



Request for Transfer/Waiver of Graduate Courses

The Transfer Credit Office reserves the right to require this mandatory form and other documentation for evaluation of any external course work not applied to a prior degree. Required documents include:

- **This request for transfer form** — If you wish to transfer courses into a *graduate or post-graduate* program.
- **Your official transcript(s)**
- **Course description(s) or syllabi** — Photocopies must clearly show the college's name. Write your name and date of birth on each copy.

Last name _____ First name _____ Middle initial _____

Student ID# (if known yet) _____

Date _____

Desired entry date/term _____

Your academic program

Write full title of your program/concentration

- Master of Education
- Certificate of Advanced Graduate Studies
- Doctor of Education
- Master of Management

List below the courses you would like to transfer in to your Cambridge College degree program.

Institution	Course #	Course Title	Grade	# of credits	Cambridge College course number & title

General criteria for graduate transfer credit

Graduate credits must have been earned within the specified time period from a regionally accredited institution authorized to grant graduate degrees. Courses **cannot be transferred if awarded toward another degree**. See further information on the next page. Grade of B or better required (B-minus is not acceptable).

I will submit

The Request for Transfer/Waiver of Graduate Courses form, along with official graduate academic transcripts, in addition to my official undergraduate transcript of degree conferred.

I am aware that


- I must have my official transcripts sent to my center's Admissions Office. Only official transcripts are evaluated for transfer credit.
- All credits are subject to review and approval by the Transfer Credit Office and the dean or program coordinator.
- I should not register for any required course that I hope to fulfill with a transfer course, until I receive my transfer credit evaluation.
- If my credits are deemed unacceptable or insufficient for any reason, I will be required to earn those credits at Cambridge College.

Read more about transfer credit on the next page.

Signature _____

Date _____

Please bring or mail completed form with course syllabi or descriptions to the Transfer Credit Office:



Cambridge College
Transfer Credit Office
1000 Massachusetts Avenue
Cambridge, MA 02138

About Transfer Credit

For bachelor's, master's, and CAGS • EdD candidates please contact the doctoral program for information.

617-873-0143 • transfercredit@cambridgecollege.edu

Priority Dates and Notification

Students accepted with completed admissions files, including official transcripts, course descriptions/syllabi and form if applicable (previous page), by the following priority dates will receive notification of transfer credit award by the beginning of the first term.

- By April 1 for Summer term Submitting required
- By July 15 for Fall term documents later will result
- By December 1 for Spring term in delayed notification.

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, the school or college will be contacted for a letter grade equivalent.
- If requesting transfer of required courses into an MEd or CAGS, fill out form (previous page) 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 and evaluated.

Semester Hours and Quarter Hours

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

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.

Undergraduate Transfer Credit

Up to 90 credits may be accepted • no time limit

- Credits over 60 must be upper level (300-400; junior/senior).
- At least 30 credits, including 12 in the major, must be completed at Cambridge College.

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.

Types of 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 (CLEP, DSST) as follows: For lower level requirements only; not for major. English Composition exams not accepted. CLEP in College Math may be accepted for MAT101 and 102 if sufficient score is earned. CLEP in College Algebra does **not** replace MAT102.

Master's & 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, finance courses for licensure	12	3 years
MEd programs without licensure (except as noted on program charts)	12	no limit
Master of Management	9	7 years
Courses from one Cambridge College management certificate	12	3 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 are 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.
- Courses/credits included in another degree (anticipated or completed) are not accepted.

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 & 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 ESE. These records will be required when you apply for licensure.