

III. ACADEMIC POLICIES & PROCEDURES

A. CLASS ATTENDANCE

Students are expected to attend all class meetings of courses for which they are registered, otherwise by the instructor concerned. Frequent unexcused absences, together with unsatisfactory work due to absence, may result in exclusion from the course.

B. STUDENT EMERGENCY ABSENCE POLICY

Salisbury University recognizes that students may experience serious medical issues, the death of a loved one, or other significant and unexpected life events during the course of an academic term. The Student Emergency Absence Policy aims to minimize the impact of serious life events upon students' academic progress.

Students shall receive excused absences based on the following justifiable circumstances:

- Bereavement, including travel related to bereavement;
- Serious, contagious, infectious or extended illness of the student or the student's loved on or dependent;
- Serious medical or mental health conditions; and
- Other circumstances as approved at the discretion of the faculty member (e.g., natural disasters that prevent safe travel).

For information regarding restrictions and procedures, please visit:

<https://www.salisbury.edu/administration/student-affairs/office-of-student-conduct/forms-and-policies.aspx>

C. INCLEMENT WEATHER POLICY

Should inclement weather result in classes being canceled information will be given to all local radio and television stations. Students can receive information concerning cancelations by listening to local stations or by calling the Gull Line at 410-546-6426.

The institutional policy with regard to closing is that unless there are the most dire circumstances the institution will remain open for business. Students, staff and faculty members must exercise their best judgment about whether they attend class or report to work. If you do not hear an announcement about cancelation of classes, then classes and events will be held as scheduled. Please do not call the University Police Office about cancelation notices so that office can assist with emergency needs.

D. COURSE NUMBERING AND GRADING SYSTEM

1. Courses

Courses at the 700 level offer doctoral credit exclusively. Courses at the 500 and 600 levels offer master's credit exclusively. Some graduate courses are combined with undergraduate 400-level courses. Graduate students enrolled in combined sections are expected to do graduate-level work and to meet requirements more rigorous than those established for undergraduates. It is the responsibility of the instructor to define the precise quality and quantity of work expected from members in their classes.

2. Grading

A four-point grading system is used to identify the quality of academic work. The grade of A carries 4.0 quality points per credit hour, B+ carries 3.5 points, B carries 3.0 points, C+ carries 2.5 points, C carries 2.0 points, D carries 1.0 points and F carries no points. A cumulative grade point average of 3.0 on all graduate work taken at the University is required for graduation.

Grades will indicate academic achievement as follows:

GRADE	QUALITY POINTS	EVALUATION
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Below Standard
C	2.0	Unsatisfactory
D	1.0	Poor, no credit toward degree
F	0.0	Failure
AU	0.0	Audit non-credit
I	0.0	Incomplete
PS	0.0	Pass: passing grade for credit-bearing courses taught or taken on a pass/fair or pass/no pass basis. The PS denotes a grade equivalent to an A or B. These grades will not be calculated in the student's grade point average.
NP	0.0	No Pass; non-passing grade for credit-bearing courses taught or taken on a pass/no pass basis – 0.0 quality points are non-punitive.
IP	0.0	In Progress: used for grading ongoing projects and independent studies: will be converted to letter grade upon completion
NR	0.0	Grade not reported by instructor
W	0.0	Withdrawal
WP/WF	0.0	Withdraw passing or failing
I_	0.0	Inactive Grade: "I" preceding a grade denotes that the grade is not calculated in the GPA and cannot be applied to the graduate program

NOTE: Students who need to meet eligibility criteria for athletics, financial aid, scholarships, etc. should be aware that courses with grades of W, WP, WF, I or IP will not be included in credits successfully completed. The PS denotes successful completion of credit-bearing courses equivalent to a grade of A or B. These grades will not be calculated in the student's grade point average.

The cumulative GPA is calculated by dividing the total quality points earned (QPTS) for all semesters by the applicable credit hours (QHRS).

The solitary symbol "I" denotes non-completion of course material for reasons beyond the student's control and is assigned only if the course deficiencies result from unavoidable circumstances. The "I" automatically becomes a grade of F if the work is not made up prior to the end of the next full semester.

The symbol "W" denotes that the student officially withdrew from individual courses or from the University during the schedule adjustment period of the term or semester for which the courses were scheduled. (For specific dates, students should refer to the University's "Academic Calendar.") At the end of the schedule adjustment period, students may no longer withdraw from individual courses but must withdraw completely from the University to avoid receiving F grades. For students who withdraw completely from the University after schedule adjustment, the symbol "WP" (withdraw passing) or "WF" (withdraw failing) is assigned to each class to denote the student's achievement at the time of withdrawal. These grades are non-punitive, however, and will not be calculated in the student's grade point average.

NOTE: Students who need to meet eligibility criteria for financial aid, scholarships, etc. should be aware that courses with grades of W, WP, WF, I or IP will not be included in credits successfully completed.

3. Auditing Courses

Students must pay full tuition and fees for audited courses. Audited courses may not be counted as part of a student's course load and may not be applied toward the completion of any program requirement or toward the master's degree. Changes in registration, to or from audit, are permitted only during the drop/add period. Students auditing courses are expected to attend classes or laboratories in accordance with the established class attendance policy. Students who do not attend class will receive a grade of "W."

4. Repeating Courses

While students may not receive credit more than once for courses that cover the same content, it may be possible for students who are matriculated into a 36 credit or less program to repeat one course in order to improve their grade point average and students matriculated into a 37 credits or more program to repeat two courses in order to improve their grade point average. However, the last grade received for a course (whether the grade is higher or lower than the original grade) is used to compute a student's cumulative grade point average. No program permits more than two course repeats for the purpose of grade improvement. Some programs may not allow course repetitions at all. Students should consult their specific graduate program for policies concerning the repeating of courses.

5. Challenge Exams

Challenge exams will not be recognized for graduate credit at Salisbury University except for the Master of Business Administration and the Master of Social Work programs that use challenge exam credit to establish competence in designated foundational courses.

E. ACADEMIC STANDARDS

To remain in good standing, graduate students must maintain a cumulative grade point average of 3.0 for all graduate courses. Students may graduate with no grade lower than a C, and no more than six credit hours of C or C+. Students who receive more than six credit hours of C or C+ and have utilized their allowable course repeat option will be dismissed from the program regardless of their GPA. Students who receive any grade below a C and have utilized their course repeat option will be dismissed from the program, regardless of GPA. While these are the minimum requirements for graduation, individual graduate programs may have more stringent academic requirements. Students should consult the policies of their specific graduate programs for further information about program academic standards.

Students whose cumulative average falls below 3.0 will be placed on academic probation for a maximum of one calendar year and must complete nine semester hours, which includes a repeated course, to return their grade point average to 3.0. During probation, students will be dismissed if they do not improve their grade point average following each term they complete a class or it is determined they cannot return their grade point average to at least 3.0 by the conclusion of the nine semester hours or one calendar year, whichever comes first. All students who return their grade point average to at least 3.0 during the probationary period will be returned to good academic standing. Students in graduate degree programs will be informed of probationary status or dismissal by the school dean or program director. Non-degree students will be informed of probationary status or dismissal by the dean of graduate studies and research.

Students dismissed for academic deficiency may be considered for readmission to their graduate degree program pending program policy. Students seeking readmission must complete the online Readmission Application with an accompanying letter that provides reasons for lack of previous academic success and indicate why acceptable academic performance should be expected in the future. The Readmission Application and accompanying letter should be forwarded to the graduate program director for review and authorization. The Program Director will review the Readmission Application and accompanying letter and make a final readmission decision. In no case will such readmission for graduate study be granted prior to one year following the term of dismissal for academic deficiency. If the student is readmitted to the degree program, the Program Director will forward the Readmission Application to the office of the Registrar. Once the Readmission Application has been received by the Office of the Registrar, the student must complete the following:

1. Have official transcripts sent to the SU Office of Graduate Studies and Research

from all institutions attended since leaving SU.

2. If a resident of Maryland, complete the Residency Form and submit it to the Office of the Registrar.

There is a processing fee for readmission for students that have been dismissed for academic deficiencies.

1. Student Grievance Policy

Graduate students may address concerns related to academic matters (e.g., grade disputes and professional program dismissals when they do not involve an academic integrity violation) through the Student Grievance Policy process. The policy provides a method for aggrieved students to express substantive complaints about academic matters and have them resolved in a timely fashion. Students are encouraged to attempt to resolve differences between themselves and others in an informal manner prior to initiating a formal grievance under this policy. A copy of this policy can be found at: <http://www.salisbury.edu/provost>.

2. Academic Integrity

Integrity is a principle that permeates all the activities of the University and guides the behavior of faculty, students and staff. The spirit of academic integrity denotes adherence to the precept that “one’s work is one’s own.” The process by which integrity is upheld assumes clear communication of University expectations, standards and policies and clear communication of students’ and faculty’s rights and responsibilities. This policy is intended to foster student academic integrity and to address cases of student academic misconduct. A copy of this policy can be found at: www.salisbury.edu/provost.