

Admission requirements for Cambridge College

Education: MEd & CAGS

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript of Your Prior Degree

Degree earned at a regionally accredited college/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, ability to communicate ideas, and 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 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.

Two Professional References

See instructions on form provided.

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 MA only (including NITE). See form provided.

Immunizations

Required by law for MA only (including NITE):

- Full-time study in any degree program.
- Programs and courses that will include work at a health care facility.
- International students.

Please see immunizations form provided for policy and instructions.

Admission requirements & information for Cambridge College

Non-Degree Students

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.

Single Courses

Education and experience required — If you wish to take courses for academic credit, the prior education and experience required for the corresponding degree are recommended (no transcript required). Any course prerequisites must also be met.

The College reserves the right to restrict access by special students to particular courses, depending on the nature of the course.

Financial Aid

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

Transfer Credit Limited

Courses will be evaluated and counted as transfer credits if you enroll in a degree program at a later time (see Transfer of Credit).

- Courses must meet all criteria for transfer, so acceptance cannot be guaranteed.
- Each degree program can accept only a limited number of transfer credits. **Do not take more credits than this limit before seeking academic advising.**

Immunizations

Required for non-degree students for courses that will include work at a health care facility.

Doctor of Education in Educational Leadership

EdD Doctor of Education		Administrator Licensure Available	Credentials Earned	Transfer Credit Limits
Concentration				
• School Administration	yes	CAGS/EdS & EdD	12	
• Special Education Administration	yes	CAGS/EdS & EdD	12	
• Curriculum & Instruction	no	CAGS/EdS & EdD	12	
• No concentration	no	EdD only	33	

Licensure programs approved by the Massachusetts Dept. of Education.

Admission into the EdD program is a competitive process for one of the limited number of slots available. Therefore, meeting minimal standards does not guarantee admission.

Application Form — Read & Complete Carefully

- Complete all items and *sign* your application.
- Include application fee of \$100 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcripts Documenting Your Education

- Master's degree in education or a closely related field, from a regionally accredited college or university
- Bachelor's degree also required.
- Transcripts also required of any post-master's course work.

You must request official transcripts from the colleges you attended, to be mailed directly to Cambridge College's Dept. of Educational Leadership; we must receive them **sealed and unopened**.

Please send only 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).
- **Transfer credit request form** — provided

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

Two Letters of Recommendation

See instructions on form provided. Please submit two recommendations that directly address your candidacy for admission to the EdD 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.

Letters must be recent, no more than 12 months old.

Recommendations should not be written by friends or family members.

Tips for Obtaining Your Recommendation Letters

- Ask at least two months before the application deadline.
- Give your recommender a current résumé and plenty of context for the letter.
- Send a "gentle reminder" a week before the due date if necessary.

Résumé Documenting Your Experience

- Five years of progressively responsible professional experience. Your résumé is a summary of your education and work experience and may include publications and presentations (including dates); grants, fellowships, awards, and honors; and professional associations, licenses and affiliations.

- **Administrator licensure candidates** — 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**.

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 EdD 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.

Applicants seeking a CAGS — 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 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 and research. These documents should demonstrate the following competencies:

- Clear and coherent writing ability.
- Ability to think critically, problem-solve, and deal with complex situations.
- Experience with data analysis and data-driven decision making.
- Understanding of advanced graduate-level research (qualitative and quantitative).
- Effectiveness as an educator.
- Situational leadership (e.g., collaborative practice, interpersonal skills, oral and written communication skills, creativity, decisiveness, flexibility).

- Knowledge of and commitment to broad range of contemporary school issues (e.g., curricular reform, instructional technology, cultural competence, equity).
- Commitment to ethical and accountable behavior.

For each document that you include in your portfolio, 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.

The admissions committee is particularly interested in seeing **a few in-depth examples** that demonstrate such competencies and development as an educational leader. A portion of your action research project, thesis paper, or other academic writing could demonstrate many of these competencies, as could a brief write-up of your leadership development with attendant documentation such as a created curriculum, school report, or conference presentation. Any material providing evidence of your skills, experience, and potential to perform at the doctoral level is welcome so long as the write-up clearly articulates how this material is relevant.

Formatting & binding — The front cover should include your name and date of application. Print 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, staples or plastic sleeves, 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 thickness of the bound portfolio should not exceed one inch. Submit copies of items only, because your portfolio will not be returned to you.

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 to inform decision-making.
- 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 Dept. of Educational Leadership will contact you to arrange for your QA and give you detailed instructions. Please make sure your application lists an email 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. One member of the Admission Committee will conduct your interview. 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, ability to communicate ideas, and correct use of English.
- Enthusiasm, sincerity, and serious intent to become a licensed educator.

Upon receipt of your completed application, the Dept. of Educational Leadership 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 in some cases for those seeking administrator licensure (see program chart).

Health Insurance

Required by law for all doctoral students (waiver form provided).

Immunizations

Required by law for all doctoral students (Please see immunizations form provided for policy and instructions.)