

CAMBRIDGE

Institute of Allied Health & Technology



INSTITUTIONAL CATALOG

2013-14

**5673 Peachtree Dunwoody Road, Suite 450
Atlanta, GA 30342
(404) 255-4500**

www.cambridgehealth.edu
Date of Printing: 8/13

Table of contents	1-3
Message from the President	4
History	5
Licensing	5
Main & Branch Campuses	5
Statement of Purpose	5
Statement of Ownership	5
Disclosures	6
Cambridge Institute of Allied Health & Technology and you	6
Goals, Mission, Philosophy, Aims, and Objectives	7
Specific Objectives	8
General Information/Institutional Approvals	8
Programmatic Accreditation	9
Licensing, Accreditation, Definition of Credit	9
General Information, Policies	9
Faculty	10
Insurance, payment of bills, identification cards	10
Admissions policy, procedures, and requirements	10-11
Admissions requirements for Radiation Therapy program	11
Policy for granting credit for previous education and training	11-12
Personal appearance, certificate, and library/reference center	12-13
Housing and Disciplinary procedures	13-14
Program information	15-33
Physical considerations	33-34
Career Services	35
Student Services	35
Orientation of New Students, Academic Advising	35
Resource Center and Tutoring	36
Non-Discrimination	36
Financial Assistance	36-39
Policies for Withdrawal or Termination, Last day of Attendance	39
Return of Title IV Funds, Refund Policy	40-43
Sexual Harassment, Alcohol/Drugs/Illegal Substance Policy	43-45
Student Conduct, Cheating/Plagiarism	45-47
Transcript report, Student records/access policy	48
Definition of Educational Records	48
Educational Records	48-49
Clinical Externship Policies, Site requirements, and performance standards	49-51
Clinical Externship conduct, confidentiality, and placement policy	51-52
Pregnancy policy	52-53
Satisfactory Academic Progress	54-56
Grading system and requirements	57-58
Leave of absence, re-enter, and attendance policy	58-60
Make up hours & exams	60
Change of program and change of schedule	60
Complaint/grievance procedures	61

General policies	62
Consumer information, campus security/crime/reporting	62-63
Substance abuse policy	64-66
Copyright Policy	66-67
FERPA	67-70
Tuition and Fees	Addendum
Academic Schedule	Addendum
School Hours	Addendum
Administration/Faculty	Addendum

A Message from the President

Welcome to Cambridge Institute of Allied Health and Technology.

The decision you have made to continue your education with the hope of preparing yourself for employment and promotion in the healthcare industry will prove to be one of the greatest and most rewarding opportunities of your life. Cambridge Institute of Allied Health and Technology exists to equip you with the necessary knowledge, skills and the opportunity for personal and professional growth.

The school's administration, faculty, and staff will help you in every way possible and are committed to helping you achieve your success. We will prepare you to secure the skills necessary to realize your goals. However, the burden of responsibility is yours. Accept it with enthusiasm; approach it with all of your talents and effort; work at it with perseverance.

Take advantage of all the facilities and resources Cambridge Institute of Allied Health and Technology has to offer. Make the most of this opportunity, and you will be making the most of yourself.

Terrence W. LaPier

Dr. Terrence W. LaPier

HISTORY

In December 1974 the Radiological Institute was established to conduct certificate programs in radiological sciences with its first program in Nuclear Medicine Technology. In September 1977 The Board of Regents of the University of the State of New York granted the Institute its charter. In 1982 the Institute amended its charter to change its name to The Institute of Allied Medical Professions. This allowed the Institute of Allied Medical Professions to expand its program offerings to meet the growing needs of the Health Care Industry. In 1984, the Institute of Allied Medical Professions began its first Diagnostic Medical Sonography program at Memorial Sloan Kettering Cancer Center. In 1995, the program was then moved to Columbia Presbyterian Medical Center. In the same year, the Institute of Allied Medical Professions Queens Campus was established to conduct programs in Diagnostic Medical Sonography. With the demand for health care professionals on the rise, in 1998, the Institute of Allied Medical Professions opened a campus at St. Johns Riverside Hospital in Yonkers, New York. Today, the Institute of Allied Medical Professions operates campuses throughout the Greater New York City area.

IAMP, LLC is a wholly owned subsidiary of Cambridge Health Education I, LLC d/b/a/ Cambridge Institute of Allied Health & Technology acquired the Delray Beach, Florida Main Campus and the Branch/Non Main Campus of Institute of Allied Medical Professions in Atlanta, GA on December 28, 2010.

MAIN & BRANCH CAMPUSES

Cambridge Institute of Allied Health & Technology of Atlanta is a branch of the main campus of Cambridge Institute of Allied Health & Technology in Delray Beach, Florida. The main campus is located at 5150 Linton Blvd., Suite 340, Delray Beach, Florida 33484.

STATEMENT OF PURPOSE

Cambridge Institute of Allied Health & Technology is a career-oriented educational institution that believes the basic purpose of education is to prepare one for the highest degree of self-realization through quality education and training necessary to face the complexities of today's society. The ultimate goal of the institution lies in its responsibility, to both the students and the community, to provide educational opportunities through content focused curricula. Cambridge Institute's programs are designed to prepare a student for employment in a chosen field of study upon graduation, with an emphasis on serving the needs of the community.

STATEMENT OF OWNERSHIP

The Delray Beach, Florida and Atlanta, GA campuses of Cambridge Institute of Allied Health & Technology are owned by IAMP, LLC, a wholly owned subsidiary of Cambridge Health Education I, LLC d/b/a/ Cambridge Institute of Allied Health & Technology. Cambridge Health Education I, LLC, is a privately owned corporation licensed by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Dr. Terrence LaPier is the Managing Member of Cambridge Health Education I, LLC.

DISCLOSURES

The information presented in this catalog is certified as true and correct in policy and content.

Cambridge Institute of Allied Health & Technology reserves the right to postpone the starting date of any program/course for a reasonable period or cancel a program/course if minimum enrollment is not achieved. All fees will be refunded for courses canceled by Cambridge Institute of Allied Health & Technology Subject matter, course material, and/or length of program, are subject to change in accordance with Cambridge Institute of Allied Health & Technology and its policies. Any such changes would be for curriculum updating and would result in no additional charge to students.

Anyone interested in pursuing a career in healthcare should be reminded that working in allied health professions requires both intellectual and physical faculties. Allied Health Professionals walk a great deal, lift, and assist patients as well as stand in place while performing patient procedures. It is important that anyone considering a career in allied health professions be reminded that the responsibilities involved in patient care requires a fully engaged mindset while at work, and good physical health in order to meet the physical demands of healthcare settings in which our graduates work.

CAMBRIDGE INSTITUTE OF ALLIED HEALTH & TECHNOLOGY AND YOU

If you want to secure a successful career in healthcare, then your dedication to the program of study you choose should be your primary goal. Our objective is to provide the opportunity for you to obtain your goals. Our Prime Directive is to provide you with the skills and knowledge necessary to accomplish your primary goal. It is what makes Cambridge Institute student centered and is the basis of our unique approach to practical education.

This includes:

- * Teaching those essential skills and subject matter which one needs for personal advancement and a successful future.
- * Providing faculty and administrators who are knowledgeable in their fields and who are especially sensitive to the needs and desires of each student.
- * Providing effective and efficient equipment, teaching aides, and methods, all geared to the realities of the healthcare world.
- * Providing an efficient Career Services Office to aid students and alumni in their job seeking endeavors.
- * Providing support and academic advisement to assist students in coping with educational, vocational, and personal challenges.

* At Cambridge Institute of Allied Health and Technology, our interest in you is personal. We recognize and encourage each student's ambitions and interests.

We are a committed and dedicated institution. Upon completion of your chosen curriculum, you will be prepared to meet the standards of employment in the healthcare industry.

GOALS

The primary goal of Cambridge Institute of Allied Health & Technology is to provide full educational access to its oriented curricula, to any and all applicants who demonstrate not only the interest, but also the potential for academic success.

We are further committed to assisting all entering students in fulfilling their career objectives, provided they are motivated to attain these objectives. Cambridge aims to provide those critical supportive services essential to the development of those professional, personal and academic skills necessary to compete successfully in the healthcare industry. Finally, we endeavor to provide the opportunity for flexible schedules such as hybrid programming, as well as Day or Evening schedules.

In this regard, in order to provide its various student populations with the best preparation for their chosen careers, Cambridge Institute of Allied Health & Technology has established a commitment to excellence in academic and support services in its educational delivery system.

MISSION

Cambridge Institute of Allied Health & Technology is an academic institution where the student comes first. We are an organization of health care educators, and education leaders who aspire to the highest standards of quality education and employer and student satisfaction. We seek to improve the healthcare communities, which we serve, by delivering highly qualified and highly trained technologists.

PHILOSOPHY, AIMS AND OBJECTIVES

Cambridge Institute of Allied Health & Technology has established the following objectives in order to fully implement its goal and to fulfill its commitment to serve not only the student, but the community at large.

Cambridge Institute of Allied Health & Technology aim is to enrich the student's education through high-level training, which is essential to meet the demands of Medical offices, Hospitals, Medical Centers and clinics.

Faculty and staff members are highly qualified teachers with years of experience in their fields. They are carefully selected not only for their teaching ability, but their ability to work closely with their students.

SPECIFIC OBJECTIVES

a) To provide intensive training in the fields of:

- *Diagnostic Medical Sonography*
- *Radiation Therapy*

Our intended objective is to prepare Students upon completion of the program the graduate can enter the allied health industry with marketable skills.

b) To educate and thoroughly train students for positions as successful employees in the Allied Health/Medical Imaging/Therapeutic Science fields.

c) To provide training which is sufficiently comprehensive and intensive so that students will be equipped to ascend the career ladder in their respective careers.

d) To provide instruction in relevant allied health skills that reflects current state of the art techniques and equipment.

e) To provide identical academic and support services to both day and evening students.

f) To provide an environment conducive to students' personal and academic development, which is essential in preparing them as responsible and productive members of society?

g) To assist in the placement of all graduates in satisfying, productive and growth-oriented jobs.

Cambridge Institute of Allied Health & Technology trains students to step into the Medical Center of Tomorrow.

INSTITUTIONAL APPROVALS/ PROGRAMMATIC ACCREDITATIONS

LICENSING

Cambridge Institute of Allied Health & Technology is licensed by the Georgia Non-public Postsecondary Education Commission (GNPEC).

ACCREDITATION

Cambridge Institute of Allied Health & Technology – Atlanta Campus - is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES),

7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, (703) 917-9503.

The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, (312)-704-5300.

DEFINITION OF CREDIT

Cambridge Institute's Atlanta Campus definition of semester credit.

For the purposes of awarding credit the definition of a clock hour is as follows:

HOURS	CREDITS
15 hours of lecture	1 semester credit
30 hours of laboratory	1 semester credit
45 hours of externship/clinical	1 semester credit

1 Clock Hour equals 50 minutes of instructional activities and 10 minutes of recess.

CAMBRIDGE INSTITUTE OF ALLIED HEALTH & TECHNOLOGY ON THE CAMPUS OF ST. JOSEPH'S HOSPITAL

Facility Description:

For the comfort and convenience of students and faculty, the school is located on the campus of St. Joseph's Hospital of Atlanta. The campus has easy and convenient access to the I-285 and GA 400 Highways. There is also ample covered parking. This facility contains five (5) spacious classrooms for didactic instruction, (2) Diagnostic Lab's and (1) Radiology Lab.

GENERAL INFORMATION AND POLICIES

Cambridge Institute of Allied Health & Technology reserves the right at any time to make appropriate changes deemed advisable in the policies, procedures, and information contained in this publication including admissions requirements, tuition, fees, and certificate requirements, without formal notice. This catalog is not intended as a listing of course offerings but rather as a reference document containing approved curricula, programs, and courses, which may be offered at Cambridge Institute. The Institution reserves the right to limit registration for programs, to discontinue programs for which

there is insufficient enrollment, and to change times and/or instructor assignment. If the time of a course is changed the student may be entitled to a full refund.

FACULTY

Cambridge Institute of Allied Health & Technology offers the student sound and objective academic guidance through formal and informal educational relationships. All the members of the faculty participate in the guidance program and are available to the student body in the capacity of advisors on all academic matters. The faculty, along with the entire Cambridge Institute of Allied Health & Technology staff, encourages an open-door policy. Take the initiative to acquaint yourself with your instructors and to seek their help if you have difficulty in your academic courses.

The Associate Campus Director and administrative staff, work in conjunction with Program Directors, to assist in providing guidance, interpretation of policy, and to bring resolutions to student challenges and concerns arising from schedules, grades, subject matter, graduation requirements and attendance. He/she is also concerned with policies regarding student behavior, orientation programs, and academic advising.

INSURANCE

The school does not provide personal medical or liability insurance against fire, theft, or vandalism of students' personal property. Students are covered by professional liability insurance during the clinical components of the programs against any damage they may do to equipment or property at the clinical site, but does not cover personal injury of the student.

IDENTIFICATION CARDS

When applicable, appropriate student ID/Access cards are issued to registered students for use at clinical internships/rotations.

ADMISSIONS

ADMISSIONS POLICY

Within the limits of its ability and resources, it is the policy of Cambridge Institute of Allied Health & Technology to accept all applicants for admission, whose credentials demonstrate that they have the interest, ability, and potential to successfully complete appropriate requirements for the course of study. Applicants must demonstrate their compliance with admission policies and procedures through appropriate documentation and active participation in the admissions process.

ADMISSIONS PROCEDURES

All applicants must visit the Office of Admissions to meet with an advisor. Admissions interviews will be scheduled to discuss the various options which are available. In order

to provide each applicant with the best information possible with which to make a well informed decision to attend Cambridge Institute of Allied Health and Technology, the applicant will be fully apprised of program requirements, supportive services, class schedules, and the registration procedures.

Each student should review the catalog for factual information.

ADMISSIONS REQUIREMENTS

Decision as to acceptance of an applicant is determined, but not limited to, interest, educational background, references, and admission interviews.

Applicant must complete and submit an Application for Admission that includes:

1. Complete application form and \$100 registration fee.
2. Resume
3. Transcripts & Evaluations
4. Personal Statement
5. Medical Form
6. High School Diploma/GED
7. Interview with the Program Director
8. Background Check

EDUCATIONAL PRE- REQUIREMENTS FOR ADMISSION TO THE RADIATION THERAPY PROGRAM

At a minimum, applicants must attest or show evidence of graduation from High School or the completion of a GED as well as an **Associate Degree or higher** for entrance into the Radiation Therapy program. Additionally, specific academic requirements are necessary for pre-admission qualification.

An applicant who has completed college level courses in:

Radiation Therapy: Algebra; English Composition or equivalent course work; Anatomy & Physiology I.

Please note that evidence of completion of the aforementioned courses is required in the form of institutional transcripts.

Applicants who CLEP the aforementioned courses will be granted credit towards program admission only if documentation of CLEP results is provided.

POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION AND TRAINING

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving college. Accreditation does not guarantee transfer of credits.

Applicants requesting credit earned for previous training at another post-secondary institution must submit sealed official transcripts to the Registrar before the program starts. In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education.

Transfer credit granted for CLEP must meet the following requirements:

1. CLEP must be completed within 2 years of the start of the program.
2. CLEP transcript must be received by Cambridge Institute prior to the start of the program.
3. Only CLEP completed with College Board® will be accepted.
4. Student must receive, at a minimum, the American Council on Education Recommended Credit-Granting from an accredited school.

Transfer of credit from prior education must meet the following requirements:

- College course must be completed within 10 years of admission to Cambridge Institute with a minimum grade of a C or higher.
- Students possessing a Bachelor's Degree or Higher will be eligible to transfer college credits that are 10 years old.
- Students registered in imaging services or have a current RN license will be eligible to transfer college credits that are 10 years old.

Any consideration of credits from another institution will be given only if the official transcript is received before school starts and is from an institutional that is accredited with an agency recognized by the United States Department of Education and/or the Commission for Higher Education Accreditation (CHEA).

Any student wishing to submit transcripts from a foreign country for consideration of transfer of credits is required to provide a translation and evaluation of such transcripts performed by a certified academic translator.

Reduction of tuition for transfer of credit is not to exceed 16 credits.

POLICY FOR GRANTING CREDIT FOR EXPERIENTIAL LEARNING

The Institute does not award credit for Life Experience, nor does the Institute permit students to proficiency out of courses.

PERSONAL APPEARANCE

Cambridge Institute of Allied Health & Technology maintains a strict dress code. All students are expected to be neat, clean, and dressed in uniforms or lab coats, closed toe shoes, consistent with the type of dress that would be required for the medical environment. Attire such as jeans, sandals, platform

heels and open-toe shoes are unacceptable in a medical environment. A student's appearance must reflect his or her awareness of the demands to maintain astute professional, medical and hygienic standards in a clinical setting. Students will wear designated scrubs to class and clinic. If such rules are not followed, the school will take disciplinary action.

CERTIFICATE

The school will award a certificate for each program or course of study when the student has successfully completed the requirements for graduation and all financial obligations have been met.

LIBRARY AND REFERENCE CENTER

The LIRN Library is a web-enabled information center dedicated to supporting the lifelong learning and achievement of Cambridge Institute of Allied Health & Technology student and faculty community. It provides access to research articles in full text, links to scholarly and professional websites that support the curriculum, library study guides, and more.

To access Cambridge Institute of Allied Health & Technology Library, click on the Library & Information Resources Network link on our website, and click on Member Database Access. On the first day of class you will be given a code that will allow you access to the library database.

HOUSING

Cambridge Institute of Allied Health & Technology does not have dormitory or housing facilities. Students in need of housing should contact the executive office for recommendations on housing.

DISCIPLINARY PROCEDURES

Any student in violation of any of the Disciplinary Rules or Student Conduct is subject to any or all of the following Penalties:

1. Warning
2. Probation
3. Suspension
4. Expulsion

Disciplinary Rules and Student Conduct regulations will be given to all students at orientation. Any prospective student may request this information prior to orientation. In all instances where it is practical and there is no immediate need for imposition of the penalty, no penalty shall be imposed unless the following procedures have been followed:

If, in the judgment of the administration of the school, continued attendance by the individual charged with misconduct will endanger the safety and well-being of the individual and/or members of the school, the following procedures shall be set aside.

1. The student has received written notice of the charges against him/her.
2. A hearing is held before the Academic Affairs Committee consisting of faculty and administrative personnel chosen by the school.
3. At the hearing the student may present a written statement or state his/her case orally. The student is entitled to the aid and assistance of a faculty member or administrative person of their choosing. The determination of the disciplinary panel shall be final.
 - Any penalty imposed (after a hearing) shall be noted on all appropriate student records.
 - Any disciplinary procedure taken without following the procedures outlined above shall, at the written request of the student, be reviewed in accordance with those procedures.
 - Any student refusing to obey any instruction given as to conduct and/or behavior may be instructed to leave the premises forthwith. Failure to do so shall be grounds for immediate disciplinary action.

PROGRAMS & CURRICULA

All programs are taught in English only

**Diagnostic Medical
Sonography
(Certificate)**

General/Cardiac Concentrations

**Radiation Therapy
(Certificate)**

DIAGNOSTIC MEDICAL SONOGRAPHY

931 Didactic Hours

920 Clinical Hours

1851 Total Hours

72 Weeks of Instruction

Method of Instructional Delivery: Residential

PROGRAM DESCRIPTION

This eighteen-month certificate program is designed to provide the essentials of ultrasound techniques. The student will be tested at intervals throughout the program to check his/her level of achievement and progress. Classes are scheduled from either 9:00 am to 3:00 pm or 5:30pm to 10:30pm Monday through Thursday.

Full-time clinical training will occur generally between the hours of 8:00 am – 4:00 pm, days varying depending on the schedule for that term. The student will complete nine hundred and twenty hours of clinical externship.

The general certificate program is designed to provide the essentials of sonographic techniques. Our curriculum leads the entry level student through primary sonographic education. Basic subjects explored include physical principles, abdominal, small parts, and obstetrical and gynecological sonography. The curriculum also devotes significant time to developing "hands-on" laboratory skills. Each section of the course will conclude with a testing procedure to check the level of achievement of each student.

The cardiac certificate program is designed to provide the essentials of sonographic techniques. Our curriculum leads the entry level student through primary sonographic education. Special emphasis is placed on enhancing the scope of the curriculum by providing additional learning opportunities in either vascular or echocardiography specialties. The curriculum also devotes significant time to developing "hands-on" laboratory skills. Each section of the course will conclude with a testing procedure to check the level of achievement of each student.

DMS MISSION STATEMENT

The mission of the School of Diagnostic Medical Sonography is to provide a comprehensive education that will prepare students to become sonographers. The program is structured to provide intellectual stimulation and learning in the didactic and clinical settings using psychomotor, affective and cognitive domains. It is necessary to prepare students to assume the responsibilities of a sonographer, provide quality patient care and to contribute to their profession by a commitment to professional organizations and lifelong learning. These beliefs are the foundation of the sonography profession and are realized through commitment to the education of sonographers in the community.

GOALS AND STUDENT LEARNING OUTCOMES FOR DIAGNOSTIC MEDICAL SONOGRAPHY

- 1) To provide education experiences designed to prepare students for entering a career as a diagnostic medical sonographer.
 - a. Graduates will display appropriate patient care skills
 - b. Graduates will demonstrate entry level scanning skills
- 2) Graduate students who will successfully pass the ARDMS exam.
 - a. Prepare students to pass the SPI exam before graduation
 - b. Give students preparation to take the ARDMS and CCI exam after graduation
- 3) To provide the medical community with individuals qualified to perform sonographic procedures.
 - a. Graduates will demonstrate compassion towards patients
 - b. Graduates will be able to proficiently perform sonography exams
- 4) To instill in students a lifelong desire to achieve professional and academic excellence.
 - a. Graduates will strive to be professionals in this field
 - b. Graduates will have an understanding of the importance of continuing education

ADMISSIONS REQUIREMENTS

The decision to accept an applicant is determined, but not limited to, interest, educational background, references, life experience, and assessment and admission interviews. Students are required to take the HOBET exam as well.

REQUIREMENTS FOR ADMISSION TO DIAGNOSTIC MEDICAL SONOGRAPHY

Competitive Admissions

To be considered for admission, applicants must have completed a high school diploma or GED. An interview with the program director is mandatory and all applicants must obtain a passing minimum score on the applicant evaluation worksheet. Priority will be given to those with college credits and/or a medical background. The admissions process is competitive and applicants are encouraged to meet all requirements as quickly as possible. Notwithstanding, applicants for admission are ranked according to their performance in each area Cambridge DMS assesses towards decisions for admission.

In order for a person to become a Registered Diagnostic Medical Sonographer (RDMS), additional requirements may be needed. For additional information please contact the American Registry for Diagnostic Medical Sonographers (ARDMS) at www.ardms.org or 1-800-541-9754.

Diagnostic Medical Sonography Outline:

General Concentration:

Course Number	Course Name	Clock Hours
DMS1001	Principles of Allied Medical Professions I	100
BCLS	Basic Cardiac Life Support	6
DMS1002A	Principles of Sonographic Physics and Instrumentation A	90
DMS1020A	Professionalism and Client Care A	30
DMS1003	Principles of Abdominal Sonography	150
DMS1004	Sonographic Gynecologic Diagnostics	100
DMS1005	Sonographic Obstetric Diagnostics	90
DMS1002B	Principles of Sonographic Physics and Instrumentation B	45
DMS1020B	Professionalism and Client Care B	60
MAT1100	College Algebra	45
ENG1100	English Composition	45
PHY1100	General Physics	45
HSC 1120	Anatomy and Physiology with Lab	60
DMS 4000AG	Clinical Practicum	219
DMS4000BG	Clinical Practicum	260
DMS4000CG	Clinical Practicum	395
DMS4000DG	Clinical Practicum	46
DMS1010	Introduction to Sonography	65
Total		1851

Cardiac Concentration:

Course Number	Course Name	Clock Hours
DMS1001	Principles of Allied Medical Professions I	100

BCLS	Basic Cardiac Life Support	6
DMS1002A	Principles of Sonographic Physics and Instrumentation A	90
DMS1020A	Professionalism and Client Care A	30
DMS3001	Principles of Echocardiography I	100
DMS2001	Principles of Vascular Sonography	75
DMS3002	Principles of Echocardiography II	90
DMS1002B	Principles of Sonographic Physics and Instrumentation B	45
DMS1020B	Professionalism and Client Care B	60
MAT1100	College Algebra	45
ENG1100	English Composition	45
PHY1100	General Physics	45
DMS3001	Echocardiographic Anatomy & Physiology	75
DMS 4000AC	Clinical Practicum	219
DMS4000BC	Clinical Practicum	260
DMS4000CC	Clinical Practicum	395
DMS4000DC	Clinical Practicum	46
DMS1010	Introduction to Sonography	65
HSC1120	Anatomy and Physiology with Lab	60
Total		1851

Course Descriptions for both Concentrations:

MAT1100 College Algebra (45 Clock Hours) – Method of Delivery: Residential

Students in this course will explore college algebra through a detailed examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.

Prerequisite: None

ENG1100 English Composition (45 Clock Hours) Method of Delivery: Residential

Students will learn grammar, punctuation and usage skills that are useful in everyday language. The goals of effective writing will be covered as well as essay preparation. Students will take several mastery and editing tests as part of the course.

Prerequisite: None

PHY1100 General Physics (45 Clock Hours) Method of Delivery: Residential

This course is designed to cover a broad range of physics topics. As these topics are applied to various problem situations, the student will develop critical thinking skills and through the use of group activities, the student will enhance cooperative attitudes. The students should be able to demonstrate a working knowledge and general understanding of acoustics ultrasound and Doppler ultrasound physics.

Prerequisite: None

HSC 1120 Anatomy and Physiology with Lab (60 Clock Hours) Method of Delivery: Residential

Students will learn and identify the structure and function of the major body systems. The concepts of cells, tissues, organs and systems are presented to form the framework for a comprehensive study of anatomic structures and basic functions of each body system. The students will also learn the concepts of structural anatomy as they analyze the complex functions.

Prerequisite: None

DMS 1001 Principles of Allied Medical Professionals - Method of Delivery: Residential (100 Clock Hours)

The course will prepare students to enter the world of the allied health. This course addresses patient care issues within the scope of practice of the sonographer. Communication, mobility, infection control, emergency response, and patient safety will be covered in this course. In addition, students will be provided with an introduction to medical ethics, law and ergonomics. Students will learn about and discuss a wide variety of medical issues including current issues and case studies. An overview of different cultures and patient needs and how they relate to patient care will also be covered. Students will be taught about medical laws and governing agencies, and workplace legalities which covers HIPPA privacy, documentation and workers compensation. In this course, students will also be given instruction on how to be successful when they begin their clinical rotations.

Pre-requisites: MAT1100, ENG1100, PHY1100, HSC1120

DMS 1010 Introduction to Sonography (65 Clock Hours) Method of Delivery: Residential

The course will cover fundamental ultrasound concepts that will be necessary for students to understand upon entering their clinical rotations. The course will focus on the necessary tools that students will need in the ultrasound field. Topics covered include examination protocols, instrumentation, optimizing images, sonographic terminology, and critical thinking.

Pre-requisite: DMS 1001

DMS1002A Principles of Sonographic Physics and Instrumentation Method of Delivery: Residential (90 Clock Hours)

This course provides the motivated student with the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through mediums, and its manipulation for diagnostic purposes will be studied. Laboratory sessions will reinforce learning and will provide hands-on instruction in the utilization of ultrasound equipment correctly and safely. Instruction on the instrumentation and machine functions will be given as well. In addition, this course will cover Doppler and hemodynamic principles and actions. Students will learn the physical principles of Doppler as well as learn to utilize Doppler techniques when scanning. Quality Assurance and Bio effects will also be covered in this course. Students will learn the physical principles of artifacts and identify commonly found artifacts in the body. Students will learn to apply the principles of hemodynamics to scanning including types of flow, energy gradients, and changes in flow at a stenosis. While learning these techniques students will study vascular anatomy and begin to apply Doppler principles to scanning and evaluating the arteries and veins of the neck, abdomen and extremities.

Prerequisite: HCS1120, MAT1100, PHY1100, ENG1100

DMS 1002B Principles of Sonographic Physics and Instrumentation B Method of Delivery: Residential (45 Clock Hours)

This course provides the motivated student with the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through mediums, and its manipulation for diagnostic purposes will be studied. Laboratory sessions will reinforce learning and will provide hands-on instruction in the utilization of ultrasound equipment correctly and safely. Instruction on the instrumentation and machine functions will be given as well. In addition, this course will cover Doppler and hemodynamic principles and actions. Students will learn the physical principles of Doppler as well as learn to utilize Doppler techniques when scanning. Quality Assurance and Bio effects will also be covered in this course. Students will learn the physical principles of artifacts and identify commonly found artifacts in the body. Students will learn to apply the principles of hemodynamics to scanning including types of flow, energy gradients, and changes in flow at a stenosis. While learning these techniques students will study vascular anatomy and begin to apply Doppler principles to scanning and evaluating the arteries and veins of the neck, abdomen and extremities.

Prerequisite: MAT1100, ENG1100, PHY1100, HSC1120

BCLS

Basic Cardiac Life Support (CPR) Method of Delivery: Residential (6 Hours)

Students in this course must become BCLS certified and therefore, a grade of “P” (PASS) will be provided if the student proves to be competent and receives certification. A grade of “F” (FAIL) will be provided if the student does not pass the certification course. The course must be repeated if the student fails.

Prerequisite: None

DMS 1020A Professionalism and Client Care A – Introduction to the Clinical Environment Method of Delivery: Residential (30 Hours)

Emphasis in this course is placed developing professional standards, behavior and communication. Students in this course will learn the importance of providing quality client service in the American Healthcare system, the importance of maintaining clinical protocols and adaptation in the workplace culture.

Prerequisite: None

DMS 1020B Professionalism and Client Care B – (Career Preparation & Registry Review) Method of Delivery: Residential (60 Clock Hours)

Emphasis in this course is placed upon employability, resume development, and Registry Review. Students in this course will learn the importance of providing quality client service in the American healthcare system, the importance of maintaining clinical protocols and adaptation of the workplace culture.

Prerequisite: None

DMS–GENERAL CONCENTRATION

DMS 1003 Principles of Abdominal Sonography with Small Parts and Lab Method of Delivery: Residential (150 Hours)

In this course, students will study in-depth the organs contained within the human abdominal cavity in both normal and abnormal states. Students will also learn about “small parts”, which includes breast, scrotum, and prostate. Other course topics include superficial abnormalities, pediatric applications, neurosonology, musculoskeletal sonography, interventional sonography, carotid artery and venous anatomy as necessary for general sonographers.

Pre-requisite:DMS1001, 1010, 1002A, BCLS

DMS 1004 Sonography Gynecological Diagnostics Method of Delivery: Residential (100 Hours)

In this course, students will study in-depth the organs contained within the female pelvis in both normal and abnormal states. Student will learn the basic anatomy and physiology, normal and abnormal sonographic appearances, scanning techniques and disease processes of the female reproductive system. Transabdominal, transvaginal, transperineal and sonohysterography techniques will be discussed. The sonographic appearance of normal versus abnormal tissue presentation will be reviewed using film and slide case study reviews. The student will be able to recognize and identify the sonographic appearance of normal anatomic structure, including anatomic variants and normal Doppler patterns for gynecological specialties.

Pre-requisite: ENG1100, MAT1100, PHY1100, DMS1001, DMS1010, DMS1002A, DMS1002B, BCLS, DMS1020A, DMS1003, DMS4000A

DMS 1005 Sonographic Obstetrical Diagnostics with Lab Method of Delivery: Residential

(90 Hours)

This course will introduce students to fetal growth and development and those structures supporting fetal life with special focus on the use of sonography to accurately assess fetal well-being. The student will be provided with in depth knowledge and understanding of pelvic anatomy and pathology, embryology and fetal development. Examples of normal and abnormal results are given. Students will learn the current methodology for assessing fetal growth parameters and the structures supporting fetal viability. Students will learn to identify risk factors and abnormal fetal development through a series of slide and film presentations. Additionally, a hands-on laboratory experience will be provided to reinforce the sequential and orderly presentation of obstetrical studies.

Pre-requisite: DMS1001, DMS1002, BCLS

DMS 4000A (General) Clinical Practicum (219 Hours)

The course provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required competencies for the General Program must be achieved.

Prerequisite: DMS 1001, DMS 1002, BCLS, DMS 1020

DMS 4000B (General) Clinical Practicum B – (260 Clock Hours)

The course provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required competencies for the General Program must be achieved.

Prerequisite: ENG1100, MAT1100, HSC1120, PHY1100, DMS1001, DMS1010, DMS1002A, DMS1002B, BCLS, DMS1010A, DMS2002, DMS2001

DMS4000C (General) Clinical Practicum C- (395 Clock Hours)

The course provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required competencies for the General Program must be achieved.

Prerequisite: DMS4000B

DMS 4000D (General) Clinical Practicum D - (46 Clock Hours)

The course is a continuation of DMS4000C which provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required competencies for the General Program must be achieved.

Prerequisites: DMS4000C

DMS-CARDIAC CONCENTRATION

DMS 2001 Principles of Vascular Sonography Method of Delivery: Residential (75 Hours) Pre-requisite:DMS1001, 1010, 1002A, 1002B

The course will introduce the principles of Doppler imaging, Doppler physics, vascular anatomy and pathology, hemodynamics, common duplex examinations and alternative vascular testing methods. Instruction is given in how to compare clinical presentation to exam results and write a concise impression. The laboratory section of this course provides hands on experience. The students will participate in the application and technique studied in the didactic section of the course. The laboratory sessions also emphasize and encourage the student to recognize the normal anatomy and normal ultrasonic findings. After completion of the basic principles, the course focuses on pathology, dysfunction and the disease process. Plethysmography, lower extremity pulses, continuous wave examinations and blood pressures will also be taught.

Pre-requisite: DMS1001, 1010, 1002A, BCLS

DMS 2002 Echocardiographic Anatomy and Physiology Method of Delivery: Residential (75 Hours)

This course provides a foundation in the principles of echocardiography, the most effective, noninvasive method for use in cardiac diagnosis. The course involves understanding of normal cardiac anatomy, coronary anatomy, and relationship of chambers with great vessels. This also provides normal cardiac physiology and its understanding in relation to echocardiography. This course also provides understanding of EKG, Electrophysiology, conduction system and mechanical events of cardiac cycle in relation to electrical events. This course provides the application and techniques in 2D cardiac imaging, M mode of LV at different levels of cardiac studies, and cardiac anatomy and function.

Pre-requisite:DMS1001, 1002A, BCLS

DMS 3001 Principles of Echocardiography I with Lab Method of Delivery: Residential

(100 Hours)

This course provides a foundation in the principles of preload, afterload and pressure overload and its causes. This course also covers valvular heart disease, ischemic cardiac diseases, myocardial diseases, valvular heart diseases, endocardial diseases, pulmonic arterial diseases of aorta and great vessels, and trauma. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also discusses wall motion abnormalities and LV dysfunction. The lab section of this course provides hands-on experience in the application of echocardiography, the most effective noninvasive method for use in cardiac diagnosis. The lab session includes the practice of echocardiography techniques with valvular area calculations, LV measurements, and assessment of ejection fraction, fractional shortening, and stroke volume, cardiac output, and M-mode measurements. Discussion is both detailed and concise for understanding and comprehension.

Pre-requisite:DMS1001, 1010, 1002A, 1002B

DMS 3002 Principles of Echocardiography II

Method of Delivery: Residential (90 Hours)

This course provides foundation on cardiomyopathies and IHD and on the evaluation of pericardiac, and intracardiac tumors, Anomalies of aorta and great vessels, Congenital Heart Diseases, pericardial pathologies and tumors. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also discusses wall motion abnormalities in relation to pathologic situations. Discussion is both detailed and concise for understanding and comprehension.

The lab section of this course provides hands on experience in the application of echocardiography, the most effective noninvasive method for use in cardiac diagnosis. The lab session includes the practice of echocardiography techniques with valvular area calculations during pathologic situations, abnormal LV measurements, and abnormal ejection fractions, fractional shortening, stroke volumes, and left ventricular function abnormalities.

Prerequisite: DMS 1001, DMS 1002, DMS 2002, DMS 3001, BCLS

DMS 4000A (Cardiac) Clinical Practicum (219 Hours)

The course provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required echocardiographic competencies must be achieved.

Prerequisite: ENG1100, MAT1100, HSC1120, PHY1100, DMS1001, DMS1010, DMS1002A, DMS1002B, BLS, EMS1020A, DMS2002, DMS2001

DMS 4000B (Cardiac) Clinical Practicum B – (260 Clock Hours)

The course provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required echocardiographic competencies must be achieved.

Prerequisite: DMS4000A

DMS4000C (Cardiac) Clinical Practicum C- (395 Clock Hours)

The course provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required echocardiographic competencies must be achieved.

Prerequisite: DMS4000B

DMS 4000D (Cardiac) Clinical Practicum D - (46 Clock Hours)

This course is a continuation of 4000C which provides the student with practical experience in the performance of sonographic examinations, proper patient/staff interactions and relations, communication skills, proper handling and use of diagnostic equipment, proficiency in anatomy, medical terminology and preliminary interpretation of sonographic results. The student will become familiar with the clinical setting and to observe and participate in sonographic procedures at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Demonstration of proficiency in required echocardiographic competencies must be achieved.

Prerequisites: DMS4000C

RADIATION THERAPY

996 Didactic Hours

874 Clinical Hours

1870 Total Clock Hours

75 Credits

75 Weeks

Method of Instructional Delivery: Residential

PROGRAM DESCRIPTION

Cambridge Institute of Allied Health & Technology Radiation Therapy Program prepares students for the clinical, theoretical, technical and psychological aspects of a career in Radiation Therapy. The curriculum includes classroom instruction and clinical internship experience in a variety of radiation therapy procedures and equipment operation. Prerequisites must be met prior to being accepted into the program.

ADMISSIONS REQUIREMENTS

The decision to accept an applicant is determined, but not limited to, interest, educational background, references, life experience, and assessment and admission interviews. Students are required to take the HOBET exam as well.

RADIATION THERAPY MISSION STATEMENT

The mission of the School of Radiation Therapy is to graduate health care professionals who are competent radiation therapists through the provision of quality academic and clinical experiences.

GOALS AND STUDENT LEARNING OUTCOMES FOR RADIATION THERAPY

1. Students will demonstrate clinical competence:
 - a. Students will be able to accurately position a patient
 - b. Students will apply principles of radiation protection
 - c. Students will display appropriate patient care
2. Students will exhibit effective communication skills:
 - a. Students will use effective oral communication skills
 - b. Students will apply written communication skills
3. Students will demonstrate sound problem solving and critical thinking skills:
 - a. Student is able to interpret treatment prescription/plan
 - b. Students will employ computer skills
4. Students will grow and develop professionally:
 - a. Students will practice professional behaviors
 - b. Students will understand ethics of the profession

5. The program will consistently monitor its effectiveness:
 - a. Students will complete the program
 - b. Graduates will pass the ARRT certification exam
 - c. Graduates will obtain employment

Radiation Therapy Outline:

RAD300	Introduction to Radiologic Science	4.0
RTT455	Clinical Practicum I	6.5
RTT470	Radiation Therapy Seminar	2.0
RAD300L	Introduction to Radiologic Science Lab	2.0
RAD305	Cross Sectional Anatomy	2.5
RAD310	Principles of Patient Care	4.0
RAD315	Radiation Biology and Protection	4.0
RAD320	Principles of Imaging	2.5
RAD325	Physics in Radiologic Science	4.0
RTT330	Introduction to Radiation Therapy	4.0
RTT330L	Introduction to Radiation Therapy Lab	1.0
RTT335	Patient Care in Radiation Therapy	2.5
RT340	Oncologic Pathology	2.5
RTT350	Principles of Radiation Therapy I	4.5
RTT350L	Principles of Radiation Therapy I Lab	0.5
RTT355	Orientation to Clinic	4.5
RTT410	Quality Management	2.5
RTT415	Operational Issues in Radiation Therapy	2.5
RTT425	Radiation Therapy Physics	2.5

RTT435	Treatment Planning	3.0
RTT440L	Clinical Feedback Lab	1.5
RTT450	Principles of Radiation Therapy II	4.5
RTT450L	Principles of Radiation Therapy II Lab	.5
RTT460	Clinical Practicum II	6.5
RTT465	Clinical Practicum III	.5
Total		75

RAD300 – Introduction to Radiologic Science (64 Contact Hours/4 Credits)

Content is designed to provide an overview of the foundations in radiography and the practitioner’s role in the health care delivery system. Medical terminology, ethics and law in the radiologic sciences and the professional responsibilities of the radiologic technologist will be covered.

Prerequisite: None

RAD300L – Introduction to Radiologic Science Lab (60 Contact Hours/2 Credits)

Content is designed to provide an overview of the foundations in radiography and the practitioner’s role in the health care delivery system. Medical terminology, ethics and law in the radiologic sciences and the professional responsibilities of the radiologic technologist will be covered using discussions and lab applications.

Prerequisite: RAD300

RAD305 – Cross Sectional Anatomy (40 Contact Hours/2.5 Credits)

Content is designed to establish a knowledge base in factors that govern the production and recording of images used in radiologic science including radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology.

Prerequisite: None

RAD310 – Principles of Patient Care (64 Contact Hours/4.0 Credits)

Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient. Routine and emergency procedures will be covered as well as infection control.

Prerequisite: None

RAD315 – Radiation Biology and Protection (64 Contact Hours/4.0 Credits)

Content is designed to provide the basic concepts of radiation protection and safety for the radiologic technologist. The effects of radiation on the human body will be emphasized and regulations pertaining to radiation safety will be highlighted.

Prerequisite: None

RAD320 – Principles of Imaging (40 Contact Hours/2.5 Credits)

Content is designed to establish a knowledge base in factors that govern the production and recording of images used in radiologic science including radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology.

Prerequisite: RAD310

RTT330 - Introduction to Radiation Therapy (64 Contact Hours/4 Credits)

Content is designed to provide an overview of the foundations of radiation therapy and the radiation therapist's role in the radiation oncology department. Alternative therapies, treatment machine equipment and the professional procedures of the radiation therapist will be covered.

Prerequisite: RAD300

RTT330L - Introduction to Radiation Therapy Lab (30 Contact Hours/1 Credit)

Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Medical terminology, ethics and law in the radiologic sciences and the professional responsibilities of the radiologic technologist will be emphasized using discussions and lab applications.

Prerequisite: RAD300

RAD325 - Physics in Radiologic Science (64 Contact Hours/4 Credits)

Content includes an overview of general physics principles including conservation laws, gravitation, wave motion, heat and thermodynamics. Atomic structure, radiation interactions, radioactive decay processes and the production of an x-ray image will be emphasized.

Prerequisite: None

RTT335 - Patient Care in Radiation Therapy (40 Contact Hours/2.5)

Content is designed to provide an orientation to the foundations of radiation therapy and the radiation therapist's role in the radiation oncology department. Medical terminology, ethics and law, an introduction to computers in a radiation oncology department, and the professional responsibilities of a radiation therapist will be covered.

Prerequisite: RAD310

RTT340 – Oncologic Pathology (40 Contact Hours/2.5 Credits)

Content is designed to provide an overview of general and neoplastic pathology. Emphasis on the principles of pathophysiology, carcinogenesis, and cancer development in the respiratory, CNS, urinary, reproductive, musculoskeletal, digestive, endocrine, circulatory, integumentary systems.

Prerequisite: RAD305

RTT350 – Principles of Radiation Therapy I (73 Contact Hours/4.5 Credits)

Content is designed to provide an overview of simulation and treatment procedures used in radiation oncology. Radiation therapy for tumors of the respiratory system, gastrointestinal system, central nervous system, male and female reproductive system,

and urinary system will be emphasized including detection and diagnosis, etiology, epidemiology, patterns of spread, staging, treatment methods and prognosis.

Prerequisite: RTT330, RTT330L, RAD315, RAD320

RTT350L – Principles of Radiation Therapy I Lab (20 Contact Hours/.5 Credit)

Content is designed to provide an overview of simulation and treatment procedures used in radiation oncology. Radiation therapy for tumors of the respiratory system, gastrointestinal system, central nervous system, male and female reproductive system, and urinary system will be emphasized including detection and diagnosis, etiology, epidemiology, patterns of spread, staging, treatment methods and prognosis.

Prerequisite: RTT330, RTT330, RAD315, RAD320

RTT355 – Orientation to Clinic (210 Contact Hours/4.5Credits)

The student will be introduced to the general operations of a radiation oncology department including equipment used for a simulation and treatment, the patient flow, and roles and responsibilities of the healthcare team that comprises the staff.

Prerequisite:

RAD 300, RAD 305, RAD 310, RAD 315, RAD 320, RAD 325,
RTT 330, RTT 335, RTT 410, RTT 415

RTT410 – Quality Management (40 Clock Hours/2.5 Credits)

Content will cover quality management programs in radiation oncology with special emphasis on the role of the radiation therapist in continuing quality improvement. Quality assurance procedures and standards for treatment planning, simulation, and treatment delivery equipment will be highlighted.

Prerequisite: RTT330, RTT330L, RAD315, RAD320

RTT415 - Operational Issues in Radiation Therapy (40 Contact Hours/2.5 Credits)

Content includes continuous quality improvement project development and evaluation. Human resource issues and regulations impacting the radiation therapist will be examined as will accreditation agencies and the radiation therapist's role in the accreditation process. An introduction to research methodology will be covered.

Prerequisite: RTT330, RTT330L

RTT425 – Radiation Therapy Physics (40 Contact Hours/2.5 Credits)

Content includes discussion of the structure of matter, properties of radiation, nuclear transformation, and fundamental concepts of radiation interaction, production and measurement, clinical equipment, electron beam therapy and brachytherapy as well as a review of radiation protection applicable to radiation therapy.

Prerequisite: RAD325

RTT435 – Treatment Planning (45 Contact Hours/3.0 Credits)

Content includes factors that influence and govern the clinical planning of patient treatment. Concepts of dose calculation and planning for optimal delivery of a radiation prescription using a range of external beam techniques are presented. Emerging

technologies and their impact on treatment planning are also covered. Duties of a radiation therapist, dosimetrist, and medical physicist will be covered.

Prerequisite: RTT425

RTT440L – Clinical Feedback Lab (45 Contact Hours/1.5 Credits)

The Clinical Feedback Lab course provides a comprehensive synthesis of professional skills and perspectives. The course the student will present oncologic case studies to the class for open discussion, including image evaluation and differential diagnoses. The student will use proper medical terminology. Participation and discussion of case reviews offered by fellow students is a part of case presentations.

Prerequisite: RTT355, RTT455

RTT450 – Principles of Radiation Therapy II (73 Contact Hours/4.5 Credits)

Content is designed to provide an overview of simulation and treatment procedures used in radiation oncology. Radiation therapy for tumors of the breast, head and neck, endocrine system, lymphoreticular system, pediatric solid tumors, skin, bone, soft tissue and blood will be emphasized including detection and diagnosis, etiology, epidemiology, patterns of spread, staging, treatment methods and prognosis.

Prerequisite: RTT350

RTT450L – Principles of Radiation Therapy II Lab (20 Contact Hours/.5 Credits)

Content is designed to provide an overview of simulation and treatment procedures used in radiation oncology. Radiation therapy procedures for tumors of the brain, head and neck, chest, breast, abdomen, pelvis, skeletal system and electron treatments will be emphasized.

Prerequisite: RTT450

RTT455 – Clinical Practicum I (312 Contact Hours/6.5 Credits)

Course is designed for students to participate in routine procedures and general operations of a radiation oncology department. Students will rotate through simulation and treatment areas under the direct supervision of a registered radiation therapist. Procedures include utilizing equipment used for simulation and treatment, patient flow and the roles and responsibilities of the healthcare team. Students will develop competence in basic patient care skills as well as basic treatment setups.

Prerequisite: RTT355

RTT460 – Clinical Practicum II (312 Contact Hours/6.5 Credits)

Course is designed for students to participate in routine procedures and general operations of a radiation oncology department. Students will rotate through nursing, simulation and treatment areas under the direct supervision of a registered radiation therapist. Procedures include utilizing equipment used for simulation and treatment, patient flow and the roles and responsibilities of the healthcare team. Students will develop competence in basic patient care skills as well as basic simulation and treatment setups.

Prerequisite: RTT455

RTT465 – Clinical Practicum III (40 Contact Hours/.5 Credits)

Course is designed for students to participate in routine procedures and general operations of a radiation oncology department under the direct supervision of a registered radiation therapist. Procedures include utilizing equipment used for simulation and treatment, patient flow and the roles and responsibilities of the healthcare team.

Prerequisite: RTT460

RTT470 – Radiation Therapy Seminar (30 Contact Hours/2 Credits)

Course is designed to synthesize previous coursework and integrate didactic and clinical concepts. A review for the national certification examination will be included.

Prerequisite: RAD300, RAD300L, RAD305, RAD310, RAD315, RAD320, RAD325, RTT330, RTT330L, RTT410, RTT425, RTT350, RTT350L, RTT340, RTT415, RTT450, RTT450L, RTT435

PHYSICAL CONSIDERATIONS

Cambridge Institute of Allied Health and Technology

Student Name: _____

Semester Applied to Enter: _____

R-Regularly	O-Occasionally		
Abilities	R	O	Measurable Descriptor
Vision: Corrected or Normal	X		Ability to read requisitions, physician orders, instructions on equipment labels, reports
Hearing	X		Hear a patient talk in a normal tone from a distance of 15 feet
Intelligible oral communication	X		Communication with patients, team members
Appropriate non-verbal communication	X		Therapeutic communication with client, rapport and trust with client health care team
Pushing	X		Push a patient in wheelchair or gurney 300ft. as required by structural design of the building
Pulling	X		Lbs/ft: 50, equipment, patient carts
Lifting	X		Lift and move a maximum of 290 lb. patient in a 2 person; 13 person transfer
Floor to waist	X		Lbs 75: 3 man lift of patients
Waist to shoulder	X		Lbs 35: equipment and supplies
Shoulder to overhead	X		Lbs 10: equipment and supplies
Reaching overhead	X		Above shoulders up to 6 hrs. through out an 8 hr. shift
Reaching forward	X		Reach forward 18 inches holding an object using equipment, Supplies, and cassettes up to 15 lbs.
Carrying	X		Lbs. 40: equipment 50 yds.
Standing	X		Long periods, up to eight hours through out and 8 hr. shift
Sitting	X		Infrequent and short periods; adjusting equipment, cleaning
Squatting	X		Infrequent and short periods; adjusting equipment, cleaning
Stooping/Bending	X		Adjusting equipment 20 times per hour
Kneeling/Crouching		X	Adjusting equipment 20 times per hour
Walking	X		Long periods of time: up to eight hours
Running		X	Infrequent, emergency situations
Stairs (ascending/descending)	X		Turing (head/neck/waist)
Turning (head/neck/waist)	X		Frequent extended periods; may position for long periods
Repetitive leg/arm movement	X		Frequent, use of equipment
Use of foot or hand controls	X		Short periods, use of equipment

CAREER SERVICES

It is the policy of Cambridge Institute of Allied Health & Technology to provide job search assistance to graduates in good standing with the institution, in the field for which they are trained. Although Cambridge Institute of Allied Health & Technology provides employment assistance, **we cannot and do not promise or guarantee employment upon graduation.** The Cambridge Career Services Department provides more than job search assistance, but prepares our students in professional skills necessary to build a career.

Job search assistance will be in the form of some or all of the following:

- Interviewing skills seminars
- Resume preparation seminars
- Cover letter preparation
- Job search techniques seminars
- Interviewing techniques
- Seminars in leadership
- Social Keys to Upward Mobility
- Life Skills and Financial Planning

Potential employers may assess grades, attendance, and personal performance in the interview, work background, educational background and other intangible factors in determining whether or not to hire the applicant.

STUDENT SERVICES

ORIENTATION OF NEW STUDENTS

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Cambridge Institute of Allied Health and Technology. During this orientation, members of the administration familiarize students with Cambridge Institute of Allied Health and Technology's facilities and explain academic policies and school regulations.

ACADEMIC ADVISING

The Education Department provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program.

Resource Center

The school's Resource Center provides current reference materials, videotapes, online library, and journals for student use. Hours of operation have been scheduled to allow coverage of all class sessions.

TUTORING

Instructors are available by appointment to students who feel they need additional assistance outside normal class hours. Tutoring assistance is available at no charge and we urge those who desire this service to take advantage of this assistance.

NON-DISCRIMINATION AND AMERICANS WITH DISABILITIES ACT

Cambridge Institute of Allied Health & Technology is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic.

Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus Director. The Associate Campus Director will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes.

If any student would like to appeal the decision regarding a request, please contact the Compliance Department, Julie Orloff at jorloff@cambridgehealth.edu. Appeals must be submitted within one week of the date of the Associate Campus Directors response.

FINANCIAL ASSISTANCE

Financial Aid

Cambridge Institute of Allied Health & Technology believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education. To that end, Cambridge Institute of Allied Health & Technology participates in Federal Title IV financial assistance programs to aid students who qualify in meeting the cost of attending school. Many Cambridge Institute of Allied Health & Technology students supplement Title IV aid with other financial assistance programs such as employer reimbursement, veteran benefits, agency sponsorship, and other educational financing sources. A student can enlist the help of the financial aid department if assistance is needed to obtain supplemental aid.

Cambridge Institute participates in the Federal Financial Aid (Title IV) Program which is available for those students who qualify. Some of the frequently used financial aid programs are:

- Pell Grants
- FSEOG
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS loans for parents of qualified dependent students
- Florida Student Assistance Grant (FSAG)

- Florida Bright Futures Grant
- Workforce Investment Act (WIA)
- 529 Prepaid College Plans
- Veteran Benefits
- Scholarships

Financial Aid Eligibility Requirements

A complete list of student eligibility standards and conditions may be found in The Student Guide, as published by the following U.S. Department of Education Financial Aid website at www.studentaid.ed.gov.

Application to Receive Financial Aid

All students must apply for financial assistance by completing a Free Application for Federal Student Aid (FAFSA) at FAFSA.ed.gov and by submitting appropriate documentation to the institution and financial aid department.

The Financial Aid Department maintains adequate records to ensure proper administration of aid funds through use of the Campus Management software system. This includes ensuring that aid given is not in excess of need and or the cost of attendance, annual and aggregate limits, limited to enrollment status and satisfactory academic progress.

When a student completes the FAFSA and submits any required documents, the Financial Aid Officer will send the student an estimated award letter.

Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.

Participation Requirements for the Federal Direct Loan Program

In order to participate in the FDSL or FDPLP programs students must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Meet general eligibility requirements
- If a Dependent student fill out a Parent Loan Certification Form and Credit Check
- Parent must agree to amount of Plus Loan by sending an electronic response and agreement to amount
- Sign award letter
- Submit a Master Promissory Note (MPN)
- Complete Entrance Counseling at studentloans.gov

Veteran Scholarship Program

Cambridge offers an Institutional Scholarship which is available for veterans accepted to Cambridge Institute. This scholarship award is granted in the amount of \$3,500 towards tuition in all programs. This scholarship may be used in conjunction with other funding sources. The Cambridge Institute Veteran Scholarship Program is not a cash scholarship directed to students, but a scholarship that pays down the cost of tuition for those who apply and are awarded this scholarship. There are a limited number of scholarships

available annually. Determination of award is based on a first come first served basis, contingent upon proving Veterans status and acceptance to Cambridge Institute.

Mandatory Entrance and Exit Loan Counseling

All Borrowers are must participate in Entrance Counseling at www.studentloans.gov. All first time borrowers must complete an entrance counseling session on the Department of Education web site before any loan funds can be disbursed.

All students nearing program completion, leave the Institution, or drop below half time and who have borrowed (an) educational loan(s) are required to complete the exit loan counseling session on the Department of Education's web site www.nsls.ed.gov .

Financial Aid Verification

The federal government has established an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. All students are encouraged to use the IRS Data Retrieval Tool when originally completing the FAFSA. Students who fail to link with the IRS Data Retrieval Tool will be asked to return to the FAFSA.ed.gov website and link. If the student is unable to link to the IRS, the student is required to submit an IRS Tax Transcript as mandated by the Department of Education. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility.

Cost of Attendance

A school's cost of attendance figures can help in financial planning for your education by providing an estimate of what it costs to attend a specific school for a year. When awarding financial aid, schools must take this cost of attendance into account. Federal, state and institutional aid awarded to a student cannot exceed a school's cost of attendance. The official cost of attendance includes:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Transportation
- Miscellaneous Expenses

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- The School's accrediting and licensing agencies
- The School's programs, facilities and faculty
- Curriculum Content
- The right to receive an Institutional Catalog
- The Program's accrediting agencies
- The cost of attending Cambridge Institute
- The financial assistance available
- How to submit appeals under various school policies

- The School's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility

All students have the following responsibilities:

- To maintain professional behavior and conduct at all times
- To review and consider all aspects of the School programs before enrolling
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received
- To notify the School of a name or address change
- To understand the School's Institutional Policies

Federal Direct Loans

Federal Direct loans, available through the Federal Direct Loan Program, are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are based on financial need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Undergraduate Annual Loan Limits	Dependent Student	Independent Student
1st Year	\$5,500 (Up to \$3,500 Sub)	\$9,500 (Up to \$3,500 Sub)
2nd Year	\$6,500 (Up to \$4,500 Sub)	\$10,500 (Up to \$4,500 Sub)
3rd, 4th, and 5th Year	\$7,500 (Up to \$5,500 Sub)	\$12,500 (Up to \$5,500 Sub)
Undergraduate Aggregate Loan Limits	\$31,000 (Up to \$23,000 Sub)	\$57,500 (Up to \$23,000 Sub)

Federal Direct Parent Loan for Undergraduate Students (PLUS)

The Federal Direct PLUS loan, another Direct loan program, is available to parents of dependent undergraduate students. These loans are not based on financial need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

WITHDRAWAL

Policies for Withdrawal

A student who wishes to withdraw from the program must follow the withdrawal procedures described below:

A student who wishes to officially withdraw from Cambridge Institute of Allied Health & Technology must notify the office of the Registrar via email, certified mail or in person. Students who wish to withdraw must complete the appropriate paperwork.

If a student misses eight (8) consecutive class days, the student will be automatically terminated from Cambridge Institute of Allied Health & Technology without any entitlement to appeal such termination to the Academic Affairs Committee.

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.

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 less than 16 weeks in length is one week from the start of the course.

Determined Date of Withdrawal

The withdrawal date used to determine when the student is no longer enrolled at Cambridge Institute of Allied Health & Technology is:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to School Director or by verbally communicating the student's intent to School Director, and has ceased to attend classes. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other school activities will not be considered to have officially withdrawn from school.
- If a student does not complete the official withdrawal process, the School will determine the student's withdrawal date based upon Federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the School that is greater than that which was owed prior to withdrawal. Accordingly, Students who are considering withdrawal from school are strongly advised to see a financial aid advisor to become familiar with the financial consequences of withdrawal.

Last Day of Attendance

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. The determined date of withdrawal is the date the

School made a determination that a student had withdrawn. All refunds due to or on behalf of a student will be refunded within 45 days of the determined date of withdrawal. If a student is less than 18 years of age, notice of withdrawal may be given only by the purchaser, parent or guardian.

Financial Aid –Returning Title IV Funds after a Student is Dropped or Withdrawn

The law specifies how to determine the amount of Title IV assistance earned at the time you withdraw or are dropped from a program. Title IV programs include Grants and Direct Loans. Cambridge Institute will calculate the amount of Title IV aid that you have earned based on the period of enrollment using a specific formula. The student will be obligated for any tuition or fees not covered by Title IV funds.

The amount of assistance earned is credited to your student account and is determined on a pro rata basis. For example, if you complete 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all assistance you were scheduled to receive for that period.

Cambridge Institute must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the net amount disbursed from each source: Unsubsidized Direct Loans, Subsidized Direct Loans and Pell Grants. Loan amounts are returned in accordance with the terms of the promissory note.

Once the amount of Title IV financial aid that was not earned has been calculated, Federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal PLUS Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Federal Work Study

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the School, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

REFUND POLICY for CLOCK HOUR PROGRAMS

Cambridge Institute of Allied Health & Technology charges students tuition and fees by academic year. A detailed schedule of fees and charges associated with the programs offered are included in the catalog. An academic year is defined as 900 clock hours.

Students do not incur second year charges until they have completed their first academic year. Withdrawal after completing 60% of the academic year will result in no refund.

STUDENT LENDING CODE OF CONDUCT

To follow is our code of conduct that prohibits a conflict of interest with the responsibilities of an officer, employee, and agent of the institution with respect to Federal Direct Loans or private education loans. The institution does not participate in revenue sharing arrangements with any lender. The HEOA defines “revenue-sharing arrangement” as any arrangement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to the families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents. The institution prohibits employees of the financial aid office from receiving gifts from a lender, guaranty agency or loan servicer. No officer or employee of an institution’s financial aid office (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept any gift from a lender, guarantor, or servicer of education loans. A “gift” is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a minimal amount. However, a gift does not include

- (1) a brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy, such as a brochure, workshop or training;
- (2) food, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the institution’s officer, employee or agent;
- (3) favorable terms and benefits on an education loan provided to a student employed by the institution if those terms and benefits are comparable to those provided to all students at the institution;
- (4) entrance and exit counseling as long as the institution’s staff are in control of the counseling and the counseling does not promote the services of a specific lender;
- (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and;
- (6) State education grants, scholarships, or financial aid funds of a State. No officer or employee of an institution’s financial aid office (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit (including a stock purchase option) as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

The institution prohibits offers of funds for private loans. An institution may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An “opportunity pool loan” is defined as a private education loan made by a lender to a student (or the student’s family) that involves a payment by the institution to the lender for extending credit to the student.

The institution may not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

An employee of an institution’s financial aid office (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or a group of lenders or guarantors) is prohibited from receiving anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee for serving on the board.

STANDARDS OF CONDUCT

SEXUAL HARASSMENT

It is the policy of Cambridge Institute of Allied Health & Technology that conduct by any of its employees or students which may be interpreted as sexual harassment is prohibited and shall not be tolerated in the workplace or classroom. Additionally, any form of harassment based on age, race, religion, disability, national origin, color, marital status, sexual orientation or any protected class by or toward any employee or student of Cambridge Institute of Allied Health & Technology is prohibited. No one has the right to harass employees or students. Violations of this policy may result in severe disciplinary action and/or legal proceedings and may result in termination which shall not be subject in any manner whatsoever to any review by the Academic Affairs Committee.

Cambridge Institute of Allied Health & Technology wants to provide a work/study environment which ensures that all employees and students are treated with dignity and respect.

DEFINITION OF SEXUAL HARASSMENT

Broadly defined sexual harassment constitutes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. This harassment can take two (2) forms, i.e., quid pro quo (this for that) and hostile environment harassment.

QUID PRO QUO HARASSMENT

1) Submission to such conduct is made, either explicitly or implicitly, as a condition of an individual's choice.

2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual.

HOSTILE WORK/STUDY ENVIRONMENT HARASSMENT

Such conduct has the effect of unreasonably interfering with an individual's work or study performance, creating an intimidating, hostile or offensive environment. The intent of the alleged harasser plays no part in this type of sexual harassment. Sexual harassment can take many forms which may involve verbal and/or non-verbal behavior. Such behavior is unacceptable at Cambridge Institute of Allied Health & Technology.

Examples of sexual harassment include, but are not limited to:

- touching another person, as well as comments, jokes, innuendoes and gestures of a sexual nature;
- suggestive or obscene letters and notes;
- displaying sexually suggestive objects, photographs, cartoons, or posters;
- threats or suggestions that a lack of sexual favors will result in reprisal, such as withholding work assignments or completing unsatisfactory performance evaluations; and
- impeding or blocking an individual's movements or any physical interference with normal work activities.

PROCEDURE

All instances of sexual harassment must be immediately brought to the attention of the Program Director to whom the employee or student reports as well as to the Campus Director of Cambridge Institute of Allied Health & Technology who will appoint the appropriate officer of Cambridge Institute of Allied Health & Technology to conduct a prompt confidential investigation of the claims as required by law. Instructors who receive complaints of sexual harassment must also immediately report the complaint to the Program Director and the Campus Director of Cambridge Institute of Allied Health & Technology and shall refer the employee or student involved to the Campus Director of Cambridge Institute of Allied Health & Technology in strict confidence. If the investigation confirms the sexual harassment charge, disciplinary action (which may include termination) will promptly occur. If a complaint of sexual harassment is determined to be wrongfully brought against an employee or student, appropriate disciplinary action may be taken against the employee or student who wrongfully filed the complaint. Employees and students shall not be subject to any retaliation of any sort when a complaint is being investigated or any time thereafter. Any such conduct shall also be brought to the immediate attention of the Campus Director of Cambridge Institute of Allied Health & Technology and appropriate action shall be taken.

ALCOHOL /DRUGS/ILLEGAL SUBSTANCES POLICY

All students and employees of Cambridge Institute of Allied Health & Technology are required to comply with the following standards of conduct. Cambridge Institute of Allied Health & Technology is committed to a drug free and safe learning environment for all students. Students and employees may not possess, use or distribute illegal drugs at or in Cambridge Institute of Allied Health & Technology (or at or in any affiliate's property, or at or in any Cambridge Institute of Allied Health & Technology campus or clinical site) or as part of any school activity. The use of illegal drugs or the abuse of legal drugs at or in Cambridge Institute of Allied Health & Technology (or at or in any affiliate's property, or at or in any Cambridge Institute of Allied Health & Technology campus or clinical site) is expressly prohibited. Students and employees may not be at or in Cambridge Institute of Allied Health & Technology (or at or in any affiliate's property, or at or in any Cambridge Institute of Allied Health & Technology campus or clinical site) in a drunken or inebriated condition or under the influence of controlled substances. Students and employees are required to inform the Program Director or Campus Director if they become aware of another student or employee distributing or selling illegal drugs at or in Cambridge Institute of Allied Health & Technology (or at or in any affiliate's property, or at or in any Cambridge Institute of Allied Health & Technology campus or clinical site or at any Cambridge Institute of Allied Health & Technology -sponsored activity). All students, at their own expense, will submit to voluntary drug screening prior to externship assignments. The program reserves the right to retest a student if there is reasonable suspicion of consumption of alcohol or drugs. Any student or employee dismissed from Cambridge Institute of Allied Health & Technology because of violation of the alcohol/drug or illegal substances policy will not be considered for readmission to the school until the student has completed drug counseling and/or treatment and recommendations from the appropriate agencies have been submitted to the school. It is the sole discretion of the school as to whether or not the student will be readmitted. Violations of the law will also be referred to the appropriate law enforcement authorities.

STUDENT CONDUCT

Cambridge Institute of Allied Health & Technology expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of Cambridge Institute of Allied Health & Technology. Students who engage in such misconduct are subject to dismissal by Cambridge Institute of Allied Health & Technology.

- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to Cambridge Institute of Allied Health & Technology and forgery, alteration or use of Cambridge Institute of Allied Health & Technology documents or identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, meetings or other Cambridge Institute of Allied Health & Technology activities.
- Physical or verbal abuse of any person at or in Cambridge Institute of Allied Health & Technology (or at or in any affiliate's property, or at or in any Cambridge Institute of

Allied Health & Technology campus or clinical site) or at functions sponsored or supervised by Cambridge Institute of Allied Health & Technology.

·Sexual Harassment (as such term is previously defined herein).

·Theft or damage to any property belonging to or occupied by Cambridge Institute of Allied Health & Technology and/or any damage to the property or damage to equipment of any affiliate of Cambridge Institute of Allied Health & Technology. Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of a building or its immediate surroundings or educational equipment where activities of Cambridge Institute of Allied Health & Technology (as well as a campus or clinical site or an affiliate's property) take place.

·Failure to comply with directions of employees, instructors, program directors and/or officers and/or management personnel of Cambridge Institute of Allied Health & Technology and/or medical or clinical facility supervisors acting in the performance of their respective duties.

·Violation of the law at or in Cambridge Institute of Allied Health & Technology (or at or in any affiliate's property, or at or in any Cambridge Institute of Allied Health & Technology campus or clinical site) in a way that affects Cambridge Institute of Allied Health & Technology pursuit of its proper educational objectives. This includes, but is not limited to, use of alcoholic beverages and/or controlled or dangerous substances.

Any other behavior which Cambridge Institute of Allied Health & Technology, in its sole discretion, determines to be inconsistent with the interest of Cambridge Institute of Allied Health & Technology may result in suspension. Students who are subject to disciplinary regulation should refer to the Academic Affairs Committee Statement of Policy and Procedures set forth in this academic catalog. A student who violates the student conduct code will be suspended from class and referred to the Academic Affairs Committee whose decision with respect to such matter shall be final, binding and conclusive.

CHEATING AND PLAGIARISM

Cheating and Plagiarism of any kind is unacceptable. Examples of cheating are:

- Any communication, written or oral, among students during an examination.
- Providing or receiving information about the content of an examination prior to such examination.
- The appearance, in the sole and absolute judgment of Cambridge Institute of Allied Health and Technology, of unprofessional behavior or inappropriate testing behavior.

In instances where unprofessional behavior or cheating is observed, the student's right to take an exam will be immediately forfeited. Students will then be referred to the Director. Students observed of academic dishonesty can be immediately suspended, pending a

hearing by the Academic Affairs Committee whose decision will be final, binding and conclusive.

CONSEQUENCES OF ACADEMIC DISHONESTY

Students who cheat or plagiarize face the possibility of receiving an "F" on an examination, a paper or in a course. Cheating may lead to expulsion from Cambridge Institute of Allied Health & Technology.

DEFINITION OF PLAGIARISM

Students are required to submit their own work, ideas, data; direct quotations, paraphrasing or any other incorporation of the work of others must be clearly referenced. To do otherwise constitutes plagiarism. Examples of plagiarism include:

- Direct quotation or paraphrasing from published sources that are not properly acknowledged through a bibliography.
- The use of other persons or services to prepare work that is submitted as one's own.
- The use of previously submitted papers, written by other students.
- Submission of the same or very similar papers by collaborating students.

TRANSCRIPT REPORT

All requests for transcripts must be in writing and signed by the student requesting his or her transcript. However, Cambridge Institute of Allied Health & Technology reserves the right to deny transcripts or copies of records for any of the following reasons:

1. The student has an unpaid financial obligation to Cambridge Institute of Allied Health & Technology.
2. There is an unresolved disciplinary action against the student, through no fault of Cambridge Institute of Allied Health & Technology.
3. The fee for copies of a transcript is \$5.00. All requests should be mailed to:

Business Office

5150 Linton Blvd, Suite 340,
Delray Beach, Fl 33484.

A request must include the following: student's social security number, current name and name under which the student was enrolled at Cambridge Institute of Allied Health & Technology, current address, date of birth and the program and dates of attendance.

STUDENT RECORDS/ ACCESS POLICY

Students' records are maintained by Cambridge Institute of Allied Health & Technology and will be furnished upon written request in accordance with the terms and conditions set forth herein below, subject to the conditions of the Family Educational Rights and

Privacy Act (Act) of 1974. If a student is not in good financial standing with Cambridge Institute of Allied Health & Technology, only financial aid transcripts will be released. All educational records, as defined below, of students who enroll in Cambridge Institute of Allied Health & Technology programs are kept in accordance with the Act. Students may only request access to educational records which relate solely to that particular student.

Written consent by the student is needed for the release of any records covered by the Act, to any third parties, except for those agencies entitled to access under the provisions of the Act, such as campus officials, federal educational and auditing officials. Any additional request for information must be accompanied with a signed and dated Release of Information Form by the student. The Release of Information Form may be obtained by students from the administrative office of Cambridge Institute of Allied Health & Technology located at 5150 Linton Blvd, Suite 340, Delray Beach, FL 33484.

DEFINITION OF EDUCATIONAL RECORDS

Educational records are defined as any record (in handwriting, print, tape, film, computer database or other medium) maintained by Cambridge Institute of Allied Health & Technology, or any agent of Cambridge Institute of Allied Health & Technology, which is solely and directly related to the academic performance of a student (e.g., examinations, transcripts, etc.). Under no circumstances shall a student have any right, entitlement and/or access to, at any time, now or hereafter, any records pertaining to such student which are not deemed to be educational records by Cambridge Institute of Allied Health & Technology in its sole and absolute discretion (e.g., disciplinary records, written statements from instructors or other Cambridge Institute of Allied Health & Technology personnel not relating to the student's academic performance).

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may inspect and review their educational records upon written request to Cambridge Institute of Allied Health & Technology. Students should submit to the Program Director and the Campus Director of Cambridge Institute of Allied Health & Technology a written request which identifies as precisely as possible the educational records the student wishes to inspect. The Program Director will make the necessary arrangements in a timely manner and notify the student of the time and place where the educational records may be inspected. In no case will the requested meeting be more than 45 days from receipt of the written request. A student has the right to inspect and reviews his/her educational records and may, upon review of those educational records, place an "addendum" in the file if the student feels the educational record is inaccurate or misleading.

DISCLOSURE OF EDUCATIONAL RECORDS

Cambridge Institute of Allied Health & Technology will disclose information from educational records only with the written consent of the student, with the following exceptions:

1. To school officials who have legitimate educational interests in the records.

2. To officials of another school upon request if the student seeks or intends to enroll at such other school.
3. To certain officials of the U.S. Department of Education, the Inspector General, state and local educational authorities in connection with state or federally-supported educational programs.

CLINICAL EXTERNSHIP POLICIES

INTRODUCTION

The Diagnostic Medical Sonography (DMS) and Radiation Therapy (RT) programs offered by Cambridge Institute of Allied Health & Technology provide an externship which is designed to expose the students to hands-on experience. Externships are designed to be institutional in nature and are a cooperative effort among Cambridge Institute of Allied Health & Technology, the student and the externship facility. An externship is provided to students in order to integrate theoretical knowledge with the practical application of the student's field of study. Students do not displace existing personnel during any externship.

Unlike the classroom, where tasks are organized for the student's benefit, the externship setting is organized for the patient's benefit. Students must learn to be self-motivated, professional in demeanor and respectful of the externship privilege to fully benefit from the externship experience. The externship setting offers a positive learning forum for acclimating students to a wide range of tasks that are essential to the smooth and safe operation of the medical facility.

Following the successful completion of didactic component of any given course and instructor approval, students will be granted an externship at a medical facility. This externship requires a full-time commitment. Students are expected to be at their designated site on time each day for the entire term of the externship.

All academic and attendance policies apply to a student's externships.

LOCATION

At the appropriate time, the student will be sent to various hospitals, medical centers or clinics hereinafter referred to as a "facility". Cambridge Institute of Allied Health & Technology externship locations are throughout the Metro Atlanta area. Cambridge Institute of Allied Health and Technology's clinical locations will primarily range within 100 miles of Cambridge Institute of Allied Health & Technology campus. Each student will be assigned a clinical site by the clinical coordinator. Commuting to any one of these locations for an externship will be necessary for a student. During the clinical rotation, there will be no compensation for the driving expenses. Based on clinical site availability and in an attempt to provide the student with a well-rounded experience, students may be required to complete their externship at more than one clinical site.

If a student has a contact at a facility they would like to attend, it must be discussed with the clinical coordinator and the student will only be able to attend if we are able to affiliate with the site. Under NO circumstances, i.e.; is a student to attempt to contact a medical facility regarding clinical placement.

SITE REQUIREMENTS

Students must have a current CPR certification prior to their clinical assignment and this certification must be valid for the length of the clinical rotation. Students must also have completed the Hepatitis B vaccine series prior to the start of their clinical assignment or sign a declination form. Clinical sites may require additional medical information and/or inoculations including background and drug screenings, in order for the student to be accepted. The student is responsible for any costs associated for the costs associated with these additional requirements.

EXTERNSHIP/CLINICAL ATTENDANCE POLICY

Students must attend 100% of their required clinical hours. If a student misses any clinical time, arrangements must be made with the clinical instructor for make-up time. These hours must be made up within a student's scheduled clinical rotation. Students will not be considered to have completed their clinical externships until the clinical site instructor has certified all required attendance hours. Missed clinical time must be made up prior to the end of that particular semester or the student will have to repeat that clinical rotation.

Days or times of externship may not be rearranged by the student without written permission from Cambridge Institute of Allied Health & Technology or the clinical instructor. If the student must be absent from the clinical site, the Program Director or Clinical Coordinator and the Clinical Instructor must be informed by the student in advance. It is not acceptable to only leave a voice message. You must speak to the Program Director, Clinical Coordinator and the Clinical Instructor. If a student fails to meet institutional or site attendance standards while at a clinical site, the student will be dismissed from the program. Clinical Instructors have the right to terminate a student on an externship. Depending on the circumstances of the termination, such action may result in the student being placed on probation or reassigned to another clinical externship. Being removed from a clinical site does not guarantee the student a spot at another clinical site.

Any student attempting to sign in or sign out for another student will not be tolerated. Original time sheets must be signed by the clinical instructor and be turned in to the clinical coordinator. Altering of time sheets in any way is a violation of our policy of ethical conduct. This infraction will be handled formally through the office of the Program Director.

CLINICAL EXTERNSHIP GRADING POLICY

Externships are graded on a pass/fail basis and are, therefore, not included in the calculation of Grade Point Average (GPA). Successful completion of the externship is a condition precedent to a student's receipt of a degree/ certificate. Successful completion

means all paperwork (including evaluations and attendance sheets) must be returned to Cambridge Institute of Allied Health & Technology to be filed in the student's records as documentation before Cambridge Institute of Allied Health & Technology can issue the final degree/certificate.

EXTERNSHIP PERFORMANCE STANDARDS

Progress will be evaluated by an externship site supervisor who will submit evaluations to Cambridge Institute of Allied Health & Technology each month. Submission of evaluations, supervisor-signed attendance records, case studies and logs specific to a program is a requirement for graduation. If a student fails to progress in the externship or violates conduct standards, the student may be subject to termination by Cambridge Institute of Allied Health & Technology or the site supervisor.

There will be no extension of a student's externship time.

EXTERNSHIP CONDUCT

Students must demonstrate a professional image and demeanor during any clinical externship. Dress must meet site standards and lab coats must be clean and neatly pressed at all times.

The student is never to reveal any confidential medical information. The student must adhere to all externship site protocols and complete any and all homework assigned by clinical instructors. Cambridge Institute of Allied Health & Technology maintains professional malpractice insurance on all students and faculty. Each externship site has rules and regulations for students in its externship program. Students must abide by these rules or the student could be terminated from the program. Should this occur, Cambridge Institute of Allied Health & Technology is not obligated to obtain another externship slot for the student. The externship site supervisor becomes the student's teacher during an externship. He or she will be the student's reference for future employment and will complete evaluation reports on the student's work that will become part of the student's permanent school record.

Students must be prompt, helpful, in proper attire and professional at all times. If a student is withdrawn from an externship, reassignment to another site is not guaranteed and a hearing will be held by the Academic Affairs Committee to determine if there is to be a change in student status. Any decision of the Academic Affairs Committee will be final, conclusive and binding on the student in all respects.

EXTERNSHIP CONFIDENTIALITY

The care and condition of all patients is absolutely confidential. Students may not discuss patient information with anyone other than those who are directly responsible for the care and treatment of the patient. Professional discussion about any patient shall be confined to appropriate areas of the facility. The unauthorized disclosure of any patient information (anecdotal, written or on electronic media) is forbidden and may result in disciplinary action up to and including termination and/or legal penalties. Students are responsible for adhering to all of a clinical site's confidentiality policies.

EXTERNSHIP PLACEMENT POLICY

Students should recognize that in the performance of an externship, students are acting as a representative of and for Cambridge Institute of Allied Health & Technology. A student's failure to perform his or her duties in connection with an externship in a professional and responsible manner in all respects may endanger the health and life of other human beings. This could cause potentially irreparable damage to the reputation and standing of Cambridge Institute of Allied Health & Technology. A student's failure to perform duties in connection with an externship in a professional and responsible manner may also result in Cambridge Institute of Allied Health & Technology being unable to place future students in an externship at the clinical site in question. For all of the foregoing reasons, Cambridge Institute of Allied Health & Technology reserves the sole and absolute right to withhold an externship from any student in the event that Cambridge Institute of Allied Health & Technology believes that the withholding of said externship is in the best interests of Cambridge Institute of Allied Health & Technology.

Students shall have no recourse of any nature whatsoever against Cambridge Institute of Allied Health & Technology in the event that Cambridge Institute of Allied Health & Technology decides not to grant a student an externship, other than a student's right to appeal the decision of Cambridge Institute of Allied Health & Technology to the Academic Affairs Committee of Cambridge Institute of Allied Health & Technology. Their decision shall be final, binding and conclusive in all respects. Additionally, Cambridge Institute of Allied Health & Technology shall not be required to grant an externship to any student that has been deemed to be an immediate threat by Cambridge Institute of Allied Health & Technology, in its sole and absolute judgment.

PREGNANCY POLICY

The National Council on Radiation Protection and Measurements (NCRP) recommends the MPD equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 rem for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should declare pregnancy. The declared pregnant person may withdraw that declaration at any time. Through proper instruction of all safety precautions, it can be possible to limit all occupational exposure to under 0.5 rem per year and prevent fetal MDP levels from being surpassed.

Students enrolled in the Radiation Therapy Program are instructed in proper radiation safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by all safety precautions and the importance of keeping radiation exposure as low as reasonably achievable (ALARA) is stressed.

Declaration of pregnancy is voluntary, although not required a pregnant student is encouraged to inform the Program Director immediately in writing using the Declaration of Pregnancy Form once the pregnancy has been confirmed. If the student chooses not to inform the program of her pregnancy, the program will not consider her pregnant and

cannot exercise options that could protect the fetus. **Declaration of pregnancy may be withdrawn in writing at any time by the student.**

For a student who voluntarily discloses pregnancy the Program Director will discuss with the student factors to be considered in case of pregnancy based on acceptable professional guidelines and NRC regulations.

The student will be offered alternatives upon consultation with the Program Director as follows:

- Continue the program without modification or interruption but with additional radiation monitoring.
- Leave of absence. Return to the program will be dependent upon space availability in the clinics and the student is not guaranteed any specific clinical site.
- Withdrawal from clinical rotations with continued participation in didactic instruction. Upon her return to the clinical education courses, the student is not guaranteed any specific clinical site.
- Continued full-time status with modification of clinical assignments and additional radiation monitoring.

Dependent on the type of course, degree of difficulty of the course, academic standing and length of time missed due to the pregnancy, the student may be required to re-take an entire course.

Depending on the duration of the pregnancy and the portion of the externship the student is in, the student may wish to continue the externship; however, the completion limitation is not to exceed the maximum 1.5 times the length of the program.

Upon return the student must complete all clinical rotations and/or competencies missed or not completed prior to and during her maternity leave. In addition, should the faculty deem it necessary, the student will be subject to evaluation of clinical competencies completed prior to her time out.

The student will return to full-time status as soon as possible after delivery, but only on the express written permission of her physician.

The student must complete ALL requirements for graduation upon her return.

Satisfactory Academic Progress (SAP)

Definition and Purpose of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is measure in both qualitative and quantitative components. SAP is defined as a method of determining student eligibility for assistance under a Title IV, HEA program, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program. The programs at this campus contain two academic years, and a partial third academic year for all programs. An academic year is defined as a minimum of:

- 900 Clock Hours
- 30 Weeks

Quantitative Measurement

The Quantitative Measurement is the method by which the school determines how well a student is performing academically. The chart below outlines and example of the maximum hours, measured in the minimum hours of the Academic Year (AY) that a student can have at each checkpoint in order to progress to graduation. This chart helps students calculate the maximum pace at which they must progress to complete the program within the maximum timeframe.

Maximum Timeframe 150%

Length of program (percentage is based on a minimum of an 900 Academic Year) →	At 50% of program's academic year student cannot exceed	At 100% of program's academic year student cannot exceed	Total Hours in an Academic Year
Diagnostic Medical Sonography	900	1350	900
Radiation Therapy	900	1350	900

Qualitative Measurement

The Qualitative Measurement is the method by which the school determines how well a student is performing academically. The established standards stipulate that the student must:

- Achieve a minimum cumulative grade point average (CGPA) of 2.0 or higher upon graduation. Please note that for Practical Nursing students, the Cumulative Grade Point Average requirement is 3.0, B or higher upon graduation.
 - Report cards will be issued to students at the midpoint and end of each academic year.

Cumulative Grade Point Average

Length of program (percentage is based on a minimum of an 900	At 50% of program's	At 100% of	CGPA Needed for Graduation

Academic Year) →	academic year student must achieve	program's academic year student must achieve	
Diagnostic Medical Sonography	2.0	2.0	2.0
Radiation Therapy	2.0	2.0	2.0

Procedures for Measuring SAP and the Status of Probation

Cambridge Institute uses the following procedures and frequency in order to evaluate SAP:

- In order to ensure that students are meeting the qualitative component, report cards will be issued to students at the 50% and 100% point in the academic year.
- If the student is identified to have a CGPA or has attempted too many hours at the evaluation point, then the student will be placed on SAP Warning. At the time a student is placed on SAP Warning the student receives academic counseling and a graduation plan which outlines how the student can successfully graduate from the program.
- Students remain on SAP Warning until the next evaluation point. If the student is unable to achieve the requirements specified at the next grading point, the student is placed on Probation Status.
 - Financial Assistance is suspended for students placed on a Probation Status
- Upon completion of each semester cumulative work must be equal to or greater than 67% of the courses scheduled during each semester.
-
- If a student achieves success, and meets SAP in the proceeding evaluation point, then the student's status reverts to a normal status for both the SAP Warning and SAP Probation.
- Any failing grade triggers academic counseling. The registrar will also mail the student a counseling form reminding the student of the SAP policy and evaluation points.

Process for SAP Warning / SAP Probation and Financial Aid

- The Financial Aid Office is notified by the Registrar when any student is placed on SAP Warning. Students who are placed on SAP Warning will continue to receive financial assistance
 - Financial Aid Office will receive a copy of all academic counseling and graduation plans in order to track the student's progress in the program.

- If a student is placed on SAP Probation all financial assistance is suspended.
 - A student has the right to appeal in order to reinstate financial assistance

APPEALS POLICY FOR UNSATISFACTORY PROGRESS (SAP) – ACADEMIC AND FINANCIAL AID

Students may submit in writing an appeal in reference to meeting satisfactory progress policy requirements to the Associate Campus Director. If the appeal is regarding Financial Aid, the student must start the request in the Financial Aid Office. The Associate Campus Director will review the appeal and respond to the student in writing within 10 business days, with Federal and State of Florida holidays excluded. The student is advised to submit copies of all documents which support their position with their letter of appeal.

If the decision from the Associate Campus Director is not accepted by the student, then he/she may appeal the decision to the Senior Vice President Accreditation & Compliance. The Senior Vice President Accreditation & Compliance will appoint an Appeals Committee. The committee will conduct a review of all information. The student may choose to appear before the committee to answer any questions. The appeals committee will submit a recommendation to the Senior Vice President Accreditation & Compliance, and a response will be sent to the student in writing within 10 business days, excluding Federal and State of Florida holidays, and this decision is final.

Process for Incompletes, Withdrawals, Repeats & Transfer of Credits

- Students may be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course or the end of the next course, whichever comes first, to make up all hours and assignments missed for the course. An “I” is only used for the purpose of make-up time and cannot be used for grading purposes. If the student has not met this requirement within the specified timeframe the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.
- Students with 20% or less attendance in a course will receive a letter grade of W. The grade of W is calculated in the quantitative measurement.
- Transfer of credits from an outside institution and from re-entry into the program, count in the quantitative measurements of SAP.
- A student is allowed to repeat a course, but each repeated course is counted in the quantitative measurements. The student can replace one failing grade per course, as long as the student is found to be within the maximum timeframe to graduate. Please note that a tuition charge will be applied for each repeated course.
 - If a student obtains a successful repeated grade, the failing grade is replaced with the successful grade and the cumulative grade point average recalculated.

GRADING SYSTEM

Grades and grade points are the final measure of a student's course work.

Grades	Percentage	Grade Points
A equivalent	96 - 100	4.0
A- equivalent	92 - 95	3.7
B+ equivalent to	89 - 91	3.3
B equivalent	85 - 88	3.0
B- equivalent	82 - 84	2.7
B- equivalent	82 - 84	2.7
C+ equivalent to	78 - 81	2.3
C equivalent	75 - 77	2.0
F equivalent	74 and below	0.0
I – Incomplete	N/A	0
Pass / Fail	N/A	N/A

Termination

Students may be terminated from a program for excessive absenteeism. Students may also be terminated for unsatisfactory academic progress, non-payment of tuition or fees, or failure to comply with the institution's rules and policies.

Re-Entry

- Termination actions based on lack of Satisfactory Academic Progress are considered for re-entry. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. If a student is allowed to re-enter into a program, the student will be re-entered with a status of SAP Warning. SAP Warning will remain until the next evaluation point.
- A student that has been dismissed for disciplinary reasons must make application to the Associate Campus Director of the school to be re-enrolled and is responsible for payment of all applicable re-enrollment tuition and fees.
- If a student exceeds the 150% of the program they will be dismissed with no re-entry possible.

Non-Punitive Grades (Pass / Fail)

A non-punitive grade or pass / fail will not have an effect on the CGPA, but will be assessed for quantitative measurements.

Non-Credit or Remedial Courses

The institution's policies does not offer any non-credit or remedial courses, therefore, there would be no effect on satisfactory academic progress.

Proficiency Credit

The institution does not offer Proficiency Credits; therefore, there would be no effect on the CGPA.

Change of Program:

Satisfactory Academic Progress starts over when a student enrolls in a new program.

GRADUATION REQUIREMENTS ARE:

1. Successful completion of all didactic components.
2. Successful completion of case presentation and one hundred (100%) percent of the clinical externship hours.
3. All financial obligations to Cambridge Institute of Allied Health & Technology are paid in full.
4. Completion of required exit interviews of Cambridge Institute of Allied Health & Technology.

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 may not exceed six (6) months or the start of the next available class at the current location, whichever event shall first occur. Only one leave of absence may be granted and may not be extended. The student's tuition account (as well as all other financial obligations to Cambridge Institute of Allied Health & Technology) must be paid in full or be current with pre-authorized monthly payments.

If a leave of absence occurs during the didactic components and a final passing grade has not been received, the student will be required to repeat the component, at an additional tuition expense. If the student's last date of attendance is after the date on which the student has attended at least twenty (20%) percent of a component, the student will receive a grade of F. If the student's last date of attendance is prior to the date on which the student has attended at least twenty (20%) percent of a component, the student will receive a grade of W. If a leave of absence occurs at the end of a component and a final passing grade is achieved, the student may resume studies with the next required component.

There will be no leave of absence approvals during externships. If a student leaves during an externship, he or she will be withdrawn and will be required to re-apply for admission. The student may be required to secure his/her own externship at their expense. It must be at an externship site where Cambridge Institute of Allied Health & Technology does not currently assign its students for externships. In the event that a student's leave of absence

and/or non-attendance exceeds the allowable limit of six (6) months, or the start of the next available class at the current location, whichever event shall occur first, due to an unavoidable emergency, the student may, in the sole discretion of Cambridge Institute of Allied Health & Technology, be granted permission to re-enter subject to the following requirements:

RE-ENROLLMENT

A student who officially withdraws in good standing (meeting satisfactory progress requirements) may be reinstated provided that all required paperwork has been completed and the student is current with his or her financial obligations to Cambridge Institute of Allied Health & Technology. Academic and tuition credits will be determined by the Campus Director of Cambridge Institute of Allied Health & Technology.

ATTENDANCE POLICY

Failure to maintain regular attendance may lead to a failing grade. The attendance policy at Cambridge Institute of Allied Health & Technology is as follows:

- Students must attend ninety (90%) percent of the total didactic class hours per semester and one hundred (100%) percent of clinical externship hours. Instructors, in their discretion, may base a percentage of the grade on attendance.
- Students who are absent in excess of 10% of the total didactic class hours with respect to an individual course will be referred to the Academic Affairs Committee and may be terminated from that program. The student may receive a grade of W (withdrawn) or F (fail) and may be required to repeat the course. Any hours missed must be made up in a timely fashion. Instructors will provide schedules by which students must make up the hours within a period (prior to mid-point of academic year or prior to the end of academic year, depending upon which point the course is offered in the academic year)
- Termination may occur for any of the following attendance situations:
 1. Eight (8) consecutive absences per 450 clock hour periods of education.

Tardiness for didactic or clinical education will not be tolerated. Any time beyond the scheduled reporting time will be considered late or tardy. When attending clinical externship, if a student is to be late, they must notify the clinical instructor and clinical coordinator. If a student must miss class, they must contact the Program Director and Instructor at least 30 minutes prior to the class beginning.

VETERAN'S ATTENDANCE POLICY

Cambridge Institute of Allied Health and Technology does not grant excused absences. Cambridge Institute is a clock hour institution and every hour must be accounted. Every minute missed is a minute that must be made up, but will not exceed 10% of the class total.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as a per-minute absence, which must be made up on campus.

Students exceeding 10% absences in a class will be terminated from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for DVA and SAA audit purposes.

MAKE-UP hours & Make-Up EXAMS

Students who miss contact hours in any course must make up the hours missed. To make up hours, students must sign in with administrative staff at the time they begin their makeup session, and sign out with administrative staff upon completion of the make up session. Attendance records will be updated to reflect the hours made up. Students cannot graduate from their program of study unless they complete all of the required hours of the program.

Make-up exams will be given at the discretion of the instructor. For specifics, students must refer to the course syllabus. All makeup exams will be conducted at the convenience of the instructor or staff. A student's request to take a make-up exam is not sufficient in and of itself to warrant it. The instructor must approve a make-up final exam. This will be done only in the event of an extreme emergency. The approval of the instructor is required for all re-examinations.

CHANGE OF PROGRAM

Enrolled students who wish to change to a program of study other than the one in which they are currently enrolled must withdraw and reapply. The refund policy will govern any tuition refund for any withdrawn class and the current full tuition will be charged to the student for the new program.

CHANGE OF SCHEDULE

Enrolled students who wish to change their schedule in the middle of a component will be charged a fee, which shall be determined by Cambridge Institute of Allied Health & Technology, at its discretion. See repeating a component section of this catalog. The foregoing policy applies to changing from one campus to another or changing from days to evenings or vice a versa.

ADMINISTRATIVE TERMINATION

In addition to any other provisions made for student termination in this student handbook, Cambridge Institute of Allied Health & Technology may dismiss students during didactic or externship components who do not comply with any of the following: all rules and regulations as stated in this student handbook; Cambridge Institute of Allied Health & Technology's drug policy; any written requests from Cambridge Institute of Allied Health & Technology or financial obligations, including processing or providing paperwork. A student who is terminated may appeal the decision in writing to the Academic Affairs Committee (see student appeals process).

COMPLAINT/GRIEVANCE PROCEDURES

Due process and grievance deal with complaints and decisions made concerning disciplinary action, satisfactory student progress, student reports, dismissals, unfair treatment of student, instructors or others, unsafe or unhealthy conditions and discrimination. Due process and grievance may include all or some of the above but are not limited to the above. The due process procedure shall be invoked only after attempts to resolve the problem at the administrative level have failed.

Step 1:

Within 5 days after the occurrence that gave rise to the conflict, the student or employee shall present a signed, written request to the program director of his/her program with a copy to the campus director of the institution. The program director and campus director shall meet with the student within 5 business days of the written request. A written response shall be given to the complainant within 5 business days of the meeting, indicating the decision reached by the program director and campus director.

Step 2:

The complainant has the right to appeal this decision in writing within 5 business days of the written response. This appeal must be signed by the complainant and submitted to the program director and campus director. At that time the campus director shall forward to the Academic Affairs Committee by fax, a copy of all paperwork involved in the due process procedure. This notification shall be made within 5 business days of the appeal. The Academic Affairs Committee (consisting of members external to the program) will set a time and date to meet with all or some of the parties involved. The time and date of this meeting will be at the discretion of the Academic Affairs Committee, but shall not exceed 60 days from the time of its notification. The Academic Affairs Committee shall submit a written response to the complainant within 5 business days of their meeting. The decision made by the Academic Affairs Committee shall be final and the complainant will not have the right to appeal this decision.

If, in the judgment of the student, there is no satisfactory resolution, the student may contact:

State of Georgia

Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Suite 220
Tucker, Georgia 30084-5305
770-414-3300
(FAX) 770-414-3309

Accreditation:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043
703 917-9503

(FAX) 703 917-4109

Joint Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182

ACADEMIC AFFAIRS COMMITTEE

GENERAL POLICY

The Academic Affairs Committee shall be responsible for evaluating the performance of a student in poor academic standing. The committee will recommend whether the student should be dismissed from the program. The committee is also responsible for recommending dismissal for poor attendance or for other grounds for dismissal as stated in this student handbook. The committee shall consist of the following:

- President
- Campus Director
- Selected faculty members (to be selected by the President and Campus Director) extend to the Program Director
- Two (2) current students extend to the Program Director

STATEMENT OF POLICY AND PROCEDURE

Purpose; Responsibilities and Mission of the Academic Affairs Committee

The Academic Affairs Committee (hereinafter, the committee) is established for the purpose of and shall be responsible for evaluating the performance of students of Cambridge Institute of Allied Health & Technology in less than satisfactory academic standing. They are responsible for evaluating and recommending appropriate action including, but not limited to, disciplinary action (i.e., warning, probation, suspension or expulsion) with respect to such Cambridge Institute of Allied Health & Technology students. This could be for less than satisfactory academic performance or for any other reason and/or grounds which may be prescribed in this student handbook and/or the Cambridge Institute of Allied Health & Technology's catalog.

CONSUMER INFORMATION

CAMPUS SECURITY/CRIME PREVENTION AND SAFETY PROGRAMS

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Cambridge Institute of Allied Health & Technology publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual security report also includes statistics concerning the

occurrence of specified types of crimes on campus and at certain off-campus locations. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Campus Director's office during regular business hours.

In addition to the annual security report, each campus has security procedures to maintain a crime log of all reported crimes. The crime log is available for public inspection during regular business hours in the Campus Director's office. Cambridge Institute of Allied Health & Technology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, in the judgment of the Campus Director, constitutes a series and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area. The warning will be issued through the campus e-mail system.

Each year, an e-mail notification is made to all students, faculty and staff that provide the location of the report.

REPORTING CRIME:

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to the following:

1. Program Director
2. Campus Director

CONFIDENTIAL REPORTING PROCEDURE

If you are a victim of a crime and unsure if you want to pursue action within Cambridge Institute of Allied Health & Technology system or the criminal justice system, you may still make a confidential report. The Campus Director may be told of the details of the incident in confidence. The purpose of confidential reporting is to comply with your wish to keep the matter confidential, while taking steps to ensure your future safety and the safety of others. With such information, Cambridge Institute of Allied Health & Technology can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

SUBSTANCE ABUSE POLICY

The use, possession, or distribution of prohibited substances (including alcoholic beverages, illegal chemical substances, or any legally prescribed chemical substances used in a manner contrary to a doctor's prescription) on Cambridge Institute of Allied Health and Technology's campus or on any externship site during related Institute experiences is prohibited. Any student found in violation of this rule will be dismissed from his/her program of study, and the school may also report the student to local law enforcement.

The school reserves the right to administer random drug or sobriety tests or require students to submit to a drug or sobriety test "for cause" based on the behaviors outlined below.

Students dismissed based on an infraction of The school's Substance Abuse Policy have a right to appeal the factual basis of the dismissal in accordance with The school's Grievance Policy as stated in the catalog. Students who refuse to take a random test or a "for cause" test will be terminated from their program and will be readmitted at the school's sole discretion.

A student who is taking a prescribed legal drug which could affect his or her performance is responsible for notifying the director of education and providing a physician's certificate stating the he or she is able to safely and efficiently perform the assignments of a student.

Indications of prohibited substance use may include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.

If a faculty or staff member of the school observes any of these symptoms, one or more of the following actions may be imposed:

- Immediate suspension from the school.
- Immediate blood alcohol level testing and/or urine drug screen testing.
- An applicant for re-admission must be approved by the school's Admission Committee before he /she may resume his or her program of study.
- Upon one repeat violation of the school's Substance Abuse Policy, the student may be permanently terminated from Cambridge Institute of Allied Health and Technology.

DEFINITION OF TERMS USED IN THE SUBSTANCE ABUSE POLICY

Possession: Having on one's person, either in pockets, purses, book bags, or any other hand-carried container, any kind of illegal chemical substance, including any items removed from ones pockets, purses, etc. while in school.

Impairment: Any condition, regardless of cause, that interferes with an individual's ability to function as expected.

Prohibited Substance: One substance or a combination of substances, including alcohol, over-the-counter drugs, prescribed drugs, or illegal drugs.

Substance Abuse: Personal use of any chemical substance that is regulated by law; this includes the personal use of any normally legal chemical substance (such as alcohol or prescription drugs) in a manner that produces impairment, leads to the development of impairment, endangers the user's health, safety or welfare, or otherwise endangers the health, safety or welfare or others, as well as the use of any illegal chemical substances.

RESOURCES: ALCOHOL AND OTHER DRUGS

Alcoholics Anonymous

The website for the 12 step Alcoholics Anonymous organization.

Club Drugs

National Institute on Drug Abuse's website specializing in the risks of using club drugs such as Ecstasy, GHB, and LSD.

Do It Now Foundation

America's Drug Information Connection: includes downloadable pamphlets, booklets, videos, articles, and posters.

Face: Truth and Clarity on Alcohol

FACE - Truth and Clarity on Alcohol, is a national non-profit organization that has a proven track record as a leader in alcohol awareness media and training. FACE utilizes the best scientific evidence available and uses it to create gripping, informative messages about alcohol-related issues.

Facts on Tap

Facts on Tap is a comprehensive alcohol and other drug education, prevention, and intervention program for college students. Features many suggestions for dealing with everyday college situations involving alcohol and drug use. Includes interactive surveys, statistics, and understanding blood alcohol levels.

Mothers against Drunk Driving

The mission of Mothers against Drunk Driving (MADD) is to stop drunk driving, support the victims of this violent crime and prevent underage drinking. MADD is a non-profit organization with approximately 2 million members and supporters and 600 affiliates nationwide. Since MADD's founding in 1980, alcohol-related traffic deaths have decreased by more than 40 percent and nearly 250,000 lives have been saved.

National Clearinghouse for Alcohol and Drug Information

SAMHSA's National Clearinghouse for Alcohol and Drug Information (NCADI) is the Nation's one-stop resource for information about substance abuse prevention and addiction treatment.

National Council on Alcoholism and Drug Dependence

Founded in 1944 by Marty Mann, the first woman to find long-term sobriety in Alcoholics Anonymous, the National Council on Alcoholism and Drug Dependence, Inc. (NCADD) provides education, information, help and hope to the public. It advocates prevention, intervention and treatment through offices in New York and Washington, and a nationwide network of Affiliates.

National Institute on Drug Abuse

NIDA's mission is to lead the Nation in bringing the power of science to bear on drug abuse and addiction. Their website features sections geared toward young adults, teachers/parents and health professionals about the effects of drug abuse on the brain.

Partnership for a Drug Free America

The Mission of Partnership for a Drug Free America is to help kids and teens reject substance abuse by influencing attitudes through persuasive information. This website includes interactive surveys, games, personal stories, frequently asked questions about drugs, and treatment help.

StopHazing.org

The main purpose of StopHazing.org is to serve as a resource for accurate, up-to-date hazing information for students, parents, and educators. StopHazing.org now helps to educate over 30,000 visitors/month.

The Higher Education Center for Alcohol and Other Drug Prevention

The Higher Education Center's purpose is to help college and community leaders develop, implement, and evaluate programs and policies to reduce student problems related to alcohol and other drug use and interpersonal violence.

Resources: Alcohol and Other Drugs

Alcoholics Anonymous

The website for the 12 step Alcoholics Anonymous organization.

COPYRIGHT POLICY

It is the policy of the Institution to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998.

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works. It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on school computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law.

Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the school. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The Institution has written plans to effectively combat the unauthorized distribution of copyrighted material by users of the Institution's network without unduly interfering with the education and research use of the network. The plan is evaluated regularly for effectiveness. Currently students are given login accounts with limited privileges which prevent them from being able to install software locally on school computers. Also, at most locations, a firewall is in place that can be configured to block malicious content from being downloaded and uploaded. The Institution is currently involved in project to standardize a centrally managed firewall solution that will allow for much greater control and reporting capability.

The Institution has secured purchasing agreements with many of its hardware and software vendors that allow students to purchase these items at significant discounts. This is an alternative to help reduce illegal downloading or otherwise acquiring copyrighted material. Other alternatives are assessed regularly by the Institution. Employees of the Institution are required to read and sign a Computer Use Policy. This is in place to help employees benefit from technology and allow the Institution to manage the cost and risk of such use.

For more information on United States copyright law, please consult the U.S. Copyright Office's website at <http://www.copyright.gov>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest,
 - Other schools to which a student is transferring,
 - Specified officials for audit or evaluation purposes,
 - Appropriate parties in connection with financial aid to a student,
 - Organizations conducting certain studies for or on behalf of the school,
 - Accrediting organizations,
 - To comply with a judicial order or lawfully issued subpoena,
 - Appropriate officials in cases of health and safety emergencies, and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Fortis Institute not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

*From the Department of Education website at:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>*

TERMS AND CONDITIONS FOR FEDERAL LOAN DEFERMENTS

A Deferment is a temporary suspension of payments on a student loan. Deferments are entitlements. As long as a student is eligible for a Deferment, and provides the necessary documentation, their lender is required to grant one. If a student is granted a Deferment the Federal Government will pay all interest on any Subsidized loan. However, the student is responsible for any interest that accrues on an unsubsidized loan, and should they decide not to pay the interest while they are in a Deferment that interest will be capitalized. Deferments can be granted for students that are in-school, unemployed, experiencing economic hardship, or active duty in the military.

For more information or to obtain a Deferment form you can go to your Financial Aid office, or contact FA Help department at 1-888-730-6924 and FAHelp@edaff.com.

When a new student enrolls at our school, with loans from a school prior to ours, the Financial Aid office will assist the student in applying for an In-School Deferment. This deferment will postpone any federal financial aid loan payments while the student is enrolled at our school at least half-time. Once the form is completed by both the student and the school's Registrar, the Financial Aid office will forward the form to all the student's previous lenders and follow up with them to ensure it was received and processed.

Additional Information:

- Cost of Attendance, *nces.ed.gov* and a hard copy is available at the campus
- Federal Pell Grant
- Federal Direct Loans
- State and other Private Aid Sources
- Rights and Responsibilities of Receiving Financial Aid
- Verification Requirements
- How Students Apply for Aid
- How Aid is determined
- Return to Title IV Policy
- How the School Distributes Aid Among Students
- How and When Aid will be disbursed
- Loan Repayment and Counseling
- Terms and Conditions for Federal Loan Deferments
- Textbook Information
- Satisfactory Academic Progress Information
- Accreditations and Approvals Information
- Information on Student Body Diversity, *nces.ed.gov* and a hard copy is available at the campus

- Placement Statistics Information, *nces.ed.gov and a hard copy is available at the campus*
- Information On Retention Rates, *nces.ed.gov and a hard copy is available at the campus*
- Information on Completion/ Graduation Rates, *nces.ed.gov and a hard copy is available at the campus*
- Notice of Federal Financial Aid Penalties for Drug Violations, *brochure available at campus: What You Need to Know if You've been Convicted of the Possession or Sale of Drugs*
- School Catalog, on the schools website