

# Graduation Requirements

## Student Responsibility For Satisfying Graduation Requirements

The faculty and administration have established the following policies and procedures for the guidance and evaluation of student performance and to help ensure the quality of education provided by the University.

To graduate from Salisbury State University students must be matriculated and complete approved degree programs. To be matriculated, students must be accepted for admission as degree candidates and enroll in courses.

Matriculated students are responsible for planning their programs to meet University and departmental graduation requirements. As students plan their programs they need to recognize that the catalogue is an information guide and not a contract. The University has the authority to change degree requirements, prerequisites, course schedules, grading systems, fees and related matters. Wherever possible, however, the University implements changes in ways that do not create hardships for students who are already enrolled.

### Catalogue Selection

A matriculated student can usually meet University and departmental graduation requirements stated in any University catalogue that meets the following conditions:

1. The catalogue was issued within the seven years preceding the student's graduation.
2. The catalogue was in effect during a semester when the student was either matriculated at Salisbury State University or at a Maryland community college.
3. The catalogue meets all requirements of relevant external agencies.
4. The catalogue does not require the University to adhere to policies or provide services, curriculum or facilities no longer in effect or necessary.

Matriculated students must satisfy all graduation requirements in the catalogue they select.

## Application for Diploma/ Graduation

Students must apply for graduation by submitting an Application for Diploma form to the Registrar's Office at least one semester prior to their intended date of completion. The academic records of degree candidates who apply for graduation on time are audited for graduation requirements, and the candidates are noti-

fied of any deficiencies, giving them an opportunity to satisfy any remaining, unfulfilled requirements during their last semester of enrollment. The Registrar's Office reserves the right to move students' intended date of completion or to cancel their Application for Diploma if it appears that they will not or do not meet their degree requirements. Degree candidates have the responsibility of keeping the Registrar's Office apprised of any changes in their graduation plans.

## Graduation Requirements

To be eligible to graduate, students must meet the following requirements:

1. Be matriculated in the University.
2. Successfully complete at least 120 credit hours of coursework with a *cumulative* grade point average of 2.0 or higher. *Students must take 30 of the last 37 credit hours at Salisbury State University (special cooperative programs excepted).*
3. Complete at least 30 credit hours at the University by direct classroom instruction and/or laboratory experience and not through credit by examination.
4. Complete at least 30 credit hours at the 300/400 level with grades of C or better. Transfer students must complete at least 15 hours of their 30 upper-level credits at Salisbury State University (note: other than field-based courses in the Department of Education, courses taken on a PS/F basis do not satisfy this requirement).
5. Satisfy the General Education requirements.
6. Satisfy the requirements in at least one major program of study including the major's required grade point average.
7. Earn grades of C or better in English 101 and English 102.
8. Submit an Application for Graduation form to the registrar by the appropriate date.
9. Make arrangements for the repayment of any outstanding debt.
10. Return all materials borrowed from the library or academic departments.

## Minor Programs

Unless required for the completion of a specific major program, minor programs are an optional component of the graduation requirements. Students may complete and graduate with more than one minor. Minor programs must be completed at the time of graduation and appear as a part of the student's degree when satisfactory completion is certified by the Registrar's Office.

## Double Majors

Students may simultaneously satisfy the requirements for more than one major program. All major programs appear as a part of the student's degree when satisfactory completion is certified by the Registrar's Office. Students completing more than one major receive one baccalaureate degree from Salisbury State University unless all requirements for the second degree program taken simultaneously have been satisfied.

## Second Bachelor's Degree Programs

### Taken Sequentially

Individuals who hold a baccalaureate degree from Salisbury State University or another regionally accredited institution may earn a second undergraduate degree in a different major at the University. Second degree students must complete a minimum of 30 new semester hours of coursework with a cumulative grade point average of at least 2.0 and satisfy all requirements for the major. In addition, 15 of the 30 new hours must be in coursework from the major department that could be used to satisfy program requirements.

Second bachelor's degree candidates will be eligible to graduate with honors only if they satisfy all graduation with honors requirements using credit earned after the completion of their prior degree.

### Taken Simultaneously

Individuals who wish to receive two baccalaureate degrees from Salisbury State University simultaneously, must complete a minimum of 150 semester hours of coursework, and must fulfill the regularly prescribed requirements for both degree programs. Students should formally declare all major programs as early in their academic career as possible and are encouraged to seek advisement from each department to ensure completion of all requirements in each degree. The student's desire to receive two degrees must be noted on the Application for Diploma form when applying for graduation.

### SSU/UMES Second Degree Program (SSU Version)

In addition to the credit exchange program with the University of Maryland Eastern Shore, Salisbury State University and UMES allow students to complete baccalaureate programs at both institutions simultaneously. The student must satisfy baccalaureate degree requirements at the University of Maryland Eastern Shore for a program of study which is not available at Salisbury State and must also satisfy all requirements in a major offered at SSU. In addition, the following particular requirements apply to this program:

1. The 90 (or more) credit hours of work at Salisbury State must be completed with an SSU grade point average of 2.0 or better; at least 30 of these credits must be taken on the SSU campus (cooperative program credits, examination credits, etc., may not be so counted), and of these, at least 15 hours must be completed at SSU at the 300 or 400 level with grades of C or better.
2. The Salisbury State catalogue, which contains the program requirements the student is satisfying at SSU, may not predate by more than seven years the time of the student's graduation; and the student must have been in attendance at SSU as a matriculated student during a semester in which the catalogue was in effect.
3. The student must satisfy all graduation requirements as stated in an approved SSU catalogue, except those requiring matriculation at the University at the time of graduation and completion of the last 30 hours of work at the University.
4. In order to graduate from Salisbury State with honors, the requirements stated in the catalogue which the student has chosen will be in effect. Only SSU credits are used in computing the SSU grade point average.
5. The student's grade point averages at SSU and at UMES must be 2.0 or better.

Students who participate in the cooperative dual-degree program must register this fact with the departments of their SSU majors. The granting of the baccalaureate degree from Salisbury State University and the granting of the baccalaureate degree from the University of Maryland Eastern Shore will occur when requirements in both degree programs have been satisfied.

## University Writing Proficiency Requirement

Students satisfying graduation requirements must earn grades of C or better in English 101 and English 102.

The faculty believes that the ability to express ideas in a logical, organized and convincing manner is an integral part of a liberal arts education. Students are expected to maintain and continually demonstrate this ability in written assignments. If a faculty member believes a student needs to improve in writing ability, the student may be referred to the Learning Center for diagnostic testing and a planned course of study.

Students who are referred by faculty to the Learning Center must be working on the writing skills programs designed for them in order to enroll in classes for the subsequent semester. Students working on writing skills programs may not graduate until these programs are completed.