



REMINGTON COLLEGE OF NURSING

2010 College Catalog

REMINGTON COLLEGE OF NURSING

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NOTICE: This catalog is intended to be effective for the calendar year listed above. Although every effort is made to ensure the accuracy of this catalog, regulations and program requirements may change. This catalog is current as of the time of printing. The institution reserves the right to modify organizational structures, schedule of courses, curriculum, and policies and procedures as circumstances dictate. This catalog is not complete unless accompanied with an appropriate Catalog Addendum.

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INTRODUCTION

Thank you for your interest in Remington College.

For those of you considering attending Remington College, 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 privately-owned post-secondary educational institutions. Remington College, and its predecessor companies, has operated privately-owned colleges since 1985. Currently Remington College has one or more campus locations in the following states: Alabama, Arkansas, California, Colorado, Florida, Hawaii, Louisiana, Ohio, South Carolina, Tennessee, and Texas.

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

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

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

CAMPUS LOCATION AND FACILITIES

Remington College of Nursing is located at 660 Century Point, Suite 1050, Lake Mary, FL. The Campus is comprised of 19, 220 square feet including 2 classrooms, 1 skills laboratory, 1 simulation laboratory, 2 conference rooms, a library and administrative areas. Information regarding relevant local safety and health standards, such as fire, building, and sanitation, is available to students upon request.

APPROVAL, ACCREDITATION AND LICENSURE

Remington College of Nursing is eligible for participation in Title IV programs. Financial aid is available for those who qualify.

ACCSC ACCREDITATION

Remington College of Nursing 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. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

FLORIDA BOARD OF NURSING

Remington College of Nursing has Florida Board of Nursing approval to offer the Bachelor of Science in nursing degree. Graduates of Remington College of Nursing will be eligible to sit for the National Council Licensure Examination - RN (NCLEX - RN).

COMMISSION ON COLLEGIATE NURSING EDUCATION

The next Commission of Collegiate Nursing Education (CCNE) board meeting is scheduled April 2010 at which time the CCNE board will consider the findings and observations of the team that visited the Remington College of Nursing.

STATE LICENSURE

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization. Remington College of Nursing is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

CONTRACTUAL RELATIONSHIPS

A student contracting with a Remington College Campus has a legal relationship only with the Campus and the company that owns and operates the Campus in which the student enrolls 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 the Campus), that no legal relationship exists between the students and any legal entity other than the Campus and the company that owns and operates the Campus.

PHILOSOPHY OF THE ORGANIZATION

MISSION STATEMENT FOR REMINGTON COLLEGE OF NURSING

The mission of Remington College of Nursing is to offer quality educational programs that provide its graduates with the educational foundation and skills necessary to achieve professional success in the field of nursing.

Remington College of Nursing is committed to providing quality nursing education with the goal of developing clinical leaders with the ability to advance and promote the health of the diverse populations within the communities they serve, advocate on behalf of their clients, achieve and maintain their clinical competency, and provide service to the community and the profession.

The members of the faculty and administration of Remington College of Nursing are dedicated to achieving the College's mission.

PHILOSOPHY OF REMINGTON COLLEGE OF NURSING

Baccalaureate nursing education is the basic preparation for professional nursing practice, and establishes the foundation for life-long learning. The faculty members believe that the baccalaureate graduate is a generalist, prepared to provide clinical leadership in the assessment, planning, delivery and evaluation of health care for individuals, families and communities.

The curriculum is structured to enable the student to demonstrate that they have developed an understanding and mastery of baccalaureate-level nursing and related concepts as they progress through their educational experience. Related concepts emphasized in the nursing curriculum include ethical decision-making, critical thinking, effective communication, leadership and management.

As envisioned by the faculty members of Remington College of Nursing, the nursing paradigm includes:

PERSON

Each person is a unique being with basic rights and choices who experiences multiple stressors from their continually changing internal and external environments with varying degrees of adaptation. The ultimate goal that a person has is to find, establish and maintain balance with health. Clients of nursing care are composed of individuals, families, groups, and communities with diverse backgrounds, sharing common goals and values. Perceptions, attitudes, values, and goals are influenced by culture, race, spirituality, age, gender, and abilities.

ENVIRONMENT

The environment is a complex, open system existing in a dynamic state of change. Economic, political, environmental, and technological factors exert their effects on society. The nurse promotes an environment in which the person's needs may be met, while respecting individual differences related to values, customs, and responses to life experiences.

HEALTH

Health is regarded as dynamic and multidimensional, with physical, mental, spiritual and social components that are all interrelated on the wellness-illness continuum, varying from a high level of wellness to varying degrees of illness. Health is influenced by both internal and external factors to the individuals' optimal level of functioning. When adaptive abilities are inadequate or stressed, the individual moves on the wellness-illness continuum toward a lower level of functioning. All people have the inherent right to make informed decisions regarding their health care, including self-determination.

NURSING

Nursing is both an art and a science. Professional nursing provides comprehensive health care services to clients in an effort to support them in attaining their optimal level of independence and wellness through the promotion, maintenance, and restoration of health. The role of the nurse is multifaceted, conceptualized in three primary categories: provider of care, coordinator of care and member of the profession. Nursing education is an interactive process, allowing the adult learner to incorporate previously learned knowledge, building a foundation for providing holistic, outcomes-oriented care. The profession works collaboratively with other members of the health care interdisciplinary team to facilitate optimal client outcomes. The faculty believes that the baccalaureate degree is the professional degree for nursing, providing the groundwork for the graduate degree.

LEARNING

Faculty members of Remington College of Nursing believe baccalaureate education in nursing is the basis for professional practice as a nurse generalist, and offers preparation for professional development and life-long learning. Baccalaureate nursing education, based upon a liberal arts education, is the synthesis of knowledge from a variety of disciplines, including the natural sciences, humanities, social, behavioral, and natural sciences.

Learning is a collaborative partnership between the student and the faculty member, promoted by critical thinking, problem-solving and effective decision-making. Learning occurs in a variety of settings, with each student responsible for maximizing his or her own experiences. Each student has unique life, educational and

PHILOSOPHY OF THE ORGANIZATION

work experiences and therefore, has individual learning needs. Outcome assessments quantitatively and qualitatively measure achievement of programmatic goals.

PURPOSES OF THE (ACCELERATED) BACHELOR OF SCIENCE IN NURSING PROGRAM

The purposes of the (Accelerated) Bachelor of Science in Nursing program are to provide undergraduate students with the:

1. Ability to practice professional nursing as a generalist.
2. Academic foundation necessary to pursue graduate education.

OUTCOMES OF THE (ACCELERATED) BACHELOR OF SCIENCE IN NURSING PROGRAM

The curriculum leading to the (Accelerated) Bachelor of Science in Nursing degree is designed to prepare a professional nurse who should be able to demonstrate the ability to:

1. Provide holistic care by applying the nursing process to manage the health care needs of culturally diverse individuals, families, groups, and communities;

2. Synthesize and apply knowledge from the humanities, the arts and letters, the social and natural sciences as a basis for decision-making in nursing practice;
3. Effectively communicate using written, verbal and electronic methodologies;
4. Collaborate as a member of the interdisciplinary health care team, in partnership with the individual, family, group, or community, to promote health and wellness and to influence health care delivery;
5. Apply theories of leadership and management to promote optimal care delivery with defined quality indicators;
6. Contribute to the enhancement of nursing practice through the evaluation of health outcomes and the application of research;
7. Actively participate in the role of a professional nurse through leadership and lifelong learning.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Remington College of Nursing Admission, Progression and Graduation Committee (“APG Committee”) is the decision-making body that determines a prospective student’s eligibility for admission, reviews students’ progression issues and considers readmission requests.

In determining an applicant’s eligibility for admission, the APG Committee will consider, among other factors, the applicant’s overall grade point average, overall science grade point average and application materials. The APG Committee will accept students for admission on a space available basis. Nursing is a limited access major, which may result in qualified applicants not having the opportunity to enroll in the (Accelerated) Bachelor of Science in Nursing (“ABSN”) program.

To be considered for acceptance, an applicant must do the following:

1. Execute an Application for Admission and satisfy all prerequisites for admissions prior to the start date of the Program.
2. Have earned a Bachelor of Science or a Bachelor of Arts degree from a nationally or regionally accredited institution, graduating with at least at 2.50 Grade Point Average (GPA). An official transcript is required as part of the application package.
3. Applicants must have successfully completed all prerequisite courses at the time of application. A science prerequisite GPA of at least 2.75 is needed to apply to the program. Required prerequisite courses are:
 - a. Anatomy and Physiology (8 semester / 12 quarter credits Parts I and II, with lab)
 - b. Microbiology (4 semester / 6 quarter credits, lab included)
 - c. Chemistry (4 semester / 6 quarter credits, lab included)
 - d. Statistics (3 semester / 4.5 quarter credits)
 - e. Social Science: Sociology or Psychology (3 semester / 4.5 quarter credits)
 - f. Human Growth and Development or Developmental Psychology (3 semester / 4.5 quarter credits)
4. Present two letters of reference, including one from an academic source.
5. Submit a résumé or curriculum vitae.
6. Submit an essay as part of the application package, addressing their desire to pursue a baccalaureate degree in nursing, including the rationale for choosing this professional pathway.
7. Include a copy of the completed Remington College of Nursing background check form which may be completed and printed

out at www.remingtonnursing.com/backgroundcheck/.

8. Must make 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. Any exceptions to this requirement must be approved in writing by the National Director of Financial Aid (or his/her designee) for all Remington Colleges.

9. Completed FDLE/FBI criminal background checks

The components of the background check include two parts:

- a. A background check done online through VerifiedCredentials.com. Details may be obtained from www.remingtonnursing.com/backgroundcheck/.
- b. A Level II Criminal Background Check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation. Contact the College to have a FDLE / FBI fingerprint card to be sent to you. All applicants are responsible for paying for the costs of the background checks and are advised to begin the process well in advance of submitting the application package to the College. Your application cannot be processed without these background check results.

Additionally, applicants for the (Accelerated) Bachelor of Science in Nursing program may be required to have a personal interview by the Campus President/Dean (or his or her designee), either in person or by phone.

ENTRANCE REQUIREMENTS ONCE ACCEPTED TO THE BACHELOR OF SCIENCE IN NURSING (ACCELERATED) PROGRAM

To be admitted, an applicant who has been accepted must satisfy the admissions requirements as follows:

1. Take a tour of the campus and execute an Enrollment Agreement.
2. Attend an orientation or obtain a waiver of the requirement to attend an orientation from the Campus President/Dean.
3. Meet the health requirements imposed by the clinical agencies, as set forth in (a) through (f):
 - a. Health History Form: Have a Remington College of

ADMISSIONS REQUIREMENTS AND PROCEDURES

Nursing Health History Form completed by a licensed provider (MD, NP or PA).

- b. MMR (Measles, Mumps, Rubella): Provide documentation of two immunizations or positive titer.
 - c. DT (Diphtheria/Tetanus): Provide documentation of immunization within the last ten (10) years.
 - d. Varicella (Chicken Pox): Provide documentation of satisfactory titer or immunization. History of disease does NOT meet this requirement.
 - e. Hepatitis B: Provide documentation of a completed Hepatitis B vaccine series.
 - f. Mantoux Tuberculin Skin Test: Be free of active (contagious) tuberculosis and provide documentation of a recent Mantoux tuberculin skin test using the two-step method conducted within the last 12 months. (Students will also be required to maintain at their own expense a current Mantoux Tuberculin Skin Test during their enrollment at Remington College of Nursing.) Students who test positive must meet current Center for Disease Control ("CDC") guidelines regarding annual chest x-rays.
4. Students are required to have access to personal computer, personal high speed internet and personal printer.
 5. Provide documentation of personal health insurance. (For details on health insurance requirements, see Student Responsibilities section.)
 6. Provide documentation of a current certification in cardiopulmonary resuscitation (CPR) for HealthCare Providers.
 7. Provide documentation of malpractice insurance obtained through the National Student Nurses Association. (For details on malpractice insurance, see Student Responsibilities section.)

ADDING OR WITHDRAWING FROM COURSES

All students will follow the prescribed coursework as outlined in the catalog, and as such, cannot progress in the curriculum unless all prerequisites for the upcoming quarter have been met. If a student considers withdrawing from a course, he/she needs to first meet with the Campus President/Dean. If a student withdraws from a course or fails a course, then he/she will need to wait until the course is offered again, and may only enroll if there is space. This space is not always guaranteed.

TRANSFER CREDIT

The Campus may accept transfer credits from other colleges, universities, or other Remington College campuses. Credits are accepted on the basis of applicability of the courses to be transferred and the comparability of course content. Students

may be required to take an examination or submit to an interview or such other reasonable procedures as are required, in the sole judgment of Remington College of Nursing to demonstrate competency prior to acceptance of the transfer credits. Decisions to accept or not to accept credits for transfer cannot be appealed. Students must submit an official transcript and other documentation, as requested, in support of their request to have transfer credits accepted. Transfer credits will not be accepted unless the student obtained a minimum grade of "C."

If a student has transfer credits that have been accepted by the Campus, and then elects to attend the class, the student will be charged for the class, and the grade earned will be included in computing the student's grade point average.

No more than 50% of a degree program's total required credit hours to graduate may be fulfilled with transfer credits.

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." The Campus has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits from the Campus. Accordingly, the Campus does not make any representation that credits from the Campus will be transferable to any non-affiliated college or educational institution, nor is any representative of the Campus authorized to make any such representation or promise of transferability.

The Campus 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, some of 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 the Campus accepts no liability if credits earned at the Campus will not transfer to another educational institution, except that such credits may be accepted by other Remington Colleges.

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. The Campus does not promise, represent or guarantee that credits from the Campus will transfer to any non-affiliated college or educational institution.

As previously described in this Catalog, the Campus is a member of a group of affiliated campuses. Each of the affiliated campuses accepts transfer credits from other affiliated campuses to the extent

ADMISSIONS REQUIREMENTS AND PROCEDURES

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 the Campus, students and prospective students should assume that credits from the Campus will not transfer to non-affiliated educational institutions. The Enrollment Agreement contains language advising students that credits from the Campus are not likely to be accepted by non-affiliated educational institutions and that the Campus accepts no liability related thereto.

RE-ENROLLMENT POLICY

Students who have previously been enrolled and activated at the Campus and who have withdrawn or been dismissed from the Campus may be eligible to re-enroll in an existing program. In order to be eligible to re-enroll the following criteria must be met:

1. Students have made financial arrangements to pay their cost of attendance satisfactory to the Campus and are not in default of any contractual agreements between the student and the Campus.
2. Students have not been dismissed due to failure to follow the Student Code of Conduct.
3. Students have not been dismissed for failure to maintain satisfactory academic progress.
4. Students have completed and executed a new Application and Enrollment Agreement.
5. Nursing is a limited-access, high-demand professional program. Enrollment is limited due to the availability of clinical learning sites and the qualified faculty necessary to maintain the required student-to-faculty ratios as enforced by the Florida Board of Nursing.

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. 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

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

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

Applicants with disabilities should immediately schedule a meeting with the Dean who will assist them in having their disability evaluated and in determining whether reasonable accommodations can be made to enable them to participate in the programs offered by the Campus. The Core Performance Standards will be applied to determine whether reasonable accommodations can be made. Some accommodations may take time to implement, and thus, applicants must give the Campus notice of their disability sufficiently in advance of their selected start date to enable the Campus to provide an accommodation timely. If the Campus does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

ADMISSIONS REQUIREMENTS AND PROCEDURES

CORE PERFORMANCE STANDARDS

Students admitted to Remington College of Nursing must be able to minimally meet the Core Performance Standards for Admission and Progression, which is adapted from the Southern Council on Collegiate Education for Nursing website: <http://www.sreb.org/programs/nursing/publications/adareport.asp>. The Campus will work with the students on making reasonable accommodations for known physical and / or mental impairments, with the following table used to determine whether an accommodation can be made, given the physical and mental demands of the nursing discipline.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL-INCLUSIVE)
Critical thinking	Critical-thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, work spaces and treatment areas; administer cardiopulmonary procedures
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Hear monitor alarm, emergency signals, auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention (such as insertion of a catheter)

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

The Campus has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to the Campus to participate in the Campus' educational programs. The facilities' physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled

students to classrooms, laboratories, the Learning Resource System, student break rooms, restrooms, and support services areas at the Campus. If the Campus has multiple floors either an elevator is available or classes will be taught on floors accessible by disabled students or some other accommodation will be made.

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

The use of the grievance procedure set forth in this Catalog is also available to address the concerns and needs of disabled students. The Campus has designated the Campus President/Dean to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate

ADMISSIONS REQUIREMENTS AND PROCEDURES

with the Campus' Title IX Director and Section 504 Compliance Coordinator, Mr. Jeremy Hertz, Vice-President Human Resources, regarding the Campus' compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. Mr. Hertz's address is: Remington Administrative Services, Inc., 500 International Parkway, Suite 200, Heathrow, FL 32746, and his toll-free telephone number is 800-333-2755.

TUITION AND ADDITIONAL FEES

PROGRAM TUITION

Tuition is the amount students will be charged for all credit hours attempted and includes books, supplies, uniforms (except shoes), malpractice insurance, lab fees, computer-assisted instruction and equipment necessary for the program. The total tuition for the accelerated BSN program is \$36,000.00 plus a \$50.00 application fee.

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

The student is also responsible for payment of the costs incurred by the student to satisfy the prerequisites for acceptance and admissions set forth in the Admissions Requirements and Procedures as well as the Entrance Requirements sections as follows: physical examination, immunizations, medical insurance, cardiopulmonary resuscitation (CPR) certification, and any renewals required to remain a Student in the Program. Tuition does not include the cost of shoes that comply with the Professional Expectations: Attire section of the Catalog.

DAMAGED PROPERTY FEES

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

NON-SUFFICIENT FUNDS FEE

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

REPLACEMENT OF DEGREE FEE

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

TRANSCRIPT FEE

Students may obtain academic transcripts free of charge from the Campus. Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to the Campus, in which case the graduate may receive an unofficial transcript only. Former students or graduates will be charged \$10.00 per transcript for additional official or unofficial transcripts.

PAYMENT POLICY

All tuition and fees shall be due and payable in accordance with the terms of the 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 Enrollment Agreement, the Campus 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 the Campus.

The Campus 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 the Campus, in its sole discretion, in an amount acceptable to Campus.

The student's obligation to pay tuition under the 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 Enrollment Agreement for the period the student attends, even if the student does not receive financial aid or other financial assistance or if the financial aid or other financial assistance received is inadequate to pay the student's tuition obligations in full.

FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE

GENERAL INFORMATION

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

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend college. Eligibility for financial aid is determined by the department or agency responsible for administration of the financial aid program, for example, the United States Department of Education (“USDE”) administers the Title IV financial aid programs. This Campus participates in the Title IV programs, but it does so only to assist students in obtaining financial aid available under the Title IV programs. The Campus 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.

DETERMINING A STUDENT’S FINANCIAL NEED

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, transportation and related expenses of the students’ dependents, if any. Financial resources may include parents’ contribution, if the student is a dependent; applicant’s and spouse’s earnings, if the student is married; welfare, savings, or other assets and taxable and non-taxable sources of income.

PERIOD OF OBLIGATION

The Period of Obligation is the period of time for which the Campus financially obligates the student. “Period of Obligation” means the length of the program.

TITLE IV AWARDS

All Title IV financial aid awards are made for one Academic Year or less. The amount of financial aid a student is eligible to receive can change each academic year. To continue eligibility for Title

IV financial aid, a student must submit all required financial aid documents each Academic Year, and continue to demonstrate financial need, and:

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

Continuation of financial aid awards is contingent upon continued government funding of financial aid programs. The following is a general description of the financial aid programs available at the Campus.

Information regarding benefits available from the Bureau of Indian Affairs, the Office of Veterans’ Affairs, or the Vocational Rehabilitation Program can be obtained through those agencies.

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 SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (“FSEOG”)

This grant is available to students with low EFC’s. The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

FEDERAL SUBSIDIZED STAFFORD LOAN

Federal Subsidized Stafford Loans are low interest loans that are made to eligible students by lenders such as banks, credit unions, or savings and loan associations, and are insured by a guarantee agency. The Subsidized Stafford Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Stafford Loan program until the student enters “repayment period,” which as a general rule begins six months after the student leaves school.

FEDERAL UNSUBSIDIZED STAFFORD LOAN

Federal Unsubsidized Stafford Loans are loans made to eligible students by lenders such as banks, credit unions, or savings and loan associations, and are insured by a guarantee agency. The term

FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE

“unsubsidized” means that interest expense is incurred from the time advances are made under the loan, even though no payments are due until the student enters the repayment period.

FEDERAL PLUS LOAN

Federal PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student’s cost of attendance. 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 PLUS Loan is equal to the student’s cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal PLUS Loan.

NON-FEDERAL LOAN OPTIONS

In addition to the federal loans referenced above, the Campus 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 the Campus. Accordingly, the Campus cannot guarantee a student’s eligibility to participate in any private financing programs.

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.

FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES

STUDENT ELIGIBILITY

A student may be eligible to receive Title IV, HEA program assistance if the student:

- Is a regular student enrolled, or accepted for enrollment, in an eligible program at an eligible institution;
- For purposes of the FFEL and Direct Loan programs, is enrolled for no longer than one twelve-month period in a course of study necessary for enrollment in an eligible program; or
- For purposes of the Federal Perkins Loan, FWS, FFEL, and Direct Loan programs, is enrolled or accepted for enrollment as at least a half-time student at an eligible institution in a program necessary for a professional credential or certification from a State that is required for employment as a teacher in an elementary or secondary school in that State;
- For purposes of the FFEL and Direct Loan programs, is at least a half-time student;
- For purposes of the Federal Pell Grant Program Federal Perkins Loan, FFEL, and Direct Loan programs, is not incarcerated;
- Satisfies the citizenship and residency requirements;
- Has a high school diploma or its recognized equivalent; or qualifies under the Ability-to-Benefit determination;
- Maintains Satisfactory Academic Progress;
- Except as provided in part as set forth in Title 34, §668.35, is not in default on a loan made under, or obtained loans in excess of the limits under, any Title IV, HEA loan programs; does not have property subject to a lien for debt owed to the U.S.; and is not liable for a grant or Federal Perkins loan overpayment;
- Files a Statement of Educational Purpose in accordance with the instructions of the Secretary;
- Has a correct social security number (except residents of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau);
- Satisfies Selective Service registration requirements; and
- Satisfies any other program specific requirements.

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.

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. The Campus 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 the Campus by the student or the student’s parents. The Campus 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. The Campus 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 the Campus 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 within 14 days of notification. Applicants who have been selected for verification will be

notified by the Student Finance Department at the Campus.

- 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, the Campus may require the student to pay the current amount owed to the Campus, and the student’s failure to make such payments may result in the student being dismissed.
- Students will be notified by mail or in person 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 or Federal Family Educational Loan be notified that their funds have been received by the Campus.

The USDE requires that students withdrawing or graduating receive exit counseling. The student should meet with a representative of the Campus for exit counseling prior to withdrawal or graduation. If a student fails to meet with the Campus representative, an exit information packet will be sent to the student by mail. The purpose of the exit counseling or information is to inform the student of the amount of loans the Campus has received on behalf of the student while the student was enrolled at the Campus, any refunds that may have been or will be made, and the estimated repayment schedule for the student’s loans.

ACADEMIC ADVISEMENT

Academic advising is provided by Remington College of Nursing to help students succeed in the nursing program. All students will have a Remington College of Nursing advisor assigned to them. Academic advisors routinely review academic issues, professional goals, and issues which may impact the student's academic performance. Students are responsible for making contact with their advisors.

Faculty members will be available and will post their hours of availability. Students are encouraged to take advantage of these informal meetings, preferably scheduling an appointment in advance. Similarly, the Campus President/Dean is also available to meet with students, either in person or via electronic communication.

All students are encouraged to communicate regularly with faculty members, their advisor and/or their clinical professors as appropriate regarding issues necessitating counseling or remediation.

CAREER SERVICES

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

Career Services are 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 resumes.
- 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.

LIBRARY OR LEARNING RESOURCE CENTER

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

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.

HOUSING

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

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. The Campus 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. The Campus accepts no responsibility or obligation with respect to any altercations or disputes between students, whether on or off the Campus premises or for any damages or injuries arising therein. Students should immediately report any medical, criminal, or other emergency occurring on the Campus premises to the Campus President/Dean (or any other Campus official if the Campus President/Dean are not available). Upon receipt of any report of a medical or criminal emergency, the Campus may, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, the Campus 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 the Campus 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 President/Dean.

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

STUDENT ACTIVITIES AND ORGANIZATIONS

Student organizations represent a variety of interests at Remington College of Nursing. Participation in student clubs can provide students with an opportunity to apply knowledge, improve skills, and enhance the college experience.

Activities and organizations that meet the needs of students and focus on academic achievement and career interests are encouraged. Students interested in forming new clubs or organizations are encouraged to meet with the Campus President/Dean to discuss the group's goals. Each student organization must be registered with and approved by the Campus President/Dean and must have a faculty advisor.

REMINGTON COLLEGE NURSING STUDENT ASSOCIATION ("RCNSA")

Remington College of Nursing Student Association is a pre-professional organization affiliated with the Florida Nursing Student Association, and the National Student Nursing Association. Participants may develop leadership skills as they work on projects that have an impact on the profession of nursing. Members may also plan community projects that provide needed services to the community while giving participants invaluable learning experiences.

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.

CLASS SCHEDULING / HOURS OF OPERATION

Classes will be held Monday-Friday and will be scheduled between 8:00 am and 6:00 pm. Clinical experiences can be scheduled at any time during the week, including weekends. Prospective students should also be aware that clinical experiences are scheduled for the convenience of the clinical site and may be held during evenings or nights. For example, a student may have a shift of 3:00 pm – 11:00 pm or 11:00 pm – 7:00 am. Due to the high intensity nature of this program, it is advised that a student not have outside employment.

Administrative office hours may differ from scheduled class hours.

Classes are offered and scheduled by the Campus in sequences or combinations to allow the student to complete the program in a timely manner. The Campus reserves the right to alter schedules so that proper facilities, equipment, and faculty are available. As per the Florida Board of Nursing regulations, the maximum number of students in a clinical placement is 12 students to 1 faculty ratio and the maximum ratio for preceptored experiences is 18 students to 1 faculty ratio.

The sequence in which courses are taught during the program may change at the discretion of the College. Prerequisites for all courses are listed in the Course Description section of this catalog.

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: NUR represents undergraduate nursing.
- Level – A number follows the prefix.

ADMISSIONS CRITERIA 300 AND 400 LEVEL COURSES

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

EDUCATIONAL EQUIPMENT

The following equipment is available, with the Campus reserving the right to change the educational equipment listed below to meet current program objectives.

- Course equipment may include computer(s), software, printer(s), and scanner(s).
- Nursing laboratory equipment may include exam tables, hospital beds, oxygen equipment, suction equipment, EKG machines, otoscopes/ophthalmoscopes, sphygmomanometers, drug carts, disposable equipment (such as dressing materials, syringes, foley kits), parental medication equipment, and drug administration equipment.

ONLINE DELIVERY

Courses offered may be delivered in the classroom, online, or a combination of both ("Web-enhanced").

NURSING

(ACCELERATED) BACHELOR OF SCIENCE IN NURSING

The (Accelerated) Bachelor of Science in Nursing Degree Program provides education in the core knowledge areas of health promotion, risk reduction, disease prevention, disease management, information and health care technologies, ethics, human diversity, global health care, and health care systems and policy.

The objective of this Program is to prepare graduates for entry-level positions as generalist nurses who are prepared to sit for the

National Council for Licensure Examination – Registered Nurse (NCLEX-RN).

This Program requires completion of a minimum of 75 credit hours. Program completion normally requires 12 months for full-time students.

The (Accelerated) Bachelor of Science in Nursing Degree Program is delivered in a system of four three-month quarters. Students must successfully complete the theory/lab courses with a minimum cumulative GPA of 2.50 in order to be eligible to participate in the clinic practices.

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

CURRICULUM PLAN FOR THE (Accelerated) BSN PROGRAM

(Credential Awarded is BSN)

Quarter 1	Credits (theory/lab)*	Clinical/lab hours**
NUR 311 Pathophysiology	4	0
NUR 312 Pharmacology	4	0
NUR 313 Essentials of Nursing Practice	5	0
NUR 314 Essentials of Nursing Practice Clinical	2	6 (72)
NUR 315 Health Assessment across Life Span	5 (4+1)	2 (24)
	20	96
Quarter 2		
NUR 326 Nursing Care of the Adult	6	0
NUR 322 Nursing Care of the Adult Clinical	4	12 (144)
NUR 327 Evidence-Based Research	3	0
NUR 324 Nutrition and Health Promotion	4	0
NUR 325 Case Management Practice	2	0
	19	144
Quarter 3		
NUR 431 Nursing Care of Women & Children	6	0
NUR 432 Nursing Care of Women & Children Clinical	3	9 (108)
NUR 433 Mental Health/Public Health Nursing	6	0
NUR 434 Mental Health/Public Health Nursing Clinical	3	9 (108)
	18	216
Quarter 4		
NUR 441 Gerontological Nursing	4	0
NUR 442 Gerontological Nursing Clinical	2	6 (72)
NUR 443 Professional Leadership	4	0
NUR 444 Transition to Practice	5	30 (180)
NUR 445 Senior Seminar	3	0
	18	252
Credit Hours of Instruction Delivered by Remington College	75 credits	708 Clinical/lab hours
Credit Hours Transferred from Previous Degree or Prerequisite	105 credits	
Total Credit Hours	180 credits	

*All credit hours shown are quarter credit hours. (Semester credit hours convert to quarter credit hours at a ratio of 1 semester credit hour equals 1.5 quarter credit hours.)

**The first number represents the average weekly hours and the number in parenthesis represents the total hours.

COURSE DESCRIPTIONS

Course descriptions include the course number, title, synopsis, and credit hours. For example, "40/0/0" indicates that the course consists of 40 hours of lecture/theory, 0 hours of skills lab work, and 0 hours of clinical.

NUR311 **4.00 Quarter Credit Hours** **Pathophysiology** **48/0/0**

This course provides a basic understanding of pathophysiology as it pertains to human illness within a wellness-illness continuum. Critical thinking processes are emphasized as a basis of analysis of a client's presenting symptoms in reference to his/her state of health and/or illness.

Prerequisite(s): Program prerequisites

NUR312 **4.00 Quarter Credit Hours** **Pharmacology** **48/0/0**

The basic principles and categories of pharmacotherapeutic agents are introduced, organized by major pharmacological classifications. Clients are viewed holistically, with an emphasis on the education of both the client and the family in their use of pharmacotherapeutic agents. Pharmacological principles, therapeutic effects, interactions, and side effects are examined, with a focus on assessment and evaluation of client outcomes.

Prerequisite(s): Program prerequisites

NUR313 **5.00 Quarter Credit Hours** **Essentials of Nursing Practice** **60/0/0**

This course provides the theoretical foundation for the beginning practice of nursing, emphasizing the theory and practice of essential psychomotor nursing skills and utilizing the nursing process as a basis of decision-making. The course introduces the student to the nursing profession, including its evolution, philosophy and contribution to the health care team within a legal-ethical framework. Topical areas include critical thinking, application of the nursing process, documentation, delivery of culturally sensitive care, asepsis, safety, diagnostic testing, mobility, skin integrity, sensory alterations, elimination, oxygenation and fluid, electrolyte and acid-base balance.

Prerequisite(s): Program prerequisites

NUR314 **2.00 Quarter Credit Hours** **Essentials of Nursing Practice Clinical** **0/0/72**

This clinical course provides the student with practice and clinical application of nursing skill fundamentals. The emphasis is on skill attainment through mastery of beginning competency. Students must satisfactorily perform all assigned skills to successfully complete the course.

Prerequisite(s): Program prerequisites

NUR315 **5.00 Quarter Credit Hours** **Health Assessment Across the Lifespan** **48/24/0**

Through a systems approach, the beginning level nursing student is introduced to theoretical and practical foundations to providing a holistic physical assessment for the child, adult and geriatric client. Information is presented within the continuum ranging from normal and expected findings to those that are abnormal and pathological. Students will have the opportunity to practice their assessment skills within a laboratory setting, applying therapeutic communication techniques.

Prerequisite(s): Program prerequisites

NUR322 **4.00 Quarter Credit Hours** **Nursing Care of the Adult Clinical** **0/0/144**

The clinical course provides the student with diverse clinical experiences in the care of the medical-surgical client experiencing complex alterations in health status within a multi-cultural environment. Emphasis is placed on utilizing critical inquiry to assist in clinical decision-making.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315

NUR326 **6.00 Quarter Credit Hours** **Nursing Care of the Adult** **72/0/0**

This course provides the theoretical foundation of medical-surgical nursing care to the adult population. The application of the nursing process is applied to diverse client scenarios experiencing complex alterations in health status within the context of current research findings and in the provision of holistic care to the client and their family.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315

COURSE DESCRIPTIONS

NUR324 **4.00 Quarter Credit Hours** **Nutrition and Health Promotion** **48/0/0**

This course covers the basic principles of nutrition and genetics, and the role that these concepts have in preventing disease, promoting and restoring health. Further, the effects of stress on the physical, mental and spiritual health of an individual are examined as health promotion and maintenance is emphasized.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315

NUR325 **2.00 Quarter Credit Hours** **Case Management Practice** **24/0/0**

This course provides a basic understanding of the principles of case management in today's managed care environment. Organizing and coordinating resources and services in response to individual healthcare needs are emphasized for clients in multiple settings with various needs.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315

NUR327 **3.00 Quarter Credit Hours** **Evidence-Based Research** **36/0/0**

This course covers the essential principles of nursing research theory and methodology. Emphasis is on developing critical skills in critiquing nursing research and its application to practice, focusing on evidence-based outcomes.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315

NUR431 **6.00 Quarter Credit Hours** **Nursing Care of Women and Children** **72/0/0**

This course provides the theoretical foundation for the nursing care of women, infants and children. The application of the nursing process is applied to diverse client scenarios with the emphasis on growth and development, health promotion and the provision of holistic care to the client and their family.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325

NUR432 **3.00 Quarter Credit Hours** **Nursing Care of Women and Children Clinical** **0/0/108**

The clinical course provides the student with diverse clinical experiences in the care of the childbearing and pediatric client and their families experiencing complex alterations in health status within a multi-cultural environment. Emphasis is placed on

utilizing critical inquiry to assist in clinical decision-making.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325

NUR433 **6.00 Quarter Credit Hours** **Mental Health / Public Health Nursing** **72/0/0**

This course provides the theoretical foundation for the study of mental health nursing within the context of public health nursing. The client is viewed as the individual, the family and the community within a social framework, with the goal of optimizing his or her functioning. Historical, socioeconomic, environmental, political, and cultural indicators of the health of a community are explored. The application of the nursing process is applied to diverse client scenarios with the emphasis on growth and development, health promotion and the provision of holistic care to the client and their family.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325

NUR434 **3.00 Quarter Credit Hours** **Mental Health / Public Health Nursing Clinical** **0/0/108**

This clinical course provides the student with diverse clinical experiences in the care of the mental health client experiencing complex alterations in health status within a multi-cultural environment. Community assessment is a focus, with the goal being the improvement of health for its members. Emphasis is placed on utilizing critical inquiry to assist in clinical decision-making.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325

NUR441 **4.00 Quarter Credit Hours** **Gerontological Nursing** **48/0/0**

This course provides the theoretical foundation for the study of the issues related to nursing care of older adults, focusing on the health care of well older adults and those with chronic health problems. Health promotion and preventive care are examined, as well as the implications of chronic illness, palliative and end-of-life care.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325, NUR431, NUR432, NUR433, NUR434

COURSE DESCRIPTIONS

NUR442 **2.00 Quarter Credit Hours** **Gerontological Nursing Clinical** **0/0/72**

This clinical course provides the student with diverse clinical experiences in the care of the gerontological client experiencing complex alterations in health status within a multi-cultural environment. Emphasis is placed on utilizing critical inquiry to assist in clinical decision-making.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325, NUR431, NUR432, NUR433, NUR434

NUR443 **4.00 Quarter Credit Hours** **Professional Leadership** **48/0/0**

This course links leadership and management theories to functions within nursing practice in a health care environment. The role of the nurse leader is examined within the framework of historical, economic, social, political and cultural factors. An understanding of political and organizational structures, financial management, healthcare environments, and healthcare workforce management are emphasized.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325, NUR431, NUR432, NUR433, NUR434

NUR444 **5.00 Quarter Credit Hours** **Transition to Practice** **0/0/180**

This clinical capstone course uses a preceptor model of learning professional nursing practice, with the opportunity to integrate and synthesize previous learning experiences, applying therapeutic nursing interventions and beginning leadership skills into practice. Emphasis is placed on the transition of the student to the professional nursing role as an interdisciplinary team member and potential employee in a selected clinical setting.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325, NUR431, NUR432, NUR433, NUR434

NUR445 **3.00 Quarter Credit Hours** **Senior Seminar** **36/0/0**

Selected topics are reviewed including NCLEX preparation skills, role transition and current trends and issues within the health care environment.

Prerequisite(s): NUR311, NUR312, NUR313, NUR314, NUR315, NUR326, NUR322, NUR327, NUR324, NUR325, NUR431, NUR432, NUR433, NUR434

CREDIT HOUR CONVERSION

1 credit hour didactic	= 1 hour per week in the classroom
1 credit hour laboratory	= 2 hours per week in the on-campus skills lab
1 credit hour clinical	= 3 hours per week in a clinical site

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 units to allow for comparison with other post-secondary institutions. Students enrolled in degree programs earn one quarter credit for each 12 hours of lecture, 24 hours of supervised laboratory, and 36 hours of clinical.

GRADING LEGEND

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

GRADE	QUALITY	SCORE	POINTS	INCLUDED IN GPA
A	Excellent	92-100	4.0	Y
B	Very Good	83-91	3.0	Y
C	Good	75-82	2.0	Y
F	Failing	74 and below	0.0	Y*
I	Incomplete		0.0	N
TR**	Transfer Credit		0.0	N
TR-A***	Transfer Credit	92-100	4.0	Y
TR-B***	Transfer Credit	83-91	3.0	Y
TR-C***	Transfer Credit	75-82	2.0	Y
W	Withdrawal		0.0	N

*For exceptions, see Progression Policy section.

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

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

Grades below “C” are unacceptable for credit toward a nursing degree. A numeric grade of 75 or better is required in all nursing courses to continue in the program. Students are required to pass the clinical and lab components associated with the corresponding theory course. Failure in the theory, lab, or clinical component requires repeating all aspects associated with the course.

HONORS

Students with the following cumulative GPAs upon graduation will be granted the designation of Cum Laude, Magna Cum Laude and Summa Cum Laude:

Cum Laude:	GPA between 3.50 and 3.74
Magna Cum Laude:	GPA between 3.75 and 3.95
Summa Cum Laude:	GPA between 3.96 and 4.00

DRUG CALCULATION TESTING

Each quarter, the students will be tested on their ability to perform specific drug calculations. The student has three opportunities to pass the drug calculation test in the designated courses with at least a 90% score. If the student is not successful in passing within three attempts, the student will fail the course.

The courses that will test drug calculations include:

NSG 313	Essentials of Nursing Practice
NSG 326	Nursing Care of the Adult
NSG 431	Nursing Care of Women & Children
NSG 433	Mental Health/Public Health Nursing
NSG 441	Gerontological Nursing

WITHDRAWAL FROM A COURSE

Students desiring to withdraw from the nursing program should consult their Advisor and the Campus President/Dean prior to the withdrawal.

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

- A “W” if before 50% of grading period is completed.
- A “W” if passing at any point in the grading period.
- An “F” if failing after 50% of grading period.
- For clinical courses only, an “F” if the clinical is not successfully completed.

GRADE APPEAL

To challenge a final course grade, a student must: a) notify the instructor of the course in question and b) present the instructor and the Campus President/Dean with a written justification for the challenge within seven calendar days of posting the final course grade. Challenges after that time will not be permitted, and the grade recorded on the official roll will prevail. When challenging a grade, the student should first attempt to resolve the issue with the instructor. If the student is unable to do so, a conference will be held with the student, instructor, and the Campus President/Dean. Any issues not resolved during this conference are referred to the Chief Academic Officer or his/her designee for review.

PROGRESSION POLICY

A numeric grade of 75 or better is required in all nursing courses to graduate from the nursing program. In order to receive a passing grade in the course, students are required to pass the clinical, lab, and theory portions of the course. Failure in the theory, lab, or clinical component requires repeating all aspects of the course. Academic progression in the nursing program is determined by a student’s exam average in each course without consideration for any additional assignments. The benchmark for passing each course is an exam grade average of 75 or greater. Students who achieve a final course grade of less than 75 in any nursing course cannot enroll in subsequent clinical nursing courses. If the student does not pass the exam portion of the course with this average, other course requirements (such as papers and presentations) will not suffice to raise the grade to passing.

Only one nursing course may be repeated to raise an unsatisfactory grade. Students may not enroll in any course for which they do not have the necessary prerequisites as a result of course failure or course withdrawal. A student who is unsuccessful in a course may be allowed to reattempt that course the next time it is offered, based on availability. In order to be considered to repeat the failed course, the student must write a letter to the Campus President/Dean requesting permission to repeat the course. Remington College of Nursing Admission, Progression, and Graduation Committee will determine reinstatements and reviews each

ACADEMIC STANDARDS

case individually. Re-admission to the nursing program is not guaranteed.

A student who fails more than one course, or who fails one course twice, will be dismissed from the program and will not be eligible for re-enrollment.

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;
- The student has achieved a Cumulative Grade Point Average of 2.5 or better; and
- The student is not delinquent on any financial obligations to the Campus and has completed all graduation and exit-related forms and requirements.

ATTENDANCE POLICY

CLASS TIME

If a student is aware of the need to miss a class, he or she is to notify the instructor in advance, if possible. If a student misses a class, he or she is responsible for determining what materials were presented in the missed class and for making his or her own arrangements to obtain this information from available sources such as instructors, classmates, Moodle, or other on-line or reference sources.

EXAMS

If the student anticipates missing a scheduled exam, he or she needs to notify the instructor. A different version of the missed exam may be administered at the faculty's discretion.

CLINICAL TIME

A critical component of the nursing curriculum is that students demonstrate clinical competency (meeting the clinical evaluation criteria, either on-site in a skills laboratory or off-site at a clinical site).

"Clinical Time" means the time spent on-site at a clinical site or in a skills laboratory, including all required experiences, pre-/post-conferences and observations outlined by faculty.

"Clinical Absence" means the time scheduled at a clinical site or in a skills lab that the student does not attend.

Clinical Time schedules may be adjusted from time to time. Notice of schedule changes will be given to students as soon as reasonably possible after a schedule change has been made.

Attendance during the required amount of Clinical Time is mandatory in order to receive a passing grade. Accordingly, all Clinical Absences must be made up in accordance with the

requirements set forth below, or the student will not be deemed to have passed the course:

- Students must be making satisfactory progress toward all course competencies in order to be eligible to make up a Clinical Absence.
- If more than 20% of Clinical Time in a course is missed, the student will receive a failing grade.
- Tardiness and early departures constitute a Clinical Absence, and the time missed due to tardiness or early departure must be made up.
- For purposes of measuring the 20% of Clinical Time missed limitation, all missed Clinical Absences will be accumulated without regard to previous makeup time. (For example, if a student has missed 5% of the Clinical Time, has made up that 5%, and then misses another 16% of Clinical Time, the student will have exceeded the 20% missed Clinical Time limitation and will not be permitted to make up additional time and will fail the course.)
- A student who has not previously exceeded the 20% of Clinical Time missed limitation will be eligible to withdraw and not receive a failing grade only (a) due to extenuating circumstances approved in advance by the Dean, or (b) in the event of a genuine medical emergency of the student or an immediate family member. [Vacations, weddings, funerals (other than those of immediate family members), child care or other family care giving obligations will not be considered to be extenuating circumstances.]
- Faculty and course coordinators have the right to determine the nature of the experience that will be required for any Clinical Time that must be made up.
- Direct patient care is typically required in clinical instruction. If faculty and clinical sites are available, the student must attend the makeup Clinical Time at the clinical site on the scheduled makeup day. If patient experiences are not available, alternative assignments will be offered for makeup time. Students are not guaranteed patient experiences for makeup Clinical Time.
- If makeup Clinical Time is scheduled at a clinical site, all students with missed Clinical Time will be required to make up the missed Clinical Time on the scheduled makeup day and if they fail to attend, the student will not be allowed to make up the missed Clinical Time. All clinical makeup time must be completed before the end of the term. Accordingly, it may not be possible to make up Clinical Time missed near the end of the term.
- If the makeup Clinical Time scheduled does not fall within the times that faculty is regularly scheduled at a clinical location, the student will be required to pay a fee of \$50 per hour for the makeup Clinical Time and the fee must be paid in advance of scheduled makeup time, and if not paid, the student will not be

ACADEMIC STANDARDS

allowed to make up the Clinical Time. Makeup Clinical Time will be scheduled only to the extent that faculty and clinical space are available and there can be no assurance that makeup Clinical Time other than those scheduled by the college will be available.

- If there is an emergency or illness resulting in absence, the student should notify his or her assigned clinical instructor at least one hour prior to the start of the scheduled Clinical Time.
- A student may be instructed to leave a clinical site if, in the opinion of the clinical instructor or clinical supervisor, the student's tardiness, preparedness, or other conditions render the student incapable of providing safe patient care or having been tardy to the extent that it adversely affects the student's ability to achieve the intended educational objective of the clinical experience. In the event the student is instructed to leave the clinical site, the student will be deemed to have a Clinical Absence for portion of the scheduled Clinical Time missed.

INFORMATION RELATED TO ONLINE ATTENDANCE

Students enrolled in programs, courses or classes that are delivered in whole or in part via a computer ("Online") do not "attend"

classes in the same way as students enrolled in programs which are taught exclusively in the classroom. Online courses or class sessions are conducted asynchronously, meaning that not all students in a particular class are online at the same time. Instead, students "attend" classes on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc. Accordingly, the traditional attendance taking methods do not apply to online classes.

Rather than recording the number of times a student "attends" class by recording the number of times the student has "logged-in," instructors measure "attendance" based on participation and activities/assignments completed. While this method of measuring the amount of time and effort a student devotes to class work and class participation is non-traditional, this method of recording attendance effectively demonstrates that the student is "attending," participating and learning in the class.

Online attendance will still be recorded in the traditional "present" and "absent" format in order to have an attendance record that is consistent in format with those of students enrolled in traditional classroom-based programs, courses or classes.

STUDENT RESPONSIBILITIES

MANDATORY MEDICAL INSURANCE

Students will be required to show proof of health/medical insurance, including emergency benefits, at least at the beginning of each quarter by presentation of the student's medical insurance card to the Campus President/Dean or his/her designee.

Students who do not submit all the required documentation including CPR card, immunization records, and proof of medical insurance may be dismissed from the program or clinical site.

MANDATORY MALPRACTICE INSURANCE

Each student is required to carry malpractice insurance obtained through the National Student Nurses Association (<http://www.nсна.org/membership/alliance.asp>). The minimal required coverage is \$1 million per claim / \$3 million aggregate.

PROFESSIONAL EXPECTATIONS: ATTIRE

It is expected that students enrolled in Remington College of Nursing will dress in a manner that is reflective of a professional nursing student. Business casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings is as follows, with psychiatric and community health nursing courses being the exceptions.

Students are required to wear the following:

- 1) A clean, pressed, white lab coat with an official Remington College of Nursing emblem, stitched on the left sleeve of the lab coat approximately four (4) inches from the shoulder seam.
- 2) A Remington College of Nursing name pin when in any clinical area unless other requirements are made by the institution.
- 3) White leather shoes with enclosed toe and heel. Clogs are not permitted. Sneakers may be worn if they are completely white and clean.
- 4) A uniform consisting of a white polo shirt with Remington College of Nursing logo and a pair of fitted uniform pants in the designated color.

(The exception to the above attire requirements is that when students are at the site for the sole purpose of gathering data and not engaged in the clinical practice, they may wear business casual professional attire under their lab coat. Students are reminded that they are not permitted to wear open-toed shoes to the clinical site.)

STUDENT RESPONSIBILITIES

Requirements for appearance in clinical practice areas:

- Personal hygiene and grooming must be such that it does not jeopardize the safety of clients. Fingernails are to be natural, short, clean, and unpolished. (Acrylic nails are not acceptable.) Hair is to be worn so that it does not fall into the face of the student or over the patient care area when providing care. Men with facial hair are to maintain it in a neat, short style. Students are not allowed to wear perfume, cologne or after-shave.
- Students are to arrive in clinical areas with all required equipment (e.g., stethoscope, watch with a second hand, penlight and scissors) necessary for client care.
- Students are allowed to wear one pair of small, stud earrings only. There are to be no other visible piercing or tattoos. Students may wear wedding bands only. No other rings are allowed.
- Cell phones and pagers must be turned off when the student is in the clinical or classroom setting. Certain clinical sites may request or require students not bring cell phones or other electronic devices onto the site. Clinical sites may have other rules that students will be required to abide by.

WRITING STYLE REQUIREMENTS

Remington College of Nursing has adopted the American Psychological Associations' publication manual, 6th Edition, as its standard for writing style. The manual is to be used as a required reference for all writing assignments. Copies of the manual will be available in the reference section of the Learning Resource System.

Writing style guidelines that generally apply include:

- 1) The cover page will include the title of the paper, student name, Remington College of Nursing (all centered), and the page header #1.
- 2) The type/font is to be Times New Roman 12.
- 3) Double-spacing is to be used throughout as appropriate.
- 4) All pages of the paper are to be sequentially numbered.
- 5) All references are to be cited and placed alphabetically on a separate reference sheet.
- 6) All electronic references should be cited according to the manual. For further information, please see: <http://www.apastyle.org/elecref.html>

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act was designed as a national program to provide consistent standards to maintain confidentiality and privacy for client health information. Client confidentiality must be maintained at all times. Written assignments and clinical discussions must be conducted in a manner that will protect the identity of clients and their families. All students will be required to complete the HIPAA Medical Privacy Rule Training, which includes successfully completing a computerized module and submitting the computer-generated certificate documenting their successful completion, prior to being permitted to begin their clinical experiences.

EVALUATION

COURSE AND FACULTY EVALUATIONS

Students are encouraged to participate in the quarterly evaluation of both faculty members and courses in the spirit of continuous improvement. These evaluations are submitted anonymously.

STUDENT EVALUATIONS

At the completion of certain clinical courses, students are required to complete a computerized, national examination that tests the student's comprehensive knowledge of the course content. Any fees for these examinations are included in the program costs.

Students are evaluated according to course-specific performance criteria designated on the syllabus. Students will receive a written evaluation in each clinical course at mid-term and at the completion of the clinical course. The instructor will review the evaluation with the student, and upon completion of the review, the student and the instructor will sign the evaluation. The student's signature does not constitute an acknowledgement that the student agrees with the instructor's evaluation, but serves as confirmation that the evaluation has been reviewed with and provided to the student. The student may make written comments in response to the evaluation, attaching it to the evaluation.

In the final quarter of the program, students are required to take a comprehensive computerized examination that contains questions similar to those found on the National Council Licensure Examination for Registered Nurses (in effect, a practice exam). Students who fail to achieve a satisfactory score, as determined by the testing service, will be encouraged to accept tutoring and advising from designated faculty members to remediate areas of concern as identified by the results of the test.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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

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

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

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

To be effective, student's notice of cancellation must be in writing and mailed or delivered to the Campus President/Dean.

RETURN OF MONIES PAID AS TUITION IF APPLICANT IS NOT ACTIVATED

If an applicant does not attend enough classes to be activated as a student or otherwise fails to meet the criteria for activation, the applicant will not be charged any tuition, and any monies previously paid as tuition will be refunded. The Campus will make any refund to which a student may be entitled under this section within 30 days of the student's enrollment being cancelled.

EXIT CALCULATION AND REFUND POLICIES

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

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

Exit Calculation and refund process consists of four steps:

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

RETURN OF TITLE IV FUNDS

Up through the point in time when 60% of the calendar days in a "payment period," (i.e., "quarter") has passed, a pro rata schedule is used to determine how much Title IV financial aid program funds "Title IV Funds" the student has "earned" (is entitled to retain) at the time the student withdraws or is dismissed. After the 60% point, a student has "earned" 100% of the program funds.

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

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS

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

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Direct Stafford loans (other than PLUS loans)
- 4) Subsidized Direct Stafford loans
- 5) Perkins loans
- 6) Federal PLUS loans
- 7) Direct PLUS loans
- 8) Federal Pell Grants for the payment period for which a return of funds is required
- 9) Federal Supplemental Educational Opportunity Grants ("FSEOG") for the payment period for which a return of funds is required
- 10) Other assistance under this Title for which a return of funds is required (e.g., LEAP)
- 11) Alternative Loans
- 12) Student

REMINGTON COLLEGE OF NURSING TUITION CHARGING POLICY (ALSO KNOWN AS THE REFUND POLICY)

The table below indicates the amount of tuition the applicant will be charged (the amount the Campus has earned) if the applicant is activated and withdraws or is dismissed. Applicants not activated will receive a refund of all tuition paid for the program.

If student withdraws or is dismissed when scheduled classes have been held for:	Student's tuition charges will be:
10% or less of the program	10% of the Total Estimated Tuition
More than 10% but not more than 20% of the program	20% of the Total Estimated Tuition
More than 20% but not more than 30% of the program	30% of the Total Estimated Tuition
More than 30% but not more than 40% of the program	40% of the Total Estimated Tuition
More than 40% but not more than 50% of the program	50% of the Total Estimated Tuition
More than 50% but not more than 60% of the program	60% of the Total Estimated Tuition
More than 60% of the program	100% of the Total Estimated Tuition

The BSN (accelerated) program is 48 weeks long and instruction is scheduled five days per week. Days or parts thereof spent at clinical sites are considered days on which classes are scheduled.

RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION

Upon graduation, if a credit balance still exists, the credit balance will be used to cover any additional institutional and non-institutional charges, including but not limited to current and/or prior year balances. Any amount remaining at that point will be refunded in the same order as described above under the Exit Calculation and Refund Policies.

RETURN OF TITLE IV (SFA PROGRAM) FUNDS

The Higher Education Amendments of 1998 require that if a recipient of Student Financial Aid Program ("SFA Program") assistance withdraws from a Campus during a payment period, or a period of enrollment in which the recipient began attendance, the Campus must calculate the amount of SFA Program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the day the student withdrew.

*Scheduled breaks of at least five consecutive class days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

RETURN OF UNEARNED SFA PROGRAM FUNDS

The Campus must return the lesser of:

- The amount of SFA Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA Program funds in accordance with the terms of the loan; and
- The remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

RETURN OF UNEARNED SFA PRIORITY

Refunds to Title IV programs will be made in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Direct Stafford loans (other than PLUS loans)
- 4) Subsidized Direct Stafford loans
- 5) Perkins loans
- 6) Federal PLUS loans
- 7) Direct PLUS loans
- 8) Federal Pell Grants for the payment period for which a return of funds is required
- 9) Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- 10) Other assistance under this Title for which a return of funds is required (e.g., LEAP)
- 11) Alternative Loans
- 12) Student

DETERMINATION OF STUDENT BALANCES

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

INSTITUTIONAL REFUNDS

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

POST-WITHDRAWAL DISBURSEMENTS

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

RETURN OF ADDITIONAL FUNDS

Upon graduation, if a credit balance still exists, the refund shall be made to the funds in accordance with the Return of Title IV Funds Distribution Order.

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

FORCE MAJEURE

The Campus will not be liable for any damages including but not limited to consequential damages resulting from the Campus' inability to fulfill the Campus' 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 the Campus. In the event the Campus is unable to perform any of the obligations under the Application and Enrollment Agreement, for any of the reasons set above, the Campus 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, the Campus 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.

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. Any scheduled class days cancelled due to weather will be rescheduled and the Attendance Policy will apply.

Scheduled clinical instruction hours that are cancelled due to weather conditions may, or may not, be able to be rescheduled depending upon the availability of the clinical site. In the event the cancelled clinical hours cannot be rescheduled at the original clinical site, such hours may be rescheduled at an alternative site, or alternative assignments and/or laboratory work may be substituted.

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 dismissed.

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 the Campus.
- 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 the Campus 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 the Campus, 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 the Campus 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.

The Campus 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.

ADMINISTRATIVE POLICIES

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

STANDARDS OF PROFESSIONAL BEHAVIOR AND CONDUCT IN A CLINICAL SITE

Students in nursing and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of college students. Consequently, nursing students are required to demonstrate clinical competency, including reasonable skill, safe practice, and professional behavior, in the care of clients. Students may be removed from clinical sites in a course at any time for unsafe or unprofessional behavior. Professional behaviors expected of the student include, but are not limited to, maintaining confidentiality, demonstrating accountability, being respectful of people's differences, being adequately prepared to ensure safe clinical practice, and adhering to the policies and procedures of Remington College of Nursing. Remington College of Nursing has adopted the American Nurses' Association, Code for Nurses, and the Nursing Students' Rights and Responsibilities prepared by the National Student Nurses' Association serve as overall guides for conduct as a nursing student. One of the principles of this Code is that nursing students are accountable and responsible to report unsafe and/or unprofessional behavior of other students to their clinical instructor.

Students have a fundamental responsibility to provide care to all clients assigned to them. Refusal to care for infected clients is contrary to the ethical standards of the nursing profession. Students who refuse to care for certain clients will be counseled by their faculty regarding infection transmission, personal fears, and use of standard/universal precautions. If, after being counseled, a student continues to refuse to provide care to all clients assigned to them, disciplinary action may be taken, including but not limited to, the student being dismissed from the program.

If a student's behavior is considered unsafe or unacceptable, a faculty member will inform the student of that behavior and provide guidance and direction for improvement. The Code for Nurses specifies a standard of professional behavior expected of students throughout their enrollment in the program. Remington College of Nursing reserves the right to dismiss any student who engages in unethical, dishonest, illegal conduct, or actions that are inconsistent with The Code for Nurses. The following are examples of unsafe or unacceptable conduct:

- evidence of inadequate preparation for clinical activities
- incorrect or inadequate assessment/intervention
- failure to report errors in medication or treatment administration
- falsification of patient records
- willfully or unintentionally doing physical or emotional harm
- breach of confidentiality
- violation of HIPAA protocol
- inability to complete care/assignment within the established time period
- inappropriate or untimely communication
- evidence of behaviors that reflect an impaired state
- failure to follow dress code guidelines

ACADEMIC HONOR CODE

Remington College of Nursing has adopted the following honor code:

Students shall uphold the highest standards of academic integrity, present only their own work, never assist others with cheating or any other form of academic dishonesty and refuse to tolerate academic dishonesty in others.

The penalty for academic dishonesty will range from a grade of zero "0" on the specific assignment to dismissal from the program.

HEALTH POLICY

PREGNANCY

Exposure to certain infectious diseases while pregnant may result in a health hazard for the student and the unborn child. Students are advised that they should discuss the hazards associated with working in a clinical site during pregnancy with their health care provider and should inform their academic advisor of the pregnancy. If the student's health care provider advises her that there are clinical activities or situations that she should avoid, Remington College of Nursing will, upon receipt of verification from her health care provider, attempt to make reasonable accommodations.

If a student elects to withdraw from the program due to the pregnancy, she will be charged in accordance with the refund policy. Students that have withdrawn from the program as a result of pregnancy and wish to re-enter the program will be required to complete a new Enrollment Agreement and to satisfy the Admission Requirements then in effect.

CHILDREN IN COLLEGE ACTIVITIES

Children are prohibited from being present in lectures, laboratories or clinical sites.

INFECTION CONTROL POLICY

If a student contracts any potentially infectious or contagious disease (including dermatological problems), the student must provide a statement from their health care provider to the clinical instructor confirming that the condition is not infectious or contagious and that the student may provide care to clients without subjecting them to risk of contracting the disease.

Remington College of Nursing considers the failure of a student to follow these CDC Standard/Universal Precautions in all client contacts to constitute unsafe conduct. (See Standards of Professional Behavior and Conduct in A Clinical Site section.)

UNIVERSAL PRECAUTIONS

Universal precautions apply to blood and to other body fluids containing visible blood. Occupational transmission of HIV and HBV to health-care workers by blood is documented. Blood is the single most important source of HIV, HBV, and other bloodborne pathogens in the occupational setting. Universal precautions also apply to cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid, semen and vaginal secretions. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood.

USE OF PROTECTIVE BARRIERS

Protective barriers reduce the risk of exposure of the health-care worker's skin or mucous membranes to potentially infective materials. For universal precautions, protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. Examples of protective barriers include gloves, gowns, masks, and protective eyewear.

Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as handwashing and using gloves to prevent gross microbial contamination of hands. Because specifying the types of barriers needed for every possible clinical situation is impractical, some judgment must be exercised.

The risk of nosocomial transmission of HIV, HBV, and other bloodborne pathogens can be minimized if health-care workers use the following general guidelines:

- 1) Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Do not recap used needles by hand; do not remove used needles from disposable syringes

by hand; and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers for disposal. Locate the puncture-resistant containers as close to the use area as is practical.

- 2) Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
- 3) Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.

Gloves should reduce the incidence of blood contamination of hands during phlebotomy but they cannot prevent penetrating injuries caused by needles or other sharp instruments. The likelihood of infection after skin exposure to blood containing HIV or HBV will depend on the concentration of virus (viral concentration is much higher for hepatitis B than for HIV), the duration of contact, the presence of skin lesions on the hands of the health-care worker, and -- for HBV -- the immune status of the health-care worker. Although not accurately quantified, the risk of HIV infection following intact skin contact with infective blood is certainly much less than the 0.5% risk following percutaneous needlestick exposures. In universal precautions, all blood is assumed to be potentially infective for bloodborne pathogens.

Perspectives in Disease Prevention and Health Promotion Update: Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Bloodborne Pathogens in Health-Care Settings. (1988), 37(24), 377-388. Retrieved January 9, 2008 from: <http://www.cdc.gov/mmwr/preview/mmwrhtml/00000039.htm>.

STUDENT SEXUAL HARASSMENT POLICY

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

Students are encouraged to report any behavior they believe constitutes sexual harassment. Reported complaints of sexual harassment will be investigated and if appropriate, prompt and effective disciplinary action will be taken against any individual, including a student, who violates Remington College of Nursing's sexual harassment policy. Remington College of Nursing will

ADMINISTRATIVE POLICIES

comply with any state laws requiring it to protect a victim of alleged sexual abuse.

WHAT CONSTITUTES SEXUAL HARASSMENT

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

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

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

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

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

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

REPORTING SUSPECTED SEXUAL HARASSMENT

An initial course of action for any student who feels that he or she is being sexually harassed is for the student to inform the harasser that the conduct is not welcome and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Remington College of Nursing will always assist a student in resolving violations of this policy. **Sexual harassment should always be reported, if possible, to Remington College of Nursing's Vice President of Human Resources and Title IX Civil Rights Coordinator ("Title IX Coordinator"), either by telephone at 1-800-333-2755 or in writing delivered to 500 International Parkway, Suite 200, Heathrow, FL 32746, or by email at vphtitleixcoordinator@remingtoncollege.edu.**

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

Although students will ultimately be subject to the sexual harassment policies in effect at any clinical sites where they are placed, any student that believes they have been sexually harassed at a clinical site should still report such concerns to the Title IX Coordinator or to the Campus President/Dean of Remington College of Nursing.

INVESTIGATION AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS

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

ADMINISTRATIVE POLICIES

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

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

If either party disagrees with the findings of the investigation, such objections must be submitted in writing to Remington's Title IX Coordinator, 500 International Parkway, Suite 200, Heathrow, FL 32746, within 15 days of the date of the receipt of the findings, specifying the particular findings to which the party objects. The objections will be considered and a written report will be issued in response to the objections within 15 days of the date the objection is received.

FORMAL GRIEVANCE PROCEDURES

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

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

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

Coordinator, Campus President/Dean.

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

The student may also file a complaint with the accrediting commission as set forth in this Catalog or the student may also obtain this information from the Title IX Coordinator. If the student is not satisfied with the resolution of the sexual harassment claim resulting from the use of the grievance procedures, the student may commence an arbitration proceeding as set forth in this Catalog and in the student's Application and Enrollment Agreement. An informational packet with instructions on how to institute arbitration will be provided to the student upon request to the Title IX Coordinator.

Both the written objection to findings of the Title IX Coordinator or the written request for resolution by formal grievance must be provided to the Title IX Coordinator, by certified mail, through the United States Postal Service to 500 International Parkway, Suite 200, Heathrow, FL 32746, within 15 days after receiving notice of the findings of the investigation.

NON-REPRISAL FOR REPORTING SEXUAL HARASSMENT

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

EMPLOYEE / STUDENT RELATIONSHIPS

Remington College of Nursing strictly prohibits employees from fraternizing or socializing with students, except as a part of organized Remington College of Nursing social events or activities and students are prohibited from fraternizing or socializing with employees, except as a part of organized Remington College of Nursing social events or activities. This policy prohibits students and employees from dating. 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 the Remington College of Nursing 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 of Nursing resulting from the student's recruitment, enrollment and/or attendance, or otherwise arising out of a student's relationship with Remington College of Nursing. It is the goal of Remington College of Nursing to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties. If this method of resolution is unsuccessful, then such unresolved disputes shall be resolved by one of the methods described below.

In order to provide a chance to resolve disputes directly between Remington College of Nursing and the student without the intervention of third parties, a student may not pursue claims in court or by arbitration until the student has fully exhausted the Remington College of Nursing or Commission grievance procedures as described below.

REMINGTON COLLEGE OF NURSING GRIEVANCE PROCEDURES

A grievance is defined as any dispute between the student and Remington College of Nursing. If the student has a grievance, the student must put the grievance in writing and submit it to the Remington College of Nursing official designated below within three business days of the occurrence or event giving rise to the grievance. Any grievance related to sexual harassment should be reported immediately in accordance with Remington College of Nursing's sexual harassment policy as set forth herein.

Student grievances related to academic and classroom matters other than sexual harassment must be submitted to the Campus President/Dean, unless the grievance involves the Campus President/Dean, in which case the grievance should be submitted to the Title IX Coordinator.

Students with grievances related to matters other than academic or classroom matters must submit their grievance to the Campus President/Dean, unless the grievance involves the Campus President/Dean, in which case the grievance should be submitted to the Chief Executive Officer or General Counsel at: Remington Administrative Services, Inc., 500 International Parkway, Suite 200, Heathrow, FL 32746.

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the following person has been designated to handle grievances regarding violations of the Campus' non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above.

Vice President-Human Resources/Title IX Civil Rights Coordinator

500 International Parkway, Suite 200

Heathrow, FL 32746

(407) 562-5500

(800) 333-2755

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 of Nursing. A Remington College of Nursing 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 the Remington College of Nursing official.

A Remington College of Nursing official will conduct such investigation, inquiry and research into the matter of the grievance as the official deems necessary to reach a conclusion as to how the grievance should be resolved. The official will contact student promptly to inform student of official's decision, and in any event, not later than seven days after the initial contact, unless the official determines more time is necessary to complete the required inquiry, in which case the official will notify student of that fact.

ACCREDITING COMMISSION COMPLAINT AND GRIEVANCE PROCEDURES

Notwithstanding the Campus (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.

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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President/Dean.

Commission for Independent Education

Complaints to the Commission for Independent Education should be submitted in writing. The applicable address is as follows:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400

ALTERNATIVE DISPUTE RESOLUTION

In the event that the above grievance procedures do not result in a satisfactory resolution of the dispute, or students are not satisfied with any response to their written complaint filed with a Commission, Council or State Board, pursuant to the terms of the Application and Enrollment Agreement, any "Claim", as hereinafter defined, by either the student or Remington College of Nursing against the other, or against the employees, agents, owners or officers of Remington College of Nursing or any affiliates of Remington College of Nursing or any officers of the owners of Remington College of Nursing or assigns of the other, shall be resolved by binding arbitration conducted by American Arbitration Association ("AAA") or, in the alternative, in Small Claims Court as defined in the Application and Enrollment Agreement, if the Claim is within the scope of the Small Claims Court's jurisdiction. Pursuant to the terms of the Application and Enrollment Agreement, any Claim pursued in Small Claims Court shall be filed in the Small Claims Court within the municipality where the Campus attended by the student is located. The binding arbitration provision of the Application and Enrollment Agreement precludes the student or Remington College of Nursing 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 General Counsel's office at Remington Administrative Services, Inc. ("RASI") between 8:30 a.m. and 5:00 p.m. Eastern time at 500 International Parkway, Suite 200, Heathrow, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration or where to file a Small Claims Court complaint. RASI will, upon request, provide the student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined

below). This packet will contain information on the address of the appropriate Small Claims Court and where the student can obtain a complaint form.

By way of general information, under the AAA Rules, an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a "Demand") and submitting two copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of the Application and Enrollment Agreement and the required fees and deposits. Upon request, RASI 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 of Nursing including, but not limited to, one arising from or relating to any of the following: (i) student's execution of the Application and Enrollment Agreement and the obligations of the student or the Remington College of Nursing thereunder, or the validity, enforceability or scope of the Application and Enrollment Agreement (ii) student's recruitment and application for admittance, including, but not limited to, any advertisement, promotions, or other oral or written statements relied upon by student in deciding to attend the Remington College of Nursing, (iii) student's attendance at the Remington College of Nursing and the quality of the instruction or education provided to the student, (iv) any financial obligations incurred by the student as a result of student's enrollment and/or attendance at Remington College of Nursing, or matters related to student's financial assistance or the provision or performance of career services, and (v) any discrimination, civil rights, or sexual harassment claims.

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

TIME FOR COMMENCING ARBITRATION OR OTHER ACTION

The Application and Enrollment Agreement provides that the prosecution by arbitration or otherwise of any Claim, must be commenced within one year from the last date student attended the Remington College of Nursing, unless the student has payment obligations to the Remington College of Nursing that extend beyond such one year period. In the event student has payment obligations to the Remington College of Nursing that extend beyond the one year period, the Remington College of Nursing 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 the Remington College of Nursing 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 the Campus and its employees, agents, officers, owners and assigns, and the employees, agents, officers, owners and assigns, of any affiliates of the Campus (collectively the "Third Parties"), is limited to the amount paid to the Campus 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 the Campus or any Third Party due to any Claim. The Campus 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 Campus Registrar, identifying the records the student wishes to inspect. The Campus Registrar, after determining that access to the requested records is appropriate,

will make arrangements for access to the records and notify the student of the time and place where the records may be inspected. If Remington College determines that access to the requested records (or any portion thereof) is not appropriate or permitted under FERPA, then those records will not be provided to the student.

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

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

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

For example, Remington College discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A "school official" is: (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 Awarded

ADMINISTRATIVE POLICIES

Remington College may disclose any of these items at its discretion, without the prior written consent of the student, unless the student provides written notice to the Campus Registrar, objecting to the disclosure of all or part of the directory information, 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 Campus Registrar unless and until rescinded in writing by the student.

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

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

DRUG-FREE AND SMOKE-FREE SCHOOL POLICIES

The Campus is designated as a drug-free and smoke-free educational environment. Smoking is prohibited inside all Campus buildings. The following drug-free policy applies.

STUDENT DRUG AND ALCOHOL ABUSE POLICY

All Remington College properties are designated as drug-free and alcohol-free educational environments. As such, the following activities are prohibited while any students are on any Remington College property, are participating in any Remington College activities, and/or are participating in any student organization events. "Remington College activities" include those activities that are planned, promoted, or sponsored by Remington College and student externship sites. "Remington College property" includes Remington College owned or leased land, facilities, vehicles, and/or equipment.

- 1) Students may not manufacture, possess, use, sell, distribute, dispense, receive, or transport any controlled substances or illicit and/or illegal drugs and alcohol. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- 2) Students may not be under the influence of alcohol, illegal drugs, or un-prescribed and/or improperly used controlled substances in any manner on any Remington College property, while participating in any Remington College activities, and/or while participating in any student organization events whether or not consumed on Campus premises and whether or not consumed outside of the Campus' operating hours.

Students who engage in such behavior will be considered to be in violation of the Student Conduct and Disciplinary Code and will

be subject to disciplinary action up to and including expulsion, including 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.

LEGAL SANCTIONS

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

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

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

HEALTH RISKS

Specific serious health risks are associated with the use of illegal drugs and alcohol. Some of the major risks are: Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): Addiction, vehicle or other accidents as a result of impaired ability and judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema and impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.

Hallucinogens (Acid, LSD, PCP, Ecstasy, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.

Narcotics (Heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.

Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

AVAILABLE DRUG AND / OR ALCOHOL PROGRAM HOTLINES

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

1-800-COCAINE – Cocaine Helpline

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

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

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

1-800-662-HELP – NIDA Hotline

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

Remington College is a common name used by all campuses of a group of affiliated companies (listed below). A student contracting with a campus has a legal relationship only with the campus and the company that owns and operates the campus in which the student enrolls and has no legal relationship with other affiliated companies. Students agree and acknowledge by the signing of their Application and Enrollment Agreements (and such other documents as may be required for admission to the campus), that no legal relationship exists between the students and any legal entity other than the campus and the company that owns and operates the campus. Remington College – Denver Campus, Inc., Remington College – Houston Campus, Inc., Remington College – BCL, Inc., Remington College – Tampa Campus, Inc., Remington College – Mobile Campus, Inc., Remington College – Little Rock, Inc., and Remington College – Memphis Campus, Inc. are wholly owned subsidiaries of Education America, Inc. Remington College of Nursing, LLC has a single member, Education America, Inc. Remington College of Nursing Orlando, LLC has a single member, Remington College of Nursing, LLC.

REMINGTON COLLEGE – DENVER CAMPUS, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations
Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Ken Heinemann, Campus President / Honolulu
Skip Walls, Campus President / Dallas
Shirley McCray, Campus President / Colorado Springs
Cornell “Rick” Hoke, Campus President / San Diego

Campus History

REMINGTON COLLEGE – COLORADO SPRINGS CAMPUS

For accrediting and federal student aid purposes/participation, the Colorado Springs, Colorado Campus is a main campus.

The company Remington College – Denver Campus, Inc. acquired the branch locations at each site in December 1998. In February of 1999, the main campus status was changed from Education America – Dallas Campus to Education America – Denver Campus. In May 2003, the name of the company was changed from Education America – Dallas Campus Inc. to Remington College – Denver Campus, Inc. and the name of the campus was changed

from Education America – Colorado Springs Campus to Remington College – Colorado Springs Campus. In May of 2006, the main campus status was changed from Remington College – Denver Campus to Remington College – Colorado Springs Campus.

REMINGTON COLLEGE – DALLAS CAMPUS (BRANCH OF HOUSTON CAMPUS)

The campus currently known as Remington College – Dallas Campus opened in January 1987 after its purchase from Bradford Schools. Remington College – Denver Campus, Inc. purchased the school 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 – HONOLULU CAMPUS (BRANCH OF MOBILE CAMPUS)

The campus currently known as Remington College – Honolulu Campus was established in December 1998. From December 1998 until May 2003 the campus was operated under the name Education America – Honolulu Campus.

REMINGTON COLLEGE – SAN DIEGO CAMPUS

For accrediting and federal student aid purposes/participation, Remington College – San Diego Campus is a main campus.

Remington College – San Diego Campus was initially founded as the International University of Southern California (1995). In 1996 the campus was renamed International University at Torrey Pines. In 1998 the name of the campus was changed again to Commonwealth International University.

In 1999, Remington College – Denver Campus, Inc. acquired the campus. The University changed its campus name to Education America University in December 1999. In May 2003, the name of the campus was changed to Remington College – San Diego Campus.

REMINGTON COLLEGE – HOUSTON CAMPUS, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations
Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Andrew Bossaller, Campus President / Houston North

Robert Doty, Campus President / Houston Southeast

Campus History

REMINGTON COLLEGE – HOUSTON CAMPUS

For accrediting and federal student aid purposes/participation, the Houston, Texas Campus is a main campus with the following branches: Remington College – Dallas Campus, Remington College – Fort Worth Campus, Remington College – North Houston Campus, and Remington College – Houston Southeast Campus.

Remington College – Houston Campus was founded as M & M Data Processing Services in October 1981. The school operated under that name until 1984, when the name was changed to M & M Word Processing Institute, Inc. Remington College – Houston Campus, Inc. purchased the school in August 1997. In April 2003 the campus name was changed from Education America – Houston Campus to Remington College – Houston Campus.

REMINGTON COLLEGE – NORTH HOUSTON CAMPUS (BRANCH OF HOUSTON CAMPUS)

The campus known as Remington College – North Houston Campus was established in February 2004.

REMINGTON COLLEGE – HOUSTON SOUTHEAST CAMPUS (BRANCH OF HOUSTON CAMPUS)

The campus known as Remington College – Houston Southeast Campus was established in February 2008.

REMINGTON COLLEGE – BCL, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations
Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Gary Azotea, Campus President / Cleveland West
Mike Smith, Campus President / Baton Rouge
Jo Ann Boudreaux, Campus President / Lafayette
Jerry Driskill, Campus President / Shreveport

Campus History

REMINGTON COLLEGE – CLEVELAND CAMPUS

For accrediting and federal student aid purposes/participation, the Cleveland, Ohio Campus is a main campus with the following branches: Remington College – Baton Rouge Campus, Remington College – Cleveland West Campus, Remington College – Lafayette Campus, and Remington College – Shreveport Campus.

Remington College – Cleveland Campus 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 and the name was changed to Remington College. 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 – Cleveland Campus to Remington College – Cleveland Campus.

REMINGTON COLLEGE – BATON ROUGE CAMPUS (BRANCH OF CLEVELAND CAMPUS)

Remington College – Baton Rouge Campus, a branch of Remington College – Lafayette Campus 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 – CLEVELAND WEST CAMPUS (BRANCH OF CLEVELAND CAMPUS)

Remington College – Cleveland West Campus is a branch of Remington College – Cleveland Campus. This campus began operations in October 2003.

REMINGTON COLLEGE – LAFAYETTE CAMPUS (BRANCH OF CLEVELAND CAMPUS)

For accrediting and federal student aid purposes/participation, Remington College – Lafayette Campus is a branch campus of Remington College – Cleveland Campus.

The campus currently known as Remington College – Lafayette Campus 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 campus name was changed from Education America – Remington Colleges – Lafayette Campus to Remington College – Lafayette Campus.

REMINGTON COLLEGE – SHREVEPORT CAMPUS (BRANCH OF CLEVELAND CAMPUS)

The campus known as Remington College – Shreveport Campus was established in July 2007.

REMINGTON COLLEGE – MOBILE CAMPUS, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations
Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Steve Backman, Campus President / Mobile
John “Toby” Hayes, Campus President / Columbia

Campus History

REMINGTON COLLEGE – MOBILE CAMPUS

For accrediting and federal student aid purposes/participation, the Mobile Campus is the main campus with the following branches: Remington College – Columbia Campus, Remington College – Honolulu Campus, Remington College – Little Rock Campus, Remington College – Memphis Campus, and Remington College – Nashville Campus.

Remington College – Mobile Campus 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 – COLUMBIA CAMPUS (BRANCH OF MOBILE CAMPUS)

The campus known as Remington College – Columbia Campus was established in March 2009.

REMINGTON COLLEGE – LITTLE ROCK CAMPUS, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations
Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Randal Hayes, Campus President / Little Rock

Campus History

REMINGTON COLLEGE – LITTLE ROCK CAMPUS (BRANCH OF MOBILE CAMPUS)

Remington College – Little Rock Campus began operations as a branch of Remington College – Mobile Campus in July 1998. In May 2003 the name of the company was changed from Education America – Little Rock Campus, Inc. to Remington College – Little Rock Campus, Inc. and the name of the campus was changed from Education America – Southeast College of Technology – Little Rock Campus to Remington College – Little Rock Campus.

REMINGTON COLLEGE – MEMPHIS CAMPUS, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations
Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Dr. Lori May, Campus President / Memphis
Larry Collins, Campus President / Nashville

Campus History

REMINGTON COLLEGE – MEMPHIS CAMPUS (BRANCH OF MOBILE CAMPUS)

Remington College – Memphis Campus opened in July of 1987 as Education America – Southeast College of Technology. In May 2003 the company, Education America – Southeast College of Technology – Memphis, Inc. changed its name to Remington College – Memphis Campus, Inc. and the name of the campus was changed from Education America – Southeast College of Technology – Memphis Campus to Remington College – Memphis Campus.

REMINGTON COLLEGE – NASHVILLE CAMPUS (BRANCH OF MOBILE CAMPUS)

Remington College – Nashville Campus is a branch of Remington College – Mobile Campus. This campus began operations in November 2003.

REMINGTON COLLEGE – TAMPA CAMPUS, INC.

Jack W. Forrest, Director / President / Chief Executive Officer
Dr. Hiram Nall, Director / Regional Vice President of Operations

Todd Zvaigzne, Director / Regional Vice President of Operations
A. Reid Allison, Director / Chief Financial Officer
Robert Lutz, Director / Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Dr. P. Michael Lanouette, Chief Academic Officer
Chuck Farraj, Chief Information Officer
Jonathan Baker, Vice President of Business Operations
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Gregory Falcon, Campus President / Fort Worth
Dr. Rosalie Lampone, Campus President / Tampa
Michael Seltzer, Campus President / Largo
Dale Leatherwood, Senior Vice President Distance Learning / On-Line
Jeremy Owens, Dean of Academic Affairs Distance Learning / On-Line

Campus History

REMINGTON COLLEGE – TAMPA CAMPUS

For accrediting and federal student aid purposes/participation, Remington College – Tampa Campus is a main campus with the following branches: Remington College – Largo Campus and Remington College of Nursing.

Remington College – Tampa Campus began operations in 1948 as Tampa Technical Institute. In October 1981, National Education Centers, Inc., acquired the campus and in 1983, the name of the Institution was changed from Tampa Technical Institute to National Education Center – Tampa Technical Institute Campus. The campus moved to 2410 East Busch Boulevard, Tampa, FL in February 1992.

Remington College – Tampa Campus, Inc., purchased the campus and its branch campus in Ft. Worth, Texas in 1995. From 1995 to 2003 the campus was operated under the name Education America – Tampa Technical Institute. In May 2003 the company, Education America – Tampa Technical Institute, Inc. changed its name to Remington College – Tampa Campus, Inc. and the campus changed its name from Education America – Tampa Technical Institute to Remington College – Tampa Campus. The campus moved to its present location in August 2008.

REMINGTON COLLEGE – FORT WORTH CAMPUS (BRANCH OF HOUSTON CAMPUS)

The Fort Worth Campus 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 – LARGO CAMPUS (BRANCH OF TAMPA CAMPUS)

Remington College – Largo Campus was established as a branch of Remington College – Tampa Campus in October 1998. From January 2000 until May 2003 the campus operated under the name Education America – Tampa Technical Institute – Pinellas Campus. In May 2003 the campus name was changed to Remington College – Largo Campus.

REMINGTON COLLEGE OF NURSING, LLC

Jack W. Forrest, President / Chief Executive Officer
Reid Allison, Chief Financial Officer
Robert Lutz, Senior Vice President / Assistant Secretary
Charles R. Camp, Secretary / General Counsel
Jeremy Hertz, Vice President / Human Resources / Title IX Coordinator
Dr. Karin Polifko, Vice President, Operations and Academic Affairs

Campus History

REMINGTON COLLEGE OF NURSING (BRANCH OF TAMPA CAMPUS)

The campus known as Remington College of Nursing was established in October 2008.

2010 CALENDAR

QUARTERS

	Begin	End
Winter Quarter	January 25, 2010	April 16, 2010
Spring Quarter	April 26, 2010	July 16, 2010
Summer Quarter	July 26, 2010	October 15, 2010
Fall Quarter	October 25, 2010	January 21, 2011

BREAKS

	Begin	End
Spring Break	April 17, 2010	April 25, 2010
Summer Break	July 17, 2010	July 25, 2010
Fall Break	October 16, 2010	October 24, 2010
Winter Break	December 24, 2010	January 2, 2011

HOLIDAYS

New Year's Day	January 1, 2010
Martin Luther King, Jr. Day	January 18, 2010
Memorial Day	May 31, 2010
Independence Day	July 4, 2010
Labor Day	September 6, 2010
Thanksgiving	November 25, 2010 – November 26, 2010
Christmas Day	December 25, 2010

Some quarters may require make-up days for holidays or breaks.