



Cambridge College

NITE

National Institute for Teaching Excellence

CAMBRIDGE COLLEGE

NITE 2008

National Institute for Teaching Excellence

Cambridge College • NITE • Academic Programs
Summer Residency • Admission Policy • Highlights

NITE 2008 Summer Term in Greater Boston



Cambridge College

1000 Massachusetts Avenue & 80 Prospect Street
Cambridge, MA 02138
1-800-380-1218

www.cambridgecollege.edu/nite



Welcome from the Dean



I wish to extend my personal invitation to educators all across America to come to our unique, leading-edge programs for educators known as the National Institute for Teaching Excellence (NITE). At NITE, thousands of educators have gained the skills and knowledge, passion and perspectives to meet the challenges of educating our young people in the 21st century. Our graduates not only cope successfully in their classrooms, but achieve the extraordinary in their careers and school districts.

This summer you will come together to study and share ideas about teaching and learning, leading classrooms and schools, using effective theories and strategies. NITE students come from across the United States, Puerto Rico, the Virgin Islands, and other countries to study and socialize with fellow teachers and administrators in this five week, intensive summer residency which begins the degree program.

You will study with a diversity of professors who are some of the most highly qualified scholar/practitioners in their fields. Explore real questions in light of the latest research and best practices. We offer a large variety of programs. Some lead to teacher or administrator licenses, and others are for professional advancement.

Our previous students say that, after experiencing five weeks of collaborative learning, they leave re-invigorated and excited to bring their newly learned knowledge and skills back to their schools. At the same time, they have experienced a sadness at leaving new friends and colleagues.

I invite you to learn more about NITE and to join this exciting learning community of professional educators and leaders. I look forward to meeting you this summer.

Sincerely,

Anthony J. DeMatteo, PhD
Dean, School of Education

NITE 2008 Summer Calendar Subject to change

Mar./Apr. TBA	Summer course registration opens; Date will be supplied with your acceptance packet
As soon as you apply for admission, apply for financial aid at www.cambridgecollege.edu/financialaid	
June 1	Application deadline
June 13	Summer term fees due or payment plan application due with deposit; late fee charged if payment arrangement is not made by this date
June 21 Saturday	Arrive & Check-in Day 9am-5pm — Arrive and check in to residence
June 22 Sunday	Morning — Offices open: Registrar, Financial Aid, Bursar Afternoon — Introduction to Professional Seminar Evening — Student and faculty convocation
June 23 Monday	Classes begin
July 4	Independence Day — no classes, offices closed (classes on Saturday July 5)
July 19 Saturday	Undergraduate & CAGS students depart (end of week 4)
July 26 Saturday	Master's students depart (end of week 5)
Aug. 1	Payment plan: first payment due
Aug. 2 Saturday	Doctoral students depart (end of week 6)

NITE 2008 Guide to Programs

MEd Master of Education

	Initial Licensure	Professional Licensure	Non- Licensure
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Licensure programs for public school K-12 educators; approved by the Massachusetts Dept. of Education

- Early Childhood (PreK-2) ●
- Elementary Teacher (1-6) ● ●
- English as a Second Language
(PreK-6 or 5-12) ● ● ●
- General Science (1-6 or 5-8) ● ● ●
- Instructional Technology (all levels) ● ● ●
- Library Teacher (all levels) ● ● ●
- Mathematics (1-6, 5-8, or 8-12) ● ● ●
- School Administration ● ● ●
- School Guidance Counselor
(PreK-8 or 5-12) ●
- Teacher of Students With Moderate
Disabilities (PreK-8 or 5-12) ● ●

Non-licensure programs recommended for credentialed teachers for professional advancement & renewal

- Behavioral Management ●
- History ●
- Literacy Education ●
- Mathematics Education ●
- School Nurse Education ●
- Teaching Skills & Methodologies ●

BA Bachelor of Arts Degree Completion

Multidisciplinary Studies — degree completion; 60 prior credits required; 90 credits may be accepted.

Recommended for paraprofessionals and others who wish to continue on for a Master of Education.

CAGS Certificate of Advanced

Graduate Study in Educational Leadership (EdS)	Initial Licensure	Non- Licensure
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- School Administration ● ●
- Special Education Administration ● ●
- Education Specialist in Curriculum & Instruction ●

When you complete your CAGS, you're invited to apply to our EdD executive pathway.

EdD Doctor of Education in Educational Leadership

EdD Professional Pathway with CAGS — Choose any CAGS concentration; 12 transfer credits may be accepted.

EdD Professional Pathway without CAGS — 21 transfer credits may be accepted.

EdD Executive Pathway — 27 transfer credits required; 33 credits may be accepted, including Cambridge College CAGS.



Accreditation

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

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road, Bedford, MA 01730-1433
Telephone (781) 271-0022. E-Mail: cihe@neasc.org

Authorization & Approval

Massachusetts — All Cambridge College's degree programs are authorized by the Massachusetts Board of Higher Education. Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Department of Education and are subject to its regulations and standards.

In addition to the Cambridge campus, authorized instructional sites are located in Springfield, Lawrence, Marlborough, Newton (Newton-Wellesley Hospital), and Boston (Massachusetts General Hospital).

Virginia — Cambridge College is certified by the State Council of Higher Education for Virginia (SCHEV) to operate as an institution of higher education and to confer degrees at two regional centers:

- 1403 Greenbriar Parkway, Suite 300, Chesapeake, VA.
- Southern Virginia Higher Education Center, 820 Bruce Street, South Boston, VA.

The following programs are approved: bachelor's degrees in Multidisciplinary Studies, Psychology, Human Services, and Management Studies; Master of Education programs in Early Childhood Teacher, Education, Elementary Education, Mathematics (5-8), Mathematics Education, School Guidance Counselor, Teacher of Students with Moderate Disabilities, School Administration; and C.A.G.S. programs in Curriculum and Instruction and in School Administration; and Master of Management.

California — Cambridge College is approved by the Bureau for Private Post-Secondary and Vocational Education to offer the following programs in the state of California: bachelor's degrees in Multidisciplinary Studies, Psychology, and Management Studies; M.Ed. in Education, Early Childhood Teacher, Elementary Teacher, School Administrator, School Guidance Counselor, Teacher of Students with Moderate Disabilities, School Nurse Education; Master of Management; C.A.G.S. in Educational Leadership.

Georgia — Cambridge College is authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990. The College meets the requirements of the Nonpublic Postsecondary Education Commission to offer selected programs in the state of Georgia: B.A. in Multidisciplinary Studies, B.S. in Management Studies; M.Ed. in School Administration, School Guidance, School Library, and Special Education; C.A.G.S. in Educational Leadership in Curriculum and Instruction, School Administration, and Special Education Administrator; Master of Management in Health Care Management.

Tennessee — Cambridge College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. (Tennessee Higher Education Commission: www.state.tn.us/thec/).

The following programs are authorized: M.Ed. in Education, Mathematics (1-6, 5-8), Teacher of Students with Moderate Disabilities, School Administration, School Guidance; C.A.G.S. in Educational Leadership with concentrations in Curriculum and Instruction, School Administration, and Special Education; Master of Management in Health Care Management.

Tennessee student grievances — Any grievance not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293.

Puerto Rico — The Puerto Rico Council on Higher Education has authorized Cambridge College to offer M.Ed. programs in Art Education, Elementary Education K-3 and 4-6; Health, Family and Consumer Sciences; Instructional Technology; Library Teacher; Mathematics Education, School Administration, Special Education, Teacher of English as a Second Language, Workforce Education; Addiction Counseling, Forensic Counseling, Marriage & Family Counseling, and School Counseling.

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for **Teaching
Excellence**

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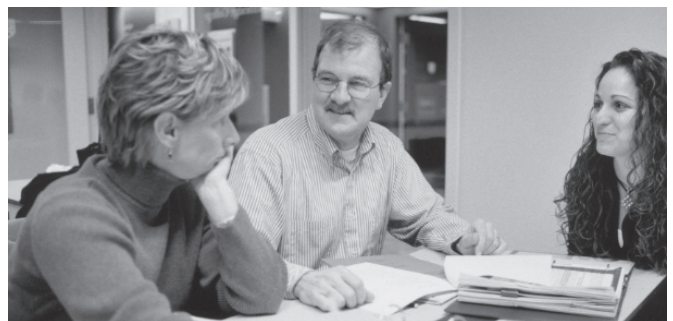
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About This Catalog

This publication introduces Cambridge College's National Institute for Teaching Excellence and its academic programs. It has been compiled from the best information available at the time of publication. All information is subject to change. More complete information is published in the Cambridge College Academic Catalog, available on request from the School of Education and on the Cambridge College website. Students are responsible to read, understand, and comply with all Cambridge College policies and procedures.

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National Institute for Teaching Excellence NITE 2008 • Feb. 2008 edition

Connecting Teachers

CAMBRIDGE COLLEGE

Mission & Values

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

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

History

In 1971, a small group of educators dreamed about a college which would serve working adults who did not have ready access to higher education. Out of this dream Cambridge College was born, first as the Institute of Open Education at Newton College of the Sacred Heart, then as part of the Antioch University Network, and finally in 1981 as an independent institution.

At first, one course of study was offered: a master's degree program for teachers, with a focus on urban schools. The mission and philosophy of the College drew attention quickly. Students from businesses, non-profit and social service agencies, and other professions became part of this adult learning community. Thanks to the commitment of its faculty, the generosity of its friends, and the achievements of its graduates, the College now offers a broad range of academic programs that strategically serve urban communities.

The National Institute for Teaching Excellence (NITE) began in 1990, when the College first brought educators from across the United States to an Urban Education Program in Cambridge.

NITE students live and learn together for an intensive summer institute. They share experiences and resources, and learn new ways to create supportive and stimulating learning environments in which diversity is welcomed and each student's learning style and learning experience is supported. Students return to their school systems renewed and empowered, continuing their academic programs at home.

NITE was the first way that Cambridge College served students outside New England. Regional centers now bring Cambridge College's programs to working adults in Springfield and Lawrence, Massachusetts, and in California, Georgia, Puerto Rico, Tennessee and Virginia.

Until 1994, all Cambridge College students earned master's degrees. Bachelor's degree programs were first offered in 1994 and have grown and diversified since. The College develops educational leaders for our nations' schools with Certificate of Advanced Graduate Studies programs which began in 2000, and a Doctor of Education program which began in 2006.

When Cambridge College was founded in 1971, it was one of the few programs designed especially for working adults. Ever since, Cambridge College has been a leader in adult education, and its approach to education is now widely embraced.

About Our Students & Faculty

The rich diversity of faculty, administration, staff, students, and the Board of Trustees enhances learning in Cambridge College's environment of inclusion, respect, and trust. Everyone gains from listening to one another's perspectives. Class discussions draw on the richness of one of the most diverse learning communities in New England. Students bring a wealth of difference in age, educational background, professional attainment, race, ethnicity, and language. The College's faculty, staff, administration, and Board of Trustees mirror this level of diversity.

2006-2007 Academic Year Statistics

- More than 7,400 full-time and part-time degree and certificate-seeking students enrolled annually, including:

3,400 . . . Cambridge, MA	750 . . . Chesapeake, VA
525 . . . Springfield, MA	45 . . . South Boston, VA
500 . . . Lawrence, MA	650 . . . Augusta, GA
800 . . . National Institute for Teaching Excellence	480 . . . San Juan, PR
	250 . . . Ontario, CA

- More than 1,700 undergraduate students, 5,600 graduate students.
- 46% full-time students, 52% part-time students.
- Average age: undergraduate: 34, graduate: 38, overall: 37.
- Gender: 72% female, 27% male.
- Minority students comprise 62% of undergraduate students, 48% of graduate students, and 51% of the overall student body.
- 52% received private, federal, or state financial aid.
- 26% of students who received aid have annual incomes below \$25,000.
- Student/faculty ratio: 11:1.
- Over 25,000 graduates.



Our students are adults and are serious about learning, but may be uncertain about going back to school. Most seek their degree for professional advancement or a career change.

Students (All Locations)	Overall	Under- graduate	Graduate
International Students	3%	3%	3%
Black/African American	32%	33%	32%
Native American	0%	0%	0%
Asian/Pacific Islander	2%	3%	1%
Latino/Hispanic	15%	23%	12%
White	31%	17%	35%
Unknown	18%	21%	17%

Faculty & Staff (All Locations)	Faculty	Staff
Female	59%	63%
Male	41%	37%
Asian/Pacific Islander	3%	8%
Black/African American	14%	24%
White	68%	57%
Native American	0%	0%
Latino/Hispanic	15%	11%
Unknown	0%	0%

Teaching & Learning Model

Cambridge College is a learning community where working adults build their education on a lifetime of learning. Our learning and teaching practices are based on our extensive experience serving adult students.

The College believes that each person can learn, notwithstanding one’s age, life history, current circumstances, or past academic experience. Therefore, entrance requirements are not a barrier. The College works with students to build the skills needed for academic and career success, providing experiences of genuine learning that make new learning possible. Students are expected to meet high academic standards by the end of the program.

Each person has a unique way of learning and thinking, so faculty find out how their students learn, and construct learning activities that make best use of their students’ learning styles.

Each student’s uniqueness, capabilities, and experiences are affirmed in a supportive classroom. Students are expected to share with the class — to learn and to teach. The real-world diversity of our classes provides rich opportunities to draw academic learning from experience. This learning is “unfinished,” student-centered, and socially constructed in class. It links individual students with one another and the socio-cultural world.

The learning community and process are as important as content. Students and faculty learn together and assist one another in a collaborative learning community. A class reflects on their previous experiences related to the course, and academic perspectives bring understanding and stimulate further learning. This process enables students to transcend inequities, previous failures, limitations, and the past itself.

Theory and practice are an interactive process in classroom discussions, blending current academic theory, research, and information with personal values, experience, and professional practice.

Our students gain the content knowledge and skills to meet professional standards in their field. Many of our faculty members are experienced professionals in their fields, providing both academic and professional perspectives.

Our students are individual adults, family members, working professionals, and community members. Their many perspectives provide rich material for classroom discussion. Our programs support working adults’ efforts to advance in their careers, change directions, and improve their lives and communities. Students report that our programs and course work are more applicable in their work environments and of greater value to their professional growth than more traditional degrees.

Time-efficient, flexible programs, and course schedules fit into busy adults’ schedules; intensive courses can be completed in a short time. Students’ life and professional experiences accelerate classroom learning. Credit may be awarded for documented academic learning drawn from experience. Transfer credit policies recognize adults’ past academic accomplishments.

Lifelong learning and leadership. Our students become their own teachers, able to learn not only in school, but also in their careers and communities. They become more effective team members and leaders, making meaningful, practical contributions to families, workplaces, and communities. Networks often form among students, enhancing their lives and careers for years.

UNDERGRADUATE

Introduction & Policies

Bachelor's Degree Completion Program

This program is for instructional aides, paraprofessionals and others trying to advance their careers as educators, who have an associate's degree or at least 60 prior credits that meet general criteria for transfer credit. This is an excellent opportunity for those who need a bachelor's degree, and for those who want to continue on for a Master of Education.

This is a strong liberal arts course of study that acquaints students with the main disciplines of intellectual inquiry as required for all educators by the Massachusetts Dept. of Education. Current and future teachers will gain an excellent command of content across core disciplines including history, literature, the natural and physical sciences, and the social sciences.

Students will become skilled in integrating information, creating meaning from it, and understanding the relevance of their studies to the real world of teaching. The final project, the Capstone, will provide documented evidence of each student's breadth of learning. Graduates will be able to apply comprehensive knowledge of the arts and sciences to the classes they teach; to communicate effectively orally and in writing; and to understand the needs and motivations of learners across the life-span.

The bachelor's program begins with a four-week summer residency and continues online during the fall and spring. Students participate in cohort-based, individualized study with a faculty advisor to support their learning and guide them through their academic plans.

We use the Cambridge College teaching and learning model of collaborative learning. Lectures and assignments encourage individual expression of ideas and personal experience. Students focus on topics related to their areas of personal interest, and customize their program to support their own personal and professional needs.

Students return for a second summer term and may complete their study online in the following fall and spring.

Academic Advising

The program coordinators or their designees are the primary advisors for all students enrolled in the NITE bachelor's degree program. Advisors monitor students' academic progress, act as an ombudsperson, and support students' efforts to complete their degree.

Taking Graduate Courses

In consultation with your advisor, and with written permission from the course instructor, undergraduate students who have completed at least 90 credits may take graduate courses at Cambridge College. These graduate courses may be applied towards a bachelor's degree if they meet current program requirements; they may not be used towards a graduate degree. Licensure courses may not be taken by undergraduate students.

Portfolios and Exams for Credit

Undergraduate students may earn academic credit for learning outside the classroom (not simply for experience itself). You may attempt to demonstrate the learning equivalent to college courses that meet your program requirements. (Content must not duplicate courses already taken or accepted in transfer). **The credits earned are counted as transfer credits.**

By doing portfolios and standardized exams, students can save both time and tuition costs. To get started, contact the Student Academic Support Services Office.

Portfolios — A portfolio is a binder in which you describe and document your learning equivalent to a particular college course. A faculty expert in the field evaluates your portfolio and awards appropriate credit. For more information and to get started, go to the Cambridge College website. From the home page, go to Student Services, then click on Portfolios.

Standardized Examinations — Undergraduate credit is awarded to Cambridge College students for CLEP and DANTES DSST exams completed with scores at or above the minimum recommended by the American Council on Education (equivalent to a grade of C). The credits earned are counted as transfer credits.





Bachelor of Arts degree completion program in

MULTIDISCIPLINARY STUDIES

120 Credits; 60 credits completed at Cambridge College • NITE • Two years

Prior Course Work 60 credits

Credits must meet general criteria for undergraduate transfer credit; 90 credits may be accepted.

SUMMER 1 14 credits

Residency required

Study Path: Establish a cohort based, individualized study path with the help of an academic mentor. Your study path will act as a common thread throughout your course work. Course instructors will design specialized assignments that help you address your career and personal goals.

Writing course.	3
Writing & critical thinking course	3
Two education methods courses	6
Writing & research course	2

FALL 1 8 credits

Distance learning

Humanities course	3
Critical thinking course	3
Writing & research course	2

SPRING 1 8 credits

Distance learning

Social science course	3
Capstone course	3
Research methods course	2

Students with 90 transfer credits, who finish the Capstone, may be eligible to graduate this term.

SUMMER 2 14 credits

Residency required

Two science courses.	6
Math course	3
Education methods course	3
Research methods course	2

FALL 2 8 credits

Distance learning

Humanities course	3
Social science course	3
Professional development for teachers course.	2

SPRING 2 8 credits

Distance learning

Humanities course	3
Social science course	3
Professional development for teachers course.	2

Admission requirements:

- At least 60 undergraduate credits that meet general criteria for transfer, or an associate's degree.
- Other general requirements (see Admission).

Program, course offerings and schedule subject to change without notice.

Program Coordinator: William McMullen, PhD
800-877-4723 x1203 • William.McMullen@cambridgecollege.edu

SCHOOL OF EDUCATION & NATIONAL INSTITUTE FOR TEACHING EXCELLENCE (NITE)

Introduction & Policies

Cambridge College is responding to rising standards for teachers by offering a greater variety of cutting-edge master of education programs that lead to educator licensure/certification. Other programs are for seasoned, fully credentialed educators, and those who work in educational settings where licensure is not required. These programs can help teachers renew their passion for teaching and advance their careers. For educators who already hold master's degrees, we offer Certificate of Advanced Graduate Studies programs and a Doctor of Education degree.

Learning Community & Faculty

The Cambridge College School of Education is a broadly based, inclusive learning community. Our diverse faculty of scholar-practitioners includes experienced teachers, other educators, and school administrators. The School of Education attracts a highly diverse student body, providing a rich learning experience for all.

Effective Learning & Teaching

The Education faculty has pioneered effective learning and teaching techniques such as accelerated learning and integrative teaching. Incorporated into elementary and secondary curricula, these effective teaching methods improve the performance of an increasingly diverse school population.

Schools

Schools are at the heart of Cambridge College's mission. The College trains teachers and other school professionals who reflect the diversity of our nation's public schools, and who understand

first-hand the difficulties that school children and their families face. Many of our faculty are practicing teachers and school administrators themselves.

We believe that school children must have teachers with whom they can identify in order to learn well. Their performance is partly due to the role models and the teaching strategies they experience. Therefore, we especially welcome bilingual and minority students, including those who have not been served well by traditional education. We work with each motivated adult to be sure that he or she gains the skills needed to succeed.

Choose Your Program Carefully

Applicants, it is essential that you understand how differences between non-licensure and licensure programs may affect your plans for licensure or for licensure status upgrades. States have different requirements for licensure. Before you enroll, you are responsible to:

- 1. Contact your state education dept.** — You are responsible for understanding and meeting their requirements for licensure (certification/credential) and for following their procedures. Students enrolling in non-licensure programs who expect to become licensed should be thoroughly informed of their state regulations.
- 2. Read the catalog** — Get all the information about our education programs, and verify your program choice with your state dept. of education.

Advising & Professional Seminar

Admissions counselors give applicants an overview of the College's academic programs and assist with the application process. Program coordinators are available for further academic counseling. Faculty Admission Committee recommendations are communicated to applicants.

Professional Seminar — The faculty instructor leading the Professional Seminar will be the academic advisor and mentor to each student throughout the program. The seminar provides varied opportunities for self-assessment, peer assessment, and faculty guidance for pursuing growth and competencies related to success in the area of study and/or licensure. In licensure programs, the Professional Seminar also includes a clinical journal and professional growth plan.

Students bring the wealth of their individual experiences to the Seminar, and learn from the collective knowledge of all. They advise, support, and network with one another throughout their program and thereafter.

The seminar leader is the students' academic advisor for the duration of the program and schedules periodic individual meetings. The seminar leader is the supervisor of the Independent Learning/Research Project with responsibility for approval. Seminars focus on professional issues in the students' field and support professional development.

Academic Support

Faculty support and cooperative learning help adult learners to meet the challenges of higher education and standards for educator licensure.

Writing Support — A major goal of Cambridge College is to produce graduates who think critically and communicate clearly—orally and in writing. Writing is a complex process that takes a lot of time and practice. Therefore, a writing assessment is conducted and students are referred to writing course work and writing support as needed. Students can improve their communication and literacy skills to get the most from their course work and write their independent learning projects.



Writing faculty tutors guide students through the writing process, from articulating a main idea, to generating supporting details and organizing them, through proofreading and editing for errors.

Transfer Credit

Transfer courses must meet all general criteria for transfer and match current program requirements, especially for licensure programs. See Transfer of Credit for more information.

Program Outcomes

Academic programs develop skills, competencies, attitudes, values, and habits of mind which enable educators to nurture learning in schools, families, and communities. Students will:

- Be affirmed as individuals and professionals.
- Discover their strengths and learning/thinking styles.
- Acquire content and skills in their area of study and meet professional standards.
- Teach effectively people from diverse backgrounds and with diverse needs.
- Realize their own potential and create learning environments in which others realize their potential.
- Develop a network of relationships with fellow learners, Cambridge College faculty, and the faculty in their own schools.

LICENSURE PROGRAMS & POLICIES

The Cambridge College School of Education offers a variety of innovative academic programs to train educators for classrooms, specialized education professions, and administration. They are within current Massachusetts state guidelines, are approved by the Massachusetts Department of Education, and are subject to its regulations and standards. To enable students to meet evolving professional standards for licensure, programs are subject to change.

Massachusetts Licensure

Students in programs leading to licensure, who wish to pursue educator licensure in Massachusetts, must contact the Massachusetts Dept. of Education, follow their procedures, and meet all requirements. Students must complete all academic program requirements, the practicum, the Massachusetts Tests for Educator Licensure, and any other state requirements. The practicum must be conducted in Massachusetts in a school which uses the Massachusetts Curriculum Frameworks. Program coordinators are available to counsel students regarding licensure.

Paths to Licensure in Other States

Students pursuing licensure are responsible to get current information from their state education dept., meet their requirements, and follow their procedures. You are advised to follow the path to licensure recommended by your state education dept. You may:

- Take our Massachusetts-approved programs, which are accepted by many states, and follow your own state's licensure and educator testing procedures, leading directly to licensure by your own state. OR
- Obtain Massachusetts licensure (see above). Then, with Massachusetts licensure, you can pursue licensure in your own state under reciprocal agreements.

California, Georgia, Tennessee, Virginia, and Puerto Rico — Cambridge College is authorized to operate in these states, and to offer selected academic programs for educators.

Documentation for your state when you graduate — If you want licensure (certification, credential), you **MUST** enroll in an approved educator licensure program. When you graduate, you will need to submit a program verification form to Cambridge College.



Practicum

The practicum, required for all concentrations that lead to Massachusetts Initial Licensure, must be completed:

- In a school that uses the Massachusetts Curriculum Frameworks.
- Under a licensed supervising practitioner (teacher or administrator) who holds the license for which you are preparing.
- With supervision and on-site visitation by Cambridge College faculty.

The acceptability of a practicum or practicum site is determined by the program coordinator in compliance with current Massachusetts Dept. of Education regulations.

Students are not allowed to register for the second segment of a two-term practicum if they have an *Incomplete* grade in the first segment.

Practicum in States Other than Massachusetts — The practicum is conducted in your home state. It may be adjusted to meet your own state's requirements if they exceed Massachusetts requirements (no reduction of requirements permitted). A modified practicum is not acceptable for Massachusetts licensure. Please discuss your needs with your program director.

Practicum Prerequisites — Before registering for a practicum, students must:

- Pass all teacher tests required by your own state for the license sought.
- Complete Pre-practicum with 75 or more hours of directed field-based training in conjunction with selected courses.
- Pass all required courses.

An Exit Performance Portfolio is required to pass the practicum seminar. It must show evidence of knowledge and skills in the area and level of licensure sought, and mastery of the Professional Standards for Teachers. It also documents:

- Nature and length of the pre-practicum.
- Courses.

- Clock hours fulfilling the role(s).
- Name and position of the College supervisor and supervising practitioner(s).
- Evidence of meetings between supervisors and the candidate.

C.A.G.S. Practicum — When students enter the program, they are expected to have located a practicum site. Licensure students should have an agreement with a local educator holding a license corresponding to the license for which they wish to apply and who is willing to serve as the supervising practitioner. A faculty supervisor will be appointed by Cambridge College to arrange on-site visits with licensure students during the practicum period.

Massachusetts C.A.G.S. students who have previously passed the *Communication and Literacy* test (MTEL) when obtaining their prerequisite license need not repeat the test. Students who obtained their Massachusetts educator license before these exams were required must take the MTEL as a licensure practicum prerequisite. Students from other states who have previously met their own state's current teacher test requirements need not repeat the test.

Students may petition to waive the practicum if they do not desire an administrative license. If the practicum is waived, students complete the Curriculum and Instruction portfolio.

Tests for Educator Licensure

Students are required to pass the Communication and Literacy test, subject matter knowledge tests, and the Foundations of Reading test (Massachusetts Tests for Educator Licensure) as required by Massachusetts for the license sought, before registering for a practicum. It is highly recommended that this exam be taken at the end of the first term. Academic support is available to students who need to strengthen basic skills before repeating the test.

States other than Massachusetts — Through reciprocal agreements, many states recognize academic programs approved by the Commonwealth of Massachusetts for licensure. However, the teacher testing requirements of each state still apply. Therefore, most students in our national programs leading to licensure take their own state's exams rather than the Massachusetts Tests for Educator Licensure. Students are responsible for checking with the education authorities in their home states and plan accordingly.

Report Card

Schools are at the heart of Cambridge College's mission. We believe that school children must have educators with whom they can identify in order to learn well. Therefore the College trains teachers and other school professionals who reflect the diversity of our public schools and understand first-hand the difficulties that school children and their families face.

Students who completed Cambridge College licensure programs and took the Massachusetts Tests for Educator Licensure show the following pass rates.

2005-2006 Academic Year	Cambridge College
Test Field/Category	Pass Rate
150 Massachusetts students completed educator licensure programs. Of these, 142 took the MTEL tests and 141 passed, for a total pass rate of	.99%
Communication & Literacy	99%
General Curriculum	100%
Foundations of Reading	.99%
Academic Content Areas: General Science, Middle School Mathematics, Health Education	100%

Please note: These pass rates reflect our Massachusetts students. Most students in our NITE programs and out-of-state regional centers take their own state's teacher tests. Content area tests taken by fewer than 10 students are not reported.

Licensure Programs Taken Without Licensure

Some initial licensure programs may be taken without licensure. These program charts include a "non-licensure option."

Admission requirements are the same as for licensure students unless otherwise stated on the program chart. Applicants to programs that require prior licensure and/or experience under that license, who do not submit documentation of required prior license, may be admitted by signing a waiver stating that they understand that they will not be eligible for licensure at the completion of the program.

Academic requirements — All program components are required except the practicum and practicum seminar. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses. If necessary to keep the total number of credits at or above 32 credits, additional work will be specified. See program charts for non-licensure option information.

CAREER ADVANCEMENT PROGRAMS & POLICIES

For Licensed/Certified Teachers & Other Education Professionals

Renewal, Advancement & Special Topics

These academic programs are for experienced, fully credentialed educators who wish to advance or renew their careers by pursuing course work in their own professional interests, or who work in settings where educator licensure is not required. Educators in corporate and community settings may also find their needs met by a non-licensure program.

These programs do not lead to educator licensure. The School of Education cannot fill out "approved program/recommendation of teacher certification" forms that state education authorities may require, nor can the College "endorse" for educator licensure graduates of these programs.

Non-Licensure Students in Licensure Courses

Students not pursuing educator licensure are invited to take licensure courses. These courses require more class time than other courses. All students registering for courses that include pre-practicum hours of directed field-based training outside of class must complete all prepracticum hours in order to earn credit for the course **whether or not they intend to take a practicum or pursue licensure.**

NATIONAL INSTITUTE FOR TEACHING EXCELLENCE

Cambridge College's School of Education brings educators from around the country and abroad for an intensive summer of study, in the National Institute for Teaching Excellence (NITE). Students typically take one course each week. They also get academic support, attend colloquia, and participate in other academic activities. They return to their schools renewed and empowered to improve their classrooms, school systems, and their own lives.

Colloquia — Colloquium presentations by experts in the field of education are a core experience for all NITE students each summer.

Site, Facilities & Equipment — Cambridge College holds the NITE Summer Institute at a site in greater Boston with the facilities and services needed to support our academic programs. Cambridge College supplies or arranges for the audio-visual and computer equipment used for classroom instruction.

Fall & Beyond

Learning groups established in the summer continue their study in the fall term. They may meet at regional centers and/or online. Regional centers are available for fall, spring, and second-summer course work:

- Where Cambridge College has a state-authorized regional center (see map on back cover) and where the particular program is authorized.
- Where the practicum experience would be strengthened for licensure programs, and
- Where there are 15 or more students in one program to support on-site course work.

Otherwise, fall and spring work is conducted online via distance learning tools.



Master of Education Leading to Massachusetts INITIAL LICENSURE in

EARLY CHILDHOOD: Teacher of Students With & Without Disabilities (PreK-2)

41 Credits, 4 terms • NITE • Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

ECE691	Professional Seminar I in Early Childhood	0
Includes clinical journal, assessments, professional growth plan.		
ELE500	Teaching Phonemic Awareness & Phonics	0
ELE521	Teaching Reading & Writing in Early Childhood & Elementary Curriculum	3
ELE653	Teaching Science & Technology in Early Childhood & Elementary Curriculum	3
ELE656	Teaching Social Science, History & Multicultural Education for Early Childhood & Elem Curriculum	3
MAT609	Euclidean Geometry	3
MAT617	Teaching Math in a Changing World (PreK-12)	3

FALL 1 9 credits

Distance learning and/or regional centers

ECE692	Professional Seminar II in Early Childhood	4
ELE510	Developmental Psychology	2
ESP512	Inclusion & Behavior Management	3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pass all Summer and Fall courses.
- Pre-Practicum — 75 hours 0

SPRING 1 13 credits

Distance learning and/or regional centers

Home state practicum site under an educator with the appropriate license, with Cambridge College supervision.

ECE790	Practicum — 400 hours	3
ECE791	Practicum Seminar	2
• Exit Performance Portfolio required for credit.		
ECE693	Professional Seminar III in Early Childhood	2
ECE800	Independent Learning Project	3
MAT618	Mathematics Essentials	3

SUMMER 2 4 credits

Residency required

ELE594	Integrating Physical Education into the Early Childhood & Elementary Curriculum	1
ELE620	Integration of Children's Literature in Early Childhood & Elementary Curriculum	3

All courses meet for 35 contact hours/3 credits.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

New requirements (above) result from changes in the Massachusetts requirements for licensure. For NITE, these changes take effect in the Summer of 2008.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Gloria Stanton, CAGS
800-877-4723 x1226 • Gloria.Stanton@cambridgecollege.edu



Master of Education Leading to Massachusetts INITIAL LICENSURE as an

ELEMENTARY TEACHER (1-6)

42 Credits, 4 terms • NITE • Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

ELE691N	Professional Seminar I in Elem Education-Initial . . .	0
Includes clinical journal, assessments, professional growth plan.		
ELE500	Teaching Phonemic Awareness & Phonics	0
ELE521	Teaching Reading & Writing in the Early Childhood & Elementary Curriculum	3
ELE653	Teaching Science & Technology in Early Childhood & Elementary Curriculum	3
ELE656	Teaching Social Science, History & Multicultural Education for Early Childhood & Elem Curriculum . .	3
MAT609	Euclidean Geometry.	3
MAT617	Teaching Math in a Changing World (PreK-12) . . .	3

FALL 1 9 credits

Distance learning and/or regional centers

ELE692N	Professional Seminar II in Elem Education-Initial . .	4
ELE510	Developmental Psychology	2
ELE630	Classroom Management with Models of Teaching .	3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pass all Summer and Fall courses.
- Pre-Practicum — 75 hours 0



SPRING 1 14 credits

Distance learning and/or regional centers

Home state practicum site under an educator with the appropriate license, with Cambridge college supervision.

ELE790	Practicum — 400 hours	3
ELE791	Practicum Seminar	2
• Exit Performance Portfolio required for credit.		
ELE593	Integration of Visual Arts for the Early Childhood & Elementary Curriculum	1
ELE693N	Professional Seminar III in Elem Education-Initial . .	2
ELE800	Independent Learning Project	3
MAT618	Mathematics Essentials	3

SUMMER 2 4 credits

Residency required

ELE594	Teaching Physical Education for the Early Childhood & Elementary Curriculum	1
ELE620	Integration of Children's Literature in Early Childhood & Elementary Curriculum	3

All courses meet for 35 contact hours/3 credits.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

New requirements (above) result from changes in the Massachusetts requirements for licensure. For NITE, these changes take effect in the Summer of 2008.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Gloria Stanton, CAGS
800-877-4723 x1226 • Gloria.Stanton@cambridgecollege.edu



Master of Education Leading to Massachusetts INITIAL LICENSURE as a

ENGLISH AS A SECOND LANGUAGE (PreK-6 or 5-12)

For licensure: 39 credits, 4 terms • Without licensure: 34 credits, 3 terms • NITE

Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

ESL691 Professional Seminar I in Teaching English Learners - Initial 0

Includes clinical journal, assessments, professional growth plan.

ESL605 Teaching English Lang Learners in Diverse Settings . . . 3

ESL620 Teaching Reading & Writing to Limited English Proficient Students 3

ESL625 Technology for Linguistically Diverse Classrooms . . . 3

ESL631 Second-Language Acquisition & Culture 3

ESL635 Sheltered English Instruction & Assessment 3

FALL 1 10 credits

Distance learning and/or regional centers

ESL692 Professional Seminar II in Teaching English Learners - Initial 4

ESL800 Independent Learning Project 3

ESL630 Equitable Assessment of English Lang Learners . . . 3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 75 hours 0
- Pass all Summer and Fall courses.

SPRING 1 5 credits

Distance learning and/or regional centers

Home state practicum site under an ESL teacher with the appropriate license, under Cambridge College supervision.

ESL790 **Practicum** — 300 hours 3

ESL790**A** Grade levels PreK-6 **or** ESL790**B** Grade levels 5-12

ESL791 **Practicum Seminar** 2

- Exit Performance Portfolio required for credit.

SUMMER 2 9 credits

Massachusetts or distance learning

ESL610 Linguistics & Language Variation 3

ESL640 Identification & Instruction of ELLS with Disabilities & Limited Formal Schooling 3

ESL650 Teaching Content to English Language Learners . . . 3

All courses meet for 35 contact hours/3 credits.

Non-licensure option

All program components required except Practicum, Practicum Seminar, and teacher tests. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program Coordinator: Lunine Pierre-Jerome, EdD
800-877-4723 x1156 • Lunine.Pierre-Jerome@cambridgecollege.edu



Master of Education Leading to Massachusetts INITIAL LICENSURE in

GENERAL SCIENCE (1-6 or 5-8)

For licensure: 35 Credits, 5 terms • Without licensure: 32 credits, 4 terms • NITE
Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

ESE691 Professional Seminar I 0

Includes clinical journal, assessments, professional growth plan; science safety, engineering, ILP preparation.

Licensure courses—3 credits each

	1-6	5-8
SCI680 Attaining Science Literacy OR		
ELE653 Teaching Science & Technology in the Early Childhood & Elem Curriculum ●		
SCI680 Attaining Science Literacy ●		
Methods & Materials Courses:		
SCI682 for Teaching Life Science ● ●		
SCI684 for Teaching Earth Science ● ●		
SCI686 for Teaching Physical Science ● ●		
SCI688 for Teaching Middle School Chemistry . . ● ●		

Option: Take these courses in the first and/or second summer.

All Cambridge College courses meet for 35 contact hours/3 credits.

FALL 1 5 credits

Distance learning

ESE692 Professional Seminar II 4

One online science course 1

Two five-week periods each term; selected courses offered.

SPRING 1 5 credits

Distance learning

ESE800 Independent Learning Project 3

Two online science courses. 2

Two five-week periods each term; selected courses offered.

SUMMER 2 5 credits

Massachusetts/Distance learning

Licensure courses

	1-6	5-8
MAT601 Psychology of Math Learning (3 credits). ●		
Two online science courses (2 credits total). ●		
Five online science courses (5 credits total). ●		

Two five-week periods each term; selected courses offered.

Practicum Prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 75 hours 0
- Pass all required courses.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

FALL 2 5 credits

Distance learning

Home state practicum site under a science teacher with the appropriate license, under Cambridge College supervision.

SCI790 Practicum — 300 hrs 3

SCI790A Grade levels 1-6 **or** SCI790B Grade levels 5-8

SCI791 Practicum Seminar 2

- Exit Performance Portfolio required for credit.

Online science courses 1 credit each

Choose courses at your level of licensure.

Offered in collaboration with the Jason Academy. 1-6 5-8

	1-6	5-8
SCI591 Intro to Online Science Learning ● ●		
SCI601 Aquatic Ecology ● ●		
SCI603 Electricity & Magnetism ● ●		
SCI605 Water Quality ● ●		
SCI607 Structure of the Earth ● ●		
SCI609 Transfer of Energy ● ●		
SCI611 Ocean Science ● ●		
SCI613 Earth in the Solar System ● ●		
SCI615 Forces & Motion ● ●		
SCI617 Earth's History ● ●		
SCI619 Teaching Project-Based Science ● ●		
SCI623 Science & Young Children ● ●		

Non-licensure option

All program components required except Practicum, Practicum Seminar, and teacher tests. Other courses, chosen in consultation with program coordinator, are taken to bring program total to 32 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

Additional online science course choices

SCI600 Cell Biology
SCI621 Rainforest Endangered Ecosystems
SCI627 Teaching Chemistry Through Inquiry
SCI629 Practical Meteorology

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: John Papadonis, CAGS
800-877-4723 x1292 • John.Papadonis@cambridgecollege.edu



Master of Education Degree Leading to Massachusetts INITIAL LICENSURE in
INSTRUCTIONAL TECHNOLOGY (All Levels)

For licensure: 38 credits, 4 terms • Without licensure: 33 credits, 3 terms • NITE
 Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

EIT691	Professional Seminar I in Instructional Technology . . .	0
Includes clinical journal, assessments, professional growth plan.		
EIT600	Using the Computer as a Research Tool for Educators	3
EIT630	Perspectives on Pedagogy, Curric., & the Web.	3
EIT640	Integration of Technology & Computer Applications in the Classroom	3
EIT710	Legal & Ethical Internet Issues for Educational Technology	3
EIT712	Using Educational Technology to Improve Teaching & Learning in the Math, Science & Language Arts Classroom	3

FALL 1 10 credits

Distance learning

EIT692	Professional Seminar II in Instructional Technology . . .	4
EIT703	Impact of Technology on Education	3
ESP615	Assistive Technology: Modifying Curriculum for Diverse Learners.	3

SPRING 1 8 credits

Distance learning

EIT693	Professional Seminar III in Instructional Technology . . .	2
Educational Technology Elective — Upper level course (600 or higher) chosen with approval of coordinator		
EIT800	Independent Learning Project	3

Practicum Prerequisites

- Pass all teacher tests required by your state for this license.
- Pass all required courses.
- Pre-Practicum — 75 hours embedded in EIT600, 640,
703, 710 0

FALL 2 5 credits

Distance learning and/or regional centers

Home state practicum site under an educator with the appropriate license, under Cambridge College supervision.

EIT790	Practicum — 300 hours	3
EIT791	Practicum Seminar	2

- Exit Performance Portfolio required for credit

All courses meet for 35 contact hours/3 credits.

Non-licensure option

All program components are required except the Practicum, Practicum Seminar, and teacher tests. Program will total 33 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Hormoz Goodarzy, MBA
 800-877-4723 x1269 • Hormoz.Goodarzy@cambridgecollege.edu



Master of Education Degree Leading to Massachusetts INITIAL LICENSURE as a

LIBRARY TEACHER (All Levels)

For licensure: 38 Credits, 4 terms • Without licensure: 33 credits, 3 terms • NITE

Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

ELM691N Professional Seminar I in Library Teaching-Initial . . . 0	
Includes clinical journal, assessments, professional growth plan.	
ELM509 Overview of the School Library Program. 3	
ELM517 Literature for Young Adults. 3	
ELM521 Reference Resources. 3	
ELM523 Children's Literature 3	
ELM561 Production of Instructional Materials. 3	

FALL 1 7 credits

Distance learning and/or regional centers

ELM692N Professional Seminar II in Library Teaching-Initial . . 4	
ELM515 Eval, Selection, & Mgt of Learning Resources. 3	

Practicum Prerequisites

- Pass all teacher tests required by your state for this license.
- Pass all Summer and Fall courses.
- Pre-Practicum — 75 hours 0

SPRING 1 5 credits

Distance learning and/or regional centers

Home state practicum site under an educator with the appropriate license, under Cambridge College supervision.

ELM790 Practicum — 300 hours 3	
ELM791 Practicum Seminar 2	

- Exit Performance Portfolio required for credit.

SUMMER 2 11 credits

Residency required

ELM693N Professional Seminar II in Library Teaching-Initial . . 2	
ELM532 New Technologies in the School Library 3	
Elective — One educator licensure course (35 contact hours/ 3 credits); special education and general education recommended 3	
ELM800 Independent Learning Project 3	

All courses meet for 35 contact hours/3 credits.

Non-licensure option

All program components required except Practicum, Practicum Seminar, and teacher tests. Program total 33 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Joseph Mastrocola, M.Ed.
800-877-4723 x1269 • Joseph.Mastrocola@cambridgecollege.edu



Master of Education Leading to
Massachusetts INITIAL LICENSURE in

MATHEMATICS (1-6)

38 credits, 4 terms • NITE • Program approved
by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

EME691N	Professional Seminar in Mathematics I - Initial Level	.0
Includes clinical journal, assessments, professional growth plan.		
MAT601	Psychology of Mathematics Learning	3
MAT603	Arithmetic to Algebra: Developing Mathematics Patterns & Ideas	3
MAT605	Technology in Mathematics Learning & Teaching	3
MAT607	College Algebra	3
MAT609	Euclidean Geometry	3

FALL 1 10 credits

Distance learning and/or regional centers

EME692N	Professional Seminar in Mathematics II-Initial Level	.4
MAT615	History of Mathematics	3
MAT621	Data Analysis	3

SPRING 1 8 credits

Distance learning and/or regional centers

EME693N	Professional Seminar in Mathematics III - Initial Level	2
MAT623	Numerical & Geometric Structures	3
EME800	Independent Learning Project	3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 90 hours 0
- Pass all required courses.

FALL 2 5 credits

Distance learning and/or regional centers

Home state practicum site under a mathematics teacher with the appropriate license, under Cambridge College supervision.

MAT790A	Practicum in Mathematics— 150 hours	3
MAT791	Practicum Seminar in Mathematics Teaching	2

- Exit Performance Portfolio required for credit.

All courses meet for 35 contact hours/3 credits.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

Applicants for Math 5-8 must take a Cambridge College math placement test. Based on test results and program coordinator's recommendation, selected lower level math courses may be required before initial licensure courses.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

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Master of Education Leading to
Massachusetts INITIAL LICENSURE in

MATHEMATICS (5-8)

38 Credits, 4 terms • NITE • Program approved
by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

EME691N	Professional Seminar in Mathematics I - Initial Level	.0
Includes clinical journal, assessments, professional growth plan.		
MAT601	Psychology of Mathematics Learning	3
MAT603	Arithmetic to Algebra: Developing Mathematics Patterns & Ideas	3
MAT605	Technology in Mathematics Learning & Teaching	3
MAT607	College Algebra	3
MAT609	Euclidean Geometry	3

FALL 1 10 credits

Distance learning and/or regional centers

EME692N	Professional Seminar in Mathematics II- Initial Level	.4
MAT615	History of Mathematics	3
MAT611	Calculus I	3

SPRING 1 8 credits

Distance learning and/or regional centers

EME693N	Professional Seminar in Mathematics III - Initial Level	2
MAT613	Discrete Mathematics	3
EME800	Independent Learning Project	3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 90 hours 0
- Pass all required courses.

FALL 2 5 credits

Distance learning and/or regional centers

Home state practicum site under a mathematics teacher with the appropriate license, under Cambridge College supervision.

MAT790B	Practicum in Mathematics— 150 hours	3
MAT791	Practicum Seminar in Mathematics Teaching	2

- Exit Performance Portfolio required for credit.

All courses meet for 35 contact hours/3 credits.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Nick Rubino, PhD
800-877-4723 x1188 • Nicholas.Rubino@cambridgecollege.edu



Cambridge College

NITE

National Institute for Teaching Excellence



Master of Education Leading to Massachusetts INITIAL LICENSURE in

MATHEMATICS (8-12)

38 Credits, 4 terms • NITE • Program approved by the Massachusetts Department of Education

SUMMER 15 credits

Residency required

EME691N Professional Seminar in Mathematics I - Initial Level	.0
Includes clinical journal, assessments, professional growth plan.	
MAT625 Number Theory	3
MAT627 Abstract Algebra	3
MAT629 Non-Euclidean Geometry	3
MAT633 Probability & Statistics	3
MAT635 Applied Mathematics	3

FALL 1 10 credits

Distance learning and/or regional centers

EME692N Professional Seminar in Mathematics II- Initial Level	.4
MAT611 Calculus I	3
MAT615 History of Mathematics	3

SPRING 1 8 credits

Distance learning and/or regional centers

EME693N Professional Seminar in Mathematics III - Initial Level	2
MAT631 Calculus II	3
EME800 Independent Learning Project	3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 90 hours 0
- Pass all required courses.

FALL 2 5 credits

Distance learning and/or regional centers

Home state practicum site under a mathematics teacher with the appropriate license, under Cambridge College supervision.

MAT790C Practicum in Mathematics— 150 hours 3

MAT791 Practicum Seminar in Mathematics Teaching. 2

- Exit Performance Portfolio required for credit.

All courses meet for 35 contact hours/3 credits.

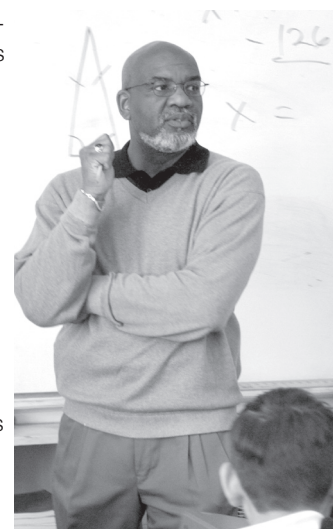
Admission requirements: Bachelor's degree and other general requirements (see Admission).

Applicants must take a Cambridge College math placement test. Based on test results and program coordinator's recommendation, selected lower level math courses may be required before initial licensure courses.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Nick Rubino, PhD
800-877-4723 x1188 • Nicholas.Rubino@cambridgecollege.edu





Master of Education Leading to Massachusetts INITIAL LICENSURE in
SCHOOL ADMINISTRATION

For licensure: 37 Credits, 4 terms • Without licensure: 32 credits, 4 terms • NITE

Program approved by the Massachusetts Department of Education for • Superintendent/Assistant Superintendent (all levels)
 • Principal/Assistant Principal (levels PreK-6, 5-8, 9-12) • Supervisor/Director (at level of prerequisite license)

SUMMER 1 15 credits
Residency required

- EUA691N Professional Seminar I - Initial Level 0
- Includes clinical journal, assessments, professional growth plan.
- EAD662 Contemporary Issues & Topics in Educational Administration 3
- EAD684 Selection, Development, & Supervision of Educational Personnel 3
- EAD712 Curriculum Development, Assessment & Improvement for the School Administrator 3
- EAD782 Reconceptualization of Schools 3

One elective — for Principal/Assistant Principal or Supervisor/Director — graduate course in education, counseling psychology or management that supports competency development for the license sought, or a course approved for transfer by program coordinator (Fall or Spring term) OR

- EAD720 Advanced Systems Theory — for Superintendent/Assistant Superintendent 3

FALL 1 7 credits
Distance learning and/or regional centers

- EUA692N Professional Seminar II - Initial Level 4
- EAD688 Legal Aspects of School Administration 3

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 75 hours 0
- Pass all Summer and Fall courses.

SPRING 1 10 credits
Distance learning and/or regional centers

Home state practicum site under a school administrator with the appropriate license, with Cambridge College supervision.

- EUA693N Professional Seminar III - Initial Level 2
- EAD690 Finance & Business Administration for the School Administrator 3
- EAD790 Practicum** — 300 hours in role & level of license sought 5

- EAD790A Superintendent/Assistant Superintendent (all levels)
- EAD790B Principal/Assistant Principal (levels PreK-6)
- EAD790C Principal/Assistant Principal (levels 5-8)
- EAD790D Principal/Assistant Principal (levels 9-12)
- EAD790E Supervisor/Director (at level of prerequisite license)

- Professional Seminar III or IV required at the same time as the practicum
- Exit Performance Portfolio required for credit.

SUMMER 2 5 credits
Distance learning and/or regional centers

- EUA694N Professional Seminar IV - Initial Level 2
- EAD800 Independent Learning Project 3

All courses meet for 35 contact hours/3 credits.

Non-licensure option

If licensure is not desired, licensure and experience requirements may be waived. To be admitted, students must sign a waiver stating that they understand that they will not be eligible for licensure at the completion of the program. All program components are required except the Practicum and teacher tests. Program will total 32 credits. Non-licensure students must complete all course contact hours and pre-practicum hours embedded in the courses. Non-licensure students may do a practicum in situations where licensure is not required for employment.

Admission requirements: Bachelor's degree and other general requirements (see Admission) and the following:

Superintendent/Assistant Superintendent

- Three full years of employment in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Principal/Assistant Principal

- Three full years of employment in a district-wide school-based or other educational setting OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Supervisor/Director

- Initial or preliminary license in another educational role.
- Three full years employment in a school under the prerequisite license OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program Coordinator: JoAnn Testaverde, EdD
 800-877-4723 x1187 • JoAnn.Testaverde@cambridgecollege.edu





Master of Education With Concentration in

SCHOOL GUIDANCE COUNSELING

48 Credits, 5 terms • NITE • Program approved by the Massachusetts Department of Education for the preparation of school guidance counselors (PreK-8 or 5-12).

SUMMER 1 15 credits

Residency required

CSG691 Professional Seminar: School Guidance
Counseling & Graduate Research I. 0

Includes clinical journal, assessments, advisement, professional growth plan

CCP540 Personality & Counseling Theory 3

CCP616 Counseling in the Schools 3

CCP630 Human Development Across the Lifespan 3

CSG695 Counseling & Consulting Techniques Lab
(practicum prerequisite) 3

CCP715 Multicultural Counseling: Children & Adolescents
in Context 3

FALL 1 10 credits

Regional centers

CSG692 Professional Seminar: School Guidance
Counseling & Graduate Research II (online) 4

CCP501 Introduction to Counseling 1

CCP650 Group Dynamics/Group Counseling & Human Systems . 3

Practicum & prerequisites

- CSG695 (take in NITE Summer, term 1)
- Pre-Practicum — 75 hours of directed field-based training. . 0
- CSG789 Practicum Fieldwork & Seminar — 100 hours. . . . 2

Internship prerequisites

- CSG789 Practicum and its prerequisites.
- Pass all teacher tests required by your state for this license.
- Successful practicum evaluation by Practicum Supervisor.
- Positive recommendations by Practicum/Internship Coordinator and Practicum Supervisor.
- Complete and pass all Summer 1 and Fall 1 courses.

SPRING 1 8 credits

Regional centers

CSG693 Professional Seminar: School Guidance
Counseling & Graduate Research III (online) 2

CSG800 Independent Research Project in Guidance 3

Internship Fieldwork & Seminar — first term, 300 hours 3

Two terms; 600 hours total. Home state site under a licensed/certified guidance counselor, with Cambridge College supervision. Please choose your licensure level and register for both fieldwork and internship seminar:

PreK-8: CSG790C Fieldwork *and* CSG791C Internship Seminar
5-12: CSG790E Fieldwork *and* CSG791E Internship Seminar

SUMMER 2 9 credits

NITE or regional centers

CCP622 Ethics & Professional Issues for School
Counselors & Mental Health Practitioners. 3

CCP624 Assessment/Appraisal Process: Intelligence &
Achievement Testing 3

CCP670 Career Counseling 3

FALL 2 6 credits

Regional centers

Internship Fieldwork & Seminar — second term, 300 hours . . 3

PreK-8 CSG790D Fieldwork *and* CSG791D Internship Seminar
5-12 CSG790F Fieldwork *and* CSG791F Internship Seminar

- Completed Exit Portfolio required for credit

Counseling elective — choose 1 3

CCP609 Counseling for Grief & Loss

CCP613 Counseling College-Bound Students

CCP614 Child & Adolescent Psychopathology

CCP640 Addiction Disorders

All courses meet for 35 contact hours/3 credits.

Admission requirements: Bachelor's degree and other general requirements for counseling psychology and educator licensure programs apply (see Admission).

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts and national requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Joseph Huff, EdD
800-877-4723 x1157 • Joseph.Huff@cambridgecollege.edu



Master of Education Leading to Massachusetts INITIAL LICENSURE as a

TEACHER OF STUDENTS WITH MODERATE DISABILITIES (PreK-8 or 5-12)

42 Credits, 5 terms • NITE • Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

EUS691N	Professional Seminar I in Special Education-Initial . . . 0
Includes clinical journal, assessments, professional growth plan.	
ELE500	Teaching Phonemics Awareness & Phonics 0
ESP607	Psycho-Educational Assessment for Teaching Exceptional Children 3
ESP615	Assistive Technology: Modifying Curriculum for Diverse Learners. 3
ESP662	Principles of Language Development Bridging Differences & Disorders 3
MAT609	Euclidean Geometry. 3
MAT617	Teaching Math in a Changing World (PreK-12) 3

FALL 1 6 credits

Distance learning and/or regional centers

(new)	Adapting Materials & Instruction for Special Needs Students in Regular Classrooms/Laws & Regulations . 2
ESP594	Collaboration & Consultation Techniques 2
ESP689	Theories of Typical & Atypical Human Development . 2

Practicum prerequisites

- Pass all teacher tests required by your state for this license.
- Pre-Practicum — 75 hours 0
- Pass all required courses.

SPRING 1 10 credits

Distance learning and/or regional centers

EUS692N	Professional Seminar II in Special Education-Initial . . 4
MAT618	Mathematics Essentials 3
ESP800	Independent Learning Project 3

SUMMER 2 6 credits

Residency required

ESP512	Inclusion & Classroom Behavior Management 3
ESP680	Pedagogy in Reading & English Language Arts . . . 3

FALL 2 5 credits

Distance learning and/or regional centers

Home state practicum site under a special educator with the appropriate license, under Cambridge College supervision.

ESP790 Practicum 3

ESP790A Practicum (PreK-8) — 300 hours in an inclusive general education setting or 75 hours in an inclusive general education setting and 225 in a separate or substantially separate setting for students with moderate disabilities.

ESP790B Practicum (5-12) — 150 hours in an inclusive general education classroom or 75 hours in an inclusive general education classroom and 75 hours in a separate setting for students with moderate disabilities.

ESP791 Practicum Seminar in Moderate Special Needs . . . 2

- Exit Performance Portfolio required for credit.

All courses meet for 35 contact hours/3 credits.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

New requirements (above) result from changes in the Massachusetts requirements for licensure. For NITE, these changes take effect in the Summer 2008.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Mary Garrity, EdD
800-877-4723 x1168 • Mary.Garrity@cambridgecollege.edu





Master of Education Leading to
Massachusetts PROFESSIONAL LICENSURE in
MATHEMATICS (1-6)

33 Credits, 3 terms • NITE • Program approved
by the Massachusetts Department of Education

Master of Education Leading to
Massachusetts PROFESSIONAL LICENSURE in
MATHEMATICS (5-8)

33 Credits, 3 terms • NITE • Program approved
by the Massachusetts Department of Education

SUMMER 15 credits

Residency required

EME691P Professional Seminar in Mathematics I -
Professional Level 0

Includes clinical journal, assessments, professional growth plan.

MAT613 Discrete Mathematics 3

MAT708 Diagnosis & Remediation of Learning Problems
in Mathematics 3

MAT710 Improving Mathematics Instruction (K-12). 3

MAT712 Integrating Quantitative & Spatial Thinking:
Geometry, Patterns, Graphs & Charts 3

MAT716 Mathematics Curriculum Development. 3

FALL 10 credits

Distance learning and/or regional centers

EME692P Professional Seminar in Mathematics II -
Professional Level 4

MAT714 Problem Solving Strategies in Mathematics 3

MAT720 Mathematics Connections 3

SPRING 8 credits

Distance learning and/or regional centers

EME693P Professional Seminar in Mathematics III -
Professional Level 2

MAT702 Elementary Statistics 3

EME800 Independent Learning Project 3

All courses meet for 35 contact hours/3 credits.

Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license as a mathematics teacher (1-6 or 5-8).
- Three full years experience in the role of that license.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

SUMMER 15 credits

Residency required

EME691P Professional Seminar in Mathematics I -
Professional Level 0

Includes clinical journal, assessments, professional growth plan.

MAT704 Mathematical Modeling 3

MAT708 Diagnosis & Remediation of Learning Problems
in Mathematics 3

MAT710 Improving Mathematics Instruction (K-12). 3

MAT712 Integrating Quantitative & Spatial Thinking:
Geometry, Patterns, Graphs & Charts 3

MAT716 Mathematics Curriculum Development. 3

FALL 10 credits

Distance learning and/or regional centers

EME692P Professional Seminar in Mathematics II -
Professional Level 4

MAT706 Linear Algebra 3

MAT714 Problem Solving Strategies in Mathematics 3

SPRING 8 credits

Distance learning and/or regional centers

EME693P Professional Seminar in Mathematics II -
Professional Level 2

MAT702 Elementary Statistics 3

EME800 Independent Learning Project 3

All courses meet for 35 contact hours/3 credits.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Nick Rubino, PhD
800-877-4723 x1188 • Nicholas.Rubino@cambridgecollege.edu



Master of Education Leading to
Massachusetts PROFESSIONAL LICENSURE in
MATHEMATICS (8-12)

33 Credits, 3 terms • NITE • Program approved
by the Massachusetts Department of Education

SUMMER 15 credits

Residency required

EME691P	Professional Seminar in Mathematics I - Professional Level	0
Includes clinical journal, assessments, professional growth plan.		
MAT704	Mathematical Modeling	3
MAT706	Linear Algebra	3
MAT708	Diagnosis & Remediation of Learning Problems in Mathematics	3
MAT710	Improving Mathematics Instruction (K-12 & Beyond)	3
MAT714	Problem Solving Strategies in Mathematics	3

FALL 7 credits

Distance learning and/or regional centers

EME692P	Professional Seminar in Mathematics II - Professional Level	4
MAT613	Discrete Mathematics	3

SPRING 11 credits

Distance learning and/or regional centers

EME693P	Professional Seminar in Mathematics III - Professional Level	2
MAT712	Integrating Quantitative & Spatial Thinking: Geometry, Patterns, Graphs & Charts	3
MAT716	Mathematics Curriculum Development	3
EME800	Independent Learning Project	3

All courses meet for 35 contact hours/3 credits.

Program coordinator: Nick Rubino, PhD
800-877-4723 x1188 • Nicholas.Rubino@cambridgecollege.edu

Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- Initial license: mathematics (8-12) / elementary education.
- Three full years experience in the role of that license.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Cambridge, MA • 800-380-1218 • www.cambridgecollege.edu/nite

Master of Education Leading to
Massachusetts PROFESSIONAL LICENSURE as an

**ELEMENTARY
TEACHER (1-6)**

34 Credits, 4 terms • NITE • Program approved
by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

ELE691P	Professional Seminar I in Elem Educ-Professional	0
EED615	Intro to Integrative Learning & Learning Styles	3
EED669	Language & Literacy for Teachers (K-12)	3
EED705	Multicultural Diversity in Workplace & Classroom	3
ENG701	Integration of Reading & Writing With Children's Lit	3
ESP721	Using Multiple Intelligences & Accelerated Learning Techniq in Teaching English Lang Arts, Math, History & Science	3

FALL 1 7 credits

Distance learning

ELE692P	Professional Seminar II in Elem Educ-Professional	4
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Fall courses — choose one

EIT711	Advanced Technologies in Education	3
EED628	Effective Schools	3
EED704	Seminar in Educational Issues	3

SPRING 1 8 credits

Distance learning

ELE693P	Professional Seminar III in Elem Educ-Professional	2
ELE800	Independent Learning Project	3

Spring courses — choose one

EED710	Alternative Assessment Strategies Across Curric	3
EIT712	Using Educational Technol. to Improve Teaching & Learning in Math, Science & Language Arts	3

SUMMER 2 4 credits

Massachusetts or regional center residency

ESP592	Adapting Materials & Instruction for Special Needs Students in Regular Classroom	1
MAT708	Diagnosis & Remediation of Learning Problems in Math	3

All courses meet for 35 contact hours/3 credits.

Program coordinator: Gloria Stanton, CAGS
800-877-4723 x1226 • Gloria.Stanton@cambridgecollege.edu

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.



Master of Education Leading to
Massachusetts PROFESSIONAL LICENSURE as a



TEACHER OF STUDENTS WITH MODERATE DISABILITIES (PreK-8 or 5-12)

34 Credits, 4 terms • NITE • Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required

EUS691P	Professional Seminar I in Special Education- Professional Level	0
Includes clinical journal, assessments, professional growth plan.		
EED628	Effective Schools	3
EED704	Seminar in Current Educational Issues	3
EED705	Multicultural Diversity in Workplace & Classroom	3
EIT712	Using Educational Technol to Improve Teaching & Learning in Math, Sci, & English Lang Arts	3
MAT708	Diagnosis & Remediation of Learning Problems in Math	3

FALL 1choose 6 credits

Distance learning and/or regional centers

EED710	Alternate Assessment Strategies Across Curriculum	3
ESP721	Using Multiple Intelligences & Accelerated Learning Techniq in Teaching English Lang Arts, Math, History, & Science	3
MAT710	Improving Math Instruction (K-12)	3

SPRING 1 7 credits

Distance learning and/or regional centers

EUS692P	Professional Seminar I in Special Education- Professional Level	4
ESP800	Independent Learning Project	3

SUMMER 2choose 6 credits

Massachusetts or regional center residency

ENG701	Integration of Reading & Writing With Children's Literature	3
ESP701	Students with Disabilities & the Visual Arts	3
EIT703	Impact of Technology on Education	3

All courses meet for 35 contact hours/3 credits.

Program coordinator: Mary Garrity, EdD

800-877-4723 x1168 • Mary.Garrity@cambridgecollege.edu

Admission requirements:

- Master's degree and other general requirements (see Admission).
- Initial license in special education.
- Three full years experience in the role of that license.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.



Master of Education With Concentration in
**BEHAVIORAL
MANAGEMENT**

32 Credits, 3 terms • NITE • This degree program does not satisfy licensure requirements for K-12 public school teachers.

SUMMER 15 credits

Residency required

EUE691 Professional Seminar I: Professional Issues & Educational Research 0

Summer courses – choose five

EDU610 Project-Based Learning in Middle & High School . . . 3
 EED522 Negotiation & Conflict Resolution for Classroom Teachers 3
 EED558 Integrating Self-Esteem Development Activities into the Content Areas 3
 ESP721 Using Multiple Intelligences & Accelerated Learning Techniq in Teaching English Lang Arts, Math, History, & Science 3
 EED732 The Culture of Adolescence 3
 CSG695 Counseling & Consulting Techniques Lab 3

FALL 8 credits

Distance learning and/or regional centers

EUE692 Professional Seminar II: Professional Issues & Educational Research 2
 EED800 Independent Learning Project 3

Fall courses – choose one

EED518 Effective Classroom Discipline Strategies 3
 EED564 Motivation & Teaching: Theories and Practices 3
 ELE510 Developmental Psychology 2
 CCP614 Child & Adolescent Psychopathology 3

SPRING 9 credits

Distance learning and/or regional centers

EED503 Teaching Children with Different Learning Styles . . . 3
 EED642 Succeeding with the Resistant Student 3
 ELE630 Classroom Management with Models of Teaching . . 3

Admission requirements: Bachelor’s degree and other general requirements (see Admission).

Course work focuses on:

- Effective classroom strategies.
- Social and psychological issues that affect education.

12 transfer credits may be accepted: 12 credits in classroom management, and/or social & psychological issues. Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

Program Coordinator: JoAnn Testaverde, EdD
 800-877-4723 x1187 • JoAnn.Testaverde@cambridgecollege.edu

Master of Education With Concentration in
**TEACHING SKILLS
& METHODOLOGIES**

32 Credits, 3 terms • NITE • This degree program does not satisfy licensure requirements for K-12 public school teachers.

SUMMER 15 credits

Residency required

EUE691 Professional Seminar I: Professional Issues & Educational Research 0

EED705 Multicultural Diversity Issues at the Workplace & the Classroom 3

EIT640 Integration of Technology & Computer Applications in the Classroom 3

Three content electives in mathematics, science, health, history, literacy, ESL. 9

FALL 8 credits

Distance learning and/or regional centers

EUE692 Professional Seminar II: Professional Issues & Educational Research 2
 EED800 Independent Learning Project 3

Fall courses – choose one

EED623 Classroom Management Using Accelerated Learning 3
 ESP512 Inclusion & Classroom Behavior Management 3

SPRING 9 credits

Distance learning and/or regional centers

ELE630 Classroom Management with Models of Teaching . 3
 EED704 Seminar in Current Educational Issues 3
 EED710 Alternate Assessment Strategies Across Curric . . . 3

Admission requirements: Bachelor’s degree and other general requirements (see Admission).

12 transfer credits may be accepted: three credits must be in content courses; nine credits must be in teaching skills & methodology. Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

Program Coordinator: JoAnn Testaverde, EdD
 800-877-4723 x1187 • JoAnn.Testaverde@cambridgecollege.edu



Master of Education With Concentration in

HISTORY



32 Credits, 3 terms • NITE • Content focus prepares “highly qualified” teachers as defined by *No Child Left Behind*. This program does not satisfy licensure requirements for K-12 public school teachers.

Master of Education With Concentration in

LITERACY EDUCATION

32 Credits, 3 terms • NITE • This degree program does not satisfy licensure requirements for K-12 public school teachers.

SUMMER 15 credits

Residency required

EDH691	Professional Seminar I	0
HIS610	World History (Part One to 1492)	3
HIS631	Revolution to Reconstruction	3
HIS632	America at War	3
HIS636	The Discovery of America	3
HIS640	Social Justice and Citizenship	3

FALL 8 credits

Distance learning and/or regional centers

EDH692	Professional Seminar II	2
EDH800	Independent Learning Project	3

History Content Elective — choose one

HIS611	World History (Part Two 1492 – 2008)	3
HIS633	The Rise of America as a World Power	3

SPRING 9 credits

Distance learning and/or regional centers

HIS630	Birth of a Nation: The Federalist Papers	3
HIS634	Philosophy of History	3
HIS635	The First Five Presidents/US	3

Entrance requirements: Bachelor’s degree and other general requirements (see Admission).

12 transfer credits may be accepted: 12 credits must be in history content. Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

Program Coordinator: JoAnn Testaverde, EdD
800-877-4723 x1187 • JoAnn.Testaverde@cambridgecollege.edu

SUMMER program begins 15 credits

Residency required

EUL691	Professional Seminar I	0
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Literacy specialist options — choose one

EARLY LITERACY Grades 1-5

EDU630	Emergent Literacy: Reading, Writing & Oral Development in the Early Grades	3
ESL631	Second-Language Acquisition & Culture	3
EDU632	Understanding Reading K-5	3
EDU635	Developing Writing Skills in Early Childhood Years	3
ELE620	Integration of Children’s Literature in Early Childhood & Elementary Curriculum	3

MIDDLE & SECONDARY LITERACY Grades 6-12

EDU602	Theory & Practice of Teaching Reading Comp (8-12)	3
EDU612	From Writing to Reading	3
EDU622	Active Assessment for Active Reading	3
EDU625	Reading Comprehension in the Content Areas	3
EED669	Language & Literacy for Teachers K-12	3

FALL 8 credits

Distance learning and/or regional centers

EUL692	Professional Seminar II (online) Includes plan to implement in your classroom	2
EUL800	Independent Learning Project With focus on literacy education	3
	One literacy elective	3

SPRING 9 credits

Distance learning and/or regional centers

	One literacy elective	3
	Two literacy or education electives	6

Admission requirements: Bachelor’s degree and other general requirements (see Admission).

12 transfer credits may be accepted: Courses must meet all general criteria for transfer (see Transfer of Credit) and current program requirements: Six credits must be in literacy education; six credits may be in other areas of education.

Program Coordinator: Olga Frechon, CAGS
800-877-4723 x1346 • Olga.Frechon@cambridgecollege.edu



Master of Education With Concentration in
**MATHEMATICS
EDUCATION**

32 Credits, 3 terms • NITE • This degree program does not satisfy licensure requirements for K-12 public school educators.

SUMMER 15 credits

Residency required

- EME691 Professional Seminar in Mathematics I 0
- Mathematics content elective (see math licensure programs) . . . 3

Mathematics specialist options — choose one

ELEMENTARY/MIDDLE SCHOOL

- MAT601 Psychology of Mathematics Learning 3
- MAT603 Arithmetic to Algebra: Developing Mathematics Patterns & Ideas 3
- MAT605 Technology & Mathematics Learning & Teaching . . . 3
- MAT708 Diagnosis & Remediation of Learning Problems in Mathematics. 3

HIGH SCHOOL

- EED606 Preparing Students to Learn Calculus Concepts & Skills. 3
- EED613 Teaching High School Geometry Effectively to Low-Performing Students 3
- MAT601 Psychology of Mathematics Learning 3
- MAT708 Diagnosis & Remediation of Learning Problems in Mathematics. 3

FALL 8 credits

Distance learning and/or regional centers

- EME692 Professional Seminar in Mathematics II. 2
- EME800 Independent Learning Project 3
- Mathematics content elective (see math licensure programs) . . . 3

SPRING 9 credits

Distance learning and/or regional centers

- Mathematics content elective (see math licensure programs) . . . 3
- Two education electives (see other programs) 6

Licensure courses meet for 35 contact hours/3 credits.

Admission requirements: Bachelor's degree and other general requirements (see Admission).

12 transfer credits may be accepted: Courses must meet all general criteria for transfer (see Transfer of Credit) and current program requirements: Six credits must be in mathematics content; six credits may be in other areas of education.

Program Coordinator: Nick Rubino, PhD
800-877-4723 x1188 • Nicholas.Rubino@cambridgecollege.edu

Master of Education With Concentration in
**SCHOOL NURSE
EDUCATION**

32 credits, 3 terms • NITE • This degree program is designed for school nurses who seek professional advancement and does not satisfy licensure requirements for nurses or K-12 public school educators.

SUMMER 15 credits

Residency required

- ESN691 Professional Seminar I: Professional Issues & Educational Research 0
- ESN660 Principles, Process, Practice of School Health Mgt . . . 3
- ESN710 Dealing With Grief & Loss: Role of Educators & School Nurses 3
- ESN725 Legal Responsibilities & Ethical Issues for School Nurses 3
- ESN750 Evaluation of School Health Programs 3
- ESN780 School Nurse Leadership in School & Community . . . 3

FALL 8 credits

Distance learning and/or regional centers

- ESN692 Professional Seminar II: Implementation & Presentation of Research 2
- ESN800 Independent Learning Project 3
- Open elective 3

SPRING 9 credits

Distance learning and/or regional centers

- Two electives in education or nursing 6
- Open elective 3

Admission requirements:

- Bachelor's degree and other general requirements (see Admission).
- Registered nursing license (RN).

12 transfer credits may be accepted: Six credits must be in education or nursing. Six credits may be in any area of study. Transfer courses must meet all general criteria for transfer (see Transfer of Credit).

Program subject to change without notice.

Program Coordinator: Patricia Johnson, RN, EdD
800-877-4723 x1347 • Patricia.Johnson@cambridgecollege.edu



Certificate of Advanced Graduate Study (CAGS/EdS) Introduction & Policies

The Certificate of Advanced Graduate Study (CAGS or EdS) in Educational Leadership is for educators with master's degrees in education or closely related fields. The CAGS in Educational Leadership is an advanced certificate program that provides opportunity to master new areas of practice and broaden knowledge and skills. Students learn to promote effective practice and manage change wisely in their educational communities and professional lives.

Educators can also earn other credentials such as master's-plus-30 or educational specialist in order to advance in their careers.

Standards for Administrative Roles

Course work is structured in accordance with the Commonwealth of Massachusetts common standards for administrators. These competencies – specific field of administration, educational leadership, school management, professional development, and equity – are embedded throughout the course work, practicum, and research project.

The principles of effective administrative leadership prescribed by the Commonwealth of Massachusetts serve as focal points for developing administrative competencies, viz., effective instructional leadership; effective organizational leadership; effective administration and management; promotion of equity and appreciation of diversity, effective relationships with the community; and fulfillment of professional responsibilities.

Students develop self-confidence about learning. They are empowered to bring new, positive leadership to our society and solve problems in schools, school systems, and in community organizations. They will:

- Integrate theory, policy, and research methods with leadership skills, organizational development, and management techniques.
- Effect systemic behavioral and organizational changes at high levels of accountability.



- Develop the capacities of others to participate in change and reconfiguring of community resources, help others think systematically, use information systems and action research techniques, expand their leadership capabilities, and develop skills needed to manage personal and social change.
- Increase cross-cultural, cross-class communication and problem-solving skills.
- Bring about systematic changes that effectively meet the learning needs of their students, including those in multi-ethnic and multi-lingual communities.

CAGS Practicum

When students enter the program, they are expected to have located a practicum site. Licensure students should have an agreement with a local educator holding a license corresponding to the license for which they wish to apply and who is willing to serve as the supervising practitioner. A faculty supervisor will be appointed by Cambridge College to arrange on-site visits with licensure students during the practicum period.

Students may petition to waive the practicum if they already hold administrative licensure. If the practicum is waived, students complete the Curriculum and Instruction portfolio.

Licensure Policies

Massachusetts CAGS students who have previously passed the Communication and Literacy test (MTEL) when obtaining their prerequisite license need not repeat the test. Students who obtained their Massachusetts educator license before these exams were required must take the MTEL as a licensure practicum prerequisite. Students from other states who have previously met their own state's current teacher test requirements need not repeat the test.

For general information about practicum and licensure, see the School of Education introduction & policies section.

CAGS in Educational Leadership With Concentration

EDUCATIONAL SPECIALIST IN CURRICULUM & INSTRUCTION



36 Credits • 4 terms • NITE

This degree program does not satisfy licensure requirements for K-12 public school educators.

SUMMER 1 15 credits**Residency required: NITE (MA)**

ECL800	Foundations of Social Science Research	3
ECL802	Advanced Leadership	3
ECA725	Instructional Leadership: Supervision & Administration of Educational Personnel	3
ECC707	Meeting the Challenge of School Restructuring	3
ECC710	Assessment & Developing & Evaluating Curriculum	3

FALL 1 6 credits**Distance learning**

ECL801	Advanced Graduate Research Seminar	3
ECC708	Learning Theories & Instructional Design	3

SPRING 1 6 credits**Distance learning**

ECA704	Effective Schools	3
ECC805	Practicum/Seminar I	3

Home state site with Cambridge College supervision.

SUMMER 2 9 credits**Residency options: NITE (MA), GA, VA**

ECC806	Practicum/Seminar II	2
ECC807	Applied Action Research Project	1
ECL803	Advanced Technologies in Education	3
ECL804	Advanced Leadership in Policy & Practice	3

Some courses meet for 35 contact hours/3 credits.

Admission requirements: Master's degree and other general requirements (see Admission).

12 transfer credits may be accepted: Transfer courses must be at post-graduate level, meet current program requirements, and must meet all general criteria for transfer (see Transfer of Credit).

Recommended for teachers who wish to improve their instructional skills and/or take on a non-licensed leadership role.

Course location & schedule options: After Summer 1 at NITE, see local schedules: Cambridge, MA • Augusta, GA.

Program coordinator: Dan Butin, PhD
 800-877-4723 x1619 • Dan.Butin@cambridgecollege.edu



CAGS in Educational Leadership Leading to Massachusetts INITIAL LICENSURE in SCHOOL ADMINISTRATION

36 Credits, 39 Credits for Superintendent/Ass't. Superintendent • 4 terms • NITE

Program approved by the Massachusetts Department of Education for • Superintendent/Assistant Superintendent (all levels)
• Principal/Assistant Principal (levels PreK-6, 5-8, 9-12) • Supervisor/Director (at level of prerequisite license)

SUMMER 1 15 credits

Residency required: NITE (MA)

ECL800	Foundations of Social Science Research	3
ECL802	Advanced Leadership	3
ECA725	Instructional Leadership: Supervision & Administration of Educational Personnel	3
ECC707	Meeting the Challenge of School Restructuring . . .	3
ECC710	Assessment & Developing & Evaluating Curriculum .	3

FALL 1 6 credits

Distance learning

ECL801	Advanced Graduate Research Seminar	3
ECA701	School Management & the Law	3

Practicum Prerequisite

- Pass all teacher tests required by your state for this license, if not previously passed.

SPRING 1 6 credits

Distance learning

ECA703	Managing Financial Resources	3
ECA805	Practicum/Seminar I	3

Home state practicum site under a school administrator with the appropriate license, with Cambridge College supervision.

SUMMER 2 9 or 12 credits

Residency options: NITE (MA), GA, VA

ECL803	Advanced Technologies in Education	3
ECL804	Advanced Leadership in Policy and Practice	3
ECA806	Practicum/Seminar II	2
ECA807	Action Research Project	1

ECA720 Advanced Systems Theory 3
Additional course for superintendent/assistant superintendent;
program total 39 credits.

All courses meet for 35 contact hours/3 credits.

Admission requirements: Master's degree and other general requirements (see Admission) and the following:

Superintendent/Assistant Superintendent

- Three full years of employment in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Principal/Assistant Principal

- Three full years of employment in a district-wide school-based or other educational setting OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Supervisor/Director

- Initial or preliminary license in another educational role.
- Three full years of employment in a school under the prerequisite license OR in an executive management/leadership role OR in a supervisory, teaching, or administrative role in a private school, charter school, higher education, or any approved other educational setting.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Course location & schedule options: After Summer 1 at NITE, see local schedules: Cambridge, MA • Augusta, GA • Chesapeake, VA.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Dan Butin, PhD
800-877-4723 x1619 • Dan.Butin@cambridgecollege.edu



CAGS in Educational Leadership Leading to Massachusetts INITIAL LICENSURE as a

SPECIAL EDUCATION ADMINISTRATOR (All Levels)

36 credits, 4 terms • NITE • Program approved by the Massachusetts Department of Education

SUMMER 1 15 credits

Residency required: NITE (MA)

ECL800	Foundations of Social Science Research	3
ECL802	Advanced Leadership	3
ECA725	Instructional Leadership: Supervision & Administration of Educational Personnel.	3
ECS713	Administration of Special Education Programs	3
ECS714	Collaboration & Consultation Techniques	3

FALL 1 6 credits

Distance learning

ECL801	Advanced Graduate Research Seminar	3
ECS716	Philosophical & Psycho-Social Fndns of Education	3

Practicum Prerequisite

- Pass all teacher tests required by your state for this license, if not previously passed.

SPRING 1 6 credits

Distance learning

ECS712	Advanced Psycho-Educational Assessment & Education Planning.	3
ECS805	Practicum/Seminar I	3

Home state site under a special education administrator with the appropriate license, with Cambridge College supervision.

SUMMER 2 9 credits

Residency options: NITE (MA), GA, VA

ECL803	Advanced Technologies in Education	3
ECL804	Advanced Leadership in Policy & Practice	3
ECS806	Practicum/Seminar II	2
ECS807	Applied Action Research Project	1

All courses meet for 35 contact hours/3 credits.

Admission requirements:

- Master's degree and other general requirements (see Admission).
- Initial license: special education, school psychologist, school social worker/school adjustment counselor, or speech, language & hearing disorders teacher.
- Three full years of employment in a district-wide school-based or other educational setting OR:
- Three full years of employment in law, public policy, higher education, or other related field accepted by the department.

Path to licensure: Please contact the education authorities in your state for requirements, procedure, and recommendations.

Course location & schedule options: After Summer 1 at NITE, see local schedules: Cambridge, MA • Augusta, GA.

Program subject to change: As Massachusetts requirements for licensure change, the College reserves the right to alter the program to better prepare students to meet new requirements.

Program coordinator: Dan Butin, PhD
800-877-4723 x1619 • Dan.Butin@cambridgecollege.edu

Doctor of Education (EdD) in Educational Leadership

Introduction & Policies

The Doctor of Education in Educational Leadership

program equips practitioners to become more effective leaders and researchers in the field of education. It develops community-oriented and culturally competent leaders. Our goal is to develop a new generation of educational leaders who are able to work collaboratively to find research-based solutions to the concrete and complex challenges facing K-12 school systems. This program is for educators who seek to participate in the highest level of academic pursuit in order to transform our educational system.

Cohort Model

Students come together for an intensive summer residency to form a doctoral research cohort, which is followed by periodic weekend residencies throughout the length of the program. This allows deeper connections to be made between students and faculty. The collective experiences, collaborative research and mutual support of the cohort make the individual research and school leadership of each student more fruitful and rewarding.

Program Objectives

- Develop an in-depth understanding of schools—their actual conditions, problems and potential.
- Understand the role of schools in a community and education in a democracy.
- Work with parents, communities, and political structures to ensure quality instruction for children.
- Acquire the quantitative and qualitative research skills needed to gather and analyze data surrounding a specific problem or set of problems
- Develop and implement data-informed strategies for addressing deeply rooted, complex problems.
- Develop the capacity to organize and communicate knowledge.
- Serve as effective team builders.
- Develop the ability to work cooperatively yet think and act independently.
- Emerge as educational leaders who are proud and confident of their skills.

Program Threads

Leadership Core Content – Coursework in transformational leadership, social justice, and conflict resolution provide a broad conceptual mastery of the historical, psychological, sociological, fiscal and technological factors affecting contemporary education.

Education Theory & Research — Coursework in advanced educational theory and research methodology provides the basis for developing the competencies needed to conduct meaningful research. Coursework is integrated with the white paper and dissertation research.

White Paper — This project builds bridges between research and educational practice. Under the supervision of faculty advisors, students with common dissertation research themes identify a specific problem and develop an action plan based upon a synthesis of their research findings. Students collaborate in groups on developing and presenting white paper research on one common problem from multiple perspectives, so that the findings and recommendations address the issue in a comprehensive way. The white paper culminates in a presentation to the faculty and students of Cambridge College.

Dissertation — The dissertation is based on the student's systematic inquiry into an area of educational leadership. All doctoral students have a primary dissertation advisor who provides personalized and intensive guidance throughout the doctoral program. Advisement begins in the first term to facilitate the timely planning and implementation of student research activities. The dissertation advisor oversees the content and process of dissertation development from the proposal stage to the final submission and defense of the dissertation. Each student is required to work with his/her dissertation advisor and committee on a regular basis, and to follow the guidelines in the program handbook for completing the dissertation. A primary component for the timely completion of the dissertation is the development of the dissertation proposal during the summer residency. This proposal, once approved by the dissertation advisor and dissertation committee, serves as the academic roadmap for research and writing through the forthcoming semesters. Dissertation conceptualization, research, and writing are further supported by linking and integrating doctoral coursework to the student's particular academic focus.



EDD IN EDUCATIONAL LEADERSHIP

70 Credits; 37-43 credits completed at Cambridge College • 4 terms • NITE

This degree program does not satisfy licensure requirements for K-12 public school teachers.

REQUIREMENTS

Prior Post-Master's Work 33 credits

Minimum prior credits required 27

May be completed at Cambridge College after enrollment 6

Course Work 21 credits

EDL810 Transformational Leadership 3

EDL820 Collective Bargaining & Conflict Resolution 3

EDL830 Schools & Social Justice 3

EDL840 Social & Cultural Foundations
of Educational Leadership 3

Research For Leadership

EDL850 Using Quantitative & Qualitative Research for
School Improvement 3

EDL860 Application of Qualitative Research Skills for
School Improvement 3

EDL870 Quantitative Research Skills for
School Improvement 3

Dissertation & White Paper Advising 16 credits

EDL900 Introduction to the Dissertation 1

EDL901-903 White Papers — 3 terms @ 1 credit 3

EDL910, 920, 930, 940 Dissertation — 4 terms 12

Admission requirements:

- 27-33 credits beyond a master's degree in educational leadership or a closely related field; see below.
- Five years of progressively responsible professional experience.
- Successful application and review process.

33 transfer credits may be accepted: post-master's courses in educational leadership or closely related fields must meet all general criteria for transfer (see Transfer of Credit), and current program requirements. These post-master's credits must have been earned **either** while completing a second master's, CAGS, or EdS; **or** while enrolled in a terminal degree program (such as an EdD or PhD).

Course location & schedule options: After Summer 1 at NITE, see local schedules: Cambridge, MA • Augusta, GA • Chesapeake, VA.

Program coordinator: Dan Butin, PhD
800-877-4723 x1619 • Dan.Butin@cambridgecollege.edu

SCHEDULE

SUMMER 8-15 credits

Residency required: NITE (MA)

EDL840 Social & Cultural Foundationsfirst summer

EDL850 Quantitative & Qualitative Researchfirst summer

EDL910 Dissertation Ifirst summer

EDL810 Transformational Leadership or spring

EDL820 Collective Bargaining & Conflict Resolution or fall

EDL830 Schools & Social Justice or fall

EDL900 Introduction to the Dissertation or spring

EDL903 White Paper IIIsecond summer

EDL940 Dissertation IVsecond summer

FALL 8-11 credits

Minimum: two weekends in Cambridge & distance learning

EDL820 Collective Bargaining & Conflict
Resolution or summer

EDL830 Schools & Social Justice or summer

EDL860 Qualitative Research Skills **or**

EDL870 Quantitative Research Skills req. EDL850

EDL901 White Paper I req. EDL910

EDL920 Dissertation II req. EDL910

SPRING 7-10 credits

Minimum: two weekends in Cambridge & distance learning

EDL810 Transformational Leadership or summer

EDL860 Qualitative Research Skills **or**

EDL870 Quantitative Research Skills req. EDL850

EDL900 Introduction to the Dissertation or summer

EDL902 White Paper II req. EDL901

EDL930 Dissertation III req. EDL920

Program subject to change: The EdD is an emerging program. Changes may be expected as the College responds to the approval/accrediting authorities and to students' needs.

EDD IN EDUCATIONAL LEADERSHIP



70 Credits, 7 terms • NITE

This degree program may satisfy licensure requirements for K-12 public school teachers.

Degree & Concentration Options

Doctoral students in the professional pathway may choose to concurrently earn a CAGS (EdS) with concentration in:

- School Administration — initial licensure or non-licensure.
- Special Education Administration — initial licensure or non-licensure.
- Curriculum & Instruction — without licensure.

See CAGS program charts for entrance requirements, courses, practicum and some licensure information.

OR students may earn the EdD only.

SUMMER 1 15 credits

Residency required: NITE (MA)

ECL800	Foundations of Social Science Research	3
ECL802	Advanced Leadership	3
ECL803	Advanced Technologies in Education	3
ECL804	Advanced Leadership in Policy & Practice	3
	One 700-level course in your CAGS concentration	3

FALL 1 9 credits

Distance learning

ECL801	Advanced Graduate Research Seminar	3
	Two 700-level courses in your CAGS concentration	6

Licensure students: meet practicum prerequisites.

SPRING 1 9 or 10 credits

For CAGS & EDD — Distance learning

	Two 700-level courses in your CAGS concentration.	6
	Practicum/Seminar I for your CAGS concentration	3

For EDD only — Minimum: two weekends in Cambridge & distance learning

(new)	Practicum/Seminar/Analytical Paper I	3
EDL810	Transformational Leadership	3
EDL900	Introduction to the Dissertation	1
	One 700-level CAGS course	3

Admission requirements: Master's degree in education or a closely related field, and other general EdD requirements (see Admission).

Transfer credit: post-master's courses in educational leadership or closely related fields must meet current program requirements and all general criteria for transfer (see Transfer of Credit).

For CAGS & EDD: 12 transfer credits may be accepted.

For EDD only: 21 transfer credits may be accepted.

Course location & schedule options: After Summer 1 at NITE, see local schedules: Cambridge, MA • Augusta, GA • Chesapeake, VA.

Cambridge, MA • 800-380-1218 • www.cambridgecollege.edu/nite

SUMMER 2 14 or 15 credits

Residency required: NITE (MA)

EDL820	Collective Bargaining & Conflict Resolution	or
EDL830	Schools & Social Justice	or
ECA720	Advanced Systems Theory (for Superintendent)	3
EDL840	Social & Cultural Fdns of Educational Leadership	3
EDL850	Quantitative & Qualitative Research	3
EDL910	Dissertation I	2

For CAGS & EDD

	Practicum/Seminar II for your CAGS concentration	2
	Applied Action Research Project for your CAGS concentration	1
EDL900	Introduction to the Dissertation	1

For EDD only

(new)	Practicum/Seminar/Analytical Paper II	3
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FALL 2 8-14 credits

Minimum: two weekends in Cambridge & distance learning

EDL820	Collective Bargaining & Conflict Resolution	3
EDL830	Schools & Social Justice	3
EDL860	Qualitative Research Skills	or
EDL870	Quantitative Research Skills	3
EDL901	White Paper I	1
EDL920	Dissertation II	4

SPRING 2 7 credits

Minimum: two weekends in Cambridge & distance learning

EDL860	Qualitative Research Skills	or
EDL870	Quantitative Research Skills	3
EDL902	White Paper II	1
EDL930	Dissertation III	3

SUMMER 3 4-7 credits

Residency required: NITE (MA)

EDL820	Collective Bargaining & Conflict Resolution	or
EDL830	Schools & Social Justice	3
EDL903	White Paper III	1
EDL940	Dissertation IV	3

Program subject to change: The EdD is an emerging program. Changes may be expected as the College responds to the approval/accrediting authorities and to students' needs.

Program coordinator: Dan Butin, PhD

800-877-4723 x1619 • Dan.Butin@cambridgecollege.edu



RESOURCES

Academic Resources & Services

Disability Support

Cambridge College arranges access to facilities and academic programs for students with physical, mental, or learning disabilities of permanent or temporary duration. Accommodations are determined on an individual basis and include, but are not limited to, sign language interpreters, note takers, audio recording, tutorial services, priority registration, course modification, parking, and classroom modification.

Please contact the Director of Student Academic Services at ext. 1470 to discuss your disability, so she can arrange for and monitor services you need in compliance with the Americans with Disabilities Act. You are responsible to obtain documentation from a qualified physician or clinician that presents a specific diagnosis of your disability, explains its limiting effects, and makes recommendations for accommodation. **It is important to provide this documentation as soon as possible since many services are outside the College and must be arranged far in advance.** Course instructors and advisors are notified of any students with disabilities and their required accommodations.

Cambridge College Online Library

www.cambridgecollege.edu/library

All registered students, current faculty and staff can use the Cambridge College Online Library, a full-featured virtual library. It is easily accessed from any internet-enabled computer through the Cambridge College MyCC portal. Publicly accessible information, including instructional handouts, is available at www.cambridgecollege.edu/library/.

Cambridge College Online Library services include:

- *Ask an Online Librarian* provides 24/7 live reference librarian service with individual research assistance using online chat.
- *Research Databases* provide hundreds of thousands of full-text scholarly articles and documents appropriate for academic research in the fields of education, counseling, psychology,

management, health, and other academic areas. Research databases of scholarly journals and periodicals include EBSCOhost Academic Search Premier, Wilson Select Plus, PsycArticles, PsycInfo, Education Abstracts, Digital Dissertations Index, MEDLINE, and more. Cambridge College is not responsible for the content of these sites or of any sites to which they may link. Citation-only results link conveniently to the WorldCat database for location of local libraries that have print versions.

- *Electronic Books* provide more than 30,000 full-text books in all subject areas.
- *Research Guides* teach you how to find key information by subject area, both online and in your local libraries.
- *Online Tutorials* teach you how to research effectively.
- *Technical Support* for a variety of problems.

Other Libraries

www.cambridgecollege.edu/library/research.cfm

See the **Traditional Library Skills section** for library guides for Cambridge and all Cambridge College regional centers.

Cambridge College provides borrower's privileges at selected academic libraries in Cambridge and near some regional centers. In other areas, academic and other research libraries open for public use are recommended.

Students are responsible for all materials borrowed from the libraries named below. Outstanding fines must be paid and overdue books returned before graduation clearance is given.

Cambridge, MA & NITE Summer Study

Gutman Library at the Graduate School of Education at Harvard University is available to Cambridge College students doing research in education and counseling. This library is in Harvard Square, about 15 minutes' walk from Cambridge College and two blocks from the Harvard Square subway station.

Be sure to let the Gutman librarians know that you are a Cambridge College student, because you are eligible for services including individual consultations with education reference librarians, which can be made by calling in advance to 617-495-3421.

You do not need a special card to use the library during open hours including evenings and weekends, but you must present your Cambridge College ID card to gain entry. If you want to borrow books, you will need a borrower's card. It takes one month to process a borrower's card application. For an application, please see the Traditional Library Skills area of the Research Resources page at www.cambridgecollege.edu/library/research.cfm/.

NITE — Summer Study

Cambridge College students have access to and borrowing privileges at our host college's library, including reference librarian services. Students may also use Gutman Library at the Harvard Graduate School of Education. If you want to borrow books, apply at least one month ahead. See Cambridge information, above.

Writing & Research Support

Writing is a primary tool for academic work at Cambridge College. During the Summer Institute, group instruction and individual tutoring are available in writing, research, computer and online training. Topics include developing and organizing ideas, doing online research, critical analysis of texts, APA style and documentation, and writing your Independent Learning Project. A writing evaluation will give you early feedback on your writing strengths and areas to improve. If your writing evaluation indicates need, please take advantage of this resource.

Text Books & Course Materials

Reading materials are at the discretion of faculty. Text books will be available for purchase at NITE. OR you instructor may provide books or copied materials and charge students for the cost.

National Board Certification Support

National Board Certification measures a teacher's practice against high and rigorous standards. This process is an extensive series of performance-based assessments that includes teaching portfolios, student work samples, videotapes, and thorough analyses of the candidates' classroom teaching and student learning. Teachers also complete written exercises that probe the depth of their subject matter knowledge, and their understanding of how to teach those subjects.

Fifteen students pursuing National Board Certification will be supported with workshops in the NITE summer term, followed by online support in the fall and spring. For more information, please contact : Joseph.Mastrocola@cambridgecollege.edu/. (A fee will be charged to participants.)

Note: National Board Certification is not a substitute for state educator licensure. Most students should pursue licensure first, and National Board Certification when they are fully credentialed.

Career Resources

Cambridge College seminar leaders are experienced educators and may help their students find direction and assistance with career planning. Other faculty, students and alumni often contribute to a supportive network. The Cambridge College Online Library has career development resources. Cambridge College has no job placement service.

Computers, Network & Information Systems

Resources, Services, & Policies

Learning at Cambridge College is "high-touch/high-tech." Intensive classroom learning is enriched by online research; it is deepened and extended by learning activities supported by computer technologies. Your seminar group or class becomes a learning community, which continues online outside class hours and beyond the end of the term.

Recognizing that computer technology is becoming a more critical resource for education and for workplaces everywhere, Cambridge College has made a commitment to using technology-based learning in our coursework, and to making computers available to our students. Thus, technology-based learning adds a rich dimension of learning to Cambridge College's tradition of dynamic conversations and personal interactions of our adult classroom experience.

IT Website <http://www.cambridgecollege.edu/it>

This Cambridge College website provides current information about the College's IT resources and services for students and faculty. Go to the website for a technology orientation package.

PC Computer Provided

New students enrolled in NITE degree programs receive a computer from Cambridge College. It comes with all the software required for successful study at the College. The cost is included in tuition. You will keep the computer when you graduate.

Technical support and warranty are provided by the manufacturer (Get contact information on the IT website). This computer puts Cambridge College in your hands 24/7: learning management system, online library, MyCC Portal with your personal accounts, and the College's communication system.

Computer return required — Computers provided at the beginning of a degree program must be returned if you do not complete your degree. You must return the computer to the IT Office in good working condition as you received it, or its purchase price will be charged to your student account.

Students are responsible for the security and proper care of the computer. We recommend that you purchase Insurance for it. The College will not be responsible for damage, loss or theft.

NITE continuing students — If you do not bring a computer previously issued to you by Cambridge College, you are required to rent one from the College (purchase optional).

MyCC Portal <http://mycc.cambridgecollege.edu/>
Registered Cambridge College students can log in to MyCC with their own user ID and password to view personal information such as their academic record, student account, current course schedule, syllabi and other course information. Distance learning courses, the Online Library, and online forums are accessed through the portal.

IT Help Desk 1-800-877-4723 ext. 1159
Monday-Thursday 10am-10pm EST • Friday 10am-9pm EST
Saturday 10am-5pm EST • Sunday 12noon-5pm EST

Contact us for technical assistance and information about:

- MyCC portal • E-mail • Website
- College-issued computers & software • Computer accessories
- College network & connectivity problems
- IT training

NITE Technical Support — During the summer term in greater Boston, the IT staff can help you solve technical problems with your computer and required software. After the summer term ends, you may contact the manufacturer for technical support. Call the IT helpdesk for contact information.

E-Help Desk <http://helpdesk.cambridgecollege.edu>
E-Helpdesk Service is a web application that allows the Cambridge College community to request technical support any time and anywhere.

To Log on: Type in your user name and password (the same user name and password that you use to check your e-mail or log on to the network) Note: make sure the "Log on to" is CAMBRIDGE. Do not check the "Remember Me" check box if you are using a public computer.

E-Mail

Registered Cambridge College students receive an e-mail account to facilitate their studies. Students, faculty and staff must use their College e-mail accounts to communicate and collaborate. Go to www.cambridgecollege.edu/it/ or call the IT help desk for more information, and to get a user ID and password.

Spam — The College takes very seriously its obligation to provide an environment free of sexual harassment or any other form of harassment.

When the College selected its communications software, one of the main considerations was its ability to filter out spam. Please know that the College and, particularly, its IT staff, are available to work with individuals, who are receiving objectionable spam, to adjust the filtering mechanisms of their existing software to its maximum protective level and to provide training in this area.

We regret the intrusion and discomfort that these objectionable communications cause. However, please know that, given the current state of technology, the College cannot promise that an individual will not receive objectionable spam from an anonymous source.



Wireless Internet Access

Cambridge campus & regional centers have wireless Internet access available free for all the college community. If you need help to access to our wireless network please contact the IT helpdesk.

NITE Summer term — Most classrooms offer wireless Internet access. Please bring an Ethernet cable, so you can connect to the Internet in your room. You are responsible to pay any related charges by our host site and/or your Internet service provider.

IT Training

The IT staff offer free workshops to help students get the most from learning activities supported by computer technologies. Topics include using the MyCC portal, e-mail, program-related applications, online library research strategies, and the Internet. For workshop schedules, go to the IT website.

ADMISSION & POLICIES

Admission — Welcome

Cambridge College welcomes adult learners based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An admissions counselor talks with you and helps you collect all required materials. An interview with your admissions counselor and review of your file establish whether or not Cambridge College is right for you, and whether or not you are ready for Cambridge College. Some programs have specific assessment and admission requirements.

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

For more information, please speak with your admissions counselor. International students, please also talk with Cambridge College's international student advisor.

Rolling Admission — Applicants are admitted for the upcoming term when applications and supporting materials are received and processed, no later than the add/drop deadline each term. Terms begin in September, January, and June. Some specialized programs have different schedules and deadlines. Information is available from your admissions counselor.

Make an informed decision — Applicants are responsible for reading the Academic Catalog to get all the information needed to make an informed decision. Applicants pursuing licensure are responsible to get current information from their state licensing authorities and meet their requirements.

Please Note

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

A complete admission file, with all supporting materials listed in this booklet, is required. If at least the **official** transcript of your prior degree is in your file, you may register for your first term's classes before the file is complete. However, you may not register for your second term until the file is complete.

Your admission file must be **COMPLETE** before:

- Financial aid may be awarded.
- Transfer credit may be evaluated.
- You may register for a second term.

International transcripts must be translated by an authorized translation agency and evaluated by the Center for Educational Documentation, 617-338-7171, www.cedevaluations.com; or World Education Services, 1-800-937-3895 or 212-966-6311, www.wes.org. Applicants must call to obtain this service. If original documents are located in countries where there are extenuating circumstances, a notarized copy of the original transcript may be acceptable. International transcripts with translation and evaluation, documenting degrees earned at international institutions, must be received before applicants may enroll.

All application materials become part of Cambridge College records and will not be returned. Access to this material is limited under the Family Educational Rights and Privacy Act of 1974. A complete admission file is required.

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

Choose Your Program Carefully

Applicants, it is essential that you understand how differences between non-licensure and licensure programs may affect your plans for licensure or for licensure status upgrades. States have different requirements for licensure. Before you enroll, you are responsible to:

- 1. Contact your state education dept.** — You are responsible for understanding and meeting their requirements for licensure (certification/credential) and for following their procedures. Students enrolling in non-licensure programs who expect to become licensed should be thoroughly informed of their state regulations.
- 3. Read the catalog** — Get all the information about our education programs, and verify your program choice with your state dept. of education.



Admission requirements for Cambridge College / National Institute for Teaching Excellence

Undergraduate Study — BA

Application Form — Read and Complete Carefully

- Complete all items on the application.
- Sign the application.
- U.S. permanent residents, please attach copy of your permanent resident card (both sides).
- International students, please attach international student form and all required documents listed.
- Include application fee of \$30.

Official Transcripts documenting your Education

One document from the list below is required:

- High school transcript (original) showing graduation.
- Notarized copy of high school diploma.
- GED certificate (original).
- Official transcript from a regionally accredited college or university showing associate's degree earned or showing credits earned and basis of admission.

AND

- Associate's degree or at least 60 undergraduate credits that meet all general criteria for transfer.

You must request an official transcript from the school or college you attended, to be mailed directly to Cambridge College; we must receive it **sealed and unopened** (does not apply to diplomas).

Applicants without a high school diploma or GED certificate may take a federally approved standardized test (at an independent, authorized test center) to establish their ability to benefit from college course work.

Documents for Transfer Credit Evaluation

If you want prior college course work evaluated for transfer credit, please request **official transcripts**. Only official transcripts are evaluated for transfer.

Current Résumé documenting your Experience

Three years of work experience recommended (including employment, volunteer work, training, community involvement, etc.).

Written Personal Statement/Essay

Briefly describe your *experience and learning*, including learning outside the classroom, such as employment, family, military, volunteer work, and participation in community organizations. Explain your *reasons for further study*, and also your *personal and professional goals*. Write about 2-4 typed, double-spaced pages, in paragraph form (an outline is not acceptable).

One Professional Reference

See instructions on form provided in the application booklet.

Health Insurance

Required by law for Massachusetts locations, including NITE summer residency.

Immunizations Form

Massachusetts — Immunizations are required by law for:

- Full-time study in any degree program.
- International students.

Please see the immunizations form in the application booklet for policy and instructions.

Admission requirements for Cambridge College / National Institute for Teaching Excellence

Graduate Study — MEd & CAGS

Application Form — Read and Complete Carefully

- Complete all items on the application.
- Sign the application.
- U.S. permanent residents, please attach copy of your permanent resident card (both sides).
- International students, please attach international student form and all required documents listed.
- Include application fee of \$30.

Official Transcripts documenting your Education

Degree earned from a regionally accredited college or university:

- MEd applicants — Bachelor's degree required.
- CAGS applicants — master's degree in education or a closely related field *and* bachelor's degree required.

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit, please send to the Transfer Credit Office:

- **Official transcripts** (only official transcripts are evaluated).

AND if you wish to transfer specific required courses, send also:

- **Transfer credit request form** (provided).
- **Course descriptions or syllabi** — Photocopies must clearly show the college's name; write your name and social security number on the copies.

Interview (*candidates for licensure programs*)

Please be ready to demonstrate:

- Appropriate competencies and knowledge in the subject area and at the level of licensure sought.
- Strong oral and written communication skills, including organization and clarity of thought, the ability to communicate ideas, and the correct use of English.
- Enthusiasm, sincerity, and serious intent to become a licensed educator.

Current Résumé documenting your Experience

- All programs — Five years of work experience recommended.
- Professional and administrator licensure programs — Specific experience required (see program charts). Please provide a letter on your employer's letterhead signed by an official (e.g. principal or human resource director) stating that you have completed the experience required.

Students who do not submit this letter may be admitted by signing a waiver stating that they understand that **they will not be eligible for licensure at the completion of the program**.

Documentation of Licensure

IF you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only for professional licensure and some administrator licensures (see program charts).

Written Personal Statement/Essay

Write a short essay (about four typed, double-spaced pages), describing your professional experience: What are you most proud of? What do you want to improve? How do you best learn? What are your goals and objectives for graduate study and for educator licensure? How do you expect your graduate studies to apply to your school and enhance your future career? **If seeking licensure, make your response specific to the area and level of licensure you seek.**

Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYOC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Writing Assessment & Support

Go to NITE Admissions on the Cambridge College website. Follow on-screen directions to submit the writing assessment online. If the assessment indicates need, your seminar leader/academic advisor will refer you to appropriate course work and to the college's writing support services, so that you can get the most from your course work (writing assessment not required for CAGS).

Two Professional References

See instructions on form provided in the application booklet.

Additional Requirements

- Math initial licensure (5-8, 8-12) — Math placement test.
- School Nurse Education — Registered nursing license (RN); proof required.

Health Insurance

Required by law for Massachusetts locations, including NITE summer residency.

Immunizations Form

Massachusetts — Immunizations are required by law for:

- Full-time study in any degree program.
- International students.

Please see the immunizations form in the application booklet for policy and instructions.

Admission requirements for Cambridge College / National Institute for Teaching Excellence

Doctor of Education in Educational Leadership

Application Form — Read and Complete Carefully

- Complete all items on the application.
- Sign the application.
- U.S. permanent residents, please attach copy of your permanent resident card (both sides).
- International students, please attach international student form and all required documents listed.
- Include application fee of \$100 (non-refundable).

Ask for doctoral application booklet and form (do not use NITE application).

Official Transcripts documenting your Education

Degree from a regionally accredited college or university:

- Professional pathway: Master's degree in education or a closely related field (bachelor's degree also required.)
- Executive pathway: 27 credits beyond a master's degree in educational leadership or a closely related field.

You must request official transcripts from the schools or colleges you attended, to be mailed directly to Cambridge College's Office of Doctoral Studies; we must receive them **sealed and unopened**.

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

Documents for Transfer Credit Evaluation

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

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

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

Two Professional References

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

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

Recommendations should not be written by friends or family members.

Curriculum Vitae or Résumé

documenting your Experience

• Five years of progressively responsible professional experience. Your résumé is a summary of your education and work experience. The CV is a detailed synopsis of your background and skills, including a summary of your educational history; teaching, research and professional experience; publications and presentations (including dates); grants, fellowships, awards, and honors; and professional associations, licenses and affiliations.

- Administrator licensure candidates — Specific experience required (see CAGS program charts). Please provide a letter on your employer's letterhead signed by an official (e.g. principal or human resource director) stating that you have completed the experience required.

Students who do not submit this letter may be admitted by signing a waiver stating that they understand that **they will not be eligible for licensure at the completion of the program**.

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

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

EdD Professional Pathway applicants—Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYCC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Portfolio of Scholarly & Professional Work

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

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

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

Kinds of documents — You may include portions of your action research or thesis paper; examples of curricula or school improvement plans that you have developed for use in your school or district; memos, letters, or articles written by you or about your work; reports, charts, or graphs that you have created, transcribed speeches you have given; course syllabi from college-level courses you have taught; synopses of workshops or conferences at which you have presented, or any other printed material providing evidence of your skills, experience and potential to perform at the doctoral level.

Groups of items — It may be difficult to illustrate a point with one item. If so, you might show the progression of a particular situation by including initiating memos, meeting minutes showing the process and decisions, and then a report of the implementation and outcomes. Please make sure it is clear when items are meant to be viewed as an aggregate.

Formatting & binding — The front cover and each page should include your name and date of application. Print or affix all documents to standard size paper and take to your local copy center for spiral or tape binding. Do not use folders or 3-ring binders. Do not use staples or plastic sleeves. Do not submit loose sheets or items that do not fit into the bound portfolio. Quality is more important than quantity, so your submissions should not be excessive. The width of the bound portfolio should not exceed 1 inch.

Submit copies only, because your portfolio will not be returned to you. Keep originals for your records.

Qualifying Assessment (QA)

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

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

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

Process — Upon receipt of your application, the Office of Doctoral Studies will contact you to arrange for your QA and give you detailed instructions. Please make sure your application lists a phone number and e-mail address where you can easily be reached, and check your messages often.

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

Phone Interview

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

If seeking licensure, please be prepared to demonstrate:

- Appropriate competencies and knowledge in the subject area at the level of licensure sought.
- Strong oral and written communication skills including organization and clarity of thought, the ability to communicate ideas, and the correct use of English.
- Enthusiasm, sincerity, and serious intent to become a licensed educator.

One member of the Admission Committee will conduct your interview. Upon receipt of your completed application, the doctoral program office will contact you to set up a time for the interview. Please make sure your application lists a phone number and e-mail address where you can be reached, and check your messages often.

Documentation of Licensure

IF you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only for professional licensure and some administrator licensures (see program charts).

Health Insurance

Required by law for Massachusetts locations, including NITE summer residency.

Immunizations Form

Massachusetts — Immunizations are required by law for:

- Full-time study in any degree program.
- International students.

Please see the immunizations form in the application booklet for policy and instructions.

Financial Aid

Financial aid is available for students who qualify, to assist them in financing their educational expenses at Cambridge College. Visit www.cambridgecollege.edu/financialaid/ to begin the financial aid process.

Eligibility

To be eligible to receive federal or state financial aid, students must:

- Be U.S. citizens or permanent residents; international students are not eligible.
- Enroll in a degree or eligible certificate program; individual courses and most certificate programs are not eligible.
- Maintain **at least half-time** enrollment status. Graduate students must be enrolled in at least four credits/term, undergraduate students must be enrolled in at least six credits.
- Make satisfactory academic progress toward achieving a degree.
- Have a high school diploma, GED, or pass an approved ability to benefit test.
- Male students ages 18-25 must be registered for Selective Service.
- Not be in default on a student loan or owe a balance on federal funds.

Educational Expenses Eligible for Financial Aid

Students may receive federal financial aid for direct costs which include tuition and fees, books, and reasonable living and transportation costs (Transportation costs over \$1,000 require documentation.) Financial aid can cover the full number of credits of the degree program (i.e. total credits required minus transfer credits). **Courses taken beyond the degree requirements are not eligible for financial aid.**

Please Note: Federal Stafford loans must be used for authorized educational expenses (such as outlined here) incurred as a result of attending Cambridge College. Only after borrowing the maximum on the subsidized and unsubsidized Stafford loans, you may apply for a Grad Plus loan to supplement your educational costs, if needed.

Computer — New students enrolled in certain degree programs receive one computer from Cambridge College. The cost is included in tuition and is thereby included in the financial aid package.

Purchase or rental of a personal computer for academic purposes may be **reimbursed with a federal student loan**. Proof of purchase or rental must be submitted to the Financial Aid Office before the loan will be written. The printed receipt must show:

- Amount paid for the computer system/monitor.
- Student's name.
- Date of purchase (no more than 60 days prior to the beginning of the term) **An invoice is not acceptable.**

Books and supplies — These are a **personal expense** until first-term charges have been paid and a credit balance appears on your account.

Room and board — Students may receive federal financial aid for room and board if residency is **required** to attend their academic program.

- Arranged by Cambridge College — If Cambridge College has contracted with a hotel, conference center or college to provide rooms for students, the reasonable cost of basic accommodations may be included.
- Arranged by students — If students elect to stay elsewhere, or if the College has not arranged for accommodations, students must pay all their expenses up front. They may submit receipts to be considered for reimbursement.

A printed receipt or lease agreement is required from the hotel or other rental agency, showing the amount paid, date, and student's name, before additional funding can be offered.

The Financial Aid Application Process

Student-Initiated Process — You are encouraged to apply for financial aid as soon as you have applied for admission. A complete application for admission to an eligible degree or certificate program must be submitted before funds can be posted to your student account. **Financial aid may be awarded only when your financial aid file is complete and all data verified.**

Step 1: Complete the Cambridge College Financial Aid

Application. Go to www.cambridgecollege.edu/financialaid/ to get this institutional application form.

Step 2: Apply for a PIN (Personal Identification Number).

A PIN will allow you to electronically sign your Free Application for Student Aid (FAFSA) and Master Promissory Note (MPN). Go to www.fafsa.ed.gov/ and click on the PIN Site option within the toolbar. You will need to provide your name, address, Social Security number and date of birth. You will also select and answer a challenge question. You will receive your PIN in about three to four days by e-mail or postcard.

Step 3: Complete the Free Application for Federal Student Aid

(FAFSA). Go to the FAFSA home page, www.fafsa.ed.gov/, to complete the FAFSA form for the current award year. You will need information from your federal tax return and W-2 forms to complete this application:

First term of study	FAFSA year	Federal Income tax return for year	Submit FAFSA by
Fall 2007	2007-08	2006	Sept. 20, 2007
Spring 2008	2007-08	2006	Jan. 20, 2008
Summer 2008	2007-08	2006	June 1, 2008

For assistance with the FAFSA, you may call the FAFSA hotline at 1-800-433-3243. Cambridge College's school code is 021829.

Warning — Do not use any other website or pay a fee. The federal website is free of charge.

Step 4: Complete Mandatory Entrance Loan Counseling — All new students must complete entrance loan counseling prior to loans being disbursed to their account. Go to www.cambridgecollege.edu/financialaid/ and follow instructions.

Step 5: Complete a Master Promissory Note for the Federal Stafford Loan — Students, whether you have borrowed before at prior schools or not, you must complete a new promissory note. Go to www.cambridgecollege.edu/financialaid/ and follow instructions.

Grant Programs for Undergraduate Students — No Repayment Required

Federal Pell Grants are awarded to undergraduate students based on criteria established by the U.S. Department of Education.

Supplemental Educational Opportunity Grants (S.E.O.G.) for undergraduate students range from \$500 to \$2,000. Preference is given to Pell Grant recipients with high financial need.

Cambridge College students in other states are encouraged to research financial aid opportunities in their own states.

Loan Programs for All Students — Repayment Required

Federal Stafford Loans, subsidized and unsubsidized, are available to all students who are enrolled at least half time. Federally subsidized Stafford Loans are based on financial need. Unsubsidized Stafford Loans are available to students who do not qualify for subsidized loans.

The interest on subsidized Federal Stafford Loans is paid by the federal government while students are enrolled. Students may pay the interest (current rate for 2007/2008 is 6.80%) on Federal Unsubsidized Stafford Loans while enrolled or allow the interest to accrue. Accrued interest will increase the principal amount of the loan and result in higher monthly payments. Repayment begins six months after a student is no longer enrolled at least half time.

Federal Perkins Loans are low interest (5%) federal loans available to low income students with exceptional need. Average loans are \$1,000-\$1,500. Repayment begins nine months after a student is no longer enrolled at least half time. Funds are limited and will be awarded first to students with greatest need.

Grad Plus for graduate students — Grad Plus loans, with a fixed rate of 8.5%, are available to credit-worthy students. If a student is denied on the basis of an adverse credit history, the student may obtain a credit-worthy endorser who will be responsible for the loan. The Grad Plus is available to students only after they have borrowed the maximum on the subsidized and unsubsidized Stafford loan.

Cambridge College Scholarships

Through the generosity of foundations, corporations, alumni and friends, Cambridge College offers scholarships to its students on the basis of demonstrated need. Students must be enrolled for one term before being considered for a scholarship.

Students must complete a Free Application for Federal Student Aid (FAFSA) and a scholarship application to be considered. Submit the scholarship application to the Financial Aid Office at Cambridge.

Other Financial Resources

Federal College Work Study funds provide part time employment to students to help meet educational expenses; eligibility is based on financial need. Internship sites may be considered for off-campus work study opportunities. For details, please contact the Financial Aid Office.

Alternative Loan Programs — Students may use alternative loans to pay for college expenses. Please visit the website for additional information: www.cambridgecollege.edu/financialaid/.

Veterans may be eligible for G.I. Bill assistance. Information is available from the Bursar's Office or from the regional Veteran's Administration Office.

Awards & Disbursement

In accord with federal policy, financial aid awards are posted to students' accounts at Cambridge College, not directly to students themselves.

Disbursement of Student Loans — Loans are disbursed by the number of terms enrolled. Upon receipt of the loan disbursement, the student's account is credited. Any federal funds in excess of current charges may be refunded to the student, pending any change of enrollment status.

More information is available from the Financial Aid Office: 1-800-877-4723 x1440.

Transfer of Credit

Transfer credit requests are evaluated on the basis of official transcripts only. Once all transcripts have been received by Enrollment Services, student files are forwarded to the Transfer Credit Office. Evaluation is typically a two-step process:

- The Transfer Credit Office reviews official transcripts and identifies the courses which meet general criteria and may be eligible for transfer.
- For licensure programs, specialized concentrations, CAGS and EdD programs, the program coordinator reviews the content and approves courses that meet program-specific criteria.

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

How to Get Timely Evaluation

Transfer credit evaluation is student-initiated.

As soon as you apply to Cambridge College, please:

- Request official transcripts as soon as possible.
- If you have any grades not on the ABC scale, such as P or S, get a letter from the course instructor stating the letter grade equivalent.
- If requesting transfer of required courses into a graduate program, fill out form (available in application booklet) and attach course descriptions or syllabi. Photocopies must clearly show the college's name, your name, and social security number.
- **Have International transcripts translated by an authorized translation agency and evaluated** by the Center for Educational Documentation, 617-338-7171, www.cedevaluations.com; or World Education Services, 212-966-6311, www.wes.org.

In Your First Term

Do not take any course that you hope will be covered by a corresponding course that you have submitted for assessment. Wait until your transfer credit evaluation is completed.



Transfer Credit & Time Limits

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

Degree Program	Credit Limit	Time Limit
Bachelor's programs (At least 30 credits, including 12 in the major, must be completed at Cambridge College.)	90	no limit
(some courses may have time limit)		5 years
Education programs (MEd, CAGS, EdD)		
MEd programs without licensure (except as noted on program chart)	12	no limit
School Guidance Counseling	12	5 years
MEd licensure programs, CAGS, & EdD/CAGS (except as listed below)	12	10 years
Instructional Technology	12	3 years
Technology, law and finance courses for licensure		3 years
EdD/Professional without CAGS	21	10 years
EdD/Executive (27 credits required)	33	10 years

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

Undergraduate Transfer Credit

Associate's degrees from regionally accredited institutions are accepted in their entirety at 60-69 credits, including only the courses actually required for the degree.

Additional credits, second associate's degrees, and associate's degrees from nationally accredited colleges authorized to grant associate's and/or bachelor's degrees are evaluated as follows.

- Grade required: C (2.0) or better (C-minus not accepted).
- Course content and level must fulfill current, specific course requirements.

Kinds of Acceptable Credits—Please Send Transcripts

- College level courses.
- Credits over 60 must be upper level (300-400; junior/senior).
- Completed at regionally or nationally accredited colleges authorized to grant associate's or bachelor's degrees.
- Prior learning transcripts evaluated by the American Council of Education, including military transcripts (accepted at a 2/3 ratio; 30-credit cap).
- College level nationally standardized exams (for example CLEP, DANES).

- Cambridge College courses taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit may not be exceeded.
- Cambridge College Access courses may be accepted only if the master's degree was not completed.

NOT Acceptable Undergraduate Credits

- Courses taken at institutions without regional or national accreditation. (However, portfolios or standardized exams documenting the learning gained from such courses may be evaluated for possible credit. Contact the Undergraduate Programs Office for information.)
- Developmental, pre-college level courses.
- Courses credited toward a prior bachelor's degree.
- Professional Development Points (PDP) and Continuing Education Units (CEU).

Undergraduate Transfer Credits Earned After Enrollment

Standardized exams and courses taken at other institutions after enrolling in Cambridge College must meet all requirements for transfer, and are included in the maximum of 90 transfer credits.

- Nationally standardized exams such as CLEP and DANTES are accepted for credit in the undergraduate programs.
- Prior written approval by the Dean is required before taking courses at other institutions.
- Undergraduate courses taken during an absence from the College may be reviewed for possible transfer by petition to the dean.

Master's, CAGS & EdD Transfer Credit

- Grade required: B or better (B-minus not accepted). Any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.
- Courses completed at regionally accredited institutions authorized to grant graduate/post-graduate degrees.
- Credit-bearing graduate courses accepted by the offering institution into their own graduate/post-graduate degree programs.
- Courses must meet current program requirements.

Please Note:

- Professional licensure programs, CAGS & EdD: transfer courses must be advanced graduate level.
- Professional licensure programs: courses used for initial licensure or open to undergraduates are not accepted.
- Cambridge College courses (including outreach and school collaborative courses) taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit for your program may not be exceeded.

NOT Acceptable for Master's, CAGS or EdD Credit

- Field experiences, practica, internships.
- Independent learning, research, and applied action projects (final projects cannot be replaced by transfer credit).
- Courses credited toward another degree.
- Professional development and continuing education.
- A course that duplicates a course already completed at Cambridge College. Therefore: do not take any specific required course that you expect to be covered by a corresponding transfer course, until your transfer credit evaluation is complete.
- Course work taken at other institutions after enrollment in a degree program or during an absence from the College.

Licensure Course Transfer (or "waiver")

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

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

Counseling Licensure Courses — Final approval of other institutions' course work for your licensure application is solely within the discretion of the licensing authorities; please seek their advice.

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

Re-Evaluation of Transfer Credit

If you change concentration or program, you must submit a new request for transfer credit evaluation.

When you return after an absence of one term or more, prior transfer credits are revised according to policies in effect at the time of your return.

Transfer to Another College

Transfer of credit is controlled by the receiving institution. Accreditation does not guarantee that another institution will accept credits earned at Cambridge College.

Course Registration

Web Registration

Course registration is done online through the Cambridge College website, www.cambridgecollege.edu. At the home page, click on MyCC Web Portal. This system allows enrolled students to register for courses, add and drop courses, and access academic, student account, and personal information.

For assistance, please call the Registrar's Office:
toll-free: 1-800-877-4723, x1101
direct line: 617-873-0101

In order to register online, the College requires that you be informed and agree to specific policies governing student accounts. When you first connect to the portal, the student account agreement page will appear. When you click on "I agree," you are providing an official signature to your registration transactions.

Your Cambridge College ID number and PIN number are required to register online. The Admissions Office provides your number and ID card. The PIN number is mailed to you. If you forget your PIN number or do not receive one, call the Registrar's Office. To protect you and your records, the College does not e-mail PIN numbers.

The public components of the portal are also open to guest viewers. Follow on-screen instructions to log in and view the current course schedule.

New Students Registration

A registration packet is mailed to newly accepted students, with registration and advisement information. If any information is not in your packet, the instructions will direct you where to find it on the web site. You will be notified when new student registration is open. The registration period ends on the last day of Add/Drop (See Academic Calendar).

Orientation/registration sessions are held shortly before each term begins. Ask your admissions counselor for the date of your program orientation. Please attend to **get academic advising** before registering for your first term courses. If you miss orientation, your admissions counselor can put you in touch with a faculty advisor and assist you with registration.

Registration is done online and may be completed at your program orientation. Ask your admissions counselor to help you get started or visit or call the Registrar's Office for assistance.

NITE — Adjust Your Summer Course Registration

When you arrive for the Summer Institute, your seminar leader will provide academic advising. You can adjust your course registration, if needed, at the on-site Registrar's Office or online during the announced Add/Drop period.

Steps to Registering

- Pay or clear all tuition charges with the Bursar's Office.
- Complete your admissions file.
- Register online.

Official course rosters are prepared from the registration forms, and are available to instructors prior to the first class session. *You must officially register for a course to have your name appear on the official course roster and receive credit.*

Registration is first come first served. Courses or sections may be canceled due to under-enrollment or closed because of class size limits. Register early to get best choices.

Bursar's Office Clearance

In order to register for each term, you must receive clearance from the Bursar's Office (see Tuition & Fees, Payment & Refunds). If satisfactory arrangements for tuition payment are not made, a *business hold* will be applied to your student account (see below).

Complete Admissions File

All students are required to have a complete admissions file. All your admissions materials must be received by Admissions before you can register for your second term.

Student Holds & Notification

A *hold* may be placed on your student record for academic reasons (e.g. two or more Incomplete grades), admission (e.g. missing documents), business, or financial aid reasons; or graduation issues. A hold will prevent you from registering. Before continuing students' web registration opens for the following term, watch your mail for a notice informing you of any holds on your account. If there is a hold on your account, **you will see a description of the hold, and contact information so that you can remedy the situation. You will not be able to register until all holds are reconciled and removed.**

Continuing Students Registration

Online registration for the upcoming term begins in the preceding term. You may register at any time, once registration is open, until the Add/Drop deadline. (See dates on the current Academic Calendar).

Contact your academic advisor to plan your next term's courses. Then get Bursar's Office clearance and register online.

Add a Course

You may register online for additional courses up to the first class session if space is available and department policies are followed. Go to the portal and follow instructions online.

Drop a Course

Go to the portal and follow online instructions to drop the course.

No verbal or telephone “drops” are accepted.

Tuition — You must pay the full tuition for all courses for which you have registered unless the course is correctly dropped online before the add/drop deadline. If you do not attend class and do not submit the form, you must pay the full tuition.

Your student account is credited for the tuition charges for dropped courses only as outlined under Payment and Refunds.

Grade — If the course is correctly dropped online, the course is “dropped” from your student record. If notification is received after the deadline, the course appears on your student record with a grade of *Withdrawn*. If the Registrar’s Office is not officially informed of the drop, a grade of *No Show* will be issued.

After the add/drop deadline, you may still officially withdraw at any time before the end of the course. Tuition liability is as outlined under Payment & Refunds.

In exceptional circumstances, you may write a letter to the appropriate Dean, explaining the circumstances compelling the withdrawal, including dates. The Dean’s office informs other offices of the decision. NITE students may write to the NITE director.

Summer Housing

General Information & Policies

Living and dining with educators from many states and other countries is an unparalleled opportunity to exchange ideas, educational perspectives, and methods. Residence with these new friends will enhance your classroom learning. This is an essential and rich dimension of the NITE summer educational experience. Therefore **summer residence on-site is required** for all NITE students (Not required for local students attending NITE courses).

Students are required to comply with all policies and procedures of Cambridge College and of our host site.

Housing information will be posted on the web for your convenience at www.cambridgecollege.edu/nite

On-site Accommodations Arranged by the College

Cambridge College contracts with area colleges, hotels and/or conference centers to provide basic accommodations for NITE students. Summer residence at the host site is required.

Room assignments — Rooms are assigned on a first-come-first-served basis. Priority is given to students with medical conditions requiring such features as wheel-chair access, or single occupancy. A written letter from your physician is required at least a month before check-in day. Single rooms may be scarce; priority must be given to students with medical needs. Different rates are charged for the different kinds of rooms available.

To register for your residency, please go to www.cambridgecollege.edu/residence (non-residents must also register).

Room Changes & Refunds — If, after having arranged for room and board on-site, a change of plans becomes necessary, the College must receive your written request no later than one calendar month before check-in day. No changes or refunds will be made after you arrive.

No spouses, children, or significant others are allowed on site (Cambridge College or any other facilities used) unless they are enrolled in a Cambridge College program. Married couples may share a room only if both are enrolled.

Please make arrangements for child care off-site, as children are not allowed on-site at any time. Parents/ guardians are responsible for child care and supervision at all times.

No pets of any kind are allowed in the rooms or on-site.

Damage and loss — Students will be charged for the cost of all damage to rooms, including lost room keys and clean-up of smoke.

Early Arrival

If you arrive before check-in day, you must arrange and pay for your accommodations.

Other Accommodations Arranged by Students

Students with extenuating circumstances may ask the Housing Manager for written permission to stay off-site and commute to classes and activities. Only medical and family reasons will be considered; documentation is required. Students must make their own arrangements for housing, transportation, and payment. Cambridge College is exempt from all liability for students who stay off-site. The College will not guarantee payment or make direct payments on behalf of students.

Commuting — **Students staying off-site are responsible for their own transportation** to the place they are staying, and for daily transportation to and from NITE classes and activities. (Local Cambridge College students taking summer courses are responsible for their own transportation.)

Financial Aid

Students may receive federal financial aid for room and board if residency is required to attend their academic program.

- NITE summer accommodations arranged by Cambridge College — The reasonable cost of basic accommodations may be included in the student's Stafford loan.
- Arranged by students — Students who stay elsewhere must pay all their expenses. They may submit receipts to be considered for reimbursement with a federal Stafford loan.

A printed receipt or lease agreement is required from the hotel or other rental agency, showing the amount paid, date, and student's name, before a loan may be written.

Please remember that all students are required to stay on-site unless they get written permission to arrange their own accommodations. *Only medical and family reasons will be considered.* For more information contact the NITE Housing Office. 1-800-877-4723 ext. 1175 • residence@cambridgecollege.edu

Dining Facilities & Meal Plan

A meal plan, providing for meals in our host site's dining room, is included in the room and board charge and is not optional. All members of the Cambridge College/NITE community are required to comply with our host site's dining room policies, hours, and menu.

- **If a special diet is required for medical reasons** (e.g. food allergies, diabetes), **a detailed written request from your physician is required for our host site so that we may accommodate you within reason.**
- **Some vegetarian diets may** be accommodated.
- **Weight-loss diets cannot** be accommodated.
- The meal plan is optional for commuting students. If students eat outside the provided dining room facilities, they are responsible for the cost.

Health & Medical Concerns

Cambridge College is for working adults; students are responsible for their own medical and health care. During the Summer Institute a registered nurse is on duty to provide limited health care services. Hours (weekdays only) are posted. **Cambridge College does not provide any other medical or health care services.**

Medical care — Please check with your home physician and arrange for any medical care needed during the Summer Session.

Prescription medications and medical supplies — Bring in your carry-on bag at least five weeks' supply. (Do not ship or put in checked luggage.)

Transportation to medical and health services — In the event of a medical emergency, staff on site will call an ambulance to take you to the nearest emergency room (at your own expense if not covered by your health insurance). Please call a taxi at your own expense for transportation to other medical and health services, and pharmacy.

Immunizations & health insurance — Massachusetts law requires health insurance and certain immunizations before arriving on campus. See instructions and policy on the forms, available on the NITE website.

Recreational & Athletic Facilities

Our host sites may provide recreational and athletic facilities. You are expected to abide by all the host site's rules and regulations, and to pay any fees charged.

Field Trips & Cultural Activities

Extracurricular trips to interesting places and cultural events are scheduled during the Summer Institute. Fees may be charged to cover the cost. Information will be available in the summer at your NITE location.

Students may arrange their own trips and tours to museums and historical sites, etc. Consult travel books and the Internet. Students are responsible for the cost of all such activities. Cambridge College is responsible only for trips and activities arranged by the College. The College is not responsible for activities and trips organized by students.

Parking

Parking may be provided by our host site. You are expected to comply with the host site's rules and procedures. You are responsible for paying any parking tickets issued by the host site or local authorities. Unpaid tickets will be charged to your student account.

No motor homes or campers are allowed at the host site or its parking areas.

Getting Around the Local Area

You are responsible for your own transportation when residing or going off-site. The cost of transportation for College-sponsored field trips is included in the ticket price charged for the trip.

Some Do's & Don'ts

All members of the Cambridge College community are expected to comply with Cambridge College policies and procedures, as well as the policies and procedures of our host site; and with all local, state, and federal laws.

This section provides a brief sketch of some laws and regulations that safeguard the welfare of individual students and the learning community.

Alcohol, Drugs, Tobacco, and Firearms

Alcohol & Drugs — Cambridge College prohibits the **unlawful** use, manufacture, distribution, dispensation, sale, and possession of drugs and alcohol by students, administrators, faculty, staff, and all others on its property or in any of its activities.

Smoking — Smoking is permitted only as allowed by the state and local laws governing smoking in public places and on college campuses, and by the policies of our host sites.

Massachusetts: All indoor smoking is prohibited at college campuses and off-campus classroom locations, including bathrooms and stairwells. Outdoors, smoking is allowed only 25 feet or more from all campus buildings.

Firearms & Weapons — All firearms, knives, and all objects that can be used as weapons are forbidden on-site. Discovery of any such item in any person's possession is grounds for immediate disenrollment.

Harassment and Sexual Harassment

Conduct that subjects a person to offensive or unsafe treatment and any implicit or explicit sexual conduct that diminishes, offends, or abuses another member of the College community will not be tolerated. Sexual harassment and harassment based on race, color, national origin, citizenship, religion, marital status,

gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status are recognized as violations of law and are strictly prohibited at Cambridge College.

Computers, Network & Information Technology

Cambridge College provides computers, software, and electronic resources for teaching and learning, research, communication, and public service. All members of the College learning community are expected to use these resources with proper respect for the rights of others, the College, and federal, state, and local laws. All users, on-site and remote or off-campus, must abide by all policies of the Cambridge College Information Technology Dept, including:

- Network & Computers Acceptable Use
- Intellectual Property
- Use of Software
- Computer Lab Policies

Policy statements are available in the Academic Catalog, the Information Technology Office, and the Cambridge College web site.

Personal Services

Cambridge College students are not permitted to offer personal services at any Cambridge College location at any time. (Services such as manicures, pedicures, massage, and haircuts require a state license for public health reasons).

For More Information

For more complete policies, see the Cambridge College Academic Catalog, available on the website.

NITE Tuition & Fees Summary

Summer 2008 rates as of Oct. 2007 • Subject to change without notice • For more information, please call 1-800-877-4723, x1326.

Admission

Application fee-BA, MEd, CAGS (non-refundable)	\$30
Application fee-EdD (non-refundable)	\$100
Admission deposit (non-refundable, credited to tuition) . . .	\$100

Due prior to registration; confirms your intention to attend a Cambridge College degree program.

Tuition Rates are set by the Board of Trustees and are subject to change.

BA-NITE (per credit)	\$380
MEd-NITE (per credit)	\$480
CAGS (per credit)	\$575
EdD (per credit)	\$1,095

NITE Academic Services—Summer Institute

School Guidance practicum fee \$500
Tuition for practicum and practicum seminar are additional.

National Board Certification support TBD
Participation optional; not eligible for financial aid.

Other Charges & Costs

Books and other course materials \$80-100
Per course for books, handouts, etc. Cambridge College does not give advances or book vouchers to purchase text books. You must use your own funds.

Check returned by bank \$25

Computer — New degree students receive a computer at no additional charge; it is required to access the College network:
Rental (continuing students, if needed) TBD
Note: there is no tuition reimbursement made to students who bring their own computer.

EdD research fee (charged in first term) \$350

Financial aid late fee \$50
May be charged if financial aid file is not completed by add/drop deadline.

Late payment fee \$100
May be charged if payment arrangements are not made by June 15.

Lost room key (Summer Institute rooms at host site) \$225

Payment plan service charge (per term) \$60

Room damage & loss as charged by host site

Site services fee — applies to all NITE students
For administrative, technology and facility services \$1,000

Student Injury and Sickness Insurance Plan — Required of all matriculated students by Massachusetts state law; see application booklet for waiver form, giving proof of coverage by a qualified health insurance plan.

Summer Room & Board

Cambridge College selects a summer site with basic accommodations for students and the facilities and services needed to support academic activities. Charges are set accordingly.

	BA, CAGS 4 weeks	MED 5 weeks	EdD 6 weeks	any program 1 week
Double	\$2,496	\$3,120	\$3,744	\$624
Single	\$3,040	\$3,800	\$4,560	\$760

Double occupancy rates are per person.

Graduation & Transcripts

Degree processing fee \$110
Charged in last term, for processing records.

Official transcripts (request in writing from Registrar) \$5

Transcript with rush service \$20
Additional charge for express shipping, if desired.

Unofficial transcript (given to student) \$2

Late Degree Completion Fees

See also Cambridge College Academic Catalog.

Late Independent Learning Project fee \$400
Per term, if not completed with your cohort group

Late Capstone fee \$200
Per term, if not completed with your cohort group

Payment & Refunds — Highlights

Payment

Provision for payment of tuition is required prior to registration for each term. Tuition bills are prepared on the basis of course registrations each term. Registration is officially cleared by the Bursar's Office upon satisfactory payment arrangements according to standard policies. Students cannot register until payment arrangements have been made, including:

1. Full payment of all charges from previous terms, and
2. Full payment of new term tuition, or payment plan arrangement, including financial aid.

All checks should be made payable to Cambridge College, and may be mailed or delivered to the Bursar's Office. The College also accepts Visa and MasterCard.

Payment plan — A deposit is required at the beginning of the term, and the remainder of current charges is paid in installments. All prior charges must be paid before a payment plan may be made for a subsequent term. Contact the Bursar's Office or go to the Cambridge College web site for further details and application forms.

Tuition Credit & Liability for Courses Dropped

To receive tuition credit, a completed Add/Drop Request form or Leave of Absence/Withdrawal form is required; verbal notification is not accepted. The "received" date on the form determines the tuition liability. Students who do not attend classes for which they have registered, and do not complete the form, remain liable for full tuition.

Date Add/Drop Form is Received Tuition Credit

Summer Institute courses:

- Before the first class 100%
- Before second class or when no more than six hours of class time have elapsed, whichever comes first 75%
- After the second class 0%

Students considering a leave of absence or withdrawal from the College are urged to see the Bursar's Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.

Refunds & Repayment

Students who withdraw from Cambridge College or take a leave of absence after having paid the current term charges or receiving financial aid are subject to the following refund and repayment policies.

A Leave of Absence/Withdrawal form must be filed at the Registrar's Office before leaving the College.

Federal guidelines mandate that tuition, fees, and other related charges are prorated based upon each student's enrollment status. Tuition and fees may be refunded. No other charges are refundable.

GENERAL REFUND POLICY

Students not receiving Title IV financial aid or state scholarship monies are eligible for refund of current term charges paid as follows:

Withdrawal Date	Refund
Before add/drop deadline (within first two weeks of term) . .	100%
During third week of term	75%
During fourth week of term	50%
During fifth week of term	25%
Thereafter	0%

Title IV and state scholarship recipients are subject to different refund/repayment calculations (see below).

REPAYMENT OF FEDERAL FUNDS

The amount of Title IV aid that you earned during the term before you withdrew is calculated by multiplying the total aid for which you qualified by the percentage of time in the term that you were enrolled (college work-study not included).

Your disbursement or repayment owed:

- If less aid was disbursed to you than you earned, you may receive a late disbursement for the difference.
- If more aid was disbursed to you than you earned, you will be billed for the amount you owe to the Title IV programs and any amount due to the College resulting from the return of Title IV funds used to cover College charges.

For more information about payment and refunds, see the Cambridge College Academic Catalog or call the Bursar's Office at 1-800-877-4723 ext. 1326.

May We Help You?

The switchboard is open 24/7 at 1-800-877-4723.

Office hours are 9:00 am-5:00 pm EST unless otherwise listed below.

COLLEGE SERVICES

Bursar • 800-877-4723 x1326
bursar@cambridgecollege.edu

Financial Aid • 800-877-4723 x1440
financialaidweb@cambridgecollege.edu

- Apply online at www.cambridgecollege.edu/financialaid
- Call for printed financial aid packet and individual assistance.

International Student Services

Anna Evans, Susan Connors • 617-873-0142
Anna.Evans@cambridgecollege.edu
Susan.Connors@cambridgecollege.edu

Library Services

Maida Tilchen • 877-4723 x1730 (voicemail)
Project Manager for Library Services
maida.tilchen@cambridgecollege.edu

Once you are registered and have MyCC portal access, go to:
www.cambridgecollege.edu/library

NITE Admissions

Phone, all locations **800-380-1218**
Fax (toll-free) **866-309-0290**

NITE Director • 800-877-4723 x1187
JoAnn Testaverde, EdD
Assistant Dean, School of Education
JoAnn.Testaverde@cambridgecollege.edu

NITE Housing • 800-877-4723 x1775
residence@cambridgecollege.edu

Registrar • 617-873-0101
Mon-Thurs: 9am-7pm, Fri 9am-5pm
ccreg@cambridgecollege.edu

Student Records • 800-877-4723 x1447
studentrecords@cambridgecollege.edu

Student Services • 800-877-4723 x1120
Academic support • Student ombudsperson
Cecelia Cull, MS, Assistant Vice President
Cecelia.Cull@cambridgecollege.edu

Disabilities support

Diane Paxton, MA, 800-877-4723 x1470
Diane.Paxton@cambridgecollege.edu

Transfer Credit

800-877-4723 x1181 or 1143
xfrcredit@cambridgecollege.edu

ON THE WEB

www.cambridgecollege.edu/nite NITE 2008 website

- NITE programs of study, resources, and general information.
- Find information sessions in your area.
- Apply electronically.
- Download an application and other forms.
- Register for housing.

www.cambridgecollege.edu Main Cambridge College website

- College information, resources, offices.
- Register for courses.

ACADEMICS

School of Education

Anthony DeMatteo, PhD, Dean
800-877-4723 x1156
Anthony.Dematteo@cambridgecollege.edu

Sara White, Executive Assistant
800-877-4723 x1156
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Kathy Blackwood, Staff Assistant
800-877-4723 x1130
Katherine.Blackwood@cambridgecollege.edu

Behavioral Management • History Teaching Skills & Methodologies School Administration (MEd)

JoAnn Testaverde, EdD
800-877-4723 x1187
JoAnn.Testaverde@cambridgecollege.edu

Certificate of Advanced Graduate Studies Doctor of Education

Assistant Dean, School of Education
Dan Butin, PhD • 800-877-4723 x1619
Dan.Butin@cambridgecollege.edu

Office Director, CAGS & EdD
Shannon Houston • 800-877-4723 x1669
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Early Childhood & Elementary Teacher

Gloria Stanton, CAGS
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English as a Second Language

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General Science

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800-877-4723 x1292
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Instructional Technology

Hormoz Goodarzy, MBA
800-877-4723 x1269
Hormoz.Goodarzy@cambridgecollege.edu

Library Teacher

Joseph Mastrocola, MEd
800-877-4723 x1269
Joseph.Mastrocola@cambridgecollege.edu

Licensure/Certification Programs Office

Sara White • 800-877-4723 x1156
Sara.White@cambridgecollege.edu

Literacy Education

Olga Frechon, CAGS
Olga.Frechon@cambridgecollege.edu

Mathematics Education

Nick Rubino, PhD • 800-877-4723 x1188
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School Guidance

Joseph Huff, EdD • 800-877-4723x1157
Joseph.Huff@cambridgecollege.edu

School Nurse Education

Patricia Johnson, RN, EdD
800-877-4723 x1347
Patricia.Johnson@cambridgecollege.edu

Special Education

Mary Garrity, EdD • 800-877-4723 x1168
Mary.Garrity@cambridgecollege.edu

Undergraduate Programs

James Lee, PhD, Assistant Dean
800-877-4723 x1236
James.Lee@cambridgecollege.edu

Multidisciplinary Studies / NITE

William McMullen, PhD
800-877-4723 x1203
William.McMullen@cambridgecollege.edu



Guide to Cambridge College Locations

Main Campus — Cambridge, Massachusetts

Cambridge College's main campus is in the heart of Cambridge, Massachusetts. Our students enjoy many convenient eating places, bookstores, museums and cultural events close by in Cambridge and Boston.

- **The main building, with student services, main offices and Undergraduate Programs**, is at 1000 Massachusetts Avenue between Harvard Square and Central Square. Look for the bright blue flags.
- **The School of Education** is in Central Square at 80 Prospect Street, is a 10-minute walk down Massachusetts Avenue.

NITE — Greater Boston, Massachusetts

The NITE Summer Institute is held at a nearby site in the greater Boston area. After coming to Boston for their first summer, NITE students may choose to continue their studies at any regional center where their program is offered.

Regional Centers — Massachusetts

Lawrence, MA — Cambridge College Lawrence, located in a beautifully renovated mill building, connects working people with higher education: both the people whose immigrant great-grandparents worked in that mill, and recent immigrants.

Springfield, MA — Established in 1972, Springfield is Cambridge College's oldest regional center, serving western Massachusetts.

Regional Centers — Nation-wide

Our students and alumni have urged Cambridge College to bring its academic programs and culture of adult learning to the working people of their own cities and states.

Ontario, CA — Cambridge College California is located east of Los Angeles, in the "inland empire" at the foot of the San Gabriel mountains. The center serves a highly diverse, fast-growing community.

Augusta, GA — Cambridge College Georgia has gained a strong reputation for educating quality teachers for the children and communities of Georgia and nearby South Carolina.

San Juan, PR — With a wide selection of master's degrees for teachers, courses at Cambridge College Puerto Rico are in Spanish.

Memphis, TN — Our newest center opened in the fall 2007, serving teachers across Tennessee, nearby Mississippi, and Arkansas.

Chesapeake & South Boston, VA — Cambridge College Chesapeake serves the Hampton Roads region of Virginia, numerous military installations in the area, and nearby North Carolina. The South Boston center serves south central Virginia and northern North Carolina. Video teleconferencing facilities make the programs of each center available to students at the other.



Cambridge College

NITE

National Institute for Teaching Excellence

CAMBRIDGE COLLEGE



Cambridge, MA
Lawrence, MA
Springfield, MA
NITE Summer Term

Memphis, TN

South Boston, VA

Chesapeake, VA

Ontario, CA

Augusta, GA



San Juan, PR

