



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 community resources. 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.

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 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 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):

- **Tdap: 1 dose;** and history of a DPaP primary series or age appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥ 10 years since Tdap.
- **Hepatitis B: 3 doses;** laboratory evidence of immunity acceptable.
- **MMR: 2 doses;** first dose must be given on or after the first birthday and second dose must be given ≥ 28 days after dose 1; laboratory evidence of immunity acceptable. Birth in the U.S. before 1957 is acceptable only for non-health science students.
- **Varicella: 2 doses;** first dose must be given on or after the first birthday and second dose must be given ≥ 28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. Birth in the U.S. before 1980 is acceptable only for non-health science students.
- **Meningococcal: 1 dose;** 1 dose MenACWY (formerly MCV4) required for all students 21 years of age or younger. The dose of MenACY vaccine must have been received on or after the student's 16th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenjACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement.

*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee.

Exemptions: Medical exemptions (dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student), and religious exemptions (dated statement signed by a student or parent/guardian if the student is <18 years of age, stating that a vaccine(s) are against sincerely held religious beliefs) must be renewed annually, at the start of the school year.

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

Opportunities for student governance and leadership vary from school to school. Students are invited to contact their academic dean or regional 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.

Career Resources

Career Resources are available through multiple channels at Cambridge College. Students may access coordinated services from the Office of Student Affairs and from within each School in a variety of forms. Schools at Cambridge College have opportunities for field work, internships and targeted case work that is linked with employers or industry-based professionals. Students should inquire with Program Chairs and faculty members to learn more. Opportunities also exist for students to participate in career development workshops, career panels, and career fairs, where they can begin to make connections with employers and alumni. Plans for expanded services, both virtual and on-site, are in the early stage of development.

The Office of Student Affairs offers group and one-on-one counseling that is designed around a personal development process known as DEEP (Discover, Explore, Experience, Pursue).

- Discover yourself through self-assessment.
- Explore your chosen career path through research.
- Experience your career field with hands-on learning.
- Pursue your career dreams.

Through this model, the Office of Student Affairs helps students with career decisions, job search strategies, and exploration of volunteer, professional, and educational opportunities consistent with their interests, abilities and values. These services are available to 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 and career resources are accessible via MyCareerPATH, the college's virtual career management system. Visit MyCareerPATH (www.cambridgecollege-csm.symplicity.com) to set up your account to access online career resources and networking guides. Helpful sample documents can also be found. Note that the College provides career development resources, but does not provide job placement service.

Student Rights, Complaints and Grievances

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

All Cambridge College students are responsible to become familiar with the Student Code of Conduct and other College policies, and to abide by them.

Student Code of Conduct

The complete Student Code of Conduct is available at <https://www.cambridgecollege.edu/resources/student-rights-complaints-grievances>

Student Concerns and Complaints

Grades Related

The Cambridge College policy and procedures regarding student grade grievances can be found at www.cambridgecollege.edu/grades-grievance-procedure. Students must consult applicable policy and procedures in case of any academic concerns, complaints or questions. Students can always contact the dean of students with further questions.

Faculty Related

The Cambridge College policy and procedures regarding student complaints against faculty can be found at www.cambridgecollege.edu/complaints-against-faculty. Students must consult applicable policy and procedures in case of any concerns, complaints or questions regarding faculty. Students can always contact the dean of students with further questions.

Non-Academic and Service Offices Related

The Cambridge College policy and procedures regarding non-academic student complaints can be found at www.cambridgecollege.edu/non-academic-and-service-offices-concerns-and-complaints. Students must consult applicable policy and procedures in case of any non-academic concerns, complaints or questions. Students can always contact the dean of students with further questions.

Disabilities Related

The Cambridge College policy and procedures regarding disability grievances can be found at www.cambridgecollege.edu/disability-support-services/disability-support-services-regulatory-information. Students must consult applicable policy and procedures in case of any concerns, complaints or questions regarding disabilities. Students can always contact the dean of students with further questions.

Non-Discrimination and Harassment

Cambridge College is committed to an educational and work environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons in the educational setting and the workplace will be business-like and free of bias, prejudice and harassment.

Equal opportunity — It is the policy of Cambridge College to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, national origin, genetics, or any other characteristic protected by law. The College prohibits any such discrimination or harassment.

Retaliation is also prohibited — Cambridge College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the College to promptly and thoroughly investigate such reports. The College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

For more complete information, see <https://www.cambridgecollege.edu/non-discrimination-and-harassment>

Hazing Policy

Hazing is prohibited at Cambridge College. Any conduct by a Cambridge College student, including hazing activities, which is likely to cause serious bodily or mental injury to another is prohibited. In accordance to Massachusetts General Laws, Chapter 269, Sections 17, 18, 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment.

College disciplinary action will be addressed pursuant to the Student Code of Conduct.

See hazing policy in the Student Code of Conduct, available at <https://www.cambridgecollege.edu/resources/student-rights-complaints-grievances>

Title IX — Sexual Misconduct Policy

Cambridge College is committed to establishing and maintaining an educational and employment environment that is free from sexual misconduct. Sexual misconduct 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.

The Cambridge College policy and procedures regarding Title IX, Sexual Misconduct can be found at https://www.cambridgecollege.edu/sites/default/files/file_uploads/cctitleixpolicy-2016.pdf. Students must consult applicable policy and procedures in case of any questions regarding this topic. Students can always contact the dean of students with further questions.

External Resources

State Education Commissions

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.

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 NECHE (formerly known as 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 Commission of Higher Education
• 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
• 781.425.7785 • email: info@neche.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

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.

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 accordingly. 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

Disabled veterans may qualify for accommodations under the Americans with Disabilities Act. Please contact the Cambridge College Office of Disability Support for more information: disabilitysupport@cambridgecollege.edu • 617-873-0614

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 \$29,000 for bachelor's and master's students.
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.

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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.

Certification of Credentials Earned

Some international graduates report that upon returning to their home countries, they are asked to provide documentation from Cambridge College to certify the credentials they earned in the United States. Students who require the College to prepare documents beyond information readily available in the Academic Catalog or on the Cambridge College website will be assessed a fee (see Tuition & Fees Rates). Examples include but are not limited to:

- Report or letter summarizing specific course evaluation procedures, projects, and guidelines.
- Additional evaluation(s) created and conducted solely in conformity with the home country's protocol (e.g.: blind evaluation).
- Separate correspondence (beyond official transcript) verifying course descriptions/credits/hours for each course completed.
- Separate correspondence certifying class attendance policies. (Cambridge College cannot provide daily class attendance records for individual students.)
- Separate correspondence attesting to credentials of Cambridge College personnel such as blind evaluator and/or program chair, etc.

- Separate presentation certificate certifying Independent Learning Project presentation.
- Separate correspondence regarding Cambridge College online repository of published ILPs.
- Other documents that duplicate information readily available via the Cambridge College website or the Academic Catalog.

Students who plan to return to their home country following study at Cambridge College are advised to communicate with their National Department of Education (or other appropriate sources) prior to traveling to the United States, or upon their return, to obtain guidelines that itemize the documentation that will be required to validate credentials that were earned in the United States.