



Student Affairs

The Office of Student Affairs (OSA) serves as a vital resource for all Cambridge College students. With a focus on enhancing their quality of life, the OSA supports the many facets of a student's life through **FOUR PILLARS of STUDENT CARE**:

Student COMMUNICATION — Orientation and training events provide students with the necessary information and resources as they progress at the College.

Student CONDUCT — The Code of Conduct establishes standards of personal conduct for each student with the goal of sensitive and responsible behavior towards one another.

Student CARE — Care for students is provided through disability and career advising, and undergraduate academic advising. The OSA also makes available mediation for personal concerns and unresolved issues.

Student COMMUNITY — Opportunities for personal and academic growth are accessible through the co-curricular life where students are encouraged to participate in skill building workshops, networking events, and College student engagement events.

For policies about starting and operating student organizations, see policy at www.cambridgecollege.edu/office-student-affairs-osa-policies-student-community. If you have any questions or concerns feel free to contact the dean of student affairs.

Whether you are new to college or returning after years away from school, the student affairs and student support staff understand that the transition can feel a little overwhelming at times. They are ready to offer you guidance and assistance from orientation through graduation and are committed to providing you with the resources, support, assistance and advice that will help you be successful. We are committed to helping you become involved with the Cambridge College community both inside and outside of the classroom and allowing to achieve your potential. We hope to see you in our offices often throughout your Cambridge College career and are here to assist you in any way that you need us.

Career Resources

The Cambridge College Career Resource Center helps all undergraduate and graduate students to grow DEEP in their career development process. DEEP (Discover, Explore, Experience, Pursue) is the career development process created to fit each student's individualized needs. Discover yourself through self-assessment. Explore your chosen career path through research. Experience your career field with hands-on learning. Pursue your career dreams. Career Resources helps students with informed career decisions, job search strategies, and exploration of volunteer, professional, and educational opportunities consistent with their interests, abilities and values. The Cambridge College Career Resource Center serves all students enrolled in degree programs at all sites. Services available include individual career counseling, graduate school application assistance, résumé and cover letter reviews and mock interviews.

Job listings are accessible via MyCareerPATH, the career management system as well as resources. Visit MyCareerPATH (www.cambridgecollege-csm.symplicity.com) for online career resources including résumé, interviewing, and networking guides. Helpful sample documents can also be found.

Career Services also sponsors career development workshops, career panels, and career fairs, in which all students are invited to participate to begin making connections with employers and alumni. We provide career development resources, but are not a job placement service.

Boston main campus: To make an appointment for a résumé or cover letter review, or to discuss other career development questions, contact the office via e-mail: careerservices@cambridgecollege.edu.

Cambridge College Regional locations: Virtual career resources are available to all students and staff. For assistance with résumé or cover letter review, or to discuss other career development questions, contact the office via e-mail: careerservices@cambridgecollege.edu.

Enrollment in Cambridge College or completion of an academic program does not guarantee employment.

Disability Support

Cambridge College is committed to providing equal access to all educational opportunities to students with physical, psychological, or learning disabilities.

It is important to provide documentation of your disability as soon as possible as many of the services provided are outside of the College and must be arranged far in advance. Please contact the Office of Academic and Disability Support Services to arrange for an intake meeting and to discuss your needs. The Office can be contacted at disabilitysupport@cambridgecollege.edu or by phone at 617.873.0614.

Disability Declaration and Documentation — Students with disabilities at Cambridge College are encouraged to contact the Office of Disability Support (ODS) to request appropriate services but are not required to disclose any disability. All students seeking accommodations under the Americans with Disabilities Act must self-identify with ODS and provide appropriate information. Students must disclose disability directly to ODS in order to receive status as a student with a disability. Disclosure to faculty, admissions counselors, or other staff members is not considered official disclosure.

Initial self-disclosure may be initiated through phone, email, or in-person, but receipt of accommodations will require an in-person meeting unless the student takes classes at one of the College's regional locations or unless an in-person meeting is impossible for another legitimate reason. In cases where an in-person meeting is not possible, only phone or video-call conversations will be acceptable.

Appropriate documentation — ODS asks students who request disability accommodations to describe their disability, their past use of accommodations, and the disability's likely impact on their educational experiences. Documentation provides a valuable tool for helping Cambridge College understand how courses, systems, and facilities may present barriers, and for planning strategies, including reasonable accommodations, that provide access. ODS uses external documentation to augment conversations with students and to support requests for accommodations.

Types of documentation supportive of requests include medical records, psycho-educational testing, school records, and letters or affidavits from mental health professionals. If students do not have copies of this type of information, they are welcome to meet with ODS to discuss other ways to demonstrate a connection between the condition and academic barriers anticipated or currently being faced.

See *Disability Declaration and Documentation Policy* at www.cambridgecollege.edu/college-policies.

Confidentiality — The Office of Disability Support Services (ODS) is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law. See *Policy on Confidentiality of Disability Documentation* at www.cambridgecollege.edu/college-policies.

Accommodations — Students with appropriately documented disabilities may be eligible for accommodations in accordance with the Americans with Disabilities Act. Under this law, students are eligible for accommodations which are deemed reasonable by the College.

At the initial intake meeting, appropriate accommodations will be discussed. Students must meet with or contact the coordinator of academic and disability support services every term to set up letters sent to faculty. Accommodations do not automatically transfer from term to term and may be course specific. It is the responsibility of the student to initiate the accommodation process from term to term.

All students are expected to fulfill essential course requirements in order to receive a passing grade, with or without reasonable accommodations. Accommodations can not be granted retroactively. For more information, please visit www.cambridgecollege.edu/student-affairs/office-disability-support.

Disability grievances — See policy and procedure at www.cambridgecollege.edu/college-policies.

Emergency Phone Calls for Students

If a caller asks that a student be located because of an emergency, College staff take the caller's name and phone number, make their best effort to find the student, and give this information to the student if located. To protect student privacy, the College does not inform the caller whether the student is on the premises nor whether the call is returned. The College does not convey non-emergency messages.

Health and Medical Care

In the event of a medical emergency, security staff will call an ambulance. Students are responsible for their personal health and medical care. The College does not provide medical services.

Health Insurance

In compliance with state public health departments, Cambridge College requires its students to comply with state laws regarding health insurance for college students. See *Tuition & Payment*.



Immunizations

Cambridge College requires all students enrolling in a degree or certificate program (full-time or part-time) to comply with the immunization requirements for full-time college students of the state where their Cambridge College classes are located. This is because our students often alternate between full-time and part-time study from term to term.

Massachusetts: immunizations required (subject to change by MA):

- Hepatitis B: 3 doses or laboratory proof of immunity
- TDap (tetanus/diphtheria): 1 dose
- MMR (measles, mumps, rubella): 2 doses or laboratory proof of immunity
- Varicella (chicken pox): 2 doses or reliable history of chicken pox (e.g. diagnosis by physician), or laboratory proof of immunity, or birth before 1980 in the U.S. (except for health science students)
- **Only for programs with dormitory residency (e.g. Summer Institutes):** Meningococcal: 1 dose MCV4 or MPSV4 in the last five years. (Students may decline the vaccine after they have read and signed the MDPH Meningococcal Information and Waiver form provided by the College.)

See Massachusetts immunization guidelines at: <http://www.mass.gov/eohhs/docs/dph/cdc/immunization/guidelines-ma-school-requirements.pdf>

International students — Any student obtaining, maintaining, or regaining F1 nonimmigrant student status through matriculation in a Cambridge College degree or certificate program must abide by all policies and rules set forth for full-time students, as full-time enrollment is, generally, a requirement for maintaining F1 status. These policies and rules are not nullified by an approved reduction of course load.”

Orientation

Orientation introduces new students to the Cambridge College community, helping them to make a smooth academic and personal transition into the College. Informative publications are distributed. Academic and program chairs meet new students and provide course advising and explain program paths. They also deliver information on degree completion, licensure/certification requirements, and course registration. Students also meet their new classmates.

Orientation is required for all new students.

The dean of student affairs and directors collaborate to provide students at regional Cambridge College locations with information and resources to help them get started at the College.

Student Government

Boston main campus — Students participate in College governance through the Student Advisory Board for their school or program. Open meetings facilitate communication and discuss ways to improve college-wide services, programs and policies. The College’s Senate subcommittee on Marketing, Student Services & Retention helps departments develop policies and procedures that facilitate quality student service and retention. Meeting dates are posted on the campus website, sent monthly College-wide.

Student representatives are elected to participate in the College Senate.

Cambridge College Regional locations — Students are invited to contact the site director with creative suggestions for student participation efforts.

Supportive Resources

At the main campus, a list of local external resources is available from the Office of Student Affairs. At regional Cambridge College locations, similar information is available from the center director.

- Drug and alcohol rehabilitation programs.
- Local agencies and/or private practitioners who provide assistance with alcohol and substance abuse.

Student Code of Conduct

<https://www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct>

The Student Code of Conduct (“Code”) applies to all students enrolled in any course or program at Cambridge College, including regional locations and the NITE program. In addition to all on campus academic and social activities, the Code also applies to College-sponsored or supervised events off campus and to off campus conduct by students that, in the judgment of the College, may affect the interests of the College.

Prohibited conduct is not intended to be all-inclusive or to limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action. Rules and regulations of the College and departments that are not listed below or excluded below are incorporated herein by reference. Such rules and regulations may be communicated to students in publications and posted notices including, but not limited to, the Student Handbook, Academic Catalog, enrollment contracts, MyCC web portal, and school-specific publications.

Notwithstanding the above, the Code does not cover violations of academic policies such as academic dishonesty or plagiarism.

Violations of academic policies will be addressed by the undergraduate dean or appropriate graduate school dean. In the event that conduct may violate both the Student Code of Conduct and academic policies, the dean of student affairs, in conjunction with the dean of the student’s school and/or the provost will determine how the student’s conduct should be addressed.

When a student is considered to be a threat to either another person or to himself or herself, property, or the orderly functioning of the College, the student may be removed or suspended immediately from the College by the dean of student affairs, in his or her sole discretion, from either a classroom, the College, or both. This suspension will remain in effect until the dean of student affairs determines that the threat no longer exists and/or pending an Administrative Review Board hearing.

Purpose

Consistent with the College’s mission, the purposes of the Code are to:

- Establish standards of personal conduct for all students.
- Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
- Recognize that students are adults and, as such, their relationships with the College community should reflect this behavior.

Prohibited Conduct

Examples of prohibited conduct include, without limitation:

- All forms of dishonesty, including, but not limited to, furnishing false information, forgery, and altering or misusing documents.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- Abuse or harassment, physical, verbal or otherwise, of any person on the College premises or at College-sponsored or supervised functions. This includes, but is not limited to, abuse or harassment based upon such factors as race, color, national origin, gender, handicap, age, sexual orientation, or political or religious beliefs.

- Behavior or activity that may endanger the safety of one’s self or others, including, but not limited to, the possession and/or use of firearms, fireworks, dangerous weapons, or hazardous chemicals.
- Vandalism or damage, destruction or defacement of property.
- Theft of College property or the property of any person while on College premises.
- Any violation of the Cambridge College Drug and Alcohol Awareness Policy and Program, including, without limitation, possession, sale, or use of any controlled substance without medical authorization; unauthorized use of alcoholic beverages; or underage drinking.
- Any violation of the Cambridge College smoke-free policy.
- False reporting of an emergency or tampering with fire safety equipment, including, but not limited to, false reporting of a fire or a bomb threat or tampering with other fire related equipment.
- Unauthorized presence in or forcible entry into a College facility or College-related premises, including, but not limited to, College building roofs or fire escapes.
- Unauthorized use of College property, equipment or keys, including networks, computers, software or other information technology resources.
- Illegal peer to peer downloading or the unauthorized use of intellectual property.
- Violation of policies regarding children visiting the College.
- Failing to follow the reasonable directives of a university official, including violating the terms of a disciplinary sanction imposed by this policy.
- Hazing: The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Sanctions and Disciplinary Actions

Considerations in Imposing Sanctions

Discipline sanctions, up to and including expulsion, may be administered in response to a Code violation by a student. In determining appropriate discipline or sanctions, factors evaluated include the nature and severity of the violation, the degree to which the student has participated or been involved in the violation, motive and intent in connection with the violation, and any record of past violations.

Sanctions or Disciplinary Actions

The following sanctions or disciplinary actions may be imposed separately or in combination. This list of sanctions or disciplinary actions is not exhaustive. The College reserves the right to impose other sanctions or disciplinary actions not listed.

- **No Action:** a determination that a violation of the Code did not occur and no action is taken.
- **Mediation:** the violation is resolved through a moderated discussion between the involved parties.
- **Disciplinary Notice:** a written notice that a student's conduct has violated the Code and that subsequent violation(s) of the Code, similar to or different from any prior violation(s), may result in more serious action against the student.
- **Termination of Privileges:** a temporary or permanent revocation of student privileges within the community that is imposed after a finding of a Code violation.
- **Health and Wellness Assessment:** for certain Code violations (e.g., violation of the College's Drug and Alcohol Policy), a student may be required to see a professional provider at cost to determine if there is a health-related issue. Students will be responsible for any cost incurred due to this sanction.
- **Restitution:** to pay for damage(s) caused to personal or college property or to perform specified service.
- **Suspension:** a period of time when the student is not be permitted on College-owned or leased property, in the classroom, or allowed participation in College-sponsored or supervised activities as a result of a Code violation.
- **Mandatory Withdrawal:** a student is required to withdraw from the College as a result of a Code violation.
- **Expulsion:** a student is dismissed from the College as a result of a Code violation.

Process for Considering Complaints of Code Violations

The following process will be followed to consider complaints regarding alleged violations of the Code. The goal of this process is to review the facts and circumstances of a complaint, to allow students the opportunity to respond to an allegation and, to determine if a violation of the code of conduct occurred and if appropriate, to impose sanctions warranted by those facts and circumstances.

Student Code of Conduct Administrators

A student conduct administrator is a Cambridge College official authorized on a case-by-case basis by the dean of student affairs to impose sanctions upon any student found to have violated the Student Code of Conduct.

The dean of student affairs will resolve any questions regarding the interpretation or application of the Code. The determination of the dean of student affairs concerning the interpretation or application of the Code will be final.

Complaint

Any member of the College community may file a complaint against any Cambridge College student by submitting in writing to the dean of student affairs or regional center director with the following information:

- The name(s) of the student(s) who is (are) the subject of the complaint.
- A clear explanation of the nature of the complaint.
- The name(s), address(es), and telephone number(s) of those filing the complaint.
- The name(s), address(es), and telephone number(s) of witness(es) (if known).

OR submit an online Student Concern/Complaint Report to the Office of Student Affairs at <https://goo.gl/SgWgjD>.

Please fill out the report form completely, providing specific details. The dean of student affairs will then review the concern and facilitate further discussion towards a resolution. Cambridge College will make its best effort to resolve issues in a way that is positive for both the student and the institution.

Dean of Student Affairs Preliminary Review

When a complaint is filed, the dean of student affairs will review facts and circumstances surrounding the complaint in a Preliminary Review.

The dean of student affairs may use the Preliminary Review process as a means of trying to mediate the complaint or may involve others to attempt to mediate the complaint. If a student agrees to a mediated resolution, there is no further review of the complaint and the student has no right to go before the Administrative Review Board. In resolving a matter through mediation, a student will waive his or her right for a hearing before the Board. If the matter is not dismissed and the parties do not agree to a mediated resolution, the dean of student affairs may either issue an appropriate sanction or discipline or refer the matter to the Board for a hearing. Any mediated matter involving restitution of more than \$1000, suspension for longer than one semester, mandatory withdrawal for more than one semester or expulsion will be referred to the Administrative Review Board.

Notification of Results of Review

After the preliminary review, the student(s) involved in filing the complaint or who are the subject(s) of the complaint may be notified of the outcome by the dean of student affairs. If a student is to go before the Administrative Review Board, notice will be given at least seventy-two hours in advance.

Administrative Review Board

Membership

The Board may be comprised of faculty members and College administrators recommended by the dean of student affairs, undergraduate dean and graduate school deans, and are subject to the approval of the dean of student affairs. Generally, the Board consists of at least three members. The dean of student affairs will serve as the advisor to the Board but will not participate in the Board's deliberations or vote when the Board determines whether a violation has occurred or recommends sanctions or discipline.

Challenging a Board Member

If the complaining student or the student who is the subject of the complaint believes that one or more members of the Board hearing the complaint has a conflict of interest, he or she shall notify the dean of student affairs immediately and, in any event, at least forty-eight hours prior to the hearing of the complaint by the Board. The determination of the dean of student affairs regarding whether any conflict of interest exists will be final.

Advisors

All students may bring with them a member of the Cambridge College faculty or staff to serve as an advisor. If a student requests to have an attorney present, the College shall have its general counsel present.

Students may select a person who is a member of the Cambridge College community to advise him or her through the complaint and hearing process. The advisor (includes attorneys) may advise the student in preparation for the hearing and may accompany the student to the hearing. The advisor may not address the Board directly nor may the advisor question any witness. The student must inform the dean of student affairs of the name of his or her advisor a week prior to the Board hearing for approval. If the dean of student affairs does not give prior approval of the advisor, the advisor may be dismissed at the time of the hearing if it is believed a conflict of interest could exist.

Pre-Hearing Conference

The student who is the subject of the complaint will be invited to attend a conference prior to the hearing before the Board. The student will receive notification of this meeting by a letter explaining the nature of the complaint ("Complaint Letter").

The purpose of this meeting is for the dean of student affairs or designee to familiarize the student who is the subject of the complaint with the complaint and hearing process and to allow the student to prepare his or her version of the event in question for the Board hearing.

The student who is the subject of the complaint will be responsible for attending the meeting after receiving the Complaint Letter.

Administrative Board Hearing

The following procedures will govern the Board hearing:

- Witness lists and all documents to be presented in the hearing will be exchanged between the dean of student affairs and the student prior to the hearing. This process will be coordinated by the dean of student affairs and copies of the information will be provided to the Board at the beginning of the hearing.
- All individuals present will be introduced.
- The dean of student affairs will elect a designee to present the complaint citing, where applicable, the specific policy(ies), rule(s), or regulation(s) allegedly violated.
- The student who is the subject of the complaint will be given an opportunity to respond briefly.
- The dean of student affairs or designee and/or the complaining student will briefly present relevant information. Witnesses and documents may be presented. The Board may pose questions to the witness(es).
- The student who is the subject of the complaint will be given an opportunity to respond briefly. Witnesses and documents may be presented. The Board may pose questions to the witness(es).
- The complaining student may be allowed to pose relevant questions through the Board or, if the Chair permits, directly to the witness(es).
- The complaining student and the student who is the subject of the complaint will be allowed to present summation statements.
- All participants are expected to act in a courteous fashion and to respect the protocols established by the Chair. Interruptions, name-calling, threats, or other rude or inappropriate behavior will result in sanctions or disciplinary actions being imposed on the offending party.

- The Board may proceed with its hearing and make its determinations and recommendations without the presence of the student if the Board determines that the student was properly notified of the hearing and fails to attend without good cause within the sole discretion of the Board.

Board Recommendations

At the conclusion of the hearing, the Board will decide by consensus whether it believes that is more likely than not that a violation of the Code has occurred.

If the Board decides that a violation has occurred, the Board will, by consensus, determine its recommendation for specific sanctions or disciplinary actions.

Notification of the Board Recommendation

The dean of student affairs will meet with the student who is the subject of the complaint to discuss the Board recommendation as soon as and if practicable after the Board makes its recommendation. The meeting will be followed by a letter that confirms the Board recommendation and outlines the procedures available to the student to request reconsideration of the recommendation.

Requests for Appeal

If the student who is the subject of the complaint or the complaining student wishes to request reconsideration of the Panel recommendation, any such request shall be made in writing to the dean of student affairs within five calendar days of receiving notice of the Board recommendation. A request for reconsideration should include the following information:

- The name, address and telephone number of the student who is the subject of the complaint; and
- A clear statement explaining the nature and circumstance of the request, citing the reasons why the Board recommendation should be reconsidered.

The dean of student affairs will refer the request for reconsideration to the executive vice president who shall respond either by accepting the recommendation of the Board, by remanding the matter to the Board for further consideration, or by reversing or rejecting the recommendation. The executive vice president may proceed with or without meeting with the party requesting reconsideration. The determination of the executive vice president will be final.

Record Keeping

All sanctions or disciplinary actions are recorded and maintained by the dean of student affairs. Suspensions will be noted until such time as the time expires. The dean of student affairs will determine the appropriate method for recording the information presented at a Panel hearing.

Student Rights and Responsibilities

regina.robinson@cambridgecollege.edu • studentaffairs@cambridgecollege.edu

Student Code of Conduct

All Cambridge College students are bound by a Student Code of Conduct; see above. Student Handbooks are also available in the Student Affairs Office, on the website, and in each local Cambridge College office. All Cambridge College students are responsible for becoming familiar with the Code of Conduct. The Student Code of Conduct is also available at <https://www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct>

Complaints, Grievances, Appeals

studentaffairs@cambridgecollege.edu • <https://goo.gl/SgWgjD>

Student Complaints and Grievance Process

A student complaint is any unresolved issue that a student feels should be addressed to the dean of student affairs. This process resolves differences within the College; it is not a legal forum.

Here are the steps for handling concerns and complaints:

STEP 1 — Promptly discuss issue with the office involved and act upon their suggestions towards resolution. Connect with the director of that office or your Cambridge College regional site director if necessary. Resolution of complaints or grievances usually begins with this informal discussion with the person or office immediately concerned. Your academic advisor, program director, center director, or the dean of student affairs can suggest the appropriate channel for resolving particular complaints, and may assist you with the resolution.

Please make every effort to resolve an issue at step 1. Do not proceed to step 2 unless no adequate resolution has been achieved.

STEP 2 — Students who want assistance with problem solving are invited to contact the Office of Student Affairs:

- Submit a Student Concern/Complaint Report to the Office of Student Affairs at <https://goo.gl/SgWgjD>. Please fill out the report form completely, providing specific details. The dean of student affairs will then review the concern and facilitate further discussion towards a resolution. Cambridge College will make its best effort to resolve issues in a way that is positive for both students and the institution. *OR*
- Contact the dean of student affairs, who will serve as the mediator with College offices and administrators. Call 617-873-0470 or e-mail regina.robinson@cambridgecollege.edu. Please provide complete information about the complaint or concern, including:
 1. Student name, ID# and contact information.
 2. Date and nature of the concern.
 3. Names of staff or faculty involved.
 4. Narrative of correspondence with involved parties.
 5. What resolution are you seeking?

If at any time you feel uncomfortable, frustrated, or need additional help in the resolution process, you have the right to contact the dean of student affairs directly as the neutral third party to facilitate the process. However, step 1 above is recommended first.

Grievances may be taken to the appropriate state education commission. Please note that state authorities typically expect a student to make every attempt to resolve a problem within their college first. Each state has its own procedure for handling complaints, often including a student complaint form and other documentation. They typically do not accept anonymous complaints.

State Resources

Complaints are handled by the state education commissions listed below for the main campus and regional locations. Students who reside in other states see also Complaint Process for All States, below.

California — A student or any member of the public may file a complaint/grievance with the Bureau for Private Postsecondary Education at any time by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site, <http://www.bppe.ca.gov/enforcement/complaint.shtml>

Massachusetts — Massachusetts Board of Higher Education, One Ashburton Place, Room 1401, Boston, MA 02108 • 617-994-6950 • www.mass.edu/forstudents/complaints/complaintprocess.asp

Puerto Rico — Puerto Rico Council on Higher Education, PO Box 19900, San Juan, Puerto Rico 00910-1900 • 787-641-7100 • Fax: 787-641-2573 • www.ce.pr.gov

Other External Resources

Standards for Accreditation — The NEASC complaint procedures are solely for the purpose of addressing significant non-compliance with the Standards for Accreditation, not for individual dispute resolution. Contact: New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education (CIHE), 3 Burlington Woods Drive, Suite 100, Bedford, MA 01803 • <https://cihe.neasc.org> • 781.425.7714 • email: cihe@neasc.org

Equal Opportunity, Harrassment, Sexual Harrassment — Please contact:

The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building, 475 Government Center
Boston, MA 02203 • 617-565-3200

EEOC offices nationwide are listed online at www.eeoc.gov

Massachusetts Commission Against Discrimination (MCAD)

• www.mass.gov/mcad

One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108
• 617-994-6000

436 Dwight Street, Second Floor, Room 220, Springfield, MA 01103
• 413-739-2145



FERPA — If the College fails to comply with FERPA requirements, written complaints may be submitted to:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

Complaint Process for All States

Resources for Student Complaint Processes — www.sheeo.org/node/434 provides a directory of agencies responsible for directory of agencies and individuals responsible for implementing state postsecondary quality assurance laws for all 50 states, the District of Columbia, and Puerto Rico. The current directory (at time of printing) is [www.sheeo.org/sites/default/files/Complaint Process Links 12-2012.pdf](http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf)

The directory information should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or attorney generals offices will accept complaints regardless of whether an institution is required to be licensed in that state.

Title IX Sexual Misconduct Policy

Regina Robinson, Deputy Title IX Coordinator for Students and Dean of Student Affairs
regina.robinson@cambridgecollege.edu • <https://goo.gl/SgWgjD>

Cambridge College Values, Purpose of Policy, & Statement on Nondiscrimination

Institutional Values — Cambridge College (“CC” or “the College”) is committed to establishing and maintaining an educational and employment environment that is free from sexual misconduct. Sexual misconduct, as defined below, is a violation of a person’s rights, dignity, and integrity, and is contrary to the mission and values of the College. Acts of sexual misconduct are strictly prohibited and will not be tolerated.

CC takes all allegations of sexual misconduct seriously and is committed to providing information, education, resources, support, interim measures, and direction to the College community to prevent and address sexual misconduct. In response to any report that a member of the CC community has engaged in sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. To achieve equitable results, CC will carefully review and/or investigate all reports and complaints of sexual misconduct with an earnest intent to understand the perspective and experiences of each individual involved, and to provide for fair and impartial evaluation and resolution.

Coordination with CC’s Nondiscrimination Policy — Cambridge College recognizes that discrimination or harassment related to an individual’s sex, gender identity or gender expression (collectively, “gender related status”), which is prohibited by this policy, can occur in conjunction with discrimination or harassment related to an individual’s race, color, ethnicity, national origin, religion, age, disability, sexual orientation, or any other legally protected characteristics (“protected characteristics”). Targeting individuals on the basis of any protected characteristics also violates CC’s community standards. When misconduct relates solely to a person’s gender related status, Cambridge College will address such conduct pursuant to this policy. When the College receives a report that a community member has engaged in misconduct related to both a person’s gender related status and other protected characteristics, the College has discretion to decide under which policy or policies to address the report and will coordinate the investigation and resolution efforts to address any and all harassment and discrimination.

Notice of Nondiscrimination

Cambridge College is committed to establishing and maintaining an environment free of all forms of harassment and discrimination for all College community members. CC does not discriminate on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, or age in its programs or activities.

Prohibited Conduct & Definitions

Cambridge College prohibits all forms of sexual misconduct and gender-based harassment. Sexual misconduct is a broad term that includes, but is not limited to, sexual assault, sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, relationship violence, bullying or cyber-bullying relating to one’s sex or gender identity, and aiding or facilitating the commission of any such prohibited conduct. Gender-based harassment is also a broad term, and includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, gender identity, gender expression or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, and regardless of whether the gender-based harassment rises to the level of violating the law.

Reporting

Campus Reporting Options — To enable the College to respond to all reports in a prompt and equitable manner, the College encourages all individuals to directly report any incident of sexual misconduct to the Title IX coordinator or the deputy Title IX coordinator for students.

CC recognizes that a student or employee may choose to report sexual misconduct to any trusted employee of the College. For example, a student may choose to confide in a faculty member or an admissions counselor, each of which must report the incident to the College. Likewise, an employee may choose to confide in a supervisor. Under this policy, any full-time or part-time faculty member, staff member, or other employee who receives a report of sexual misconduct must share the report with the Title IX coordinator or the deputy Title IX Coordinator for Students. The Title IX coordinator and the deputy Title IX coordinator for students are specifically charged with investigating and responding to allegations of sexual misconduct.

Bystander Intervention — Cambridge College strongly encourages all community members to take reasonable and prudent actions to prevent or stop sexual misconduct, including relationship violence, stalking and sexual assault. Taking action may include directly or indirectly confronting the situation (if it is safe to do so), taking steps to interrupt the situation, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

For more information, see www.cambridgecollege.edu/sites/default/files/file_uploads/cctitleixpolicy-2016.pdf

Violence Against Women Act

Violence Against Women

domestic violence • dating violence • sexual assault • stalking

In accord with the Violence Against Women Reauthorization Act of 2013 (VAWA), Cambridge College will respond to reported incidents of violence against women in the Cambridge College community with support for victims and fair, impartial disciplinary procedures.

Prompt Crime Reporting

Campus policy encourages every member of the campus community to report a crime promptly to the local police and to submit reported crime incidents to campus security personnel, the regional center director, the director of business operations or the dean of students.

Institutional Response to Reports of VAWA Crimes

The institution has programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide victims with written notice of available options, remedies, and services. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

Education Programs About VAWA Crimes

The College has education programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees. These education programs will include: a statement that these crimes are prohibited at the College; definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the College's jurisdiction; safe and positive bystander intervention when there's a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the institutional disciplinary procedures.

Sanctions for VAWA Crimes

Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault, or stalking, the following sanctions or protective measures may be imposed: suspension, expulsion, education programs, community service, probation, no-contact order, disciplinary contract agreements, class changes, or other appropriate relief measures.

Procedures for Survivors of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Survivors/victims of these crimes will be provided written information about evidence preservation, how and to whom to report these crimes, options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities. Victims will also be provided information about rights and institutional responsibilities regarding no contact orders, orders of protection, trespass notices or other available applicable options.

Evidence preservation: In order to best preserve evidence, victims should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

Reporting: Victims should report to the dean of students, (room 326 at 1000 Massachusetts Ave. in Cambridge, MA, 617.873.0470) or the local regional center director.

Notifying Law Enforcement: Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.

Procedures for Institutional Disciplinary Procedures in Cases of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor of their choice present at any hearing and related meetings. There is no limit to the choice of an advisor; however, the parties are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee during the proceeding, and cannot present evidence or cross-question witnesses. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking are the appropriate campus student conduct disciplinary procedures or employee conduct disciplinary procedures as applicable. These processes include a report being taken, timely investigation, charges issued, initial meeting, hearing and appeal as applicable. Investigations will generally be conducted within 60 days of the report being taken, unless extenuating circumstances described to the victim occur. Hearing appeals must be filed within 10 days of the hearing determination. The standard of evidence in these cases is preponderance of the evidence. Following an allegation or report of one of these crimes, the institution may offer available protective measures such as a no-contact order; alteration of residence assignments, academic, and work situations.

Confidentiality

The institution will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures.

Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

Written Notifications to Students, Employees, and Victims of VAWA Crimes

For Students and Employees:

The College will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking. The College will also provide information about these services in writing to victims of domestic violence, dating violence, domestic violence.

For Survivors/Victims:

The College will provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

In accord with the Violence Against Women Reauthorization Act of 2013 (VAWA), Cambridge College will include in its annual crime statistics all reported incidents of VAWA crimes.

Military Students—Veterans and Active Duty

veterans.support@cambridgecollege.edu • www.cambridgecollege.edu/resources/veterans-benefits

Cambridge College is recognized as a military friendly institution offering a variety of degree and certificate programs which serve the academic and career development needs of many military members and their families. At Cambridge College our focus is on adult students, their experiences and their needs.

Our admissions staff and administration are trained to work with military students and help them get the best from all the benefits for which they qualify. At Cambridge College, we offer a personalized approach to assist our military students. Many of our faculty and staff have served in the armed forces and understand the challenges our military members and their families face each day. Our staff are here to help veterans through the admissions, registration and eligibility processes.

- The Veteran's Administration has approved Cambridge College programs for VA benefit coverage.
- Cambridge College is a Servicemember's Opportunity College (SOC) providing veteran support.
- Cambridge College is a Yellow Ribbon participant school.

Veterans Certifying and SOC Representatives

Please visit www.cambridgecollege.edu/resources/veterans-benefits for current contacts at Cambridge College.

Students taking courses at the Cambridge, MA campus should see the Bursar's Office for enrollment certification information after they have applied for benefits through the VA Office; students at regional Cambridge College locations should see their VA certifying official.

Transfer Credit Evaluation

Transfer credit—All students receiving veterans benefits will have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified. For transfer credit information please contact your veterans certifying representative.

Prior learning assessment can earn college credit and shorten your program—Veterans enrolled in undergraduate programs are especially encouraged to consider documenting their learning derived from experience in the form of standardized college-level exams and portfolios that demonstrate learning equivalent to specific college courses. For more information, ask to speak with your faculty advisor or Cambridge College regional center director, or visit www.cambridgecollege.edu/admissions/prior-learning-work-experience-credits.

Active Duty Tuition Discount

Tuition discount for active duty military personnel — Undergraduate tuition is reduced to the amount covered by the federal Tuition Assistance Program; the rate is subject to change. We do not charge out-of-state tuition to our military members.

Academic Progress

Progress will be monitored each term for all students receiving veterans benefits. If an undergraduate student's cumulative GPA falls below 2.0 (graduate programs 3.0), or completion rate falls below 67% (graduate programs 50%) in all courses attempted at Cambridge College, in any term, he or she will be placed on academic probation for a maximum of two additional terms. If the student's GPA or completion rate is not raised to meet graduation standards by the end of the second term of probation, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Reentrance: If the dean or regional site director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

A wide range of educational benefits are available to veterans, their dependents and family members through the United States Department of Veterans Affairs. Students must apply directly to the US Department of Veterans Affairs.

Below are several links that will get you started and will provide you with the information you need to take advantage of your benefits.

Departments of Veterans Services

U.S. Department of Veterans Affairs • <https://www.va.gov>

Massachusetts • www.mass.gov/veterans/education
Veterans' Services Officer, 43 Hawkins Street, Boston, MA 02114
Phone: 617-635-3037 • Fax: 617-635-3957

California • www.calvet.ca.gov

Puerto Rico • <http://www.benefits.va.gov/sanjuan/>

Other Resources for Veterans

VA Online Application for Educational Benefits • <https://www.ebenefits.va.gov/ebenefits/homepage>

Montgomery GI Bill (MGIB) • <http://benefits.va.gov/gibill/>

MGIB Verification (Web Automated Verification of Enrollment/WAVE) • <https://www.gibill.va.gov/wave/index.do>

Reserve Educational Assistance Program (REAP) or Chapter 1607 • www.benefits.va.gov/gibill/docs/pamphlets/ch1606_pamphlet.pdf

International Students

International Student Office • 617.873.0142 • www.cambridgecollege.edu/offices/international-students

Cambridge College accepts international students only at its campus locations in Massachusetts, where all course instruction is in English. For the English language proficiency required, see below.

The California and Puerto Rico campuses are not authorized by SEVIS to recruit international students.

For assistance with the application process, please speak with your admissions counselor.

For assistance with immigration-related questions, please speak with the International Student Office.

See also international student policies:

- www.cambridgecollege.edu/international-student-policies-f1-non-immigrant-student-status
- www.cambridgecollege.edu/international-students-and-immunizations-policy---registrars-office

Checklist of Documents Required for Admission/Issuance of I-20

International students seeking to receive an I-20 to obtain or maintain F1 non-immigrant student status through Cambridge College must be fully admitted into a full-time degree program at Cambridge College. Documents required for admission to Cambridge College include, but are not limited to:

All International Students

Completed, signed Application, with all required documents (see application booklet).

Application fee (see application booklet).

Completed, signed International Student Application Supplement.

Official demonstration of English Language Proficiency, documented in one of the following ways:

1. Official demonstration of English language proficiency. Cambridge College will accept the following scores equal to or greater than the following:
 - Paper-based TOEFL (PBT): 550
 - Computer-based TOEFL (CBT): 213
 - Internet-based TOEFL (IBT): 79-80
 - IELTS: 6.0
 - Michigan Test of English Language Proficiency (in-house): Level 2, 68 (undergraduate candidates); Level 3, 84 (graduate candidates)
2. A diploma from a U.S.-based college, university, or high school.
3. A Certificate of completion from a Cambridge College partner English language school. For a list of participating schools, please contact Admissions, or visit our website at www.cambridgecollege.edu/international-students/approved-english-language-schools
4. A reference letter from an employer documenting employment in the U.S. for at least three years in a professional or managerial capacity, attesting to the professional or managerial responsibilities.

Not required of students whose first language is English.

- Copy of your passport or other government-issued document, showing:
 - Your name
 - Date of birth
 - Country of birth
 - Country of citizenship (if different from country of birth)

Demonstration of adequate ability to fund your studies for at least the first year of study. Documents must be:

1. In English, or accompanied by a notarized translation into English.
2. Equal to or greater than \$26,000 for bachelor's and master's students; equal to or greater than \$30,000 for doctoral candidates.
3. No older than four months from the date of acceptance; no older than one month is preferred.
4. Accompanied by a completed Declaration of Funds, signed by the student or sponsor and signed by the bank from which funds are demonstrated.

Additional Documents

Additional documents required for students already in the U.S. include:

- I94, Arrival/Departure record, which you can access online at <https://i94.cbp.dhs.gov/i94/>
- Copy of your most recent visa.

Students currently in the U.S. in F1 status must also provide:

- Copy of current I-20, pages 1 and 2.
- Completed Transfer-In Request form.

Students with dependents in F2 status or wishing to obtain F2 status must also provide:

- Copy of each dependent's passport.
- Copy of each dependent's F2 I-20 (if applicable).
- Demonstration of financial capability for supporting the dependent while in the U.S.:
 - For a spouse, demonstrate an additional \$6,000 in financial capability.
 - For each child, demonstrate an additional \$4,000 in financial capability.

Conditional Acceptance

Conditional acceptance is offered to students who have met all admissions requirements except demonstration of the minimum level of English language proficiency. For more information, please contact your admissions counselor or the International Student Office. See conditional acceptance policy at www.cambridgecollege.edu/college-policies.

Changing to or Regaining F1 Status

Students who wish to obtain or regain F1 non-immigrant student status through Reinstatement or Change of Status must be fully accepted to a Cambridge College academic program before receiving a Change of Status requested or Reinstatement requested i20. Cambridge College will assist with issuance of the i20 and any photocopying services students need for the filing of the i539 for Change of Status or Reinstatement, but does not offer any legal advising to students for these processes.

Getting Started

Transfer Credit

Please consult an admissions counselor, the Transfer Credit Office or your academic advisor regarding transferring credits to or from Cambridge College.

State Health Requirements for College Students

Students are required to comply with state laws regarding health insurance and immunizations for college students.

CAMBRIDGE • LAWRENCE • SPRINGFIELD

Immunizations — Paper form required before students can register for first term of full-time study.

Get form at www.cambridgecollege.edu/resources/student-forms

Health Insurance — Required early in first term and yearly: Go to the 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.*

Financial Planning

Tuition and Fees — See *Tuition and Fees*.

Payment and Refunds — See *Payment and Refunds*.

Scholarships are not currently available to international students.

Room, Board and Personal Expenses — All Cambridge College students are responsible for their own housing, transportation, and any personal expenses. The College does not provide dormitories, except for the Summer Institutes.

Maintaining F1 Status

Orientation

All F1 non-immigrant students are required to complete the online New International Student Orientation during their first term of study. Students who fail to complete this online session will not be able to register for the following term.

Full Time Registration Requirement

In order to maintain F1 status at Cambridge College, F1 international students must:

1. Register for a full-time course of study in the first term and all subsequent terms except in the final term. “Full-time” is defined as:
 - 12 semester credits for bachelor’s (undergraduate) students.
 - 8 semester credits for master’s (graduate) students.
 - CAGS and doctoral (post-graduate) students: Course load per term is defined by the program. Please see the International Student Office for full-time registration requirements.
2. Attend all courses which contribute to full-time registration. Failing a class for truancy or absence is considered an unauthorized drop below full course of study and will result in loss of F1 status.
3. Register for no more than three credits of online course work in a required term, except where the online course registration exceeds the required minimum full-time registration.
4. Register for and attend courses only taught at the Cambridge College campus where the student has been authorized to attend. For a list of Cambridge College locations approved by the SEVP to host F1 students, please contact the International Student Office or visit www.cambridgecollege.edu/international-student.

Students are not required by federal regulations to register for Summer term except when Summer term is also the initial term of study; however, some academic programs may require Summer registration. Students must ask their academic advisor and/or academic dean if they are required to register for the Summer term.

Dropping Below Full Time Registration

In order to drop below full-time registration during a required term, students must first contact the International Student Office. No special permission from the International Student Office is required for Summer registration.

Students in their **final term of study** may register for fewer than the required number of credits, but are advised to contact the International Student Office to advise the P/DSO of their intent to graduate that term.

Students who wish to drop below full-time registration for **academic reasons** may do so only in the **first term of study**. They must contact the International Student Office no later than the fourth week of the term to request the reduction in course load. A student’s course load may be reduced to no fewer than **six credits** when the reduction is academic in nature. Reducing the course load to fewer than six credits during Spring or Fall terms is considered a violation of F1 status.

Students who wish to drop below full-time registration for **medical reasons** may do so at any time during the term, but must provide documentation from a licensed medical provider in the U.S. demonstrating the need for the Reduced Course Load due to a medical

condition. Students must notify the International Student Office in writing (email or letter) of the intent to drop below full-time registration **prior to dropping/withdrawing from courses**. Students must provide a completed Medical Reduced Course Load form to the International Student Office no later than 10 days after visiting the medical professional who certifies the need for a reduction in course load. Failure to do so is considered a violation of F1 status.

NOTE: Receiving authorization for a Reduced Course Load allows students to maintain F1 status while taking fewer than the minimum required credits during a required term. **Students who reduce their course load after the add/drop period are still responsible for any late fees or charges applied to their accounts**, as per the policies of the Bursar's Office. Applying for a Reduced Course Load is not a withdrawal/drop from a class. Students must also visit the Registrar's Office and Bursar when withdrawing from or dropping a class.

Updated Records

Students maintaining F1 status through enrollment at Cambridge College must keep all information updated with the International Student Office at all times. Students may email all information to the International Student Office and must do so within 10 days of the change in information. The information includes:

1. Current major field of study (if changed during studies).
2. Current residential address in the U.S.
3. Current legal name (if different from name provided when applying).
4. Current sources of funding (if different from funding demonstrated when applying).
5. Updated passport (may be scanned and emailed).
6. Updated visa (may be scanned and emailed).
7. Updated i94, Arrival/Departure record, which you can access online at <https://i94.cbp.dhs.gov/I94/>

International students must separately inform the Registrar's Office and International Student Office of any changes to their residential address in the U.S. Failure to report to either office within 10 days of moving may result in complications with communication from the College and the federal government.

Program Dates

Student program dates are listed on page 1 of the Form I-20. Each student is expected to monitor his/her own program dates and notify the International Student Office if an extension is needed, if s/he will complete the program before the listed end-date, or if s/he will depart the U.S. prior to completion of the program without intention to return within 5 months.

Degree/Enrollment Verifications

Students requesting enrollment verification must contact the International Student Office, providing their name and student ID number. The letter will confirm that the student is enrolled at Cambridge College, specify the student's standing (active, applying for reinstatement, applying for change of status, etc.), and note the student's SEVIS ID number and program dates as they appear in SEVIS.

Students requesting transcripts must submit a Transcript Request to the Registrar's Office. No transcript, official or unofficial, can be provided by the International Student Office.

Work Eligibility

Students in F1 non-immigrant status are permitted to engage in work only if they first receive authorization from the federal government through the International Student Office. There are three kinds of work in which international students may engage:

On-Campus Employment — International students may engage in part-time (no more than 20 hours per week) on-campus employment during required terms (Spring and Fall) and full-time (no limit on hours) during breaks and vacation (Summer). On-campus employment is not guaranteed to any student, nor is its availability guaranteed.

Curricular Practical Training (CPT) — International students may have the option to engage in Curricular Practical Training as part of their academic program. This is permitted only at the discretion of an academic instructor. Students interested in pursuing CPT should contact the International Student Office at least one academic term before the term in which they plan to engage in CPT.

Optional Practical Training (OPT) — International students completing a degree with Cambridge College may be eligible for the 12-month full-time Optional Practical Training benefit. Students should contact the International Student Office no later than the beginning of their final term of study for information on OPT and the OPT application process. Students may apply for OPT up to 90 days prior to the final date of classes listed for their level of study in the Academic Calendar, through 60 days following the same date. Students who have not been enrolled for two consecutive terms, including their final term of study, prior to completing their degree may not be eligible for the OPT benefit. As each student's situation is unique, one-on-one advising on OPT is strongly recommended.

Additional Information

For detailed information or questions regarding federal regulations governing F1 student status, please contact the International Student Office.