



TRANSFER CREDIT*

A limit of nine graduate credits taken at Salem State College or through another graduate program, before matriculation into a Salem State College graduate program, may be counted towards a degree.

1. The actual number of graduate transfer credits, up to the maximum of nine, is to be determined by the appropriate department or school.
2. The nine graduate credits must be from accredited institutions and taken within the past seven years.
3. A grade of B or better must be earned in courses to be considered for transfer.
4. All courses submitted for transfer credit at the time of application must be completed prior to the student's acceptance into the program and decisions on acceptance of transfer credit must be made at the time the Plan of Study is approved.
5. Degree candidates who wish to receive credit for graduate courses taken at other institutions after acceptance into their program of study must have approval from the appropriate department or school prior to registering for the course(s). Forms for requesting permission to take an outside course are available in the Graduate Office.
6. All accepted courses must receive initial approval from a department or school representative (usually the program coordinator) and final approval from the Dean as pertinent to the appropriate degree being sought at Salem State College.
7. Official transcripts of the courses taken at other institutions must be filed with the Graduate School Office.
8. The applicant may be asked to provide course descriptions, material summarizing content, and samples of the applicant's course work.

*The exceptions to this policy are the MSW program which accepts up to 30 credits as transfer credits from another CSWE accredited School of Social Work, the MS in Counseling and Psychological Services which accepts up to 30 credits. Transfer credit will be determined after acceptance, but before classes begin, and Sports, Fitness and Leisure, which accepts only 6 credits.

PREREQUISITES

Credits for undergraduate courses taken to satisfy prerequisites do not contribute to the credit requirement of the graduate degree. Prerequisite courses are determined by the academic and/or professional department(s) concerned.

ACADEMIC ADVISING

Graduate program coordinators are available in the Graduate School Office for all prospective and enrolled graduate students who are seeking guidance concerning graduate programs. Graduate program coordinators are available during the day as well as in the evening for appointments. If you would like to meet with a program coordinator, please call 978-542-6323 to schedule an appointment.

PLANS OF STUDY

Students complete plans of study with their graduate program advisors within one



month of their acceptance into their programs.

During the initial advising session, a student and advisor agree on the student's course of study throughout their degree program, indicating the semesters in which courses will be taken.

If a student proposes to transfer graduate courses taken at another institution, those courses, with the grades and credits received, should be noted on the plan of study at the initial advising session. In addition, the transcript for each course proposed for transfer credit should be attached with a course description for the proposed transfer course. (Only courses that have NOT been part of another degree program can be proposed for transfer credit.)

A plan of study without transfer credits is first signed by the student and program coordinator, then approved by the Graduate School Dean. A plan of study with transfer credits is signed by the student and program coordinator; the Dean of the Graduate School reviews and approves or disapproves the proposed transfer credits. If the Dean approves the transfer credits, the plan of study is sent to the Registrar to ensure that credit is correctly entered on the student's Salem State College transcript. The Registrar returns the plan of study to the Graduate School Dean for final approval.

Plans of study may be changed during a student's degree program. Such revisions are entered on the plan of study form, approved first by the graduate program coordinator and then by the Graduate School Dean.

After developing their plans of study, students are not permitted to take courses at other institutions without prior approval of their graduate program coordinators and the Graduate School Dean. The student must complete an outside course request form, available in the Graduate School Office.

INSTITUTIONAL REVIEW BOARD

All research involving human beings or vertebrate animals conducted at Salem State College or by Salem College faculty or students under the sponsorship of Salem State College must be submitted to the Salem State College Institutional Review Board (IRB) for review before the start of the research. An IRB application form, which can be obtained from the IRB web site (<http://www.salemstate.edu/irb>), should be used for all research application submissions to the IRB. Six copies of all applications should be submitted to the IRB Administrator in the Graduate School. There are three categories of application depending on the level of risk to participants: exempt, expedited or full committee review. Applications are reviewed on a regular basis. Applicants are informed of the results of an IRB review, generally within two weeks of submission and for full committee review as soon as possible after each meeting. A schedule of IRB meetings during the academic year is available on the IRB web site. Approval of materials between June 1 and August 31 depends upon the availability of the committee, but generally take 2-3 weeks. Investigators should keep copies of all IRB materials, including approved applications, consent forms, data collection instruments, etc., in a locked file cabinet for three years after the completion of the project. For more information, instructions and forms, visit the IRB web site, <http://www.salemstate.edu/irb> or e-mail the IRB at irb@salemstate.edu or contact the Graduate School at 978-542-6310.