



## Admission

# Welcome to Cambridge College

For 50 years Cambridge College has been a pioneer in adult learning. With a main campus in Boston, Massachusetts and four regional locations nationwide, we provide academically excellent, time-efficient, and affordable higher education to a diverse population of adult-minded learners. The Cambridge College community is comprised of people who understand the complexities of a busy life, from the faculty and deans, to the staff and administrators. We offer students an educational environment and programs that are designed to fit into their busy lives. We welcome you to a vibrant community of dedicated students who come from different backgrounds, and arrive with a common desire to learn and share knowledge with others, and challenge themselves to grow into the leaders they have always envisioned themselves to be.

## Admission

### Equal Opportunity

We welcome a diverse student body and academic community regardless of race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, national origin, genetics, or any other characteristic protected by law. All candidate decisions related to admissions, retention, and graduation are made without unlawful discrimination.

See *Non-Discrimination and Harassment* on page 52 and view the policy at [www.cambridgecollege.edu/non-discrimination-and-harassment](http://www.cambridgecollege.edu/non-discrimination-and-harassment).

### Application for Admission

Apply online at [www.cambridgecollege.edu/applynow](http://www.cambridgecollege.edu/applynow) or request a printed booklet from your admissions counselor. Please mail all admissions materials to your admissions counselor at the Cambridge College location that you plan to attend. See the *Directory* on page 370 at the end of this catalog for addresses.

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

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

### Rolling Admissions

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

#### **Please note:**

Cambridge College reserves the right to deny a student admission. Submission of all required materials does not guarantee admission.

Students may only be actively enrolled in one degree or certificate at a time, though some exceptions may apply.

### Admission Materials

Cambridge College requires all admission materials to be submitted and reviewed in order for a student to be accepted and register.

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

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

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

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

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

## Assistance With Admissions Process and Beyond

Student navigators assist all students with admissions and enrollment policies and procedures, and lead the College's Reconnect retention initiative. The navigators serve a vital role in working with admissions, enrollment, financial aid and students' accounts. The navigators also collaborate with other offices such as Student Affairs, Student Success, Alumni Affairs and Strategic Partnerships to engage students and put them into the best position to succeed at Cambridge College.

## English Language Proficiency

The student must have the ability to read and write in English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam (as applicable for California students) or a higher education degree.

## Make an Informed Decision

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

## Transfer Credit Request

- **Undergraduate applicants:** All official college transcripts are evaluated for transfer credit.
- **Graduate applicants:** Go to [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits); download and complete the **Transfer Credit Request form**, and submit it with your application if you wish to have prior course work evaluated for transfer credit. Attach course descriptions and/or syllabi of required courses, especially for licensure programs.

See *Transfer of Credit* on page 47.

## International Transcripts

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

## International Students may be admitted at

**all campus locations.** The California and Puerto Rico locations are now authorized to admit international students. In addition to all standard admission requirements, see *International Students* on page 57 for additional requirements and information, and go to [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) for the following:

- The International Students Application Supplement must be completed and accompanied by all supporting documents listed.
- Official demonstration of English language proficiency.

## State Health Requirements — Massachusetts locations only

- **Immunizations** — Required before you may start classes. Get required form at [www.cambridgecollege.edu/resources/student-forms](http://www.cambridgecollege.edu/resources/student-forms).
- **Health Insurance** — Go to [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar) 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.**

## Students Returning After Five Years

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

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

See policy at [www.cambridgecollege.edu/returning-student-policy](http://www.cambridgecollege.edu/returning-student-policy)

# School of Undergraduate Studies

[www.cambridgecollege.edu/admissions-requirements/school-undergraduate-studies-admissions-requirements](http://www.cambridgecollege.edu/admissions-requirements/school-undergraduate-studies-admissions-requirements)

## Bachelor's Degrees and Certificates

- **Application** completed and signed.
- **\$50 Application Fee** nonrefundable (\$100 for international students).
- **Official Transcripts/Basis of Admission**  
Request official transcripts to be sent directly to Cambridge College in a sealed, unopened envelope. Follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts).

### Cambridge College requires at least one of the following:

- High school transcript (original) showing graduation or a recognized equivalent such as a General Educational Development (GED)/HiSET certificate.
- **or** Affidavit attesting to the completion of a high school program in a homeschool setting approved under state law, or—if state law does not require a homeschooled student to obtain a completion credential, completion of a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).
- **or** Enrollment in an “eligible career pathway program”. (See <https://ifap.ed.gov/dpccletters/GEN1609.html>)
- **or** Passing scores on an approved ability-to-benefit test (such as the Accuplacer Test administered by Cambridge College) in a single test administration: Reading Comprehension 55, Sentence Skills 60, Arithmetic 34.
- **or** Nine credit hours of Cambridge College course work, applicable toward an undergraduate degree or certificate, completed with grades of B or better. (Non-matriculated students may not receive aid while earning credits.)
- **or** 24 or more credits earned from a regionally or nationally accredited college or university. All official college transcripts are evaluated for transfer credit. **Note:** courses not included in an earned associate's degree must be earned at a grade of C or better to be eligible for transfer.

Please request transcripts from all colleges you have attended if you would like them to be evaluated for transfer credit.

## Program-Specific Requirements

### Alcohol & Drug Counseling Certificate

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

- Interview with and approval of the SOPC Admissions Committee and acceptance by the dean.
- Interview with program chair.
- Current résumé.
- Two professional recommendations.

**International Students** - See *International Students* on page 57 and follow instructions at [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) to meet additional requirements, including official demonstration of English language proficiency.

### Required only at Massachusetts locations:

- **Immunizations** — [cambridgecollege.edu/resources/student-forms](http://cambridgecollege.edu/resources/student-forms).
- **Student health insurance** — [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar)

Cambridge College Admission Requirements

# School of Education

[www.cambridgecollege.edu/admissions-requirements/school-education-admissions-requirements](http://www.cambridgecollege.edu/admissions-requirements/school-education-admissions-requirements)

## Non-Licensure Programs

### Master of Education (M.Ed.)

#### ADMISSION REQUIREMENTS FOR ALL LOCATIONS

- **Application Form** Completed and signed.
- **\$50 Application Fee** nonrefundable (\$100 for international students).
- **Official Transcripts** of required degree conferred by a regionally or nationally accredited institution of higher education. Request official transcripts to be sent directly to Cambridge College in a sealed, unopened envelope. Follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts).
  - **Earned bachelor's degree.**
  - **International transcripts** must be translated and evaluated by an approved agency.
  - **Transfer credit request** — Follow instructions at [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits). See *Transfer of Credit* on page 47.
- **Current Résumé**
- **Personal Statement** Write a typed, double-spaced essay (500 words) describing your professional experience, your goals and objectives for graduate study. How do you expect your graduate studies to enhance your future career? Keep a copy for your electronic portfolio of learning.
- **Two Professional Recommendations** addressing professional character and ability to perform graduate work.
- **Program-Specific Requirements** See below.

For Education Leadership non-licensure (M.Ed. and CAGS), please see Education Leadership admission requirements below.

**An interview** may be required at the discretion of the admissions counselor or the program chair (licensure and non-licensure).

**International Students** - See *International Students* on page 57 and follow instructions at [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) to meet additional requirements, including official demonstration of English language proficiency.

#### Required only at Massachusetts locations:

- **Immunizations**— [cambridgecollege.edu/resources/student-forms](http://cambridgecollege.edu/resources/student-forms).
- **Student health insurance**— [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar)

## Teacher Licensure Programs

### Master of Education (M.Ed.)

#### ADMISSION REQUIREMENTS FOR MASSACHUSETTS LOCATIONS

- **Application Form** Completed and signed.
- **\$50 Application Fee** nonrefundable (\$100 for international students).
- **Official Transcripts** of required degree conferred by a regionally or nationally accredited institution of higher education. Request official transcripts to be sent directly to Cambridge College in a sealed, unopened envelope. Follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts).
  - **Earned bachelor's degree with 3.0 GPA.**
  - **International transcripts** must be translated and evaluated by an approved agency.
  - **Transfer credit request** — Follow instructions at [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits). See *Transfer of Credit* on page 47.
- **Current Résumé**
- **Personal Statement** Write a typed, double-spaced essay (500 words) describing your professional experience, your goals and objectives for graduate study. How do you expect your graduate studies to enhance your future career? Keep a copy for your electronic portfolio of learning.
- **Two Professional Recommendations** addressing professional character and ability to perform graduate work.
- **MA Educator Documentation** from the Massachusetts Dept. of Elementary and Secondary Education (DESE) website. Keep copies of all documents submitted and, upon admission, post in your electronic portfolio (TaskStream):
  - Required for entry:**
    - Massachusetts Educator Personnel ID (MEPID number).
    - MTEL Communication & Literacy Test, successfully completed.
  - Required if completed** (see *SOE Academic Programs and Policies*):
    - Massachusetts preliminary license, if held.
    - Sheltered English Instruction requirement.
    - Fingerprinting and Criminal Offender Record Information.
- **Program-Specific Requirements** See next page.

Applicants who do not initially meet all requirements (e.g. GPA of 3.0 or MTEL) for admission into their chosen licensure program must enroll in the corresponding non-licensure degree option. Students who achieve a 3.0 GPA upon completion of the first three SOE courses, pass the MTEs, and now meet all requirements, may request a change of program.

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## Program-Specific Requirements for Non-Licensure and Teacher Licensure M.Ed. Programs

### ◦ **Autism/Applied Behavior Analysis M.Ed.**

Applicants to the M.Ed. programs that include the ABA course sequence must meet the requirements below **before they may begin the ABA coursework.**

- Active employment in a relevant, related field with at least one year of experience in a ABA-based treatment setting.
- Be working with or supervised by certified BCBA personnel. (Supervisor name and contact information must be submitted and verified upon program entry.)

Applicants must be prepared to pursue timely completion of the ABA course sequence, given that the sequence aligns with a particular edition of the exam approved by the national Behavior Analyst Certifying Board.

### ◦ **Math (5-8, 8-12)**

A math placement test is required, and is administered during the interview to assess applicant readiness to enter the math program selected and, upon acceptance, for program advising.

### ◦ **School Nurse Education**

Registered Nursing License (RN) required. Complete and submit a Registered Nurse License Requirement Form and be prepared to show your RN license to the program advisor when class begins.

### ◦ **Skills-Based Health/Social Emotional Learning**

Licensure and non-licensure candidates must document the successful completion of a course in anatomy and physiology. The program chair will provide a list of courses, locations, and course delivery systems upon request.

#### **Disclosures: Licensure Programs**

- Licensure requirements are subject to change per Massachusetts regulations.
- All candidates admitted for licensure programs must successfully complete the program in its entirety.
- All requirements at the time of program completion must be finalized prior to seeking Massachusetts endorsement for licensure purposes..

## SOE Certificates

### ADMISSION REQUIREMENTS

- **Application Form** Complete carefully and sign.

- **\$50 Application Fee** nonrefundable

### ◦ **Official Transcripts**

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

If applying for:

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

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

- **Program-Specific Requirements** See below:

### Program-Specific Requirements for SOE Certificates

#### ◦ **Autism/Applied Behavior Analysis**

- Master's degree or higher in education, special education, or psychology in an area that meets the current BACB™ standards at time of enrollment. Please consult the BCBA program chair prior to enrollment.
- Active employment in a relevant, related field with at least one year of experience in a ABA-based treatment setting.
- Be working with or supervised by certified BCBA personnel. (Supervisor name and contact information must be submitted and verified upon program entry.)

Applicants must be prepared to pursue timely completion of the ABA course sequence, given that the sequence aligns with a particular edition of the exam approved by the national Behavior Analyst Certifying Board.

#### ◦ **Elementary Science Specialist (1-6) Certificate**

- Valid Massachusetts elementary PK-2 or 1-6 initial license.

#### ◦ **General Science (5-8) Initial Licensure Teaching Certificate**

- Bachelor's or master's degree in a STEM field.
- MTEL Communication & Literacy Test, successfully completed.
- Transcript analysis.

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# Education Leadership Programs

ADMISSION REQUIREMENTS FOR MASSACHUSETTS LOCATIONS

## Licensure and Non-Licensure

- **Master of Education (M.Ed.)**
- **Certificate of Advanced Graduate Studies (CAGS)**

- **Application Form** Completed and signed.
- **\$50 Application Fee** nonrefundable (\$100 for international students).
- **Official Transcripts** of required degree(s) conferred by a regionally accredited institution of higher education. Request official transcripts to be sent directly to Cambridge College in a sealed, unopened envelope. Follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts).
- **M.Ed. applicants: earned bachelor's degree with 3.0 GPA.**
- **CAGS applicants: earned bachelor's and master's degrees with 3.0 GPA.** See also program-specific requirements.  
Please note: 3.0 GPA required for licensure programs but not for non-licensure programs.
- **International transcripts** must be translated and evaluated by an approved agency.
- **Transfer credit request** — Follow instructions at [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits). See *Transfer of Credit* on page 47.
- **Current Résumé**
- **Personal Statement** Write a typed, double-spaced essay (500 words) describing your professional experience, your goals and objectives for graduate study. How do you expect your graduate studies to enhance your future career? Keep a copy for your electronic portfolio of learning.
- **Two Professional Recommendations** addressing the applicant's professional potential, leadership aspirations, and performance/readiness specific to the program selected. If currently employed in P-12 schools or districts, at least one must be from an immediate supervisor or peer.
- **MA Educator Documentation** from the Massachusetts Dept. of Elementary and Secondary Education (DESE) website. Keep copies of all documents submitted and, upon admission, post in your electronic portfolio (TaskStream):  
**Required for entry:**
  - Initial or professional license in Massachusetts. See also program-specific requirements.
  - Massachusetts Educator Personnel ID (MEPID number).
  - MTEL Communication & Literacy Test, successfully completed.
  - Fingerprinting and Criminal Offender Record Information**Required for advising** (see *SOE Academic Program Requirements* on page 134):
  - Sheltered English Instruction requirement, if completed.
  - Massachusetts preliminary license, if held.

- **Program-Specific Requirements**

**Principal/Assistant Principal License** — Three full years of employment in an executive management/leadership role or in a supervisory, teaching, or administrative role in a public school, private school, higher education, or other educational setting accepted by DESE.

The required employment must be documented by official letter(s) from supervisor or human resources director.

## PhD in Applied Behavior Analysis with Specialization in Autism Intervention

- **School of Education Admission Requirements** for non-licensure programs as outlined above.
- **BCBA Certification** with significant professional experience in the ABA field.
- **Interview** with, and approval from, the ABA Program Director and faculty.

**An interview** may be required at the discretion of the admissions counselor or the program chair (licensure and non-licensure).

**International Students** - See *International Students* on page 57 and follow instructions at [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) to meet additional requirements, including official demonstration of English language proficiency.

**Required only at Massachusetts locations:**

- **Immunizations** — [cambridgecollege.edu/resources/student-forms](http://cambridgecollege.edu/resources/student-forms).
- **Student health insurance** — [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar)

# School of Management

[www.cambridgecollege.edu/admissions-requirements/school-management-admissions-requirements](http://www.cambridgecollege.edu/admissions-requirements/school-management-admissions-requirements)

## All Applicants

- **Application** completed and signed.
- **\$50 Application Fee** nonrefundable (\$100 for international students).
- **Official Transcripts** You must request official transcripts to be sent directly to Cambridge College; we must receive them sealed and unopened. Please follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts). International transcripts must be translated and evaluated.
- **Transfer credit request** — Follow instructions at [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits). See *Transfer of Credit* on page 47. Please note: No transfer credits are accepted into the MM55.

## Master of Business Administration

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

## Master of Management

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

**International Students** - See *International Students* on page 57 and follow instructions at [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) to meet additional requirements, including official demonstration of English language proficiency.

**Required only at Massachusetts locations:**

- **Immunizations** — [cambridgecollege.edu/resources/student-forms](http://cambridgecollege.edu/resources/student-forms).
- **Student health insurance** — [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar)

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

# School of Psychology & Counseling

[www.cambridgecollege.edu/admissions-requirements/school-psychology-counseling-admissions-requirements](http://www.cambridgecollege.edu/admissions-requirements/school-psychology-counseling-admissions-requirements)

## All Degrees and Certificates

- **Application** completed and signed.
- **\$50 Application Fee** nonrefundable (\$100 for international students).
- **Official Transcripts** of required degree(s) conferred by a regionally or nationally accredited institution of higher education. Request official transcripts to be sent directly to Cambridge College in a sealed, unopened envelope. Follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts).
- **M.Ed. and most graduate certificate programs** require an earned bachelor's degree. See also program requirements.
- **Post-master's certificates** require an earned master's degree; see program requirements.
- **Alcohol and Drug Counseling certificate** requires a high school diploma/GED, bachelor's, or higher degree.
- **International transcripts** must be translated and evaluated by an approved agency.
- **Transfer credit request** — Follow instructions at [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits). See *Transfer of Credit* on page 47.
- **Interview** with and approval of the SOPC Admissions Committee and acceptance by the dean.
- **Current Résumé**
- **Personal Statement**  
Write a 1-2 page essay (250-500 words) describing your reasons for obtaining a degree from Cambridge College, your professional experience and goals, and your academic background.
- **Two Professional Recommendations**

**International Students** - See *International Students* on page 57 and follow instructions at [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) to meet additional requirements, including official demonstration of English language proficiency.

### Required only at Massachusetts locations:

- **Immunizations** — [cambridgecollege.edu/resources/student-forms](http://cambridgecollege.edu/resources/student-forms).
- **Student health insurance** — [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar)

## School Counseling and School Adjustment DESE Licensure Programs

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

### ◦ MTEL Communication & Literacy Test

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

### ◦ GPA of 3.0

The official transcript of your prior bachelor's or graduate degree is required to show a GPA of 3.0 or better. Applicants who do not initially meet all requirements (e.g. GPA of 3.0 and/or MTEL) for admission into their chosen licensure program must enroll in our non-licensure degree options (see below).

### Students entering the College without having met the MTEL requirements are:

- Required to begin as follows:
  - ◆ If applying for *School Counseling (48 credits)*:  
GPA <3.0, Register for School Counseling, Non-Licensure
  - ◆ If applying for *Mental Health & School Counseling (66 credits)* or *School Adjustment/Mental Health Counseling (60 credits)*:  
GPA ≥3.0: Register for Mental Health Counseling.  
GPA <3.0: Register for Psychological Studies.
- Advised to take the Communication & Literacy MTEL within their first term at the College.

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

### ◦ Massachusetts Educator Personnel ID (MEPID number)

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

### ◦ Program Chair Consultation and Approval

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

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# Program-Specific Requirements

## **Alcohol & Drug Counseling Certificate**

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

## **Rehabilitation Counseling Certificate**

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

## **School Adjustment Counseling Certificate for Mental Health Counselors**

- Completion of current Cambridge College 60-credit M.Ed. in mental health counseling or equivalent program. (Bachelor's degree also required.)
- Pass Massachusetts Communication & Literacy Test (MTEL) and all other DESE licensure requirements for School Adjustment Counseling. See above.

# Cambridge College Global

## General Requirements - Computer and Internet Access

To participate in an online course, students must have access to a fully-functional laptop or desktop computer that can play audio and video. While students may be able to use a portable device (cell phones, tablets or “books”) to complete some of their coursework, other courses will require the use of downloaded software or web-based tools that are not compatible with portable devices. Access to Microsoft Office (Word, PowerPoint) and a broadband Internet connection is required to participate in discussions, assignments, access readings, transfer course work, and receive feedback from faculty.

## Undergraduate Programs

- **Application** completed and signed.
- **\$50 Application Fee** nonrefundable
- **Official Transcript(s)**

High school transcript (original) showing graduation or a recognized equivalent such as a General Educational Development (GED)/ HiSET certificate. Follow instructions at [www.cambridgecollege.edu/requesting-official-transcripts](http://www.cambridgecollege.edu/requesting-official-transcripts)

High school seniors may apply for admission but acceptance before high school graduation is contingent upon the receipt of notification of satisfactory completion of high school requirements or GED..

- **Pass the required English and Mathematics Placement Assessments** by achieving a score of 75% or better on both assessments. Students who score under 55% on either of the placement assessments will not be admitted to the College. Students who score between 55% and 74% on either of these assessments will be provisionally accepted and invited to take one or more fundamentals courses, which must be completed with a grade of “C” or better in order to matriculate into an undergraduate program.

Students who successfully transfer in a college level Math and English courses or their equivalents from an institution pursuant to its Transfer of Credit policy to CCG may be exempt from taking Placement Assessments.

### Prior Attendance at an Undergraduate Institution

All undergraduate applicants who have attended an undergraduate institution, prior to applying for admission to CCG, must disclose such attendance, whether or not requesting to transfer credit from such institution(s). CCG reserves the right to request and examine transcripts from previously attended undergraduate institutions. The extent of academic progress made by an applicant at their previous institution(s) may be taken into consideration in the admissions decision.

The College reserves the right, in the interest of student welfare, upon approval of the Program Chair, to waive certain admissions requirements in situations where a student is seeking enrollment to the College pursuant to an articulation agreement, teach-out agreement or credit transfer agreement between the College and another educational institution that the student is currently attending or has attended.

## Graduate Programs

- **Application** completed and signed.
- **\$75 Application Fee** nonrefundable
- **Official Transcript(s)**

Bachelor’s degree with a 3.0 GPA or higher or foreign credential equivalent established by a third party evaluation agency, or a master’s degree from an institution accredited by an agency recognized by the U.S. Department of Education. Students with a 2.0 GPA or above will be accepted on a provisional basis and fully accepted upon achieving a CGPA of 3.0 in the first two classes.

- **Personal Statement** (approximately one to two pages) describing how the Program will assist the applicant to achieve personal and/or professional goals.
- **Current Résumé** (Reflecting 4 years of work experience)
- **Personal Interview** generally conducted via telephone.

The Program Chair for the specific graduate program or other qualified College administrator will evaluate and approve applications to ensure that admissions requirements have been satisfied.

For good cause shown, at the discretion of the Program Chair, institutional admissions requirements may be waived or altered upon written approval by the Program Chair.

**For more information**, please see *Cambridge College Global* on page 281

**International Students** - See *International Students* on page 57 and follow instructions at [www.cambridgecollege.edu/prospective-international-students](http://www.cambridgecollege.edu/prospective-international-students) to meet additional requirements, including official demonstration of English language proficiency.

# Non-Matriculated Students

## Taking Individual Courses

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

The non-matriculated students registration form is available at the registrar's office, at regional centers, and on the Cambridge College website on the Student Forms web page: <https://www.cambridgecollege.edu/student-forms>

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

See policy at [www.cambridgecollege.edu/college-policies](http://www.cambridgecollege.edu/college-policies).

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

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

### Financial Aid

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