



### **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