



# THE GRADUATE SCHOOL

[www.salemstate.edu/graduate](http://www.salemstate.edu/graduate)

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## Three Course/Nine Credit Limit Waiver

Graduate School policy states that a maximum of nine (9) credits taken at Salem State College before matriculation may be eligible for credit towards a degree\*. Under exceptional circumstances, this limit may be waived. To request permission to take an additional course, please complete this form and return it to: Dr. Elizabeth Kenney, Director of Academic Services, Graduate School, Sullivan Building, Room 101, Salem, MA 01970

**Full Name:** \_\_\_\_\_  
Last Name First Name Middle Initial ID Number

**Address:** \_\_\_\_\_  
No./Street City/Town State/Province Postal Code

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Program to which you are applying:** \_\_\_\_\_

**MAT, GRE or GMAT Test Scores:** \_\_\_\_\_

**MTEL (Massachusetts Test for Educator Licensure) Scores:**

**Reading:** \_\_\_\_\_ **Writing:** \_\_\_\_\_ **Content Area:** \_\_\_\_\_

**TOEFL Score:** \_\_\_\_\_

(If English is not your first language you need to take the TOEFL)

**PLEASE LIST BELOW ANY COURSES ALREADY TAKEN**

Course #	Course Title	Grade Received

I request that the following additional Salem State College course(s) be considered eligible for transfer into a degree program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the reason(s) for seeking this waiver:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that by waiving the three-course limit, the Graduate School does not grant admission to any program, but only agrees to consider these courses eligible for credit towards a degree should I be admitted.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be Completed by the Graduate School

Date Received: \_\_\_\_\_

Transcript Attached

Waiver approved for the following courses:

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Program Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Recommend Waiver     Do Not Recommend Waiver

Director, Academic Services: \_\_\_\_\_

Date: \_\_\_\_\_

Recommend Waiver     Do Not Recommend Waiver

Comments: