



Cambridge
College

**Doctor of Education
in Educational Leadership**

Application

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Puerto Rico • Tennessee • California • Virginia • Georgia • Massachusetts
San Juan Memphis Inland Empire Chesapeake Augusta Cambridge main campus • NITE
at Ontario Lawrence • Springfield

1000 Massachusetts Avenue • Cambridge, MA 02138 • 617-868-1000 • www.cambridgecollege.edu



Cambridge
College

for working adults

Welcome • Admissions

Cambridge College's Doctor of Education (EdD) program in Educational Leadership is for those who seek to participate in the highest level of academic pursuit resulting in meaningful K-12 school improvement. We invite outstanding candidates to apply. For the EdD Program to achieve its stated mission and meet its objectives, candidates will be selected through a rigorous admission process.

Admissions Process & Timeline

You may enter the Cambridge College Doctor of Education program in any term, and the College welcomes your inquiries and applications at any time. Please observe the timeline:

<u>Term</u>	<u>Application deadlines</u>	
Summer	Mar 1	When we receive your completed application packet, transcripts and references, we will contact you to arrange your phone interview and qualifying assessment.
Fall	July 1	
Spring	Nov 1	

We will notify you of the Admission Committee's decision. Within seven days of notification, the following are due:

- Tuition deposit \$100 (in addition to the \$100 application fee)
 - Immunizations form
 - Health insurance form
- Please apply for financial aid without delay.*

Contact Us

Cambridge College School of Education

80 Prospect St • Cambridge, MA

Acting Dean	617-873-0156	JoAnn.Testaverde@cambridgecollege.edu
Asst Dean	617-873-0619	Dan.Butin@cambridgecollege.edu
Dept Director	617-873-0669	Shannon.Houston@cambridgecollege.edu
EdD Admissions	617-873-0141	Robin.Laskey@cambridgecollege.edu
EdD Admissions	617-873-0573	Tahia.Bell-Sykes@cambridgecollege.edu
Dept of Educational Leadership		www.cambridgecollege.edu/edleadership

Cambridge, MA — Main Offices, Locations & Contacts

Main Building, Main Offices • 1000 Massachusetts Avenue
School of Education • 80 Prospect Street

Financial Aid	617-873-0440	financialaidweb@cambridgecollege.edu
Registrar	617-873-0101	registrar@cambridgecollege.edu
Student Records	617-873-0447	studentrecords@cambridgecollege.edu
Student Services	617-873-0120	studentservices@cambridgecollege.edu
Disability Support	617-873-0470	disabilitysupport@cambridgecollege.edu
Transfer Credit	617-873-0181	transfercredit@cambridgecollege.edu
Bursar	617-873-0326	bursar@cambridgecollege.edu
International Student Services	617-873-0142	international@cambridgecollege.edu

Important Tips

Keep Photocopies

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

Second Cambridge College Degree

Are you applying for a second Cambridge College degree program? All new documents are required. Please contact the Registrar's Office to release an official transcript of your prior degree.

Complete Admission File Required

A complete admission file, with all supporting materials listed in this booklet, is required in order for your file to be reviewed.

To Re-Apply

If you wish to re-apply or re-activate your application from a previous term, please contact the Dept. of Educational Leadership. Additional materials may be required.


International Transcripts

International Transcripts must be translated and evaluated by authorized agencies. You must obtain this service. Suggestions include:

- Center for Educational Documentation, 617-338-7171, www.cedevaluations.com
- World Education Services, 212-966-6311, www.wes.org
- American Association of Collegiate Registrars & Admissions Officers, www.aacrao.org

If original documents are located in countries where there are extenuating circumstances, a notarized copy of the original transcript may be acceptable. International transcripts with translation and evaluation, documenting degrees earned at international institutions, must be received before you may enroll.

Please send your application materials to:



**Cambridge College
Dept of Educational Leadership
1000 Massachusetts Avenue
Cambridge, MA 02138**

Financial Aid

Please apply without delay.

Doctoral students may apply for two sources of federal financial aid:

- **Stafford loans** are guaranteed to all Cambridge College students who are U.S. citizens or permanent residents, enrolled in a minimum of four credits/term, and do not owe a balance on a defaulted loan. (See complete eligibility requirements in catalog.)
- **PLUS loans** are credit-based, meaning *students must be credit-approved*.

More financial aid information:

- Doctor of Education catalog or Cambridge College catalog
- www.cambridgecollege.edu/financialaid
- Call the Financial Aid Office at 1-800-877-4723 x1440

To apply, first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov/.

Doctor of Education in Educational Leadership

EdD Doctor of Education

Concentration	Administrator Licensure Available	Credentials Earned	Transfer Credit Limits
• School Administration	yes	CAGS/EdS & EdD	12
• Special Education Administration	yes	CAGS/EdS & EdD	12
• Curriculum & Instruction	no	CAGS/EdS & EdD	12
• No concentration	no	EdD only	33

Licensure programs approved by the Massachusetts Dept. of Education.

Application Form — Read & Complete Carefully

- Complete all items and *sign* your application.
- Include application fee of \$100 (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 Documenting Your Education

- Master's degree in education or a closely related field, from a regionally accredited college or university
- Bachelor's degree also required.
- Transcripts also required of any post-master's course work.

You must request official transcripts from the colleges you attended, to be mailed directly to Cambridge College's Dept. of Educational Leadership; we must receive them **sealed and unopened**.

Please send only ONE official transcript per school attended. Only official transcripts are accepted. Student copies of transcripts printed from a university web site are not acceptable.

Documents for Transfer Credit Evaluation

So that we can evaluate your post-master's course work for transfer credit, please submit:

- **Course descriptions or syllabi** — of courses completed at other colleges (syllabi not needed for Cambridge College courses).
- **Transfer credit request form** — provided

Photocopies must clearly show the college's name; write your name and social security number on the copies.

Two Letters of Recommendation

See instructions on form provided. Please submit two recommendations that directly address your candidacy for admission to the EdD program at Cambridge College. The recommendations will provide an auxiliary review of your academic and professional achievements.

- **Letter from a faculty instructor** who taught or advised you in graduate school, who is well acquainted with your academic work and able to write a confident assessment for you.
- **Letter from an administrative supervisor at your current or most recent professional employment** who has had enough contact with you to be able to comment.

Letters must be recent, no more than 12 months old.

Recommendations should not be written by friends or family members.

Tips for Obtaining Your Recommendation Letters

- Ask at least two months before the application deadline.
- Give your recommender a current résumé and plenty of context for the letter.
- Send a "gentle reminder" a week before the due date if necessary.

Current Résumé Documenting Your Experience

- Five years of progressively responsible professional experience. Your résumé is a summary of your education and work experience and may include publications and presentations (including dates); grants, fellowships, awards, and honors; and professional associations, licenses and affiliations.

- **Administrator licensure candidates** — 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**.

Short Essay Describing Your Purpose in applying to the EdD program. Your statement should be written by you alone and represent your original work. The statement should be typed, double-spaced, and no more than 1,000 words. In your statement, please discuss:

- Your background: how your experiences (education, work, volunteer, and/or personal) have prepared you for the EdD program.
- Your objectives for advanced graduate study: career goals, possible faculty mentors, and your initial research interests.
- Your decision to apply to Cambridge College: why you think there is a good fit between your objectives and our program.
- **If seeking licensure, make your response specific to the area and level of licensure you seek.**
- Any additional information you think would distinguish you as an ideal EdD candidate.

Applicants seeking a CAGS — 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.

Portfolio of Scholarly & Professional Work

The portfolio is a representation of your experience and excellence in the field of education. It should consist of documents that you have written or that record your direct involvement in real work situations and research. These documents should demonstrate the following competencies:

- Clear and coherent writing ability.
- Ability to think critically, problem-solve, and deal with complex situations.
- Experience with data analysis and data-driven decision making.
- Understanding of advanced graduate-level research (qualitative and quantitative).
- Effectiveness as an educator.
- Situational leadership (e.g., collaborative practice, interpersonal skills, oral and written communication skills, creativity, decisiveness, flexibility).
- Knowledge of and commitment to broad range of contemporary school issues (e.g., curricular reform, instructional technology, cultural competence, equity).

- Commitment to ethical and accountable behavior.

For each document that you include in your portfolio, please attach a short description of the context within which the document lies, your role in the situation, and which of the above competencies it demonstrates about you.

The admissions committee is particularly interested in seeing **a few in-depth examples** that demonstrate such competencies and development as an educational leader. A portion of your action research project, thesis paper, or other academic writing could demonstrate many of these competencies, as could a brief write-up of your leadership development with attendant documentation such as a created curriculum, school report, or conference presentation. Any material providing evidence of your skills, experience, and potential to perform at the doctoral level is welcome so long as the write-up clearly articulates how this material is relevant.

Formatting & binding — The front cover should include your name and date of application. Print all documents to standard size paper and take to your local copy center for spiral or tape binding. Do not use folders or 3-ring binders, staples or plastic sleeves, loose sheets, or items that do not fit into the bound portfolio.

Quality is more important than quantity, so your submissions should not be excessive. The thickness of the bound portfolio should not exceed one inch. Submit copies of items only, because your portfolio will not be returned to you.

Qualifying Assessment (QA)

The qualifying assessment evaluates the following, in lieu of a standardized test:

- Your applied knowledge of your graduate coursework in education.
- Your facility with the analysis, use, and presentation of data to inform decision-making.
- Your writing, critical thinking and problem-solving skills under time constraints and in complex situations.
- Your capacity for effective leadership.

Format — The QA will ask you to read, analyze and respond to questions about a series of case studies, contemporary issues and data sets. It is completed and submitted electronically, which means you will need a computer with a reliable internet connection and Microsoft Office software (including Word, Excel and PowerPoint).

Process — Upon receipt of your application, the Dept. of Educational Leadership will contact you to arrange for your QA and give you detailed instructions. Please make sure your application lists an email address where you can easily be reached, and check your messages often.

Accommodations — Students with disabilities who need accommodations must contact the office well in advance, so we can arrange accommodations in time for the assessment.

Phone Interview

The interview will help the committee more completely assess interpersonal skills, oral communication, and goals for the degree. One member of the Admission Committee will conduct your interview. The committee will use standard questions and ask additional questions specific to you, based upon review of your application, transcripts, recommendations, portfolio and qualifying assessment. You will also have the opportunity to ask your own questions.

If seeking licensure, please be prepared to demonstrate:

- Appropriate competencies and knowledge in the subject area 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.

Upon receipt of your completed application, the Dept. of Educational Leadership will contact you to set up a time for the interview. Please make sure your application lists a phone number and e-mail address where you can be reached, and check your messages often.

Documentation of Licensure

IF you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only in some cases for those seeking administrator licensure (see program chart).

Health Insurance

Required by law for all doctoral students (waiver form provided).

Immunizations

Required by law for all doctoral students (Please see immunizations form provided for policy and instructions.)



Application - EdD

Please PRINT CLEARLY and fill out COMPLETELY

Today's Date

month	day	year			

Desired Entry Date

<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring			
Term			Year		

For office use only

Date _____
 Type of payment _____
 Counselor _____
 Student ID _____

Cambridge College Center

Cambridge/Greater Boston, MA

This form must be accompanied by \$100 application fee (check or money order)

Academic program desired: Doctor of Education in Educational Leadership

Doctoral program options-check one option from each column

CAGS/EdS concentrations

- Curriculum & Instruction
- School Administration
- Special Education Administration
- I do not seek to earn a CAGS/EdS through the EdD program.

Licensure options

- Supervisor/Director
- Principal/Assistant Principal
- Superintendent/Assistant Superintendent
- Special Education Administrator
- I do not seek to earn administrative licensure through the EdD program.

These options affect transfer credit allowances. See transfer credit policy.

Personal & Contact Information (your documented legal name as it would appear on your academic records)

Last name _____ First name _____ Middle initial _____

Former name if applicable _____

Home phone (_____) _____

Alternate phone (cell work) (_____) _____

Address _____ Apt _____

City _____ State _____ Zip _____

Country _____

E-mail (home work) _____

Birth Date

Month	Day	Year			

 Social Security Number

--	--	--	--	--	--	--	--	--	--

All data provided will be kept confidential. Social security numbers are not a condition of enrollment, but if not provided there may be delays because of legal reporting requirements.

Professional Work Experience Please attach current résumé

Present or most recent position; Please be specific _____ currently employed not now employed

Your employer _____

City _____ State _____

Years at this position

--	--

 Total years of professional work experience

--	--

Citizenship ♦ Permanent Residence ♦ International Students

Country of citizenship: U.S. Other _____

Country of birth _____

Non-U.S. citizens:

I have a U.S. permanent resident card. (photocopy of both sides required). Number _____

I do not have a U.S. permanent resident card. Current U.S. visa type _____

Please also complete the international student information & I-20 request form

Optional For Our Statistics Please

Your responses will be used ONLY for statistical purposes: all data will be kept confidential. Cambridge College is committed to diversity. Your answers will assist us in evaluating our success in achieving this goal.

Your gender Female Male

Is English your primary language?

Yes No (please specify below)

Please indicate the group you most identify with.

Your answers provide data to the federal government in compliance with Title VI, which specifies the groups listed below.

- Nonresident alien
- Race and ethnicity unknown
- Hispanic, any race
- For non-Hispanics only:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - Two or more races

How did you find Cambridge College?

- Subway or bus poster
- Newspaper ad
- Radio or TV ad
- Mailed ad or brochure
- Friend or co-worker
- Cambridge College web site
- Cambridge College student/alumnus
- Billboard
- Other; please specify: _____

Personal Income range

- 0-\$14,999
- \$15,000-\$29,999
- \$30,000-\$44,999
- \$45,000-\$59,999
- \$60,000-\$74,999
- \$75,000 or more

Education *Official transcripts must remain in original, sealed envelopes and be included in your application package.*

Please list and provide official transcripts of your bachelor's degree and all graduate and post-graduate course work.

College/university & Location	major/field of study	dates (from/to)	credential earned
College/university & Location	major/field of study	dates (from/to)	credential earned
College/university & Location	major/field of study	dates (from/to)	credential earned

Please note:

- International transcripts must be translated and evaluated by authorized agencies.
- Course descriptions or syllabi also required for transfer credit evaluation.
- Transfer credit is limited — If seeking a CAGS/EdS and/or licensure through the doctoral program, up to 12 credits may be accepted in transfer. Other applicants, up to 33 credits may be accepted. See About Transfer Credit.

Total potential post-master's transfer credits _____

- Quarter-hours
- Semester-hours

School of Education Applicants — Licensure/Certification

Current license/certificate you have now

- Yes, describe below; photocopy required. None

License number _____

State _____

Subject area _____

Grade Level _____

- Preliminary Initial Professional Temporary

Other _____

License/certificate you wish to earn

- Yes, describe below None

State _____

Subject area _____

Grade Level _____

- Preliminary Initial Professional Temporary

Other _____

Read carefully and sign

Financial Aid Are you applying for financial aid? Yes No If yes, please call the Financial Aid Office at 1-800-877-4723 ext.1440. If you have defaulted federal loans, you cannot receive government loans unless satisfactory arrangements have been made with the holder of the defaulted loan. You must fill out a financial aid application (FAFSA) in order to be considered for a scholarship or loan. Cambridge College verifies student information supplied on the FAFSA.

I certify that I have read and understand the information in this application booklet and that the information I have supplied is true and complete to the best of my knowledge. Students found to have supplied false information will be denied admission or, if admitted, face immediate disenrollment.

Signature _____ Date _____

Please note: Occasionally photos and videos are taken of classes and other College activities to show others what they are like. I hereby give Cambridge College permission to use such images of myself in College activities for public relations, marketing, and other purposes.

Signature (optional) _____

Please enclose application fee and and bring or mail to:



Cambridge College
Dept. of Educational Leadership
1000 Massachusetts Avenue
Cambridge, MA 02138



International Student Information / I-20 Request Form

Personal Information

Your legal name as it appears on your passport

Social Security number (if you have one)

Application Date

--	--	--	--	--	--	--	--	--	--

Month	Day	Year			

Last/family name _____ First/given name _____ Middle name _____

Home address in your country of citizenship

Street, Apt.# (not PO box) _____

Do you currently live in the US?

Yes No

City _____ State/Province _____

Zip/Postal code _____ Country _____

Phone (with area/country code) _____ E-mail _____

Local address in the US

Street, Apt.# (not PO box) _____

City _____ State _____ Zip code _____

Local phone () _____ Cell phone () _____ E-mail _____

Are you traveling with spouse/children? Yes No Will they need a dependent I-20? Yes No

Name _____ Date & country of birth _____ Male Female

Name _____ Date & country of birth _____ Male Female

Name _____ Date & country of birth _____ Male Female

In case of emergency, who should be contacted? Name _____

Address _____ Relationship _____

Phone _____ E-mail _____

Attach all international student documents

Official TOEFL score (Test of English as a Foreign Language) — A score of 550 on the paper-based TOEFL, 79 iBT, or 213 computer-based, is required, unless you have a degree from an English-language high school, college or university, or your native language is English. Scores are valid for two years.

Your passport: photocopy of identification pages of your current passport.

Spouse/children passport(s): photocopy of identification pages of current passports of all family members to be issued a dependant I-20. Note: additional financial means must be included in your letter of credit.

Letter of credit from your bank or your sponsor's bank to assure that funds are available for first year tuition, living expenses and health insurance.

Affidavit of support stating that your sponsor is responsible for your tuition, fees, transportation, living expenses and health insurance, signed by the person or organization that will sponsor you.

Copy of your I-94 (front and back)—required if you are in the U.S.

Copy of your U.S. visa —required if you are in the U.S.

Do you hold a current U.S. visa?

Yes No If yes, what type? _____

Copy of previous Form(s) I-20 Do you hold a current I-20?

Yes No If yes,

by what school was it issued? _____

Last date you attended classes there _____

Are you currently doing optional practical training (OPT)? Yes No

Start date _____ End date _____

I certify that the information I have supplied above is true and complete. I understand the costs of the academic program for which I am applying, and living expenses etc., and I have sufficient funds to meet them. I agree that if I enter the U.S. on an I-20 from Cambridge College, I will register and remain enrolled in a full-time program of study.

Signature

Date

CAGS & EdD Transfer Credit

- Grade required: B or better (B-minus not accepted). Any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.
- Courses completed at regionally accredited institutions authorized to grant graduate/post-graduate degrees.
- Degree credit-bearing graduate/post-graduate courses.
- Courses must meet current program requirements.

Please Note

- Professional development and continuing education courses not accepted.
- CAGS & EdD: transfer courses must be advanced graduate level.
- Cambridge College courses (including outreach and school collaborative courses) taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit for your program may not be exceeded.

Course descriptions or syllabi are also required for transfer credit evaluation (not required for Cambridge College courses). Photocopies must clearly show the college's name; write your name and social security number on the copies.

Licensure Course Transfer (or "Waiver")

To safeguard your licensure application, a course is accepted for transfer into a licensure program only if:

- The content matches a corresponding Cambridge College required course, meeting the high standards of our programs, and
- It is judged to match the requirements and expectations of the licensing authorities. (Program directors reasonably attempt to keep informed.)

Educator Licensure Programs — All transfer of credit into educator licensure programs is defined by the Mass. Dept. of Elementary & Secondary Education (ESE) as a "waiver." Records of all waivers are kept in student files, and are subject to audit at any time by the ESE. These records will be required when you apply for licensure.

Transfer Credit & Time Limits

The number of credits that may be accepted in transfer is limited. Courses must have been completed within a specified number of years before you enroll in a Cambridge College degree program (more recent content may be required).

Degree Program	Credit Limit	Time Limit
EdD with concentration (except as listed below)	12	10 years
Technology, law and finance courses for licensure		3 years
EdD without concentration	33	10 years

Note: Quarter-hours are converted into semester hours at a 3/4 ratio and rounded down to the nearest whole number.

How to Get Timely Evaluation

As soon as you apply to Cambridge College, please:

- Request official transcripts as soon as possible.
- Have international transcripts translated and evaluated.
- If you have any grades not on the ABC scale, get a letter grade equivalent in writing from the course instructor.
- Fill out form (previous page) and attach course descriptions or syllabi if required. Photocopies must clearly show the course number, title and description; name of the college, your name and social security number.

In Your First Term

Do not take any course that you expect to be covered by a corresponding transfer course. Wait until your transfer credit evaluation is completed.

Notification

Students are typically notified of transfer credit awards during their first term, before registration for the second term.



Letter of Recommendation—EdD

Faculty reference

EdD Applicant — Please complete this form and give to your faculty reference: a professor who taught or advised you in graduate school, who is well acquainted with your academic work and able to write a confident assessment for you.

Date of request _____

Applicant name _____

E-mail address _____

Phone _____

Faculty reference
name _____

Date needed _____

Faculty Reference — Please write letter on your own letterhead, commenting on the candidate in each of these areas:

- Quality and originality of scholarship.
- Clarity of writing.
- Depth and breadth of knowledge of the field.
- Evidence of leadership potential.
- Ability to work collaboratively in an academic setting
- Research knowledge and skills.
- Other evidence of ability to do advanced graduate study & research

Please seal and mail your letter:

- Seal in envelope.
- Write on envelope "EdD applicant" and candidate's name.
- Sign across the sealed flap.
- Mail to the Dept. of Educational Leadership, Cambridge College, 1000 Massachusetts Avenue, Cambridge, MA 02138

I authorize the reference named above to provide an evaluation/letter of reference of me to Cambridge College. I understand that federal legislation provides me the right to access this information and that I may waive this right but no school or person can require me to do so.

I hereby waive do not waive my right to access this information.

Applicant name _____ date _____



Letter of Recommendation—EdD

Administrative Supervisor

EdD Applicant — Please complete this form and give to your administrative supervisor reference at your current or most recent professional employment who has had enough contact with you to be able to comment.

Dat of request _____

Applicant name _____

E-mail ddress _____

Phone _____

Administrative supervisor
reference name _____

Date needed _____

Administrative Supervisor Reference — Please write letter on your own letterhead, commenting on the candidate in each of these areas:

- Capacity to work under pressure and time constraints.
- Performance under conditions of opposition and uncertainty.
- Ability to work collaboratively in a professional setting.
- Commitment to ethical practices.
- Overall effectiveness as an educator.
- Other evidence of ability to do advanced graduate study & research.
- Include your name, profession and title, name of your company, school, or organization, your relationship to candidate, and address.

Please seal and mail your letter:

- Seal in envelope.
- Write on envelope "EdD applicant" and candidate's name.
- Sign across the sealed flap.
- Mail to the Dept. of Educational Leadership, Cambridge College, 1000 Massachusetts Avenue, Cambridge, MA 02138

I authorize the reference named above to provide an evaluation/letter of reference of me to Cambridge College. I understand that federal legislation provides me the right to access this information and that I may waive this right but no school or person can require me to do so.

I hereby waive do not waive my right to access this information.

Applicant name _____ date _____

To comply with state law, all new students at Cambridge College locations in Massachusetts **MUST** complete this Certification of Immunizations — even if you are exempt — before beginning classes.

Please **SIGN** this form: *Student and a physician, nurse, or school official.*

Please complete, sign, and return to:



Cambridge College
Dept. of Educational Leadership
1000 Massachusetts Avenue
Cambridge, MA 02138

Please Type or Print Clearly

Name _____

Address _____ Apt. no. _____

City _____ State _____ Zip _____

Home phone () _____ Work phone () _____

SSN (optional)

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 Date of birth

month		day		year	

Maiden or former name _____ Program to which you are applying _____

Student signature _____ Date (MM-DD-YY) _____

Immunizations Required	Month	Year
Please check one (unless you are exempt; see at right). Get all immunizations listed below, complete form and sign. <ul style="list-style-type: none"> • Full-time undergraduate students: 12 credits or more per term. • Full-time graduate students: 8 credits or more per term. • Health science students: part-time and full-time. • International students and others attending or visiting a college on a student or other visa (part-time and full-time). 		
MMR (Measles, Mumps, Rubella) Date of vaccination or laboratory proof of immunity		
Diphtheria-Tetanus (Td) Booster Date of vaccination or booster (within 10 years)		
Hepatitis B (3 doses) Date of vaccination or laboratory proof of immunity		

Exemption The only circumstances in which you may be exempt from the Massachusetts College Immunization Law are:

Part-time study in programs other than health sciences:
Undergraduate: less than 12 credits per term.
Graduate & post-graduate: less than eight credits per term.
(Note: EdD students must take eight credits minimum in the summer and do not qualify for this exemption.)

Birth before 1956

Conflict with your religious beliefs (written statement required; explain below or on back of form)

Your physician, who has personally examined you, is of the opinion that your health would be endangered by the required immunizations (explain below or on back of form):

Make an appointment with your physician or school nurse to review your immunization records. If you are unable to locate accurate immunization records, you are required by law to get all the vaccinations and/or laboratory tests listed on this form. Please complete and sign the certification form at that time.

(Please note: having had a disease is not proof of immunity.)

Meningococcal Disease — Read public health fact sheet, provided in your acceptance packet or available at www.cambridgecollege.edu/admissions/. Immunization not required.

Medical Practice or School _____

Address _____

Physician/Nurse/School official name PLEASE PRINT _____

Physician/Nurse/School official signature _____ Date (MM-DD-YY) _____

College Information & Policies

Cambridge College Mission & Values

Mission — To provide academically excellent, time-efficient, and cost-effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied.

Values — Cambridge College is a responsive learning community, where working adults can find ways to make the personal and professional changes they need to achieve their goals. Learning at Cambridge College takes place in an atmosphere of true diversity, where students support each other in a collaborative learning process that respects their needs and values, their prior learning and life experiences. The College's innovative adult-centered learning model links theory and practice, helping students to acquire the academic credentials they seek, enrich their lives and careers, and become leaders in their communities.

An Equal Opportunity Institution

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff, regardless of race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status.

Accreditation & Authorization

The College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education.

Cambridge College and all programs listed in this publication are authorized in **Massachusetts**. Cambridge College is approved/certified to operate in **California, Georgia, Tennessee, Virginia**, and **Puerto Rico** and offer the programs listed in this publication at those regional centers.

Educator Licensure Program Approval

Massachusetts — Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Dept. of Elementary and Secondary Education and are subject to its regulations and standards.

Georgia, Tennessee, Virginia, Puerto Rico — Students may apply for licensure after completing an approved Cambridge College licensure program and meeting all other state requirements.

Other States — Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept out-of-state teacher preparation programs. Check with state credentialing agency before enrolling!

Make an Informed Decision

Applicants are responsible for reading the Cambridge College catalog to get the information needed to make an informed program choice.

The Cambridge College Catalog is available in print upon request and online at www.cambridgecollege.edu/. Please see the catalog for more information, including your program requirements and policies, tuition and fees, and refund policies.

Educators, Choose Your Program Carefully

Before enrolling, students who may wish to obtain a license (credential/certificate) must get current information from the credentialing agency in the state where they seek a license or licensure status upgrade, comply with their requirements, and follow their procedures. All applicants are responsible for:

- Being thoroughly informed about licensure requirements.
- Understanding Cambridge College education programs and policies, and how differences between non-licensure and licensure programs may affect plans for licensure.
- Checking with the credentialing agency before enrolling, to verify acceptability of their Cambridge College program chosen for the license sought. State requirements may impact program choice.

Applicant Records & Privacy

All application materials become part of Cambridge College records and will not be returned. Materials received in the applications process may not be removed or duplicated for personal use, or forwarded to any third party.

Access to the information supplied on your application form, supporting materials, and student education records, is strictly limited under the Family Educational Rights and Privacy Act of 1974. In compliance with the Act (FERPA), the College does not permit the release of personally identifiable information in student records without the written consent of the student, except as specifically allowed by FERPA statute or regulation.

This publication has been prepared from information available at the time of printing. All information may be subject to change without notice. Further information is available in the Cambridge College Academic Catalog, in the EdD catalog, and website: www.cambridgecollege.edu/edleadership.



Cambridge College

