



Cambridge College

National Institute for Teaching Excellence

NITE

Request for Transfer/Waiver of Graduate Courses

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

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

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

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

Name _____

SSN (optional) or Student ID# _____

Date _____

Desired Entry Date/Term _____

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

Attach syllabus or catalog course description of each course.

Photocopies must clearly show the college's name.

Write your name and social security number on each copy.

Your academic program
Write full title of your program/concentration

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

Institution	Course #	Course Title	Grade	# of credits	Cambridge College course number & title

General criteria for graduate transfer credit

Graduate credits must have been earned within the specified time period from a regionally accredited institution authorized to grant graduate degrees. Grade of B or better (B-minus is not acceptable). See further information on the back of this form.


I am aware that

- All credits are subject to review and approval by the Transfer Credit Office and the dean or program coordinator.
- I should not register for any required course that I hope to fulfill with a transfer course, until I receive my transfer credit evaluation.
- If my credits are deemed unacceptable or insufficient for any reason, I will be required to earn those credits at Cambridge College.

Signature _____

Date _____

Please mail completed form with course syllabi or descriptions to:



Cambridge College / NITE
 Transfer Credit Office
 1000 Massachusetts Avenue
 Cambridge, MA 02138



Undergraduate Transfer Credit

Associate's degrees from regionally accredited institutions are accepted in their entirety at 60-69 credits, including only the courses actually required for the degree.

Additional credits, second associate's degrees, and associate's degrees from nationally accredited colleges authorized to grant associate's and/or bachelor's degrees are evaluated as follows.

- Grade required: C (2.0) or better (C-minus not accepted).
- Course content and level must fulfill current, specific course requirements.
- Maximum of 90 credits may be accepted.

Kinds of Acceptable Credits; Please Send Official Transcripts

- College level courses.
- Credits over 60 must be upper level (300-400; junior/senior).
- Completed at regionally or nationally accredited colleges authorized to grant associate's or bachelor's degrees.
- Credits from prior learning transcripts evaluated by the American Council of Education (ACE), including military transcripts (accepted at a 2/3 ratio; 30-credit cap).
- College level nationally standardized exams (for example CLEP, DANTES, DSST).
- Cambridge College courses taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit may not be exceeded.
- Cambridge College Access courses may be accepted only if the master's degree was not completed.

Master's, CAGS & EdD Transfer Credit

- Grade required: B or better (B-minus not accepted). Any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.
- Courses completed at regionally accredited institutions authorized to grant graduate/post-graduate degrees.
- Degree credit-bearing graduate/post-graduate courses.
- Courses must meet current program requirements.

Please Note:

- Professional development and continuing education courses not accepted.
- Professional licensure programs, CAGS & EdD: transfer courses must be advanced graduate level.
- Professional licensure programs: courses used for initial licensure or open to undergraduates are not accepted.
- Cambridge College courses taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit for your program may not be exceeded.

Licensure Course Transfer (or "Waiver")

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

- The content matches a corresponding Cambridge College required course, meeting the high standards of our programs, and
- It is judged to match the requirements and expectations of the licensing authorities. (Program directors reasonably attempt to keep informed.)

Educator Licensure Programs — All transfer of credit into educator licensure programs is defined by the Mass. Dept. of Elementary & Secondary Education (ESE) as a "waiver." Records of all waivers are kept in student files, and are subject to audit at any time by the ESE. These records will be required when you apply for licensure.

Counseling Licensure Courses — Final approval of other institutions' course work for your licensure application is solely within the discretion of the licensing authorities; please seek their advice.

Transfer Credit & Time Limits

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

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

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

How to Get Timely Evaluation

As soon as you apply to Cambridge College, please:

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

In Your First Term

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

Notification

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