

Welcome • Contact Us

Cambridge College welcomes adult learners based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An admissions counselor talks with you and helps you collect all required materials. 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.

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.

Cambridge, MA — Main Offices, Locations & Contacts

Main Building, Main Offices • 1000 Massachusetts Avenue, Cambridge, MA 02138
School of Education • 80 Prospect Street
School of Psychology & Counseling • 80 Prospect Street
School of Management • 17 Msgr. O'Brien Highway
Website • www.cambridgecollege.edu

Financial Aid 617-873-0440 financialaidweb@cambridgecollege.edu
Registrar 617-873-0101 registrar@cambridgecollege.edu
Student Records 617-873-0447 studentrecords@cambridgecollege.edu
Student Services 617-873-0120 studentservices@cambridgecollege.edu
Disability Support 617-873-0470 disabilitysupport@cambridgecollege.edu
Transfer Credit 617-873-0181 transfercredit@cambridgecollege.edu
Bursar 617-868-1000 x1326 bursar@cambridgecollege.edu
International Student Services 617-873-0142 international@cambridgecollege.edu

Please bring or send application materials to:



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

Important Tips

Keep Photocopies

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

Complete Admission File Required

Your file must have all items listed in this booklet. If at least the **official** transcript of your prior degree is in your file (only transcripts from regionally accredited colleges are accepted), you may register for your first term's classes before the file is complete. However, you may not register for your second term until the file is complete.

Second Cambridge College Degree

Are you applying for a second Cambridge College degree program? A new application form must be submitted with transcript and appropriate documents. Please ask the Registrar's Office to release an official transcript of your prior degree.

Orientation & Course Registration

Orientation/Registration sessions are held shortly before each term begins. Ask your admissions counselor for dates. Please attend orientation to get academic advising before you register. If you miss orientation, your admissions counselor can put you in touch with a faculty advisor, and assist you with registration.

Application Dates

Applicants are admitted when applications and supporting materials are received and processed. Please submit all your materials by the recommended time:
Fall term (late Sept. to Jan.) **early September**
Spring term (late Jan. to May) **early January**
Summer term (June to Aug.) **late May**
Applications received after the add/drop deadline each term may be accepted for the *following* term only.

International Transcripts

International Transcripts must be translated and evaluated by authorized agencies. You must obtain this service. Suggestions include:

- Center for Educational Documentation, 617-338-7171, www.cedevaluations.com/.
- World Education Services, 212-966-6311, www.wes.org/.
- American Association of Collegiate Registrars & Admissions Officers, www.aacrao.org/.

If original documents are located in countries where there are extenuating circumstances, a notarized copy of the original transcript may be acceptable. International transcripts with translation and evaluation, documenting degrees earned at international institutions, must be received before you may enroll.

Undergraduate Study

Programs Offered at Chesapeake

BA Bachelor of Arts degree completion

Multidisciplinary Studies

Application Form — Read & Complete Carefully

- Complete all items and *sign* your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcripts Documenting Your Education

One document from the list below is required:

- High school transcript (original) showing graduation.
- Notarized copy of high school diploma.
- GED certificate (original).
- Official transcript from a regionally accredited college or university showing associate's degree earned or showing credits earned and basis of admission.

Minimum of 60 undergraduate credits that meet general criteria for transfer, or an associate's degree

You must request an official transcript from the school or college you attended, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. (does not apply to diplomas).

Applicants without a high school diploma or GED certificate may take a federally approved standardized test (at an independent, authorized test center) to establish their ability to benefit from college course work.

Documents for Transfer Credit Evaluation

If you want prior college course work evaluated for transfer credit, please request **official transcripts**. Only official transcripts are evaluated for transfer.

Current Résumé Documenting Your Experience

Three years of work experience recommended (including employment, volunteer work, training, community involvement, etc.).

Written Personal Statement/Essay

Briefly describe 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 also your personal and professional goals*. Write about 2-4 typed, double-spaced pages, in paragraph form (an outline is not acceptable).

One Professional Reference

See instructions on form provided.

Please bring or send application materials to:



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

Admission requirements & information for Cambridge College

Non-Degree Students

Application Form — Read & Complete Carefully

- Complete all items and *sign* your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required to take courses for academic credit.

Certificates — Education & Experience Required

Prior education and experience requirements for certificate programs vary; see program charts.

You must request an official transcript from the college that awarded your degree/diploma, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Single Courses

Education and experience required — If you wish to take courses for academic credit, the prior education and experience required for the corresponding degree are recommended (no transcript required). Any course prerequisites must also be met.

The College reserves the right to restrict access by special students to particular courses, depending on the nature of the course.

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.

Transfer Credit Limited

Courses taken at Cambridge College will be evaluated and counted as transfer credits if you enroll in a degree program at a later time (see Transfer of Credit).

- Courses must meet all criteria for transfer, so acceptance cannot be guaranteed.
- Each degree program can accept only a limited number of transfer credits. **Do not take more credits than this limit before seeking academic advising.**

Evaluation of non-credit courses for bachelor's degree credit—

If you enroll later in Cambridge College and a non-credit course you took earlier was college-level work that meets the requirements of your degree program, you may create a portfolio showing evidence of your learning equivalent to the college course (evaluation fee required). Contact the undergraduate academic advising office for information.

Education: MEd & CAGS

Licensure Programs offered in Chesapeake

For public school K-12 educators

MEd Master of Education	Licensure Initial	Non-license Option
Early Childhood	●	
Elementary Teacher	●	
School Administration	●	
School Guidance Counselor	●	
Special Education/Moderate Disabilities	●	

CAGS Certificate of Advanced Graduate Study in Educational Leadership (Education Specialist)

School Administration	●	●
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Licensure programs are approved by the Massachusetts Dept. of Elementary & Secondary Education.

Non-Licensure Programs Offered in Chesapeake

Recommended for credentialed teachers for career advancement & renewal

MEd Master of Education
Interdisciplinary Studies (flexible requirements)

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit, please send to the Transfer Credit Office:

- **Official transcripts** (only official transcripts are evaluated).

AND if you wish to transfer specific required courses, send also:

- **Transfer credit request form** (provided).
- **Course descriptions or syllabi** — Photocopies must clearly show the college's name; write your name and social security number on the copies.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit, please send to the Transfer Credit Office:

- **Official transcripts** (only official transcripts are evaluated).

AND if you wish to transfer specific required courses, send also:

- **Transfer credit request form** (provided).
- **Course descriptions or syllabi** — Photocopies must clearly show the college's name; write your name and social security number on the copies.

Interview (candidates for licensure programs)

Please be ready to demonstrate:

- Appropriate competencies and knowledge in the subject area and 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.
- 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).

Written Personal Statement/Essay

Write a short essay (about four typed, double-spaced pages), describing your professional experience: What are you most proud of? What do you want to improve? How do you best learn? What are 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? **If seeking licensure, make your response specific to the area and level of licensure you seek.**

Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYCC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Two Professional References

See instructions on form provided.

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript of Your Prior Degree

Degree earned at a regionally accredited college/university:

- MEd applicants — Bachelor's degree required.
- CAGS applicants — master's degree in education or a closely related field *and* bachelor's degree required.

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Master of Management

Programs Offered in Cambridge

MM Master of Management

Choose your management electives or concentration:
Business

Application Form—Read & Complete Carefully

- Complete all items and *sign* your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript(s) of Your Prior Education

MM37: Bachelor's degree from a regionally accredited college or university required for MM, and graduate certificates.

MM55: Associate's degree, professional degree (e.g. RN); or at least 60 undergraduate credits that meet general criteria for transfer.

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit please request **official transcripts**. Only official transcripts are evaluated for transfer.

Current Résumé Documenting Your Experience

MM37: 3-5 years of work experience *recommended*.

MM55: Proven leadership and management experience, 5-10 years *required*. Document and describe it in your résumé and personal statement.

Health care concentrations: *Health care experience required.*

MM55: Approval Required for Admission

- *Interview* with the dean, director of health care management programs, or regional center director.
- *Evaluation* of eligibility by admissions committee and the dean and/or regional center director.
- *Approval* of dean or regional center director required for admission. Your admissions file must be complete and the admissions review completed before you may start classes.

Written Personal Statement/Essay

Briefly describe 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. Write about four typed, double-spaced pages, in paragraph form (an outline is not acceptable).

One Professional Reference

See instructions on form provided in the application booklet.



College Information & Policies

Cambridge College Mission & 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.

An Equal Opportunity Institution

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff, 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 & Authorization

The 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 all programs listed in this publication are authorized in **Massachusetts**. Cambridge College is approved/certified to operate in **California, Georgia, Tennessee, Virginia**, and **Puerto Rico** and offer the programs listed in this publication at those regional centers.

Educator Licensure Programs Approved

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

Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept out-of-state teacher preparation programs. 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.

Regulations & Programs May Change

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

Make an Informed Decision

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

The Cambridge College Catalog is available online at www.cambridgecollege.edu/. Please see the catalog for more information, including your program requirements and policies, tuition and fees, and refund policies.

Educators, Choose Your Program Carefully

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

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

Writing Assessment & 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 course work and to the College's writing support services, so that you can get the most from your course work.

Applicants to our National Institute for Teaching Excellence programs submit the writing assessment online as part of the admission process. See NITE home page on the Cambridge College website.

Applicant Records & Privacy

All application materials become part of Cambridge College records and will not be returned. Materials received in the application process may not be removed or duplicated for personal use or forwarded to any third party.

Access to the information supplied on your application form, supporting materials, and student education records, is strictly limited under the Family Educational Rights and Privacy Act of 1974. In compliance with the Act (FERPA), the College does not permit the release of personally identifiable information in student records without the written consent of the student, except as specifically allowed by FERPA statute or regulation.

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



Today's Date

Month	Day	Year			

Desired Entry Date

<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring		
Term			Year	

Academic program desired

Write program title _____

Full time study

Undergraduate: 12 credits/term
Graduate: 8 credits/term

Part time study

Degree desired

- Bachelor of Arts
- Master of Education
- Master of Management
- CAGS
- Undecided

Non-degree study

- Special student taking single courses

Other _____

For office use only

Date _____

Type of payment _____

Counselor _____

Student ID _____

Cambridge College Center

Chesapeake, VA

Other _____

Personal & Contact Information

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

Last name _____ First name _____ Middle initial _____

Former name if applicable _____

Home phone () _____

Alternate phone cell work () _____

Address _____ Apt _____

City _____ State _____ Zip _____

Country _____

E-mail home work _____

Birth Date _____ Social Security Number _____

All data provided will be kept confidential. Social security numbers are not a condition of enrollment, but if not provided there may be delays because of legal reporting requirements.

Professional Work Experience

Please attach current résumé

Present or most recent position: _____ currently employed not now employed
Please be specific _____

Your employer _____

City _____ State _____

Years at this position Total years of professional work experience

Citizenship ♦ Permanent Residence ♦ International Students

Country of citizenship: U.S. Other _____

Country of birth _____

Non-U.S. citizens:

I have a U.S. permanent resident card. (photocopy of both sides required). Number _____

I do not have a U.S. permanent resident card. Current U.S. visa type _____

Please also complete the international student information & I-20 request form

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.

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

Are you Female or Male ?

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

- 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

Is English your primary language?

Yes No—please specify below: _____

Personal income range

- 0-\$14,999
- \$15,000-\$29,999
- \$30,000-\$44,999
- \$45,000-\$59,999
- \$60,000-\$74,999
- \$75,000 or more

How did you find Cambridge College?

- Ambassador
- Info session
- Newspaper/magazine ad
- Radio ad
- Online ad or web site
- Mailed brochure
- Cambridge College student/alumnus
- Other (e.g. friend, billboard, etc.)—please specify below: _____

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

Undergraduate applicants: notarized high school diploma acceptable; official high school or college transcript preferred.
CAGS applicants: please list and provide official transcripts of both your bachelor's and master's degrees.

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

Major/field of study _____

High School or College/university	location	dates (from/to)	degree completed
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College/university	location	dates (from/to)	degree completed
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Undergraduate applicants: Have you ever attended another college/university? Yes No

Transcripts for Transfer Credit Evaluation Please list all accredited colleges where you earned credits that you want evaluated for transfer, and request *official transcripts (must be sent directly from the institution to Cambridge College).*

College/university	location	dates (from/to)	credits earned
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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
- Course descriptions or syllabi also required for transfer of required graduate courses

- Quarter-hours
- 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 1-800-877-4723 ext.1440.

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.

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)

Please enclose application fee and bring or send to:



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



Cambridge College

Request for Official Transcript of Credits

Please submit this form to the institution providing your transcript

Last Name _____ First name _____ Middle initial _____

To the Registrar or Guidance Officer of:
(Name of high school or college)

Date _____ Former name if applicable _____

Address _____ Apt. no. _____

City _____ State _____ Zip _____

SSN (optional)

Date of birth (MM-DD-YY)

Date of graduation or years in attendance _____ Degree received _____

Major _____

Signature _____

Please mail a SEALED, OFFICIAL COPY of my academic transcript to Cambridge College

(Please inform me if you cannot release my transcripts.)

Please mail my official transcripts to:



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



Cambridge College

Request for Official Transcript of Credits

Please submit this form to the institution providing your transcript

Last Name _____ First name _____ Middle initial _____

To the Registrar or Guidance Officer of:
(Name of high school or college)

Date _____ Former name if applicable _____

Address _____ Apt. no. _____

City _____ State _____ Zip _____

SSN (optional)

Date of birth (MM-DD-YY)

Date of graduation or years in attendance _____ Degree received _____

Major _____

Signature _____

Please mail a SEALED, OFFICIAL COPY of my academic transcript to Cambridge College

(Please inform me if you cannot release my transcripts.)

Please mail my official transcripts to:



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



Request for Transfer/Waiver of Graduate Courses

Form required if you wish to transfer specific required courses into a graduate or post-graduate program.

Form not required if you are requesting transfer only of elective courses.

The Transfer Credit Office reserves the right to require this form and accompanying course descriptions or syllabi for evaluation of any external course work not applied to a prior degree.

Read more about transfer credit on the back of this page.

Name _____

SSN (optional) or Student ID# _____

Date _____

Desired Entry Date/Term _____

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

Attach syllabus or catalog course description of each course.

Photocopies must clearly show the college's name.

Write your name and social security number on each copy.

Your academic program

Write full title of your program/concentration

- Master of Education
- Certificate of Advanced Graduate Studies (EdS)
- Doctor of Education
- Master of Management

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. Grade of B or better (B-minus is not acceptable). See further information on the back of this form.

I am aware that

- 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.

Signature _____

Date _____

Please bring or mail completed form with course syllabi or descriptions to:



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

About Transfer Credit

617-873-0181 • transfercredit@cambridgecollege.edu

Undergraduate Transfer Credit

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.

Kinds of Acceptable Credits; Please Send Official Transcripts

- College level courses.
- Credits over 60 must be upper level (300-400; junior/senior).
- Completed at regionally or nationally accredited colleges authorized to grant associate's or bachelor's degrees.
- Credits from prior learning transcripts evaluated by the American Council of Education (ACE), including military transcripts (accepted at a 2/3 ratio; 30-credit cap).
- College level nationally standardized exams (for example CLEP, DANTES, DSST).
- 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.

Master's, CAGS & EdD Transfer Credit

- 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/post-graduate courses.
- Courses must meet current program requirements.

Please Note:

- Professional development and continuing education courses not accepted.
- Professional licensure programs, CAGS & EdD: 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 (including outreach and school collaborative courses) taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit for your program may not be exceeded.

Licensure Course Transfer (or "Waiver")

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 directors reasonably attempt to keep informed.)

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.

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.

Transfer Credit & Time Limits

The number of credits that may be accepted in transfer is limited. Courses must have been completed within a specified number of years before you enroll in a Cambridge College degree program (more recent content may be required).

Degree Program	Credit Limit	Time Limit
Bachelor's programs (At least 30 credits, including 12 in the major, must be completed at Cambridge College.)	90	no limit
(some courses may have time limit)		5 years
Counseling psychology programs (MEd, CAGS)	9	5 years
School Guidance Counseling	12	5 years
Education programs (MEd, CAGS, EdD)		
MEd programs without licensure (except as noted on program chart)	12	no limit
MEd licensure programs, CAGS, & EdD with concentration (except as listed below)	12	10 years
Instructional Technology	12	3 years
Technology, law, finance courses for licensure		3 years
Master of Management	9	7 years
Courses from one Cambridge College management certificate	12	3 years

Note: 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.
- Have international transcripts translated and evaluated.
- If you have any grades not on the ABC scale, get a letter grade equivalent in writing from the course instructor.
- Fill out form (previous page) and attach course descriptions or syllabi if required. Photocopies must clearly show the course number, title and description; name of the college, your name and social security number.

In Your First Term

Do not take any course that you expect to be covered by a corresponding transfer course. Wait until your transfer credit evaluation is completed.

Notification

Students are typically notified of transfer credit awards during their first term, before registration for the second term.

Letter of Reference

This form must be sent directly to Cambridge College.

Candidate

Your Name _____

Program Title _____

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.

Professional reference please complete and mail to:



**Cambridge College
Chesapeake Regional Center
1403 Greenbrier Pkwy, Ste 300
Chesapeake, VA 23320**

- 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						

Name _____ Relationship to candidate _____

Profession and title _____

Address _____

Name of company, school, or organization _____

Signature _____ Date _____

Cambridge College Centers & Programs

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.

- **Undergraduate Programs** — Bachelor's degrees and certificates for career advancement.
- **School of Education** — Master's degrees in a wide range of fields, some lead to educator licensure, others can lead to career advancement. Certificate of Advanced Graduate Studies (Educational Specialist) and Doctor of Education.
- **School of Psychology & Counseling** — Master's degrees and Certificate of Advanced Graduate Studies for counseling professionals; some programs lead to licensure.
- **The School of Management** — Master's degrees in several areas of management.

National Institute for Teaching Excellence (NITE)

The **NITE Summer Institute** is held in Boston. After coming to Boston for their first summer, NITE students may choose to continue their studies at any regional center where their program is offered.

Our NITE Summer Institute uses dormitories, cafeterias, and educational facilities at a college in Boston. Students continue their programs online, in their own school systems, and at regional centers.

Regional Centers in New England

Lawrence, MA — Cambridge College serves communities throughout the Merrimack Valley and beyond. The College's home in a beautifully renovated mill building on the banks of the Merrimack River 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 Nation-wide

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.

Chesapeake, VA — Established in 2002, Cambridge College Chesapeake is the first Cambridge College regional center outside Massachusetts, serving the bustling Hampton Roads area and nearby North Carolina. Teachers come to earn a license or a pay raise, to change fields, or to move into administration. People from the numerous military installations in the area, and their families, find our course work and class schedules particularly attractive, matching the needs of their military work and subsequent transition to civilian careers.

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.

Inland Empire at Ontario, 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.

San Juan, PR — With a wide selection of master's degrees for teachers, counselors and managers, coursework at Cambridge College Puerto Rico is in Spanish. Adult learners are very glad to find a college that respects their contributions to the classroom learning experience, and accommodates their busy schedules.

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.



Cambridge College

