

## Request for Internal Transfer

**For Day Matriculated Students transferring to Evening Division Only**

You must print to complete signatures by hand.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID #

**Please read carefully to fully understand the possible consequential effect of your decision on your academic record, and refer to page 2 to determine if your Major is an available Evening Major:**

I am a **matriculated** student requesting transfer *from the Day to the Evening Division* of Salem State University as of the **current semester** for:

Either, **Fall**  or, **Spring**  Year 20 \_\_ \_\_ .

In doing so, I understand that my currently scheduled day course(s) will be **dropped** from my schedule; and if the **add/drop period** has ended, a letter grade of "**W**" ("withdrawal") will appear on my transcript for any course(s) dropped.

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I am a **matriculated** student requesting transfer *from the Day to the Evening Division* of Salem State University as of **next semester**:

Either, **Fall**  or, **Spring**  Year 20 \_\_ \_\_ .

Please note: Nursing majors must have the approval of the Nursing Department Chairperson to transfer to the Evening Division. **Evening students are advised by the Academic Advising Center.** To schedule an appointment with Academic Advising, please call 978.542.7049.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Change of Major Form

Evening students may only choose the following majors:

- Business Administration (Accounting, Human Resources Management, Management, Marketing)
- Criminal Justice (Administration, Criminal Investigation)
- Education (Early Education and Care)
- Fire Science
- Healthcare Studies
- Liberal Studies (Intercultural Communications, Interdisciplinary Studies)
- Nursing (LPN to BSN, RN to BSN)
- Occupational Therapy
- Psychology (BS only)
- Social Work

Approval is contingent upon student meeting all departmental requirements for transfer into the major.

## Internal Transfer Form Day to Evening

Please note that students may only transfer to the School of Continuing and Professional Studies (Evening) in available programs. These include:

- Business Administration (Accounting, Human Resources Management, Management, Marketing)
- Criminal Justice (Administration, Criminal Investigation)
- Education (Early Education and Care)
- Fire Science
- Healthcare Studies
- Liberal Studies (Intercultural Communications, Interdisciplinary Studies)
- Nursing (LPN to BSN, RN to BSN)
- Occupational Therapy
- Psychology (BS only)
- Social Work

Approval is contingent upon student meeting all departmental requirements for transfer into the major.

Nursing majors must have the approval of the Nursing Department Chairperson to transfer to Continuing and Professional Studies and must meet the admissions requirements for the LPN or RN programs. **Continuing and Professional Studies students are advised by the Academic Advising Center.** To schedule an appointment with Academic Advising, please call 978.542.7049.