



CERTIFICATE OF COMPETENCY PROCEDURES AND POLICIES

1. All Certificate of Competency programs and courses carry full undergraduate academic credit.
2. Some Certificate programs may require achievement of a minimum grade point average determined by the sponsoring academic department. In no event will a Certificate be awarded to a student who completes Certificate requirements with less than a 3.0 grade point average.
3. The student must file a Statement of Intent form prior to the completion of the fourth course within the program.
4. Once the student files the Intent form, all remaining courses must be completed at Salem State University through the School of Continuing and Professional Studies.
5. No more than nine (9) credits will be transferred into the program. Outside courses to be considered for transfer, subject to approval by the department chairperson, should be submitted to the Registrar's office. The transcript(s) must be official and should be submitted along with the Statement of Intent
6. Certificates will be mailed to students when completion of requirements has been verified. The students must notify the Registrar's Office of intent to complete during the final semester of enrollment.
7. Certificate of Competency requirements are departmentally determined. All requirements must be fulfilled prior to the awarding of the certificate.

Registrar's Office, Academic Services

352 Lafayette Street

Salem, MA 01907

(978) 542-6300

<http://www.salemstate.edu/ce>

STATEMENT OF INTENT - CERTIFICATE OF COMPETENCY

Name: _____

ID or SSN: _____

Date of Birth: _____

Address: _____

Telephone: _____

Email: _____

I have read the Procedures and Policies and I wish to complete the Certificate Program in:

- I have completed courses at Salem State University.
- This will be my first semester at Salem State University.
- Transcript(s) of courses for evaluation for possible transfer are enclosed.

College(s)/Universities from which you wish to transfer credit:

Please send this form along with transcript(s) to:

Registrar's Office, Academic Services

Salem State University

352 Lafayette Street

Salem, MA 01970

Signature

Date