INSTITUTIONAL CATALOG ADDENDUM

Atlanta Campus

Revised 11/1/2018

ADMINISTRATION

CORPORATE ADMINISTRATION

Dr. Terrence W. LaPier - President
Julie Orloff - Vice President of Compliance and Regulatory
Donna Berrie, CPA - Controller
Alejandro Manrique - Corporate Director of Financial Aid
Dominique Werner – Director of Online Administration/Corporate Registrar
Diane Jasper – Dean of Online Education
Michael Zuccheri – Corporate Director of Retention & Competition

CAMPUS ADMINISTRATION

Michael Zuccheri
Full Time
Campus Director

Wayne Flagg
Full Time
Admissions Director/Associate Campus Director
Georgia State University, Atlanta, GA

Sheena Adams
Full Time
Admissions Representative
Dillard University, New Orleans, LA

Anika Clark
Full Time
Registrar
Strayer University

William Stripling
Full Time
Financial Aid Officer
Bachelor of Arts, Georgia Southern University

Malissa Lawrence
Full Time
Director of Career Services
Bachelors of Business Administration Georgia Southwestern University
Masters of Science in Administration Georgia Southwestern University

Librarian
Stacey Crain, MLIS
Part Time
Master of Library and Information Studies, University of Alabama, Tuscaloosa, AL
Bachelor of Arts in English/Journalism, Livingston University, Livingston, AL

DIAGNOSTIC MEDICAL SONOGRAPHY

Cheryl Bandoo, M.Ed., BSDMS, RDMS, RVS
Full Time
Program Director
Master of Education, Leadership of Educational Organizations, American InterContinental University
Bachelor of Science, Diagnostic Medical Sonography, Adventist University of Health Sciences

Dr. Shahnaz Rajpari, MBBS, MCPS, RDMS (AB)(OB)
Full Time
Instructor / Concentration Coordinator - General
Fellowship, Thomas Jefferson University
Bachelor of Medicine & Surgery, Karachi University, Pakistan (Equivalent to MD w/evaluation)

Sundus Agad, BS, RDMS (AB)(OB)
Full Time
Clinical Coordinator -General
Bachelor of Applied Science, Administrative Management, Clayton State University,
Associate of Applied Science, Diagnostic Medical Sonography, Gwinnett Technical College

Voncell Johnson, AS, RDCS
Full Time
Clinical Coordinator / Concentration Coordinator –Echocardiography
Associate of Science, Sanford-Brown College - Cardiac

Baldwin Dwight Gunter, BS, RDMS (AB)
Adjunct Instructor - General
Bachelor of Science, University of West Indies, Mona
Certificate of Completion, Ultrasound Diagnostic School

Kathy Johnson, BS, RDCS
Full Time
Instructor- Echocardiography
Bachelor of Science, Biology, Georgia State University
Certificate of Completion, Diagnostic Medical Sonography, Cambridge Institute

RADIATION THERAPY

Shawn L. Jackson, MHA, RT (T)

Full Time

Program Director

Master of Science Degree, Health Care Administration, Capella University

Bachelor of Science Degree, Radiation Therapy, University of Alabama at Birmingham

Cynthia Hill, RT (T)
Bachelor of Science, Management, Shorter University
Certification, Radiation Therapy- Montefiore School of Radiation Therapy

Peter Mondalek, PhD, DABR, DABMP
Adjunct Instructor
Master of Science, Medical Physics, Wayne State University
Bachelor of Science, Radiation Therapy, Wayne State University

Theresa Johnson, BS, RT (T)
Adjunct Instructor
Bachelor of Science, Radiation Therapy, Weber State University
Bachelor of Arts, Environmental Science, State University of New York at Plattsburgh
Associates of Science, Radiological Technology, Community College of Denver

RADIOLOGIC TECHNOLOGY

Quincita Dennis, PhD, RT(R)
Program Director
Doctor of Philosophy, Educational Leadership, Trident University
Master of Science, Public Health, Touro University
Bachelor of Science, Radiologic Technology, Touro University

Kanika Mosley, BS, RT(R)
Clinical Coordinator
Bachelor of Science, Medical Imaging, Emory University
Certificate, Radiology Technology, Cambridge Institute

Tracyon King-Hutchinson, BS, RT(R)(M)
Adjunct Instructor
Bachelor of Science, Adult Education and Training, Saint Joseph's College of Maine
Certificate, Radiologic Technology, Clarendon College

Scottrian Corbin, BS RT(R)
Adjunct Instructor –
BS, Fine Arts, Southern Methodist University
Certificate, Radiologic Technology, Cambridge Institute

Jessica Caselli, RT (T), CMD
Instructor
Georgia Southern University – B.S. Radiologic Sciences

GENERAL EDUCATION/DISTANCE EDUCATION INSTRUCTORS

Lucian, Lazarut, MD, MA, Certified Allied Health Instructor
University of Medicine & Pharmacy (Romania), Medical Doctorate

Carita Grimes, DOC
Instructor
Doctoral Degree, Life University
Bachelor of Science, Life University

Christopher Aults, Ph.D., MA, BS
Instructor
Florida Atlantic University, Doctorate in Philosophy
Florida Atlantic University, Master of Arts Psychology
Pennsylvania University, BS in Psychology,

Gregory Cecere, AA, BA, MA
Instructor
Florida Atlantic University, Master of Arts
Florida International University, Bachelor in English Ed

Paul Johnson, MBA
Adjunct, Introduction to Computers Instructor
Master of Business Administration, Keller Graduate School of Management, DeVry University
Bachelor of Science Degree, Computer Information Systems, DeVry University

Stephen Luscher
Online Faculty
Master of Arts Linguistics, Florida International University
Bachelors of Arts in English, University of Maryland

Tyrell Kahan, DVM
Instructor
Doctor of Veterinary Medicine, University of Florida, Gainesville, FL
Masters in Development Practice, Emery University, Atlanta, GA

Medical Assistant

Armand Gabriel, BS, CMA
Lead Instructor
BS, Health Information Technology, Alpha University, Baton Rouge LA
AS, Health Science, Lincoln College, Marietta GA
Certificate, Nassau School for Medical and Dental Assistant, NY

Phlebotomy

Kandace Tynes, AS, CPT
Lead Instructor
Associate of Science, Tidewater Community College, Norfolk, VA
Certificate, Phlebotomy, Thomas Nelson Community College, Hampton, VA

UPDATED TUITION & FEES

Effective May 7, 2018

Program	Application Fee	Tuition	Other Fees not in Tuition
Diagnostic Medical Sonography - AS	$50.00	$50,006.00	$80.00 Grad Fee
Radiation Therapy – AS	$50.00	$42,230.00	$80.00 Grad Fee
Radiologic Technology-AS	$50.00	$40,479.00	$80.00 Grad Fee
Medical Assistant	$50.00	$12,200.00	$80.00 Grad Fee
Medical Billing and Coding	$50.00	$14,800.00	$80.00 Grad Fee
Phlebotomy Technician	$50.00	$1,980.00	N/A

***** Indicates all application fees are Non Refundable***

ACADEMIC SCHEDULE

The following dates are potential start dates for each program of study and the expected completion date. These dates are subject to change, according to enrollment numbers and changes in a student's progression through the program.

For Credit Granting Programs ONLY

Semester Dates	7.5 Week Course Schedule Within Semester
01/08/2018 – 04/27/2018	**01/08/2018 – 02/28/2018** **03/01/2018 – 04/27/2018**
05/07/2018 – 08/24/2018	**05/07/2018 – 06/27/2018** **06/28/2018 – 08/24/2018**
09/03/2018 – 12/21/2018	**09/23/2018 – 10/24/2018** **10/25/2018 – 12/21/2018**
01/07/2019 – 04/26/2019	**01/07/2019 – 02/27/2019** **02/28/2019 – 04/26/2019**
05/06/2019 – 08/23/2019	**05/06/2019 – 06/26/2019** **06/27/2019 – 08/23/2019**

09/03/2019 – 12/20/2019	**09/03/2019 – 10/23/2019** **10/24/2019 – 12/20/2019**
01/06/2020 – 04/24/2020	**01/06/2020 – 02/26/2020** **02/27/2020 – 04/24/2020**
05/04/2020 – 08/21/2020	**05/04/2020 – 06/24/2020** **06/25/2020 – 08/21/2020**
08/31/2020 – 12/18/2020	**08/31/2020 – 10/21/2020** **10/22/2020 – 12/18/2020**

Certificate Program Start Dates			
Phlebotomy	**Day/Evening**	03/05/2018	5/24/2018
		06/04//2018	8/23/2018
		09/04/2018	11/28/2018
		12/03/2018	03/05/2019
Medical Assistant	**Day**	06/4/2018	02/28/2019
	Day	09/04/2018	06/14/2019
Medical Billing and Coding	**Online**	07/30/2018	05/16/2019

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

Update to the Catalog Page 5

Grade Level Promotion

Freshman 0-30
Sophomore 31-60
Junior 61-89
Senior 90 or more

Update to SAP Policy Catalog Page 55

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

According to federal regulations, students participating in the federal financial aid program at Cambridge 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 (CGPA) is at or above 2.0.

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.
    - If a student is enrolled in a clock hour program that is more than one academic year in length, but less than two, we will calculate all standards at the time he/she successfully completes the required hours in each 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/or Program Official to discuss requirements for meeting SAP.

SAP Violations

If a satisfactory progress check shows that a student does not have the required CGPA 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 CGPA 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:

- Complete SAP Appeals Form.
- Type an appeal letter, or print legibly. Make sure to include a detailed explanation of the circumstances that occurred.
- Provide documentation from a third party to support the appeal.
- Be sure that the circumstances referenced apply to the term/payment period for which the student is claiming mitigating circumstances.
- 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).

Update to the Catalog Leave of Absence Policy Page 59

LEAVE OF ABSENCE

In the event of an emergency, Cambridge College of Healthcare & 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 College of Healthcare & Technology prior to the beginning of the proposed requested leave. A leave of absence must be approved by the Program Director and/or the Campus Director

and may not exceed 180 days or the start of the next available class at the current location, whichever event shall first occur.

However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.