

Graduate Study

Salisbury State University is approved for graduate instruction by the Middle States Association of Colleges and Schools and the Maryland Higher Education Commission. The University offers graduate programs leading to the Master of Business Administration, the Master of Education, the Master of Education with a major in public school administration, the Master of Arts in Teaching (in cooperation with the University of Maryland Eastern Shore), the Master of Arts in English, the Master of Arts in history, the Master of Science in nursing and the Master of Science in applied health physiology. Graduate study is also available for teachers seeking advanced certification in school administration, and for post-baccalaureate students seeking graduate credit in both academic and professional areas.

During the fall and spring semesters, most graduate students enroll for courses offered during the University's evening program. This program consists mainly of courses meeting once weekly throughout the semester in either late afternoon or evening sessions of approximately three hours each. A limited number of courses open both to graduate students and advanced undergraduates is available in the regular daytime program. In addition, graduate study is available during the University's summer session and winter term. Residence hall accommodations are available to graduate students only during the summer session and winter term.

Requirements for admission to graduate school include a completed Application for Graduate Study, the application fee and official transcripts from all undergraduate institutions attended. Additional requirements vary by specific program.

Graduate Studies Mission Statement

The faculty and administration of Salisbury State University accept the responsibility of enhancing graduate students' ability to obtain, understand and accurately assess information and ideas, to think reasonably and independently, and to speak and write intelligently and effectively.

Graduate education at Salisbury State University encourages students to expand knowledge and facility in their respective fields of study, and to embrace an ethos dedicated to the continued acquisition of knowledge and the pursuit of the intellectual ideal.

The graduate faculty of the University demonstrate the competence, experience, professional association, instructional mastery, scholarly productivity and service involvement essential to the development of high quality learning. They further recognize that cooperative research and professional enterprise are paramount to the enhancement of graduate-level erudition.

The faculty believe that the substance and method of instruction and research must foster in students a disposition for responsible conduct characterized by integrity, fairness, respect for others, dedication to the pursuit of truth and a willingness to re-examine one's own convictions. One of the University's primary objectives is to cultivate a desire for excellence, a reverence for high principles and the ability to participate in the public forum as informed, committed citizens.

The University prepares graduate students to work confidently and effectively in their chosen career and provides counsel, guidance and instruction appropriate to the requirements of graduate programs. Coherent thought, sound judgment and effective communication will be demonstrated by students in all areas of study.

Because students at every level of study have interests and needs beyond the scope of academic life, the faculty and administration provide and sponsor those services and extracurricular activities which are consistent with the goals and purposes of the institution in general and the graduate program in particular. Furthermore, the University is committed to the integration of graduate students into the social and cultural fabric of campus and community life.

Objectives

Graduate study at Salisbury State University provides baccalaureate degree holders with opportunities for professional advancement and personal enrichment. The graduate curriculum is designed to assist such students in attaining greater mastery of their fields of specialization, improving skills in pursuing independent study, and increasing professional knowledge and ability through the study of new findings in areas of special interest.

The University recognizes its obligation to baccalaureate degree holders residing on the Delmarva Peninsula and strives to offer constructive coursework at the graduate level designed to meet their specific needs throughout the year.

Admission to Graduate Study

Applications for graduate study are considered for individuals who have completed requirements for the baccalaureate degree at a regionally accredited institution of higher learning or at an institution accredited by the Maryland Higher Education Commission. Students enrolled in their last semester prior to graduation for undergraduate study will be reviewed for admission provided their most current transcripts are available. Admission to graduate study will be granted contingent upon the completion of the undergraduate degree prior to entering graduate study at Salisbury.

Students seeking admission to graduate study may obtain application materials from the Admissions Office. A completed application will consist of the Application for Admission to Graduate Study, application fee and official transcripts from the baccalaureate granting institution and all institutions attended for graduate study.

Applicants must request that the registrar of their undergraduate institution forward an official copy of their undergraduate transcripts showing completion of all baccalaureate requirements, and must also request that the registrars of all previously attended graduate institutions forward official copies of graduate transcripts directly to the Admissions Office. Applications are reviewed upon receipt of all required materials and applicants are formally notified of their admission status.

Admission to graduate study does not constitute admission to a specific master's degree program. Students admitted for graduate study who have not been admitted to a specific master's degree program are considered non-degree students. Applicants seeking admission to a specific master's degree program must also complete requirements specific to that program. Upon admission to a master's degree program, applicants are considered degree-seeking students. Admission to the University is granted without regard to race, color, sex, religion or national origin.

Admission to a Master's Degree Program

Students whose application forms indicate an intent to pursue graduate study leading to a master's degree must meet the requirements for admission to the selected degree program. Students seeking information about a master's degree program should consult the "Graduate Degree Programs" section of this catalogue or address inquiries to the appropriate program director. The respective program directors will formally notify qualified students of their admission to the degree programs and then select and assign faculty advisors to assist in formulating appropriate plans of study.

Non-Degree Students And Non-Degree Credits

Students admitted to the University for graduate study who have not been admitted to a specific master's degree program are considered non-degree students. Those students may enroll in graduate courses with the approval of the appropriate program director.

Once accepted for graduate study, graduate non-degree (GND) students may continue to enroll for graduate credit as long as all other academic regulations are satisfied. However, a maximum of nine semester hours of credit earned at Salisbury State University prior to formal admission to a master's degree program may be applied toward requirements for the degree.

Continuous Enrollment

Students admitted to graduate study must maintain continuous enrollment by completing at least one course every calendar year. Students who do not complete at least one course each calendar year are auto-

matically withdrawn from graduate study and must apply for readmission.

Readmission requires the resubmission of the Graduate Application Form, the application fee and official transcripts from all graduate schools attended since leaving the University. No other documents are required if readmission is sought within seven years of initial admission.

Admission of International Students

International students who demonstrate graduate ability and proficiency in the English language may be offered admission. International students should submit all required documents by May 1 for fall admission and September 1 for spring admission.

The University requires the following documents for graduate admission:

1. Application for Admission Graduate Study
2. University International Student Application Supplement
3. Official or certified true copies of all grade reports, diplomas and academic records (Documents should include a copy in the original language, along with an English translation.)
4. University Declaration of Finances form

Applicants whose native language is other than English must take the Test of English as a Foreign Language (TOEFL) and have official results sent to the Office of Admissions. A minimum score of 550 on the written exam or 213 on the computer exam is required. TOEFL information may be obtained by contacting: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or on the Web at www.toefl.org.

All documents must be sent directly to the Admissions Office by the institution that provided each official document.

International graduate student applicants may be required to have their credentials reviewed by professional, external evaluators identified by Salisbury State University. If such external review is necessary, appropriate forms will be sent to applicants early in the admission process. International students must be admitted to a degree program before the immigration document (I-20) will be provided.

Registrar's Office

The Registrar's Office, located on the first floor of Holloway Hall, is responsible for the registration of all courses and the maintenance of student records. This office publishes the *Registration Bulletin* each semester, containing class and final examination schedules.

Registration

To receive academic credit for coursework, students must be officially registered. Students must register during the periods indicated in the academic calendar. Late registrants are required to pay a late fee. The University reserves the right to discontinue any course or course section for which there is insufficient enrollment. Students should refer to the *Registration Bulletin* for details regarding registration procedures and course offerings.

Graduate Credit During Senior Year

Salisbury State University undergraduates within six semester hours of completing requirements for the baccalaureate degree, who have a cumulative GPA of at least 2.75 (3.0 in business), may register for up to six hours of graduate credit to be taken concurrently with the remaining courses in the baccalaureate program, providing they have submitted the application and application fee for admission to graduate study and have the approval of the appropriate program director or department chair. Graduate coursework taken under this arrangement cannot be applied to the undergraduate degree program and will be billed at the graduate credit rate in addition to the undergraduate costs.

Transfer Credit

On the recommendation of the faculty advisor and with the approval of the master's degree program director, a student may transfer up to nine semester hours (six in the Master of Arts in Teaching) of graduate credit from other regionally accredited institutions, providing these credits are directly related to the student's program of study, approved by the student's program director, found acceptable for graduate degree credit by the offering institution, and confirmed by an official transcript showing graduate credit earned with a minimum grade of B.

Current students planning to earn graduate credit at another institutions for possible transfer toward master's degree requirements at Salisbury State University must first complete a Permission to Study at Another Institution Form and receive authorization from both the program director and registrar's representative. Students should provide a copy of the course title and description, course syllabus, and the number of semester hours of instruction, so that a decision can be made in advance regarding the acceptability of the course for transfer. In each case, the student should make certain that the course is deemed graduate level by the offering institution. No credit will be awarded for any course completed without prior approval.

Coursework earned through correspondence is not eligible for transfer. Transfer credit completed more than seven years prior to the date of graduation will not be counted toward a graduate degree (see "Time Limitation"). Transfer credit that has been applied to one graduate degree may not be applied to a second graduate degree.

The cumulative grade point average of each student will be calculated *only* on coursework completed at Salisbury State University.

Inter-Institutional Registration

Credit earned through Inter-Institutional Registration with other University System of Maryland institutions will be accepted as credit earned at Salisbury State University. Coursework and grades earned will be applied toward graduation requirements at Salisbury State University, and will be counted in the SSU grade point average.

Graduate students who wish to participate in the Inter-Institutional Registration Program may register at

SSU using the University System of Maryland Application for Inter-Institutional Enrollment form available at the Registrar's Office. The policies and procedures for this program are also available at the Registrar's Office.

Faculty Advisory System

Upon admission to a master's degree program, students are assigned appropriate faculty advisors who help them develop a valid plan of study and, once they have met program requirements for their master's degree, recommend them for graduation to the appropriate program director.

Students are ultimately responsible for formulating plans of study which satisfy University and master's program requirements, while meeting personal and professional goals. To develop and schedule such plans of study effectively, students should meet with their faculty advisors upon admission to the degree program, periodically throughout the program and at the start of the semester prior to the awarding of the degree. Where students and faculty advisors agree on deviations from the prescribed programs of study, such changes must be approved in writing by the advisor and program director.

Catalogue Selection

Students admitted to master's degree programs are generally allowed to satisfy graduation requirements as stated in any single *Graduate Catalogue* of the University that satisfies all of the following conditions:

1. The catalogue selected is in effect for the semester of the student's formal admission to a master's degree program, or any subsequent catalogue in force while enrollment within the program is maintained, provided it does not predate the student's year of graduation by more than seven years.
2. The catalogue selected meets all requirements imposed by external agencies.
3. The catalogue does not require the University to retain and/or provide discontinued policies, curricula, special facilities or resources unnecessary for the completion of the existing academic program.

Time Limitation

All work toward the master's degree (including transfer credits and thesis, if applicable) must be completed within seven calendar years from the end of the academic term in which such work began. Transfer credit completed more than seven years prior to the date of graduation will not be counted toward a graduate degree.

Course grades remain in effect for seven years. After seven years, grades are recorded with the prefix "I" to indicate they are "Inactive" and are no longer applicable to the graduate program or calculated into students' grade point averages.

Course Load

The unit of credit is based on the semester system. The minimum course load for a graduate student attending full time is nine credit hours per semester

(six hours for a graduate assistant). Requests for course loads in excess of 12 hours per semester must be approved by the program director. Six hours is considered a full-time course load during summer sessions or winter term. Requests for course loads in excess of nine hours for summer sessions or six hours for winter term must be approved by the program director.

Class Attendance

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

Course Numbering System: Graduate Credit

Courses at the 500 and 600 levels offer graduate credit exclusively. Courses at the 400 level appearing in this catalogue may be taken for graduate or undergraduate credit. Graduate students enrolled in such courses are expected to do graduate-level work and to meet requirements more rigorous than those established for undergraduates. It is the responsibility of the individual instructor to define the precise quality and quantity of work expected from members of classes, both graduate and undergraduate.

Grading System

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 work taken in pursuit of degree requirements is required for graduation.

Students are allowed to have no more than six credits below a grade of B in their program. Excluding courses which may be repeated for additional credit, only one course may be repeated within a student's degree program, and that course may be repeated only once.

Grades will indicate academic achievement as follows:

Grade	Quality Pts.	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 allowed
F	0.0	Failure
AU	0.0	Audit; approved attendance without credit
I	0.0	Incomplete
IP	0.0	In Progress; used for grading on-going projects and independent studies; will be converted to letter grade upon completion

Grade	Quality Pts.	Evaluation
NR	0.0	Grade not reported by instructor
W	0.0	Withdrawal
WP/WF	0.0	Withdrawal Passing/ Withdrawal Failing
R	0.0	Repeated Grade; preceding a grade denotes that the course has been repeated
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

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. This symbol generally becomes a grade of F if the work is not made up prior to midsemester of the next full semester for which the student is enrolled, or at the end of one calendar year, whichever is earlier.

The symbol "W" denotes that the student officially withdrew from a course or from the University during the schedule adjustment period of the term or semester for which the course was registered. (For specific dates, students should refer to the University's "Academic Calendar.") For students who withdraw from the University after these deadlines, the symbols "WP" or "WF" are assigned to denote the students' achievement status at the time of withdrawal. However, for students who withdraw from only a part of their course load after these deadlines but who remain registered for at least some part of their original course load, a grade of F will be recorded for each course dropped.

Auditing Courses

Full tuition and fees must be paid for audited courses. Audited courses may not be counted as part of the students' 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."

Repeating Enrollment

Students may not receive credit more than once for courses which cover the same content. Therefore, while students may repeat courses to improve their grades, students can earn only one grade per course. When a student repeats a course to earn a new grade, the last grade received for the course (whether that grade is higher or lower than the original grade) is used to compute the student's cumulative grade point average.

In some instances students may repeat special topics courses offered under like course codes if allowed by the department.

Academic Standards

To remain in good academic standing, graduate students must maintain a cumulative grade point average of at least 3.0 for all graduate courses. Students whose cumulative average falls below 3.0 will be placed on probation. Dismissal from graduate study and a master's degree program is automatic if the grade point average is not restored to 3.0 by the completion of the next nine hours of credit immediately following the semester in which the student drops below 3.0. 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 provost.

In exceptional circumstances, a student dismissed for academic deficiency may be considered for readmission to that degree program or to another master's degree program. *In no case will such readmission for graduate study be granted prior to one calendar year following the term of dismissal.* Such a student must submit the appropriate application form to the Admissions Office at least 90 days prior to the term for which admission is desired. In each case, *the application must be accompanied by a letter showing reasons for lack of previous academic success and indicating reasons why acceptable academic performance might be expected in the future.* Decisions on such applications will be made by the program director for the degree program to which admission is requested.

Appeal Process

Students may appeal decisions made under the academic policies and regulations set forth in this catalogue. Prior to initiating the appeal process, students should confer with their faculty advisor. The appeal process is initiated upon the written request of the student. A program-related appeal is heard first by the program director. A classroom-related appeal is heard by the instructor. The appeal process proceeds from department chair to school dean to the provost, then finally to the president.

Academic Dishonesty

The University expects all students to conduct themselves in accordance with the highest standards of personal integrity and academic honesty.

It is each faculty member's responsibility to maintain the standards of academic honesty in all matters related to the faculty member's coursework. The term "academic dishonesty" means a deliberate and deceptive misrepresentation of one's own work. Misrepresentations include but are not limited to the following:

1. Plagiarism: presenting as one's own work, whether literally or in paraphrase, the work of another.
2. Cheating on exams, tests and quizzes: the wrongful giving or accepting of unauthorized exam material and the use of illegitimate sources of information.
3. Illicit collaboration with other individuals in the completion of course assignments.

4. Use of fraudulent methods in laboratory, studio, field work or computer work.
5. Other willful and deliberate acts generally recognized as being dishonorable and dishonest.

Procedure for Handling Cases of Alleged Academic Dishonesty

STEP 1: Faculty Action

Individual faculty members deal directly with any cases of academic dishonesty which arise in the faculty member's coursework. If a faculty member suspects a student of academic dishonesty, the faculty member first advises the student of the accusation before imposing a penalty, allowing the student an opportunity to question the accusation. The faculty member may then impose an appropriate written sanction, reflecting the seriousness of the act and ranging from an informal warning to, but not greater than, the issuance of a grade of F for the course and/or removal from the course. If the faculty member issues a grade of F for the course, notification of the action must be sent to the University judicial officer. If the faculty member feels the case warrants punishment beyond the issuance of an F grade for the course and/or removal from the course, the faculty member may appeal to the University judicial officer (described in Step 3 below), provided that the faculty member requests such appeal within five calendar days of the faculty member's meeting with the student.

STEP 2: Student Action

A student who is accused of academic dishonesty by a faculty member may either accept the penalty imposed by the faculty member or request a conference with the University judicial officer in the Office of the Vice President of Student Affairs. The request for a conference shall be made within five calendar days of the student's receipt of the written sanction referred to in Step 1 above.

STEP 3: Conference with the Judicial Officer

If, in the judgment of the faculty member, the alleged act of academic dishonesty warrants extreme sanctions, the faculty member may request that the matter be brought before the University judicial officer for consideration and recommendation for disposition, as provided for in Step 1 above. Similarly, if the student wishes to appeal the decision of the faculty member (as outlined in Step 2 above), the student may request a conference with the University judicial officer for consideration and recommendation for disposition.

In the event that either the faculty member or the student desires a conference concerning the matter, the University judicial officer shall meet with the parties concerning the matter, give consideration to differing views and make recommendations for disposition.

STEP 4: Formal Hearing, University Judicial Board

After conferring with the University judicial officer, the faculty member or the student may appeal to the University Judicial Board within five calendar days of such conference. The University Judicial Board shall convene to consider the appeal and render a decision.

Financial Assistance

A limited amount of financial aid in the form of graduate assistantships from the University and scholarships from the Maryland State Scholarship Administration (Maryland residents only) is available each year to selected graduate students. The William D. Ford Direct Loan Program is available to students whose classification is a graduate master's degree or graduate non-degree seeking student and enrolled in at least

six credit hours per semester. Graduate non-degree seeking students can only receive federal student aid for two semesters in this classification. Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA) and indicate Salisbury State University (title IV code of 002091) to receive the results. Students may also apply online at www.fafsa.ed.gov. Information concerning such assistance may be obtained from the Financial Aid Office.

Return of Title IV Funds Worksheet

The federal government's policy states that if Title IV aid recipient withdraws from the institution during a period of enrollment in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. Once 60 percent of the enrollment period has elapsed, 100 percent of the aid is determined to be earned and no calculation is required.

Step I: Basic Information

Title IV Funds	Disbursed	Could Have Been Disbursed
Direct Unsubsidized Loan	_____	_____
Direct Subsidized Loan	_____	_____
Carl Perkins Loan	_____	_____
Direct PLUS Loan	_____	_____
Pell Grant	_____	_____
SEOG	_____	_____

A. Title IV aid disbursed (NOT aid that could have been disbursed) for the enrollment period. A. \$ _____

B. Total Title IV aid disbursed, or that could have been disbursed, for the enrollment period. B. \$ _____

C. Percentage of enrollment period completed.

Withdrawal date _____. Enrollment period start date _____ and end date _____.

Calendar days completed in the enrollment period divided by the total calendar days in the enrollment period.

_____ = C. _____ %

D. Institutional charges for the enrollment period. D. \$ _____

E. Percentage of Title IV aid earned (equal to line C up to 60 percent, otherwise 100 percent) E. _____ %

F. Percentage of Title IV aid unearned (100 percent minus line E) F. _____ %

Step II: Amount of Title IV Aid Earned by Student

G. Percentage of Title IV aid earned (line E) multiplied by Title IV aid disbursed or that could have been disbursed for the enrollment period (line B)

_____ X _____ = G. \$ _____
(line E) (line B)

Step III: Amount of Title IV Aid Unearned by Student

H. The amount of Title IV aid unearned (line F) multiplied by Title IV aid disbursed or that could have been disbursed for the enrollment period (line B)

_____ X _____ = H. \$ _____
(line F) (line B)

Step IV: Total Title IV Aid to be Disbursed

I. If the amount of Title IV aid earned (line G) is greater than the amount of Title IV aid disbursed for the enrollment period (line A), subtract the Title IV aid disbursed for the enrollment period (line A) from the amount of Title IV aid earned (line G). This is the amount of disbursement due.

_____ - _____ = I. \$ _____
(line G) (line A)

Step V: Amount of Unearned Title IV Aid to be Returned

J. If the amount of Title IV aid earned (line G) is less than the amount of Title IV aid disbursed for the enrollment period (line A), subtract the amount of Title IV aid earned (line G) from Title IV aid disbursed for the enrollment period (line A). This is the amount of Title IV aid that must be returned.

$$\frac{\text{_____}}{\text{(line A)}} - \frac{\text{_____}}{\text{(line G)}} = \text{J. \$ _____}$$

Step VI: Amount of Unearned Title IV Aid Due from Salisbury State University

K. Institutional charges for the enrollment period (line D) are multiplied by the percentage of Title IV aid unearned (line F).

$$\frac{\text{_____}}{\text{(line D)}} \times \frac{\text{_____}}{\text{(line F)}} = \text{K. \$ _____}$$

L. Compare the amount of Title IV aid unearned (line H) to line K and enter the lesser amount. L. \$ _____

Step VII: Funds to be Returned by Salisbury State University

The Salisbury State University must return the unearned aid for which we are responsible (line L) by repaying funds to the following sources, in the following order, up to the total received from each source until the amount in line L is reached.

	Amount for Student to Return	Amount Remaining for the Program
Direct Unsubsidized Loan	_____	_____
Direct Subsidized Loan	_____	_____
Carl Perkins Loan	_____	_____
Direct PLUS Loan	_____	_____
Pell Grant	_____	_____
SEOG	_____	_____

Step VIII: Amount of Unearned Title IV Aid Due from the Student

M. The amount of Title IV aid unearned to be returned (line J) minus the amount of Title IV aid due from the school (line L).

$$\frac{\text{_____}}{\text{(line J)}} - \frac{\text{_____}}{\text{(line L)}} = \text{M. \$ _____}$$

Step IX: Funds to be Returned by the Student

The student (or parent for a PLUS Loan) must return unearned aid for which the student (or parent) is responsible (line M) in the following order:

	Initial Amount To Return	Amount for Student To Return	Amount Remaining For the Program
*Direct Unsubsidized Loan	_____	_____	_____
*Direct Subsidized Loan	_____	_____	_____
*Carl Perkins Loan	_____	_____	_____
*Direct PLUS Loan	_____	_____	_____
Pell Grant	_____ X 50% =	_____	_____
SEOG	_____ X 50% =	_____	_____

*Loan amounts are returned/repaid according to the terms of the loan.

NOTE: Maryland State Scholarship(s) will be adjusted according to the Maryland State Scholarship Administration's regulations. Call 1-800-974-1024 for further guidance. Exception: Maryland part-time grant may be cancelled entirely when a withdraw occurs.

Salisbury State University's academic scholarships will be adjusted according to refund policy found in the University expenses section of the catalogue.

Graduate Assistantships

Each year Salisbury State offers a number of graduate assistantships on a competitive basis. Information and application forms may be obtained from the Admissions Office, Registrar's Office, school deans or graduate program directors. Completed forms, including required supporting documents, should be returned to the appropriate dean(s) or graduate program director(s) as early as possible preceding the academic year or semester for which the appointment is sought.

All graduate assistants will be eligible to receive a salary and tuition waiver. Graduate assistants must enroll for a minimum of six credits, but no more than nine per semester will be covered by the tuition waiver. Tuition will be waived only for courses applicable toward master's degree requirements. The waiver of tuition does not include waiver of fees.

Assistantships are generally awarded for one semester, beginning in the fall, and may be continued in the spring semester, based on the recommendation of the dean, department chair or graduate program director.

Tuition and Fees

Tuition for the 2000-01 school year, for graduate students classified as Maryland residents, is \$168 per credit hour. That for graduate students classified as out-of-state residents is \$336 per credit hour.

There is a facilities fee of \$4 per credit hour for all graduate students.

The following additional fees, usually non-recurring, are also applicable for most graduate students: admission to graduate study, \$30; on-campus parking fee (payable once annually between September 1 and August 31), \$20 to \$40. A penalty of \$25 is charged for late registration.

It should be noted that tuition and fees are subject to change without notice by action of the Board of Regents of the University System of Maryland.

Change of Address

Each student is required to submit a Change of Address form at the Registrar's Office for any change of current address.

Official Withdrawal and Refund Procedures

Students are urged to note this information with care. A graduate student who finds it necessary, after registration, to drop a part of his/her course load, or to withdraw from the University completely for that term, should in all cases complete the official drop or

withdrawal form and submit it to the Office of the Registrar. This assures the student that any refund due will be processed automatically, and that the change of registration will become a matter of record.

Students failing to comply with regulations governing official withdrawal and/or dropping of courses will receive a grade of F for courses from which they withdraw or drop unofficially, and will forfeit all right to refunds which might otherwise be made.

Detailed procedures for official withdrawal from the University and official dropping of courses, including deadlines for submitting forms necessary for the disbursement of refunds, appear regularly in the *Registration Bulletin* published each term.

Application for Diploma

It is the responsibility of the individual graduate student to check with his/her faculty advisor to make sure that all degree requirements have been fulfilled and to make the necessary arrangements with the Office of the Registrar for graduation.

Each degree candidate must make application for his/her diploma. The Application for Diploma is available in the Office of the Registrar and must be completed and returned to the Registrar's Office **not later than the end of the drop/add period of the final semester before graduation**. If the student fails to file the Application for Diploma by this deadline, graduation may be delayed one semester. Any student who finds it necessary to postpone graduation must submit a new Application for Diploma to the Office of the Registrar.

Transcripts and Certification of Completion of Degree Requirements

Transcripts of graduate records and certification of the completion of degree requirements may be obtained by contacting the Registrar's Office. Certification of completion of degree requirements will be made only after all requirements are, in fact, completed and after the Application for Diploma is submitted. All financial obligations to the University must be met before a transcript is issued.

Professional Certification

Requirements for the various teaching and administrative state certificates change from time to time and are determined by agencies other than the University. Therefore, the University cannot guarantee that a particular graduate program will automatically fulfill requirements for any of the various certificates available. Students seeking such certification are advised to consult a certification specialist within their state department of education for information on the particular certification requirements they may wish to meet.