

Transfer of Credit

Transfer Credit Office • 617-873-0143 • transfercredit@cambridgecollege.edu • www.cambridgecollege.edu/admissions/transfer.cfm

Transfer credit requests are evaluated on the basis of official transcripts only. Students must submit a completed admissions packet, including official transcripts and course descriptions/syllabi, if applicable, by the following priority dates. For these students, notification of transfer credit awards will be sent by the beginning of the first term.

Review of Transfer Credits

Priority Dates

- By April 1 for Summer term.

Submitting required documents after the priority date will result in a delay in notification of transfer credit award.

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.
- The program coordinator reviews the content and approves courses that meet program-specific criteria.

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

How to Get Timely Evaluation

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, the school or college will be contacted for the letter grade equivalent.
- Fill out form (available in application booklet and website) and attach course descriptions or syllabi. Photocopies must clearly show the course number, title and description; name of the college, your name and date of birth.
- **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.

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.

Master's Degree Transfer Credit

Degree Program	Credit Limit	Time Limit
----------------	--------------	------------

Education programs (MEd)

School Nurse Education	9	no limit
Other MEd programs	12	no limit

- 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.
- Degree credit-bearing graduate courses.
- Courses must meet current program requirements.

Please Note:

- Professional development and continuing education courses not accepted.
- Cambridge College courses taken as a non-degree student are evaluated and, if appropriate, counted as transfer credit. The transfer credit limit for your program may not be exceeded.
- One school collaborative course (3 credits) may be accepted into a non-licensure master's degree program.

NOT Acceptable for Master's Degree Credit

- 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.
- Cambridge College School Collaborative courses are not eligible for transfer into any licensure or CAGS program.
- Course work taken at other institutions after enrollment in a degree program or during an absence from the College.
- Field experiences, practica, internships.
- Independent learning, research, and applied action projects (final projects cannot be replaced by transfer credit).
- Courses/credits included in another degree (anticipated or completed).

For more detailed information about transfer eligibility criteria, please refer to the Transfer Credit Handbook at www.cambridgecollege.edu/admissions/transfer.cfm/.

