

WESTFIELD STATE COLLEGE
Division of Graduate & Continuing Education

PENDING APPLICATION WAIVER FORM

ONLY STUDENTS WITH AN APPLICATION ON FILE ARE ELIGIBLE TO USE THIS FORM.

_____ date

_____ Student ID or SSN

I, (please print) _____ request permission to take the following course(s) at Westfield State College *while my application is in process* for the C.A.G.S. or Master's degree [if Ed. indicate, Professional, Initial, or non-licensure] (**circle one**) in:

_____ concentration

Course(s) already taken at WSC which I would like to be applied to my program:

<u>Course Number</u>	<u>Title</u>	<u>Credits</u>	<u>Semester Taken</u>

Course/s I would like to take this semester and apply towards my program:

<u>Course Number</u>	<u>Title</u>	<u>Credits</u>	<u>Semester Will Take</u>

Application is incomplete because (check all that apply):

- _____ Just beginning the application process, date application submitted _____
- _____ Application fee of \$30.00 has not been submitted
- _____ Transcripts have not been received
- _____ Letters of Recommendation have not been received
- _____ GRE/MAT/GMAT scores have not been received

Instructions To Student For Completing This Form: 1) Student meets with Program Coordinator to obtain signature of approval to take this course. 2) Student submits signed form, along with Master's Degree application and fee to the Continuing Education Office. **DGCE will obtain signature of Assoc. Dean and process application.**

Attention Student: I understand that I may not take more than 6 credits at Westfield State College prior to acceptance into a degree program without approval. I also understand that I am not officially permitted to take this additional course(s) until all parties below have signed approval. My signature indicates my understanding.

Student Signature: _____ Date: _____

Contact information: _____
Cell Phone Home Phone email

Approved By: _____
Signature of Program Coordinator Date Signature of Associate Dean., DGCE Date