



Cambridge
College

Chesapeake Regional Center

Application

Application Checklist Please follow instructions and use forms in this booklet

- Application form
- \$30 application fee
- Request official transcripts (international transcripts must also be translated and evaluated)
- Transfer credit request form (*graduate* programs)
- Interview (educator licensure programs, CAGS in counseling psychology, MM55)
- Documentation of licensure *IF* you have an educator license (School of Education)
- Current Résumé (School of Education, School of Management)
- Personal statement (Undergraduate, School of Education, MM55)
- Letter(s) of reference



California • **Georgia** • **Puerto Rico** • **Tennessee** • **Virginia** •
Inland Augusta San Juan Memphis **Chesapeake**

Massachusetts
Cambridge Main Campus
Merrimack Valley • Springfield

1000 Massachusetts Avenue • Cambridge, MA 02138 • 617-868-1000 • www.cambridgecollege.edu



Cambridge
College

for working adults

Welcome Students

Cambridge College welcomes adult students based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An interview with your admissions counselor and review of your file establish whether or not Cambridge College is right for you, and whether or not you are ready for Cambridge College. Some programs have specific assessment and admission requirements.

Please Call and Ask for an Admissions Counselor

Chesapeake Regional Center 757-424-0333

Admissions counselors serve as the first point of contact for prospective students and applicants to the College. They counsel students about Cambridge College and how to complete the application process. Admissions counselors will refer applicants and new students to appropriate parties for assessment (e.g. writing, placement), advising, registration, etc.

Students accepted into a degree or certificate program will find academic advising resources listed on their academic record that they can access through the MyCC web portal.

Cambridge College Mission and Values

Mission — To provide academically excellent, time-efficient, and cost-effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied.

Values — Cambridge College is a responsive learning community, where working adults can find ways to make the personal and professional changes they need to achieve their goals. Learning at Cambridge College takes place in an atmosphere of true diversity, where students support each other in a collaborative learning process that respects their needs and values, their prior learning and life experiences. The College's innovative adult-centered learning model links theory and practice, helping students to acquire the academic credentials they seek, enrich their lives and careers, and become leaders in their communities.

Equal Opportunity

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff. We welcome a diverse student body and academic community regardless of race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status.

Accreditation and State Approvals

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

Cambridge College and its programs are authorized in Massachusetts. The College is approved to operate and offer selected academic programs in California, Georgia, Tennessee, Virginia, and Puerto Rico.

Virginia — Cambridge College is certified by the State Council of Higher Education for Virginia (SCHEV) (<http://www.schev.edu/>) to operate as an institution of higher education and to confer degrees at 1403 Greenbrier Parkway, Suite 300, Chesapeake, VA.

Make an Informed Decision

Applicants are responsible for reading the Cambridge College catalog to get the information needed to make an informed program choice.

Educators and Counselors, Choose Your Program Carefully

Before enrolling, students who may wish to get a license (certificate) must get current information from the state agency to which they anticipate applying for licensure or licensure status upgrade, comply with its requirements, and follow its procedures. All applicants are responsible for:

- Being thoroughly informed about licensure requirements in their state.
- Understanding Cambridge College education/counseling programs and policies, and how differences between non-licensure and licensure programs may affect plans for licensure and upgrades.
- Checking with the state licensing agency before enrolling, to verify acceptability of their Cambridge College program chosen for the license sought. State requirements may affect program choice.

Please see the Cambridge College Academic Catalog at www.cambridgecollege.edu/ for more information, including program requirements and policies, tuition and fees, and refund policies.

Educator Licensure Programs Approved

Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Dept. of Elementary and Secondary Education (DESE), are within current Massachusetts state guidelines, and are subject to its regulations.

Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept other states' teacher preparation programs or practica. Check with your state education dept. before enrolling.

Georgia, Tennessee, Virginia, Puerto Rico — Students may apply for licensure after completing an approved Cambridge College licensure program and meeting all other state requirements.

Licensure Practicum

Practicum students are guided and evaluated by a licensed/certified educator in the classroom and by a licensed/certified Cambridge College supervisor. Practicum locations are subject to state regulations and are to be approved by the academic/program coordinator or regional center director. Prospective students are responsible for discussing options for licensure practicum with academic/program coordinators or regional center directors prior to program enrollment.

Regulations and Programs May Change

Professional standards for teachers are changing; regulations in any state may change at any time. To help our students meet evolving standards, our programs are subject to change and our program coordinators are available to counsel students.


This Publication has been prepared from the best information available at the time of printing. All information may be subject to change without notice.

Application Process & Policies *Must Read*

Application Forms and Instructions

Applications are available online at www.cambridgecollege.edu/chesapeake/appl.cfm/ and printed booklets are available from admissions counselors.

Please bring or mail application materials to:



Your admissions counselor
Cambridge College
Chesapeake Regional Center
1403 Greenbrier Pkwy, Ste 300
Chesapeake, VA 23320

Your admission file must be **COMPLETE** before:

- Financial aid may be awarded.
- Transfer credit may be evaluated.
- You may register for courses.

Rolling Admissions — Dates

Cambridge College practices a rolling admissions policy. Applicant materials are processed and reviewed as they are received. Students are notified of their admission on a continual basis, as their file becomes complete and they are accepted. **Please allow 1-2 weeks for processing.**

Term	Application & Materials Due
Fall 2011	early September
Spring 2012	early January
Summer 2012	mid-late May

(Please note: Cambridge College reserves the right to deny a student admission. Submission of all required materials does not guarantee admission.)

Admissions Materials

Cambridge College requires all admissions materials to be submitted and approved as official in order for a student to be accepted and register.

Admissions documents must be submitted in English. All materials become the property of Cambridge College and cannot be returned to the student. Access to these materials is limited under the Family Educational Rights and Privacy Act of 1974 (FERPA). Submitted reference letters that have been designated confidential will not be available to the student.

Keep copies of your completed application and other items you submit. Application materials may not be returned, duplicated for personal use, or forwarded.

International Transcripts

Students who have received degrees from other countries are required to submit an official copy of all records of academic course work accompanied by an official English translation. This includes secondary school records with courses taken and grades received (if applicable); records from each college or university attended showing the number of lecture and/or laboratory hours taken and grades received, official documents verifying the awarding of all secondary diploma, degrees and/or academic certificates with the title and date awarded. All applicants must have their credentials evaluated by an accredited professional evaluation service. Suggested agencies include:

- Center for Educational Documentation, 617-338-7171, www.cedevaluations.com/.
- World Education Services, 212-966-6311, www.wes.org/.

Returning Applicants

Reapplication — Students who have an incomplete application, and have not been admitted, then wish to enroll. These students have up to three terms within a year, or a year (but no longer than a year) to request deferment to another term. They must complete the application process before being admitted. After a year, documents are disposed of and they must reapply.

Reactivation — Students who complete the application process, do not register, then wish to enroll. These students have up to three terms within a year, or a year (but no longer than a year) to request deferment to another term. After a year, documents are disposed of and they must reapply.

New Degree — Students who wish to complete a degree (or certificate) different from their current or past degree must reapply through the admissions office, indicating the new degree on their admissions application and submitting all application materials.

Students Returning After Five Years

Students who withdraw any time after their initial registration, and wish to return after more than five years need to reapply with all materials through the admissions office.

Student PIN

Cambridge College assigns a Personal Identification Number (PIN) upon acceptance. The PIN provides accepted students password access to the MyCC web portal for web registration and personal accounts, and academic resources including the online library. If a student forgets his/her PIN the Registrar's Office will provide the PIN, upon verification of student identity by calling 617-873-0101.

Orientation, Assessment & Support

Orientation

Mandatory orientation sessions are held shortly before each term begins. Ask your admissions counselor for dates. Please attend orientation to receive academic advising before you register for classes. Your admissions counselor can put you in touch with a faculty advisor to assist you with registration.

Assessment and Support

Most Cambridge College programs conduct a writing/analytical skills assessment early in the first term. If the assessment indicates need, your seminar leader/academic advisor will refer you to appropriate courses which may be required at additional cost, and to the College's writing support center.

School of Undergraduate Studies

All admissions documents must be submitted in English.

Bachelor's Degree

- Application Form** Complete carefully and **sign**.
- \$30 Application Fee** (Non-refundable)
Check or money order payable to Cambridge College; if applying online, payment is made online.
- Official Transcripts** ONE of the following:
 - High school transcript (original) showing graduation OR
 - GED certificate (original) OR
 - Notarized copy of high school diploma

You must request official transcripts from all schools and colleges you have attended, to be mailed directly to Cambridge College; we must receive them **sealed and unopened**. International transcripts must be translated and evaluated.

Bachelor's programs at Chesapeake and Inland Empire regional centers — Applicants with at least 30 undergraduate credits that meet general criteria for transfer may apply.

Applicants who do not have an official high school transcript or GED should contact the College Board for the Accuplacer test or complete another Ability to Benefit (ATB) test. Please request that official scores be sent directly to the director of admissions at Cambridge College.

- Personal Statement**
Write a 1-2 page typed, double-spaced essay (250-500 words) describing why you are interested in obtaining a degree from Cambridge College, your professional goals, and/or life experiences that led you to this decision.
- One Letter of Reference**

School of Management

All admissions documents must be submitted in English.

Master of Management

- Application Form** Complete carefully and **sign**.
- \$30 Application Fee** (Non-refundable)
Check or money order payable to Cambridge College; if applying online, payment is made online.
- Official Transcript**
MM37: Bachelor's degree.
MM55: Associate's degree, professional degree or license (e.g. RN), or a high school diploma/ GED and at least 60 undergraduate credits that meet general criteria for transfer.

You must request an official transcript, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

- Transfer Credit Request Form**
If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies must clearly show the college's name; write your name and date of birth on each copy. Please note: no transfer credit is accepted into the MM55.

- Work Experience—Current Résumé**
Indicate education, work experience and professional/career goals.
MM37: 3-5 years work experience recommended.
MM55: 5-10 years proven leadership and management experience required.

- Two Letters of Reference**

MM55-Additional Requirements

- Personal Statement** Write a 2-3 page typed, double-spaced essay describing your experience and learning, including learning outside the classroom, such as employment, family, military, volunteer work and participation in community organizations. Explain your reasons for further study, and personal and professional goals.
- Interview** with the academic dean, regional center director, or director of health care management programs.
- Evaluation** of eligibility by admissions committee and the dean and/or regional center director.
- Approval** of dean or regional center director.
Your admissions file must be complete and the admissions review completed before you may register for classes.

Cambridge College Admissions Requirements
School of Education
All admissions documents must be submitted in English.

MEd & CAGS

Application Form Complete carefully and **sign**.

\$30 Application Fee (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

Official Transcripts

Degree earned at a regionally accredited college or university:

- MEd applicants: Bachelor's degree.
- CAGS applicants: Master's degree in education or a closely related field *and* a bachelor's degree.

You must request an official transcript, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

Transfer Credit Request Form

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies of course descriptions or syllabi must also clearly show the college's name; write your name and date of birth on each copy.

Interview

Educator licensure programs — Please be ready to demonstrate your competencies and knowledge appropriate to 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; and enthusiasm, sincerity, and serious intent to become a licensed educator.

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).

Current Résumé

- All programs: Three years work experience recommended.
- Professional and administrator licensure programs — Specific experience required (see program charts). 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.

Personal Statement

Write a two page typed, double-spaced essay (500 words) describing your professional experience, 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? *Keep an electronic copy to share with your seminar leader (academic advisor). It will be the first entry in your portfolio of learning. This portfolio may be used for program assessment.*

Two Letters of Reference

Certificates

BEHAVIOR ANALYST

- Application form and fee.
- Official transcript: Master's degree

OTHER SCHOOL OF EDUCATION CERTIFICATES

- Application form and fee.
- Official transcript: Bachelor's degree

Cambridge College Admissions Requirements
**School of Psychology
& Counseling**
All admissions documents must be submitted in English.

MEd

Application Form Complete carefully and **sign**.

\$30 Application Fee (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

Official Transcript

Degree earned from a regionally accredited college or university:

- MEd applicants: Bachelor's degree.
- CAGS applicants: Master's degree in counseling or closely related field *and* bachelor's degree.

You must request an official transcript, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

Transfer Credit Request Form

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies must clearly show the college's name; write your name and date of birth on each copy.

Interview

School Guidance — Please be ready to demonstrate your competencies and knowledge appropriate to 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; and enthusiasm, sincerity, and serious intent to become a licensed educator.

Two Letters of Reference

Contact Us

Chesapeake, VA Regional Center

Location • 1403 Greenbrier Parkway, Suite 300, Chesapeake, VA 23320
Office Hours • Mon.-Thurs. 9:00 a.m.-6:00 p.m., Fri. 9:00 a.m.-3:00 p.m.
Additional office hours when evening/weekend classes are held (Mon.-Sat.).

Phone 757-424-0333
Fax 757-424-1140
E-mail chesapeake@cambridgecollege.edu
Website www.cambridgecollege.edu/chesapeake
Director Ella Benson, Ed.D.
Admissions 757-424-0333

Cambridge, MA — Main Offices, Locations and Contacts

Main Building, Main Offices • 1000 Massachusetts Avenue
Admissions • 1000 Massachusetts Avenue
School of Undergraduate Studies • 1000 Massachusetts Avenue
School of Education • 80 Prospect Street
School of Psychology & Counseling • 80 Prospect Street
School of Management • Corner Museum Way and Msgr O'Brien Highway (go under Green Line)
Website • www.cambridgecollege.edu

Admissions Records . . 617-873-0447 admissionrecords@cambridgecollege.edu
Bursar 617-868-1000 x1326 . . bursars@cambridgecollege.edu
Disability Support. . . . 617-873-1191 rebecca.shiels@cambridgecollege.edu
Financial Aid 617-873-0440 financialaidweb@cambridgecollege.edu
Registrar 617-873-0101 registrar@cambridgecollege.edu
Transfer Credit 617-873-0143 transfercredit@cambridgecollege.edu

Cambridge College Admissions Requirements & information Taking Individual Courses

All admissions documents must be submitted in English.

Non-degree seeking students are referred to as special students at Cambridge College. **Special students are able to take a maximum of three courses for credit without enrolling** in a degree or certificate program.

- Special students enrolled in **School Collaborative** courses are exempt from the three-course limit.
- **Alumni** returning as special students to complete courses leading to licensure in Early Childhood, Elementary Education and Special Education are exempt from the three-course limit as well.
- The College reserves the right to restrict access by special students to particular courses.

To get the full benefit of the course work, any course prerequisites must be met. The prior education and experience required for the corresponding degree are recommended.

Application Form Complete all items carefully and *sign*.

\$30 Application Fee
Check or money order payable to Cambridge College (non-refundable).

Transfer Credit Limits

Credit-bearing courses taken at Cambridge College as a special student may be evaluated and counted as transfer credits toward a degree program at a later time, provided they meet the transfer and distribution requirements of the degree sought (see Transfer of Credit). Courses must meet all criteria for transfer, so acceptance cannot be guaranteed. Each degree program accepts a limited number of transfer credits.

Do not take more than nine credits/three courses before seeking academic advising.

Evaluation of non-credit courses for bachelor's degree credit — Academic credit may be awarded to non-credit Cambridge College courses taken earlier if the student creates a portfolio demonstrating college-level work that meets the requirements of the degree program. The portfolio must show conclusive evidence of learning equivalent to a credit-bearing college course (an evaluation fee is required). Contact the undergraduate academic advising office for information and limitations.

Financial Aid

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



Today's Date

Month	Day	Year
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Desired Entry Date

<input type="checkbox"/> Summer Term	<input type="checkbox"/> Fall Term	<input type="checkbox"/> Spring Term	Year
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For office use only

Date _____
 Type of payment _____
 Counselor _____
 Student ID _____

Academic program desired

Program title (print clearly) _____

Full time or part time study

Full time study
 Undergraduate: 12 credits/term
 Graduate: 8 credits/term

Part time study

Degree desired

Bachelor's degree
 Master of Education
 Master of Management
 CAGS
 EdD: please request separate application
 Undecided

Non-degree study

Taking individual courses
 Undergraduate certificate
 Graduate certificate (not CAGS)
 Other _____

Cambridge College Center

Cambridge, MA Memphis, TN
 Augusta, GA Merrimack Valley, MA
 Chesapeake, VA San Juan, PR
 Inland Empire, CA Springfield, MA
 Other _____

Personal & Contact Information

(your documented legal name as it would appear on your academic records)

Last name _____ First name _____ Middle initial _____

PLEASE PRINT CLEARLY

Preferred mode of communication phone e-mail

Home telephone _____

Former name if applicable _____

Alternate telephone cell work _____

E-mail home work _____

Address _____ Apt _____

City _____ State _____ Zip _____

Country _____

Birth Date	Month	Day	Year
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Social Security Number	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Are you Female or Male ?

All data provided will be kept confidential. Social security number is not a condition of enrollment, but if not provided there may be delays because of legal reporting requirements. SSN is needed for students entering licensure programs.

Colleges are asked by government agencies, accrediting associations, college guides, newspapers, and their own college communities, to describe the demographic profile of their students. Your responses will be used only for statistical purposes and will be kept confidential.

Is English your primary language?

Yes No—please specify below: _____

Do you consider yourself to be of Hispanic, Latino or Spanish origin?

Yes No

Please check one or more of the following categories to describe yourself:

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White

What is the highest level of education either of your parents completed?

Below high school or unknown
 Some high school
 High school diploma or GED
 Some college but no degree
 Associate's degree
 Bachelor's degree
 Master's degree
 Doctorate/professional degree

How did you learn about Cambridge College?

Subway or bus poster* Info session*
 Newspaper/magazine ad* Radio ad*
 Online ad or web site* Mailed brochure*
 Student/alumnus referral* Other*

*Please specify: _____

Professional Work Experience

Currently employed Specific _____
 or most recent position job title _____

Field of current occupation _____

Your employer _____

Employer address _____

City _____ State _____

Years at this position	_____	_____
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Total years of professional work experience	_____	_____
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Citizenship

Country of citizenship: U.S. Other _____

Country of birth _____

Educational History Official transcript must be sent directly from the institution to Cambridge College.

CAGS applicants: please list and provide official transcripts of both your bachelor's and master's degrees.

- High school diploma Bachelor's degree CAGS
- GED Master's degree Other
- Associate's degree

Major/field of study _____

High School or College/university _____ location _____ dates (from/to) _____ degree completed _____

College/university _____ location _____ dates (from/to) _____ degree completed _____

Undergraduate applicants: Have you ever attended another college/university? Yes No
Are you requesting evaluation of transfer credit? Yes No

Transcripts for Transfer Credit Evaluation Please list all accredited colleges you attended and request **official transcripts (must be sent directly from the institution to Cambridge College).**

College/university _____ location _____ dates (from/to) _____ credits earned _____

College/university _____ location _____ dates (from/to) _____ credits earned _____

College/university _____ location _____ dates (from/to) _____ credits earned _____

Please note: _____ total credits _____
 International transcripts must be translated and evaluated by authorized agencies Quarter-hours
 Course descriptions or syllabi also required for transfer of required graduate courses Semester-hours

School of Education Applicants — Licensure/Certification

Current license/certificate you have now

Yes, describe below; photocopy required. None

License number _____

State _____

Subject area _____

Grade Level _____

Preliminary Initial Professional Temporary

Other _____

License/certificate you wish to earn

Yes, describe below None

State _____

Subject area _____

Grade Level _____

Preliminary Initial Professional Temporary

Other _____

Read carefully and sign

Financial Aid Are you applying for financial aid? Yes No If yes, please call the Financial Aid Office at 617-873-0440. If you have defaulted federal loans, you cannot receive government loans unless satisfactory arrangements have been made with the holder of the defaulted loan. You must fill out a financial aid application (FAFSA) in order to be considered for a scholarship or loan. Cambridge College verifies student information supplied on the FAFSA.

I certify that I have read and understand the information in this application booklet and that the information I have supplied is true and complete to the best of my knowledge. Students found to have supplied false information will be denied admission or, if admitted, face immediate disenrollment.

Applicants are responsible for reading the academic catalog and getting all the information needed to make informed decisions.

Signature _____

Date _____

Please note: Occasionally photos and videos are taken of classes and other College activities to show others what they are like. I hereby give Cambridge College permission to use such images of myself in College activities for public relations, marketing, and other purposes.

Signature _____
(optional)

U.S. Armed Forces


I am: _____

- A veteran
- On active duty
- A reservist
- A dependent

Branch: _____

- Air Force
- Army
- Coast Guard
- Marines
- Navy

Please enclose application fee and mail to:

 Your admissions counselor
Cambridge College
Chesapeake Regional Center
1403 Greenbrier Pkwy, Ste 300
Chesapeake, VA 23320



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:



Your admissions counselor
Cambridge College Chesapeake Regional Center
1403 Greenbrier Pkwy, Ste 300
Chesapeake, VA 23320

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.

Candidate Must Fill Out Completely

Last name _____ First name _____

Major _____ Student ID# if known _____

Please mail to:

Your admissions counselor's name if known _____
 Mailing address at the Cambridge College center you plan to attend **Cambridge College Chesapeake Regional Center
 1403 Greenbrier Pkwy, Ste 300, Chesapeake, VA 23320**

I authorize the faculty reference named below to provide an evaluation/letter of reference of me to Cambridge College. I understand that federal legislation provides me the right to access this information and that I may waive this right but no school or person can require me to do so.

I hereby waive do not waive my right to access this information.

Signature _____ Date _____

Professional Reference

Please give your candid evaluation of the candidate. The more specifically you assess the skills, strengths, and weaknesses, the more useful this letter of reference will be to the Admissions Committee. The following questions suggest the kind of information we are seeking. Please write two or three paragraphs.



- How long have you known the candidate and in what capacity?
- What are the candidate's strongest skills and how would you assess the candidate's overall strengths and weaknesses?
- How well do you think the candidate has considered plans for college study, and how would you assess the candidate's motivation for study?
- Individualized MEd candidates — please evaluate the candidate's ability to work independently.

Please complete this chart.

Attribute	Outstanding	Above Average	Average	Below Average	Very Poor	No Basis for Evaluation
Character						
Self-motivation						
Level of professional performance						
Ability to work with others						
Ability to work in chosen field						

Reference Provider Please Complete

Name _____ Relationship to candidate _____

Profession and title _____

Address _____

Name of company, school, or organization _____

Signature _____ Date _____

Candidate Must Fill Out Completely

Last name _____ First name _____

Major _____ Student ID# if known _____

Please mail to:

Your admissions counselor's name if known _____
 Mailing address at the Cambridge _____ **Cambridge College Chesapeake Regional Center**
 College center you plan to attend _____ **1403 Greenbrier Pkwy, Ste 300, Chesapeake, VA 23320**

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**Professional reference
please complete and mail
to address above.**

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Signature _____ Date _____

Cambridge College Centers

Main Campus in Cambridge, Massachusetts

Cambridge College's main campus is in the heart of Cambridge, MA. Our students choose from the full range of the College's academic programs.

Main Offices

1000 Massachusetts Avenue, Cambridge, MA
Between Harvard Square and Central Square.

School of Undergraduate Studies

1000 Massachusetts Avenue, Cambridge, MA
Between Harvard Square and Central Square.

School of Education

80 Prospect Street, Cambridge, MA
In Central Square.

School of Psychology & Counseling

80 Prospect Street, Cambridge, MA
In Central Square.

School of Management

Corner Msgr. O'Brien Highway & Museum Way, Cambridge, MA
Across from the Museum of Science parking garage.

Regional Centers in New England

Merrimack Valley, MA — Cambridge College serves communities in Massachusetts, New Hampshire and beyond. The College's home in a beautifully renovated mill building on the banks of the Merrimack River in Lawrence connects working people with higher education: both the people whose immigrant great-grandparents worked in that mill, and people who have come more recently. Our Ladder to Language program helps English language learners adapt to their new country's language.

Springfield, MA — Cambridge College's first regional center was established in 1972. We serve western Massachusetts and Connecticut as a leading resource for teachers, counselors, and managers advancing or changing careers. Management students enjoy our pioneering blended learning course format: the best of intensive peer learning in class, blended with online learning.

Regional Centers Nationwide

Our students and alumni have urged Cambridge College to bring its academic programs and culture of adult learning to the working people of their own cities and states.

Each regional center offers academic programs from the main campus, selected to serve local needs and authorized by state education authorities.

Augusta, GA — For years, many teachers from the Southeast have come to Boston for the summer to earn their master's degree at Cambridge College's NITE program. Cambridge College Augusta has gained a strong reputation for educating quality teachers for the children and communities of Georgia and nearby South Carolina.

Chesapeake, VA — Established in 2002, the Chesapeake Regional Center serves students from Virginia, North Carolina and Maryland. Programs are offered in education, management and undergraduate studies. Students are attracted to our work friendly schedules and reputation of excellence.

Inland Empire, CA — Located east of Los Angeles at the foot of the San Gabriel mountains, our California center serves a very diverse community. We are becoming known as a great place to complete a bachelor's degree. School nurses and credentialed teachers attend for the master's degree they need for career advancement.

Memphis, TN — Our newest center, opened in 2007, provides graduate programs for teachers across Tennessee, nearby Mississippi, and Arkansas. Teachers eager to improve their schools are excited to find a college that offers a vibrant *face-to-face classroom* learning experience, programs with exactly the work needed to improve their schools and careers.

San Juan, PR — The Puerto Rico Center serves professional adults who come from every corner of the island seeking the flexibility and instructional quality that our master's programs have to offer. Located at the heart of educational and business activity in the Metro area of San Juan, Cambridge College provides the best opportunities for contextual and practical learning, in a motivating and inclusive environment.



Cambridge College

