

**Professional Development Form  
Graduate & Continuing Education  
Westfield State University**

To protect the student's academic program, the College of Graduate & Continuing Education limits the number of credits a student may transfer into a Master's program to six. If the student still has not applied to a specific degree-bearing program and is requesting an additional course, the student is required to submit a Pending Application Waiver form along with an application for admission. All future registrations will be disallowed until the student is fully accepted.

We realize that some students are taking coursework for their own professional development. If you have a bachelor's degree and are taking coursework without the intention of matriculating at Westfield State University, please provide us with your name, numeric identifier, sign and submit this form to the Continuing Education Office. We will code your account appropriately so that a registration hold is not placed and you may register in the future as desired.

My signature below indicates that I will not be using this coursework toward a graduate degree at Westfield State University:

Student Name: \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Office Use Only      Do Not Write In This Box

**Process:**  
Signed forms should be given to Stefanie. The NMPB attribute will be placed on SGASADD- (SGASTDN- options-cohorts & attributes- student attribute, where XRG is noted). The presence of the NMPB attribute will inform us that the student understands the 6 credit limit for a graduate degree, is not taking the coursework toward graduate degree at Westfield and should, therefore, not have the PW (pending application waiver) hold placed on his/her record or be restricted from accumulating graduate level work as a non-matriculated graduate student.