

CAMBRIDGE
COLLEGE OF HEALTHCARE & TECHNOLOGY



**INSTITUTIONAL CATALOG
ADDENDUM**

Delray Beach Campus
Revised 08/16/2016

CORPORATE ADMINISTRATION

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

David Colozzi – Chief Operations Officer

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

Laura Selvey – Corporate Director of Financial Aid

Dominique Werner – Corporate Registrar

Adrian Rorie – Controller

CAMPUS ADMINISTRATION

Dominique Werner – Interim Campus Director

Dominique Werner – Registrar

Jessica Terhune – Associate Registrar

Norlan Tolon- Admissions Director

Keisha Crichton – Career Services Coordinator

Nadia Beepath - Bursar

Brittney Freeman – Financial Aid Manager

Dr. Emry Sommarain – Director of Online Education

Ellen Scalese – Librarian

EDUCATION

DIAGNOSTIC MEDICAL SONOGRAPHY

Nicole Abrahams, BS, RCS

Program Director

Grand Canyon University, BS in Health Science

Sanford Brown Institute, AS in Cardiovascular Technology

Bianca Paz, RDCS

Clinical Coordinator - Echocardiography

Institute of Allied Medical Professions, Diploma in Sonography

Jorge Valdez, RDMS

Clinical Coordinator - Abdomen & OB/GYN

National School of Technology, AS in Diagnostic Medical Sonography

National School of Technology, AS in Cardiovascular Technology

Joanne Bascilicato, RDMS

Instructor-Abdomen & OB/GYN

Rochester Institute of Technology, BS Sonography

Suffolk Community Colle, AS in Business

Rachel Friedman, RDCS

Instructor – Echo

Ultrasound Diagnostic School, AS in Cardiovascular Sonography

RADIOLOGIC TECHNOLOGY PROGRAM

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

Program Director

Quinnipiac University, BS in Diagnostic Imaging

Post University, Masters in Education

Deon Durrant, RT (R) (MR)

Clinical Coordinator

Capella University, PhD Organization & Management

Monroe College, MBA

School of Medical Radiation and Technology, Diploma in Radiography

Deborah Hughes

Instructor

Regis University, MBA

Regis University, BS in Healthcare Administration

Miami Dade College, AS in Radiology

Cheryl Weaks,

Instructor

University of Central Florida, Masters in Education

University of Central Florida, BS

Broward College, AA

University of Alabama/Bham, Radiologic Sciences

RADIATION THERAPY PROGRAM

Jacqueline Mylan, RT (T)

Program Director

Ottawa University, MBA in Healthcare Management

Greg Orasi, BA, RT (T)

Clinical Coordinator

Broward Community College, BS in Psychology

Candace Denman, RT (T)

Instructor

Broward College, AS in Radiation Therapy

PRACTICAL NURSING PROGRAM

Janique Stewart, MSN

Acting Program Director / Instructor

Nova Southeastern University, Masters of Science, Family Nurse Practitioner

Florida Intercontinental University, BS in Nursing

Nakia Blake, BSN, RN

Instructor

Florida Atlantic University, BS in Nursing BS in Nursing

Broward Community College, AS in Nursing

Broward Community College, Associate of Arts

Kettly Elizee, BSN, RN

Clinical Coordinator

Florida Risk Management Institute, Legal Nurse Consultant Diploma

Universite` de Montreal, BS in Nursing

St. Laurent College, Diploma in Nursing

Michelle Ugalde

Instructor

University of Phoenix, Masters of Science in Nursing

University of Rhode Island, BS in Nursing

Catrina Leandre

Instructor

Keiser University, Masters of Science in Nursing

Keiser University, BS in Nursing

Alma “Jeannie” Applegate, RN, MSN, MBA

Instructor

University of Phoenix Online, Masters of Science in Nursing

University of Phoenix Online, BS in Nursing

PHLEBOTOMY/MEDICAL ASSISTANT PROGRAM

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

Lead Instructor

University of Medicine Tirgu-Mures, Romania MD

Tony Walker

Instructor

Keiser University, AA Degree

United States Air Force, Phlebotomy Certificate

MEDICAL BILLING & CODING PROGRAM

Audrey Jiles, CCS

Lead Instructor

Columbus State Community College, AAS

GENERAL EDUCATION/DISTANCE EDUCATION

Emry Somnarain, MD

Director of Online Education
McMaster University, BS in Chemistry
St. Mary's School of Medicine, Medical Doctorate

Narendra Narayana, BA, MS, BE, MBA

Instructor
Florida Atlantic University, MBA in Entrepreneurship & Global Business Management
Broward Community College, Certification in Accounting & Finance
Bangalore University, India, Bachelor of Engineering in Telecommunications

Gregory Cecere, AA, BA, MA

Instructor
Broward College, AA
Florida International University, Bachelor in English Ed
Florida Atlantic University, Master of Arts

Christopher Aults, MA, BS

Instructor
Pennsylvania University, BS in Psychology,
Florida Atlantic University, Master of Arts Psychology

Evelyn Strasfeld, BS

Instructor
Keene State College, BS in Education

Shahla Asghari, MD

Instructor
Terhran University of Medical Science, MD

TUITION & FEES
Effective January 4, 2016

Program	Application Fee	Tuition	Other Fees not in Tuition
Diagnostic Medical Sonography	\$50.00**	\$47,113.00	\$80.00 Grad Fee
Radiation Therapy	\$50.00**	\$38,898.00	\$80.00 Grad Fee
Radiologic Technology	\$50.00**	\$38,060.00	\$80.00 Grad Fee
Associate of Science in Nursing	\$50.00**	\$46,800.00	\$80.00 Grad Fee
Practical Nursing	\$50.00**	\$21,825.00	\$80.00 Grad Fee
Medical Assistant	\$50.00**	\$14,000.00	\$80.00 Grad Fee
Medical Billing and Coding	\$50.00**	\$14,300.00	\$80.00 Grad Fee
Phlebotomy Technician	\$50.00**	\$1,916.00	N/A

**** Indicated all application fees are Non Refundable**

CAMBRIDGE MASTER CALENDAR

Credit Hour Programs:

TERM DATES	Scheduled Breaks & Holidays:
08/29/2016 – 12/17/2016	Winter 2016: 12/17/2016 – 01/08/2017 LAB 09/05, VET 11/11, THANK 11/24-25
01/09/2017 – 05/05/2017	Spring 2017: 03/18/2017 – 03/26/2017 MKL 01/16, PRES 02/20
05/08/2017 – 09/01/2017	Summer 2017: 07/01/2017 – 07/09/2017 MEM 05/29
09/04/2017 – 12/22/2017	Winter 2017: 12/23/2017 – 01/07/2018 LAB 09/04, THANK 11/23-24
01/08/2018 – 05/04/2018	Spring 2018: <i>To Be Determined</i> MLK 01/15, PRES 02/19
05/07/2018 – 08/31/2018	Summer 2018: 06/30/2018 – 07/08/2018 MEM 05/28
09/03/2018 – 12/21/2018	Winter 2018: 12/22/2018 – 01/06/2019 LAB 09/03, THANK 11/22-23

Clock Hour Programs:

PROGRAM	START DATE	GRAD DATE
Phlebotomy (EVE)	09/19/2016	12/08/2016
Practical Nursing (EVE)	10/10/2016	TBD

SCHOOL CLOSINGS

Classes will not be held on the following days:

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day & Day after

Christmas Day

Updates to Programs Page 14 of the Catalog

Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

Bachelor of Science Degree Program

Method of Delivery – 100% Distant Education

64 weeks- hours may vary

125 semester hours

(77 semesters credits awarded for prior learning and admission requirements*)

720 clock hours

Medical Billing and Coding

900 Clock Hours

Diploma Program

37.5 Weeks

Method of Delivery: 100% Distant Education

These programs are offered out of our Altamonte Springs, Florida campus through the Blackboard Platform.

Update to SAP Policy Page 67 of the Catalog

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

According to federal regulations, students participating in the federal financial aid program at Cambridge Institute must meet our Standards of Satisfactory Academic Progress (SAP). The SAP calculation uses cumulative credit/hour totals.

Definition and Purpose of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is measured 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.

There are three standards that are used to measure academic progress for financial aid purposes: Standard 1-Qualitative: Cumulative grade point average (GPA) is at or above 2.0 for all students with the exception of Nursing, which requires a cumulative grade point average (GPA) at or above 2.8.

Standard 2-Quantitative (Pace of Progression): Cumulative completion rate is at or above 67% Students must successfully complete at least 67% of their cumulative attempted credit/clock hours to stay on pace with the Maximum Time Frame requirements. Anytime a student withdraws, fails, and/or repeats a class, it is counted as attempted but not completed for this measurement. For example, if a student has attempted 24 cumulative credit hours, but only completed 12 cumulative credit hours, this equates to a 50% completion rate.

Standard 3-Maximum Timeframe: Credits/clock hours completed and/or attempted does not exceed 150% of the credits/clock hours required to complete the program Financial aid recipients are required to complete their program within 150% of the published length of the program as measured by the cumulative number of credit/clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 150 percent of the length of the program, even when the student has not yet reached 150 percent.

Course incompletes (I), Withdrawals (W/WF) and Repetitions

Grades including Incomplete (I), Fail (F), and Withdrawn (W/WF) are defined as unsuccessful completion. Accordingly, these courses count as the applicable credits/hours attempted and count as zero credits/hours earned in the SAP calculation. The grade of "F" additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of I and W/WF are not counted when the qualitative SAP standard is assessed. Grades of I and W/WF do not carry any quality points. Students who have a grade of incomplete that results in an unsatisfactory standing, may have their SAP status recalculated when they subsequently complete the course requirements those grades are later reported. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as all

other eligibility criteria are met. The grade earned in a repeated course will be substituted for the original grade, if higher, in computing the grade point average for SAP.

Transfer Credits

Transfer credits that count toward the student's current program are counted as both attempted and completed hours in the quantitative measures.

The SAP Review

A review of SAP requires that both the qualitative and quantitative measures be reviewed.

- We will count all credits/clock hours that appear on a student's transcript as cumulative hours attempted and/or completed.
- If a student is enrolled in a credit granting program, we will calculate all standards at the end of each term.
- If a student is enrolled in a clock hour program, we will calculate all standards at the time he/she successfully completes the required hours in a payment period.

Notification

Students are notified via email when they have not met SAP requirements. The student is then required to meet with the Registrar and Program Official to discuss requirements for meeting SAP.

SAP Violations

If a satisfactory progress check shows that a student does not have the required GPA or is not maintaining the required pace, the following actions will occur:

- First violation: Student to be placed on SAP Warning status until the next check. During this time, the student will be eligible for aid. If the student is meeting SAP standards at the next checkpoint, the student will return to good standing.
- Second consecutive violation: At this time, the student will be placed on SAP Termination and will not be eligible for aid unless they successfully appeal. If appeal is successful, student will be placed on SAP Probation status until the next checkpoint.

SAP Termination- Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) that do not appeal, will not be eligible to receive aid, but may maintain enrollment. Student will be required to pay for their own classes until they have earned the minimum required GPA and/or completion rate. Students will not be reimbursed for courses taken while ineligible for aid. Eligibility will be regained once a student is found to be meeting both the Quantitative and Qualitative SAP standards, but while not exceeding the Maximum Time Frame.

Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) may, in certain cases, appeal their suspension of eligibility. Circumstances that may be considered for this special review (appeal) include: illness of student and/or immediate family member (mother, father, sister, brother, spouse), death of immediate family member and relocation due to military duty or employment. If there are extenuating circumstances that caused the student to fail SAP, the student may file an appeal. A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for one payment period. The student may continue to receive financial aid during this Probationary

Period but must meet the regular SAP standards or be making progress under an approved improvement plan by the end of the Probationary Period. By the end of that term/payment period, your academic credentials must meet SAP standards. Appeals are not retroactive.

Procedure for SAP Appeal

Appeals are to be submitted to the Registrar's office. The Registrar will provide the appeal to the Academic Affairs Committee for a final decision. In order to appeal the decision on this basis; the following procedures must be used:

1. Complete SAP Appeals Form.
2. Type an appeal letter, or print legibly. Make sure to include a detailed explanation of the circumstances that occurred.
3. Provide documentation from a third party to support the appeal.
4. Be sure that the circumstances referenced apply to the term/payment period for which the student is claiming mitigating circumstances.
5. Once your appeal has been reviewed the student will be notified of the result by email. Decisions will be provided to students within one week of the receipt of appeal (excluding weekends & holidays).

Insert to the Catalog Withdrawal Policy – Page 78

Withdrawal Policy

Official Withdrawal:

A student who wishes to officially withdraw must notify the office of the Registrar via email, certified mail or in person.

Unofficial Withdrawal:

Credit Hour Programs: If a student misses eight (8) consecutive scheduled classes, the student will be automatically terminated without the opportunity to appeal.

Clock Hour Programs: If a student misses five (5) consecutive scheduled classes, the student will be automatically terminated without the opportunity to appeal.

Students attending only online classes: If a student does not submit any coursework for 14 consecutive calendar days, the student will be automatically terminated without the opportunity to appeal.