

**COMMONWEALTH DUAL ENROLLMENT AT SALEM STATE UNIVERSITY**

Salem State University is a proud participant in the Commonwealth Dual Enrollment Partnership. Salem State will focus our efforts to enroll qualified individuals with particular emphasis on potential first-generation college and low-income students. Students must be currently enrolled in a designated Massachusetts secondary school, residing home town or home school (public or private) in the following towns: Peabody, Everett, Malden, Chelsea, Winthrop, Revere, Lynn, Salem, Gloucester, Salisbury, Rockport and Haverhill.

Eligible Massachusetts high school students are able to enroll in college courses and simultaneously earn high school and college credit. For more detailed information regarding this program, please visit the [Massachusetts Department of Higher Education](#) website.

**ELIGIBILITY**

- A minimum high school grade point average (GPA) of 2.5 is required to participate (high school transcript is required)
- Approval from the student's guidance counselor/school official is required (on the application)
- An overall college GPA of 2.0 or higher (for Salem State) is required to remain eligible for dual enrollment participation in subsequent semester(s)

\*Students who do not meet the above requirements may still enroll in Salem State University courses by registering and paying for costs on their own. View a full listing of [classes](#) and [tuition and fees](#).

**PROCEDURES**

Each semester, interested and qualified students must meet with their guidance counselor/school official to obtain the proper documentation. Completed files will be reviewed by the student's guidance counselor and if accepted, forwarded, by the counselor, to Salem State for processing. Notification of a student's registration for classes will be sent to the student's home address, as listed on the dual enrollment registration form, and to the student's guidance counselor. Placement into the dual enrollment program, or into any specific courses, is not guaranteed.

At the end of the semester, an official Salem State transcript will be sent directly to the guidance counselor for appropriate action.

Completed Dual Enrollment packets must be mailed to:

Partnership and Outreach  
Dual Enrollment Program  
Salem State University  
352 Lafayette Street  
Salem, MA 01970

**COST**

Students who are accepted in the dual enrollment program will have their tuition and fees waived by the university for a maximum of one class per semester (fall and spring semesters ONLY). Students will be responsible for textbooks, transportation and instructional materials as well as any additional classes.

**NOTICES**

- The student's high school reserves the right to sanction, or not, an applicant's participation in the program.
- Salem State University has the right to discontinue a student's participation in the Dual Enrollment Program.
- Acceptance into the Dual Enrollment Program does not constitute admission into a Salem State University degree program.
- Courses not meeting minimum enrollments may be cancelled.

**COURSE SELECTION**

Once approved, students will register using the Dual Enrollment Registration Form. Students should choose credit-bearing courses in conjunction with their guidance counselor. Completed applications and registrations should be submitted to the Dual Enrollment Coordinator at Salem State University.

**TRANSCRIPTS**

Credits earned at Salem State University will be reflected on the student's high school academic transcript as well as their Salem State University transcript.

For accommodations and access information, visit [salemstate.edu/access](http://salemstate.edu/access) or email [access@salemstate.edu](mailto:access@salemstate.edu).

**COMMONWEALTH DUAL ENROLLMENT PROGRAM  
AT SALEM STATE UNIVERSITY**

State Assigned Student Identifier (SASID) \_\_\_\_\_

\_\_\_\_\_ Fall \_\_\_\_\_ Spring  
Year Year

Salem State University Student ID (SSN if ID unknown) \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Student name \_\_\_\_\_  
Last First Middle

Home address (# and street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Expected High School Graduation Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

High school currently attending \_\_\_\_\_

Are you home schooled?  Yes  No

Previous high school attended (if applicable) \_\_\_\_\_

Are you in a free or reduced lunch program?  Yes  No

Please indicate if you are a first-time or continuing Dual Enrollment student  First-time  Continuing

Would you be considered a first-generation college student?  Yes  No Gender:  Male  Female

What is your racial background?  
 Black, Non-Hispanic Origin  American Indian or Alaskan Native  Asian or Pacific Islander  Hispanic  
 White, Non-Hispanic Origin  Cape Verdean  Other \_\_\_\_\_

**AUTHORIZATION**

I hereby give my approval for my son/daughter to apply to the Commonwealth Dual Enrollment Program at Salem State University and, if accepted, to enroll in said program. We have discussed fully the benefits and requirements of Dual Enrollment with the appropriate guidance counselor(s) and further understand that any variation from said requirements could jeopardize the above-named student's high school graduation.

Name of parent or guardian (print) \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

I grant Salem State University permission to release/copy all materials contained in my Salem State University Dual Enrollment file to my school of record. This includes the application, registration form, transcripts, and all other relevant documents. I understand these materials will be used to reflect credits earned at Salem State University and used toward graduation at my school of record. I also authorize Salem State University to disclose information about my enrollment in the Dual Enrollment Program to the above named parent/guardian so that he/she can monitor my status in the program. I hereby certify that Salem State University is the only institution I am applying to, for this term, to participate in the Commonwealth Dual Enrollment Program.

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Signature/approval of school official \_\_\_\_\_ Date \_\_\_\_\_

**COURSE OFFERINGS**

An eligible course must be a credit-bearing college-level course that counts for no less than three credit hours. Additional courses will require payment. Only 100 and 200 level courses are open to Dual enrollment students. Students must have completed the required prerequisites prior to application for courses.

The disciplines included in the MassTransfer block are behavioral and social sciences, humanities and fine arts, natural or physical science, English composition/writing, and mathematics/quantitative reasoning.

To view a listing of courses please visit [saalemstate.edu/classes](http://saalemstate.edu/classes).

Class Number	Catalog Number	Section Number	Day / Time	Credits
Priority 1				
Priority 2				
Priority 3				

**SCHOOL OFFICIAL'S INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature/approval of school official \_\_\_\_\_ Date \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_