

PLANS OF STUDY

Students complete plans of study with their graduate program advisors within one month of their acceptance into their programs.

During the initial advising session, a student and advisor agree on the student's course of study throughout his or her degree program, indicating the semesters in which courses will be taken.

If a student proposes to transfer graduate courses taken at another institution, those courses, with the grades and credits received, should be noted on the plan of study at the initial advising session. In addition, the transcript for each course proposed for transfer credit should be attached with a course description for the proposed transfer course. Only courses that have NOT been part of another degree program can be proposed for transfer credit.

A plan of study without transfer credits is first signed by the student and program coordinator, then approved by the Graduate School Dean. A plan of study with transfer credits is signed by the student and program coordinator; the Dean of the Graduate School reviews and approves or disapproves the proposed transfer credits. If the Dean approves the transfer credits, the plan of study is sent to the Registrar to ensure that credit is correctly entered on the student's Salem State College transcript.

Plans of study may be changed during a student's degree program. Such revisions are entered on the plan of study form, approved first by the graduate program coordinator and then by the Graduate School Dean.

After developing their plans of study, students are not permitted to take courses at other institutions without prior approval of their graduate program coordinators and the Graduate School Dean. The student must complete an outside course request form, available in the Graduate School Office.