

Registration and Student Records

Registrar's Office

The Registrar's Office, located in Holloway Hall, handles registration for all credit bearing courses offered by the University and maintains student biographical and academic records. Each academic semester, prior to preregistration, the office publishes the *Registration Bulletin* which contains a comprehensive academic calendar, registration procedures, a complete list of course offerings, and other materials pertinent to the advisement and registration process for the upcoming terms. The *Final Academic Schedule*, available shortly before the start of the fall and spring semesters, contains an updated list of course offerings. Course offerings are also made available each semester via the World Wide Web.

Registration

General Information

To receive academic credit for a course, a student must be officially registered for the course. Normally, students are not allowed to enroll in any new coursework after the first week of classes. The University reserves the right to discontinue any under-enrolled courses or course sections.

Academic Advisors

Academic advisors provide students with pertinent information about their majors and assist in planning their programs of study. Once students have selected their majors, they are assigned faculty advisors in their major departments. Until majors are chosen, students are assigned advisors by the Office of Academic Affairs. Students are encouraged to make an appointment with their faculty advisors early in the semester to discuss their programs and goals. Students must confer with their assigned academic advisors regarding course selection, requirements and other academic matters prior to registration each semester.

University System of Maryland Inter-Institutional Registration Program

Salisbury State University and UMES have established a Credit Exchange Program for full-time undergraduate students. With the prior approval of both institutions, students at SSU may participate in the program and may enroll in courses which are offered at the University of Maryland Eastern Shore. Students participating in the exchange program pay fees to Salisbury State and the credit which is earned in this program is considered as credit earned at Salisbury State. Grades for courses in the program are used in computing the SSU grade point average.

Students also may attend other University System of Maryland institutions as a part of an Inter-Institutional Enrollment Program. In order to participate, a student must be a full-time student taking at least 50 percent of the course credit at SSU. For additional information, contact the Registrar's Office.

Preregistration

Matriculated freshmen enrolling for the fall semester participate in an organized advisement and registration session during the summer orientation program. An abbreviated program is provided for matriculated transfer students entering for the fall semester, and all matriculated new students entering for the spring semester.

In November and April, preregistration/program planning packets for the subsequent semester are made available to all matriculated students by the Registrar's Office. Packets for resident students are delivered via their campus post office boxes. Packets for off-campus students are made available for pick-up at the Registrar's Office. Students are responsible for establishing advisement appointments with their faculty advisors. Completed Program Planning Forms must be approved by the faculty advisor and returned to the Registrar's Office or entered via the Gull Line telephone student information system with the use of an advisement identification number provided by the advisor.

Non-matriculated students may register for fall and spring semester courses during the time periods indicated in the academic calendar.

Summer and winter term registrations for all students occur during the two-week preregistration/program planning period and at designated times prior to the start of classes.

Registration by Telephone

Students may register, drop and add courses, identify open course sections, obtain a listing of their course schedule, and receive grades for completed courses via the Gull Line. The Gull Line is a menu-driven telephone student information system from which students can obtain financial aid, registration and records, and billing information. The Gull Line can be accessed by calling 410-546-6426.

To register via the Gull Line, students must first meet with their faculty advisor and obtain an advisement identification number. While initial use of the registration portion of the telephone system during preregistration requires the use of this advisement identification number, subsequent uses during that term do not require use of the number. To make full use of the Gull Line, students should refer to the instructions published in the *Registration Bulletin* and *Final Academic*

Schedule. The telephone system is available for registration purposes only during the time periods noted in the *Registration Bulletin* and *Final Academic Schedule*. Non matriculated students or students who have not been formally admitted to the University via the Admissions Office may not utilize the Gull Line.

Students who elect not to use the Gull Line may register and perform other registration and records functions in the Registrar's Office.

Priority Drop/Add

Priority drop/add enables students who preregistered for the fall or spring semesters, but were closed out of one or more courses or course sections, to adjust their class schedules before the start of the semester. This opportunity occurs during the last week of spring classes for students registering for the fall semester, and during the last week of fall classes for students registering for the spring semester. Students who are eligible for priority drop/add are notified in advance by the Registrar's Office.

Drop/Add Period

Students may adjust their course schedules during the drop/add period which takes place during the first week of classes, for courses that meet two or more days per week. The period is extended through the second week for courses that meet one day per week. Courses that are officially dropped during this period do not appear on the student's permanent academic record.

Deregistration from Full Classes

During the drop/add period, instructors of courses that have reached maximum enrollment may instruct the Registrar's Office to deregister individual students provided the following criteria are met:

1. The student has missed two consecutive class meetings/days during the drop/add period.
2. The student has not notified the instructor of their intention to remain in the class.

Deregistrations are performed to allow other students access to filled courses.

Late Registration

Students registering during the drop/add period will be assessed a late registration fee. Previously registered students who add classes to their schedule must pay any additional tuition and/or fee charges immediately. Students will be assessed a late payment fee for payments received after the drop/add period, which are not part of a previously established payment plan.

Schedule Adjustment Period

After the drop/add period students may officially withdraw from any course during the schedule adjustment period and receive a grade of *W*. This period extends until mid-semester during the fall and spring semesters and five days following mid-semester during the summer and winter terms. Students may not withdraw from individual courses after the schedule adjustment period.

Graduate Credit

Salisbury State University undergraduates with cumulative GPAs of at least 2.75 and are within six

semester hours of completing their baccalaureate degree may register for up to six hours of graduate credit to be completed concurrently with their remaining degree requirements. Students wishing to register for graduate credit within the Perdue School of Business must present a cumulative GPA of at least 3.0. Graduate courses completed under this arrangement cannot be used to satisfy a student's remaining undergraduate degree requirements.

Students planning to enroll for graduate credit during their final semester as an undergraduate must submit a completed Application for Admission to Graduate Study form with the required fee to the Admissions Office, and a completed Application for Graduate Credit in Senior Year form with the signature approvals of both their current faculty advisor and the graduate program director, along with their program planning form to the Registrar's Office.

Declaration/Change of Major

The University encourages students to seek guidance from professionals within their fields of interest by recommending that they declare a major as early in their programs as possible. Students are required to declare a major upon completion of 45 semester hours of coursework. Students may declare more than one major. Individuals failing to declare a major are not allowed to register for subsequent semesters. Students wishing to declare or change their major should submit a completed Change of Major form with the signature approval of their new department or program to the Registrar's Office.

Pass/Fail Credit Option

During their junior and senior years, students may take courses on a pass/fail basis, subject to the following conditions:

1. Courses taken on a pass/fail basis may not be used to satisfy General Education, major or minor requirements with the exception of non-traditional credit awards and field-based courses where pass/fail is the only grading option. In addition, courses used to satisfy the University's 300/400 level requirement may not be taken on a pass/fail basis.
2. Students may take as many as four courses under the pass/fail option but may elect only one pass/fail credit course per semester unless a course is offered only on a pass/fail basis.
3. Students on academic probation may not elect to take any courses on a pass/fail basis if the courses are offered for a grade.

Individual courses can be designated as pass/fail by submitting a properly completed Change Form for PS/F, AU, Credit Hours to the Registrar's Office. Changes to or from pass/fail are permitted only during the pre-registration, registration and drop/add periods.

Auditing Courses

Audited courses bear the same tuition and fees as for credit coursework graded in a traditional manner. Audited courses are not counted as part of an individual's course load and cannot be used to satisfy any graduation requirement. Students are assigned *W* grades for non-attendance. Individual courses can be designated as audit by submitting a properly completed Change Form for PS/F, AU, Credit Hours to the

Registrar's Office. Changes to or from audit are permitted only during the preregistration, registration and drop/add periods.

Repeating in Courses

Unless otherwise indicated in the course description, students may not receive credit more than once for courses covering the same or similar content or topics. Students repeating a course covering the same or similar content will receive credit for the last occurrence of the course only, provided the course is graded A, B, C, D, F or I. Repeated coursework is noted as such on the student record, remains in the student's attempted hour calculations, and is removed from the earned hour, quality point and GPA calculations.

Multiple occurrences of the same course will be allowed for topics courses covering different material, independent study courses, performance courses, and other courses where the course descriptions and department policy allow.

Credit Hours and Course Loads

Where lecture courses are concerned, one semester hour is granted for approximately one class hour per week. Because of the nature of activity, laboratory, performance, studio and other types of courses, more in-class time is typically required. Students are expected to support each credit hour for which they enroll with a minimum three hours per week of combined classroom, laboratory, performance, studio and outside study activities, based upon their individual registrations. Thus, students enrolling in 15 semester hours should spend a minimum of 45 hours in coursework related activities each week.

Most programs at the University are designed for completion within a four-year time period, provided the student completes an average of 15 to 16 semester hours of coursework each regular semester. While 12 to 19 semester hours is considered full-time for tuition purposes, 15 hours of coursework is considered by the University to be an average load. Students registering for more than 19 semester hours of coursework during any given semester must have the approval of the dean of the school housing their major program.

Student Records

Change of Name/Student Number

Students wishing to change or correct their name, Social Security number or other biographical information should contact the Registrar's Office for current policies and procedures.

Change of Address

Students must keep the University apprised of changes to their permanent, billing and local addresses and telephones by notifying the Registrar's Office on a timely basis.

Classification of Students

Students are classified according to the number of semester hours completed with grades of A, B, C, D or PS as follows:

| | | | |
|-----------------|-------|--------------|--------------|
| Freshman | 0-29 | Junior | 60-89 |
| Sophomore | 30-59 | Senior | 90 and above |

Students also are designated as follows:

Matriculated Undergraduate Students

Matriculated or degree seeking students are full-time or part-time degree candidates and are assigned a faculty advisor in an academic department.

Undergraduate Non-Degree Students

Undergraduate non-degree students (UND) are students usually pursuing one or two courses for personal or professional development and are not assigned an advisor. Upon completion of 30 semester hours, these students must apply for admission to the University as matriculated students. There are two types of UND students who are assigned advisors:

1. Provisional students, who are first-time students to the University. They are full-time, non-matriculated students attending under the direction of the dean of admissions.
2. Restricted-status students, who have been academically dismissed but who are permitted to continue to attend the University under the direction of special academic programs. The director assigns these students to advisors.

Full-Time/Part-Time Enrollment Status

Enrollment status (full- or part-time) is determined by the number of credits students have completed or are pursuing. All students enrolled for 12 or more semester hours pay full-time fees and tuition regardless of classification. Students enrolled for 11 or fewer semester hours pay tuition assessed on a per credit basis and pay part-time fees.

Grading System

The following grades are used to indicate students' achievement in individual courses:

A - Excellent

Denotes superior achievement. The A grade is reserved for outstanding performance.

B - Very good

Denotes high achievement. It is a mark of distinction.

C - Satisfactory

Denotes adequate achievement.

D - Passing

Denotes marginal achievement. The D grade indicates minimal exposure to the principles and techniques presented.

F - Failure

Denotes inadequate achievement. The F grade is also given for late or unofficial withdrawals.

The following symbols are not accompanied by quality points and do not contribute to students' grade point averages. They may, however, appear on students' permanent records and are defined accordingly.

I - Incomplete

Noncompletion of a course due to unavoidable circumstances beyond the student's control. The I automatically becomes an F if coursework is not completed 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.

PS - Pass

A passing grade for credit-bearing courses taught or taken on a pass/fail basis.

S - Pass

Not for University credit—a passing grade in those courses which cannot be applied to undergraduate degree requirements.

CS - Continuing Satisfactorily

Satisfactory progress in a developmental studies course which extends into a subsequent semester.

AU - Audit

Approved attendance without credit.

W - Withdrawal

Official withdrawal from a course during the schedule adjustment period.

WP/WF - Withdrawal Passing/Withdrawal Failing

Official withdrawal from the University after the schedule adjustment period, denoting passing or failing status at the time of the withdrawal.

NR - Grade Not Reported by Instructor**IP - In Progress**

Used for grading ongoing theses and research projects, internships, or independent studies which extend into a subsequent term. Unlike the I grade, the IP grade does not automatically become an F at the end of a given time interval.

R - Repeated Course

Preceding a grade (RA, RB, RC, RD, RF), denotes that the course has been repeated. A repeated course is removed from attempted hours (AHRS), earned hours (EHRS), quality hours (QHRS) and the grade point average calculations. The new course and grade are included in the hour and grade point average calculations.

X - Clemency Grade

Preceding a grade of D or F (XD, XF) denotes that academic clemency has been granted for the course, and that the course has been removed from attempted hours (AHRS), earned hours (EHRS), quality hours (QHRS) and the grade point average calculations.

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.

Grade Point System

Only courses completed at Salisbury State University or through certain approved cooperative programs, and assigned grades of A, B, C, D and F, are used in the grade point average (GPA) calculations.

Grade point averages are calculated in the following manner:

1. Quality points are assigned to letter grades such that A=4, B=3, C=2, D=1 and F=0. Quality points for individual courses are computed by multiplying the quality points assigned an individual letter grade by the credit hours received for the course.
2. The current or semester GPA is calculated by dividing the quality points earned for all applicable courses (QPTS) for the semester by the credit hours received for those courses (QHRS) during the semester, for example:

| Course | Credit Hours | Grade | Quality Points |
|----------------------------------|--------------|-------|----------------|
| English 101 | 3 | B | 9 |
| History 101 | 3 | D | 3 |
| Chemistry 121 | 4 | A | 16 |
| Math 103 | 3 | C | 6 |
| Art 104 | 3 | F | 0 |
| Totals: 16 QHRS | | | 34 QPTS |
| 34 QPTS/16 QHRS=2.12 Current GPA | | | |

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

Transfer of Credit from Other Institutions

Students who have attended other regionally accredited institutions may be admitted to the University based upon the current transfer admission policy.

General Transfer Policies

1. Transferred coursework is not included within the Salisbury State University current or semester or cumulative GPA calculations. Likewise, Salisbury State University coursework repeated at another institution will not impact the current or semester or cumulative GPA calculations. However, coursework grades from other institutions may be used along with coursework completed at Salisbury State University when determining eligibility for participation in major and minor programs and other study options.
2. Students must complete 30 of the last 37 hours of coursework at Salisbury State University. However, students enrolled in approved cooperative programs or study abroad options may request to have additional coursework included in their final 37 hours.
3. Coursework completed at other institutions is evaluated for transfer by the Admissions Office. A maximum of 90 credit hours from two- and four-year institutions, and 64 credit hours from two-year institutions, may be applied to the 120 credit hour minimum required for graduation. Transferred coursework may be used to satisfy General Education requirements at Salisbury State University and, when approved, coursework requirements for major and minor programs and other study options.
4. Official transcripts of all coursework completed at other institutions must be received by the Admissions Office by the close of the student's first semester (fall or spring) at Salisbury State University. The University reserves the right to refuse the transfer of coursework where official transcripts are not received in a timely manner.
5. Questions related to the evaluation of transferred coursework should be directed to the Admissions Office. Appeals should be directed to the Academic Affairs Office within one academic year of the student's first attendance. Evaluations which are more than one year old are not subject to appeal.

Taking Courses at Another Institution

Currently admitted, degree-seeking students at Salisbury State University may transfer coursework from other institutions based upon the following policy:

1. Coursework must be pre-approved by the Registrar's Office or the Admissions Office transfer counselor. Coursework applicable to the student's major must also be approved by the department chair for that major. Request to Study at Another Institution forms are available from the Registrar's Office.
2. Coursework must be completed with grades of A, B, C or PS (where courses are graded on a pass/fail basis only).
3. Official transcripts of the coursework completed must be received from the other institution by the close of the student's next semester (fall or spring) at Salisbury State University.
4. Students must complete 30 of the last 37 hours of coursework at Salisbury State University. Coursework falling within the final 30 credit hours for degree completion must be pre-approved by the Academic Affairs Office.

Coursework completed by students enrolled in the Inter-Institutional Registration Program of the University System of Maryland will be treated as credit earned at Salisbury State University. Coursework will be applied toward graduation requirements, and grades included within the GPA calculations at the University.

Inter-Institutional Concurrent Enrollment and Cooperative Dual Degree Programs

Credit earned while students are enrolled in either the Inter-Institutional Concurrent Enrollment programs with University System of Maryland member institutions and/or the Cooperative Dual-Degree programs with the University of Maryland Eastern Shore and other institutions are treated as credit earned at Salisbury State University. Coursework and grades earned as a part of these programs are included within the University attempted hour, earned hour, quality point and grade point average calculations.

Withdrawal from the University

Students may withdraw from the University before the administration of their final examinations, but no later than 5 p.m. on the last day of classes. Any student who withdraws from the University during any period of instruction must complete a Withdrawal Form obtained from the Registrar's Office. Students who officially withdraw from the University after the schedule adjustment period receive grades of WP and WF to denote their grade status at the time of withdrawal. Nonattendance of classes does not constitute withdrawal from the University. Students who do not officially withdraw from the University forfeit their right to any tuition refund. Matriculated students who have withdrawn from the University and wish to be reinstated as such, must be readmitted by submitting an Application for Readmission form with the required fee to the Admissions Office.

Readmission

Matriculated students who fail to enroll at the University during a regular fall or spring semester, or official withdraw from the University and wish to be reinstated as such, must be readmitted by submitting an Application for Readmission form with the required fee to the Admissions Office. Students who have been academically dismissed may apply for readmission after

they have reduced their deficit point totals to the appropriate levels. Students who have attended other institutions after leaving the University must arrange to have official transcripts sent directly to the Admissions Office. Contact the Admissions Office for readmission deadline information.

Transcripts

The Registrar's Office issues transcripts only upon the written request of the student. All financial obligations to the University must be met before transcripts are issued. Requests can be made in person, by mail or fax. In-person requests for official transcripts should be made using a Transcript Request form. Mail or fax requests made without a Transcript Request form must include the student's full name, the name used while enrolled at the University if different from current name, Social Security number, current mailing address and daytime telephone, the complete name and mailing address of the individual or organization to receive the transcript, any other pertinent instructions and a clear signature. Requests should be mailed to Registrar's Office, Salisbury State University, 1101 Camden Avenue, Salisbury, MD 21801-6860, or faxed to 410-548-5979. There is no charge for processing and regular delivery of transcripts, however, express mail expenses are the responsibility of the student and must be prepaid.

Non-Traditional Credit Policies

Credit By Examination

Salisbury State University recognizes several methods in which students can demonstrate academic competence in specific areas outside the traditional classroom setting. Therefore, the University awards college level credit to students proving competence in academic areas through certain examinations and educational programs.

Students may apply up to 60 semester hours of credit by examination coursework to the completion of a baccalaureate degree. Credit by examination coursework can be used to satisfy general education, major and minor requirements with the appropriate approval. Students who have completed or are enrolled in advanced courses may not receive credit by examination coursework for lower-level courses in the same subjects.

Advanced Placement (AP)

Students who have completed Advanced Placement (AP) courses in high school and have taken the corresponding College Board examination may be entitled to advanced standing credit at Salisbury State University. Contact the Registrar's Office for minimum score and coursework equivalency information. Official examination results should be submitted directly to the Registrar's Office.

College-Level Examination Program (CLEP)

Students who have attained competence in college-level subjects through extensive reading or other experiences may gain credit through one or more of the College Board's College-Level Examination Program (CLEP) general or subject examinations. Contact the Registrar's Office for minimum score and coursework equivalency information, or to schedule for

an examination. Official examination results should be submitted directly to the Registrar's Office.

Departmental Challenge Examinations

Students who wish to fulfill course requirements and earn credit for a course by challenge examination in lieu of classwork may do so with the approval of the appropriate department chair. A student who has not enrolled at Salisbury State is not eligible to take a challenge examination.

International Baccalaureate (IB) Examinations

Students who have completed higher level International Baccalaureate (IB) courses in high school and

have taken the corresponding IB examination may be entitled to advanced standing credit at Salisbury State University. Contact the Registrar's Office for minimum score and coursework equivalency information. Official examination results should be submitted directly to the Registrar's Office. A maximum of 30 semester hours of advanced standing coursework will be awarded for IB related courses.

Military Education Credit

Students may receive academic credit for educational experiences in the armed forces. Specific information regarding credit for military education is available in the Registrar's Office.