-participating institution?
- Was the student a resident of a state other than Texas at the time of the complaint?

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 U.S. 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.

Students enrolled under State Authorization Reciprocity Agreement (SARA) provisions, which include students who are enrolled in a distance education program (i.e., a program that is delivered entirely online), are not subject to binding arbitration.

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 or a claim brought by a student enrolled under SARA provisions, 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").

The Student may contact the Legal Department at Remington College between 8:30a.m. and 5:00p.m. Central time at 9451 Lyndon B. Johnson Fwy., Ste. 200, Dallas, TX 75243, (407) 562-5689 to obtain additional information regarding how to commence arbitration. 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).

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.

EXAMINATION OF STUDENT RECORDS

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

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

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

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

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

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

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

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

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Program(s) Undertaken
- Dates of Attendance
- Degree/Diploma Awarded
- 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 Registrar's Office, objecting to the disclosure of all or part of the directory information, within thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Registrar's Office unless and until rescinded in writing by the student.

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

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

SMOKE- AND TOBACCO-FREE CAMPUS

In keeping with the Campus' intent to provide a safe and healthy educational environment, smoking, 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 twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of that State's underage drinking laws.

Health Risks

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

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

Available Drug and/or Alcohol Counseling/Treatment
Students are encouraged to seek professional help should they need assistance with drug and/or alcohol problems, and the Substance Abuse and Mental Health Services Administration 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
Cathy Ivey, Director
Doug Gale, Director
Girard Blunte, Director
Dr. Heath Kilgore, Director
Kevin Smith, Director
Brandon Shedron, President
Heather Hensell, Provost
Adam Martin, General Counsel / Senior Vice President of Human Resources / Secretary
Jeremy Alley, Chief Financial Officer / Controller
Deborah Diaz, Senior Vice President of Financial Aid
Heather McIver, Senior Vice President of Institutional Innovation

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 Campus (League City), 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.

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 CAMPUS (LEAGUE CITY)
Remington College's Houston Campus (League City), 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 May 2025, the Campus moved to its present location in League City, TX.

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.

2026 CALENDAR

MODULES – CULINARY SKILLS ESSENTIALS

Begin	End
January 12, 2026	February 7, 2026
February 9, 2026	March 7, 2026
March 9, 2026	April 4, 2026
April 13, 2026	May 9, 2026
May 11, 2026	June 6, 2026
June 8, 2026	July 4, 2026
July 13, 2026	August 8, 2026
August 10, 2026	September 5, 2026
September 7, 2026	October 3, 2026
October 12, 2026	November 7, 2026
November 9, 2026	December 5, 2026
December 7, 2026	January 9, 2027

MODULES – ALL OTHER DIPLOMA PROGRAMS

Begin	End
January 12, 2026	February 5, 2026
February 9, 2026	March 5. 2026
March 9, 2026	April 2, 2026
April 13, 2026	May 7, 2026
May 11, 2026	June 4, 2026
June 8, 2026	July 2, 2026
July 13, 2026	August 6, 2026
August 10, 2026	September 3, 2026
September 7, 2026	October 1, 2026
October 12, 2026	November 5, 2026
November 9, 2026	December 3, 2026
December 7, 2026	January 7, 2027

QUARTERS – CULINARY MANAGEMENT, HVAC DEGREE PROGRAM, & MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE) DEGREE PROGRAMS

Begin	End
January 12, 2026	April 2, 2026
February 9, 2026	May 7, 2026
March 9, 2026	June 4, 2026
April 13, 2026	July 2, 2026
May 11, 2026	August 6, 2026
June 8, 2026	September 3, 2026
July 13, 2026	October 1, 2026
August 10, 2026	November 5, 2026
September 7, 2026	December 3, 2026
October 12, 2026	January 7, 2027
November 9, 2026	February 4, 2027
December 7, 2026	March 4, 2027

QUARTERS – ALL OTHER DEGREE PROGRAMS

	Begin	End
Winter Quarter	January 12, 2026	April 2, 2026
Spring Quarter	April 13, 2026	July 2, 2026
Summer Quarter	July 13, 2026	October 1, 2026
Fall Quarter	October 12, 2026	January 7, 2027

BREAKS – CULINARY SKILLS ESSENTIALS

	Begin	End
Winter Break	January 4, 2026	January 11, 2026
Spring Break	April 5, 2026	April 12, 2026
Summer Break	July 5, 2025	July 12, 2026
Fall Break	October 4, 2026	October 11, 2026
Winter Break	December 25, 2026	January 3, 2027

BREAKS – ALL OTHER PROGRAMS

	Begin	End
Winter Break	January 2, 2026	January 11, 2026
Spring Break	April 3, 2026	April 12, 2026
Summer Break	July 3, 2025	July 12, 2026
Fall Break	October 2, 2026	October 11, 2026
Winter Break	December 25, 2026	January 3, 2027

HOLIDAYS

New Year's Day	January 1, 2026
Dr. Martin Luther King Day	January 19, 2026
President's Day	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day (Observed)	July 3, 2026
Labor Day	September 7, 2026
Columbus Day / Indigenous Peoples' Day	October 12, 2026
Veterans Day	November 11, 2026
Thanksgiving Day	November 26, 2026
Friday After Thanksgiving Day	November 27, 2026
Christmas Day	December 25, 2026
New Year's Day	January 1, 2027

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