

Transfer of Credit

Transfer Credit Office 617.873.0143 • transfercredit@cambridgecollege.edu •
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 MEd, CAGS, or EdD, fill out transfer request form (available at 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

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

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 semester hours, including only the courses actually required for the degree.
- A maximum of 90 semester 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 semester hours), including substantial advanced work in the major or concentration, at Cambridge College.

Standardized Examinations

- Credits earned through standardized examinations (DANTES, DSST, CLEP 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.
- 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
- Jewish Vocational School
- Mount Wachusett Community College
- Northern Essex Community College
- Quincy College
- Roxbury Community College
- Springfield Technical Community College
- Urban College of Boston

Master's, CAGS and Doctoral Transfer Credit

<https://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 Collaborative Courses

- School collaborative courses (Cambridge College) courses are *not* transferable into any licensure program.
- Only one (1) school collaborative course taken at or through Cambridge College prior to matriculating into a non-licensure program may be transferred, if it meets all other transfer credit guidelines and current program requirements.
- Exceptions regarding school collaborative courses will be made under certain circumstances with the approval of the dean of the School of Education.

Professional Development and Continuing Education Units

- Professional development and continuing education units (CEU) are not eligible for transfer into graduate programs.
- Professional development course(s) up to three credits total from another institution *may* be accepted into non-licensure degree programs, providing the granting college or university accepts the course(s) into its own graduate degree program.
- Professional development courses are *not* transferable into any licensure program.

School of Education: CAGS and EdD

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

Courses NOT Acceptable for master's, CAGS or doctoral transfer credit.

- Course work taken at other institutions after enrollment in a degree program or during an absence from the College.
- Field experiences, practica and internships.
- Independent learning, research and applied action projects (final projects cannot be replaced by transfer credit).
- 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 (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.

Doctor of Education (EdD)

Nine credits may be accepted from an approved master of education program and 12 credits from an approved CAGS program; total: 21 credits.

Transfer Credit Limits

DEGREE PROGRAM	Credit Limit	Time Limit
Counseling psychology programs (MEd, CAGS)	9	5 years
Education programs (MEd, CAGS)		
MEd 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		
MEd programs without licensure (except as noted on program charts)	12	no limit
Doctor of Education (EdD)	21	5 years
Master of Management	9	7 years
Any one specific Cambridge College management certificate	12-16	5 years

Please Note

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