



Getting Started at Cambridge College

WELCOME to Cambridge College

We are a college whose educational environment and programs are designed specifically for adult learners. Our dedicated faculty, flexible scheduling, and educational centers are focused on students who are working to advance their education and working in their lives to balance employment, finances, and family commitments with their decision to go to college. The Cambridge College community is comprised of people who understand the complications of adult life, from the faculty and deans, to the staff and administrators. As important as the context of flexible education opportunities and support for working adults is, we see that adults also need the challenge to change and grow. We are here because we have a strong belief: that you want to continue developing and gaining new perspectives, even amidst the demands of life. We welcome you to become part of a special cohort of students who come from different backgrounds, but arrive with a common need to learn, to share knowledge with others, to stretch out from the comfort zones, and to be accepted as adults working and learning.

Admissions

Equal Opportunity

We welcome a diverse student body and academic community regardless of race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, national origin, genetics, or any other characteristic protected by law. See Non-Discrimination and Harassment policy at www.cambridgecollege.edu/non-discrimination-and-harassment.

Application for Admission

Apply online at www.cambridgecollege.edu/applynow or request a printed booklet from your admissions counselor. Please mail all admissions materials to your admissions counselor at the Cambridge College location that you plan to attend. See directory at the end of this catalog for addresses.

Your admission file must be **COMPLETE** and you must be **ACCEPTED** before:

- Financial aid may be awarded.
- Transfer credit may be evaluated.
- You may register for courses.

Rolling Admissions

Cambridge College practices a rolling admissions policy. Applicant materials are processed and reviewed as they are received. Students are then notified of their admission on a continual basis, as their file becomes complete and reviewed. Please allow 1-2 weeks for processing.

(Please note: Cambridge College reserves the right to deny a student admission. Submission of all required materials does not guarantee admission.)

Admissions Materials

Cambridge College requires all admission materials to be submitted and reviewed in order for a student to be accepted and register. See full policy at www.cambridgecollege.edu/admission-material-policy.

Admissions documents must be submitted in English. However, applicants to the Puerto Rico Regional Center may submit the current resumé, personal statement and professional references in Spanish.

All materials become the property of Cambridge College and cannot be returned to the student. Access to these materials is limited under the Family Educational Rights and Privacy Act of 1974 (FERPA). Submitted reference letters that have been designated confidential will not be available to the student.

Keep copies of your completed application and other items you submit. Application materials may not be returned, duplicated for personal use, or forwarded.

All completed application materials are kept on file for one year after submission and can be reactivated during this period if a student chose not to enroll at the time of submission. The application process must be completed in order to be reviewed for acceptance. Applicants can choose to defer their application file for up to three terms (no longer than one year). After one year, documents are purged. Interested applicants will need to reapply.

Students accepted into a degree or certificate program will find academic advising resources listed on their academic record that they can access through the MyCC web portal.

Make an Informed Decision

Applicants are responsible for reading the Cambridge College catalog to get the information needed to make an informed program choice. Please visit www.cambridgecollege.edu/academic-catalog for information, including program requirements and policies, tuition, fees and refund policies. Applicants should contact the program chair with academic questions regarding their specific program of interest.

International Transcripts

If your transcript comes from a **school outside the U.S.**, you must submit an **original or certified copy** of your transcript, **and** an **official transcript evaluation**, completed by an evaluation service listed on www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html

Students Returning After Five Years

Students who withdraw any time after their initial registration, and wish to return after more than five years need to reapply to a program that is currently offered, submitting all materials to the Admissions Office. Program requirements current at the time of their return must be met.

Please be aware that some programs may no longer be available. Your academic advisor or the dean can assist you to find a program that may accept much of your earlier course work, and help you map out your remaining course work.

See policy at www.cambridgecollege.edu/returning-student-policy

School of Undergraduate Studies

<https://www.cambridgecollege.edu/admissions-requirements/school-undergraduate-studies-admissions-requirements>

Bachelor's Degrees and Certificates

(For-Credit Certificates)

- Application** completed and signed.
- \$50 Application Fee** nonrefundable (\$100 for international students).
- Official Transcript**
 - High school transcript (original) showing graduation or GED transcript (original).
 - **or** associate's degree transcript from a regionally accredited college or university, showing conferral date.

You must request official transcripts from all schools and colleges you have attended, to be sent directly to Cambridge College; we must receive them sealed and unopened. Please follow instructions at www.cambridgecollege.edu/requesting-official-transcripts. International transcripts must be translated and evaluated.

Personal Statement

Write a 1-2 page typed, double-spaced essay (250-500 words) describing why you are interested in obtaining a degree from Cambridge College, your professional goals, and/or life experiences that led you to this decision.

One Professional Recommendation

Program Requirements

For Specific Programs

Alcohol & Drug Counseling Certificate

This certificate is offered by the School of Psychology & Counseling (SOPC) for both graduate and undergraduate students. Applicants must therefore meet the admissions requirements of both schools. In addition to the regular undergraduate requirements (see at left), the following are required:

- Interview with and approval of the SOPC Admissions Committee and acceptance by the dean.
- Interview with program chair.
- Current résumé.
- A second professional recommendation.

Transfer Credit Evaluation

www.cambridgecollege.edu/admissions/transferring-credits

- **Official Transcripts** of all college courses. All official college transcripts are evaluated for transfer credit.

International Students — may be admitted only to Massachusetts locations. The California and Puerto Rico locations are not authorized to admit international students.

- International Students Application Supplement (www.cambridgecollege.edu/prospective-international-students). This must be completed and accompanied by all supporting documents listed.
- Official demonstration of English language proficiency (see International Students).

State Health Requirements — Massachusetts locations only

- Immunizations** — Get required form at www.cambridgecollege.edu/resources/student-forms.
- Health Insurance** — Go to MyCC web portal homepage and follow instructions under "Student Health Insurance." Students who have health insurance need to waive out. *If you do not waive out, you will be automatically enrolled and billed.*

Cambridge College Admissions Requirements

School of Education

<https://www.cambridge.cambridgecollege.edu/admissions-requirements/school-education-admissions-requirements>

Master of Education Degrees

A. GENERAL REQUIREMENTS

For All Master's Programs

Application Form Complete carefully and sign.

\$50 Application Fee nonrefundable (\$100 for international students and EdD).

Official Transcripts

Transcripts must evidence a bachelor's degree or higher from a regionally accredited college or university. Certain programs require a degree in a specific field; see also Program Requirements.

You must request official transcripts to be sent directly to Cambridge College; we must receive them sealed and unopened. Please follow instructions at www.cambridgecollege.edu/requesting-official-transcripts. International transcripts must be translated and evaluated.

Current Résumé

Three years of work experience are recommended.

Personal Statement

Write a two-page, typed, double-spaced essay (500 words) describing your professional experience, your goals and objectives for graduate study and for educator licensure. How do you expect your graduate studies to apply to your school and enhance your future career?. Keep a copy for your electronic portfolio of learning.

Two Professional Recommendations Please ask your evaluators to speak specifically to the program for which you're applying.

B. LICENSURE PROGRAM REQUIREMENTS

In addition to the general requirements (item A), all of the following conditions must be satisfied for admission into one of the School of Education's educator preparation programs for licensure in Massachusetts:

Massachusetts Educator Personnel ID (MEPID number)

If you do not have a MEPID number, please submit an application to receive one with the Massachusetts Department of Elementary and Secondary Education (ME-DESE) and submit a copy of the official notification of the number along with the MTEL results for admission into the licensure program selected.

MTEL Communication & Literacy Test

Candidates for licensure are required to pass the **Massachusetts Communication & Literacy Test (MTEL) prior to admission into licensure programs**. Submit a copy of the official document noting your "pass score" or verification page from the Educator Licensing and Recruitment (ELAR) system maintained by the Massachusetts Department of Elementary and Secondary Education (ESE).

GPA of 3.0

Submit the official transcript of your prior bachelor's or graduate degree as evidence of a GPA of 3.0 or better.

Program Requirements

Any requirements for your desired program must also be met. See Program Requirements, item C below.

Students entering the College having met the MTEL and GPA requirements for admission into approved licensure programs

If all conditions for entry into the approved educator licensure program are satisfied upon application to the College, all evidence for entry into the program must accompany the application submitted for admission. Application materials will be reviewed and approved by the School of Education before the admissions process is completed.

As of Summer 2017, the Personal Statement will need to address the following criteria, which will be assessed by the School of Education for admissions purposes into all educator licensure programs:

- Relevancy of prior experience for the program selected;
- Clarity of educational goals and objectives for the graduate study in the licensure program selected;
- Depth of knowledge specific to the content of the program selected;
- Rationale for entry into the field of educator licensure (teaching or leadership);
- Rationale for selecting (or continuing in) the field of education;
- Clarity of thought and effective written expression

Students entering the College without having met the MTEL and GPA requirements

Students entering the College without having met the basic requirements for admission into the approved program for licensure must enroll in the non-licensure program aligned with their desired licensure area until all conditions are satisfied. Once the MTEL test is successfully completed and a GPA of 3.0 earned in at least two Cambridge College courses, students may then seek approval from the program chair to become licensure candidates in the program selected. If a teacher's license is sought, further approval of the Department Head, Teacher Education Department is required prior to program entry.

Consultation and Approval Process

Students should consult the program chair regarding requirements for admission into SOE approved programs for licensure.

- In Educational Leadership, approval from the program chair and dean is required to enter into the approved program for licensure.
- In Teacher Education, approval from the program chair and department head is required.

C. PROGRAM REQUIREMENTS

For Specific Master's Programs

Health/Family & Consumer Sciences

Transcript(s) must document at least 24 credit hours of coursework (including anatomy and physiology) in relevant content area(s) (e.g., personal health and wellness, child and adolescent growth and development, psychology, drug abuse prevention, nutrition, human sexuality). If content area coursework (other than anatomy and physiology) is not completed at the time of admission, students may complete them concurrently. This requirement applies to both licensure candidates and applicants who do not desire licensure.

Math Licensure

Candidates for licensure in Math (5-8, 8-12) must take a Cambridge College math placement test. Based on test results and the program chair's recommendation, lower-level math courses may be selected/required before admission into initial licensure courses.

Educational Leadership

- A minimum undergraduate GPA of 3.0 is required for admission. Lower grades might be accepted; however, applicants must provide compelling evidence of potential to complete graduate level coursework.
- Letter documenting experience: See CAGS in Educational Leadership.

School Nurse Education

Registered Nursing License (RN) required. Complete and submit a Registered Nurse License Requirement Form and be prepared to show your RN license to the program chair when class begins. Do not send photocopy.

Transfer Credit Request

www.cambridgecollege.edu/admissions/transferring-credits

- **Official Transcripts** and syllabi or course descriptions of graduate courses to be evaluated.
- **Transfer Credit Request Form** needed if you wish to have prior course work evaluated for transfer credit.

International Students — may be admitted only to Massachusetts locations. The California and Puerto Rico locations are not authorized to admit international students.

- International Students Application Supplement (www.cambridgecollege.edu/prospective-international-students). This must be completed and accompanied by all supporting documents listed.
- Official demonstration of English language proficiency (see International Students).

CAGS in Educational Leadership

A. REQUIREMENTS FOR ENTRY

For Licensure and Non-Licensure Candidates

All students begin study in the non-licensure pathway. Later on qualified students may transfer into the licensure pathway.

All Requirements for Master's Programs

See above.

Official Transcripts with GPA of 3.0

Transcripts must evidence a master's degree from a regionally accredited college or university, in education or a closely related field, with a minimum GPA of 3.0 for all graduate work attempted. (Bachelor's degree also required.)

Letter Documenting Experience

The résumé must evidence three full years of work experience specific to the program selected. Submit a letter which states that you have met the applicable work experience requirement. The letter, on your employer's letterhead, must be signed by a school/district level official (principal or human resource director).

• School Administration (licensure and non-licensure)

and Curriculum & Instruction: Three years of full-time experience in one of the roles below:

- Executive management/leadership role;
- Supervisory, teaching, or administrative role in a public or private school or in higher education;
- Leadership district-wide, school-based, or other educational setting accepted by the Educational Leadership Program.

For supervisor/director license: Three full years of employment, with either an initial or preliminary license, in an educational role other than the area for which the application is made.

Continued 

State Health Requirements — Massachusetts locations only

Immunizations — Get required form at

www.cambridgecollege.edu/resources/student-forms.

Health Insurance — Go to MyCC web portal homepage and follow instructions under "Student Health Insurance." Students who have health insurance need to waive out. *If you do not waive out, you will be automatically enrolled and billed.*

Special Education Administration:

- Initial license in special education, speech, or language & hearing disorders, or work experience as a school psychologist, school social worker/school adjustment counselor, and/or school principal/assistant principal.
- Three full years of employment in a district-wide, school-based or other educational setting OR in law, public policy, higher education, or other related field accepted by the Educational Leadership Program.

B. REQUIREMENTS FOR LICENSURE PATHWAY

Program Change Typically Requested After 1-2 Terms of Study

All Licensure Program Requirements

See master's programs above.

Two Professional Recommendations

Submit two recommendation forms from course faculty instructors. (MEd students: one recommendation from your EAD691 Leader).

Certificates

The following are required for admission into certificate programs:

- Application Form** Complete carefully and sign.
- \$50 Application Fee** nonrefundable
- Official Transcripts**

Transcripts must evidence a bachelor's degree or higher from a regionally accredited college or university.

If applying for:

- **Certificates identified as graduate level:** a bachelor's degree or higher is required.
- **Certificates identified as post-graduate or post-master's:** a master's degree or higher is required.

You must request official transcripts to be sent directly to Cambridge College; we must receive them sealed and unopened. Please follow instructions at www.cambridgecollege.edu/requesting-official-transcripts. International transcripts must be translated and evaluated.

Doctor of Education

Applicants are not currently being accepted.

School of Management

<https://www.cambridgecollege.edu/admissions-requirements/school-management-admissions-requirements>

All Applicants

- Application** completed and signed.
- \$50 Application Fee** nonrefundable (\$100 for international students).
- Official Transcripts** You must request official transcripts to be sent directly to Cambridge College; we must receive them sealed and unopened. Please follow instructions at www.cambridgecollege.edu/requesting-official-transcripts. International transcripts must be translated and evaluated.

Master of Business Administration

- Bachelor's Degree** conferred by a regionally accredited college or university.
- Current Résumé and Work Experience**
On résumé indicate education and work experience. Two years work experience required. Health Care Management and Informatics: Three-five years health care experience required (Informatics: or information technology experience).
- Interview**
Interview with and approval of the School of Management Admissions Committee and/or program chair, dean, or regional center director.
- Personal Statement**
Write a 2-page description of your work experience, professional goals, and why you're interested in pursuing an MBA.
- Two Professional Recommendations**
Preferably including one from an employer.

Master of Management

- Bachelor's Degree** conferred by a regionally accredited college or university.
- Current Résumé and Work Experience**
On résumé indicate education, work experience and professional/career goals. Three-five years work experience recommended. Health Care Management and Informatics: Three-five years health care experience required (Informatics: or information technology experience).
- Interview**
Interview with and approval of the School of Management Admissions Committee and/or program chair, dean, or regional center director.
- Personal Statement**
Write a 2-page description of your work experience, professional goals, and why you're interested in pursuing an MM.
- Two Professional Recommendations**
Preferably including one from an employer.

Certificates

- Bachelor's Degree** conferred by a regionally accredited college or university.
- Current Résumé and Work Experience**
On résumé indicate education, work experience and professional/career goals. Three-five years work experience recommended. Health Care Management and Informatics: Three-five years health care experience required (Informatics: or information technology experience).
- Approval** of the program chair, dean, or regional center director.

Continued 

Your admissions file must be complete and the admissions review completed before you may register for classes.

- Transfer Credit Request**
www.cambridgecollege.edu/admissions/transferring-credits
 - **Official Transcripts** and syllabi or course descriptions of graduate courses to be evaluated.
 - **Transfer Credit Request Form** needed if you wish to have prior course work evaluated for transfer credit.Please note: No transfer credits are accepted into the MM55.
- International Students** — may be admitted only to **Massachusetts locations**. The California and Puerto Rico locations are not authorized to admit international students.
 - International Students Application Supplement (www.cambridgecollege.edu/prospective-international-students). This must be completed and accompanied by all supporting documents listed.
 - Official demonstration of English language proficiency (see International Students).

State Health Requirements — Massachusetts locations only

- Immunizations** — Get required form at www.cambridgecollege.edu/resources/student-forms.
- Health Insurance** — Go to MyCC web portal homepage and follow instructions under "Student Health Insurance." Students who have health insurance need to waive out. *If you do not waive out, you will be automatically enrolled and billed.*

MM55

Completed associate's degree, professional degree or license (e.g. RN), **or high school diploma/GED and at least 60 undergraduate credits** that meet general criteria for transfer.

Current Résumé and Work Experience

On résumé indicate education, work experience and professional/career goals. Five-ten years proven leadership and management experience. Health Care Management and Informatics: Three-five years health care experience required (Informatics: or information technology experience).

Personal Statement

Write a 2-3 page typed, double-spaced essay describing your experience and learning, including learning outside the classroom, such as employment, family, military, volunteer work and participation in community organizations. Explain your reasons for further study, and personal and professional goals.

Two Professional Recommendations

Preferably including one from an employer.

Evaluation of eligibility by admissions committee and/or the School of Management dean and/or regional center director.

Interview

Interview with and approval of the School of Management Admissions Committee and/or program chair, dean, or regional center director.

School of Psychology & Counseling

<https://www.cambridgecollege.edu/admissions-requirements/school-psychology-counseling-admissions-requirements>

All Degrees and Certificates

- Application** completed and signed.
- \$50 Application Fee** nonrefundable (\$100 for international students).
- Official Transcript** of completed degree conferred by a regionally accredited college or university:
 - **MEd and most graduate certificate programs** require a bachelor's degree. See also program requirements.
 - **Post-master's certificates** require a master's degree; see program requirements.
 - **Alcohol and Drug Counseling certificate** requires a high school diploma/GED, bachelor's, or higher degree.
 - **CAGS program** requires a master's degree in counseling or a closely related field.

You must request official transcripts, to be sent directly to Cambridge College; we must receive them sealed and unopened. follow instructions at www.cambridgecollege.edu/requesting-official-transcripts. International transcripts must be translated and evaluated.

- Interview** with and approval of the SOPC Admissions Committee and acceptance by the dean.

- Current Résumé**

- Personal Statement**

Write a 1-2 page essay (250-500 words) describing your reasons for obtaining a degree from Cambridge College, your professional experience and goals, and your academic background.

- Two Professional Recommendations**

School Guidance, School Adjustment ESE Licensure Candidates

Applicants to degrees and certificates preparing students for licensure in School Guidance or School Adjustment must also meet the admission requirements below.-

- MTEL Communication & Literacy Test**

Candidates for licensure are required to pass the **Massachusetts Communication & Literacy Test (MTEL) prior to admission into licensure programs**. Submit a copy of the official document noting your "pass score" or verification page from the Educator Licensing and Recruitment (ELAR) system maintained by the Massachusetts Department of Elementary and Secondary Education (ESE).

- GPA of 3.0**

The official transcript of your prior bachelor's or graduate degree is required to show a GPA of 3.0 or better.

Students entering the College without having met the MTEL and GPA requirements are:

- Required to begin as follows:
 - ◆ **School Guidance Counseling (48 credits):** Register for School Guidance/non-licensure
 - ◆ **School Guidance/Mental Health Counseling (60 credits):** Register for Mental Health Counseling.
 - ◆ **School Adjustment/Mental Health Counseling:** Register for Mental Health Counseling.
- Advised to take the Communication & Literacy MTEL within their first term at the College.

Once the MTEL test is passed and a GPA of 3.0 earned in at least two Cambridge College courses, students may seek approval to become licensure candidates in School Adjustment or School Guidance Counseling.

- Massachusetts Educator Personnel ID** (MEPID number)

If you do not have a MEPID number, please submit an application to receive one with the Massachusetts Department of Elementary and Secondary Education (ME-ESE) and submit a copy of the official notification of the number along with the MTEL results for admission into the licensure program selected.

- Program Chair Consultation and Approval**

Students should consult with the program chair regarding licensure requirements and seek approval to enter an ESE licensure program.

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Program Requirements

For Specific Programs

Alcohol & Drug Counseling Certificate

- High school diploma/GED, bachelor's or higher degree required.
- Interview with program chair required.

Rehabilitation Counseling Certificate

- 60-credit master's or higher degree in mental health counseling, marriage & family therapy, social work, or psychology.

School Adjustment Counseling Certificate for Mental Health Counselors

- Completion of current Cambridge College 60-credit M.Ed. in mental health counseling or equivalent program. (Bachelor's degree also required.)
- Pass Massachusetts Communication & Literacy Test (MTEL).

Transfer Credit Request

www.cambridgecollege.edu/admissions/transferring-credits

- **Official Transcripts** and syllabi or course descriptions of graduate courses to be evaluated.
- **Transfer Credit Request Form** needed if you wish to have prior course work evaluated for transfer credit.

International Students — may be admitted only to Massachusetts locations. The California and Puerto Rico locations are not authorized to admit international students.

- International Students Application Supplement (www.cambridgecollege.edu/prospective-international-students). This must be completed and accompanied by all supporting documents listed.
- Official demonstration of English language proficiency (see International Students).

State Health Requirements — Massachusetts locations only

- Immunizations** — Get required form at www.cambridgecollege.edu/student-forms.
- Health Insurance** — Go to MyCC web portal homepage and follow instructions under “Student Health Insurance.” Students who have health insurance need to waive out. *If you do not waive out, you will be automatically enrolled and billed.*

Non-Matriculated Students

Taking Individual Courses

Students not matriculated into a degree or certificate program at Cambridge College are allowed to take up to nine credits for credit without applying for and enrolling in a degree or certificate program. Students should seek advisement from the academic dean of the school in which they are taking courses. Certain exceptions based on program, alumni status or location may apply.

Acceptance of credits into a degree or certificate — Courses completed at Cambridge College by students not enrolled in an academic program may be evaluated for acceptance into Cambridge College programs by the dean or program chair of the receiving program. There is no guarantee that courses taken as a non-matriculated student will be accepted into an academic program at Cambridge College.

See policy at www.cambridgecollege.edu/college-policies.

The College reserves the right to restrict access by non-matriculated students to particular courses.

To get the full benefit of the course work, any course prerequisites must be met. The prior education and experience required for the corresponding degree are recommended.

Financial Aid

To be eligible for financial aid, enrollment in a degree program or eligible certificate is required. Please contact the Financial Aid Office for more information.