



# Academic Advising, Policies, and Procedures

## Academic Standards and Expectations

Academic Affairs prides itself in providing students with excellent instruction and outstanding opportunities for career development and enhancement. We are committed to maintaining an environment that is supportive of your academic needs, and conducive to your creative development as a student.

The provost and the Office of Academic Affairs maintain academic standards and policies that promote the achievement of professional goals. Working through four distinct schools that comprise the essence of Cambridge College, we endeavor to meet your academic needs through a variety of academic programs and services. Our doors of opportunity are open and waiting for you to join us on a horizon-broadening adventure.

Cambridge College reserves the right to change academic policies including course structure, availability, content, or requirements solely at its own discretion as it deems necessary and appropriate.

## Academic Advising

Students arrive at Cambridge College with an idea of what they want to accomplish. Some will know how to assimilate into the college experience without much need for help. Others will need to consult, ask questions, make sure they are on the right path, and learn to read the signs of success. No matter which type of student you are, we think that when students discuss plans and get advising along the way, there is a greater likelihood for success.

Cambridge College builds an academic advisor into each of its schools and programs:

- In the School of Undergraduate Studies, the Undergraduate Academic Advising Office provides academic advisors and an academic success program for students.
- The School of Education provides academic advisors for its graduate students. Program chairs serve as the primary advisor and site coordinators provide additional support.
- The School of Psychology and Counseling has an academic advisor for all graduate students. Program Chairs are available for further academic advising support.
- The School of Management provides an academic advisor for its graduate students.
- In the New England Institute of Business, under the Dean of Academic and Student Affairs, Academic Advising is done by the Program Chairs for each program while the Student Advising team offers individual support for student scheduling.

These skillful advisors can provide information, help arrange appropriate course schedules and build professional networks. There are systems to get used to, course loads to manage, forms to know about and deadlines to keep. Advisors can help, but so can program chairs, academic deans and office administrators - the College supports students with the right people providing useful questions and answers.

# Course Registration

Registrar's Office • 617.873.0101 • registrar@cambridgecollege.edu •  
www.cambridgecollege.edu/academic-policies-procedures/course-registration

## Students Seeking Degree/Certificate

(Matriculated)

### NEW Students

- 1 Complete your admissions file and be accepted.
- 2 Get academic advising to be sure to register for the right courses.
- 3 **Register online** — On the MyCC web portal homepage, log in with your user name (student ID) and password, and follow online instructions to register.

**If you forget your password**, go to the MyCC homepage and click on "I forgot my password" and follow instructions online.

**For assistance with registering**, please call the Registrar's Office.

### CONTINUING Students

- 1 Contact your academic advisor to plan next term's courses.
- 2 Register online when web registration opens. (Clear any holds on your account).

### IMPORTANT NOTES

**Registration is first-come, first-served. There is no waitlisting. Courses or sections may be canceled due to underenrollment or closed because of class size limits.** Students who find an anticipated course is closed or cancelled should contact the Financial Aid Office immediately to find out whether their eligibility for financial aid is affected.

Students are responsible for following their academic program.

**Students must not register for courses outside their academic program, as financial aid eligibility may be lost** and graduation jeopardized. Courses taken outside a student's program of study are the personal financial responsibility of the student.

**Holds and Registration** — A restriction, or "hold", may be placed on a student's record for admissions, academics, graduation, business, financial-aid, disciplinary or immunization reasons. A hold may prevent a student from registering for courses. If a hold is placed on a student record, then when the student enters their user ID and password into MyCC, the student will see a description of the hold and contact information, so that the student can remedy the situation. Registration will not be possible until all holds are reconciled and removed. See full policy at [www.cambridgecollege.edu/student-holds-policies-and-procedures](http://www.cambridgecollege.edu/student-holds-policies-and-procedures).

### How Many Credits to Register for:

	Minimum eligible for financial aid	Maximum registration limit*
<b>Undergraduate</b>	6 credits/term	15 credits/term (12 credits in summer)
<b>Graduate</b>	4 credits/term	12 credits/term

\* The online registration system limits course registration to the maximum shown above. Exceptions require prior written approval from an academic advisor and academic dean, and are rare.

**Online and Hybrid Courses** — Online courses are offered each term. Students may select online and/or hybrid courses to complete their degree requirements in most programs. International students are restricted to registering for just one online course each term.

Hybrid courses combine online and in-seat residency in a single course, and are therefore considered in-seat and not online.

**Repeat Courses** — Students may repeat a course twice. See policy at [www.cambridgecollege.edu/repeat-courses](http://www.cambridgecollege.edu/repeat-courses).

### Students Returning After Absence — Before registering:

Students enrolled in a degree or certificate but not registered and taking courses are considered "**absent**" that term or year.

**Students absent fewer than five years** must visit the Registrar's Office to complete a Reinstatement form.

**Students absent for five years or more** need to re-apply to a program that is currently offered, submitting all materials to the Admissions Office. They must meet all current admission and academic program requirements.

Please be aware that some programs may no longer be available. Your academic advisor or the dean can assist you to find a program that may accept much of your earlier course work, and help you map out your remaining course work.

See policy at [www.cambridgecollege.edu/returning-student-policy](http://www.cambridgecollege.edu/returning-student-policy)

**Auditing Courses** — Courses which are audited do not count towards degree requirements and cannot be converted to credit at a later date.

Individuals wishing to audit a course must contact the Registrar's Office to verify that the course is available for auditing. Practicum and internship courses may not be audited. Once registered, the individual should consult with the course instructor at the first class to discuss expectations for class participation.

No financial aid is available for auditing courses. Please note that financial obligations will be incurred for an audited course unless the course is dropped before the add/drop deadline.

# “Holds” That Hinder Students From Registering

## Financial Holds

### **FA Financial Aid Hold: Student Financial Services**

Phone: 617-873-0403  
Fax: 617-873-0270  
SFS@cambridgecollege.edu

**Reasons for hold:** There are missing documents from your financial aid file and/or your financial aid is still in process. Please check your account online to see what is needed to finalize your financial aid award.

### **BO, BR Business Office Hold or Business Registration Hold: Student Financial Services**

Phone: 617- 873-0403  
Fax: 617-873-0270  
SFS@cambridgecollege.edu

#### **Reasons for hold:**

- You have a balance with the College which must be paid.
- You have a payment plan; the balance must be paid before the hold will be removed.
- You have third party billing in effect and payment may be due.

**Students receiving Veterans Affairs assistance** will not be subject to financial or business holds due to the delayed disbursement of VA funding. For the full policy, see *Military Students-Veterans and Active Duty* on page 56 or visit <https://www.cambridgecollege.edu/resources/veterans-benefits>.

## Academic Holds

Students should speak with their academic advisor or regional site director to discuss and resolve an academic hold.

### **AB Academic Hold - Bachelors**

School of Undergraduate Studies . . . . .617-873-0547

### **AE Academic Hold - Education (Graduate)**

School of Education . . . . .617-873-0130

### **AP Academic Hold - Counseling Psychology (Graduate)**

School of Psychology and Counseling. . . . .617-873-0248

### **AM Academic Hold - Management (Graduate)**

School of Management . . . . .617-873-0424

### **Academic Hold - CAGS - School of Education or School of Psychology and Counseling** (see numbers above)

## Other Holds

### **GP Graduation Clearance Pending Hold: Registrar’s Office**

Phone: 617-873-0101  
Fax: 617-242-0026  
registrar@cambridgecollege.edu

**Reasons for hold:** The Registrar places a GP hold on your record when you submit an Intent to Graduate form for the upcoming graduation, and it ensures that you will be among the students audited for graduation. This hold will be removed at the close of the Registrar’s graduation clearance for the current term. Hold is applied shortly before online registration for the following term opens, and it will prevent you from registering. If you do not intend to complete your degree program requirements this term, please update your anticipated graduation date with the Registrar’s Office, which can remove the hold so that you may register for the upcoming term.

### **IN International Hold—I-20 Form: International Student Office**

Phone: 617-873-0142

**Reasons for hold:** This hold will be removed and the student will be allowed to register for courses once the DSO has met face to face with the international student and has given the student the I-20 form.

**If you attend a Regional Center outside Boston, Massachusetts, and need additional information, please contact the site director for assistance.**

## Non-Matriculated Students

See policy at [www.cambridgecollege.edu/college-policies](http://www.cambridgecollege.edu/college-policies).

A non-matriculated student is a student who is not enrolled in a degree or certificate program.

Non-matriculated students may register for most in-seat, hybrid and online courses; they may audit courses as well. However, the College reserves the right to restrict access by non-matriculated 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.

### **Please fill out a paper Non-Matriculated Students Registration form**

which is available at the Registrar’s Office or [www.cambridgecollege.edu/academic-policies-procedures/course-registration](http://www.cambridgecollege.edu/academic-policies-procedures/course-registration).

Students not matriculated into a degree or certificate program at Cambridge College are allowed to take **up to nine credits** for credit without applying for and enrolling in a degree or certificate program. Students should seek advisement from the academic dean of the school in which they are taking courses. Certain exceptions based on program, alumni status or location may apply.

**Acceptance of credits into a degree or certificate** — Courses completed at Cambridge College by students not enrolled in an academic program may be evaluated for acceptance into Cambridge College programs by the dean or program chair of the receiving program. There is no guarantee that courses taken as a non-matriculated student will be accepted into an academic program at Cambridge College.

# Adding and Dropping Courses

See policy at [www.cambridgecollege.edu/add-drop-policy](http://www.cambridgecollege.edu/add-drop-policy)

## ONLINE Process BEFORE Add/Drop Deadline

Students may **ADD or DROP a class by the add/drop deadline** listed in the Academic Calendar for the term. Log in to the MyCC web portal and click on the Student Registration tab; click on add/drop courses.

Repeat classes and project completion classes (e.g. Independent Learning Project Graduate Management Capstone) require *paper* Add/Drop forms.

## PAPER Process AFTER Add/Drop Deadline

Submit a **paper form** to the registrar, with all required signatures.

Get forms at the Registrar's Office, your local Cambridge College office, or at [https://www.cambridgecollege.edu/sites/default/files/file\\_uploads/reg-adddrop.pdf](https://www.cambridgecollege.edu/sites/default/files/file_uploads/reg-adddrop.pdf).

You may register for additional courses before the first class if space is available and school policies are satisfied. Faculty signature is also required to add a course if the course is full.

**However, courses added after the add/drop deadline may be subject to a late registration fee.**

### Dropped courses will appear on your student record as follows:

- Courses correctly dropped before add/drop deadline or before course starts will not appear on your record.
- Grade of Withdrawn (WD) — Completed form received **after course started**, after the add/drop deadline.
- Grade of No Show (NS) — Marked as never attended by the instructor, and Registrar's Office has not received form.

Important: With grades of Withdrawn and No Show you remain responsible for tuition.

### Dropping a class from the New England Institute of Business —

If you decide to drop a course, it is your responsibility to notify the NEIB Registrar in writing.

You may contact the NEIB Registrar's Office by:

- E-mail: [robert.wagstaff@cambridgecollege.edu](mailto:robert.wagstaff@cambridgecollege.edu)
- Fax at 508-905-5506, Attention: Associate Registrar
- Regular Mail:  
New England Institute of Business,  
111 Devonshire Street, Suite 200  
Boston, MA 02109, Attention: Associate Registrar.

## Please Note

- Adding or dropping courses may impact your financial aid.
- Students dropping courses after the add/drop period may be held financially responsible for the course tuition.. (See *Payment and Refunds* on page 24).
- **No verbal or telephone "drops" or "adds" permitted.**
- Students must register for a class or add it as described above. Student names hand-written in to a class roster are **not** thereby registered. Unregistered students cannot attend class or receive academic credit without the written permission of the Dean. See *Class Rosters* policy at [www.cambridgecollege.edu/class-rosters](http://www.cambridgecollege.edu/class-rosters).

# Academic Policies and Procedures

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<https://www.cambridgecollege.edu/resources/academic-policies-procedures>

## Academic Integrity, and Classroom and Field Experience Conduct

Cambridge College students are expected to meet high academic and ethical standards as they engage in experiences of genuine learning. By enrolling in the College, each student agrees to follow all College policies including the academic integrity policy and the Student Code of Conduct. The Student Code of Conduct describes expectations for all students as well as disciplinary procedures and appeals process. See <https://www.cambridgecollege.edu/student-rights-complaints-grievances/student-code-conduct>.

## Federal Credit-Hour Definition

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one term or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## Student Class Attendance

Cambridge College expects students to attend all regularly scheduled class meetings. Students are responsible for adhering to course attendance/participation as outlined in the course syllabi. Attendance and active participation in class (including active participation in group projects and online courses) are essential components of the learning process, and are important factors in student success.

Instructors may adjust course grades due to unexcused absences or failure to participate, provided this is clearly stated in the course syllabus.

In all cases, including courses taught online, course requirements (exams, presentations, group projects, labs, reports, participation in discussion, and all other types of coursework assigned) are not waived due to class absence. Alternate or additional work may be assigned at the instructor's discretion. See <https://www.cambridgecollege.edu/academic-policies-procedures/attendance>.

## Academic Progress and Probation

### Satisfactory Academic Progress

The Financial Aid Office measures student academic progress by calculating completed credits as a percentage of attempted credits after each term.

Cambridge College undergraduate students must maintain a cumulative grade point average of 2.0 to be considered as making satisfactory academic progress.

Cambridge College graduate students must maintain a cumulative grade point average of 3.0 to be considered as making satisfactory academic progress.

### Academic Probation

Academic probation is an official warning issued by the Dean's office when a student falls below satisfactory academic progress (2.0 GPA at the undergraduate level; 3.0 at the graduate level). A student who has been placed on academic probation will be closely monitored over subsequent terms of enrollment. A student's continued lack of satisfactory academic progress may result in suspension or dismissal from their academic program.

### Procedures: (specific procedures may be subject to periodic change)

If the Dean of the relevant school determines that a student will be placed on academic probation, a Notice of Academic Probation will be issued by the Dean's office. The student must adhere to the following protocol upon notification:

- The student must meet their academic advisor within two weeks of receiving the notice of academic probation to discuss the notice of academic probation and its implications, and to develop a plan for academic success.
- **International students** must also meet with the Office of International Student Services or designee immediately upon receiving the notification of academic probation to discuss potential visa ramifications.

A copy of the notification of academic probation is given to the Registrar's office for inclusion in the student's file. A student placed on probation for lack of satisfactory academic progress will remain on probation until their GPA reaches 2.0 (undergraduate) or 3.0 (graduate).

A student may appeal the probation or suspension decision, in writing, to the Provost or designee. The appeal should be made within five business days after receiving the probation/suspension notice and should include a clear explanation and documentation to support the appeal. The Provost or designee will make a decision within five business days of the receipt of the appeal. The decision by the Provost or designee is final.

### Change of Academic Program/Major, or School

When thinking about changing your program, your course load, or enrollment status, **seek advising**. We recommend students check with their academic advisor or seminar leader, the Financial Aid Office and Registrar's Office to learn about the academic and administrative procedures needed.



**Within One School** (for example, changing from one School of Education master's program to another) — Students must complete the Change of Academic Program form in consultation with the program chair, and obtain all required signatures.

**To a Different School** (for example, from the School of Education to the School of Management) — Students must re-apply to the school offering the program to which they desire to change. They must submit a new application and all materials to the Admissions Office, meet all current admission requirements, and be approved for admission.

**Students must consider carefully** and explore the financial and academic implications:

- Meet with your current academic advisor, the chair of your new program, and the academic dean to discuss the change and get approval.
- A different program may have additional program-specific admission requirements, and may require additional courses, time, effort, and expense.
- You will be required to meet the requirements of your new program that are current at the time of your program change.
- Courses you have already completed may not be accepted into a different program.
- Transfer credits accepted may differ.
- Financial aid rules and awards may differ.

**Note: all students receiving financial aid must see a financial aid officer before making any program change, or any changes in the total number of credits taken in a term.**

Students who do not receive financial aid are encouraged to meet with the bursar to address financial implications of their change.

### **Internal Course Substitutions (All Schools and Programs)**

The institution reserves the right to substitute one course for another in any degree program. Internal substitutions are only authorized by the academic dean or the provost.

### **Course Waivers**

Additional courses must be taken to make up the credits for courses accepted for waiver. See your academic advisor.

**School of Undergraduate Studies** — Some required courses may be waived if mastery of the learning outcomes is demonstrated by the successful completion of comparable coursework from a previous, regionally accredited college or university. Eligibility for waiving a required course or courses will be determined by the student's advisor in conjunction with the academic program chair and/or academic dean. Essential skills courses in writing and mathematics may only be waived if a student has successfully completed previous college-level work in those areas, and a standardized assessment, administered by the College, indicates appropriate competencies.

**School of Education** — Required licensure courses may be waived if mastery of the learning outcomes is demonstrated by successful completion of comparable coursework from a previous, regionally accredited college or university. Other required courses may be waived if students demonstrate comparable graduate learning. Eligibility for waiving a required course will be determined by the program chair with subsequent approval by the dean.

**School of Psychology and Counseling** — Course waivers are typically requested along with evaluation of transfer credit. (See *Transfer of Credit* on page 48.) Other courses must be taken in place of any credits waived.

**School of Management** — Required courses may be waived if students demonstrate comparable graduate learning. Some essential skills courses may be waived if mastery of the learning outcomes is demonstrated through assessments administered by the College. Additional management courses must be taken in place of any credits waived. Contact the dean of the School of Management.

**New England Institute of Business at Cambridge College** — Under certain circumstances, students' needs and program requirements differ. In such cases, a student may apply for a course waiver to take an elective in place of the requirement. This is accomplished by contacting the Registrar's Office. The request is followed up in writing to the Dean of Academic Affairs for approval. Once approved, the document becomes a permanent part of the student's record. (Up to 12 credits may be waived.)

### **Courses Taken at Other Institutions After Matriculation**

**Undergraduate** — Only the following may be accepted into the School of Undergraduate Studies while a student is enrolled in the program.

- Courses needed for graduation that are not offered within two terms of the anticipated graduation date.
- Electives not available at Cambridge College that are pre-approved by the undergraduate dean or program chair.

Written approval from the academic advisor and undergraduate dean is required.

**Graduate** — Courses taken at other institutions while a student is enrolled in a Cambridge College master's degree program may not be transferred towards that degree. Special exceptions may be considered with the academic dean's approval.

### **Leave of Absence or Withdrawal**

Students considering leave of absence or withdrawal are urged to see the Student Financial Services Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.

Cambridge College policy and procedures regarding withdrawal or leave of absence can be found at <https://www.cambridgecollege.edu/academic-policies-procedures/leave-absence-or-withdrawal>. Students must consult applicable policy and procedures in case of any questions regarding this withdrawal or leave of absence. Students can always contact the dean of students with further questions.

# Grades and Grading

See policy at [www.cambridgecollege.edu/academic-policies-procedures/grades-and-grading-policy](http://www.cambridgecollege.edu/academic-policies-procedures/grades-and-grading-policy)

Faculty have discretion over grades. Grades are based on performance in relation to learning outcomes listed on each course syllabus.

**Grade Entry**—No one other than instructors may enter final grades using the MyCC web portal. If instructors are unable to enter grades through the portal, they are to forward a grade list to the Registrar's Office for entry. In the event that an instructor fails to submit grades to the College, the provost may assign the dean of the school in which the instructor teaches to issue (or change) the missing grades.

## General Definitions and Policies

### Grade Point Value

Grade			Grade		
Letter Grade	Point Value	Numerical Range	Letter Grade	Point Value	Numerical Range
A	4.0	93-100	C+	2.3	77-79
A-	3.7	90-92	C	2.0	73-76
B+	3.3	87-89	C-	1.7	70-72
B	3.0	83-86	D+	1.3	67-69
B-	2.7	80-82	D	1.0	60-66
			F	0.0	0-59

**Credit (CR)** is a grade denoting content competence.

- Undergraduate programs — equivalent to D or better.
- Graduate and post-graduate programs — equivalent to B or better.

**No Credit (NC)** means that the student has not met expectations and that the academic work will not be counted toward degree requirements. Students who receive a grade of "No Credit" in a required course or seminar are required to repeat the course or seminar. In general, reasons for a grade of "No Credit" include:

- Lack of class attendance — absent for more than four hours of class time.
- Required work not completed to the instructor's standards.
- Failing grades on required work.

Students incur financial liability for courses attempted whether or not credit is awarded.

**No Show (NS)** indicates that a student did not attend a class and/or did not formally withdraw from the course. The student remains financially liable for the tuition.

**Changes in Grade** — Grades (including CR) are considered to be final unless a clerical or procedural error has been made. If there are discrepancies, please contact the instructor and/or the Registrar's Office.

### Undergraduate Grades

Grades of "Credit" or "No Credit" are awarded only for portfolios, challenge exams, standardized exams, seminars, and skill development courses.

## Graduate and Post-Graduate Grades

Graduate and post-graduate programs award passing grades of B or better. Coursework below B receives a grade of "No Credit". Grades of "Credit" or "No Credit" may be an option for students in specific courses.

### Incompletes (INC)

An incomplete grade (INC) may be granted by an instructor if the student has satisfactorily completed  $\geq 67\%$  of the required work for the course, and the instructor has agreed to consider pending work for submission before the end of the following term. Students have **one term** after receiving an INC to submit outstanding work. INC's that are not converted to a grade after one term will be converted to a grade of NCI (No Credit Incomplete) or a letter grade, assigned by the instructor, consistent with the work previously submitted for the course. NCI grades are factored into a student's GPA as 0.0.

*Note: Granting an incomplete is a privilege afforded to the student, not a right. If an instructor agrees to grant an incomplete, an "Incomplete Course Work Agreement" form, which clearly states the work needed and the timeframe in which it must be delivered, must be signed by both the student and the instructor.*

### Academic Support for Students With Incomplete Grades

At the end of each term, students who have two or more Incomplete grades on their grade report will receive an "academic hold" on their account. Before they can register for the next term, these students must:

- Meet with their faculty advisor. International students must also meet with the international student advisor.
- Meet with course instructors, complete their coursework satisfactorily, and clear the Incomplete grades.

### Incomplete Final Project

**Graduate** (Independent Learning Project/Independent Research Project/Advanced Research Project, Graduate Management Capstone): If students do not complete the final project by the deadline within the term in which they registered for it, a grade of **Permanent Incomplete (PIN)** is assigned and cannot be changed to a grade thereafter. Students must register for the project completion course for their program (e.g. 801 for ILP/IRP, and 699 for Graduate Management Capstone) in order to complete their project and degree.

Students have up to three years from the expected graduation date (based on entry date and length of program) to complete and have the final project (ILP/IRP/ARP/Graduate Management Capstone) approved. An extension may be granted by the student's academic dean. If the original faculty advisor is not available, the academic dean will assign another faculty member to supervise the completion of the project.

**Undergraduate:** If the Capstone is incomplete, students have one term to finish the work and have the Incomplete grade changed to a letter grade. If the Capstone is still incomplete, the student must register in the next term for the Capstone completion course in order to receive a grade. For example, students who get an Incomplete grade in BHS490 and do not finish it in the following term must register for BHS491 in the next term. An Incomplete for a Capstone course will be changed to a Permanent Incomplete (PIN) if it is not changed to a passing grade within the following term.

Students should be aware that there are fees associated with incomplete final projects. See *Tuition and Fees Rates* on page 28.

## Satisfactory Academic Progress

Students must make satisfactory academic progress to continue at Cambridge College as well as receive financial aid. Student records are reviewed at the end of each term. (See policy at [www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap](http://www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap).)

## Student Records

### FERPA — Student Records Access and Confidentiality

In compliance with the Family Educational Rights and Privacy Act (FERPA), the complete Cambridge College student records access and confidentiality policy can be found at <https://www.cambridgecollege.edu/academic-policies-procedures/student-records>

### Change of Name, Address and Contact Information

When registering online each term, students are asked to confirm or update some personal information including their mailing address and contact information.

Students receiving federal financial aid are legally required to give their name as registered with Social Security.

Students wishing to change their names must provide legal documentation showing the reason for the change, as well as a written version of the new name. Acceptable documents include marriage certificates, divorce papers, passports, social security cards, and other court-issued documents. Students should send the request in writing and include their student ID number and/or social security number if ID number is not known. Once a student graduates the record is closed; name changes are not possible unless the student is reapplying for a new degree.

### Transcripts

Students may request their official or unofficial transcripts from the Registrar's Office at any time. If students are receiving financial aid, official transcripts are held until all funds have been received.

Official transcripts for graduating students are not released until after the degree conferral date, when their academic record has been cleared for graduation and their accounts are paid in full and cleared by the Bursar's Office. Student transcripts are kept permanently.

Go to [www.cambridgecollege.edu/offices/registrar](http://www.cambridgecollege.edu/offices/registrar) to get the Transcript Request form. The completed form must be accompanied by full payment (see *Tuition and Fees Rates* on page 28 for cost).

### Verification of Degree or Enrollment

Cambridge College has authorized the National Student Clearinghouse to provide verifications. The Registrar's Office does not provide verifications over the phone. If you are an employer or background screener, you may contact the National Student Clearinghouse's DegreeVerify service by web or by mail.

Web: [www.degreeverify.org](http://www.degreeverify.org)

Mail: National Student Clearinghouse  
2300 Dulles Station Boulevard, Suite 300  
Herndon, VA 20171

## Educator Licensure/Certification Verification

State program verification forms are processed by the Office of the Dean of the School of Education. Forms cannot be completed until the graduating student's conferral date.

## Graduation

### Preparing to Graduate

#### • Grades Required

*Undergraduate* students must successfully complete all components of their academic program with grades of D or better, or Credit. A cumulative grade point average of 2.0 (letter grade of C) is required for all undergraduate courses completed at Cambridge College.

*Graduate* students must earn grades of B or better for successful completion of all graduate courses counted towards degree completion, with a cumulative grade point average of 3.0.

- **Intent to Graduate form** — Students planning to graduate must complete and submit to the Registrar's Office an Intent to Graduate form. It must be submitted during the term the student intends to graduate, by the deadline published in the academic calendar, in order for the student's academic record to be reviewed for graduation clearance. Students must meet with their academic advisor and review their academic plan to ensure that all program requirements will be completed by the end of the term. The Intent to Graduate form can be found on the *Student Forms* webpage.

### Registrar Clearance for Graduation

The registrar will review records of students who have submitted the Intent to Graduate form by the deadline.

Candidates who have completed all academic requirements are notified by the Registrar's Office via Cambridge College email. Their academic records are closed and the degree conferral date is placed on their final transcripts. Candidates who have not satisfied the academic requirements are informed via Cambridge College email of their status and next steps.

### Degree Conferral

The College has three conferral dates for graduation, in January, June, and August. A student who completes all academic program requirements and successfully completes the graduation clearance process may request an official transcript from the Registrar's Office at any time after the degree conferral date (see *Transcripts*.)



## Diplomas

Diplomas are mailed to all students who have been financially and academically cleared within three months of the degree conferral date. Diplomas are mailed via U.S. mail to the address that is in the student database as of the commencement date. Diplomas that require tracking may be mailed by UPS by special arrangement, at the expense of the student.

If a hold is removed from the student's record after the original diploma mailing, the student must contact the Registrar's Office to arrange shipment of the diploma.

**Student's Official Name** — All name changes must be received, verified and processed by the Registrar's Office prior to the degree conferral date.

**Replacement Diplomas** — Students who need a replacement diploma must request it in writing, including their name, signature, student ID number, telephone number, and an up-to-date address. Replacement diplomas cost \$27. Students may include credit card information, or a check or money order made out to Cambridge College. The replacement diploma will be mailed via U.S. mail. Please note: all diplomas must show the student's name as of the degree conferral date.

## Commencement Ceremony

One Commencement Ceremony is held each year in Boston, in June. Graduates who earned a degree from all Cambridge College locations are invited to participate. Students who confer in August or January are invited to the Commencement Ceremony the following June. (Certificate students do not participate in Commencement.)

Diplomas are not presented at the Commencement Ceremony, but are **mailed**.

## "March Only" Conditions

Students may be allowed to "march only" in the Commencement Ceremony with the status of "participants" only, under the following conditions:

- All core requirements, including the final project (e.g. Capstone, Independent Learning/Research Project, Action Research Project) and required practicum and/or internship, must be completed and a passing grade documented in the student's academic record by the grade posting deadline.
- Six or fewer credits remain to complete the course of study; the credits are offered and completion is anticipated in the summer term.
- The student has registered for the summer term, for all remaining credits, and the registration has been processed.
- Exception by Provost, authorizing a student to march.
- A student must submit a Petition to March Only to the Registrar after registering and no later than April 11. The form is available at [www.cambridgecollege.edu/registrar](http://www.cambridgecollege.edu/registrar). Be sure to complete the second page (August Intent-to-Graduate form).
- No College written materials shall refer to the student as a Cambridge College graduate or otherwise imply that the student has satisfied Cambridge College graduation requirements.
- Students who have not completed graduation requirements cannot obtain a diploma and will not be given any written documentation that implies that they have graduated.

# Transfer of Credit

Transfer Credit Office 617.873.0143 • [transfercredit@cambridgecollege.edu](mailto:transfercredit@cambridgecollege.edu) •  
[www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits)

Transfer credit requests, initiated by the student, are evaluated only on the basis of **official transcripts**. Students must submit a completed admissions application packet, including official transcripts and course descriptions/syllabi, if applicable.

## How to Initiate Your Transfer Credit Request

- Please request official transcripts from previously attended institutions as soon as possible.
- If you have any grades not on the ABC scale, ask the course instructor to clearly state the letter grade equivalent in a letter on official college letterhead, addressed directly to the Cambridge College Transfer Credit Office.
- If requesting transfer of required courses into an M.Ed. or CAGS, fill out transfer request form (available at [www.cambridgecollege.edu/admissions/transferring-credits](http://www.cambridgecollege.edu/admissions/transferring-credits)) and attach course descriptions or syllabi. Photocopies of course descriptions or syllabi 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 by an evaluation service listed on [www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html](http://www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency.html)

## Priority Dates

We must receive all documents for transfer credit evaluation (outlined above) by the following priority dates, in order to evaluate your transfer credit by the beginning of the term. Later submission will result in delayed transfer credit awards.

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

**Veterans and Military Students** — The Transfer Credit Office adheres to the regulations and requirements outlined in the DoD Military Tuition Assistance Program. It recognizes, accepts and awards credit where appropriate; specifically credits earned through standardized examinations and from American Council on Education evaluated transcripts.

## Evaluation Process

- The Transfer Credit Office reviews official transcripts and identifies all courses that meet the general criteria and may be eligible for transfer.
- Undergraduate academic advisors will create an academic plan which includes all eligible transfer credits that meet Cambridge College undergraduate degree/program distribution requirements. Based on the policy below, credits constituting an earned associate's degree will be accepted in total up to 69 credits. Credits outside of, or above and beyond an earned associate's degree, will be evaluated for transferability by the academic advisor.
- For licensure programs, specialized concentrations, CAGS and doctoral programs, the program chair reviews the content and approves courses that meet program-specific criteria.
- Final determination of the transferability and programmatic distribution of credit lies with the academic dean of the appropriate school.

## In Your First Term

Graduate students — Do not take any course that you hope will be covered by a corresponding course that you have submitted for assessment. Wait until your transfer credit evaluation is completed.

## Re-Evaluation of Transfer Credit

If you change concentration or program, you must request a new transfer credit evaluation.

When you return after an absence of one term or more, prior transfer credits are revised according to policies in effect at the time of your return.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Cambridge College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in Cambridge College's educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cambridge College to determine if your credits or degree, diploma, or certificate will transfer.

# Undergraduate Transfer Credit

[www.cambridgecollege.edu/transferring-credits/transferring-credits-undergraduate-programs](http://www.cambridgecollege.edu/transferring-credits/transferring-credits-undergraduate-programs)

Student must be accepted into a specific degree and concentration for transfer credit to be evaluated. The following general criteria will guide the evaluation process.

## Courses: General Criteria

- Course credits must be earned at a regionally or nationally accredited degree granting institution of higher learning.
- For courses not included as part of an earned associate's degree, only grades of C (2.0) or better are considered, and such courses must meet program distribution requirements;
- Professional development courses (PD) and continuing education units (CEU) are not eligible for transfer;
- Associate's degrees from regionally or nationally accredited institutions are accepted in their entirety at 60-69 term hours, including only the courses actually required for the degree.
- A maximum of 90 term hours from a regionally or nationally accredited degree granting institution of higher learning may be accepted, provided the coursework meets Cambridge College degree/program distribution requirements.
- Students must complete at least one-fourth of their undergraduate credits (30 term hours), including substantial advanced work in the major or concentration, at Cambridge College.

## Standardized Examinations

- Credits earned through standardized examinations (DANTES, DSST, CLEP, FLATS and AP) may be accepted and will be recorded as transfer credits.
- Credits earned through school-specific testing are *not* eligible for transfer.
- Credits earned through standardized exams may replace major requirements only at the discretion of the program chair or academic dean.
- Students already matriculated into a Cambridge College program are advised to consult their academic advisor for written approval *prior* to taking any standardized exams. *Without prior approval, acceptance of credits is not guaranteed.*

## ACE Evaluated Transcripts

Credits recognized through the American Council on Education (ACE) evaluated transcripts will be accepted at their full credit value as follows.

- Up to 60 lower level credits may be accepted, provided the coursework meets Cambridge College general education or elective distribution requirements.
- An additional 30 upper level credits may be accepted provided the coursework meets Cambridge College degree/program distribution requirements.
- No "V" or vocational credits will be accepted for college transfer credits.

## Please Note

- Prior written approval by the undergraduate academic dean is required before taking courses at other institutions.
- As many as 18 transfer credits may be awarded for FLATS or other language equivalency exams.
- ACE evaluated and standardized exam credits may not duplicate a course taken at Cambridge College or at another institution.
- Electronic transcripts will be accepted from military branches that only provide electronic transcripts; i.e. Army (AARTS) transcripts which will transition to Joint Services Transcripts on January 1, 2013.

## Articulation Agreements

Articulation agreements are partnerships between educational institutions which formalize their relationship to each other, and allow for the direct transfer of academic credit. Cambridge College has developed articulation agreements with community colleges and other associate's degree-granting institutions in order to expand the higher education opportunities for their graduates. These articulations are designed to maximize the students' educational experience by providing guaranteed admission into Cambridge College bachelor's degree programs, and accepting all credits constituting the associate's degree of an articulating partner.

Any additional credits earned above and beyond the associate's degree are subject to program distribution requirements (see above).

Cambridge College currently has articulation agreements with the following colleges:

### Connecticut

- Asnuntuck Community College
- Capital Community College

### Massachusetts

- Bunker Hill Community College
- Greenfield Community College
- Holyoke Community College
- Jewish Vocational School
- Mount Wachusett Community College
- Northern Essex Community College
- Quincy College
- Roxbury Community College
- Springfield Technical Community College
- Urban College of Boston

### California

- Riverside Community College
- Chaffey College
- San Bernardino Valley College
- San Joaquin Valley College (SJVC)
- UCR Extension

### People's Republic of China

- University of Jinan (students may be accepted at the Boston main campus only)



# Master's and CAGS Transfer Credit

[www.cambridgecollege.edu/transferring-credits/transferring-credits-graduate-programs](http://www.cambridgecollege.edu/transferring-credits/transferring-credits-graduate-programs)

The student must be accepted into a specific degree and concentration for transfer credit to be accepted.

**All Courses** must meet the following criteria.

- Only graduate courses designed for graduate degree credit may be accepted.
- Courses completed at regionally accredited institutions authorized to grant graduate/post-graduate degrees may be accepted.
- Only grades of B (3.0) or better are considered.
- Other grades must be confirmed as equivalent to B or better.
- Courses must be degree credit-bearing graduate courses that are *not* professional development or continuing education unit courses.
- Courses must meet current program requirements.

## School of Education: CAGS

CAGS transfer courses must be advanced graduate level; courses open to undergraduate students are not accepted.

**Courses NOT Acceptable** for master's or CAGS transfer credit:

- Course work taken at other institutions after enrollment in a Cambridge College graduate degree program or during an absence from that program.
- Field experiences, practica and internships.
- Independent learning, research and applied action projects (final projects cannot be replaced by transfer credit).
- Professional development courses, including school collaborative courses and other courses taken for continuing education units.
- Courses/credits included in another degree (anticipated or completed).

## Licensure Course Transfer

To safeguard your licensure application, a course is accepted for transfer into a licensure program only if:

- The content matches a corresponding Cambridge College required course, meeting the high standards of our programs, and
- It is judged to match the requirements and expectations of the licensing authorities.

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

## Transfer Credit Limits

SCHOOL/DEGREE PROGRAM	Credit Limit	Time Limit
School of Psychology & Counseling programs . . . . .	9 . . . . .	5 years
School of Education programs (M.Ed., CAGS)		
M.Ed. licensure programs, CAGS (except as listed below) . . . . .	12 . . . . .	5-7 years*
Instructional technology, law, and finance courses for licensure . . . . .		3 years
*Time limit varies with subject and licensure area, as determined by program chair		
M.Ed. programs without licensure (except as noted on program charts) . . . . .	12 . . . . .	no limit
School of Management programs . . . . .	9 . . . . .	7 years
Any one specific Cambridge College management certificate . . . . .	12-16 . . . . .	5 years

## Please Note

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