



THE GRADUATE SCHOOL

www.salemstate.edu/graduate

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Permission to Take a Course at Another Institution

Please complete a form for EACH graduate course you are submitting for consideration. Enrolled students cannot take courses at another institution without the approval of their program coordinator. In order for a course to be considered for transfer, students must achieve a grade of "B" or better. A transfer grade does not affect the Salem State College grade point average. It is the responsibility of the student to submit an official transcript of the course, upon completion, to the Graduate School.

Full Name: _____
Last Name First Name Middle Initial ID Number

Address: _____
No./Street City/Town State/Province Postal Code

Telephone: _____ **Email:** _____

Graduate Program: _____ **Coordinator:** _____

Name of College/University where course will be taken: _____

Request to consider the following course:

Course No.: _____ **Graduate Credits:** _____

Title of Course: _____

- Description of course in college catalog/bulletin attached
- Copy of course syllabus

Course Accepted **Course Rejected**

Advisor Notes:

Student Signature: _____ **Date:** _____

Approved by Program Coordinator: _____ **Date:** _____

Approved by Graduate Dean: _____ **Date:** _____

Approved by Registrar: _____ **Date:** _____