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Admission requirements for Cambridge College Undergraduate Study

Programs Offered in Cambridge

BA Bachelor of Arts

Multidisciplinary Studies
Psychology

BS Bachelor of Science

Human Services
Management Studies

(Program offerings subject to change.)

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcripts of Your Education

One document from the list below is required:

- High school transcript (original) showing graduation.
- Notarized copy of high school diploma.
- GED certificate (original).
- Official transcript from a regionally accredited college or university showing associate's degree earned or showing credits earned and basis of admission.

You must request an official transcript from the school or college you attended, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. (does not apply to diplomas).

Applicants without a high school diploma or GED certificate may take a federally approved standardized test (at an independent, authorized test center) to establish their ability to benefit from college course work.

Documents for Transfer Credit Evaluation

If you want prior college courses evaluated for transfer, please request **official transcripts**. Only official transcripts are evaluated.

Current Résumé Documenting Your Experience

Three years of work experience recommended (including employment, volunteer work, training, community involvement, etc.).

Additional Specialized Requirements

Interpreter training programs — Demonstrated proficiency in English and one target language required.

Written Personal Statement/Essay

Briefly describe 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 also your personal and professional goals*. Write about 2-4 typed, double-spaced pages, in paragraph form (an outline is not acceptable).

One Professional Reference

See instructions on form provided.

Health Insurance

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). See form provided.

Immunizations

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). Immunizations required for:

- Programs and courses that will include work at a health care facility.
- International students.
- Full-time study in any degree program.

Please see immunizations form provided for policy and instructions.

Admission requirements for Cambridge College
Education: MEd & CAGS

Licensure Programs offered in Cambridge

For public school K-12 educators

MEd Master of Education	Licensure		
	Initial	Professional	Without
Early Childhood	●		
Elementary Teacher	●	●	
English as a Second Language	●		●
General Science	●		●
Health/Family & Consumer Science	●	●	●
Instructional Technology.....	●		●
Library Teacher	●		●
Mathematics	●		●
Middle School Math & Science.....	●		●
School Administration	●		●
School Guidance Counselor.....	●		●
Special Education/Moderate Disabilities	●	●	

CAGS Certificate of Advanced Graduate Study in Educational Leadership

School Administration	●	●
Special Education Administrator	●	●

Licensure programs are approved by the Massachusetts Dept. of Elementary & Secondary Education.

(Program offerings subject to change.)

Non-Licensure Programs Offered in Cambridge

*For credentialed teachers & school professionals
 special topics, career advancement & renewal*

MEd Master of Education

- Autism Specialist ● Autism/Behavior Analyst
- Behavioral Management
- Information Technology Literacy
- Interdisciplinary Studies (flexible requirements)
- Literacy Education
- School Nurse Education
- Teaching Skills & Methodologies
- Individualized M.Ed. (I.M.Ed.)
- I.M.Ed. in Humane Education

Graduate Certificates

- Behavior Analyst Certificate
- Mathematics Specialist
- English as a Second Language
- Humanities

CAGS Certificate of Advanced Graduate Study in Educational Leadership (EdS)

Education Specialist in Curriculum and Instruction

(Program offerings subject to change.)

Application Form — Read & Complete Carefully

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- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript of Your Prior Degree

Degree earned at a regionally accredited college/university:

- MEd applicants — Bachelor's degree required.
- CAGS applicants — master's degree in education or a closely related field *and* bachelor's degree required.

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit, please send to the Transfer Credit Office:

- **Official transcripts** (only official transcripts are evaluated).

AND if you wish to transfer specific required courses, send also:

- **Transfer credit request form** (provided).
- **Course descriptions or syllabi** — Photocopies must clearly show the college's name; write your name and social security number on the copies.

Interview (candidates for licensure programs)

Please be ready to demonstrate:

- Appropriate competencies and knowledge in the subject area and at the level of licensure sought.
- Strong oral and written communication skills, including organization and clarity of thought, ability to communicate ideas, and correct use of English.
- Enthusiasm, sincerity, and serious intent to become a licensed educator.

Current Résumé Documenting Your Experience

- All programs — Five years of work experience recommended.
- Professional and administrator licensure programs — Specific experience required (see program charts). Please provide a letter on your employer's letterhead signed by an official (e.g. principal or human resource director) stating that you have completed the experience required. Students who do not submit this letter may be admitted by signing a waiver stating that they understand that **they will not be eligible for licensure at the completion of the program**.

Documentation of Licensure

IF you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only for professional licensure and some administrator licensures (see program charts).



Written Personal Statement/Essay

Write a short essay (about four typed, double-spaced pages), describing your professional experience: What are you most proud of? What do you want to improve? How do you best learn? What are 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? **If seeking licensure, make your response specific to the area and level of licensure you seek.**

Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYCC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Two Professional References

See instructions on form provided.

Additional Requirements

- Math initial licensure (5-8, 8-12) — Math placement test.
- School Nurse Education — Registered nursing license (RN); proof required.

Health Insurance

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). See form provided.

Immunizations

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). Immunizations required for:

- Programs and courses that will include work at a health care facility.
- International students.
- Full-time study in any degree program.

Please see immunizations form provided for policy and instructions.



Admission requirements & information for Cambridge College

Non-Degree Students

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required to take courses for academic credit.

Certificates — Education & Experience Required

Prior education and experience requirements for certificate programs vary; see program charts.

You must request an official transcript from the college that awarded your degree/diploma, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Single Courses

Education and experience required — If you wish to take courses for academic credit, the prior education and experience required for the corresponding degree are recommended (no transcript required). Any course prerequisites must also be met.

The College reserves the right to restrict access by special students to particular courses, depending on the nature of the course.

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.

Transfer Credit Limited

Courses taken at Cambridge College will be evaluated and counted as transfer credits if you enroll in a degree program at a later time (see Transfer of Credit).

- Courses must meet all criteria for transfer, so acceptance cannot be guaranteed.
- Each degree program can accept only a limited number of transfer credits. **Do not take more credits than this limit before seeking academic advising.**

Evaluation of non-credit courses for bachelor's degree credit—

If you enroll later in Cambridge College and a non-credit course you took earlier was college-level work that meets the requirements of your degree program, you may create a portfolio showing evidence of your learning equivalent to the college course (evaluation fee required). Contact the undergraduate academic advising office for information.

Immunizations

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). Required for non-degree students as follows:

- Programs and courses that include work at a health care facility.
- Please see the immunizations form in the application booklet for policy and instructions.

Please see immunizations form provided for policy and instructions.

Psychology & Counseling: MEd & CAGS

Programs Offered in Cambridge

MEd Master of Education	Licensures in Massachusetts
Counseling Psychology 36	pre-licensure
CP/Forensic Counseling	pre-licensure
Addiction Counseling	CADAC
Marriage & Family Therapy	LMFT & LMHC
Mental Health Counseling.....	LMHC
Mental Health & Addiction Counseling.....	LMHC & CADAC
School Adjustment Counseling.....	ESE & LMHC
Mental Health, Addiction & School Adjustment Counseling	LMHC, CADAC, & ESE
Psychological Studies	none
School Guidance Counselor.....	ESE initial

Certificates

Alcohol & Drug Counseling.....	CADAC, LADC
Mental Health Counseling for	
School Guidance Counselors	LMHC, ESE professional

CAGS Certificate of Advanced Graduate Study

Counseling Psychology	LMHC (optional)
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(Program offerings subject to change.)

Application Form — Read & Complete Carefully

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- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript of Your Prior Degree

Degree earned from a regionally accredited college or university:

- MEd applicants: Bachelor's degree required.
- CAGS applicants: master's degree in counseling or a closely related field *and* bachelor's degree required.

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit, please send to the Transfer Credit Office:

- **Official transcripts** (only official transcripts are evaluated for transfer) and
- **Course descriptions or syllabi** — Photocopies must clearly show the college's name; write your name and social security number on the copies.

Current Résumé Documenting Your Experience

Five years of work experience recommended.

Additional Specialized Requirements

CAGS in Counseling Psychology — Meeting with the program coordinator required for information and academic advising:

- To help you understand the CAGS.
- To help us understand your goals regarding further study and licensure.
- To review your transcripts.
- To develop an individualized learning contract.

Written Personal Statement/Essay

Briefly describe 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. Write about four typewritten, double-spaced pages, in paragraph form (an outline is not acceptable).

School Guidance & Adjustment — Write a five-page essay (double spaced), answering the question: "Why do you want to become a school guidance or adjustment counselor?" State your motives and aspirations. Include what influenced your decision, what you want to accomplish, and what you can bring to the profession as a prospective counselor. **Make your response specific to the area and level of licensure you seek.**

Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYCC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Two Professional References

See instructions on form provided. **CAGS:** One letter should be written by your academic advisor for your completed master's program.

Health Insurance

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). See form provided.

Immunizations

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). Immunizations required for:

- Programs and courses that will include work at a health care facility.
- International students.
- Full-time study in any degree program.

Please see immunizations form provided for policy and instructions.

Master of Management

Programs Offered in Cambridge

MM Master of Management

Choose management electives or concentration:

- General Business
- Health Care Management
- Health Care Informatics
- Leadership in Human & Organizational Dynamics
- Non-Profit & Public Organization Management
- Business Negotiation & Conflict Resolution
- Small Business Development
- Technology Management

MM-55 (for qualified students without bachelor's)

(Program offerings subject to change.)

Application Form—Read & Complete Carefully

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- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript(s) of Your Prior Education

MM37: Bachelor's degree from a regionally accredited college or university required for MM, and graduate certificates.

MM55: Associate's degree, professional degree (e.g. RN); or at least 60 undergraduate credits that meet general criteria for transfer.

Bachelor's degree required for Health Care Informatics

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit please request **official transcripts**. Only official transcripts are evaluated for transfer.

Current Résumé Documenting Your Experience

MM37: 3-5 years of work experience *recommended*.

MM55: Proven leadership and management experience, 5-10 years *required*. Document and describe it in your résumé and personal statement.

Health care concentrations: *Health care* experience *required*.

MM55: Approval Required for Admission

- *Interview* with the dean, director of health care management programs, or regional center director.
 - *Evaluation* of eligibility by admissions committee and the dean and/or regional center director.
 - *Approval* of dean or regional center director required for admission.
- Your admissions file must be complete and the admissions review completed before you may start classes.

Written Personal Statement/Essay

Briefly describe 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. Write about four typed, double-spaced pages, in paragraph form (an outline is not acceptable).

One Professional Reference

See instructions on form provided in the application booklet.

Health Insurance

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). See form provided.

Immunizations

Required by law for MA only (Cambridge, Springfield, Lawrence, NITE). Immunizations required for:

- Programs and courses that will include work at a health care facility.
- International students.
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