



## **COMMENCEMENT**

Students who plan to receive a graduate degree in May will be mailed an "Application for Degree" form in January of the year of graduation. This form should be completed by the student and returned to the Office of Student Records & Registrar no later than February 1st. Failure to file before the deadline will postpone degree conferral. A Commencement Fee of \$30.00 is required. No degree will be conferred and no degree transcripts will be issued unless all tuition and fees have been paid in full. All degree requirements must be completed prior to the Commencement date.

## **COMMENCEMENT HONORS**

Graduate students who achieve a grade point average of 3.850 to 3.949 (inclusive) will receive the degree With Honors and students who receive a grade point average of 3.950 and above will receive the degree With Highest Honors. (Please note: In determining grade point average for Commencement honors, only courses completed at Salem State College as part of the degree program will be calculated.)

## **TRANSCRIPTS**

An official transcript showing all courses taken in the Graduate School may be requested at any time. All transcript requests must be made in writing or in person in the Office of Student Records & Registrar. The cost for each official copy is \$2.00.

## **CONFIDENTIALITY OF STUDENT INFORMATION**

The Graduate School takes all possible precautions to insure the confidentiality of student records.

Students may examine their records by making an appointment with an advisor. Students must realize that all transcripts, application information, and letters of recommendation become property of the College once they are submitted.

Students have the right to withhold publication or release of certain information. No individual outside the College may examine a student's record without that student's permission. Copies of the policy are available in the Graduate School Office.