CAMBRIDGE
COLLEGE OF HEALTHCARE & TECHNOLOGY

# INSTITUTIONAL CATALOG

# 2020-2021

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**www.cambridgehealth.edu**

# Table of Contents

# General Information

**History**
Cambridge Institute of Allied Health & Technology was established and licensed by the Commission for Independent Education in 2001 (license # 2453). The institution was institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in 2004. Cambridge Institute changed ownership in October of 2009 to Cambridge Health Education I, LLC. In 2010 Cambridge Health Education I, LLC acquired two additional campuses; one in Delray Beach, Florida (a Main campus) with a CIE # 2843 and another in Atlanta, Georgia (Branch of main in South Florida). In January 2016 a name change to place to Cambridge College of Healthcare & Technology

**Campus Locations**
Cambridge College/Cambridge Institute

- 5150 Linton Blvd., Suite 340, Delray Beach, FL 33484
- 460 E. Altamonte Drive 3rd Floor Altamonte Springs, FL 32701
- 1000 Park Centre Blvd, Miami Gardens, FL 33169

**Facility**
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 eight (8) spacious classrooms for didactic instruction, (1) Diagnostic Labs and (1) Radiology Lab, (1) Phlebotomy Lab and (1) Medical Assistant Lab. This is a non-smoking facility.

**Statement of Ownership**
IAMP, LLC is a wholly owned subsidiary of Cambridge Health Education I, LLC d/b/a/ Cambridge Institute of Allied Health & Technology, a Florida Corporation. The Managing Member of Cambridge Health Education I, LLC is Pierpont Group, Inc., which is 100% owned by Dr. Terrence LaPier. Dr. Terrence LaPier and Mr. Stephen Garchik are the co-managing members.

**Mission Statement**
The mission of Cambridge College of Healthcare & Technology is to improve the quality of people's lives by providing excellent training to traditional and nontraditional students in the healthcare field. Cambridge College's desire is to develop students for lifelong and continued education and is dedicated to assisting adult students in their career opportunities.

**Goals and Objectives**
Cambridge College of Healthcare & Technology's aim is to enrich the student's education through comprehensive training, which is essential to meet the demands of medical offices, hospitals, medical centers and clinics. An integral part of achieving our goals is through:

- The promotion of self- discipline and self -motivation
- Attracting and retaining effective and qualified instructors
- Offering sound diploma and degree programs
- The development of students individual & professional growth which includes interpersonal communication, critical thinking and problem solving competencies

**Licensing**
Cambridge College of Healthcare & Technology in Atlanta Georgia is licensed by the Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
Phone 770-414-3300
Fax 770-414-3309
https://gnpec.georgia.gov/

**Accreditation**
Cambridge College of Healthcare & Technology is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, P (703) 917–9503, F (703) 917-4109 a national accrediting agency recognized by the United States Department of Education under provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation.

*The Computed Tomography Review and the IV Infusion Therapy Course does not fall under the grant of accreditation for the Accrediting Bureau of Health Education Schools (ABHES).

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of JRCDMS Committee on Accreditation.

**Program and Policy Changes**
Cambridge College of Healthcare & Technology reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as deemed necessary. When size and curriculum permit, classes may be combined. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks. Cambridge College of Healthcare & Technology obtains the right to make changes to the admissions requirements, tuition, fees and degree requirements. Students will be notified of any changes.

**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 courses of their program.

**Hours of Operation**
The hours for the business office of Cambridge College are Mon-Thursday 8:30 a.m. to 7 p.m., and Friday from 8 a.m. – 5 p.m.

**Parking**
Student parking is available in parking lot adjacent to the campus. Students are prohibited from parking in "Patient Parking" designated areas.

**Class Sizes**

| | |
|---|---|
| Radiology Lab | 10:1 |
| Distant Education | 25:1 |
| Lecture | 30:1 |
| Lab | 20:1 |

**Credit Hours**
Semester Credit Programs: The units of measure used are standard semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours of laboratory or 45 clock hours of clinical/externship. Additional time will be calculated for outside work.

The Medical Assistant and Phlebotomy Technician programs are offered in clock hours.

A clock hour is defined as 60 consecutive minutes, of which a minimum of 50 minutes is dedicated to instruction.

**GRADE LEVEL PROMOTION**

| Grade Level | Credits Required |
|---|---|
| Freshman | 0-30 |
| Sophomore | 31-60 |
| Junior | 61 or more |
| Senior | 90 or more |

**Class Schedules**

- Residential Classes Meet Monday - Friday 8 : 0 0 am – 10:30pm
- Distance Education taught through Blackboard®
- Externship Hours S M T W TH F S 6:00am – 11:59pm
    - Actual times for externships are set by the externship sites.

**Personal Appearance**
All students are expected to be neat, clean, and dressed in Cambridge uniform. The student's footwear should consist of clean white sneakers or medical clogs. While assigned to an externship site, the student must adhere to that facility's dress code in addition to the program's policy. If such rules are not followed, the school will take disciplinary action. Please refer to your program handbook for more details on the dress code.

**Housing**
Cambridge College of Healthcare & Technology does not have dormitory or housing facilities.

**Student Health and Safety**
Cambridge College of Healthcare & Technology will attempt to provide safe facilities and a workplace free of recognized hazards. Each program has specific guidelines that will be explained by the individual instructors. Students are expected to use common sense at all times to prevent injury to themselves and others. The school maintains first aid kits for emergencies. All accidents and injuries must be reported to a Program Director or Administrative Staff immediately.

**Crime Awareness and Campus Security Act**
Cambridge College provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Campus Security Report is available on our web page to obtain the information is located on our web site. It should be noted that this report is updated annually. Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

**Timely Warnings**
In the event that a situation arises, either on or off campus, in the judgment of the CEO, constitutes a series and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area. Students will be notified of locations for public notice during Orientation.

**Confidential Reporting Procedures**
If you are a victim of a crime and unsure if you want to pursue action within the Institute 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 you future safety and the safety of others. With such information, the Institute 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.

**Smoke Free Facilities**
Florida Statue 386.205 2(a) states that smoking is not permitted inside educational facilities where the public attends class. It is the policy of Cambridge College of Healthcare & Technology that it is smoke-free and that all designated smoking areas be

located out-of-doors. Any member of the Institute community found to be in violation of this policy will be subject to suspension and/or permanent dismissal.

**Transcripts**
Student transcripts are permanently maintained at the institution and are available from the Registrar. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts from the Registrar for a fee of $5.00 each.

**Academic Honesty and Plagiarism**
Cambridge College of Healthcare & Technology strives for a spirit of honesty and integrity. All students are expected to do their own work and must never present other's work as their own. (Examples may include the following as well as others not mentioned), looking on another student's paper, talking during an exam, copying another student's work, cheating during an exam, and unauthorized use of notes, books, tapes, and head-sets. Students found guilty of dishonesty or plagiarism are liable for sanctions up to and including dismissal.

**Graduation Requirements**
In order to graduate from a program, students must meet the following requirements:

- 90% didactic attendance (clock hour programs)
- 100% Clinical completed in all programs if applicable
- Fulfillment of all financial obligations

**Course Numbering System**
The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion. All one series numbers are for first year and all two series numbers are for second year students. The following prefixes represents the various course codes.
DMS – Diagnostic Medical Sonography
RTE – Radiologic Technology
RAD – Radiation Therapy
PH – Phlebotomy
MA – Medical Assistant
MLT - Medical Laboratory Technician
MBC – Medical Billing and Coding

# ***Admissions Process***

## Admissions Requirements

Applicants must complete and submit an application for admissions that includes:

Admission interview
Personal statement
Admissions acknowledgement form

**Proof of High School Graduation**

- The requirements of High School Graduation (POG) consist of one of the following:
- Diploma from high school
- GED
- Home school documents required
- Official college transcript confirming associate, bachelors or master's degree
- Evaluated and translated Foreign High School Transcripts (If Applicable)

Application fee of $50.00/Once paid, paperwork for Drug Screen & Background Check Acknowledgment to be completed.
Associate Degree Program Director Overview

Any student submitting proof of high school from a foreign country for consideration of admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education.

Any applicant who is under the age of 18 and applying for admissions to Cambridge College of Healthcare & Technology must acquire a parent or guardian's signature on any contractual papers (i.e., Enrollment Agreement), and must verify that they will be 18 years or older at the time they begin their clinical rotations.

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 within 30 days of starting a program. 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 and/or the Commission for Higher Education Accreditation (CHEA).

CLEP is not accepted for Transfer Credit.

**Advanced Standing/Proficiencies**

The College does not award credit for Advanced Standing, nor does the College permit students to proficiency out of courses.

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

- College course must be completed within 20 years of admission to Cambridge College with a minimum grade of a C or higher.
- The following courses require a grade of a B or higher for transferability:
    - Anatomy & Physiology I
    - Anatomy & Physiology I Lab
    - Anatomy & Physiology II
    - Anatomy & Physiology II Lab
    - College Algebra

Any student wishing to submit transcripts from a foreign country for consideration of admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education.

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

**Transferability of Credit to Other Institutions**

Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another Institution of the student's choice. Cambridge does not guarantee that any credits earned at Cambridge will be transferable or accepted by any other institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission

**Background Check and Drug Screening**

Cambridge College of Healthcare & Technology is committed to a drug free and safe learning environment for all students. The allied health professions are committed to providing excellence in patient care and services in a safe, productive and quality-conscious environment. As such, clinical and community agencies require students to meet standards, similar to employees, for criminal offenses and use of illegal substances. Therefore, all students will be required, at their own expense, to be screened for background checks, and substance abuse screens prior to clinical assignments. The program reserves the right to retest a student if there is reasonable suspicion of consumption of alcohol or drugs. Any student dismissed from Cambridge College of Healthcare & Technology because of violation of the alcohol/drug or illegal substances will not be considered for readmission to the school until the student has undergone 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.

**Felony Disclosure**

Please be advised that if you have been convicted of a felony or DUI you may not be eligible for certain clinical experiences, externships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

# ***Grievance Procedures***

**Grievance Defined**
A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

**Appeals for Students**
A student has the right to appeal all matters with respect to:
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

**General Policy**
The Appeals Committee shall be responsible for evaluating and making a final decision for an appeal. The committee will decide whether the appeal will be approved or denied. The committee will consist of a combination of faculty & staff members.

Before the student files an appeal, due process must include:

Step 1: Any student with a grievance may request an individual conference with the instructor or administrative staff to address the matter.

Step 2: If unable to resolve the grievance, the student can request a conference with the Program Director or Department Manager.

Step 3: If still unable to resolve the grievance, the student is requested to schedule a conference with the Campus Director.

Step 4: If still unable to resolve the grievance, the student shall file an appeal with the appropriate documentation to the office of the Registrar.

A final decision and response will be emailed to the student within a reasonable timeframe, not to exceed 7 days after the appeal is reviewed.

The decision made by the Appeals Committee shall be final.

If, in the judgment of the student, there is no satisfactory resolution, the student may contact the Vice President of Compliance and Regulatory via email at jorloff@cambridgehealth.edu.

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

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
Phone 770-414-3300
Fax 770-414-3309
https://gnpec.georgia.gov/

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike
Suite 314 N.
Falls Church, VA
22043Phone (703) 917-9503
www.abhes.org

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19N
Suite 158
Clearwater, FL 33763
Phone 727-210-2350
Fax 727-210-2354
www.caahep.org

# PROGRAMS

## *(All Programs are taught in English)*

### Diagnostic Medical Sonography

98 Semester Credits
2378 Clock Hours
90 Weeks
Credential awarded – Associate of Science
Method of Delivery: Blended

Program Objectives
The mission of the Diagnostic Medical Sonography program 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. ***At the completion of the Diagnostic Medical Sonography program, a student is prepared to enter the sonography work force as an entry level sonographer in any or all modalities including Abdomen, OBGYN, and Cardiovascular Sonography.*** Upon graduation, clinical employment opportunities can range from hospital settings, out-patient clinics, private practice and specialty centers, mobile and agency services all throughout the domestic United States and International markets.
Program Description
The Associate of Science Degree in Diagnostic Medical Sonography is an educationally broad based postsecondary full time program. This 90 week program is designed to provide the essentials of entry level sonographic medical imaging. The curriculum leads the student through primary sonographic education in the specialties of Abdomen, including full abdominal and small smarts, Obstetrics & Gynecology, including female pelvis and 1st, 2nd and 3rd trimester Obstetrics imaging, and Cardiovascular including the application and techniques in cardiac imaging and cardiac Doppler studies, cardiac anatomy and function. The course also provides an introduction to the principles of Vascular Sonography, introducing the two common vascular examinations most widely used by sonographers; Lower Extremity Venous Doppler and Carotid Doppler examinations. In addition to Medical Terminology, Pharmacology, and an introduction to Health Science, Sonographic Anatomy and Sonographic Physics are covered. The core curriculum devotes significant “hands-on” laboratory and clinical education skills components. The program requires general education courses in General Physics, Anatomy & Physiology, Algebra, Psychology, English and Speech. Students receive consistent sequential didactic and scheduled laboratory instruction throughout the program. Students complete one thousand two hundred ninety (1290) didactic hours of classroom and laboratory education and one

thousand eighty eight (1088) hours of clinical training within an approved clinical facility. Assessments takes place at regular intervals throughout the program evaluating the student's progress towards specific levels of competency. Students must complete each course with a 2.0 or higher to remain in the program.

## Program Goals

### Diagnostic Medical Sonography Program Goals

- "To Prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and or
- "To Prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and or

Subject Titles: Diagnostic Medical Sonography

| Course Number | Course Title | Semester Credits | Clock Hours |
|---|---|---|---|
| BCS 1085 | Anatomy & Physiology I | 3 | 45 |
| BCS 1085L | Anatomy & Physiology I Lab | 1 | 30 |
| BCS 1086 | Anatomy & Physiology II | 3 | 45 |
| BCS1086L | Anatomy & Physiology II Lab | 1 | 30 |
| DMSA 1002 | Principles of Sonographic Physics and Instrumentation | 5 | 90 |
| DMSA 1003 | Sonographic Anatomy | 3 | 60 |
| DMSA 2001 | Principles of Abdominal Sonography 1 | 4 | 75 |
| DMSA 2002 | Principles of Abdominal Sonography 2 | 4 | 75 |
| DMSA 2003 | Principles of OBGYN Sonography 1 | 4 | 75 |
| DMSA 2004 | Principles of OBGYN Sonography 2 | 4 | 75 |
| DMSA 2005 | Introduction to Vascular Sonography | 4 | 75 |
| DMSA 2006 | Echocardiographic Pathology 1 | 4 | 75 |
| DMSA 2007 | Echocardiographic Pathology 2 | 4 | 75 |
| DMSA 2008 | Pharmacology | 3 | 45 |
| DMSA 2009 | Introduction to Echocardiographic Anatomy | 4 | 75 |
| DMSA 2010 | Clinical Externship I | 6 | 272 |
| DMSA 2011 | Clinical Externship II | 6 | 272 |
| DMSA 2012 | Clinical Externship III | 6 | 272 |
| DMSA 2013 | Clinical Externship IV | 6 | 272 |
| DMSA 2014 | Seminar | 3 | 45 |
| ENC 1101 | English Composition | 3 | 45 |
| HSC 1000 | Introduction to Health Science | 3 | 45 |
| MAC 1105 | College Algebra | 3 | 45 |
| MEA 1239 | Medical Terminology | 2 | 30 |
| PSY 1012 | Introduction to Psychology | 3 | 45 |
| PHY 2053 | General Physics | 3 | 45 |
| SPC 1016 | Fundamentals of Speech | 3 | 45 |
| Grand Total | | 98 | 2378 |

# Course Descriptions

BCS1085 Anatomy & Physiology 1 4 Credits 75 Clock Hours
In this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system. Students will explore the structure and function of tissues and organism a laboratory setting.
Prerequisites: None

BSC1085L - Anatomy & Physiology I Lab 1 Credit 30 clock hours
In an online delivery students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BCS 1086 Anatomy & Physiology 2 4 Credit 75 clock hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies.
Prerequisites: BCS 1085

BSC 1086L - Anatomy & Physiology II Lab 1 Credit 30 clock hours
Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies.
Prerequisites: BSC 1085, BSC 1085L & MEA 1239

ENC 1101 English Composition 3 Credits 45 Clock Hours
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. Students will review readings for writing to aid in essay preparation and completion.
Prerequisites: None

HSC 1000 Introduction to Health Science 3 Credits 45 Clock Hours
This course will exam the health care professionals and how they interact with patients. Professional organizations, OSHA standards, asepsis, and isolation techniques will be covered.
Prerequisites: None

MAC 1105 College Algebra 3 Credits 45 Clock Hours
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.
Prerequisites: None

MEA 1239 Medical Terminology 2 Credits 30 Clock Hours
This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included.
Prerequisites: None

PSY 1012 Introduction to Psychology 3 Credits 45 Clock Hours
In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included.
Prerequisites: None

PHY 2053 General Physics 3 Credits 45 Clock Hours
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 which the student will enhance cooperative attitudes. In addition to the knowledge base development in physics the use of computer technologies are integrated throughout the entire course. Topics include technical math calculations, units of measurements, mechanics, heat, fluid, and gas laws, atomic structures and nuclear physics, electromagnetic, light and sound.
Prerequisites: MAC1105

SPC 1016 Fundamentals of Speech 3 Credits 45 Clock Hours
Students will learn the foundations of communications including public presentations and interviewing skills.
Prerequisites: None

DMSA 1002 Principles of Sonographic Physics and Instrumentation
5 Credits 90 Clock Hours
Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operations, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Student will apply sonographic physics and instrumentation principles in an ultrasound laboratory setting.
Prerequisites: MAC1105, PHY2053, DMSA1003, DMSA2009

DMSA 1003 Sonographic Anatomy 3 Credits 60 Clock Hours
Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN, vascular, and cardiac structures. Students will apply sonographic anatomy principles in an ultrasound laboratory setting.
Prerequisites: BSC 1085 and 1085L, BSC 1086 and 1086L, MAC1105

DMSA 2001 Principles of Abdominal Sonography I 4 Credits 75 Clock Hours
Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures.
The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Students will learn and perform abdomen exam protocols in an ultrasound laboratory.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMSA1003, DMSA2009

DMSA 2002 Principles of Abdominal Sonography 2 4 Credits 75 Clock Hours
This course is a continuation of Principles of Abdominal Sonography I containing a comprehensive approach to in-depth studies of the organs contained within the human abdominal cavity in both normal and abnormal states. This course further explores small parts including: breast, testicular, prostate, and thyroid in addition to an introduction to musculoskeletal, neonatal brain, spine, hips and interventional sonography. Students will continue to learn and perform abdomen exam protocols in an ultrasound laboratory including phantom scanning of various small parts.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1003, DMS A 2009, DMSA2002, DMSA2001

DMS A 2003 Principles of OBGYN Sonography 1 4 Credits 75 Clock Hours
Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non-gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized. Students will learn and perform transabdominal pelvic exam protocols in an ultrasound laboratory.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1003, DMS A 2001, DMS A 1002

DMS A 2004 Principles of OBGYN Sonography 2 4 Credits 75 Clock Hours
Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized. Students will continue to learn and perform transabdominal pelvic exam protocols in an ultrasound laboratory including phantom scanning for second and third trimester pregnancies.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1003, DMS A 2001, DMS A 1002, DMS A 2002, DMSA2003

DMS A 2005 Introduction to Vascular Sonography 4 Credits 75 Clock Hours
This section of the course provides hands on experience in the application of the two most common vascular examinations: the lower extremity venous doppler exam and the carotid doppler exam. The student will also 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 while learning and performing exam protocols for lower extremity venous Doppler and carotid Doppler ultrasound exams. After completion of the basic principles, the course focuses on pathology and dysfunction and the disease process.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1002, DMS A 1003, DMSA2009, DMSA2007, DMSA2004

DMS A 2006 Echocardiographic Pathology 4 Credits 75 Clock Hours
After the basic principles, the course will be focusing on pathology and dysfunction and the disease process. Cardiac pathology covered includes: left ventricular dysfunction, coronary artery diseases, valvular heart disease, Doppler-(Color, PW, and CW), diseases of the aorta & pulmonary hypertension. Coordination of the patient's history, physical findings and Sonographic images are evaluated for presentation. Discussions will be both detailed and concise for understanding and comprehension. Students will learn and perform echo ultrasound exam protocols in an ultrasound laboratory.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L,MAC 1105, DMS A 1002, DMSA 1003, DMS A 2009

DMS A 2007 Echocardiographic Pathology 4 Credits 75 Clock Hours
This course provides a foundation for cardiomyopathies and IHD, evaluation of pericardia and intra cardiac tumors, anomalies of the aorta and great vessels, congenital heart diseases, pericardial pathologies, tumors and diseased valves. Each section of disease will be discussed in detail regarding causes, signs symptoms, echocardiographic findings and complications. This course also discusses wall motion abnormalities in relation to pathologic situation. Discussion is both detailed and concise for understanding and comprehension. Students will continue to learn and perform echo ultrasound exam protocols in an ultrasound laboratory.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L,MAC 1105, DMS A 1002, DMS A 1003, DMS A 2009, DMS A 2006

DMS A 2008 Pharmacology 3 Credits 45 Clock Hours
This course involves understanding of clinical pharmacology including theory, effects of drugs used in Echocardiography and pharmacology of provocative stress agents and their uses and adverse effects. This course also discusses potential side effects of cardiac medications on the Echo findings and involves understanding the indications, utility of advances in echocardiography such as Stress echocardiography Transesophageal echocardiography, Intraoperative echocardiography, & Contrast echocardiography.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105

DMS A 2009 Introduction to Echocardiographic Anatomy 4 Credits 75 Clock Hours
This course provides a foundation in the principle of echocardiography, the most effective non-invasive method for use in cardiac diagnosis. This course involves understanding of the normal cardiac anatomy, coronary anatomy, and the relationship of chambers and the great vessels. An understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events will be stressed. This course provides the application and techniques in 2D cardiac imaging, M-mode, cardiac studies, cardiac anatomy and function. Students will learn and perform EKG exam protocols in an ultrasound laboratory.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC1105

DMS A 2010 Clinical Externship I 6 Credits 272 Clock Hours
This course introduces students to the clinical setting and provides an opportunity for students 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. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to Abdomen in the clinical setting.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003

DMS A 2011 Clinical Externship II 6 Credits 272 Clock Hours
This course, a continuation of the clinical setting in Clinical Externship I, allows students to continue in the clinical setting and provides additional opportunity to observe and have in depth 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. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to OBGYN in the clinical setting. Students will continue building oral skills to communicate clearly, concisely, and intelligently to medical professionals and patients and will begin using written skills to communicate clearly, concisely, and intelligently. Student will begin to possess the ability to demonstrate critical thinking and problem solving skills. The course also supports student's ability to better understand and apply allied health occupational information as well as encourage occupational attitudes and work ethic desired of allied health employers and members of the specific profession.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003, DMS A 2009, DMS A 2010

DMS A 2012 Clinical Externship III 6 Credits 272 Clock Hours
This course introduces students to the clinical setting and provides an opportunity for students 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. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to vascular examinations such as lower extremity venous and carotid doppler examinations in addition to an introduction to cardiac echo examinations in the clinical setting. The student will continue to build upon proper oral skills and will have the ability to communicate clearly, concisely, and intelligently with medical professionals and patients. Also, the student will have the opportunity to build upon written skills to communicate clearly, concisely, and intelligently along with the ability to demonstrate critical thinking and problem solving. This course continues to support the student's ability to demonstrate occupational attitudes and work ethic desired of allied health employers and members of the specific profession.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003, DMS A 2010, DMSA2011

DMS A 2013 Clinical Externship IV 6 Semester Credits 272 Clock Hours
This course, a continuation of the clinical setting in Clinical Externship III, allows students to continue in the clinical setting and provides additional opportunity to observe and future 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. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to echocardiography examinations in the clinical setting. The course continues to encourage the student's to communicate clearly, concisely, and intelligently with medical professionals and patients as well as continuing to build upon critical thinking and problem solving skills in an independent manner. This course will present to the student the correct way to function as a productive team member. The course will facilitate the ability to understand and apply allied health occupational information and build upon the student's ability to demonstrate occupational attitudes and work ethics.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003, DMS A 2010, DMSA2011, DMSA2012

DMS A 2014 Seminar 3 Credits 45 Clock Hours
In this course the student is prepared for the real world of work via assistance with resume writing, interviewing techniques and job placement. In addition, registry preparation and reviews are conducted for all modalities of the program: Abdomen, OBGYN, and Cardiovascular.
Prerequisites: DMSA2005

# Radiologic Technology

2640 Clock Hours
99 Credits
90 Weeks
Credential Awarded: Associate of Science Degree
Type of Instructional Delivery: Blended

**Program Description/Program Objectives**

The program is 90 weeks in length. The program is designed to provide a well-planned didactic and clinical education experience to enable students to become competent, entry-level professionals upon graduation. ***At the completion of the Radiologic Technology program, a student is prepared to enter the work force as an entry level Radiologic Technologist.***

The curriculum has been developed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT). The clinical competency requirements have been developed in accordance with ARRT (American Registry of Radiologic Technologists) guidelines.

Note: BCLS Training will be provided to students prior to the first clinical rotation.

**Radiologic Technology Program Goals**

Goal 1:
Demonstrate clinical competence in the care of patients.
Students will apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors.
Students will deliver appropriate patient care while maintaining a safe environment according to OSHA and ALARA principles.

Goal 2:
Demonstrate problem solving and critical thinking skills
Students will evaluate radiographic images for appropriate positioning and image quality. Students will manipulate technical factors for non-routine exams.

Goal 3:
Model professional and ethical behavior as a member of the healthcare team.
Students will maintain ethical and professional values.
Students will attend a society meeting.

Goal 4:
Demonstrate written and oral communication skills within the healthcare setting.
Students will demonstrate effective written communication skills.
Students will demonstrate effective oral communication skills.

**Program Outline:**

| Course # | Course Title | Credits | Hours |
|---|---|---|---|
| CTS 1050 | Introduction to Computers | 3 | 45 |
| ENC 1101 | English Composition | 3 | 45 |
| HSC 1000 | Introduction to Health Science | 3 | 45 |
| MAC 1105 | College Algebra | 3 | 45 |
| MEA 1239 | Medical Terminology | 2 | 30 |
| PSY 1012 | Introduction to Psychology | 3 | 45 |
| SPC 1016 | Fundamentals of Speech | 3 | 45 |
| BSC 1085 | Anatomy & Physiology I | 3 | 45 |
| BSC 1085L | Anatomy & Physiology I Lab | 1 | 30 |
| BSC 1086 | Anatomy & Physiology II | 3 | 45 |
| BSC 1086L | Anatomy & Physiology II Lab | 1 | 30 |
| RTE 1025 | Principles of Image Production I | 2 | 30 |
| RTE 1026 | Principles of Image Production II | 2 | 30 |
| RTE 1030 | Radiographic Physics | 4 | 60 |
| RTE 1202 | Radiographic Procedures I | 3 | 45 |
| RTE 1202L | Radiographic Procedures I Lab | 1 | 30 |
| RTE 1203 | Radiographic Procedures II | 3 | 45 |
| RTE 1203L | Radiographic Procedures II Lab | 1 | 30 |
| RTE 1204 | Radiographic Procedures III | 2 | 30 |
| RTE 1204L | Radiographic Procedures III Lab | 1 | 30 |
| RTE 1205 | Radiographic Procedures IV | 2 | 30 |
| RTE 1205L | Radiographic Procedures IV Lab | 1 | 30 |
| RTE 1206 | Radiographic Procedures V | 2 | 30 |
| RTE 1206L | Radiographic Procedures V Lab | 1 | 30 |
| RTE 2015 | Radiographic Biology and Protection | 3 | 45 |
| RTE 2025 | Cross Sectional Anatomy/ Advanced Modalities | 3 | 45 |
| RTE 1270 | Clinical I | 5 | 240 |
| RTE 1280 | Clinical II | 5 | 240 |
| RTE 2005 | Clinical III | 8 | 360 |
| RTE 2010 | Clinical IV | 8 | 360 |
| RTE 2020 | Clinical V | 8 | 360 |
| RTE 2500 | Senior Registry Review | 3 | 45 |
| RTE 1201 | Introduction to Radiologic Sciences | 3 | 45 |
| **Total** | | **99** | **2640** |

## Course Descriptions:

CTS 1050 - Introduction to Computers 3 Credits 45 clock hours
Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing.
Prerequisites: None

ENC 1101 - English Composition 3 Credits 45 clock hours
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.
Prerequisites: None

HSC 1000 - Introduction to Health Science 3 Credits 45 clock hours
Students will examine the following topics: The healthcare professions and teams, interactions between and reactions of patients in altered physical &/or mental states including gerontology and diverse cultures, professionalism and professional organizations, vital signs, OSHA standards, asepsis and isolation techniques including universal precautions, ethics and legal concerns of the healthcare provider, lifting/moving/body mechanics, patient and environmental emergency assessment and response, and Basic Cardiac Life Support (BCLS). The student will possess the aptitude to comprehend and use information in both written and oral formats.
Prerequisites: None

MAC 1105 - College Algebra 3 Credits 45 clock hours
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.
Prerequisites: None

MEA 1239 - Medical Terminology 2 Credits 30 clock hours
This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included.
Prerequisites: None

PSY 1012 - Introduction to Psychology 3 Credits 45 clock hours
In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included.
Prerequisites: None

SPC 1016 - Fundamentals of Speech 3 Credits 45 clock hours
Students will learn the foundations of communications including public presentations and interviewing skills
Prerequisites: None

BSC 1085 - Anatomy & Physiology I 3 Credits 45 clock hours
Students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BSC 1085L - Anatomy & Physiology I Lab 1 Credit 30 clock hours
In an online delivery students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BSC 1086 - Anatomy & Physiology II 3 Credits 45 clock hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved.
Prerequisites: BSC1085, BSC1085L

BSC 1086L - Anatomy & Physiology II Lab 1 Credit 30 clock hours
Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies.
Prerequisites: BSC 1085, BSC 1085L & MEA 1239

RTE 1201 Introduction to Radiologic Sciences 3 Credits 45 Clock hours
Content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified
Prerequisites: None

RTE 1025 - Principles of Image Production I 2 Credits 30 clock hours
This course is about the knowledge of the factors that govern and influence the production of radiographic images. Content establishes a knowledge base in radiographic and mobile equipment requirements and design. Content imparts an understanding of the components, principles and operation of digital imaging systems.
Prerequisites: RTE 1030

RTE 1026 - Principles of Image Production II 2 Credits 30 Clock Hours
This course continues with the knowledge of the factors that govern and influence the production of radiographic images. Image-intensified and digital fluoroscopy will be discussed. Image quality and the technical factors that affect it will be covered in this course. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented Grids and grid applications will be presented as well as the calculations of technique problems.
Prerequisites: RTE 1204 & RTE 1204L.

RTE 1030 - Radiographic Physics 4 Credits 60 clock hours
Students in this course will receive a working knowledge of radiologic physics as it relates to the field of radiography. This will include the make-up of the Bohr atom, electromagnetic radiation, electricity and magnetism and electromagnetism. They will become familiar with equipment used in medical imaging for general x-rays and their production, as well as for special procedures. The student will understand how the x-ray beam is produced as well as the radiographic image. They will also be introduced to the equipment utilized for film processing and the equipment needed to improve the quality of the x-ray image. Students will learn about the components involved in quality improvement, assessment and assurance regarding all aspects of the radiology department. Equipment quality control is included, as well as tests to evaluate specific components of radiographic imaging systems.
Prerequisites: MAC 1105

RTE 1202 - Radiographic Procedures I 3 Credits 45 clock hours
This course will cover the discovery of x-rays and the use of radiation in medicine. The course provides an introduction to radiological science and familiarizes students with the different terms that are used within the profession. Students will learn the anatomic structures and topographic landmarks of the abdomen, chest, and parts of skeletal assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.
Prerequisites: None

RTE 1202L - Radiographic Procedures I Lab 1 Credit 30 clock hours
This course is designed to provide instruction in the proper positioning methods in the laboratory setting to prepare the student to perform these methods competently in the

clinical setting. This course will include positioning terminology of abdomen and chest radiography as well as positioning terminology of the upper extremity and lower extremity (foot and ankle). Students will master practical experience in positioning patients, exercising independent judgment, creativity, and problem solving in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique
Prerequisites: None

RTE 1203 - Radiographic Procedures II 3 Credits 45 clock hours
This course is designed to expand students' knowledge and understanding of the ARRT Code Ethics. Students will learn the different types of consent and its appropriate use. The course will cover the anatomic structures and topographic landmarks of various parts of the skeletal system assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1202 & RTE 1202L

RTE 1203L - Radiographic Procedures II Lab 1 Credit 30 clock hours
This course is designed to allow students to conduct simulations on radiographic positions covered in the didactic course. The goal is to make students more competent and confident within the clinical setting. Students will simulate radiographic positions for areas of the skeletal system covered in the didactic course for the semester. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L RTE 1202 & RTE 1202L

RTE 1204 - Radiographic Procedures III 2 Credits 30 clock hours
The course will cover the anatomic structures and topographic landmarks of various parts of the skeletal system assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1203, RTE 1203L

RTE 1204L - Radiographic Procedures III Lab 1 Credit 30 clock hours
This course is designed to allow students to conduct simulations on radiographic positions covered in the didactic course. The goal is to make students more competent and confident within the clinical setting. Students will simulate radiographic positions for areas of the skeletal system covered in the didactic course for the semester. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1203, RTE 1203L

RTE 1205 - Radiographic Procedures IV 2 Credits 30 clock hours
This course will include positioning terminology and radiographic positioning and procedures for fluoroscopy studies. The course will cover several patient care topics that are important to the profession. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique. Pharmacologic terminology, drug classifications, pharmacokinetics, and drugs used in imaging are also studied. It also offers comprehensive coverage of diagnostic contrast agents, along with drug administration procedures, emergency responses to drug reactions, and legal and ethical aspects of medication administration. The theory and practice of basic venipuncture techniques and the administration of diagnostic contrast agents are also practiced and mastered.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE1204, RTE 1204L

RTE 1205L - Radiographic Procedures IV Lab 1 Credit 30 clock hours
This course is designed to provide instructions on proper positioning methods within the laboratory setting so students are prepared to perform these methods competently in the clinical setting. The course will include fluoroscopy studies. Image critique covering the elements of diagnostic radiographs is emphasized. Students will master practical experience in positioning patients, critical thinking, and problem solving in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role- playing patient and technologist. Pathology and disease as they relate to various radiographic procedures are discussed and viewed on radiographs or images viewed on power points. Students will also learn how different pathology affects the radiographic image and technique.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE1204, RTE 1204L & RTE1025

RTE 1206 - Radiographic Procedures V 2 Credits 30 clock hours
The course will include positioning terminology, radiographic positioning, and procedures of the skull and facial structures. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. The course also reviews avenues for professional within the profession and continuing education requirements. Pathology and

disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.
Prerequisites: RTE 1205, RTE 1205L

RTE 1206L - Radiographic Procedures V Lab 1 Credit 30 clock hours
This course is designed to allow students to perform simulations on radiographic positions covered in the didactic course. By the end of the course students will be more competent and confident within the clinical setting. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique.
Prerequisites: RTE 1205, RTE 1205L

RTE 2015 - Radiographic Biology and Protection 3 Credits 45 clock hours
The course is designed to educate students on the principles of radiation protection. Students will be lectured on the responsibilities of the radiographer to patients, other personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies are incorporated. The course is also designed to provide students with an overview of the principles of the interaction of radiation to the body systems. Fundamental principles of molecular and cellular responses to radiation will be learned, including acute and chronic effects of radiation.
Prerequisites: RTE 1026

RTE 2025 - Cross Sectional Anatomy/Advanced Modalities 3Credits 45 clock hours
Students will learn sectional anatomy to develop a realistic understanding of 3-dimensional sense of anatomy of the head, neck, thorax, abdomen, and pelvis. Students will acquire basic principles, image appearance and education/certificate for Ultrasound, MRI, Nuclear Medicine/PET, Angiography and Radiation Therapy. Students will also acquire a basic understanding of Computed Tomography.
Prerequisites: RTE 1206, RTE 1206L

RTE 1270 – Clinical I 5 Credits 240 clock hours Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the area of abdomen, chest and upper extremity.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1202 & RTE 1202L

RTE 1280 - Clinical II 5 Credits 240 clock hours Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in

required and elective competencies in the content covered in the prior semester.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1270, RTE 1203 & RTE 1203L

RTE 2005 - Clinical III 8 Credits 360 clock hours Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the area covered in the prior semester.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1204, RTE 1204L, RTE 1280

RTE 2010 - Clinical IV 8 Credits 360 clock hours Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required in the content covered in the prior semester.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1205, RTE 1205L, RTE 2005

RTE 2020 - Clinical V 8 Credits 360 clock hours
Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the prior semester.
Prerequisites: BSC 1085/1085L, BSC 1086/1086L, RTE 1206, RTE 1206L, RTE 2010

RTE 2500 - Senior Registry Review 3 Credits 45 Clock Hours
This Course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examination for radiographers. Topics include: principles of radiographic exposure, radiographic procedures, anatomy, physiology, pathology, terminology, radiographic equipment, radiation protection, and patient care techniques.
Prerequisites: RTE 1206, RTE 1206L, RTE2015 & RTE 1026

# Radiation Therapy Program

2175 Hours
89 Credits
90 weeks
Credential Awarded: Associate of Science Degree
Type of Instructional Delivery: Blended

**Program Description/Program Objectives**
The Radiation Therapy Program is 90 weeks in length. It is designed to provide a well-planned didactic and clinical education experience to enable students to become competent, entry-level radiation therapists upon graduation. The curriculum has been developed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT). The clinical competency requirements have been developed in accordance with ARRT (American Registry of Radiologic Technologists) guidelines.

PROGRAM OUTLINE

| Course Code | Course Description | Credits |
|---|---|---|
| BSC 1085 | Anatomy & Physiology | 3 |
| HSC1000 | Introduction to Health science | 3 |
| BSC 1085L | Anatomy & Physiology Lab | 1 |
| BSC 1086 | Anatomy & Physiology II | 3 |
| BSC 1086L | Anatomy & Physiology II Lab | 1 |
| ENC 1101 | English Composition | 3 |
| PSY 1012 | Introduction to Psychology | 3 |
| SPC 1016 | Fundamentals of Speech | 3 |
| MAC 1105 | College Algebra | 3 |
| MEA 1239 | Medical Terminology | 2 |
| RAD 1006A | Clinical Externship I A | 5 |
| RAD 1007A | Clinical Externship II A | 5 |
| RAD 2007A | Clinical Externship III A | 8 |
| RAD 2008A | Clinical Externship IV A | 8 |
| RAD 1001A | Introduction to Clinical Radiation Therapy & Operations | 4 |
| RAD 1015A | Orientation to Radiation Therapy & Patient Care | 3 |
| RAD 1003A | Radiation Therapy Physics I | 4 |
| RAD 1004A | Radiation Therapy Physics II & Quality Management | 4 |
| RAD 1025A | Radiation Biology & Protection | 4 |
| RAD 1009A | Principles & Practice of Radiation Therapy I | 4 |
| RAD 1010A | Principles & Practice of Radiation Therapy II | 3 |
| RAD 2010A | Treatment Planning | 4 |
| RAD 2003A | Radiation Therapy Review Seminar | 4 |
| RAD 1018A | Sectional Anatomy & Imaging Principles | 4 |
| Total Credits | | 89 |

## Course Descriptions:

ENC 1101 - English Composition 3 credits 45 clock hours
Students will be taught the proper use of grammar, punctuation and usage skills that are used 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. Students will review readings for writing, to aid in essay preparation and completion.
Prerequisites: None

MAC 1105 - College Algebra 3 Credits 45 clock hours
Students in this course will explore college algebra through a detailed examination of practical applications. Students will calculate algebraic problems with linear equations, exponential functions, polynomials, factors and rational expressions. Students will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.
Prerequisites: None

MEA 1239 - Medical Terminology 2 credits 30 clock hours
This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included.
Prerequisites: None

PSY 1012 - Introduction to Psychology 3 credits 45 clock hours
This course offers students the basic principles of human behavior. Students will discuss challenges, responsibilities, problems and satisfaction of being a health care provider and relate this to the theories of human behavior and personality development.
Prerequisites: None

SPC 1016 - Fundamentals of Speech 3 credits 45 clock hours
Students will learn the foundations of communication including public presentations and interviewing skills. Emphasis will be placed on motivational speaking.
Prerequisites: None

BSC 1085 - Anatomy & Physiology I 3 credits 45 clock hours
This course will offer students the opportunity to learn about the structure and function of the human body. 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. In addition, the concepts of biochemistry will be discussed. Also provided will be the concepts of structural anatomy as students analyze the complex functions of each system.
Prerequisites: None

BSC 1085L - Anatomy & Physiology I Lab 1 credit 30 clock hours
Students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord &

peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BSC 1086 - Anatomy & Physiology II 3 credits 45 clock hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved.
Prerequisites: BSC 1085

BSC 1086L- Anatomy & Physiology II Lab 1 credit 30 clock hours
Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies.
Prerequisites: BSC 1085, BSC 1085L & MEA 1239

RAD 1001A - Introduction to Clinical Radiation Therapy & Operations 4 credits 60 clock hours
This course will introduce the students to the clinical setting. Personnel and responsibilities will be discussed with regard to each person involved with patients and their care. Equipment utilized and safe operation of equipment will be discussed. The proper and ethical behaviors of students and personnel in the clinical setting will be demonstrated via role play and discussion groups. The psychological aspects of patient reactions and fears will be discussed with regard to the waiting room, treatment room and personnel they will meet. This course will prepare students for clinical externships beginning the second semester of the program. This course also focuses on various Radiation Therapy operational issues. Continued quality improvement issues are discussed and evaluated and assessment techniques will be emphasized. Human resource regulations impacting the radiation therapist will be examined. Accreditation agencies and the radiation therapist's role in the accreditation process will be discussed. Billing and reimbursement issues pertinent to the radiation therapy department will be presented. Basic Cardiac Life Support for the Health Care Provider will also be provided involving training in risk factors of heart disease, recognition of a heart attack and choking victim. Activating the emergency medical services system and managing the unconscious victim with rescue breathing using airway adjuncts/ventilation devices along with the automated external defibrillator educational course. Adult, child and infant cardio pulmonary resuscitation and obstructed airway instruction for the one-rescuer and two34 rescuer team will be covered.
Prerequisites: None

RAD 1015A – Orientation to Radiation Therapy & Patient Care 3 credits 45 clock hours
The student will be provided with concepts in assessment and evaluation of the patient for delivery of radiation therapy. Psychological and physical needs and factors affecting treatment outcome will be presented and examined. Routine and emergency care procedures will be presented. An overview of the foundations in radiation therapy and the therapist's role in the health care delivery system will be reviewed. The principles, practices, and policies of Cambridge College of Healthcare & Technology, health care organizations, principles of radiation and health safety and professional responsibilities of the radiation therapist will be covered in this course. Problem-solving will be utilized along with critical thinking skills in discussion of the source of law, causes of action and litigation processes related to the

professional practice of radiation therapy and the ethical standards and standard of law will be compared and examined.
Prerequisites: BSC 1085, BSC 1085L, MEA 1239, ENC 1101, BSC 1086, BSC 1086L

RAD 1003A - Radiation Physics I 4 credits 60 clock hours
This course provides students with an understanding of the concepts of general physics. It then develops into an understanding of radiations used in the clinical setting. Fundamental physical units, measurements, principles, atomic structure and types of radiation are emphasized. Also presented are the fundamentals of x-ray generating equipment, x-ray production and its interactions with matter.
Prerequisites: RAD 1001A, RAD 1015A, RAD 1018A, SPC 1016, PSY 1012

RAD 1004A - Radiation Physics II & Quality Management 4 credits 60 clock hours
This course is a continuation of RAD 1003A and is designed to review and expand concepts and theories in the radiation physics I course. Detailed analysis of the structure of matter, properties of radiation, nuclear transformations, x-ray production and interactions of ionizing radiations are emphasized. The student is also presented with treatment units used in external beam radiation therapy, measurement and quality of ionizing radiation produced, absorbed dose measurement, dose distribution and scatter analysis. This course is also designed to focus on the evolution of quality management programs and continuing quality improvement in radiation oncology. Students will examine the need for quality assurance checks, quality assurance of the clinical aspects and chart checks, film checks, the various types of evaluations and tests performed on simulators, megavoltage therapy equipment and therapy planning units, the role of radiation therapists in quality management programs. Legal and regulatory implications for maintaining appropriate quality management guidelines as well as the role of computers and information systems are discussed as they serve within the radiation oncology department. As part of this course, students will be required to document competency in performing daily treatment machine checks as part of their clinical competency requirements.
Prerequisites: RAD 1025A, RAD 1003A, RAD 1006A

RAD 1025A - Radiation Biology & Protection 4 credits 60 clock hours
This course will present the basic principles of radiation protection and safety for the radiation therapist. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are included. The specific responsibilities of the radiation therapist are discussed, examined, performed and evaluated. The student will also be presented with basic concepts and principles of radiation biology; the interactions of radiation with cells, tissues and the body as whole and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy will be discussed, examined and evaluated
Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MEA 1239, RAD 1015A, ENC1101

RAD 1018A - Sectional Anatomy & Principles of Imaging 4 credits 60 clock hours
The student is introduced to a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning, and treatment verification in radiation oncology. Radiation oncology imaging equipment and related devices will be emphasized. This course will also provide the student the opportunity to

study normal anatomical structures via a variety of imaging formats. Basic anatomical relationships will be compared using topographical and cross-sectional images.
Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L.

RAD 1009A - Principles and Practice of Radiation Therapy I 4 credits 60 clock hours
In this course the student is provided with an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspect as well as the physical and technical aspects will be discussed. The role and responsibility of the radiation therapist, the treatment prescription, the documentation of treatment parameters and delivery will also be discussed.
Prerequisites: MEA 1239, RAD1025A, RAD 1003A, RAD 1018A

RAD 1010A - Principles and Practice of Radiation Therapy II 3 credits 4 5 clock hours
This course is a continuation of RAD 1009A. The course is designed to examine and evaluate the management of neoplastic disease while promoting critical thinking skills and the basis of ethical clinical decision-making. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented for each organ and system. This will be discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The radiation therapist's role in the management of neoplastic disease will also be examined and linked to the skills required to analyze complex issues and make informed decisions while appreciating the character of the profession.
Prerequisites: MEA 1239, RAD 1004A, RAD 1009A.

RAD 2010A - Treatment Planning 4 credits 60 clock hours
The content of this course is designed to establish factors that influence and govern clinical treatment planning of patient treatment. Encompassed are isodose distributions, patient contouring, and radiobiologic considerations. Students will be required to make dosimetric calculations utilizing compensating filters, blocking considerations with various field angles and other treatment accessories.
Prerequisites: MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1006A, RAD 1007A.

RAD 2003A - Radiation Therapy Review Seminar 4 credits 60 clock hours
Course is designed to synthesize previous coursework and integrate didactic and clinical concepts. Various Instructors will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the two-year program. Instructors will emphasize the application process, completion of the programmatic requirements and practice computerized simulations of the registry exam based on the outline in the Radiation Therapy Certification Handbook.
Prerequisites: ENC 1101, PSY 1012, SPC 1016, MAC 1105, MEA 1239, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, RAD 1006A, RAD 1007A, RAD 2007A, RAD 1001A, RAD 1015A, RAD 1003A, RAD 1004A, RAD 1025A, RAD 1009A, RAD 1010A, RAD 2010A, RAD 1018A.

RAD 1006A - Clinical Externship I 5 credits 240 clock hour
The student will rotate through nursing, simulation and treatment. The student will participate in routine procedures under the direct supervision of a registered radiation therapist. The student will develop competence in basic patient care skills as well as basic simulation and treatment setups.

Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MEA 1239, RAD 1015A, RAD1018A, RAD 1001A.

RAD 1007A - Clinical Externship II 5 credits 240 clock hours
The student will rotate through nursing, simulation and treatment. The student will participate in routine procedures under the direct supervision of a registered radiation therapist. The student will develop competence in basic patient care skills as well as basic simulation and treatment setups.
Prerequisites: RAD 1000A, RAD1015A, RAD 1003A, RAD 1006A.

RAD 2007A - Clinical Externship III 8 credits 360 clock hours
The student will be introduced to the general operations of a radiation oncology department including equipment used for simulation and treatment, patient flow, and roles and responsibilities of the healthcare team that comprises the staff.
Prerequisites: RAD1015A, RAD1018A, RAD 1001A, RAD 1003A, RAD 1005A, RAD 1007A.

RAD 2008A - Clinical Externship IV 8 credits 360 clock hours
The student will be introduced to the general operations of a radiation oncology department including equipment used for simulation and treatment, patient flow, and roles and responsibilities of the healthcare team that comprises the staff. The student will develop competence in basic patient care skills, as well as, dosimetry, simulation and treatment setups
Prerequisites: RAD 1015A, RAD 1001A, RAD 1018A, RAD 1003A, RAD 1004A, RAD1025A, RAD 1006A, RAD 1007A, RAD 2010A, RAD 1010A, RAD 2007A.

# Medical Laboratory Technician

66 Semester Credits
1525 Clock Hours
75 Weeks
Credential awarded – Associate of Science
Method of Delivery: Blended

**Program Objectives**

- To develop a student's ability to perform proficiently on laboratory testing procedures
- To develop a student's ability to think critically and communicate effectively
- To prepare students for entry-level employment in clinical and reference laboratories or physicians' offices as a medical laboratory technician.

**Program Goals**

- Students will acquire the knowledge and skill development to competently perform standardized laboratory test procedures
- Students will acquire critical thinking and problem solving skills to effectively practice in the profession
- Students will possess employable entry0level skills required for medical laboratory technicians.

The program prepares students to successfully complete national certification examinations offered by the American Society for Clinical Pathology (ASCP), American Medical Technologists (AMT), American Association of Bioanalysts (AAB) and state certification examinations (if applicable).

## Course Descriptions

ENC 1101 - English Composition 3 Credits 45 clock hours
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.
Prerequisites: None

HSC 1000 - Introduction to Health Science 3 Credits 45 clock hours
Students will examine the following topics: The healthcare professions and teams, interactions between and reactions of patients in altered physical &/or mental states including gerontology and diverse cultures, professionalism and professional organizations, vital signs, OSHA standards, asepsis and isolation techniques including universal precautions, ethics and legal concerns of the healthcare provider, lifting/moving/body mechanics, patient and environmental emergency assessment and response, and Basic Cardiac Life Support (BCLS). The student will possess the aptitude to comprehend and use information in both written and oral formats.
Prerequisites: None

MAC 1105 - College Algebra 3 Credits 45 clock hours
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.
Prerequisites: None

MEA 1239 - Medical Terminology 2 Credits 30 clock hours
This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included.
Prerequisites: None

PSY 1012 - Introduction to Psychology 3 Credits 45 clock hours
In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included.
Prerequisites: None

SPC 1016 - Fundamentals of Speech 3 Credits 45 clock hours
Students will learn the foundations of communications including public presentations and interviewing skills
Prerequisites: None

BSC 1085 - Anatomy & Physiology I 3 Credits 45 clock hours
Students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BSC 1085L - Anatomy & Physiology I Lab 1 Credit 30 clock hours
In an online delivery, students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BSC 1086 - Anatomy & Physiology II 3 Credits 45 clock hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved.

Prerequisites: BSC 1085

BSC 1086L - Anatomy & Physiology II Lab 1 Credit 30 clock hours
Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies.
Prerequisites: BSC 1085, BSC 1085L & MEA 1239

PHL1000 – Phlebotomy/Specimen Collection 5 Credits 120 hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.
Prerequisites: BSC1085, 1085L, 1086, 1086L, MLT1000

MLT1000 – Laboratory Orientation/Quality Assurance 4 credits 75 hours
This course introduces the students to the laboratory setting and the process of operating and maintaining equipment. The student will learn the various methods of assurance/quality control to consist of instrument calibration, reference ranges, proficiency testing, and other quality control procedures.
Prerequisite: None

MLT1005 – General Chemistry 3 credits 45 hours
Students will understand inorganic and organic chemical reactions and clinical methodologies performed using a chemistry analyzer.
Prerequisite: MLT1000

MLT1010 – Urinalysis 3 credits 75 hours
This course introduces students to a didactic study and performance of physical, chemical, and microscopic analysis of urine.
Prerequisite: MLT1000

MLT1015 – Hematology I 4 credits 90 hours
This course presents the didactic study of the origin and morphology of blood cells and the ability to interpret the clinical significance of test results. Topics include performance of phlebotomies, blood cell counts and coagulation procedures (both manually and automated).
Prerequisite: MLT1000

MLT2005 – Hematology II 2 credits 45 hours
This course is a continuation of MLT1015.
Topics include a didactic study of diseases related to erythrocytes, leukocytes, thrombocytes and coagulation factors as well as the clinical significance of test results by providing additional opportunities for the performance of phlebotomies, blood cell counts and coagulation procedures.
Prerequisite: MLT1015

MLT1020 Immunohematology – 3 credits 75 hours
This course introduces the student to the study of blood group antigens and antibodies, the theory of genetics, the performance of basic blood bank procedures involving blood group and Rh typing, antibody screens and identification, and compatibility testing. The student will learn the didactic study of blood bank procedures involved in donor screening requirements, transfusion therapy, safety and quality controls, hemolytic disease of the newborn, blood component preparation, and the adverse effects of transfusions.
Prerequisite: MLT1000

MLT1025 Microbiology – 3 credits 75 hours
This course is an introduction emphasizing the classification, physiology, and pathology of microorganisms. Students will explore the classification, physiology, and pathology of various microorganisms.
Prerequisite: MLT1000

MLT1030 – Immunology/Serology 2 credits 45 hours
This course examines theoretical concepts of the human immune system in health and disease and instructs students in serological procedures.
Prerequisite: MLT1000

MLT1035 – Clinical Chemistry 2 credits 45 hours
This course presents theoretical concepts, principles and the performance of procedures used for the measurement of carbohydrates, proteins, non-protein nitrogen-containing compounds, bilirubin and hemoglobin with emphasis on their relationships to various disease states, enzymes, lipids, electrolytes, trace elements, endocrinology, toxicology and therapeutic drug with emphasis on their relationships to various disease states
Prerequisite: MLT1000, MLT1005

CS1000 – Career Services/Credential Review
This course is designed to synthesize previous coursework concepts. The instructor will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the program. The instructor will emphasize the application process, completion of the requirements and practice computerized simulations of the exam. A career service session will take place to demonstrate proper resume writing, job interview techniques, continuing education and the importance to passing the certification exam.
Prerequisite: All course work

MLT2500 – Clinical Practicum 8 credits 400 hours
The student will be introduced into a clinical laboratory setting that is CLIA approved which will provide an opportunity for students to observe and participate in various laboratory procedures with emphasis on specific structure. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies.
Prerequisite: All coursework

## Program Outline

| Course Code | Course Name | Credits | Hours |
|---|---|---|---|
| BCS 1085 | Anatomy & Physiology I | 3 | 45 |
| BCS 1085L | Anatomy & Physiology I Lab | 1 | 30 |
| BCS 1086 | Anatomy & Physiology II | 3 | 45 |
| BCS1086L | Anatomy & Physiology II Lab | 1 | 30 |
| ENC1101 | English Composition | 3 | 45 |
| MAC1105 | College Algebra | 3 | 45 |
| PSY1012 | Introduction to Psychology | 3 | 45 |
| SPC1016 | Fundamentals of Speech | 3 | 45 |
| HSC1000 | Introduction to Health Science | 3 | 45 |
| MEA1239 | Medical Terminology | 2 | 30 |
| PH101 | Phlebotomy/Specimen Collection | 5 | 120 |
| MLT1000 | Laboratory Orientation/Quality Assurance | 4 | 75 |
| MLT1005 | General Chemistry | 3 | 45 |
| MLT1010 | Urinalysis | 3 | 75 |
| MLT1015 | Hematology I | 4 | 90 |
| MLT2005 | Hematology II | 2 | 45 |
| MLT1020 | Immunohematology | 3 | 75 |
| MLT1025 | Microbiology | 3 | 75 |
| MLT1030 | Immunology/Serology | 2 | 45 |
| MLT1035 | Clinical Chemistry | 2 | 45 |
| CS1000 | Career Services/Credential Review | 2 | 30 |
| MLT2500 | Clinical Practicum | 8 | 400 |
| Total | Total | 66 | 1525 |

# Medical Assistant

Diploma Program
Method of Delivery: Residential
36 weeks/ 900 clock hours

**Program Description**
More and more medical offices desire to hire medical assistants who possess diverse skill sets. A Medical Assistant can seek entry level employment in physician's offices, outpatient medical facilities, hospital, clinics, and other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling. Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures, phlebotomy and lab procedures in a physician's office, outpatient medical facility, hospital and other related healthcare settings. Student must complete a 220 hour externship in an ambulatory care medical facility. ***At the completion of the Medical Assistant program, a student is prepared to enter the work force as an entry level Medical Assistant.*** Program graduates are eligible to take the following credentialing examinations:

- Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) or
- Certified Medial Assistant exam (CMA through the American Association of Medical Assistants.
- The National Certification for Phlebotomy Technician examination may be taken (not required by the state) when the applicable number of venipuncture's and capillary sticks have been obtained and documented by an employer.

PROGRAM OUTLINE

| Course Code | Course Description | Clock Hours |
|---|---|---|
| HC101 | Heath Care and Body Systems | 100 |
| MA101 | Medical Office Process | 60 |
| MA102 | Financial & Insurance Office | 60 |
| MA103 | Anatomy/Physiology/Related Diseases | 80 |
| MA104 | Electrocardiography | 80 |
| MA105 | Pharmacology/ Medication | 80 |
| PH101 | Phlebotomy | 120 |
| MA106 | Clinical Procedures | 100 |
| MA107 | Medical Assisting Externship | 220 |
| Total Hours | | 900 |

**COURSE DESCRIPTIONS**

HC101 Heath Care and Body Systems 100 clock hours
This course includes health care delivery system, health occupations, communication, interpersonal skills, computer literacy, infection control, and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts. In addition, students receive instruction and certification in HIV/AIDS, Domestic Violence, and OSHA.
PREREQUISITES REQUIRED: None

MA101 Medical Office Process 60 clock hours
In an online and residential training setting, this course introduces the student to the characteristics, responsibilities, and job opportunities of the Medical Assistant. It also introduces the student to the office environment and initial front office procedures. Ethical and legal issues are discussed. Principles of oral and written communications are introduced. The student is introduced to computerized practice management, electronic health records, and appointment scheduling system software as they learn about scheduling, referrals, and office communications.
PREREQUISITES REQUIRED: None

MA102 Financial & Insurance Office Process 60 clock hours
In an online and on campus mode of delivery, this course is designed to introduce the student to the patient's medical record. Included is knowledge of insurance, preparing claims, billing, coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab.
PREREQUISITES REQUIRED: None

MA103 Anatomy & Physiology 80 clock hours
This course includes fundamental Anatomy and Physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, special senses, integumentary, skeletal and muscular, and respiratory systems.
PREREQUISITES REQUIRED: None

MA104 Electrocardiography 80 clock hours
This course includes basic principles of the cardiovascular system, the normal electrocardiograms, and lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.
PREREQUISITES REQUIRED: None

MA105 Pharmacology/ Medication 80 clock hour
This course covers pharmacology, dosage calculations using the metric system and IV dosage calculations for the administration of prescription and non-prescription medications, injections and immunizations. Patient teaching and communication are emphasized.
PREREQUISITES REQUIRED: None

PH101 Phlebotomy 120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.
PREREQUISITES REQUIRED: None

MA106 Clinical Procedures 100 clock hours
This course instructs the students in the following clinical duties and responsibilities clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory & specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.
PREREQUISITES REQUIRED: None

MA107 Medical Assisting Externship 220 clock hours
The medical assisting externship will be completed in a physician's office, Outpatient medical facility, or other healthcare setting.
PREREQUISITES REQUIRED: All courses

# Phlebotomy Technician

220 Clock Hours
Diploma Program
11 Weeks
Method of Delivery: Residential

**Program Description/Program Objective**
The program objective is to provide students with career training for employment as basic Phlebotomists in a physician's office, hospital, outpatient center, laboratory, or other healthcare facility. Students will practice Phlebotomy procedures on a training arm. ***At the completion of the Phlebotomy Technician program, a student is prepared to enter the work force as an entry level Medical Assistant.*** The national Phlebotomy Technician certification examination through NCCT may be taken (not required by the state) when the applicable number of venipuncture's and capillary sticks have been obtained and documented by an employer.

## Program Outline

| Course Code | Course Title | Clock hours |
|---|---|---|
| HC 101 | Health Care & Body Systems | 100 |
| PH101 | Phlebotomy | 120 |

HC101 Heath Core and Body Systems 100 clock hours
This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, HIV/AIDS, Domestic Violence and OSHA are also included.

Prerequisites: None

PH101 Phlebotomy 120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.
Prerequisites: None

# Distant Education

Cambridge College of Healthcare & Technology strives to provide students with the ability to adapt their skills and knowledge to meet the demands of a dynamic, team-based environment. The Online Distance Education Division focuses heavily on concept formation and skill development through collaborative learning. Our online courses offer flexibility to students.

**The Blended Programs** (Diagnostic Medical Sonography, Radiation Therapy, Medical Laboratory Technician, and Radiologic Technology) at Cambridge College of Healthcare & Technology are ONLY offered in the state of Georgia and students must disclose if they leave the state during their enrollment which could affect their status in the program.

**The following courses may be offered on campus, on-line or a combination of both:**

Anatomy & Physiology I
Anatomy & Physiology II
College Algebra
English Composition
Medical Terminology
Psychology
Introduction to Health Sciences
Fundamentals of Speech
Introduction to Computers
General Physics

**Attendance Policy for Online Programs**

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.

# Medical Billing and Coding Program

920 Clock Hours
37.5 weeks
Credential Awarded: Certificate
Type of Instructional Delivery: 100% Distant Education

PROGRAM DESCRIPTION/PROGRAM OBJECTIVES
Program Objective:
In a Full Distant Education setting, the Medical Billing and Coding program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the medical billing and coding facilities.
Program Description:
This course is designed to prepare students to perform all of the tasks required of a Medical Biller and Coder. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform billing and coding processes. The program provides theoretical and laboratory-based training in foundational skills, including medical terminology, anatomy and physiology, pathology, another health science, as well as computer sciences. The program builds upon this knowledge base with more advanced and specific processes and procedures in medical coding and billing, computerized practice management, electronic health records and systems management. Students will learn laws and codes of regulation pertaining to healthcare records, privacy, archival requirements and privacy laws.

**PROGRAM OUTLINE**

| Course Number | Course Title Clock | Hours |
|---|---|---|
| HSC1000 | Health Science Core Fundamentals I | 45 |
| BSC1085 | Anatomy & Physiology I | 45 |
| BSC1085L | Anatomy & Physiology I Lab | 30 |
| BSC1086 | Anatomy & Physiology II | 45 |
| BSC1086L | Anatomy & Physiology II Lab | 30 |
| MEA1239 | Medical Terminology | 30 |
| MBC100 | Introduction to Medical Billing and Coding | 45 |
| MBC120 | Electronic Medical Office Procedures | 60 |
| MBC110 | Computer in Healthcare | 60 |
| MBC130 | Computerized Practice Management | 45 |
| MBC150 | CPT 4 | 75 |
| MBC160 | HCPCS | 75 |

| | | |
|---|---|---|
| MCB140 | Fundamentals of ICD Coding | 75 |
| MBC170 | Insurance and Reimbursement Procedures | 60 |
| MBC190 | Electronic Medical Records I | 60 |
| MBC200 | Electronic Medical Records II | 60 |
| MBC210 | Professional Development and Career Preparation | 20 |
| MBC180 | Medical Office Procedures | 60 |
| Grand Total | | 920 |

## Course Descriptions:

MEA 1239 - Medical Terminology 2 credits 30 clock hours
This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included.
Prerequisites: None

BSC 1085 - Anatomy & Physiology I 3 credits 45 clock hours
This course will offer students the opportunity to learn about the structure and function of the human body. 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. In addition, the concepts of biochemistry will be discussed. Also provided will be the concepts of structural anatomy as students analyze the complex functions of each system.
Prerequisites: None

BSC 1085L - Anatomy & Physiology I Lab 1 credit 30 clock hours
Students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system.
Prerequisites: None

BSC 1086 - Anatomy & Physiology II 3 credits 45 clock hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved.
Prerequisites: BSC 1085

BSC 1086L- Anatomy & Physiology II Lab 1 credit 30 clock hours

Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies.
Prerequisites:

HSC1000 - Introduction to Health Science 3 credits 45 clock hours
Students will examine the following topics: The healthcare professions and teams, interactions between and reactions of patients in altered physical &/or mental states including gerontology and diverse cultures, professionalism and professional organizations, vital signs, OSHA standards, asepsis and isolation techniques including universal precautions, ethics and legal concerns of the healthcare provider, lifting/moving/body mechanics, patient and environmental emergency assessment and response, and Basic Cardiac Life Support (BCLS). The student will possess the aptitude to comprehend and use information in both written and oral formats.
Prerequisites: None

MBC110 Computers in Healthcare 60 Clock Hours
This course is designed to prepare students to become proficient at using Microsoft Office software. Students will become familiar with using the features and capabilities of Microsoft Office Word, Excel & PowerPoint. Application based topics include email use, word processing, spreadsheets, presentation tools. Special attention is given to information technology and communication for the health profession.

MBC100 Introduction to Medical Billing and Coding 45 Clock Hours
This course introduces the student to medical billing and coding within our health care delivery system. Health occupations, communication, interpersonal skills, and computer literacy will be discussed. This course also includes ethical and legal issues, HIPPA, employability skills, new healthcare regulation, and basic math and science.

MBC180 Medical Office Procedures 60 Clock Hours
This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Biller and Coder. The course is a foundational and critical structure in the development of medical office professionals. Emphasis in this course is placed upon the medical office tasks, customer service, limiting liability and the relationship of these tasks to revenue collection performed through the process of patient care and medical coding and billing.

MBC130 Computerized Practice Management 45 Clock Hours
This course is dedicated to building upon the foundations learned in prior course work related to terminology, anatomy, physiology, medical office procedures, health sciences and computer sciences. In this course, students develop knowledge and base skills and understanding of the revenue models for healthcare facilities, their respective cycles, computerized practice management and cash flow management procedures. Emphasis on this course is placed upon the development, use and storage of electronic medical records (EMR).

MBC150 CPT 4 75 Clock Hours

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

MBC160 HCPCS 75 Clock Hours
This course provides an introduction for beginning coders to develop an understanding of ICD-9-CM characteristics, terminology, and conventions. The focus is to orient the student to the coding requirements of the prospective payment system in order to correctly code disorders to obtain reimbursement from insurance companies. Special emphasis is placed on level II (HCPCS).

MBC140 Fundamentals of ICD Coding 75 Clock Hours
This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-10-CM to code diagnoses. Students will gain an understanding of validating and determining diagnostic codes accordance to official guidelines. The student will evaluate and understand how ICD is used in an inpatient setting. Assignments will include practical examples of patient records to provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using encoder software tools.

MBC170 Insurance and Reimbursement Procedures 45 Clock Hours
This course provides an overview of the insurance, reimbursement and payment methodologies that apply to various healthcare settings. Various payment systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, revenue cycle processes and managed care capitation are also explored along with issues of policy, regulatory requirements, case mix, DRG's, severity of illnesses and data exchange among providers. The course also focuses on the components of revenue cycle management and clinical documentation improvement. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments.

MBC120 Electronic Medical Office Procedures 60 Clock Hours
This course is a foundational and critical structure in the development of medical coders and health information technicians. Emphasis in this course is placed upon the medical office tasks and the relationship of these tasks to the revenue collection performed through the process of patientcare, medical coding and billing.

MBC190 Electronic Medical Records I 60 Clock Hours
This course covers the skills, the practice of usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

MBC200 Electronic Medical Records II 60 Clock Hours
This course continues with skills practice of usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

MBC210 Professional Development & Career Preparation 20 Clock Hours
This course provides students with the information and skills they need to develop and maintain a sense of professionalism. In doing so, students learn how professionalism can help you become the person you want to be to get the job you want, how it can help you excel at the job you have, and how it can help you advance in your career. The course analyzes the connection between ethics and professionalism and discusses other important factors related to professionalism, including workplace goal setting, time management, interpersonal skills, and conflict management. Students will also build their workplace communication skills by examining best practices for writing emails and creating presentations. The course also includes discussions on participating in and leading workplace meetings, forming and participating in workplace teams, the importance of developing a customer focus, and the role of HR. Finally, the course will discuss the importance of managing career growth and change. Throughout, students will apply critical-thinking skills to solve problems and evaluate situations.

# Computer System Requirements

The following comprehensive system requirements are the recommended minimum computer specifications for taking courses online at Cambridge College of Healthcare and Technology, where you will be using a number of integrated educational software delivery services, including Blackboard Learn™, Blackboard Collaborate Ultra™ among others.

**Minimum Hardware Requirements**
• Macintosh OS X (10.12 or higher) or Windows PC (7 or higher)
• 4GB RAM (8GB RAM or more is highly recommended)
• 20GB of available hard-drive space
• Screen resolution set to 1280x1024
• Broadband/high-speed uninterrupted Internet access; minimum speed of 1.5 Mbps download, 750 Kbps upload
• Webcam, microphone and speakers
(a wearable headset is highly recommended)

Please note: Google Chromebook computers are not supported on some applications. Browser Compatibility It is extremely important that you use a supported browser when using Blackboard Learn™ so that all course content and the course tools display properly. The very latest editions of Mozilla Firefox, and Google Chrome should work fine on most devices. We do not recommend using Apple Safari or Microsoft Edge, and Microsoft

Internet Explorer is no longer a supported browser. We recommend installing both Chrome and Firefox browsers for use with our technologies, especially if one results in an error message. Please try using a different browser to see if you experience the same results before contacting the CCHT Blackboard Administrator.

Additional Browser Configuration Considerations
• Pop-up window blockers should be disabled, as they can conflict with online exams and assignments.
• The following domains should be added to your lists of trusted websites in your browsers:
• https://cambridgehealth.blackboard.com/ultra/institution-page

System Requirements for Additional Online Tools
Your instructors may elect to use a number of additional software services within your courses for online delivery. Please refer to the system requirements below for each of the services your instructors require you to access within your courses:

- Blackboard Collaborate™ Ultra
- Tutor.com
- Vital Source

**Course Delivery Structure**
Cambridge College of Healthcare & Technology is pleased to offer a user friendly learning platform. Our courses offer diverse learning methodologies that enable students of all backgrounds to enjoy their experience online. Students are able to interact with instructors and peers in diverse learning experiences that facilitate the acquisition and application of knowledge. Our courses are offered in an asynchronous format but there are synchronous discussions for which students must be prepared to participate.

**Security**
Students are assigned a secure username and password for Blackboard.

**Student Support Resources**
Each Cambridge College of Healthcare & Technology course contains access to the following supportive resources:

**Syllabus**
Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information and other pertinent course level information.

**Discussion Boards**
Discussions are tied to specific course Learning Events for each course.

**Integrated Content**
Some Distance Education courses include integrated electronic content from a text companion web site, CD-ROM or other delivery device. This content is fully integrated into the related course of instruction or Learning Event with instructions for its use and

purpose.

**Online Course Survey**
Students are given an opportunity to provide feedback on the courses taken online. These surveys are designed to assess the online content, learning management system, ease of access, student services and faculty. Students are encouraged to complete online surveys at the completion of a course.

**Web Resources**
Every course includes links to additional web resources that serve as supplemental resources for the subject matter. These links are provided by the instructor and are not tied to a specific Presentation or Learning Event, but are identified as extra resources for the student's own use.

**Technology Requirements**
If your computer does not have the proper hardware, Blackboard™ Learn Release 9.1 may run slowly or may not run at all. Prior to using Blackboard™ Learn Release 9.1 on your computer, compare your current system configuration with the system requirements below.

**VIRTUAL LIBRARY**
The campus has a fully functioning library that is open each day. The mission of the library is to provide academic support to students and to create a stimulating environment that will encourage academic achievement. Students have access to a collection of books and electronic resources available for use in the building or remotely.

The link to the Virtual Library is found in our online learning management system. Students have access to research the library when logged into the online learning management system.
The Virtual Library contains full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines and international publications. Discipline-related databases furnish valuable industry information useful for course-related projects and job search opportunities as related to each program major. The library is an online learning resource center that is a web-enabled information center offering Microsoft Word, Excel and Power Point 2007, 2010, committed to facilitating lifelong learning and achievement of Cambridge College of Healthcare & Technology student and faculty community.

# 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 Cambridge 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*

# Student Services

**Orientation of New Students**
Orientation is conducted prior to the beginning of each program. Members of the administration and education department familiarize students with Cambridge's academic policies and procedures. Participation in orientation is mandatory.

**Academic Advising**
Cambridge College of Healthcare & Technology 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. All academic advisement is provided by instructors and program staff.
The staff and faculty on each campus are available to assist students in academic and career guidance. The Program Team is available to answer questions concerning the student's individual major, provides academic advising and may also provide referral services to external agencies as necessary.

**Resource Center**
Cambridge College of Healthcare & Technology Resource Center provides current reference materials, journals, computers with internet access and virtual resources, as well as other supplemental learning resources for student use. A librarian is available on campus during specific Resource Center hours.

**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.
Students who experience difficulty in their coursework and have a need for academic support should first contact their Instructor to determine an academic success plan. If further support is required, the instructor or the student should notify the Program Director to arrange for tutoring.

**Career Services**
It is the policy of Cambridge College of Healthcare & Technology to provide job search assistance to all graduates in the field for which they are trained. Although

Cambridge College of Healthcare & Technology provides employment assistance, **it cannot guarantee employment upon graduation.**

Recognizing that career development is an ongoing process, the Career Services team strives to help students understand the importance of self-assessment, occupational exploration, decision making, goal setting, networking, the job search, and developing productive connections in the workplace. Career Services offers a collaborative link between students, faculty, and prospective employers within the global employment community. Career Services fosters a welcoming, accessible environment where diversity is celebrated and the uniqueness of each individual is valued and respected.

The Career Services staff will assist students in their job searches.
Many students choose to work on a part-time basis during their training to help with their education costs. Additional services include assistance with job search planning, resume and cover letter review, interview preparation, decision making, job offer negotiations, and various other job search and career-related issues.

## Individuals with Disabilities

NON-DISCRIMINATION AND AMERICANS WITH DISABILITIES ACT
Cambridge College of Healthcare & 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 person responsible for coordinating our efforts to comply with Section 504. The ADA Coordinator and the 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.

The Application and information about the accommodation process is available from the Campus ADA/504 Coordinator. To enable Cambridge College of Healthcare & Technology to evaluate the student's needs and provide appropriate reasonable accommodations in a timely fashion, Cambridge College of Healthcare & Technology requests that applicants or students to complete and submit all required forms and documentation at least four (4) weeks before the first day of classes, or as soon as practicable. No applicant or student shall be prohibited from receiving auxiliary aids or services for failure to submit the required forms and documentation within the above requested timeframe. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Cambridge College of Healthcare & Technology's Grievance Procedures.

## 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

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

**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.

## Grade Quality 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 |
| C+ equivalent to | 78 - 81 | 2.3 |
| C equivalent | 75 - 77 | 2.0 |
| F equivalent | 74 and below | 0.0 |

P – Pass; Satisfactory completion of course work where no letter grade is given. It is equivalent to a grade of C or higher and carries no quality points.

IP – In Progress; required work in the course is in progress. The method and time for completion of the work must be agreed upon, in writing, by student and instructor. IP work not completed by the end of the agreed upon time period will automatically change to a grade of F. If a student does not complete the requirements by the scheduled end date of the course, the student may receive a grade of In Progress (IP).

## 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.

# Financial Assistance

**Financial Aid**

Cambridge College of Healthcare & 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 College of Healthcare & Technology participates in Federal Title IV financial assistance programs to aid students who qualify in meeting the cost of attending school. Many Cambridge 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 College 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 listed here and described below:

- Pell Grants
- FSEOG
- Federal Work Study
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS loans for parents of qualified dependent students
  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 Direct Loan or Direct PLUS Loan programs students must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Meet general eligibility requirements as published by the following U.S. Department of Education Financial Aid website at www.studentaid.ed.giv.
- Sign award letter
- Submit a Master Promissory Note (MPN)
- Complete Entrance Counseling at studentloans.gov
- For PLUS Loans, the parent borrower must complete application, credit check, and MPN at www.studentloans.gov.

**Veteran Scholarship Program**

Cambridge offers a College Scholarship which is available for veterans accepted to Cambridge College. 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 College 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 College.

**Attendance Policy for Veterans**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student files. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as one clock-hour of absence. Students exceeding three days unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. Regardless, all excused absences MUST be made up within the course period. Students with absences will be given a final grade of "I" (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame the faculty in conjunction with the Registrar's office will rescind the "I" and award a final grade of "F" for the course.

**Veterans Attendance Record Maintenance**

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

**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.nslds.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

**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) |
| **Undergaduate 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 attendance. 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.

## Institutional Payment Plan

The purpose of the Institutional Payment Plan is to assist Associate Degree seeking students with cash balances that exceed $5,000.00 after all other financial assistance has been applied to their account.

Eligibility Requirements:

- Student must be enrolled in an Associate Degree program.
- Cash balance exceeds $5,000 after all other financial assistance applied to student account.
- Student must complete the Private Education Loan Applicant Self-Certification.
- Student must sign Retail Installment Contract and a copy of Driver's License or state issued ID must accompany contract.
- Student must complete Reference Form with four (4) valid references.

Policy:

- Student must make monthly payments in the **minimum** amount of $200 while enrolled in program and four months past graduation.
- Student must make monthly payments in the **minimum** amount of $400 beginning on the fifth month after graduation until balance is satisfied.
- Payments will not exceed 24 months past the date of graduation.
- If a student withdrawals from a program a refund calculation will be completed and student will be billed for remaining balance.
- Account will be turned over to collections when it becomes 90 days past due and payment contract will be cancelled. Additionally, student will not have access to official transcripts or degree.

Disclosures:

- **Right to Cancel:** You have a right to cancel this transaction until midnight of the third business day following the date on this contract. You may cancel by email or by calling your campus Financial Aid office.
- **Rights of Consumer:** You have the right to accept the terms of this extension of credit anytime within 30 calendar days following the date of this contract. The terms of the contract will be available and will not change for 30 days except as permitted by law.
- **Federal Loan Alternatives:** You may qualify for Federal Student Loans. For additional information and interest rates contact your campus Financial Aid office.

## WITHDRAWAL

Withdrawal Policy:

A student who wishes to withdraw from a program must follow the withdrawal procedures

described below:
A student who wishes to officially withdraw from Cambridge 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 in a credit hour program misses two (2) consecutive calendar weeks or a student in a clock hour program misses five (5) consecutive class days, the student will be automatically terminated from Cambridge 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 or less than the 20% point of attendance of a course, they will receive a grade of W. If a student's last date of attendance is after the 20% but before the 60% point of attendance of course, they will receive a grade of WF. If a student's last date of attendance is at or above the 60% point of attendance, they will receive a grade of an F.

Add/Drop
The add/drop period for all courses is one week from the start of the course.

## Determined Date of Withdrawal

Determined Date of Withdrawal
The determined date of withdrawal date used to determine when the student is no longer enrolled at Cambridge College of Healthcare & Technology is:

- For Federal Financial Aid purposes and Federal Student Loan reporting, the student's last date of attendance will be reported as the effective withdrawal date for both official withdrawals and those who do not complete the official withdrawal process, otherwise if not known;

- 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, or;

- 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.

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. Any remaining credit balance due to a student will be refunded within 14 days of the date the withdrawal is processed. 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.

Any required return of Title IV funds will be made within 45 days after the determined date of withdrawal,

**Refund Policy for Credit Granting Programs**
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 College 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.

## Tuition Refund Policy for Clock Hour/Credit Hour Programs

Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

**For Credit:**

Students withdrawing from the College must comply with the policies and procedures as defined in the catalog. Students will be responsible for all tuition & fees for each semester they are presently attending in addition to any prior account balance. Cambridge College charges students tuition and fees by semester. All uniforms and other miscellaneous items that are not included in tuition are non-refundable. A detailed schedule of fees and charges associated with the programs offered are included in the catalog. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. Tuition retained is calculated as shown below:

Withdrawing at any time during the first week of the semester (drop/add period) - 100% refund of tuition only.
Withdrawing at any time after the first week but within the first 3 weeks of the semester- 85% refund of tuition only
Withdrawing at any time after the first 3 weeks but within the first quarter of the semester- 75% refund of tuition only.
Withdrawing at any time during the second quarter of the semester- 50% refund of tuition only.
Withdrawing at any time during the third quarter of the semester- 10% refund of tuition only.
Withdrawing at any time during the last quarter of the semester- no refund of tuition.

**For Clock:**

This policy applies to students that voluntarily withdraw or have been terminated by the college from his/her program. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. The formula for the college's pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a program. Refunds will not be granted for books, supplies, materials or kits. Withdrawal after attendance has begun, through 60% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours. Withdrawal after completing more than 60% of the program will result in no refund. If a credit balance appears on the student's account as a result of the refund, this credit balance will be issued to the student within 14 days.

### Cancellation Policy for All Programs

- Cancellation must be made in writing within 3 business days of signing the enrollment agreement. In this case, all monies will be refunded and the application fee will be retained.

- If a student is not accepted to the school or does not meet admissions requirements, the student's enrollment will be cancelled and the application fee will be retained.

- If a student is unable to meet their tuition obligation prior to beginning the program, the student's enrollment will be cancelled and the application fee will be retained.

**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 in 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.

For more information on Cambridge College/Institute and its campuses and programs please visit our website at ***www.cambridgehealth.edu.***

**Retake Course Policy and Fees:**

Course Retake Fee:

- Each Course failed will have a Retake Fee assessed to the student's ledger card.

- The Retake Fee for Degree programs will be a per credit charge calculated by dividing the total tuition of the program by the number of credits in the program and rounded to the nearest dollar amount. Additionally, a fee of $100 will be assessed for each course the student is repeating. This fee is payable only by the student and cannot be paid by Title IV funds.

- The Retake Fee for Non Degree programs will be $300.00 per course

- If a failed course is not offered to retake in the next semester the student will be dropped and re-entered at the appropriate time to retake the course. Retake fee is assessed when the student is scheduled and starts repeating the failed course. For the semester credit programs the repeat course can be counted in the credits attempted in the semester for one repeat only (i.e.… the student has two attempts to pass a course). For clock hour programs the hours in the repeated course can only be counted for one repeat (i.e., the student has two attempts to pass a course)

**Period of Obligation**

The length of the program shall determine the period of financial obligation for all courses. An application fee of $50.00 is due on the day of enrollment. A predetermined initial payment is due on the first day of class in some programs. A student must pay his/her tuition payment according to an agreed upon financial schedule. A student that does not meet his/her financial schedule obligation may be withheld from attending class until all financial payments are current. Cambridge Institute reserves the right to change tuition and fees without notice. Students who are actively attending class will not be affected by any tuition changes. Cambridge Institute will withhold a student's diploma and official transcript until all academic and financial obligations are met. A student that fails or withdraws from his/her class, if re-instated, will be charged tuition and fees as stated in the current catalog. A student that drops from his/her class or is terminated from the school is obligated to pay for tuition and fees according to the refund policy.

# 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 de minimums 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.

# Rules and Regulations

**Sexual Harassment**
It is the policy of Cambridge College of Healthcare & 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 College of Healthcare & 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 College of Healthcare & Technology wants to provide a work/study environment which ensures that all employees and students are treated with dignity and respect.

**Definition**
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 the 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 or Clinical Coordinator to whom the employee or student reports, who will report the incident to the Campus Director. The Campus Director will appoint the appropriate officer of Cambridge College of Healthcare & 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 who shall refer the employee or student involved to the Campus Director of Cambridge College of Healthcare & 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. Cambridge College of Healthcare & Technology and appropriate action shall be taken.

# Standards and Conduct

**Student Conduct**
Cambridge College of Healthcare & 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 may be subject to dismissal by Cambridge College of Healthcare & Technology. Examples of such behavior are outlined below, but are not limited to:

- Dishonesty; including cheating, plagiarism, knowingly furnishing false

information to Cambridge College of Healthcare & Technology and forgery, alteration or use of Cambridge College of Healthcare & Technology documents or identification with intent to defraud. Plagiarism is defined as:

- 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.

- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, meetings or other Cambridge College of Healthcare & Technology activities.

- Physical or verbal abuse of any person within the Cambridge College of Healthcare & Technology organization. This also includes affiliate's property, clinical site, or functions sponsored or supervised by Cambridge College of Healthcare & Technology.

- Sexual Harassment (as defined in the catalog).

- Theft or damage to any property belonging to or occupied by Cambridge College of Healthcare & Technology and/or any damage to the property or damage to equipment of any affiliate of Cambridge College of Healthcare & 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 College of Healthcare & Technology (as well as a campus or clinical site or an affiliate's property) take place.

- Noncompliance with directions from employees, instructors, program directors, administrators, officers or management personnel of Cambridge College of Healthcare & Technology. This also includes medical or clinical facility supervisors acting in the performance of their respective duties.

- Students in violation of the Student Conduct Policy may be suspended while the violation is reviewed by the Academic Affairs Committee. The Academic Affairs Committee decision is final, binding and conclusive.

# 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 College of Healthcare & 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. A copy of the most recent annual security report may be obtained from the VP of Compliance and Regulatory 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 VP of Compliance and Regulatory office.
Cambridge College of Healthcare & 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.

**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 Program Director

**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 the Institute'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 the College.

**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 one's 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.

**Drug Free Campus and Workplace Policy**

Cambridge College of Healthcare and Technology is committed to providing a drug free campus and workplace environment. As an institution of higher education, the College recognizes the need to establish a drug and alcohol awareness program to educate faculty, staff and students about the dangers of drug and alcohol abuse. This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989.

**Alcohol /Drugs/Illegal Substances Policy**

All students of Cambridge College of Healthcare & Technology are required to comply with the following standards of conduct. Cambridge College of Healthcare & Technology is committed to a drug free and safe learning environment for all students. Students may not possess, use or distribute illegal drugs at Cambridge College of Healthcare & Technology or any affiliate's property as well as part of any school activity. The use of illegal drugs or the abuse of legal drugs at Cambridge College of Healthcare & Technology or any affiliate's property as well as part of any school activity is expressly prohibited. Students may not be in Cambridge College of Healthcare & Technology or any affiliate's property as well as part of any school activity, in a drunken or inebriated condition or under the influence of controlled substances. Students are required to inform the Program Director or Campus Director if they become aware of another student distributing or selling illegal

drugs on the Cambridge College of Healthcare & Technology premises or any affiliate's property as well as part of any school activity.

- All students are required, at their own expense, to complete a drug screening prior to externship assignments. It is a violation of the Alcohol/Drug/Illegal Substances Policy if results prove positive for illegal drug use.
- Cambridge College of Healthcare & Technology reserves the right to mandate random drug screenings through the length of the program, at the student's expense. It is a violation of the Alcohol/Drug/Illegal Substances Policy if results prove positive for illegal drug use.

Any student in violation of the alcohol/drug or illegal substances policy will be dismissed from the program.

**Possession, Sale and/or Consumption of Non-Prescription and Illegal Drugs**

No student may be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that Federal and State laws prohibit possession and/or use of illicit drugs. Cambridge College complies with Federal and State laws regarding illicit drugs. The campus reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to classroom and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal to submit to these measures at time of request may be viewed as strong evidence, which may result in suspension.)

Cambridge College has a "Zero-Tolerance" policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on School property, or as part of any School activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary actions. Consequences for inappropriate behavior can be severe, up to and including dismissal from the college. If any individual is apprehended for violating any alcohol or other drug related law while at a college location or activity, the college will fully cooperate with federal and state law enforcement agencies. The college abides by federal Drug-Free Workplace and Drug-Free
Schools and Communities Act regulations regardless of individual state legalization.

**Sanctions**

The following are prohibited under the Code of Conduct applicable to students:

- Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.
- Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and Cambridge College regulation.

The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline.
The sanctions may be used in any order and/or combination that Cambridge College deems appropriate for the conduct in question.

- Warning - A verbal or written notice that the respondent is in violation of or has violated Cambridge College regulations.
- Probation - A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent is found to be violating any Cambridge College regulation(s) during the probationary period.
- Cambridge College Suspension – temporary separation of the respondent from all Cambridge College locations.
- Cambridge College Expulsion - Permanent separation of the respondent from all Cambridge College locations.

**Faculty and Staff**

Faculty and Staff of the institution are prohibited from:

- Performing school business under the influence of a controlled substance.
- Possession, use, sale of a controlled substance.
- Furnishing a controlled substance to a minor.

Sanctions for these violations could lead up to termination of employment. These sanctions are in addition to any criminal sanctions that may be imposed.

**State Statutes**

The State Statutes that govern sale and consumption of alcoholic beverages for both Florida and Georgia are listed in Appendix IV.

**Description of Health Risks**

The following are descriptions of dangerous drugs:
Drugs and/or alcohol use contribute to (Nature 2010; 468:475):
• 33% of all suicides
• 33% of all fatal motor vehicle accidents
• 50% of all homicides

**Alcohol** is a potentially addictive drug of significant physical and psychological consequence. Alcohol is a central nervous system depressant that affects all neurological functions. At relatively low levels it affects ones judgment and decision-making, and at higher levels it impairs the functioning of one's vital organs and can result in a coma or death. Alcohol is an irritant to the gastrointestinal tract and moderate overindulgence ordinarily results in nausea, vomiting, and diarrhea. In addition to these significant physical consequences, there are a number of less obvious consequences to alcohol use. For example, the effects of alcohol on sleep have been well documented. Consuming several drinks before bedtime has been found to decrease the amount of REM (rapid eye movement) or dreaming sleep. The consequences of being deprived of REM sleep are impaired concentration and memory, as well as anxiety, tiredness, and irritability. Additionally, research has demonstrated that alcohol tends to decrease fear and increase the likelihood that an individual will accept risks. This lack of inhibition and judgment is a major contributor to the extraordinarily high percentage of serious accidents and accidental deaths related to alcohol use. Prolonged and excessive use of alcohol usually causes progressively more serious erosion of the gastrointestinal tract lining ranging from gastritis to ulcers and hemorrhage. Damage to the pancreas is frequent among those

who have used alcohol. Interestingly, while 10% of the adult population is estimated to be addicted to beverage alcohol, (i.e., they are alcoholics), this 10% of the population comprises 35% of those hospital in-patients who receive major surgery in any given year. Alcoholism is the third major killer in the United States, second to heart disease and cancer, and acute alcohol intoxication is the second leading cause of death by poisoning.

**Marijuana** (Cannabis) (nicotina glauca) is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.

**LSD** (Lysergic Acid Diethylamide) is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours. Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heartbeat, muscular weakness, trembling, nausea, chills, numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.

**PCP** (Phencyclidine Hydrochloride) is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating, general numbness of the extremities, and muscular in coordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.

**Psilocybin** is a hallucinogenic drug occurring naturally in about 20 species of Mexican mushrooms and is also produced synthetically. It is a white powder made of fine crystals and distributed in tablet, capsule, or liquid form. Shortly after taking psilocybin, a user may experience increased blood pressure, rapid heartbeat, and an increase in body temperature, dry mouth, dilated pupils, and some degree of agitation or excitement. This is followed by a decrease in the ability to concentrate or stay in touch with reality. (Hallucinations, as well as altered perceptions of time and space, may occur.) The effects are usually shorter lasting than those of LSD, yet the dangers are very similar.

**Cocaine** is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death. Cocaine Free-Base or Crack is the result of converting street cocaine to a pure base by removing the hydrochloric salt in many of the "cutting" agents. The end result is not water soluble, and therefore, must be smoked. It is much more dangerous than cocaine because it reaches the brain in seconds, and the intensified dose results in a sudden and intense physical reaction. This response lasts a few minutes and is followed by deep depression, loss of appetite, difficulty in sleeping, feeling revulsion for self, and worries and obsessions about getting more crack. Consequently, users often increase the dose and frequency of use resulting in severe addiction that includes physical debilitation and financial ruin. Physiologically, seizures followed by respiratory arrest and coma or cardiac arrest and death may accompany long-term use.

**Amphetamine**s are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness, postponement of fatigue, a false feeling of well-being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

**Opioids** are substances that act on opioid receptors to produce morphine-like effects. Opioids are most often used medically to relieve pain. Opioids include opiates, an older term that refers to such drugs derived from opium, including morphine itself. Other opioids are semi-synthetic and synthetic drugs such as hydrocodone, oxycodone and fentanyl; antagonist, oxycodone and fentanyl; antagonist drugs such as naloxone and endogenous peptides such as the endorphins. Accidental overdose or concurrent use with other depressant drugs commonly results in death from respiratory depression. Because of opioid drugs' reputation for addiction and fatal overdose, most are highly controlled substances. Illicit production, smuggling, and addiction to opioids prompted treaties, laws and

policing which have realized limited success. In 2013 between 28 and 38 million people used opioids illicitly (0.6% to 0.8% of the global population between the ages of 15 and 65). In 2011 an estimated 4 million people in the United States used opioids recreationally or were dependent on them. Current increased rates of recreational use and addiction are attributed to over-prescription of opioid medications and inexpensive illicit heroin.

**Drug and Alcohol Counseling**

More information about alcohol and drugs and the risks they pose to health is available from the Campus Director at each campus. Outside counseling services and support groups are available. See page 78 of our catalog for a list of resources. Hyperlinks are provided for easy access. On most sites you can enter your Zip Code for centers closest to you. A comprehensive list of resources are available in Appendix V.

**Parent Notification for Drug and Alcohol Violations**

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Cambridge College has the right to notify the parent or legal guardian of a student who is under the age of 21 when the student has been found guilty through disciplinary channels of violating any Cambridge College rule regarding alcohol or illegal drugs. Cambridge College also reserves the right to notify parents at any time regarding matters of student discipline.

**Drug Free Awareness Program**

All employees and students are informed that the college has established a Drug Free Awareness Program informing students and employees via institutional catalog and posted flyers on campus about:

- Our policy of maintaining a drug-free school;
- Any available drug counseling, rehabilitation, and student assistance programs; and
- The penalties that may be imposed upon students for drug violations occurring on campus property, as defined in the sanctions section below.
- Available referral to drug counseling and rehabilitation for employees can be obtained through United Way and students may contact the United Way for counseling and rehabilitation at 211 or www.211.org.

A list of resources is also available in Appendix V.

**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**
ACE - 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 are 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.

Cambridge College of Healthcare & Technology has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating within the College.

Hazing includes, but is not limited to:

- Pressuring or coercing a student into violating the institutions rules or local, state or federal law;
- Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements;
- Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student;
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation;
- Forced/encouraged exclusion from social contact;
- Forced/encouraged conduct that could result in extreme embarrassment;
- Forced/encouraged activity that could adversely affect the mental health or dignity of the student;
- Any other activity which is inconsistent with the regulations and policies of the Institution.

It is not considered a defense to a charge of hazing that:

- The consent of the alleged victim had been obtained;
- The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization;
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization;
- The conduct or activity was not done to intentionally cause physical or emotional harm;

To report any such intent of the Colleges Anti-Hazing Policy:

Contact the Campus Director at 561-381-4990.

**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.

**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 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 College 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 College is currently involved in project to standardize a centrally managed firewall solution that will allow for much greater control and reporting capability. The College 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 College 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.

# Violence against Women's Act (VAWA)

**Purpose and Summary**

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

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

**Scope of Policy**

The VAWA Policy applies to all Cambridge employees and students.

**Prohibited Acts and Definitions**

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

a. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education
Or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Cambridge will respond to reports of any such conduct in accordance with the VAWA, or other applicable, Policy. Sexual harassment may include incidents between any members of the Cambridge community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

b. Sexual Violence is defined as physical sexual acts engaged without the consent of the other without the consent of the other person or when the other person is

unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

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

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

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

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

g. *Non---Forcible Sexual Offense* is defined as unlawful, non---forcible sexual intercourse**.** There are two types of Non---forcible Sex Offenses:

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

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

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

cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

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

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

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

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

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

**Retaliation**
The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complain under the VAWA Policy.

Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

**Reporting Sexual Harassment or Sexual Violence**

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

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment Complaints when a report is received.

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

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

**Response to Reports of Sexual Harassment or Sexual Violence**

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

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

**Privacy**

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

**Requests for Confidentiality**

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

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

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

**Employee Disciplinary Actions for Violations of VAWA Policy**

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

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to re---apply for future employment. Cambridge, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.
The final decision for any disciplinary action taken will be made at the sole discretion of Cambridge's Responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

**Student Disciplinary Actions for Violations of VAWA Policy**
Cambridge reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any Cambridge student.
Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re---enroll. Cambridge, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.
The final decision for any disciplinary action taken will be made at the sole discretion of the Cambridge Responsible Officers and communicated by the Title IX Coordinator. This decision may not be appealed.

**Additional Enforcement Information**
The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

**RESPONSIBLE OFFICERS**
President/CEO, Terry LaPier
Title IX Wayne Flagg, Associate Campus Director

***See Catalog Addendum for:***

Corporate Listing
Administrative Listing
Faculty Listing
Class Schedule
Holiday Breaks