# REMINGTON COLLEGE'S LAFAYETTE CAMPUS

## ADDENDUM TO CATALOG/VOLUME N-2606 DATED 6/2/2026

**Revised: 11/5/26**

## TUITION SCHEDULE

| | |
|---|---|
| DIPLOMA IN CONSTRUCTION AND BUILDING MAINTENANCE** | $16,795.00 |
| DIPLOMA IN ELECTRICIAN** | $16,800.00 |
| DIPLOMA IN HEATING, VENTILATION AND AIR CONDITIONING | $23,500.00 |
| DIPLOMA IN PHARMACY TECHNICIAN | $23,384.00 |
| ASSOCIATE OF SCIENCE IN HEATING, VENTILATION AND AIR CONDITIONING | $31,658.00 |
| ASSOCIATE OF SCIENCE IN PHARMACY TECHNICIAN | $29,489.00 |

***Students enrolling in this program 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 cost of the College's tool kit, which is not included in the tuition cost stated above, is provided below. For additional information see the Required Course Materials Disclosure Form for your program.*

***Construction and Building Maintenance Kit: $535*
***Electrician Kit: $398*

# ADMINISTRATORS AND FACULTY

| ADMINISTRATORS | TITLES |
|---|---|
| Jason Bruno | Campus President/Dean |
| Heather Daigle | Assistant Campus President/ Director of Admissions |
| Dana Guidry | Director of Career Services |
| Jack Tollefson | Program Chair, Construction and Building Maintenance/HVAC (Diploma) |
| Kendrick Thompson | Lead Instructor, HVAC (AS) |
| Donnetta Roy | Program Chair, Laboratory Assistant |
| Chantell Wilson | Program Director, Pharmacy Tech |
| Vicki Townsend | Library Resource System Supervisor |
| Bailey Beard | Student Financial Services Advisor |
| Diane Vernon | Campus Administrative Coordinator |
| Takara Sias | Registrar |

### CONSTRUCTION AND BUILDING MAINTENANCE & HVAC

| FACULTY | CREDENTIALS | INSTITUTIONS |
|---|---|---|
| Jack Tollefson | EPA Type II, III, & IV | Texas State Technical Institute |
| Kendrick Thompson | AS, Business Administration | Remington College |
| | Diploma, HVAC Technician | Blue Cliff College |

### ELECTRICIAN

| FACULTY | CREDENTIALS | INSTITUTIONS |
|---|---|---|
| Joseph B. Williams | Licensed Electrical Contractor | State of Louisiana |
| | Diploma, Electrician | Louisiana Technical College |

### LABORATORY ASSISTANT

| FACULTY | CREDENTIALS | INSTITUTIONS |
|---|---|---|
| Erica Domingue | AAS, Medical Laboratory Technician | Delgado Community College |
| LeAnn Landry | Certificate, Patient Care Technician | Acadiana Career College |

### PHARMACY TECHNICIAN

| FACULTY | CREDENTIALS | INSTITUTIONS |
|---|---|---|
| Chantell Wilson | BS, Liberal Arts | University of Louisiana |
| | Diploma, Pharmacy Technician | Unitech Training Academy |

# ADDITIONAL MODIFICIATIONS

Page 1: The Campus Location and Facilities description has been updated. The updated description is provided below.

*The Campus is located at 4021A Ambassador Caffery Pkwy, Suite 100A, Lafayette, LA 70503 and is comprised of approximately 13,000 square feet, which includes multiple classrooms, two computer labs, four allied health labs, one HVAC and construction and building maintenance training lab, one electrical lab, an Information Resource Center, student lounge, and administrative office space. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.*

Page 9: 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 19: The following information has been added to the Educational Equipment listing:

- *Electrician equipment may include: hand tools, multimeters and voltage testers, electrical wiring and components, conduit benders, electrical panels and boxes, blueprints and wiring diagrams, soldering tools, and safety equipment.*

Page 23: The Campus is no longer enrolling new students in the Laboratory Assistant (Diploma) program.

Page 35: 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 45: 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 52: Doug Gale and Jeremy Alley have been removed from the listing of Directors and Officers.

**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.

# ELECTRICIAN

**DIPLOMA**

9 Months

The Electrician Program provides training for students seeking entry-level electrician positions. Students will learn electrical safety, residential and commercial wiring, and troubleshooting electrical systems, as well as perform hands-on work in an industry-standard lab setting.

The objective of this Program is to prepare graduates for entry-level electrician apprentice, electrician helper, or similar entry-level electrician positions in residential, commercial, and industrial settings.

The Electrician 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 Electrician.

| Course Number | Course Name | Clock Hours | | | Quarter Credit Hours |
|---|---|---|---|---|---|
| | | Lecture | Lab | Externship | |
| EL100 | Introduction to Electricity and Basic Circuitry | 40 | 40 | 0 | 4.50 |
| EL101 | Electrical Diagrams | 40 | 40 | 0 | 4.50 |
| EL102 | Electrical Wiring | 40 | 40 | 0 | 4.50 |
| EL103 | Electrical Safety and Tools | 40 | 40 | 0 | 4.50 |
| EL104 | Electrical Systems and Equipment | 40 | 40 | 0 | 4.50 |
| EL105 | Residential Wiring | 40 | 40 | 0 | 4.50 |
| EL106 | Commercial and Industrial Wiring | 40 | 40 | 0 | 4.50 |
| EL107 | Troubleshooting Electrical Systems | 40 | 40 | 0 | 4.50 |
| EL200 | Final Project and Review | 40 | 40 | 0 | 4.50 |
| | **Total:** | *360* | *360* | *0* | *40.5* |

**EL100** **4.50 Quarter Credit Hours**
**Introduction to Electricity and Basic Circuitry** **40/40/0**
This course presents an overview of electrical systems and their components. Students will learn about electrical measurements and units, basic circuitry and Ohm's law, and basic safety practices in electrical work.
*Prerequisite(s): None*

**EL101** **4.50 Quarter Credit Hours**
**Electrical Diagrams** **40/40/0**
In this course, students learn fundamental knowledge and practical skills needed to understand, create, and interpret electrical diagrams and schematics. Students will learn to read and interpret various types of electrical diagrams, including circuit diagrams, wiring diagrams, block diagrams, and ladder logic diagrams.
*Prerequisite(s): None*

**EL102** **4.50 Quarter Credit Hours**
**Electrical Wiring** **40/40/0**
In this course, students will learn about types of wires and cables, wiring methods and practices, blueprints and schematics, and wiring devices and terminations.
*Prerequisite(s): None*

**EL103** **4.50 Quarter Credit Hours**
**Electrical Safety and Tools** **40/40/0**
This course presents electrical safety practices and regulations. Students will learn about electrical hazards and how to avoid them. Students will learn how to utilize electrical tools and equipment.
*Prerequisite(s): None*

**EL104** **4.50 Quarter Credit Hours**
**Electrical Systems and Equipment** **40/40/0**
This course presents information about electrical distribution systems. Students will learn about power generation and transmission systems, electrical motors and controls, and electrical transformers and their applications.
*Prerequisite(s): EL100, EL01, EL102, EL103*

**EL105** **4.50 Quarter Credit Hours**
**Residential Wiring** **40/40/0**
In this course, students will learn about residential electrical systems and their components, residential wiring codes and regulations, and electrical wiring installation and residential buildings.
*Prerequisite(s): EL100, EL01, EL102, EL103*

**EL106** **4.50 Quarter Credit Hours**
**Commercial and Industrial Wiring** **40/40/0**
In this course, students will learn about commercial and industrial electrical systems, electrical wiring installation in commercial and industrial buildings, and electrical loads and distribution.
*Prerequisite(s): EL100, EL01, EL102, EL103*

**EL107** **4.50 Quarter Credit Hours**
**Troubleshooting Electrical Systems** **40/40/0**
In this course, students will learn to identify common electrical faults and issues, troubleshoot techniques and practices, and use electrical test equipment.
*Prerequisite(s): EL100, EL01, EL102, EL103, EL104, EL105, EL106*

**EL200** **4.50 Quarter Credit Hours**
**Final Project and Review** **40/40/0**
In this course, students will complete a final project to showcase skills and knowledge and review all of the electrical concepts covered throughout the program.
*Prerequisite(s): EL100, EL01, EL102, EL103, EL104, EL105, EL106, EL107*

# 2027 CALENDAR

## 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 |

## 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 |

## BREAKS

| | 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

**Remington College**
***Lafayette Campus***
4021A Ambassador Caffery Pkwy, Suite 100A
Lafayette, LA 70503
Phone: (337) 981-4010
Fax: (866) 422-9794

**A Branch Campus of**
***Remington College's Dallas Campus***
9451 Lyndon B. Johnson Freeway, Suite 200
Dallas, TX 75243
Phone: (972) 686-7878
Fax: (800) 884-0729

www.remingtoncollege.edu

## Date of Publication: June 2, 2026

**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 Lafayette 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, trades, 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 4021A Ambassador Caffery Pkwy, Suite 100A, Lafayette, LA 70503 and is comprised of approximately 13,000 square feet, which includes four classrooms, two computer labs, four allied health labs, one HVAC and construction and building maintenance training lab, an Information Resource Center, student lounge, and administrative office space. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

## ACCREDITATION, AFFILIATIONS AND LICENSING

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.

### ASHP/ACPE ACCREDITATION

The Pharmacy Technician programs are accredited by the American Society of Health System Pharmacists ("ASHP") and the Accreditation Council for Pharmacy Education.

### STATE LICENSURE

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

The Campus is licensed by the State of Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Licenses are renewed by the State of Louisiana Board of Regents on an annual renewal basis for diploma programs and every two years for degree granting programs. Licensed institutions have met minimal operational standards set forth by the State of Louisiana, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Additionally, the Pharmacy Technician programs are approved by the Louisiana Board of Pharmacy.

## 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 a minor, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant.

   Applicants for the Pharmacy Technician program must also (i) complete a Criminal History Acknowledgement and Self-Disclosure Form, (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check, (iii) execute a State Licensure Acknowledgement and Disclosure Form, and (iv) and execute a Drug Screening Acknowledgement and Disclosure Form prior to executing an 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).

   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.

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

3) Applicants must 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) 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.**

5) 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.

6) 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.
c) The criminal background check performed on Pharmacy Technician 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**.

### 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. Students may drop courses after the drop/add period, however, a grade will be recorded and Tuition will be charged. 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 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 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 Lafayette 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 Freeway, Suite 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.

### CONSTRUCTION AND BUILDING MAINTENANCE AND LABORATORY ASSISTANT 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.

### HEATING, VENTILATION AND AIR CONDITIONING AND PHARMACY TECHNICIAN PROGRAMS

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled credit hours in a Quarter 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 Quarter, 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 VERIFICATIONS

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

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.

### 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 set forth below and begin their course of study on or after December 3, 2012. The Academic Achievement Scholarship is not available to re-enrolling or re-entering students. The amount of an Academic Achievement Scholarship is $500 per academic year (typically 9 months). To be eligible to receive an Academic Achievement Scholarship, a student must have 1) graduated from high school in 2014 or later with a cumulative high school grade point average of 3.00 or higher based on a 4.00 scale and 2) submitted an Academic Achievement Scholarship Application. For a list of the programs designated for participation in the Academic Achievement Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

**CAREER READY SCHOLARSHIP**

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

**M.J. FOSTER PROMISE PROGRAM**

The M.J. Foster Promise Program provides financial assistance to eligible students who enroll in a qualified program at a two-year public college or university, or an accredited proprietary school licensed by the Board of Regents to pursue an associate degree or a shorter-term postsecondary education credential required for certain high-demand, high-wage occupations aligned with Louisiana's workforce priorities.

The M.J. Foster Promise Program is available to all eligible Louisiana residents (21 years or older) with individual student awards available on a first-come, first-served basis. Students will qualify for financial support to earn credentials that align to high-demand jobs in growing industry sectors, such as construction, healthcare, information technology, manufacturing, and transportation and logistics.

Students will meet the preliminary requirements for the M.J. Foster Promise Program based upon the information provided on their application and the FAFSA (Free Application for Student Aid). Funds are distributed on first come first served basis and considered a "last dollar" award.

**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.

**NEW CAREER SUCCESS SCHOLARSHIP**

The New Career Success Scholarship is available to students enrolling in Remington College for the first time that can satisfy the eligibility requirements set forth below and begin their course of study in one of the programs designated for participation in the New Career Success Scholarship program on or after December 3, 2012. The New Career Success Scholarship is not available to re-enrolling or re-entering students. The New Career Success Scholarship provides either 1) $1,500 per academic year (typically 9 months) to students enrolled in eligible degree programs or 2) $1,000 per program to students enrolled in eligible diploma programs.

To be eligible to receive a New Career Success Scholarship, a student must a) demonstrate Financial Need, as determined by the Student Finance Department at the Remington College Campus the student attends and b) submit a New Career Success Scholarship Application and satisfy the eligibility criteria set forth therein. Financial Need means 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 application 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 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.

**TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)**

TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities. The four different award components of the TOPS Program are: TOPS Opportunity Award, TOPS Performance Award, TOPS Honors Award, and TOPS Tech Award.

# 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 agencies and resource guide that provide counseling services to assist students with coping skills, who are in abusive relationships, have a drug dependency, etc.

## 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.

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

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

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 may be obtained at any time by visiting the following website: https://www.remingtoncollege.edu/consumer-information/.

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.

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

## HOUSING

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

## LEARNING RESOURCE SYSTEM

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.

## 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

Typically, residential classes are scheduled between the hours of 7:30 a.m. and 10:30 p.m., Monday through Thursday. Administrative office hours may differ from scheduled class hours. Classes are offered and scheduled by Remington College in sequences or combinations to allow the student to complete the program in a timely manner.

Remington College reserves the right to alter schedules so that proper facilities, equipment, and faculty are available. The sequence in which courses are taught during the program may change at the discretion of the Education Department. Prerequisites for all courses are listed in the Course Description Section of this Catalog.

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

## EXPLANATION OF COURSE NUMBERING SYSTEM

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

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

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

## 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 Building Maintenance course equipment may include: water heater(s), electrical board(s), trainer(s), appliances, HVAC/R equipment, and boiler(s).
- HVAC equipment may include: refrigeration systems, air conditioners, heat pumps, and air conditioning and refrigeration service equipment.
- Laboratory Assistant course equipment may include: microscopes, centrifuges, heating sources, pH meters, spectrophotometers, incubators, autoclaves, microtomes, balances, and safety gear.
- Pharmacy Technician equipment may include" drug carts, laminar hoods, spill cleanup kits, digital thermometers, cylinders, ribbed funnels, tablet counters, and draining/drying racks.

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.**

Pharmacy Technician Diploma Program

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

The Campus has designed an educational program curriculum for a Diploma of Pharmacy Technician, which if successfully completed is **insufficient to meet** the licensure and certification requirements for a pharmacy technician license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for a Diploma of Pharmacy Technician, if successfully completed, is sufficient to meet the licensure and certification requirements for a pharmacy technician license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, 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, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Pharmacy Technician Associate's Degree Program

The Campus has designed an educational program curriculum for an Associate's Degree of Pharmacy Technician, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a pharmacy technician license in the following states: Louisiana.

The Campus has designed an educational program curriculum for an Associate's Degree of Pharmacy Technician, which if successfully completed is **insufficient to meet** the licensure and certification requirements for a pharmacy technician license in the following states: None known.

The Campus **has not determined** whether its educational program curriculum for an Associate's Degree of Pharmacy Technician, if successfully completed, is sufficient to meet the licensure and certification requirements for a pharmacy technician license in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, 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, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

# 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* |

# 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* |

# LABORATORY ASSISTANT

**DIPLOMA**

7 Months

The Laboratory Assistant Program provides training for students seeking entry-level laboratory assistant positions. Students will learn laboratory safety, quality control, equipment, techniques, and procedures as well as perform hands-on work in an industry-standard lab setting.

The objective of this Program is to prepare graduates for entry-level laboratory assistant positions in a clinical or research laboratory.

The Laboratory Assistant Program is divided into 7 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 Laboratory Assistant.

| Course Number | Course Name | Clock Hours | | | Quarter Credit Hours |
|---|---|---|---|---|---|
| | | Lecture | Lab | Externship | |
| LT100 | Laboratory Safety and Quality Control | 40 | 40 | 0 | 5.00 |
| LT101 | Laboratory Equipment and Instrumentation | 40 | 40 | 0 | 5.00 |
| LT102 | Laboratory Techniques and Procedures | 40 | 40 | 0 | 5.00 |
| LT103 | Clinical Laboratory Science | 40 | 40 | 0 | 5.00 |
| LT104 | Specialized Laboratory Testing | 40 | 40 | 0 | 5.00 |
| LT105 | Externship | 0 | 0 | 120 | 4.00 |
| LT106 | Certification Preparation | 40 | 40 | 0 | 4.50 |
| | **Total:** | *240* | *240* | *120* | *33.5* |

# PHARMACY TECHNICIAN

**DIPLOMA**

13 Months (53 Weeks)

The Pharmacy Technician Diploma Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as developing relationships between the pharmacist and the pharmacy technician. The objective of this Program is to prepare graduates for entry-level positions such as pharmacy technician, pharmacy service representative, outpatient pharmacy technician, and inpatient pharmacy technician in work locations such as retail or mail-order pharmacies, hospitals, nursing homes, and assisted-living facilities.

Program completion normally requires 49 weeks of instruction for full-time students, which are delivered over a 53 week period that includes scheduled break times. The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom/laboratory instruction, which are delivered in a hybrid format, and one 200 hour 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. Students must complete a minimum of 160 hours at their externship site to earn a passing grade in PT120.

Students enrolling in the Pharmacy Technician Program will be subject to one or more background check(s) and drug screening(s). In the state of Louisiana, students enrolling in the Pharmacy Technician Program will be required to obtain a Pharmacy Technician Candidate Registration in order to be eligible to participate in the externship. This registration includes a criminal background check. The state of Louisiana also requires pharmacy technicians to obtain a Louisiana Pharmacy Technician Certificate in order to practice as a technician.

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

| 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 Part I | 20 | 0 | 0 | 2.00 |
| GE205 | Introduction to Algebra Part 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 |
| PT111 | Pharmacy Practice | 40 | 40 | 0 | 5.00 |
| PT112 | Dosage Calculation | 40 | 20 | 0 | 3.50 |
| PT115 | Therapeutics and Pharmacy Law | 20 | 40 | 0 | 3.50 |
| PT117 | Therapeutics and Medical Safety | 50 | 30 | 0 | 5.00 |
| PT120 | Pharmacy Technician Externship | 0 | 0 | 200 | 7.00 |
| PT121 | Therapeutics, Prescription Entry, and Billing | 40 | 40 | 0 | 5.00 |
| PT122 | Sterile Products and Quality Assurance | 40 | 20 | 0 | 4.00 |
| PT123 | Extemporaneous Compounding and Inventory Management | 40 | 40 | 0 | 5.00 |
| PT124 | Capstone and Certification Preparation | 10 | 30 | 0 | 2.00 |
| | **Total:** | *510* | *370* | *200* | *64* |

# HEATING, VENTILATION, AND AIR CONDITIONING

## ASSOCIATE OF 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 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.

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

# PHARMACY TECHNICIAN

## ASSOCIATE OF SCIENCE

24 Months

The Pharmacy Technician Degree Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as developing relationships between the pharmacist and the pharmacy technician. 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 pharmacy technician, pharmacy service representative, outpatient pharmacy technician, and inpatient pharmacy technician in work locations such as retail or mail order pharmacies, hospitals, nursing homes, and assisted-living facilities.

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, with the exception of a 40-hour externship course component. The externship portion of the program is 200 hours comprised of a 160-hour one month course/module and a 40-hour one week course/module.

In order to be eligible for the externship period, students must successfully complete all other 100- and 200-level courses in the academic periods and must have earned a minimum cumulative GPA of 2.0. Students must complete a minimum of 160 hours at their externship site to earn a passing grade in PT120A and PT120B.

Students enrolling in the Pharmacy Technician Program will be subject to one or more background check(s) and drug screening(s). In the state of Louisiana, students enrolling in the Pharmacy Technician Program will be required to obtain a Pharmacy Technician Candidate Registration in order to be eligible to participate in the externship. This registration includes a criminal background check. The state of Louisiana also requires pharmacy technicians to obtain a Louisiana Pharmacy Technician Certificate in order to practice as a technician.

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

| 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 |
| HS115 | Law, Ethics, and Therapeutic Communication | 10 | 50 | 0 | 3.00 |
| HS1004 | Healthcare Leadership | 100 | 0 | 0 | 8.00 |
| PT111 | Pharmacy Practice | 40 | 40 | 0 | 5.00 |
| PT112 | Dosage Calculation | 40 | 20 | 0 | 3.50 |
| PT115 | Therapeutics and Pharmacy Law | 20 | 40 | 0 | 3.50 |
| PT117 | Therapeutics and Medical Safety | 50 | 30 | 0 | 5.00 |
| PT120A | Pharmacy Technician Externship | 0 | 0 | 160 | 5.50 |
| PT120B | Pharmacy Technician Externship | 0 | 0 | 40 | 1.50 |
| PT121 | Therapeutics, Prescription Entry, and Billing | 40 | 40 | 0 | 5.00 |
| PT122 | Sterile Products and Quality Assurance | 40 | 20 | 0 | 4.00 |
| PT123 | Extemporaneous Compounding and Inventory Management | 40 | 40 | 0 | 5.00 |
| PT124 | Capstone and Certification Preparation | 10 | 30 | 0 | 2.00 |
| | **Total:** | *790* | *370* | *200* | *90* |

# COURSE DESCRIPTIONS

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

**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*

**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*

**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*

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

**GE1218** **6.00 Quarter Credit Hours**
**Oral Communication**
This course explores the theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations.
*Prerequisite(s): None*

**GE1318** **6.00 Quarter Credit Hours**
**College Algebra**
The purpose of this course is to provide students with an understanding of a wide variety of algebraic concepts and problem-solving methods. Topics include algebraic skills, problem-solving applications, equations and inequalities, graphing, relations and functions (including exponential, logarithmic, linear, polynomial, rational, and absolute value), systems of equations, and binomial theorem.
*Prerequisite(s): None*

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

**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*

**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*

**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): HV132*

**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 will present an understanding of the design, components, installation and operation of modern hydronic heating systems. Students are instructed how to assess the thermal and hydraulic performance of a hydronic system and to calculate the optimum performance of that system. Students are also instructed how to troubleshoot and service hydronic equipment, systems and controls.
*Prerequisite(s): HV102, HV125, HV132, HV142, HV152, HV162*

**LT100** **5.00 Quarter Credit Hours**
**Laboratory Safety and Quality Control** **40/40/0**
This course presents an introduction to laboratory safety practices and regulations. Students will learn about Personal Protective Equipment (PPE) and its proper use and quality control procedures for a laboratory setting.
*Prerequisite(s): None*

**LT101** **5.00 Quarter Credit Hours**
**Laboratory Equipment and Instrumentation** **40/40/0**
In this course, students will learn about laboratory equipment and instrumentation. In addition, students will learn about operating and maintaining laboratory equipment, such as centrifuges, microscopes, and spectrophotometers. Students will develop an understanding of calibration and validation of laboratory equipment.
*Prerequisite(s): LT100*

**LT102** **5.00 Quarter Credit Hours**
**Laboratory Techniques and Procedures** **40/40/0**
This course presents basic laboratory techniques, such as pipetting, dilutions, and preparation of reagents. Students will learn laboratory procedures for performing common laboratory test, such as blood tests, urine test, and microbiology tests.
*Prerequisite(s): LT101*

**LT103** **5.00 Quarter Credit Hours**
**Clinical Laboratory Science** **40/40/0**
This course presents basic concepts of hematology, clinical chemistry, and microbiology. Students learn laboratory techniques and procedures for analyzing patient samples and clinical settings.
*Prerequisite(s): LT102*

**LT104** **5.00 Quarter Credit Hours**
**Specialized Laboratory Testing** **40/40/0**
In this course, students will learn about specialized laboratory testing, such as molecular biology techniques, serology, and toxicology. Laboratory techniques and procedures for performing specialized tests will also be examined. Students will develop an understanding of the interpretation of specialized test results.
*Prerequisite(s): LT102*

**LT105** **4.00 Quarter Credit Hours**
**Externship** **0/0/120**
In this course, students will complete a hands-on, supervised internship at a laboratory or healthcare facility.
*Prerequisite(s): LT103, LT104*

**LT106** **4.50 Quarter Credit Hours**
**Certification Preparation** **40/40/0**
This course is designed to review and integrate the concepts taught throughout the program and to serve as preparation for the certification exam.
*Prerequisite(s): LT105*

**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*

**PT111** **5.00 Quarter Credit Hours**
**Pharmacy Practice** **40/40/0**
This course introduces essential skills and responsibilities of a pharmacy technician in various pharmacy settings. After providing an overview of the evolution of pharmacy practice, the course discusses foundational concepts such as basic pharmacy procedures, common drugs and abbreviations, and the pharmacy billing system.
*Prerequisite(s): None*

**PT112** **3.50 Quarter Credit Hours**
**Dosage Calculation** **40/20/0**
This course focuses on the prevention of medication misadventures in various pharmacy practice settings through accurate prescription interpretation and dosage calculations. Verification of the measurement, preparation, and packing of medications is also discussed in this course.
*Prerequisite(s): HS111, HS112, PT111*

**PT115** **3.50 Quarter Credit Hours**
**Therapeutics and Pharmacy Law** **20/40/0**
This course addresses the structure, function, and pathology of the digestive, reproductive, skeletal, and endocrine systems. Drug classifications, medications, drug actions, and medication preparation for these systems are covered. Laws and standards regulating the field of pharmacy are also a focus of this course.
*Prerequisite(s): PT112, PT121*

**PT117** **5.00 Quarter Credit Hours**
**Therapeutics and Medical Safety** **50/30/0**
This course addresses the structure, function, and pathology of the circulatory, cardiovascular, and respiratory systems. Drug classifications, medications, drug actions, and medication preparation for these systems are covered. Emphasis is also placed on prescription and over-the-counter medication safety.
*Prerequisite(s): PT112, PT121*

**PT120** **7.00 Quarter Credit Hours**
**Pharmacy Technician Externship** **0/0/200**
This 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 retail, community practice, or other appropriate settings 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): PT124*

**PT120A** **5.50 Quarter Credit Hours**
**Pharmacy Technician Externship** **0/0/160**
This 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 retail, community practice, or other appropriate settings 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): PT124*

**PT120B** **1.50 Quarter Credit Hours**
**Pharmacy Technician Externship** **0/0/40**
This 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 retail, community practice, or other appropriate settings 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): PT124*

**PT121** **5.00 Quarter Credit Hours**
**Therapeutics, Prescription Entry, and Billing** **40/40/0**
This course addresses the structure, function, and pathology of the integumentary, ophthalmic, optic, nervous, and muscular systems. Drug classifications, medications, drug actions, and medication preparation for these systems are covered. Billing, payment collection, and reimbursement are also a focus of this course.
*Prerequisite(s): HS111, HS112, PT111*

**PT122** **4.00 Quarter Credit Hours**
**Sterile Products and Quality Assurance** **40/20/0**
This course is designed to introduce aseptic compounding and sterile products. Emphasis is also placed on the principles and procedures of quality assurance and on the risk levels for various compounded sterile preparations. Students must pass the Sterile Products Certification exam to pass this course.
*Prerequisite(s): PT112, PT121*

**PT123** **5.00 Quarter Credit Hours**
**Extemporaneous Compounding and Inventory Management** **40/40/0**
This course covers extemporaneous compounding equipment, techniques, preparation, and labeling. Management of inventory and purchasing systems is also included in this course.
*Prerequisite(s): PT112, PT121*

**PT124** **2.00 Quarter Credit Hours**
**Capstone and Certification Preparation** **10/30/0**
This course is designed to review and integrate pharmacy technology concepts taught throughout the program and to serve as preparation for a nationally accredited pharmacy technician certification examination.
*Prerequisite(s): HS115, PT115, PT117, PT121, PT122, PT123*

# 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 (degree and diploma programs). 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 (degree and diploma programs).

For degree and diploma programs, 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. The number of credit hours required to be completed depends upon the length of the program.

A credit hour is completed when a grade other than "W" or "I" is assigned to the credit 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 hours used to measure whether the Minimum Pace of Completion Requirement has been satisfied as of a Minimum Measuring Point. The credit hours assigned to courses for which a student receives a "W" will be included in the determination of the number of credit hours attempted that is used to measure whether the Minimum Pace of Completion Requirement has been satisfied as of a Minimum Measuring Point. The credit 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 hours attempted and completed in the determination of whether the Minimum Pace of Completion Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both credit hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit Hours Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of credit 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 has been satisfied as of a Minimum Measurement Point.

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

**MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENT**

| **Program Length** (Minimum # of Weeks/Months Required to Complete Program) | **Minimum CGPA Requirement** | **Minimum Pace of Completion (% of credits earned versus completed)** | **Minimum Measurement Point in Quarters** |
|---|---|---|---|
| 24 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 |
| 13 Months<br>12 Months<br>9 Months<br>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

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.

## 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.

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.

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.

#### METHOD OF RECORDING ATTENDANCE IN RESIDENTIAL CLASS SESSIONS

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

Students are encouraged to arrive on time for all class sessions and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided. A student who disagrees with the instructor's attendance determination may discuss the instructor's determination with the instructor and request that the instructor reconsider the determination. Students whose grades are affected by the attendance policy as a result of an attendance determination should seek redress as set forth in the "Grades in Error" section of this Catalog.

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

#### METHOD OF RECORDING ATTENDANCE IN ONLINE CLASS SESSIONS

Online class sessions are conducted asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as online discussions, remote lectures, simulations, or engagement in other class activities.

#### ATTENDANCE REQUIREMENTS

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

#### GRADE ADJUSTMENTS FOR PARTICIPATION IN RESIDENTIAL CLASS SESSIONS

The maximum grade a student will be eligible to receive for each course in the student's program will be based upon class participation. Students should monitor their participation grades in their 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 the earlier of (a) a regularly scheduled orientation or (b) a tour of the Campus facility and inspection of equipment.

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

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 uses the following method of determining Tuition charges for students enrolled in a degree program who do not complete their program:

1) Students whose last day of posted attendance occurs after 60% of the calendar days in a Payment Period will be charged 100% of the Payment Period Tuition.
2) Students whose last day of posted attendance occurs on or before 60% of the calendar days in a Payment Period will be charged on a pro rata basis through their last day of posted attendance and will be charged an additional $100 administrative fee.

## LOUISIANA DIPLOMA PROGRAM REFUND POLICY TABLE

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

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

## RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA) FUNDS

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

## RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION

### TITLE IV CREDIT BALANCES

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

#### NON-TIV CREDIT BALANCES

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

## RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL

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

#### DETERMINATION OF STUDENT BALANCES

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

#### INSTITUTIONAL REFUNDS

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

#### STATE REFUNDS

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

#### POST-WITHDRAWAL DISBURSEMENTS

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

## FORCE MAJEURE

Remington College will not be liable for any damages including but not limited to consequential damages resulting from Remington College'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. The Campus Administrators shall determine when classes will be cancelled due to weather conditions. An announcement of a decision to cancel classes may be broadcast on local radio and/or television stations. Students are responsible for contacting the Campus to determine if the Campus has been closed due to weather.

## STUDENT CONDUCT AND DISCIPLINE

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

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

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

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

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

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

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

## 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 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 Freeway, Suite 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 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 or council or to the applicable state regulatory agency ("State Board").

**Accrediting Commission**

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

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

**Accrediting Commission of Career Schools and Colleges**
**2101 Wilson Boulevard, Suite 302**
**Arlington, VA 22201**
**(703) 247-4212**
www.accsc.org | complaints@accsc.org

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

**State Board**

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

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

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

### 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.

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

The Student may contact the Legal Department at Remington College between 8:30a.m. and 5:00p.m. Central time at 9451 Lyndon B. Johnson Freeway, Suite 200, Dallas, TX 75243, (407) 562-5689 to obtain additional information regarding how to commence arbitration or where to file a Small Claims Court complaint . Remington College will, upon request, provide the student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined below). This packet will contain information on the address of the appropriate Small Claims Court and where the student can obtain a complaint form. By way of general information, under the AAA Rules, an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a "Demand") and submitting two copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of the Enrollment Agreement and the required fees and deposits. Upon request, Remington College will provide a Demand form, the address where the form should be sent along with a schedule of the required fees.

"Claim" means any claim, dispute, or controversy, whether in contract, tort or otherwise, whether pre-existing, present or future, and including statutory, common law, tort or equitable claims between a student and Remington College, except for a Borrower Defense Claim as defined above.

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

### TIME FOR COMMENCING ARBITRATION OR OTHER ACTION

The Application and Enrollment Agreement provides that the prosecution by arbitration or otherwise of any Claim, must be commenced within one year from the last date student attended Remington College, unless the student has payment obligations to Remington College that extend beyond such one year period. In the event student has payment obligations to Remington College that extend beyond the one year period, Remington College or the student may prosecute a Claim limited solely to the collection or payment of such financial obligation within the applicable statute of limitations. **In some states, the aforesaid one year limitations period will not be enforceable under applicable law.** Students are advised to investigate their rights under applicable state law. If the aforesaid one year limitation period is unenforceable, the student and Remington College shall have the period allowed by applicable law to commence a Claim.

## LIMITATION OF LIABILITY AND DAMAGES

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

## EXAMINATION OF STUDENT RECORDS

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

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

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

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

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

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

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

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

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

## 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 |

## HVAC AND PHARMACY TECHNICIAN 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 |

## BREAKS

| | Begin | End |
|---|---|---|
| Spring Break | January 2, 2026 | January 11, 2026 |
| | 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.**