

THE GRADUATE SCHOOL

www.salemstate.edu/graduate

352 Lafayette Street, Salem, MA 01970-5353

978.542.6323

email: graduate@salemstate.edu

MASTER OF BUSINESS ADMINISTRATION - ADVANCED STANDING CREDIT FORM

Please complete a separate form for EACH graduate course you are submitting for consideration. This form will only be evaluated if you are fully matriculated into the MBA program.

1. Contact Information

Last Name _____ First Name _____
 ID Number _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ Email _____

2. Undergraduate/Course Information

Undergraduate Major _____ Undergraduate GPA _____
 Name of College/University where course was taken _____

Request to consider "advanced standing credit" for the following course _____

Course/s Completed in the Undergraduate/Graduate Program that fulfill the above requirement:

Course No. _____ No. of Credits _____ Grade _____ Date Taken _____

Title of Course _____

Course No. _____ No. of Credits _____ Grade _____ Date Taken _____

Title of Course _____

Course No. _____ No. of Credits _____ Grade _____ Date Taken _____

Title of Course _____

3. Checklist

- Date of matriculation into the MBA program _____
- Official transcript attached
- Description of course in college catalog/bulletin attached
- Copy/ies of course syllabus attached

4. Signatures

Student Signature: _____ Date: _____

Approved by Department Chair: _____ Date: _____

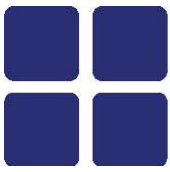
Approved by Program Coordinator: _____ Date: _____

Approved by Graduate Dean: _____ Date: _____

Course Accepted

Course Rejected

Suggested Distribution: Originals to Registrar's Office; Copies to Student, Program Coordinator, and Student File



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TABLE – I

Undergraduate Courses Eligible for Consideration in Advanced Standing

A student should have received a grade of 3.0 (B or better) on a 4.0 scale in all course work to be evaluated for advanced standing in those courses. The award of Advanced Standing Credits requires a review by the Graduate School, the Academic Department and the Graduate Coordinator. A maximum of 18 advanced standing credits (ASC) can be awarded for Foundation courses. Three (3) advanced standing credits can be awarded for Pre-competency courses.

| <u>MBA Course</u> | <u>Undergraduate/Graduate Course</u> |
|---|---|
| Pre-competency Course | |
| MIS 701 | At least one course in Computers in Business (Salem State College equivalent or one course in MIS = ITC117 or MIS 201) |
| Foundation Courses | |
| ACC720 | At least two courses in accounting (SSC equivalent=ACC106 + ACC202) |
| ODS710 | At least two courses in Quantitative Methods in Business (SSC equivalent MIS361+MIS362) or a course in Business Statistics (SSC equivalent = MAT 247) |
| MKT720 | A course in Marketing and a Policy/Strategy course(SSC equivalent MKT241 + BUS470) |
| MGT780 | A course in Management and a Policy/Strategy course (SSC equivalent MGT231 + BUS470) |
| ECO710 | At least two intermediate level courses in Micro and Macro Economics (SSC equivalent ECO301 + ECO302) |
| FIN720 | At least two courses in Corporate Financial Management (SSC equivalent FIN 322 and FIN409) |
| Please Note | |
| <ul style="list-style-type: none"> • No Advanced Standing credit can be granted for core courses or electives. • Maximum of nine credits can be transferred from another graduate program. • If you have completed Graduate Certificate in Business or Graduate Certificate in Financial Planning, you can apply all of those credits to your MBA program as long as none of your courses will be more than six years old when you graduate. | |

MAIL THE COMPLETED FORM TO
The School of Graduate Studies
Salem State College
352 Lafayette Street
Salem, MA 01970