

CAMBRIDGE
COLLEGE OF HEALTHCARE & TECHNOLOGY



**INSTITUTIONAL CATALOG
ADDENDUM**

Delray Beach Campus

Revised 01/04/2016

ADDENDUMS TO THE **CATALOG**

FACULTY & ADMINISTRATION:

CORPORATE ADMINISTRATION

Dr. Terrence W. LaPier, Ph.D. - President

David Colozzi – Chief Operations Officer

Julie Orloff, M.Ed., CMA, RMA, CPC – Vice President of Compliance & Regulatory

Laura Selvey – Corporate Director of Financial Aid

Dominique Werner – Corporate Registrar

Adrian Rorie – Controller

CAMPUS ADMINISTRATION

Dominique Werner – Interim Campus Director

Dominique Werner – Registrar

Norlan Tolon- Admissions Director

Keisha Crichton – Career Services Director

Nadia Beepath - Bursar

Brittney Freeman – Financial Aid Manager

Dr. Emry Sommarain – Online Program Director

Ellen Scalese – Interim Librarian

EDUCATION

DIAGNOSTIC MEDICAL SONOGRAPHY

Nicole Abrahams, BS, RCS

Program Director

Grand Canyon University, BS in Health Science

Sanford Brown Institute, AS in Cardiovascular Technology

Bianca Paz, RDCS

Clinical Coordinator - Echocardiography

Institute of Allied Medical Professions, Diploma in Sonography

Yarenys Soto, RDMS

Clinical Coordinator - Abdomen

Miami Dade College, AS in Diagnostic Medical Sonography

Miami Dade College, AA Communications/Journalism

Carolyn Crawford

Instructor- Echocardiography

The Ultrasound Institute, Diploma in Ultrasound

Joanne Bascilicato

Instructor-Abdomen & OB/GYN / Clinical Coordinator – OB/GYN
Rochester Institute of Technology, BS Sonography
Suffolk Community College, AS in Business

RADIOLOGIC TECHNOLOGY PROGRAM

Stacy Kopso, M.Ed., RT(R) (M)

Program Director
Quinnipiac University, Bachelors in Diagnostic Imaging
Post University, Masters in Education

Deon Durrant, RT (R) (MR)

Clinical Coordinator
Capella University, PhD Organization & Management
Monroe College, MBA
School of Medical Radiation and Technology, Diploma in Radiography

Clinton Toles

Instructor
University of Central Florida, BS in Radiologic Sciences
Broward Community College, AAS Radiography

Deborah Hughes

Instructor
Regis University, MBA
Regis University, BS in Healthcare Administration
Miami Dade College, AS in Radiology

RADIATION THERAPY PROGRAM

Jacqueline Mylan, RT (T)

Program Director
Ottawa University, MBA in Healthcare Management

Greg Orasi, BA, RT (T)

Clinical Coordinator
Broward Community College, Bachelors of Science in Psychology

Jasmine Feliciano, RT (T)

Instructor
Broward College, AS in Radiologic Technology

PRACTICAL NURSING PROGRAM

Nakia Blake, BSN, RN

Program Director
Florida Atlantic University, BS in Nursing
Broward Community College, AS in Nursing
Broward Community College, Associate of Arts

Stacey Williams, RN

Instructor

Broward College, AS in Nursing

Kettly Elizer, BSN, RN

Clinical Coordinator

Florida Risk Management Institute, Legal Nurse Consultant Diploma

Universite` de Montreal, BS in Nursing

St. Laurent College, Diploma in Nursing

Janique Stewart, MSN

Instructor

Nova Southeastern University, Nursing

Florida Intercontinental University, BSN

PHLEBOTOMY/MEDICAL ASSISTANT PROGRAM

Lucian Lazarut, CPT, AHI, RMA, CCMA, CET, CBS, CPCT

Lead Instructor

University of Medicine Tirgu-Mures, Romania MD

MEDICAL BILLING & CODING PROGRAM

Audrey Jiles, CCS

Lead Instructor

Columbus State Community College, AAS

GENERAL EDUCATION/DISTANCE EDUCATION

Emry Somnarain, MD

Director of Online Education

McMaster University, BS in Chemistry

St. Mary's School of Medicine, Medical Doctorate

Narendra Narayana, BA, MS, BE, MBA

Instructor

Florida Atlantic University, MBA in Entrepreneurship & Global Business Management

Broward Community College, Certification in Accounting & Finance

Bangalore University, India, Bachelor of Engineering in Telecommunications

Gregory Cecere, AA, BA, MA

Instructor

Broward College, AA

Florida International University, Bachelor in English Ed

Florida Atlantic University, Master of Arts

Christopher Aults, MA, BS

Instructor

Pennsylvania University, BS in Psychology,

Florida Atlantic University, Master of Arts Psychology

Evelyn Strasfeld, BS
 Keene State College, BS in Education

TUITION & FEES *Effective January 4, 2016*

Program	Application Fee	Tuition	Other Fees not in Tuition
Diagnostic Medical Sonography	\$50.00	\$47,113.00	\$80.00 Grad Fee
Radiation Therapy	\$50.00	\$38,898.00	\$80.00 Grad Fee
Radiologic Technology	\$50.00	\$38,060.00	\$80.00 Grad Fee
Practical Nursing	\$50.00	\$21,825.00	\$80.00 Grad Fee
Advanced Medical Assistant	\$50.00	\$16,959.00	\$80.00 Grad Fee
Patient Care Technician	\$50.00	\$11,840.00	\$80.00 Grad Fee
Medical Billing and Coding	\$50.00	\$14,300.00	\$80.00 Grad Fee
Phlebotomy Technician	\$50.00	\$1,916.00	N/A

CAMBRIDGE MASTER CALENDAR

Associate Degree Programs:

TERM DATES	Scheduled Breaks:
01/04/2016 – 04/29/2016	Spring 2016: 03/21/2016 – 03/25/2016
05/02/2016 – 08/26/2016	Summer 2016: 07/04/2016 – 07/08/2016
08/29/2016 – 12/17/2016	Winter 2016: 12/19/2016 – 01/06/2017
01/09/2017 – 05/05/2017	Spring 2017: <i>To Be Determined</i>
05/08/2017 – 09/01/2017	Summer 2017: 07/03/2017 – 07/07/2017
09/04/2017 – 12/22/2017	Winter 2017: 12/25/2017 – 01/05/2018
01/08/2018 – 05/04/2018	Spring 2018: <i>To Be Determined</i>
05/07/2018 – 08/31/2018	Summer 2018: 07/02/2018 – 07/06/2018
09/03/2018 – 12/21/2018	Winter 2018: 12/24/2018 – 01/04/2019

Diploma / Certificate Programs:

PROGRAM	START DATE	GRAD DATE
Phlebotomy (EVE)	11/16/2016	02/17/2016
Phlebotomy (DAY)	11/16/2016	02/17/2016
Practical Nursing (EVE)	11/02/2015	08/18/2017
Practical Nursing (DAY)	01/25/2016	03/10/2017
Phlebotomy (EVE)	02/29/2016	05/20/2016
Phlebotomy (EVE)	06/06/2016	08/26/2016
Practical Nursing (DAY)	06/20/2016	TBD
Phlebotomy (EVE)	09/19/2016	12/08/2016
Practical Nursing (EVE)	10/10/2016	TBD

SCHOOL CLOSINGS

Classes will not be held on the following days:

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day & Day after

Christmas Day

Patient Care Technician (PCT)

Diploma Program

Method of Delivery - Residential

36 weeks / 720 clock hours

Program Objective:

The program is designed to prepare students for employment as entry level advanced cross-trained nursing assistants (Patient Care Technicians). This program offers a broad foundation of knowledge and skills expanding the traditional role of the nursing assistant for acute and long term care settings. All courses must be satisfactorily completed in order to graduate from the Patient Care Technician program. A Patient Care Technician is strongly encouraged to become a CNA to practice as a PCT. Graduates are eligible to take the Certified Patient Care Technician exam through NHA (not a state requirement). Human venipunctures and capillary sticks are performed in the classroom. Phlebotomy procedures are practiced on training arms. The Certified Phlebotomy Technician examination may be taken through NHA when the applicable number of human venipunctures and capillary sticks have been obtained and documented by an instructor or employer. Phlebotomy certification is not a state requirement. Students that have completed the Nursing Assistant portion of the PCT program are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student's ability to gain employment in the field of training.

Program Outline

HC101 Health Care and Body Systems	100
NA101 Nursing Assistant	80
NA102 Nursing Assistant Externship (prerequisite-NA101)	40
PC101 Home Health Aide	75
PC102 Patient Care Assistant	65
PH101 Phlebotomy	120
PC103 Electrocardiograph Aide	80
PC104 Allied Health Assistant	80
PC105 Patient Care Technician	80
Total Hours	720

Course Descriptions

HC101 Health Care and Body Systems 100 clock hours

This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept. CPR, HIV/AIDS, Domestic Violence and OSHA are also included.

Prerequisites: None

NA101 Nursing Assistant 80 clock hours
This course instructs students in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisites: None

NA102 Nursing Assistant Externship 40 clock Hours

In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisites: NA101

PC101 Home Health Aide 75 clock hours

This course includes homemaking services, shopping and meal preparation, stages of human growth and development, safety and infection control, body systems and common disorders relative to home health care. In addition, this course teaches home health care for maternal and infant needs as well as care for the client with special needs.

Prerequisites: None

PC102 Patient Care Assistant 65 clock hours

This course instructs students in nursing assistant skills for pediatric patients, maternal and infant care and adult surgical patients related to the hospital setting.

Prerequisites: None

PH101 Phlebotomy 120 clock hours

This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

Prerequisites: None

PC103 Electrocardiograph Aide 80 clock hours

This course includes basic principles of the cardiovascular system, the normal electrocardiograms, and lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.

Prerequisites: None

PC104 Allied Health Assistant 80 clock hours

This course introduces the student to care of the patient with problems of the respiratory, muscular and skeletal systems. Included are restorative therapies and equipment used to enable the patient to regain optimal function.

Prerequisites: None

PC105 Patient Care Technician 65 clock hours

This course instructs the student in organizational and effective team skills, documentation, and record management. In addition students will learn advanced special care skills, such as colostomy care, wound care, endotracheal tube and tracheotomy care.

Prerequisites: None

Fees: Tuition \$11,840.00 Application fee \$50.00 Graduation fee \$80.00 **Total - \$11,970.00**

Medical Billing and Coding

900 Clock Hours

Diploma Program

37.5 Weeks

Method of Delivery: Residential

Program Objective: In a residential setting, the Medical Billing and Coding program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the medical billing and coding facilities.

Program Description: This course is designed to prepare students to perform all of the tasks required of a Medical Biller and Coder. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform billing and coding processes. The program provides theoretical and laboratory-based training in foundational skills, including medical terminology, anatomy and physiology, pathology, another health sciences, as well as computer sciences. The program builds upon this knowledge base with more advanced and specific processes and procedures in medical coding and billing, computerized practice management, electronic health records and systems management. Students will learn laws and codes of regulation pertaining to healthcare records, privacy, archival requirements and privacy laws.

Program Outline

Course Number	Course Title	Clock Hours
HSC100	Health Science Core Fundamentals I	45
HSC120	Anatomy & Physiology I with Lab	60
HSC130	Anatomy & Physiology II & Pathophysiology	75
HSC140	Medical Terminology	45
MCB100	Introduction to Medical Billing and Coding	45
MCB110	Electronic Medical Office Procedures	60
COM100	Computer Applications	60
COM120	Computerized Practice Management	45
MCB120	CPT 4	60
MCB140	ICD 9/HCPCS	75
MCB180	ICD10	60
MCB200	Medical Insurance	45
EMR140	Electronic Medical Records I	75
EMR150	Electronic Medical Records II	75
HSC160	Professional Development and Career Preparation	15
MCB160	Medical Office Procedures	60
Grand Total		900

Course Descriptions

COM100 Computer Applications 60 Clock Hours

This course is designed to prepare students to become proficient at using Microsoft Office software. Students will be familiar with and know how to use at least 75% of the features and capabilities of Microsoft Office Word & Excel 2010. They will also learn how to effectively utilize PowerPoint and Outlook for creating presentations and managing email.

HSC120 Anatomy & Physiology I with Lab 60 Clock Hours

This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the organization of the body, structure and function, the origins of biomedical sciences, body systems, histology, general terminology and the contextual preface of the language of medicine.

HSC130 Anatomy & Physiology II with Pathophysiology 75 Clock Hours

This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the structure and function of human physiology and anatomy, as well as special emphasis on the pathology of diseases.

HSC140 Medical Terminology 45 Clock Hours

This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included. The student will possess the aptitude to comprehend and use information in both written and oral formats.

The student will possess the ability to demonstrate critical thinking and problem solving appropriate to his/her program of study.

HSC 100 Health Science Core Fundamentals I 45 Clock Hours

This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, CPR, 4 hours of HIV/AIDS education, Domestic Violence and OSHA are also included.

MCB100 Introduction to Medical Billing and Coding 45 Clock Hours

This course introduces the student to medical billing and coding within our health care delivery system. Health occupations, communication, interpersonal skills, and computer literacy will be discussed. This course also includes ethical and legal issues, HIPPA, employability skills, new healthcare regulation, and basic math and science.

MCB160 Medical Office Procedures 75 Clock Hours

This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Biller and Coder. The course is a foundational and critical structure in the development of medical office professionals. Emphasis in this course is placed upon the medical office tasks, customer service, limiting liability and the relationship of these tasks to revenue collection performed through the process of patient care and medical coding and billing.

COM120 Computerized Practice Management 45 Clock Hours
In this course, students develop knowledge of the revenue models for healthcare facilities, their respective cycles, report generation, medical office management software, patient appointment and scheduling management.

MCB120 CPT 4 60 Clock Hours
This course provides students with the knowledge base, and skill to perform CPT-4 coding procedures. In an online environment this course will emphasize the rules and guidelines of the CPT – 4 manual. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual.

MCB140 ICD-9/HCPCS 75 Clock Hours
This course provides an introduction for beginning coders to develop an understanding of ICD-9-CM characteristics, terminology, and conventions. The focus is to orient the student to the coding requirements of the prospective payment system in order to correctly code disorders to obtain reimbursement from insurance companies. Special emphasis is placed on level II (HCPCS).

MCB180 ICD10 60 Clock Hours
Students will learn the procedures for conducting ICD 10 diagnosis coding and mapping. In an online environment, students will be able to adapt ICD-9 principles, and information to an ICD 10 universe. This course places special emphasis on CM and PCS systems, reimbursement mapping, applied conversion mechanisms, medical record coding, analytics, and interpretation.

MCB200 Medical Insurance 45 Clock Hours
This course provides students with an understanding of the various health insurance systems in our country. Detail information regarding the impact of these various plans as it affects the rest of the American health care system. The history and growth of each program will be explored, with a particular emphasis on political, social, and economic factors that have influenced this development. Students will learn present coding procedures of these programs under law.

EMR120 Medical Office Procedures 60 Clock Hours
Students develop skill and knowledge of the various medical office procedures to include management techniques, procedures and methodology for medical offices. Students will be able to create, develop, document and perform the various procedures used in the day to day practice of a medical office.

EMR140 Electronic Medical Records I 75 Clock Hours
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

EMR140 Electronic Medical Records II

75 Clock Hours

This course continues with skills practice of usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

HSC 160 Professional Development & Career Preparation

15 Clock Hours

This course is designed to prepare the students for career transition. Students in this course will be able to study career pathways, learn more about certifications, receive introductory information concerning professional societies, and the importance of achieving certifications and credentials. Students in this course learn more about the career pathway in terms of academic opportunities, and develop leadership skills and knowledge in order to learn the creation of value for employers.

Fees: Tuition \$14,300.00 Application fee \$50.00 Graduation fee \$80.00 **Total - \$14,430.00**

Medical Assistant

Diploma Program

Method of Delivery: Residential

46 weeks/ 1150 clock hours

Program Description

More and more medical offices desire to hire medical assistants who possess diverse skill sets. Graduates of the program who choose to take the Basic X-ray Machine Operator may do so, and if the exam is successfully passed, they may perform limited X rays in multiple healthcare settings. Other settings in which an Advanced Medical Assistant and Imaging Specialist can seek employment include physician's offices, outpatient medical facilities, hospital, imaging centers, clinics, mobile imaging units or other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling. Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures, phlebotomy and lab procedures in a physician's office, outpatient medical facility, hospital and other related healthcare settings. Student must complete a 200 hour externship in an ambulatory care medical facility. Program graduates are eligible to take the following credentialing examinations: Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) or Certified Medical Assistant exam (CMA through the American Association of Medical Assistants. The National Certification for Phlebotomy Technician examination may be taken (not required by the state) when the applicable number of venipuncture's and capillary sticks have been obtained and documented by an employer.

HC101	Health Core & Body Systems	100
XR101	Introduction to Radiography for the Medical Assistant	80
XR102	Radiography of the Chest, Upper Extremities, and Shoulder Girdle	70
XR103	Radiography of the Lower Extremities, Abdomen and Pelvis	70
XR104	Radiography of the Skull and Spine	70
MA 100	Introductions to Medical Assisting	20
MA101	Administrative Medical Office Procedures	80
MA103	Anatomy & Physiology/Related Diseases	80
MA104	Electrocardiography	80
MA105	Pharmacology/ Medication Administration	80
PH101	Phlebotomy	120
MA106	Clinical Procedures	100
MA107	Medical Assistant Externship	200

Course Description

XR101 Introduction to radiography for the Medical Assistant 80 hours
 This course instructs the student in basic physics of radiographic exposure, principles of radiation protection, and patient care management. This course also includes digital image receptors, the x-ray darkroom, film critique, standards of professionalism and ethics. Emphasis is placed on PACS (Picture Archiving and Communications Systems).

Prerequisites: None

XR102 Radiography of the Chest, Upper Extremities, and Shoulder Girdle 70 hours
 This course includes radiological and positioning terminology for the chest, upper extremities, and shoulder girdle.

Prerequisites: None

XR103 Radiography of the Lower Extremities, Abdomen and Pelvis 70 hours
 This course includes radiological and positioning terminology for the lower extremities, abdomen, and pelvis.

Prerequisites: None

XR104 Radiography of the Skull and Spine 70 hours
 This course includes anatomy of the Skull and Spine with terminology and radiographic positioning, procedures, and techniques.

Prerequisites: None

HC101 Health Core and Body Systems 100 hours
 This course includes health care delivery system, health occupations, communication, interpersonal skills, computer literacy, infection control, and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts. In addition, students receive instruction and certification in HIV/AIDS, Domestic Violence, and OSHA. Students in this course become familiar with Basic X Ray machine operations.

Prerequisites: None

MA 100 Introduction to Medical Assisting 20 hours

This course is designed to introduce the student to the healthcare field of Medical Assisting.
Prerequisites: None

MA101 Administrative Medical Office Procedures 80 hours

This course is designed to introduce the student to office processes. Included is knowledge of insurance, preparing claims, billing, coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab. It also introduces the student to the office environment and initial front office procedures. Ethical and legal issues are discussed. Principles of oral and written communications are introduced. The student is introduced to computerized practice management, electronic health records, and appointment scheduling system software as they learn about scheduling, referrals, and the office communications.

Prerequisites: None

MA103 Anatomy & Physiology/Related Diseases 80 hours

This course includes fundamental anatomy and physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each, Included are nervous, senses, skin, skeletal, muscular, and immune system.

Prerequisites: None

MA104 Electrocardiography 80 hours

This course is designed to teach the student how to perform a 12-lead Electrocardiogram. Included are basic anatomy and electrophysiology of the heart. The student will be able to identify sinus rhythms as well as life-threatening dysrhythmias. Lab included.

Prerequisites: None

MA105 Pharmacology/ Medication Administration 80 hours

This introduces the student to basic pharmacology and medication administration. Included are drug classifications, calculations, abbreviations, and safety. The student is instructed in preparation and administration of medications including injections.

Prerequisites: None

PH101 Phlebotomy 120 hours

This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

Prerequisites: None

MA106 Clinical Procedures 100 hours

This course instructs the students in the following clinical duties and responsibilities, clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory & specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.

Prerequisites: None

MA107 Medical Assisting Externship

200 hours

Required classes: All theory and lab classes

The medical assistant externship will be completed in a physician's office, outpatient medical facility, hospital, or other relative healthcare setting.

Prerequisites: None

Fees: Tuition \$14,000.00 Application fee \$50.00 Graduation fee \$80.00 **Total - \$14,130.00**

Leave of Absence – Page 69

Leave of Absence

In the event of an emergency, Cambridge Institute of Allied Health & Technology may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

A leave of absence must be requested in writing on an official Leave of Absence Form obtainable from the administrative office of Cambridge Institute of Allied Health & Technology prior to the beginning of the proposed requested leave. A leave of absence must be approved by the Program Director and/or the Academic Dean and may not exceed 180 days or the start of the next available class at the current location, whichever event shall first occur. Only one leave of absence per academic year is permitted.

Financial Assistance – Page 70-76

Updated changes to the parameters and awarding methods for FSEOG

Directions:

- The max award is **\$750** for each campus per FAFSA award year.
- This is first come first awarded grant, with the lowest EFC starting at Zero and the student is Pell Grant eligible.
- The Processing Dates on the FAFSA is evaluated to see who applied first to the institution
- One Grant is awarded for the Award Year and per Academic Year
- The FSEOG is set up in two (2) disbursements
- The new awards start with every July class going forward
- Existing students are also eligible to receive the FSEOG based on need and under the following selection criteria:
 - Existing students must be at the beginning of a new academic year
 - New students are given first priority, then if funds are available, existing students can be reviewed for eligibility

- Students must not be on Satisfactory Academic Progress (SAP) Warning or Probation
- The student has not received a prior award in that same academic year (i.e. the student can only receive one full FSEOG grant per academic year and a full grant is defined as \$750)
- Processing dates on the ISIR apply if in a new award year, so students who complete their FAFSA early will be considered first for a FSEOG award

Withdraw Policy

Official withdrawal from the course, no credit earned. If a student's last date of attendance is at the 20% point of attendance of a course, they will receive a grade of F. If a student's last date of attendance is before the 20% point of attendance of course, they will receive a grade of W. Full refund of tuition applies when a student has withdrawn from courses after the add/drop, but less than 20% of each course.

The add/drop period for a course that is 16 weeks in length, is two weeks from the start of the course. The add/drop period for a course that is 8 (correction) weeks in length, is one week from the start of the course.

Refund Policy for Non-Title IV Students

The refund policy for students that are not Title IV Eligible will be 30 days from the last date of determination.

Rules and Regulations - Page 77

Weapons

Possession of any weapon on campus is expressly forbidden weapons of any nature are prohibited in the classroom, lab, externship, and on school grounds. Individuals with weapons in their possession will be immediately dismissed without recourse or appeal.

Theft of School Property

Theft of school property is prohibited. Students in violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

Vandalism

Vandalizing school property is prohibited. Example: graffiti, defacing property, deliberate breaking of equipment and supplies. Violation of any of these laws or rules may result in disciplinary action including suspension or dismissal from the school. Local law enforcement authorities may be called to escort students from the school. Students may be prosecuted and held liable for restoration, attorney, and court fees.

Criminal Record

Cambridge makes students aware that if they have a criminal record that they may be ineligible for certain jobs, employment opportunities, clinical site rotations, certifications, or licenses. Cambridge campuses held harmless for a student or graduate's inability to obtain employment, certification, or licensing.

Hazing Policy

Cambridge, prohibits students or other persons associated with any student organization from engaging in hazing as defined in state statute 1006.63. As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Anyone found in violation of the Hazing Policy will be subject to disciplinary action. The severity of the sanctions will be dependent on the circumstances surrounding the violation. Disciplinary action will be taken in addition to any penalties imposed by civil authorities for violations of state law.

Penalties may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. Any person having knowledge of any activity or statement which constitute hazing should contact the school President, Director, or Academic Dean in the administration office.

Copies of this policy and rules concerning violations, penalties, and process of enforcement will be distributed to students at the time of enrollment.

Violence Against Women's Act

PURPOSE AND SUMMARY

Cambridge College of Healthcare & Technology (Cambridge) is committed to creating and maintaining a community where all individuals who participate in Cambridge programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

Cambridge prohibits sexual harassment and sexual violence. Such behavior violates both law and Cambridge policy. Cambridge will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and / or sexual Violence, or otherwise violates the Violence against Women Act (herein referred to as "VAWA Policy").

SCOPE OF POLICY

The VAWA Policy applies to all Cambridge employees and students.

PROHIBITED ACTS AND DEFINITIONS

In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual harassment, domestic violence, dating violence, sexual assault, stalking and other acts that as defined below:

a. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education

Or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Cambridge will respond to reports of any such conduct in accordance with the VAWA, or other applicable, Policy.

Sexual harassment may include incidents between any members of the Cambridge community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

b. Sexual Violence is defined as physical sexual acts engaged without the consent of the other without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

c. Domestic Violence Is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act "against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

d. Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

e. Sexual Assault occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

f. Forcible Sexual Offense is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

g. Non---Forcible Sexual Offense is defined as unlawful, non---forcible sexual

intercourse. There are two types of Non---forcible Sex Offenses:

a. Incest is non---forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. Statutory Rape is non---forcible sexual intercourse with a person who is under the statutory age of consent.

h. Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed---upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of freewill. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

For purposes of this Policy, the age of consent is the age consistent with Florida Law.

i. Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision---making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

j. Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

CONSENSUAL RELATIONSHIPS

The VAWA Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Cambridge community are subject to other Cambridge policies outlined in the Employee and/or Student Handbooks. While a consensual romantic relationship between members of the Cambridge community may begin or continue for some time without issue, as relationships change they may evolve into situations that lead to charges of sexual harassment or sexual violence.

GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION

DISCRIMINATION Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex--- or gender---stereotyping, or sexual orientation also is prohibited by Cambridge, as part of its nondiscrimination policy, if it denies or limits a person's ability to participate in or benefit from Cambridge educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Cambridge may take into account acts of discrimination based on gender, gender identity, gender expression, sex--- or gender---stereotyping, or sexual orientation.

RETALIATION

The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complain under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

REPORTING SEXUAL HARASSMENT OR SEXUAL VIOLENCE

Any member of the Cambridge community may report conduct that may constitute a violation of VAWA, including sexual harassment or sexual violence, to any supervisor, manager, or the Title IX Officer. An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedures as outlined in the Employee and/or Student Handbooks. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Officer. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee.

Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment

Complaints when a report is received.

Any manager, supervisor, or designated employee responsible for reporting or responding To sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action. Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable Cambridge to respond, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede Cambridge's ability to conduct an investigation and/or to take appropriate remedial actions.

An individual who has made a report of sexual harassment or sexual violence also may File a separate complaint or grievance alleging that the actions taken in response to the report of

sexual harassment or sexual violence did not follow the VAWA Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed within EEOC time limits for filing a charge. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to the VAWA Policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

RESPONSE TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

Cambridge will provide a written explanation of available rights and options, including procedures to follow, when the Cambridge receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on--- or off---campus or in connection with any Cambridge program.

Upon a finding of sexual harassment or sexual violence, Cambridge may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Both the complainant and the alleged perpetrator will be notified, in writing, about the outcome of the complaint and any appeal.

PRIVACY

Cambridge shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and Cambridge policies. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Cambridge community. While such information is considered confidential, Cambridge policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non---forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether Cambridge concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

REQUESTS FOR CONFIDENTIALITY

Confidential resources, outside/third party counseling sources are available for individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and are posted on the Cambridge website.

Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the Cambridge to resolve their concerns.

An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the Cambridge's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the Cambridge will comply with requests for confidentiality to the extent possible.

EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY

Cambridge reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any Cambridge employee.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to re--apply for future employment. Cambridge, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of Cambridge's Responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

STUDENT DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY

Cambridge reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any Cambridge student.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re--enroll. Cambridge, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the Cambridge Responsible Officers and communicated by the Title IX Coordinator. This decision may not be appealed.

ADDITIONAL ENFORCEMENT INFORMATION

The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S.

Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

RESPONSIBLE OFFICERS

President/CEO, Terry LaPier

Title IX Administrator/Dominique Werner, Interim Campus Director