

CAMBRIDGE JUNIOR COLLEGE

Catalog Addendum

4/23/12

NOTICE CONCERNING TRANSFERABILITY OF CREDITS, HOURS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits or hours you earn at Cambridge Junior College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Associate of Science in Business Administration with an emphasis in Accounting, the diploma you earn in Medical Assistant or Medical Assisting, or Medical Office Receptionist or Medical Office Reception is also at the complete discretion of the institution to which you may seek to transfer. If the credits, hours, degree or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cambridge Junior College to determine if your credits, hours, degree or diploma will transfer. Cambridge Junior College **does not** represent that any of its courses, hours or credits is transferable to another institution or college.

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4/16/12

Woodland Campus – Staff and Faculty Updates

Kathy Ryan

Admissions Representative, Instructor – *Medical Assistant*; American Intercontinental University - BA Healthcare Management & AA Healthcare Management, Western Career College - Medical Assistant Certificate

Re-Entry Policy

A dismissed or withdrawn student can re-enter only after applying for reconsideration in writing to determine if the required standards can be maintained. If a student was dismissed due to misconduct or improper conduct, or has ceased (withdrew and or was dismissed a total of two times) enrollment more than once from the same program, he or she is not eligible for re-entry. If a student has ceased enrollment more than once from multiple programs, but not twice from the same program, re-entry will be considered if there is mitigating circumstances. Any instances of improper conduct after dismissal will also disqualify the student for re-entry. If it is deemed that the student will not benefit from completing their program, the request for re-entry will be denied. Cambridge Junior College has the right to refuse any student re-entry for any reason. To re-enter a student must write a letter requesting to re-enter that includes what happened to cause to his/her departure, why he/she feels he/she can successfully finish the program at that time, and how they feel the training will benefit them. This letter must be delivered to the Director. At that time the director determines the best time for the student to return based on the classes he/she may need and class availability, that information is provided to financial aid. The student will be scheduled to meet with financial aid to determine eligibility for financial aid and to make financial arrangements. The student must pay any outstanding balance due or bad debt from their previous enrollment that will not be covered by financial aid and meet with financial aid to determine payment for the remaining program. If at that point the student wants to continue their petition to return, the student will be scheduled to attend a staff and faculty meeting to hear the student's presentation on why they should be re-admitted. The panel of all available staff and faculty will vote to make the determination. The vote must be unanimous for the student to be re-accepted into the program. If the panel has concerns based on the student's academic history as to whether or not the student will be able to succeed in the program, instead of denying the student's return, they may offer the student an evaluation period that consists of auditing a course (or courses) he/she has already passed at no charge to demonstrate whether he/she can meet the academic standards established for this evaluation period. If at any point during the evaluation period it is evident that the student would be unable to meet the standards by the end of the period, he/she will be notified that the re-entry petition has been denied. By the end of the period the student must meet the following standards for the evaluation period GPA=2.0, Attendance=85%, course completion = 100% for that isolated evaluation period. The audited course will not appear in the student's record. If the student met these standards and met conduct and other standards required, the re-entry will be accepted. The student will be notified of the panel's decision. If the student is accepted, he/she must follow all admissions practices as of the time they return, which may be different than when they initially enrolled. Re-entry can only occur at the beginning of a module or term, and at a time designated by the Director. For all programs students must re-enroll within 18 months of their departure date to be eligible to continue the program without re-taking courses. If the program has changed within the 18-month re-entry period the student may have to take courses that were not originally part of the program to graduate. Students who re-enter after 18 months of withdrawal must repeat the program in its

entirety. All current tuition and fees will be assessed for repeating the program. A student will re-enter in the same financial aid and academic status they held at the time of withdrawal or dismissal (i.e. on financial aid warning (academic probation) or financial aid probation (academic probation) or in satisfactory academic progress). The determination of whether the re-entry will be accepted or denied may take several months from the time the student first appears in front of the panel. Once approved, actual re-entry can only occur when classes are available and the Director of Education has established an uninterrupted schedule for the student.

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Woodland Campus – Staff and Faculty Updates

Kristen Cowen Career Services Coordinator

School Catalog Availability

*** Students are given a school catalog and a School Performance Fact Sheet, which is reviewed with the student during the admissions process. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The catalog is also available on the school website at www.cambridge.edu.

English as a Second Language

The institution does not offer English as a Second Language to its students. All courses are taught using the English language so students will need to demonstrate English proficiency showing that they can learn and benefit from our classes during the admissions process. English proficiency is demonstrated by passing the entrance test(s) required for the program the student is planning to enroll in. If a student passes the entrance test(s) but does not understand the Enrollment Agreement, the prospective student will not be able to enroll.

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax: (916) 263-1897.

Grievance Procedure

Any student experiencing conflict or having a complaint should first talk to an instructor. If the matter cannot be successfully resolved, the student should request a meeting with the Director, or may contact the Director in writing at Cambridge Junior College, Yuba City Campus, 990 'A' Klamath Lane, Yuba City, CA 95993 or at the Woodland Campus at 501 Main Street, Woodland, CA 95695. A student or any member of the public may file a complaint by communicating orally or in writing. If an oral complaint is not resolved within a reasonable period and the student complains of the same matter, the institute shall advise that the complaint must be submitted in writing and that the institution has 10 working days to provide a written response to the complaint.

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

In addition, unresolved complaints may also be directed to ACICS (*Accrediting Council for Independent Colleges and Schools*) at the following address.

ACICS, 750 First Street, NE, Suite 980, Washington, DC 20002-4241

Financial Assistance

Financial assistance is available to those who qualify. Types of assistance currently available to students include: WIA Funding when available. Institutional Loans may also be provided by Cambridge Junior College and are available to students who do not qualify for other types of funding or need gap funding to pay the balance of tuition and fees per academic year and who are able to make installments to pay loan in full within the agreed upon period. Advance payment

is not required for any period of enrollment. A student is expected to fulfill financial arrangements to pay for the costs associated with each payment period by the end of that period.

The following need and non-need based financial aid is available to students who qualify and are enrolled in the Medical Assisting, Medical Assistant, Medical Office Receptionist, Medical Office Reception and Associate Degree in Business Administration with an emphasis in Accounting programs: 1) Pell Grants 2) Federal Supplemental Educational Opportunity Grant Program (FSEOG) 3) Federal Work-Study Program (FWS) 4) Unsubsidized Direct Student Loans 5) Subsidized Direct Student Loans and Direct Plus Loans (loans to parents) and 6) Cal Grants (Yuba City Camps Only). For more information on how to apply for financial aid, visit the financial aid office. Students are free to seek and secure private lending on their own to assist with covering costs related to their education. Cambridge does not have a list of private lenders to whom students may contact for such funding.

If a student obtains loans to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student received federal student financial aid funds, and the student withdraws or is dismissed, the student could be entitled to a refund of the monies not paid from federal student financial aid program funds. Please refer to the refund policy for a more clear explanation of how the refund(s) is determined.

Billing and Collection of Tuition & Fees

Advance payment is not required for any period of enrollment. A student is expected to fulfill financial arrangements to pay for the costs associated with each payment period by the end of that period.

A student is not obligated for indebtedness that exceeds the current period of attendance.

Tuition and fees are billed per payment period as outlined on the student enrollment agreement and in the school catalog. The first period starts on the student's start date and the second period starts at the anticipated midpoint of the student's program. For students in multiple year programs, the third period starts on the first day of the student's anticipated start of year 2 of the program, the fourth period starts on the student's anticipated midpoint of year 2 of the program and period 5 starts on the student's anticipated start of year 3 of the program.

Collection of all tuition and fees is determined based on student packaging in the financial aid department. If the student has a payment plan, the terms of the payment plan are outlined in the plan contract. If a student fails to follow through on his/her financial commitment, the student may be dismissed. If the student has Title IV funding, collection of this funding is typically in the second month of enrollment and shortly after the student reaches the midpoint of each academic year.

Student's Right to Cancel

1. A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the fourteenth calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days (all degree program starts and diploma program starts prior to 7/1/11) or scheduled hours (diploma program starts after 7/1/11) in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Cambridge Junior College, Yuba City Campus, 990-A Klamath Lane, Yuba City, CA 95993 or for the Woodland Campus, 501 Main Street, Woodland, CA 95695. This can be done by mail or by hand delivery. A student may also cancel by phone by talking to the Director at (530) 674-9199 for the Yuba City campus or (530) 662-0100 for the Woodland campus.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250, and less any deduction for equipment/supplies/books not returned in good condition, within 45 days after the notice of cancellation is received.

STUDENTS RIGHT TO WITHDRAW AND REASONS FOR DISMISSAL

- A student has the right to withdraw from the school at any time after the cancellation period (described above) and **receive a pro rata refund if you have completed 60 percent or less of the scheduled days (all degree program starts and diploma program starts prior to 7/1/11) or scheduled hours (diploma program starts after 7/1/11) in the current payment period in your program through the last day of attendance.** The amount of that refund is to be "pro-rated" according to the not completed portion of the program less, the cost of

any equipment/supplies/books returned in good condition (good condition does not include equipment/supplies/books that a seal is broken, log-on occurred, or is marked or damaged in any way) and a **registration or administration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal or dismissal.**

- For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
 - The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is sooner. Notice of withdrawal must be received in writing or verbally at the physical location of the institution via mail or physical delivery to the attention of; Director, Cambridge Junior College, Yuba City Campus, 990-A Klamath Lane, Yuba City, CA 95993 or the Woodland Campus Director at 501 Main Street, Woodland, CA 95695
 - The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution including the student's conduct; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. Dismissal from an externship site may be grounds for dismissal from the college.
 - The student has failed to attend class for 14 days.
 - Failure to return from a leave of absence or approved time off under the 45 day interruption of classes notification.
- For the purpose of determining the amount of the refund based on the internal refund policy below, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 calendar days of non-attendance or on the date notification of withdrawal occurred, if before the end of the 14 day period of non-attendance.

Private Institutional Loan Funding

Students who receive private institutional loan funding through the school are charged the same as outlined in the Billing and Collection of Tuition and Fees section of the catalog. Currently all institutional loans are no-interest loans and are payable as outlined in the loan contract.

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3/9/12

Workforce Investment Act Tuition Discount

The Workforce Investment Act (WIA) is a federal law passed in 1998 to replace the Job Training Partnership Act. This law provides training for those who have been laid off, are changing career paths or are seeking to improve their skills to secure a new job. Applicants must be either a U.S. citizen or a permanent resident. Applicants must have been laid off, with no opportunity to be rehired to receive a training grants. Applicants must apply through their local One Stop and be selected. Once they provide proof of selection and enroll in a Cambridge Junior College diploma program, the tuition discount will be applied with their program billing. WIA eligible students who enroll will receive ½ the tuition from their program in a tuition discount from the school split over both billing cycles.

Import Competition Displaced Worker Tuition Discount

If increased import competition has contributed significantly to a student's unemployment, and the student has applied for and received approval for Trade Adjustment Assistance (TAA) and is eligible to receive Trade Readjustment Allowances (TRA), the student is eligible to apply for and receive a tuition discount in the form of a tuition credit in the amount of \$500.00 at Cambridge Junior College. In order to qualify for the \$500.00 tuition discount, students must submit proof that they are eligible for TAA and TRA from their local EDD office. For more information or to see if you qualify for TAA and TRA, please contact your nearest EDD Workforce Services office, listed under "Employment Development Department Job Service" in the state government section of telephone directory.

Yuba City Campus – Staff and Faculty Updates

Stephanie Fuhrer	Instructor – <i>Associate of Science in Business Administration</i> , California State University, Sacramento – BS Business Administration (Accountancy)
Coleen Morehead	Instructor – <i>Associate of Science in Business Administration</i> , University of San Francisco – Masters in Public Administration, National University – BS in Business Administration, Heald College – Deg in Computer Office Administration`

Woodland Campus – Staff and Faculty Updates

Richard Hallmark	Admissions Representative
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Cal Grant Confirmation of Eligibility

For details on how to apply for a Cal Grant and the deadlines, please see the financial aid department. The Yuba City Campus is approved for Cal Grants. The woodland campus is currently not approved to offer Cal Grants at this time.

Cambridge Junior College will confirm that the recipient meets eligibility and program requirements specified at the time Cal Grant funds are paid to the recipient or the recipient's account using all existing information [including but not limited to Institutional Student Information Record (ISIR), student self-certification, federal verification documentation] in the possession of the Institution [CEC 69432.7(k)]. Cambridge Junior College will resolve and report to the Commission prior to disbursement any conflicting information (pursuant to the FSA Handbook Vol. 1, and The Blue Book) that may affect the disbursement of Cal Grant funds.

The financial aid officer will confirm and verify that:

- 1) The recipient is a U.S. citizen or an eligible non-citizen [CEC 69433.9(a)].
- 2) The recipient has met U.S. Selective Service requirements [CEC 69433.9(b)].
- 3) The recipient has a valid Social Security number [CEC 69433.9(a)].
- 4) The recipient is not in default on any Title IV educational loan or does not owe a refund on any Title IV grant (e.g. Federal Pell or Federal SEOG) or any State grant program administered by the Commission (CEC 69507.5) (CEC 69517.5) [CEC 69433.9(d)].
- 5) The recipient is not incarcerated [CEC 69433.9(c)].
- 6) The recipient is a legal California state resident for at least one year [CEC 69433.5(a)] as of the

residence determination date.

The first day of instruction of the term for the award year in which the student is enrolled as a Cal Grant recipient shall be the residence determination date for Cal Grant purposes OR

The date the Commission uses to make the preliminary determination of California residency for purposes of offering a Cal Grant shall be the residence determination date for Cal Grant purposes.

Cambridge Junior College will resolve conflicting information in the possession of the institution.

Conflicting information may include indicators on the ISIR such as

Permanent mailing address in a state other than CA

Driver's license issued by a state other than CA

Student's state of address not CA

Date of residence not more than a year prior to residence determination date

(If minor) parent's state of address not CA

(If minor) parent's date of residence not more than a year prior to residence determination date

OR any other information available at the institution which shows inconsistency with a claim of CA residency.

- 7) The recipient is enrolled in an eligible program or course of study [CEC 69433.5(e)].
- 8) The recipient does not have a bachelor's or professional degree before receiving a Cal Grant (except for post baccalaureate students enrolled in teaching credential programs) [CEC 69433.5(d)(2)].
- 9) The enrollment status for each recipient on the grant roster is at least part-time as defined in CEC 69432.7 and in accordance with the established institutional policies and requirements in the CGPM, including manual updates, policy bulletins, operations memos, special alerts, and this Agreement. [CEC 69434(b)(6), 69435.3(a)(6), 69436(b)(6), 69437.3(c)]
- 10) The recipient demonstrates financial need at the Institution according to federal financial need methodology [CEC 69432.9(b)].
- 11) The recipient with a new award has family income and assets at/below the published Cal Grant ceilings [CEC 69432.7(k)].
- 12) The recipient is complying with the Institution's satisfactory academic progress policies [CEC 69433.5(a)].

Disbursement of Cal Grant Funds

Cal Grant funds will be credited to the eligible recipients' accounts up to three weeks before the start of each term or payment period. Access or Books & Supplies payments may be released up to 10 days before the start of each term or payment period. Students will be given a written disbursement schedule consistent with the start dates of the recipients' enrollment periods or terms and in accordance with the requirements specified for each educational program. The recipient's status will be verified according to the recipient's attendance status at the time Cal Grant funds are paid. As

noted above, "Access" and "Books & Supplies" payments will be disbursed within ten days of verification of enrollment status.

Cal Grant funds will only be disbursed to recipients whose eligible payment statuses have been verified and for no more than that which the recipients are eligible to receive for the term or payment period. Cambridge Junior College will use its institutional refund policy to determine the amount of Cal Grant funds to be returned to the Commission on behalf of the state. Cal Grant funds may not be used for reimbursement to the federal government.

Cambridge Junior College will regularly submit payment transactions through WebGrants, data files or the Grant Roster. All Cal Grant disbursements will be made no later than September 30 following the end of the award year (e.g., September 30, 2012, for award year 2011-2012).

Students have options regarding receipt of Cal Grant funds and have the ability to rescind their existing instructions at any time. Access or Books & Supplies payments are disbursed in accordance with Cambridge Junior College's policy unless the student requests another action. For example, if Cambridge Junior College normally applies Access funds directly to tuition, the student may request that the term amount be delivered direct to them. The student may make this request at any time; however, any cancellation only affects future payments. Access or Books & Supplies payments cannot be delivered to a third person. Cal Grant funds are to be disbursed in term order (i.e., disburse the fall term payment before the winter or spring term payment). Cambridge Junior College is not required to keep a separate recipient signature on file to verify that the recipient received payment for Access or Books & Supplies payments. However, canceled checks or warrants with recipient endorsement must be retained as verification. Cambridge Junior College may mail checks to students. Tuition/fee awards are disbursed in an amount not to exceed the maximum value of the tuition award for the term, or the maximum tuition/fees charged, whichever is less. In the event that the student is receiving benefits from another financial aid source that is also restricted to tuition and fees, the Cal Grant tuition/fee payment amount must be adjusted or the other tuition-paying award can be returned so as not to exceed, in total, the amount of tuition/fees charged. In the event of other tuition awards, attempts should be made to preserve Cal Grant eligibility, since Cal Grants are a renewable source of aid. In the event that other non-tuition restricted aid has already been applied to the student's tuition/fee charges, or if the student has already paid their tuition/fees from their own funds, then Cal Grant tuition/fee funds may be released to the student. This is assuming the student has sufficient financial need for the payment. Should Cambridge Junior College disburse funds to a student prior to approval of a final state budget, any overpayment may be adjusted by reducing subsequent term payments for that academic year if the student was enrolled in later terms.

Internal Refund Policy for diploma program students

Cambridge Junior College provides a pro rata refund of nonfederal and federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. A non-pro rata refund will be calculated for students who completed greater than 60% of the period. The student balance is determined in the following manner. For students who began the program on or after 7/1/11 and completed 60% or less of the period, the amount of earned tuition is calculated by taking the hourly charge for the program (total tuition charges for the period divided by the number of hours in the period) multiplied by the number of hours the student was scheduled to attend up to their last day of attendance. For students who began the program prior to 7/1/11 and completed 60% or less of the period, the amount of earned tuition is calculated by taking the daily charge for the program (total tuition charges for the period divided by the number of days in the period) multiplied by the number of days the student was scheduled to attend up to their last day of attendance. For students who completed greater than 60% of the period, 100% of the tuition charges for the period are considered earned. Other earned institutional charges (such as the registration fee, books/supplies, the STRF fee and other earned charges) are then added to the amount of earned tuition. If the student received Title IV payments (net of refunds), or is scheduled to receive a post-withdrawal Title IV disbursement these along with any non-title IV payments (net of refunds) are subtracted from the internal balance calculation. Prior period balances (for the current academic year) and balances from prior academic years (up to \$200) are then added to this amount. If this leaves a credit balance, a refund in the amount of the credit is made to the student, or to the source of the funds (depending on the requirements or authorizations the student signed) within 45 days of the date of determination of withdrawal or dismissal. If Cal Grant funds were utilized, the portion to be returned to the Commission on behalf of the State will be calculated. Cal Grant funds may not be used for reimbursement to the federal government. For students who cancel their program, Cambridge Junior College will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250, and less any deduction for equipment/supplies/books not returned in good condition, within 45 days after the notice of cancellation is received, if notice of cancellation is made through attendance at the first class session, or the 14th day after enrollment, whichever is later.

Internal Refund Policy for degree program students

Cambridge Junior College provides a pro rata refund of nonfederal and federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. A non-pro rata refund will be calculated for students who completed greater than 60% of the period. The student balance is determined

in the following manner. For students who completed 60% or less of the period, the amount of earned tuition is calculated by taking the daily charge for the program (total tuition charges for the period divided by the number of days in the period) multiplied by the number of days the student was scheduled to attend up to their last day of attendance. For students who completed greater than 60% of the period, 100% of the tuition charges for the period are considered earned. Other earned institutional charges (such as the registration fee, books/supplies, the STRF fee and other earned charges) are then added to the amount of earned tuition. If the student received Title IV payments (net of refunds), or is scheduled to receive a post-withdrawal Title IV disbursement these along with any non-title IV payments (net of refunds) are subtracted from the internal balance calculation. Prior period balances (for the current academic year) and balances from prior academic years (up to \$200) are then added to this amount. If this leaves a credit balance, a refund in the amount of the credit is made to the student, or to the source of the funds, (depending on the requirements or authorizations the student signed) within 45 days of the date of determination of withdrawal or dismissal. If Cal Grant funds were utilized, the portion to be returned to the Commission on behalf of the State will be calculated. Cal Grant funds may not be used for reimbursement to the federal government. For students who cancel their program, Cambridge Junior College will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250, and less any deduction for equipment/supplies/books not returned in good condition, within 45 days after the notice of cancellation is received, if notice of cancellation is made through attendance at the first class session, or the 14th day after enrollment, whichever is later.

Catalog Addendum
1/12/12

Woodland Campus – Staff and Faculty Updates

Rehema Stephens	Director / Director of Education, MBA – University of Phoenix, BA Psychology – University of California, Los Angeles
Mayra Preciado	Registrar
Nina Turner	Receptionist/Administrative Assistant, <i>Teacher’s Assistant</i>
Patty Bowers	Admissions Representative

Class Challenge/Test-Out Policy

Students may test out of any course, with a maximum of four per program. Arrangements must be made with the director to test out of the course by the end of the week that the course starts. The student must earn a grade of “C” or higher on the test-out exam (which may include written, oral and/or skills test). A grade of “TC” indicating Test-Out Credit or hours will be recorded. This grade will not be averaged into the student’s GPA or CGPA. The student will be awarded the appropriate hours and/or credits for the course and they will be counted in the pace (cumulative course completion). No fee will be charged for the administration of the test-out exam. Tuition is not charged and Title IV funds are not available for these classes.

Catalog Addendum
1/2/12

Woodland Campus – Staff and Faculty Updates

Paddy Kearns	Medical Program Director, Career Services Director
Carla Tortorella	Career Services Coordinator
Roberta James	Instructor – <i>Medical Office Receptionist</i> , Medical Assisting Diploma – Tidewater Tech
DeeJay McLean	Instructor – <i>Medical Assistant</i> , Medical Assisting Diploma – California College of Technology (Kaplan)

Attendance Regulations for Fully On-Campus Programs for students who started after 7/1/11

Student attendance is monitored daily. Students are strongly encouraged to be on time. If you find you are going to be late or absent, please call. All minutes for which the student is scheduled for class(es) will be tracked in attendance. Attendance is tracked in minute increments via the timeclock. Each student is required to clock in and out for the day. If a student fails to both clock in and clock out during their scheduled hours, he/she will be counted absent. If a student fails to either clock in or clock out during their scheduled hours, (i.e. student clocks in but doesn’t clock out or student clocks out but never clocked in) he/she will be awarded one hour of attendance for the day. If the student can verify via confirmation from their instructor, the time he/she was in attendance for the day, the registrar will amend the student’s attendance for the day upon receipt of the confirmation. Tardiness is also tracked in minute increments and will not be counted as an absence. Absences may be made up in minutes outside of the student’s currently scheduled classes, and will be added into the student’s attendance if approved by the instructor and submitted to the Director of Education for

approval. The make-up attendance must be academically related (definable instruction, interaction and/or evaluation) which includes but is not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; and/or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Unapproved time will not be added into the student's attendance. Only participation in off campus activities that are organized by Cambridge Junior College where an instructor is present and the students have to submit a report on the activity will be included as make-up hours and added into the student's attendance manually if approved by the instructor and submitted to the Director of Education for approval. Instructors must complete a make-up hours form or provide the required information in email for make-up hours that meet the eligible criteria and present it to the Director of Education for approval in order for the hours to be included in attendance.

Students are required to maintain a minimum **75% cumulative attendance** per evaluation period to maintain satisfactory progress. Failure to maintain satisfactory progress for the evaluation period will result in being placed on financial aid warning (academic probation). Students who are absent for 14 calendar days will be considered withdrawn, (unless a leave of absence or 45 day rule absence has been requested in writing and approved). Individual holidays (not week-long breaks) scheduled will require make-up days. Students who do not attend the scheduled make-up days will be counted absent.

Externship attendance is recorded based on timesheets signed by the externship sites. Due to the unique nature of externships, students may be scheduled for hours outside of their normally scheduled class hours. Sites may unofficially change the student's scheduled hours, therefore all hours submitted on the timesheet signed by the externship site are considered as attended and fully count in attendance. This time is manually recorded by day of attendance on a weekly basis when the timesheet is received. Daily attendance is rounded down to the nearest half hour. All of the externship hours for which the student is scheduled, must be completed and should not be exceeded except for instances in which a site might require additional attendance to master a competency. If a student attends such hours, additional hours will be scheduled to account for this time. The last date of attendance for an externship will occur on the day during which the student has the last recorded externship hours.

Incompletes

Incompletes grades are issued at the discretion of and with the approval of the director and the instructor. Incomplete grade(s) will count toward credits or hours attempted to earn in the term it is originally attempted, but are not counted in the CGPA until a grade is issued. The student has until the end of the module or term following the issuance of the Incomplete to complete all coursework in order to receive a grade in place of the incomplete. If a student fails to complete the required coursework by the end of the following module or term, the incomplete will become a grade of "F", unless at the discretion of the director and due to special circumstances, the director grants an extension(s) to complete the grade. Incomplete grades in pre-requisite courses will prevent a student from attempting the course(s) that require the pre-requisite course to be successfully completed prior to scheduling. All courses must be successfully completed prior to going on externship.

If a student begins a leave of absence or time off under the 45 day rule during the module or term in which the Incomplete was to be completed, the student will have until the end of the module or term during in which he/she returns from the leave of absence or time off under the 45 day rule to complete the coursework for the incomplete grade. If a student fails to complete the coursework or fails to return from the leave of absence or time off under the 45 day rule, the incomplete will become a grade of "F", unless at the discretion of the director and due to special circumstances, the director grants an extension(s) to complete the grade. Incompletes are not averaged into the student's CGPA until a grade is issued in place of the incomplete and the new grade is averaged into the CGPA. Incomplete grades are calculated in to the pace (cumulative course completion) rate.

Graduation Requirements for Diploma and Degree Programs

To graduate, a student must:

Must be meeting the standards for satisfactory academic progress

Complete all required coursework with a CGPA of 2.0 or higher.

For diploma program starts 7/1/11 and later complete the program with a minimum 75% attendance for the program.

For all degree program starts and diploma program starts that began prior to 7/1/11, complete the program with a minimum 70% attendance for the program.

Achieve a Pace (Cumulative Course Completion) of 67% for the program.

Must successfully complete all required credits in a credit hour program.

Not be financially indebted to the institution or must be meeting payment obligations.

Students must complete their Externship with a grade of "CR" or higher.
Medical Assisting, Medical Assistant, Medical Office Receptionist, and Medical Office Reception
students must receive their CPR Certification to graduate

Transcripts are provided after program completion. There is a \$10.00 charge for each additional copy.
Graduation ceremonies will be held in June of each year. Students who wish to wear caps and gowns will be given the opportunity to purchase them at a designated time.

Catalog Addendum

11/16/11

Effective for all modules beginning 11/14/11 and later Attendance Regulations for Fully On-Campus Diploma Programs for students who started on or after 7/1/11

Student attendance is monitored daily. Students are strongly encouraged to be on time. If you find you are going to be late or absent, please call. All minutes for which the student is scheduled for class(es) will be tracked in attendance. Attendance is tracked in minute increments via the timeclock. Each student is required to clock in and out for the day. If a student fails to both clock in and clock out during their scheduled hours, he/she will be counted absent. If a student fails to either clock in or clock out during their scheduled hours, (i.e. student clocks in but doesn't clock out or student clocks out but never clocked in) he/she will be awarded one hour of attendance for the day. If the student can verify via confirmation from their instructor, the time he/she was in attendance for the day, the registrar will amend the student's attendance for the day upon receipt of the confirmation. Tardiness is also tracked in minute increments and will not be counted as an absence. Students must earn 90% attendance per course in order to receive a passing grade. If 90% attendance is not earned by the end of the module an incomplete grade will be issued. See incomplete policy below. Absences may be made up in minutes outside of the student's currently scheduled classes, and will be added into the student's attendance if approved by the instructor and submitted to the Director of Education for approval. The make-up attendance must be academically related (definable instruction, interaction and/or evaluation) which includes but is not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; and/or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Unapproved time will not be added into the student's attendance. Only participation in off campus activities that are organized by Cambridge Junior College where an instructor is present and the students have to submit a report on the activity will be included as make-up hours and added into the student's attendance manually if approved by the instructor and submitted to the Director of Education for approval. Instructors must complete a make-up hours form or provide the required information in email for make-up hours that meet the eligible criteria and present it to the Director of Education for approval in order for the hours to be included in attendance.

Students are required to maintain a minimum 100% cumulative attendance less a maximum of 10% for excused absences per evaluation period to maintain satisfactory progress. Excused absences are automatically granted for up to 10% of cumulative hours to date for which the student has been absent resulting in a minimum satisfactory academic progress attendance standard of 90%. Failure to maintain satisfactory progress for the evaluation period will result in being placed on financial aid warning (academic probation). Students who are absent for 14 calendar days will be considered withdrawn, (unless a leave of absence or 45 day rule absence has been requested in writing and approved). Individual holidays (not week-long breaks) scheduled will require make-up days. Students who do not attend the scheduled make-up days will be counted absent.

Externship attendance is recorded based on timesheets signed by the externship sites. Due to the unique nature of externships, students may be scheduled for hours outside of their normally scheduled class hours. Sites may unofficially change the student's scheduled hours, therefore all hours submitted on the timesheet signed by the externship site are considered as attended and fully count in attendance. This time is manually recorded by day of attendance on a weekly basis when the timesheet is received. Daily attendance is rounded down to the nearest half hour. All of the externship hours for which the student is scheduled, must be completed and should not be exceeded except for instances in which a site might require additional attendance to master a competency. If a student attends such hours, additional hours will be scheduled to account for this time. The last date of attendance for an externship will occur on the day during which the student has the last recorded externship hours.

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grade of "F", unless at the discretion of the director and due to special circumstances, the director grants an extension(s) to complete the grade. Incomplete grades in pre-requisite courses will prevent a student from attempting the course(s) that require the pre-requisite course to be successfully completed prior to scheduling. All courses must be successfully completed prior to going on externship.

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Catalog Addendum

11/14/11

Woodland Campus – Staff and Faculty Updates

Mayra Preciado	Receptionist/Administrative Assistant
Joanna VanBrocklin	Career Services Director
Nina Turner	<i>Teacher's Assistant</i>

Catalog Addendum

10/25/11

Tuition Discount

All students who enroll in any program beginning in November or December will receive a \$500 tuition discount. The discount is applied equally to each billing period.

Corporate Administration – Staff Updates

Dan Flores	Controller/CFO
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