



Academic Advising, Policies, 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 with seminar leaders and site coordinators providing additional support.
- The School of Psychology and Counseling provides an academic advisor for its graduate students. In school guidance and school adjustment, the program chair provides further advising.
- The School of Management provides an academic advisor for its graduate students; the seminar leader provides further academic advising.

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, so can program chairs, academic deans and office administrators: the College supports students with the right people providing useful questions and answers.

Student navigators assist all students with admissions and enrollment policies and procedures, and lead the College's Reconnect retention initiative. The navigators serve a vital role in working with admissions, enrollment, financial aid and students' accounts. The navigators also collaborate with other offices such as Student Affairs, Career Resources, Student Success, Alumni Affairs and Strategic Partnerships to engage students and put them into the best position to succeed at Cambridge College.

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 must not register for courses outside their academic program, as financial aid eligibility may be lost. See full policy at www.cambridgecollege.edu/courses-outside-academic-program.

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, when the student enters her/his 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.

How Many Credits to Register for

	Minimum eligible for financial aid.	Maximum registration limit*
Undergraduate	6 credits/term	15 credits/term (12 credits in summer)
Graduate	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 — Students must limit the number of credits taken in online courses to less than 50% of their program credits. Hybrid courses that combine online and in-seat residency in a single course are considered in-seat and not online.

Repeat Courses — Students may repeat a course once. See policy at 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 for two or more consecutive terms will be placed on academic hold, and must check in with their dean to certify that they are in good academic standing.

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

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.

Non-Matriculated Students

See policy at www.cambridgecollege.edu/college-policies.

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.

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

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.

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 www.cambridgecollege.edu/academic-policies-procedures/course-registration.

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) — Registrar's Office has not received form.

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

Please Note

- Adding or dropping courses may impact your financial aid.
- If courses are not correctly dropped in a timely manner, students may remain liable for tuition cost. (See *Tuition and Payment*).
- **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. See *Class Rosters* policy at www.cambridgecollege.edu/class-rosters.

Academic Policies and Procedures

Registrar's Office • 617.873.0101 • registrar@cambridgecollege.edu •
<https://www.cambridgecollege.edu/resources/academic-policies-procedures>

Academic Integrity

Cambridge College students are expected to meet high academic and ethical standards as they engage in experiences of genuine learning. They are expected to submit **their own original work** in course assignments and exams.

Violations of Academic Integrity

• PLAGIARISM

Plagiarism is the use of another's work, thoughts, or language without giving credit; summarizing, copying, or using the work of another person or source without proper acknowledgement. Plagiarism is dishonest and a serious academic offense.

• CHEATING

Cheating appears in multiple forms such as:

1. Unauthorized use of notes, texts, or other aids during an exam or in completing course assignments.
2. Copying the work of another student.
3. Submitting the same assignment for more than one course, subject to faculty discretion.
4. Sharing student work with a group when such sharing has not been authorized by the professor.

Any breach of academic integrity is grounds for a grade of F/No Credit in academic courses and/or academic probation, suspension, or dismissal.

See full policy at www.cambridgecollege.edu/academic-integrity.

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 semester 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

Class attendance is mandatory for all courses taken at Cambridge College. Students must provide a valid excuse for any and all absences and, if requested by the instructor, provide supporting documentation. Students who miss more than 10% of the scheduled class meetings may, at the discretion of the instructor, be subject to a failing grade.

Online course attendance is calculated as synchronous and/or asynchronous online participation, as determined by the instructor and the delivery model and structure of the course. Scheduled participation and completion of all modules is required.

In all cases, including courses taught online, course requirements (exams, presentations, 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.

Academic Progress and Probation

Satisfactory Academic Progress

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 the next three terms in which they enroll.

If it is determined 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 and sign the notice of academic probation.
- The student must meet with the academic dean or designee within two weeks of meeting with the academic advisor and review the notice of academic probation.
- **International students** must meet with the director 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. Academic probation is in effect for three terms of registration.

Any failing (F), no-show (NS), no credit incomplete (NCI), or no credit (NC) grades that a student on academic probation receives during the following three terms of enrollment may result in indefinite suspension from their academic program. The student will not be allowed to re-enroll without permission from the dean. When the academic probation is lifted the Registrar's Office is notified.

A student may appeal the probation or suspension decision, in

writing, to the Provost or designee. The appeal should be made within three 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. 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.

Course Evaluation Survey

Cambridge College is committed to fostering teaching excellence, and we believe that students can make a significant contribution to this goal by completing online a confidential course evaluation survey. The purpose of this survey is to help the College improve the quality of curriculum and instruction. At the end of each course, students will receive an e-mail inviting them to provide their feedback. For further information, please contact the Office of Research, Planning and Evaluation.

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 Credit.) 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.

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

A leave of absence is a process designed to allow students interrupting the academic program for a limited period of time. During the limited leave, the student is considered to be on active status. A leave of absence may be granted by the academic dean or the provost. The LOA will become part of the student's permanent record.

Students should consult with an advisor **and** the Financial Aid Office about whether to request a leave of absence and determine the financial aid or re-enrollment implications of not registering.

The length of the leave must not exceed 180 days in any 12 month period.

Leaves of absence must be submitted in writing, signed and dated, to the academic dean or designee explaining the details and circumstances surrounding the request. Acceptable reasons include: Physical or mental health concerns; family obligations; financial concerns; military service; academics — sequenced courses are not offered for the upcoming term, reconsidering major, academic struggles, etc.; career opportunities. Students with other circumstances should consult with their advisor(s) for appropriate alternatives. The student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. The request must always be accompanied with appropriate documentation and evidence. In any case, there must be a reasonable expectation that the student will return from the LOA and the request should include the anticipated date of return and any specific issues the student must resolve before returning. All financial aid rules will apply and it is the responsibility of the student to seek and understand the financial implications of applying and obtaining a leave of absence (see Financial Aid).

The academic dean or designee will review the request and may ask for additional information in evaluating it.

The academic dean or designee will inform the student of the decision in writing within five business days of the receipt of the application. If the request is approved and the student is a Title IV loan recipient, the letter will explain the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. The academic dean or designee will inform the Registrar's Office, Financial Aid Office and dean of Student Affairs Office of the decision. If the request is denied, the academic dean or designee will discuss other options with the student.

The institution will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional federal student aid.

Students may return before the expiration of their leave. Upon wishing to return, the student must contact their advisor or academic dean.

A student may appeal the decision to the provost in writing. The provost's decision is final.

Withdrawal

Current students who do not plan to take courses in the next term must:

1. Discuss it with the seminar leader/academic advisor, and
2. Submit a completed Withdrawal form (available at www.cambridgecollege.edu/offices/registrar) to the Registrar's Office.

This form must be submitted to the registrar in order to receive any reduction in tuition liability and to inform lending institutions of the change in enrollment status. A student who drops out without submitting the form will receive grades of No Show, and no reduction of tuition liability.

If the Withdrawal form is received by the Registrar's Office after the term Add/Drop deadline, the student remains responsible for tuition payment.

Medical Withdrawal — Upon presenting appropriate medical documentation to the dean of student affairs, a student may be allowed to withdraw for medical reasons. All withdrawal policy requirements apply (see above). See full policy at www.cambridgecollege.edu/medical-withdrawal-policy.

Grades and Grading

See policy at 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 an instructor is unable to enter grades through the portal, he or she is 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

Letter Grade	Grade Point Value	Numerical Range	Letter Grade	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: 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.

(Independent Learning Project/Independent Research Project/Advanced Research Project, Graduate Management Capstone). 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.

Students should be aware that there are fees associated with incomplete final projects. See Tuition and Payment.

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.)

Student Records

FERPA — Student Records Access and Confidentiality

In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, 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. The registrar controls access to and disclosure of student education records and maintains safeguards against unlawful disclosure. Record of the access and disclosure of student records must be maintained by the office providing such records (usually the registrar), and will be made available to the student upon request.

Students have the right to inspect and review all College records, files and data directly related to themselves with certain exceptions such as financial records of the student's parents, confidential recommendations which were received before January 1975, or records to which students have waived their right of access. Official records and data related to a student are incorporated into his/her file, kept in the Registrar's Office. Other student records may be maintained in the office which created the records such as academic deans, faculty, dean of students, etc. The College reserves the right to charge for copies of student records and will prohibit release of official transcripts for students who have financial holds.

FERPA allows, without prior written authorization from individual students, release of personally-identifiable directory information. Non-directory information may be accessed by individuals determined to have legitimate education interest, authorized representatives of federal, state and local educational authorities, accrediting organizations, and officials of another institution of postsecondary education where a student seeks or intends to enroll. Directory information at Cambridge College includes name, class year, home address and telephone number, e-mail address, dates of attendance, program status/major, degrees awarded, high school and any college previously attended.

Students who wish to keep their entire directory information private (a “FERPA block”) may contact the registrar. Students will be annually notified of this FERPA policy by web notice, catalog, email or other appropriate delivery method.

FERPA does not apply to the records of applicants for admission who are denied acceptance, nor does it apply to applicants who are accepted but choose not to attend Cambridge College. Admitted students are covered by FERPA once they have enrolled. A student is considered enrolled on the first day of classes.

FERPA defines *student* as any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records. 34 CFR 99.3. In interpreting this definition with respect to application materials, Cambridge College has generally taken the position that records sent by the student to the college are not protected as education records unless/until the student matriculates.

If students take exception to anything in their folders on the grounds that it is inaccurate, misleading or otherwise inappropriate, they have the right to challenge its inclusion and seek to have it corrected or deleted. A written request must be submitted to the registrar for a joint meeting with the provost and vice president for academic affairs, the registrar, and any other appropriate person to discuss the matter.

If the College fails to comply with FERPA requirements, written complaints may be submitted to the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

See full policy at www.cambridgecollege.edu/ferpa---student-records-access-and-confidentiality.

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. See full policy at www.cambridgecollege.edu/change-name-address-and-contact.

Transcripts

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

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 to get the Transcript Request form. The completed form must be accompanied by full payment (see Tuition and Fees 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
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.

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. 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 from all Cambridge College locations are invited to participate. 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.
- A student must submit a Petition to March Only to the Registrar after registering and no later than April 10. The form is available at 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.