

Transfer of Credit

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

For undergraduate, graduate, and C.A.G.S. • Ed.D. candidates should contact the doctoral program for information.

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.
- By July 15 for Fall term.
- By December 1 for Spring term.

Submitting required documents after the priority dates 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.
- For licensure programs, specialized concentrations, and CAGS programs, 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.
- If requesting transfer of required courses into an MEd or CAGS, 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.

Undergraduate Transfer Credit

Up to 90 credits from a regionally accredited institution of higher education may be accepted • no time limit

- Credits over 60 must be upper level (300-400; junior/senior) and meet program distribution requirements.
- See also Acceptable Credits, below.

Associate's Degrees and Additional Credits

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.

Acceptable Credits

Please Send Official Transcripts

- College level courses.
- 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).
- 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.
- College level nationally standardized exams (for example CLEP, DANTES, DSST) as follows:
 - ▶ May only fulfill lower level requirements; may not replace major requirements.
 - ▶ English Composition exams are not eligible for transfer.
 - ▶ CLEP in College Math may be accepted for MAT101 and 102 if a sufficient score is received.
 - ▶ CLEP in College Algebra does **not** qualify to replace MAT102.
 - ▶ Students already matriculated into a Cambridge College degree **must** have approval from the Academic Advisor **prior** to taking any standardized exam.

NOT Acceptable for Undergraduate Credit

- 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 School of Undergraduate Studies 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.
- 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 and CAGS Transfer Credit

Degree Program	Credit Limit	Time Limit
Counseling psychology programs (MEd, CAGS)	9	5 years
School Guidance Counseling	12	5 years
Education programs (MEd, CAGS)		
MEd licensure programs, CAGS (except as listed below)	12	10 years
Instructional technology, law, and finance courses for licensure		3 years
MEd programs without licensure (except as noted on program charts)	12	no limit
Master of Management	9	7 years

- 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.
- Professional licensure programs and CAGS: transfer courses must be advanced graduate level.
- Professional licensure programs: courses used for initial licensure or open to undergraduates are not accepted.
- Master of Management: bachelor's degree required to transfer graduate credit.
- 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.
- No more than one school collaborative course (3 credits) may be accepted into a non-licensure master of education degree program.

NOT Acceptable for Master's or CAGS 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).

Licensure Course Transfer

- 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 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 Elementary and Secondary Education (ESE) as a "waiver." Records of all waivers are kept in student files, and are subject to audit at any time by the Mass. ESE. These records will be required when you apply for licensure.