



Cambridge
College

Transfer Credit Handbook

Fall 2010
6th edition

**Cambridge College
Transfer Credit Office**

617-868-1000



Table of Contents

Table of Contents	2
Accreditation.....	2
About This Booklet.....	2
Cambridge College Transfer Credit Office Important Information.....	3
Undergraduate Degree Programs	5
All Master’s Degree Programs.....	9
M.Ed. in Interdisciplinary Studies, or Individualized (IMED).....	11
M.Ed. Non-Licensure Specialized Concentration	11
M.Ed. State-Approved Licensure Programs	12
M.Ed. in Instructional Technology	14
M.Ed. in Counseling Psychology	15
Master of Management	16
Certificate of Advanced Graduate Studies (CAGS)	17
Regional Accrediting Bodies	19
Program Coordinators/Directors.....	20

Accreditation

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

About This Booklet

This booklet presents Cambridge College’s transfer credit policies. This booklet has been compiled from the best information available at the time of publication. College programs and policies are subject to change within the sole discretion of the College. This booklet does not constitute a contract and shall not be construed as a binding document.

Cambridge College

Transfer Credit Office

Important Information

This information synopsis is intended to assist students through the transfer credit process as well as those Cambridge College faculty and administrators who assist students with the transfer credit process. Each student should also read the section in this brochure that pertains to his/her degree program.

- All credits accepted for transfer must meet Cambridge College eligibility criteria as specified in this brochure.
 - Credits that do not meet Cambridge College eligibility criteria will **NOT** be accepted in transfer.
 - ALL FOREIGN TRANSCRIPTS must be translated and evaluated. Agencies that have submitted evaluations to Cambridge College include:
Center for Educational Documentation (CED) 617- 338-7171, www.cedevaluations.com/,
World Education Services (WES) 212-966-6311, www.wes.org/.
 - Once a request for transfer of credit has been made, it is the responsibility of the student to contact the Transfer Credit Office (TCO) if written notification of the status of his/her transfer credit assessment has not been received by the **beginning of the second semester of enrollment.**
- A. The Cambridge College transfer credit process is a student-initiated activity. At the point of application to Cambridge College the student must:
- Request assessment of transfer credits on application for admission.
 - List on application the names of all institutions from which transcripts are being requested.
 - Complete the Request for Transfer/Waiver of Course(s) Form for the purpose of evaluation of credits in the programs that require them.
- B. The Transfer Credit process includes the following steps:
- Student requests official transcripts be sent to Cambridge College by previously attended institutions.
 - ALL FOREIGN TRANSCRIPTS must be translated and evaluated. Agencies that have submitted evaluations to Cambridge College include:
Center for Educational Documentation (CED) 617- 338-7171, www.cedevaluations.com/.

World Education Services (WES) 212-966-6311, www.wes.org/.

- Once all official transcripts are received by the Office of Student Records, the student's file enters the queue for assessment by the Transfer Credit Office.
- For students seeking transfer of credit into state-approved certification or licensure degree programs or into other specialized concentrations, the Transfer Credit Office will facilitate the appropriate Cambridge College Academic Department review.
- For undergraduate students transferring in more than 60 credits, the Transfer Credit Office will facilitate review by the undergraduate dean or designee.
- Once all transcripts and all review results are received, the Transfer Credit Office accepts and processes the appropriate transfer credits into current degree programs.
- The Transfer Credit Office sends written notification of the results of the assessment to the student.

PLEASE NOTE: No transcripts are reviewed until all transcripts are received.

Bachelor's Degree Programs

Transfer credit requests are documented on admissions applications and evaluated on the basis of official transcripts when students enroll. A maximum of ninety semester hours that meet current program requirements may be accepted for transfer toward the bachelor's degree.

Effective Fall 2010, if all required admissions documents, including official transcripts and course descriptions/syllabi if applicable, are received by the following priority dates, notification of transfer credit award will be sent by the beginning of the first term. If the required documents are received after the priority dates indicated below, notification will be sent as soon as possible. Student must be accepted into a specific degree and concentration for transfer credit to be accepted.

PRIORITY DATES: By April 1st for Summer semester; by July 15 for the Fall semester; and by December 1st for Spring semester.

Effective Fall 2002, associate's degrees earned at regionally accredited institutions of higher learning are accepted at 60-69 semester hours (based on degree requirements) for newly matriculated students. All other credits are assessed based on the criteria within these guidelines.

Credits accepted in transfer to Cambridge College undergraduate degree programs fall into the following categories. Priority will be given to transfer credits in the order listed below.

CATEGORY 1. CREDITS EARNED AT REGIONALLY ACCREDITED INSTITUTIONS OF HIGHER LEARNING

- College level courses.
- Course work completed at a regionally accredited institution.
- Grade of C (2.0) or better (C- is **NOT** acceptable)
- Grades must be on the ABC scale; any other indications, such as CR, P or S, must be confirmed as equivalent to C or better.
- The procedure for grade equivalency confirmation is as follows:
 1. Instructor must submit a letter on school letterhead indicating grade equivalent.
 2. Course title and number must be listed
 3. Instructor signature is required
 4. Send to Transfer Credit Office
- Professional development and continuing education units (CEU) are not eligible for transfer into undergraduate programs.
- Credits applied to the major (third tier of degree) must be upper level courses (300, 400 level or other institutional designation for junior and senior level courses).

- Courses assessed to have an appropriate content match for a concentration elective (fourth tier) may carry upper or lower credit.
- Courses completed as a special student at Cambridge College will be evaluated and may be counted as transfer credit.
- Credits earned through standardized exams, such as CLEP and DSST are included in the total number of transfer credits.
- Partial credits are always accepted at the last whole number, i.e.: 1 quarter hour = .75 semester hours = 0 transfer credits accepted.
- Courses may not be transferred if awarded toward another bachelor's degree.
- Foreign transcripts, to be considered for credit, must be translated and evaluated. Two agencies currently used are:
Center for Educational Documentation (CED) 617- 338-7171, www.cedevaluations.com/.
World Education Services (WES) 212-966-6311, www.wes.org/.
- It is the responsibility of the student to have foreign transcripts translated and evaluated.
- Original documents, including official transcripts and evaluations, must be submitted to Cambridge College for assessment for transfer credits.
- Once enrolled in a bachelor's degree program at Cambridge College, courses completed at other institutions may only be accepted in transfer with PRIOR written approval of the undergraduate dean or designee.
- Undergraduate courses taken during an absence from the college may be reviewed for possible transfer by having the student submit a written petition to the undergraduate dean or designee requesting that the Transfer Credit Office be allowed to conduct the assessment.

CATEGORY 2. STANDARDIZED EXAMS

- Credits earned through standardized exams, such as DSST, CLEP, and AP, may be included in the total number of transfer credits.
- Credits earned through school-specific testing are NOT accepted as transfer credits.
- Credits transferred must match an appropriate program of study and fulfill a requirement of the student's academic plan.
- Credits earned through standardized exams may **NOT** be used to duplicate or replace credits for coursework taken at Cambridge College or at another institution.
- Standardized exam credit may NOT replace major requirements.
- Standardized exam credit may only fulfill lower level requirements.
- Standardized exams in English composition are not eligible for transfer.
- The CLEP in College Math may be accepted for MAT101 and MAT102 if a sufficient score is received.
- The CLEP in College Algebra does NOT qualify to replace MAT102.
- Students already matriculated into a Cambridge College program are advised to consult their academic advisor for written approval PRIOR to taking any standardized exams. *Without prior approval, acceptance of exam credit is not guaranteed.*
- Only original transcripts of CLEP, DSST, & AP sent directly from the College Board may be submitted for assessment.

CATEGORY 3. NATIONALLY ACCREDITED INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED TO GRANT UNDERGRADUATE DEGREES

Effective Spring 2005, for newly matriculating students, credits may be accepted from nationally accredited institutions of higher education granting undergraduate degrees (associates/bachelors).

- All criteria indicated in Category 1 apply to Category 3.
- All courses must fulfill an academic plan requirement at the appropriate level in the degree.

CATEGORY 4. AMERICAN COUNCIL ON EDUCATION (ACE) EVALUATED PRIOR LEARNING

Effective Spring 2005, for newly matriculating students, credits may be accepted from American Council on Education (ACE) evaluated transcripts. A maximum of 30 semester hours may be accepted from ACE evaluated prior learning.

- ACE evaluated credits will be accepted at 2/3 of the recommended semester hour values.
- ACE transcript courses listed as “L” courses may only be accepted for 100-200 level courses.
- ACE transcript courses listed as “U” courses may be accepted for 300-400 level courses, or for 100-200 level courses.
- No “V” or vocational credits will be accepted for college transfer credits.
- All applicable criteria under Category 1 must be met.
- All courses must fulfill an academic plan requirement at the appropriate level in the degree.

DISTRIBUTION OF TRANSFER CREDITS ACROSS THE FOUR CATEGORIES

- 60 credits (100-200 level freshman/sophomore): Credits from regionally accredited institutions, standardized exams, nationally accredited institutions and ACE evaluations may be used to fulfill these requirements.
- 61 - 90 credits: Credits from all the above sources at upper level (300-400 junior/senior) with the exception of assessed concentration electives which may carry upper or lower level credit.
- ACE evaluated and /or standardized exam credits may not duplicate a course taken at Cambridge College or at another institution.
- Credits must be at the appropriate level and fulfill the course of study requirements as defined in the College Catalog and the student’s academic plan.
- Credits from ACE evaluated prior learning (at a 2/3 ratio) must not exceed a total of 30 credits.

PROCESS

1. Student requests transfer credit evaluation on the admissions application.
2. Student has official transcripts sent to the Office of Student Records as part of his/her admissions file.
3. Once all transcripts have been received, the student's file is ready to be queued up for review by the Transfer Credit Office.
4. The Transfer Credit Office reviews official transcripts for designated programs.
5. The Transfer Credit Office may accept up to 60 eligible credits (or up to required course limit of an associate's degree from a regionally accredited institution of higher education – no more than 69).
6. If more than 60 eligible credits (or up to required course limit of an associates degree) are identified, the Transfer Credit Office facilitates review by the undergraduate academic advising coordinator.
7. A course description may be requested prior to the approval of credit for a course.
8. The academic coordinator at a Cambridge College regional center may conduct a preliminary assessment of transfer credits at the point of enrollment. These documents must then be submitted to the Transfer Credit Office for final approval.
9. The Transfer Credit Office accepts appropriate courses into the Student's academic record and notifies the student of the credits accepted for transfer.
10. Transfer credit then becomes part of the permanent student record maintained and secured through the Office of the Registrar.

All Master's Degree Programs

Transfer credit requests are documented on the admission application and are evaluated on the basis of an official transcript(s) when students enroll.

If all required admissions documents, including official transcripts and course descriptions/syllabi if applicable, are received by the following priority dates, notification of transfer credit award will be sent by the beginning of the first term. If the required documents are received after the priority dates indicated below, notification will be sent as soon as possible. Student must be accepted into a specific degree and concentration in order to have transfer credit accepted.

PRIORITY DATES: By April 1st for Summer semester; by July 15 for the Fall semester; and by December 1st for Spring semester.

All courses must meet the following criteria:

- Graduate courses designed for graduate degree credit.
- Earned from regionally accredited institution authorized to grant graduate degrees.
- Grade of B or better. (B- is **NOT** acceptable)
- Grades must be on the ABC scale; any other indications, such as P or S must be confirmed as equivalent to B or better. The procedure of grade equivalency confirmation is as follows:
 1. Instructor of specific course submits a letter on school letterhead indicating grade equivalent.
 - Course title and number must be listed
 - Student name must be stated
 - Instructor signature is required
 2. Send directly to:
Transfer Credit Office
Cambridge College
1000 Massachusetts Avenue
Cambridge, MA 02138
- Partial credits are always accepted at the last whole number, i.e. 1 quarter hours = .75 credit hours = 0 transfer credit accepted.
- Must meet program requirements.
- **ALL FOREIGN TRANSCRIPTS** must be translated and evaluated. Reports from The Center for Educational Documentation (CED) 617-338-7171 or World Education Services (WES) 212-966-6311 are acceptable to Cambridge College.
- **NO** field experience, practicum, and internship experiences are transferable.
- Simultaneous registration at another institution at the semester of initial enrollment must be disclosed when entering (**first semester**). Credits taken **ONLY** during this first term may be assessed for transfer credit when completed.

- Coursework incomplete at the time of enrollment into the master's program may **not** be assessed for possible transfer credit into the Counseling Psychology Program.
- Once enrolled in a degree program at Cambridge College, courses completed at other institutions will not be accepted for transfer.
- Courses cannot be transferred if awarded or will be awarded toward another degree.
- Once a required course is taken at Cambridge College, it can no longer be replaced by transfer credit from another school, even if the course at the other school was taken prior to matriculating into a Cambridge College degree program.
- Professional development courses and continuing education units (CEU's) are not eligible for transfer into the graduate programs.
- ILP/IRPs are not eligible to be replaced by transfer credit.
- If a student changes concentration or program, a transfer credit review must accompany the request (see program procedures in student handbook).
- Graduate courses taken during an absence from the College will not be accepted in transfer.
- Courses taken at Cambridge College as a special student (SS/SG) prior to enrollment in a Cambridge College degree program may be assessed for transfer into the degree program.
- Cambridge College School Collaborative (SC) courses are open only to special students. Once a student enrolls in a Cambridge College degree program, these courses (SC) may be assessed for transfer into a degree program.
- School Collaborative (SC) courses are not eligible for transfer into any licensure program at Cambridge College.
- No more than one school collaborative course (3 credits) may be accepted into a non-licensure master of education degree program.
- The total number of transfer credits accepted into a degree program includes Cambridge College SS/SG and SC courses and must not exceed specific program maximums.
- State-approved licensure programs may have additional criteria for transfer of credit.

M.Ed. in Interdisciplinary Studies or Individualized (IMED)

A maximum of twelve (12) credits hours may be accepted in transfer. **NOTE:** IMEd with concentration in Humane Education is designed to be completed with no transfer of credit.

PROCESS

The transfer credit advisor reviews official graduate transcripts and accepts up to 12 credits that comply with eligibility criteria. A copy of the student transfer record is sent to the student indicating which credits have been accepted. Transfer credit then becomes part of the permanent student record maintained and secured through the Office of the Registrar.

M.Ed. With a Non-Licensure Specialized Concentration

A maximum of twelve (12) semester hours may be accepted in transfer. Six credits must be in the area of specialization and six may be in other areas of education.

Non-licensure specialized concentrations include, but are not limited to:

- Autism/Behavior Analyst, Autism Specialist
- Behavioral Management
- Early Education & Child Care
- Information Technology Literacy
- Literacy Education
- Science Education
- School Nurse Education
- Teaching Skills & Methodologies

Some non-licensure specialized concentrations have transfer credit requirements specific to that concentration. The following concentrations have these transfer credit requirements:

For the Behavioral Management concentration, all 12 credits must be in classroom management and/or social & psychological issues.

For the Teaching Skills & Methodologies concentration, 3 credits must be in content courses, and 9 credits must be in teaching skills and methodologies.

For the Information Technology Literacy concentration, content must match that of a required course. Technology courses must have been completed within 3 years of enrollment.

For Autism/Behavior Analyst and Autism Specialist, content must match that of a required course. All courses must have been completed within 10 years of enrollment.

PROCESS

The Transfer Credit Office reviews official graduate transcripts, determines the pool of eligible transfer credits, and confers with the coordinator of the specialized concentration. Course descriptions may be requested prior to acceptance of any credits in transfer.

The Transfer Credit Office accepts approved transfer credits and sends a copy of the student transfer record to the student indicating which credits have been accepted. Transfer credit then becomes a part of the permanent student record maintained and secured through the Office of the Registrar.

M.Ed. – State-Approved Educator Licensure Programs

Transfer credit is evaluated and approved with the purpose that a student's licensure application is not jeopardized and that it meets the high standards of our Master of Education Programs. Transfer courses accepted are judged to be consistent with the requirements of the relevant regulatory authority and of Cambridge College. Cambridge College reasonably attempts to stay informed of the licensure requirements and the expectations of the relevant regulatory authority.

Under MA Department of Elementary and Secondary Education (ESE) definition, any transfer of credit into our approved programs is considered to be a waiver. All waivers must be recorded and kept in the student's file. These waivers are subject to audit at any time by the MA ESE. Applications for educator licensure require an explanation of all waivers.

State-approved licensure programs include, but are not limited to:

- Early Childhood Teacher
- Elementary Teacher
- English As a Second Language
- General Science
- Health/Family and Consumer
- Science
- Instructional Technology
- Library Teacher
- Mathematics
- School Adjustment Counselor
- School Guidance Counselor
- Teacher of Students With Moderate Disabilities (Special Education)

ADDITIONAL ELIGIBILITY CRITERIA (EFFECTIVE SPRING 2004)

For All Education Licensure Programs:

- Courses must have been completed within the last ten (10) years.
- For Technology, Law, and Finance, credits must have been earned within the last three (3) years (unless more recent content is required).
- Graduate courses for which no degree credit is given by the offering institution are not eligible for transfer into a licensure program.

For Professional Licensure Programs:

The above eligibility criteria apply, plus:

- Coursework must have been taken at an advanced graduate level.
- Courses that may also be open to undergraduate students are not eligible to transfer.
- Graduate courses used for an initial licensure are not eligible for transfer.

PROCESS

Student completes a Request for Transfer/Waiver of Course form, attaches course descriptions or syllabi, and submits this information directly to the Transfer Credit Office (TCO).

TCO reviews official transcripts, determines the pool of eligible transfer credits, and notifies the coordinator of the specialized concentration that the official transcripts, the Request for Transfer/Waiver of course(s) form, and course descriptions are available for evaluation.

The coordinator approves the relevant courses and submits the information to the TCO to be processed. Once credits are accepted, the TCO sends a copy of the Student Transfer Record to the student. Transfer credit then becomes a part of the permanent student record maintained and secured through the Office of the Registrar.

NOTE: Students are advised to register only for those courses that are not in the process of being assessed for possible transfer of credits.

FOR EXAMPLE: If an elementary math course has been taken at a previous school and is presented for assessment to replace a required elementary math course at Cambridge College, the Cambridge College elementary math course should not be taken until the transfer credit assessment has been completed and the student has received notification of the transfer credit status of that course.

If a course is taken while assessment of possible transfer of credit for that course is in process, it is no longer eligible to be replaced by transfer of credit from another school, even if the course completed at the other school meets all other eligibility criteria.

M.Ed. in Instructional Technology

Twelve (12) credit hours, maximum, may be accepted in transfer into this degree program.

All courses must have been taken within the last three (3) years.

PROCESS

Student completes the Request for Transfer/Waiver of Course form, attaches detailed course descriptions/syllabi, and submits this information directly to the Transfer Credit Office (TCO).

TCO reviews official transcripts, determines the pool of eligible transfer credits, and notifies the coordinator that the Request for Transfer/Waiver of Course(s) form, and course descriptions are available for evaluation.

The coordinator approves the relevant courses and submits the information to the TCO to be processed. Once the credits are accepted, TCO sends a copy of the student transfer record to the student. Transfer credit then becomes a part of the permanent student record maintained and secured through the Office of the Registrar.

M.Ed. in Counseling Psychology

Nine (9) credit hours maximum may be accepted in transfer.

Twelve (12) credit hours may be accepted in transfer into the School Guidance program.

All courses must have been taken within the last five years (unless more recent content is needed).

Transfer credit is evaluated and approved with the purpose that a student's licensure application is not jeopardized. Transfer courses accepted are judged to be consistent with the requirements of the relevant regulatory authority as these requirements are known to and understood by Cambridge College. Though Cambridge College reasonably attempts to stay informed of the licensure requirements and the expectations of the relevant regulatory authority, final approval of other institutions' coursework is solely within the discretion of the applicable regulatory authority and not Cambridge College. Students are advised to seek advice from the relevant regulatory authority as to the acceptability of their transfer credits for licensure purposes.

- State-approved licensure programs include, but are not limited to, School Guidance Counseling and School Adjustment Counseling.

PROCESS

Student completes a Request for Transfer/Waiver of Course(s) form, attaches detailed course descriptions/syllabi, and submits this information to the Transfer Credit Office. This form is required in order to have course work evaluated.

Once all required documents are received by the Office of Student Records, the student file is queued up for assessment by the Transfer Credit Office. The Transfer Credit Office reviews the official transcript(s), determines eligibility of the requested transfer credits, and notifies the appropriate coordinator.

The appropriate director/coordinator makes a determination on the transfer/waiver courses, and the Transfer Credit Office processes the approved transfer credits. A copy of the student transfer record is sent to the student confirming which courses and how many credits have been accepted. Transfer credit then becomes part of the permanent student record maintained and secured through the Office of the Registrar.

The Counseling Psychology Department reserves the right to review and approve all transfer credit requests based on a complete academic file.

Master of Management (MM)

A maximum of nine (9) credit hours may be accepted in transfer.

- An earned bachelor's degree is required for eligibility to transfer graduate credit.
- Courses completed at Cambridge College as a special student (not enrolled in a degree program) may be evaluated and counted as transfer credit if the student later enrolls in the Master of Management program.
- Completion of 12 credits in one specific Cambridge College management certificate may be accepted in transfer when taken within 3 years of matriculation into the Master of Management degree program, provided they meet current program requirements.
- All courses submitted for evaluation for transfer credit must have been taken within the last seven years (unless more recent content is needed).

PROCESS

Student completes a Request for Transfer/Waiver of Graduate Courses form requesting that specific credits be transferred as part of the admissions process.

The Transfer Credit Office (TCO) reviews the official transcripts, determines the eligibility of the requested transfer credits, and notifies the Dean of the School of Management or designee.

Once the Dean of the School of Management (or designee) approves the relevant courses, TCO processes the appropriate transfer credits and sends a copy of the student transfer record to the student. Transfer credit then becomes part of the permanent student record maintained and secured through the Office of the Registrar.

Certificate of Advanced Graduate Studies (CAGS)

The Certificate of Advanced Graduate Studies (CAGS) is a post-graduate program for students who have a master's degree.

All transfer credits must meet the following criteria:

- Post-masters level
- Grade of B or better (B- is not acceptable)
- Grades must be on the ABC scale; any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.
- Earned from a regionally accredited institution of higher education authorized to grant graduate degrees.
- Courses must have been completed within the last ten (10) years for education programs.
- Courses must have been completed with the last five (5) years for counseling psychology programs.
- For all programs, technology, law and budget courses must have been earned within the last three years (unless more recent subject content is required).
- Graduate courses for which no degree credit is given by the offering institution are not eligible for transfer into a CAGS program.
- Must meet program requirements.
- ALL FOREIGN TRANSCRIPTS must be translated and evaluated. Reports submitted by the Center for Educational Documentation (CED) 617-522-4738 or World Education Services (WES) 212-966-6311 are acceptable to Cambridge College.
- Partial credits are always accepted at the last whole number, i.e. 1 quarter hour = .75 semester hours = 0 credits accepted.
- **NO** field experience, practicum, and internship experiences are transferable.
- Once enrolled in a degree program at Cambridge College, courses completed at other institutions will not be accepted for transfer.
- Simultaneous registration at another institution at the semester of initial enrollment must be disclosed. Credits taken during this first term **ONLY** may be assessed for transfer credit when completed.
- Coursework incomplete at the time of enrollment into the CAGS program may **NOT** be assessed for possible transfer credit into the Counseling Psychology Program.
- Courses cannot be transferred if awarded or will be awarded toward another degree.
- Professional development courses and continuing education units (CEUs) are not eligible for transfer into the post-graduate programs.
- If a student requests a change of concentration or program, a transfer credit review must accompany the request (see program change procedures in academic catalog).
- Graduate courses taken during an absence from the College will not be accepted in transfer.
- Those courses taken while enrolled as a special student prior to enrollment in a Cambridge College degree program may be evaluated and counted as transfer credit; program limits apply.

Up to 12 graduate credits not previously applied to a master's-level or any other post-graduate degree may be transferred into an educational leadership program. All coursework must have been completed within the last 10 years.

Up to 9 graduate credits not previously applied to a master's-level or any other post-graduate degree may be transferred into a counseling psychology program. All courses must have been taken within the last five years (unless more recent content is required).

ADDITIONAL ELIGIBILITY CRITERIA (EFFECTIVE SPRING 2004)

For the CAGS in Curriculum and Instruction:

- Coursework must have been taken at an advanced graduate level.
- Courses that may also be open to undergraduate students are not eligible for transfer.

PROCESS

Student completes the Request for Transfer/Waiver of Graduate Courses form, attaches detailed course descriptions or syllabi, and submits this information to the Transfer Credit Office.

The Transfer Credit Office reviews the official graduate transcripts, determines eligibility of the requested transfer credits, and notifies the Coordinator that the course descriptions are available for evaluation.

The Coordinator approves the relevant courses and submits the information to the TCO to be processed. Once the credits are accepted, the TCO sends a copy of the student transfer record to the student. Transfer credit then becomes a part of the permanent record maintained and secured through the Office of the Registrar.

Regional Accrediting Bodies

The following regional accrediting agencies are recognized by the U.S. Secretary of Education, the Council for Higher Education or by the Council on Post-secondary Accreditation. These are reliable authorities concerning the quality of education or training offered by institution of higher education or higher education programs they accredit.

Cambridge College is accredited by the New England Association of Schools and Colleges (NEASC) and accepts credits into its graduate and post-graduate programs only from other institutions that are accredited by the following regional accrediting bodies.

MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS (MSACS)

Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES (NEASC)

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS (NCACS)

Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming

NORTHWEST ASSOCIATES OF SCHOOLS AND COLLEGES (NASC)

Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

California, Hawaii, American Samoa, Guam, Commonwealth of the Northern Mariana, the Trust Territory of Pacific Islands

Program Coordinators/Directors

E-mail address consists of the firstname.lastname@cambridgecollege.edu

Some addresses may be firstname.lastname@go.cambridgecollege.edu

Name	Program	Phone ext.
MaryAnn Joseph	Master of Management Management 55.....	1227
Stephen Maio	MED School Admin	1432
Fernando Padro	CAGS—all education concentrations	1612
Betsy Tregar	English as a Second Language	
School of Education	Behavioral Management Interdisciplinary Studies Teaching Skills & Methodologies	1130
Mary Garrity	Teacher of Students With Moderate Disabilities Autism/Behavior Analysis, Autism Specialist.....	1168
Stephen Merther	Counseling 36/Psych Studies 36	
Hugh Ferguson	Mental Health and related concentrations CAGS in Counseling Psychology.....	1616
Hormoz Goodarzy	Instructional Technology Library Teacher Technology Literacy	1269
Shirley Handler	Health/Family & Consumer Science	1145
Joseph Huff	School Guidance Counseling.....	1157
Patricia Johnson	School Nurse Education.....	1347
Leroy Kelly	Addiction Counseling	1135
Vita Golub	School Adjustment Counseling	1620
John Papadonis	General Science	1292
Nicholas Rubino	Mathematics.....	1188
Gloria Stanton	Early Childhood Teacher Elementary Teacher Early Education & Child Care Literacy Education	1226