Federal Student Disclosure Requirements — In compliance with the federal Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), Cambridge College provides this list of topics for disclosure/compliance/student right-to-know and explains how to get the information.

The catalog and website describe the obligations and responsibilities of students and Cambridge College.

This guide is produced by the Office of Student Affairs and the Office of Enrollment Management & Marketing. Please call the Assistant Dean of Student Affairs at 617.873.0614 or the Assistant Vice President of Marketing & Digital Strategy at 617.873.0120 to request a printed copy, to make inquiries or complaints.
About the College

- www.cambridgecollege.edu/about-cambridge-college
- Accreditation and state authorization/approval
  www.cambridgecollege.edu/about-cambridge-college/accreditation-and-authorizations

- Academic Catalog, at www.cambridgecollege.edu/academic-catalog
  *Introduction* includes:
  > Accreditation and authorization
  > President’s Welcome
  > Mission, Vision, Values and History
  > Teaching/Learning Model
  > Student-Faculty Relationship
  > College Profile

Campus Settings and Locations
- Academic Catalog: *Introduction, Main Campus* and *Regional Locations*

Cambridge College is a private, nonprofit institution
- www.cambridgecollege.edu/about-cambridge-college

Administrative Officers
www.cambridgecollege.edu/about-cambridge-college/college-administration
- Academic Catalog: *Governance & Administration*

Board of Trustees
www.cambridgecollege.edu/office-president/board-trustees
- Academic Catalog: *Governance & Administration*

General Inquiries • for admissions and other inquiries, see below
www.cambridgecollege.edu/about-cambridge-college/college-administration
Office of Enrollment Management & Marketing • 617.873.0167

Financial Statements (Audited)
By written request to the Vice President for Finance & Administration

Academics
Academic Affairs Office • 617.873.0125

Academic Policies and Procedures
- www.cambridgecollege.edu/resources/academic-policies-procedures
- Academic Catalog: *Academic Advising, Policies, Procedures* includes Confidentiality of Student Records (FERPA)
- Academic Catalog: The introduction to each School (Undergraduate Studies, Education, Management, Psychology & Counseling, Cambridge College Global) includes school-specific policies.
- Call Registrar at 617.873.0106 or Student Affairs at 617.873.0614
Academic Integrity, Plagiarism and Sanctions

• https://www.cambridgecollege.edu/student-rights-complaints-grievances/student-code-conduct
• Academic integrity: www.cambridgecollege.edu/academic-policies-procedures/academic-standards-expectations
• Policy for use of copyrighted materials: www.cambridgecollege.edu/digital-millennium-copyright-act-policy

Academic Catalog

• www.cambridgecollege.edu/academic-catalog
• Request paper catalog from the Academic Affairs Office, Student Affairs Office, or your regional center office.

Academic Programs • Requirements for Degrees, Concentrations and Certificates

• www.cambridgecollege.edu/academic-programs
  Choose the school of interest, then a program and location at which it is offered.
• Academic Catalog: see the Schools of Undergraduate Studies, Education, Management, Psychology & Counseling, or Cambridge College Global.

Expected Educational Outcomes • Goals for Students’ Education

• Academic Catalog
  > Each school outlines general learning outcomes in its introduction
  > Each program includes learning outcomes
• On the website, choose your CC location/academic program and see program outcomes

Faculty

• Academic Catalog: Faculty

Courses Currently Offered

• Go to the MyCC web portal at https://mycc.cambridgecollege.edu/ics and click on Course Search

Programs and Services Available at CC Locations

• Academic Catalog: Regional Locations briefly outlines the services available
• The CC website shows which programs are available at each CC location.

Textbooks

• Go to MyCC web portal home page at https://mycc.cambridgecollege.edu/ICS, click on Course Search, and search for courses of interest. Textbooks may be listed there. Textbooks are listed on the course syllabus, which is available on the MyCC portal to registered students.

Other Available Educational Opportunities are announced on the website.

Programs and Courses Not Available

• Academic Catalog:
  > Each program is available unless otherwise noted
  > Not every course is offered every year; see MyCC>Course Search for current offerings each term
• www.cambridgecollege.edu/academic-catalogs-back-issues
Academic and Other Support Services

Academic Advising
- www.cambridgecollege.edu/academic-affairs/academic-advising
- Academic Catalog: Academic Advising, Policies, Procedures
- Academic Catalog: The introduction to each School (Undergraduate Studies, Education, Management, Psychology & Counseling, Cambridge College Global) includes description of academic advising.

Academic Support Services (writing and math tutoring) 617.873.0499 (Boston) or regional center director
- https://www.cambridgecollege.edu/resources/center-excellence-learning-and-teaching
- Academic Catalog: Academic Support Services

Career Resources
- https://www.cambridgecollege.edu/center-career-and-professional-development

Computer Use on Campus
- www.cambridgecollege.edu/information-technology/available-it-resources
- Academic Catalog: Academic Support Services

Instructional Facilities, Labs and Academic Technology Resources
- www.cambridgecollege.edu/available-it-resources/academic-technology and www.cambridgecollege.edu/available-it-resources/it-services
- Academic Catalog: Cambridge Main Campus and Regional Locations

Online Library and Support for Student Research
www.cambridgecollege.edu/resources/library-services
- Academic Catalog: Academic Support Services

Admissions
Admissions 800.829.4723

Contact Information for Admission Counselors, student services and advising personnel
- www.cambridgecollege.edu/about/faculty-and-staff
  OR: go to your CC location's homepage, click on About Us and then Contact Us
- Academic Catalog: Directory

Admission Requirements, Procedures, Policies
- Go to your Cambridge College location’s homepage and click on Admissions
  OR: go to your CC location and program of choice, then click on Admissions.
- Academic Catalog: Admissions

Articulation Agreements
- https://www.cambridgecollege.edu/transfer-students/transferring-credits-undergraduate-programs
- Academic Catalog: Transfer of Credit includes a list of institutions with which the College has articulation agreements
Transfer Credit Requirements, Policies, Procedures
- www.cambridgecollege.edu/admissions/transferring-credits
- Academic Catalog: *Transfer of Credit*

Attending Cambridge College
Student Affairs Office  617.873.0614

New students welcome and resources
www.cambridgecollege.edu/resources/new-students

Campus Safety and Security  617.873.0689
- www.cambridgecollege.edu/business-operations/public-safety
  includes Jeanne Cleary disclosure of security policy and crime statistics

Career Resources  617.873.0124
- https://www.cambridgecollege.edu/center-career-and-professional-development
- Academic Catalog: *Career Resources*

Class Attendance
- Academic Catalog: *Academic Advising, Policies, Procedures*

Disability Services/Campus Access  617.873.0614  disabilitysupport@cambridgecollege.edu or vera.dimoplon@cambridgecollege.edu
- www.cambridgecollege.edu/student-affairs/office-disability-support
  AND: www.cambridgecollege.edu/disability-support-services/disability-support-services-regulatory-information
  AND: www.cambridgecollege.edu/disability-support-services/documentation-guidelines
- Academic Catalog: *Student Affairs*

General Non-Academic Policies
- www.cambridgecollege.edu/college-policies
- Academic Catalog: *Compliance and Community Policies* includes:
  > Smoking Policy
  > Emergency Response and Evacuation Procedures, Fire Safety
  The College has developed procedures for response and notification in the event of an ongoing or continuing threat to the college community that may or may not include evacuation or closing a facility. Egress maps are posted in all classrooms and office suites with general emergency procedures to follow. For more information consult with campus security authorities listed below.
- Academic Catalog: *Student Affairs* includes:
  > Non-Discrimination and Harassment

Immunization Requirements
- Choose your Cambridge College location and academic program, click on the Admissions tab, and scroll down to State Health Requirements.
- Academic Catalog: *Student Affairs*

International Students  617.873.0142
- www.cambridgecollege.edu/offices/international-students
- Academic Catalog: *Student Affairs*
Student Activities • 617.873.0614
Cambridge College, as a non-residential college for adults, offers co-curricular and non-academic student activities. The College does not offer athletics programs. Events for students are announced on the website.
• www.cambridgecollege.edu/office-student-affairs-osa-policies-student-community

Student Code of Conduct, Sanctions for Code Violations • 617.873.0150
• https://www.cambridgecollege.edu/student-rights-complaints-grievances/student-code-conduct

Student Complaints and Grievances • 617.873.0150
• https://www.cambridgecollege.edu/resources/student-rights-complaints-grievances
• Academic Catalog: Student Affairs includes Student Rights, Complaints and Grievances
• Student Handbook: Student Rights, Complaints and Grievances

Title IX Sexual Misconduct Policy
• Academic Catalog: Student Affairs
• www.cambridgecollege.edu/college-policies

VAWA Violence Against Women Act • Academic Catalog: Student Affairs

Voter Registration
See your local town/city or state website or www.eac.gov

Cost of Attendance
Student Financial Services (Bursar) • 617.873.0403 • sfs@cambridgecollege.edu

• CC website: https://www.cambridgecollege.edu/bursar/tuition-overview
• Academic Catalog: Student Financial Services
  Includes: Tuition rates and other fees, payment, student health insurance, refunds and repayment.

Net price calculator • www.cambridgecollege.edu/net-price-calculator
The estimates provided are applicable only to full-time, first-time degree/certificate-seeking undergraduate students.

Student Health Insurance
• www.cambridgecollege.edu/bursar/student-health-insurance
Financial Aid
Student Financial Services (Financial Aid) • 617.873.0403 • sfs@cambridgecollege.edu

- Student rights and responsibilities regarding financial aid: www.cambridgecollege.edu/offices/financial-aid
- Loans, grants, scholarships, work-study: www.cambridgecollege.edu/financial-aid/financial-aid-resources
- Satisfactory academic progress: www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap
- Refund of excess funds: www.cambridgecollege.edu/financial-aid/financial-aid-faqs
- Academic Catalog: Student Financial Services/Financial Aid

Withdrawing

- https://www.cambridgecollege.edu/academic-policies-procedures/leave-absence-or-withdrawal

Statistics and Surveys
Research, Planning & Evaluation Office • 617.873.0238

Size and Characteristics of the Student Body/Student Diversity
- https://www.cambridgecollege.edu/research-planning-and-evaluation/student-consumer-information
- Academic Catalog: Introduction

Financial Aid and Student Debt
including 3-year cohort default rate, and average amount of student debt
- Academic Catalog: Introduction

Student Success
- Common Data Set. See www.cambridgecollege.edu/research-planning-and-evaluation/common-data-set

Retention and Pass Rates, including MTEL pass rate
- https://www.cambridgecollege.edu/research-planning-and-evaluation/student-consumer-information
- Academic Catalog: Introduction

Gainful Employment
- www.cambridgecollege.edu/research-planning-and-evaluation/gainful-employment
Key Contacts
www.cambridgecollege.edu/about/faculty-and-staff

Campus Security Contacts
Campus security is organized under the Vice-President for Finance and Administration.

Administration
Vice President for Finance and Administration .......... 617.873.0689

Boston
500 Rutherford Avenue ......................... 617.873.0111

Regional Locations
Lawrence campus: Andrew Hall .................. 603.870.9377
Puerto Rico campus: front desk security .......... 787.641.0099
Southern California campus: Chaffey College Police Dept
    emergencies .......................... 909.652.6911
    non-emergencies ....................... 909.652.6632
Springfield campus:
    emergencies or non-emergencies ............... 413.271.3110

Deans
School of Education .......................... 617.873.0168
School of Management ........................ 617.873.0490
School of Psychology and Counseling ................ 617.873.0208
School of Undergraduate Studies .................. 617.873.0236

Student Affairs
Assistant Dean of Student Affairs ............... 617.873.0614

Admissions Counselors
Call 1.800.829.4723 and ask for an admissions counselor at your location, or see
www.cambridgecollege.edu/about/faculty-and-staff if you know your admissions
counselor’s name.

Key Resources at the Boston, MA main campus
Admissions Operations ...... 617.873.0123 admissionoperations@cambridgecollege.edu
Student Financial Services
(Bursar and Financial Aid) .... 617.873.0403 sfs@cambridgecollege.edu
Disability Support ............. 617.873.0614 disabilitysupport@cambridgecollege.edu
Registrar’s Office ............... 617.873.0101 registrar@cambridgecollege.edu
Student Affairs ................. 617.873.0614 studentaffairs@cambridgecollege.edu
Enrollment Services .......... 617.873.0417 rudolph.thomas@cambridgecollege.edu
Transfer Credit Office ....... 617.873.0143 transfercredit@cambridgecollege.edu