

# Appendices

## Appendix A

Students may locate the following policies in their respective publications by referring to the table of contents/index.

### **Policies that Appear in the *Academic Schedule Bulletins*:**

- Catalogue Supplement (contains updates to policies and procedures found in the *University Catalogue*)
- Final Examinations Policies
- Late Registration
- Pass/No Credit—Pass/Fail
- Removal of Incompletes
- Withdrawals

### **Policies that Appear in *Code of Maryland Regulations*:**

- Maryland Higher Education Commission Student Transfer Policy

### **Policies that Appear in the *Drug-Free Campus, Drug-Free Workplace Brochure*:**

- Alcohol Abuse Policy
- Drug Abuse Policy
- Policy on a Drug-Free Workplace
- State of Maryland Substance Abuse Policy

### **Policies that Appear in the *Faculty Handbook*:**

- Academic Advising
- Academic Clemency
- Academic Integrity
- Affirmative Action and Equal Opportunity
- AIDS
- Alleged Arbitrary and Capricious Grading
- Classification of Undergraduate Students
- Classroom and Related Responsibilities of Faculty
- Combined Bachelor's/Master's Programs
- Community Service
- Confidentiality and Disclosure of Student Records
- Continuing Education
- Degree and Curricular Requirements
- Eligibility to Register
- Evaluation of Performance of Faculty
- Examination and Portfolio Assessment
- Misconduct/Scholarly Work
- Scheduling Academic Assignments on Religious Observances
- Sexual Harassment
- Student Request for Waivers of Academic Policies
- Summer and Special Sessions
- Undergraduate Student Concurrent Inter-Institutional Registration

- Use of Facilities for Public Meetings
- Violence and Extremism

### **Policies that Appear in the *Procedures, Policies and Services Brochure*:**

- Building Access Control
- Campus Police Officers' Authority
- Campus Security
- Drug and Alcohol
- Off-Campus Behavior

### **Policies that Appear in the *Residence Hall Information Booklet*:**

- Access to Residence Halls
- Alcohol
- Damage
- Drugs
- Early Arrivals
- Electrical Appliances
- Escort Policy
- Facility Policies
- Facility Repair Service
- Fire Drills
- Handicap Accommodations
- Identification Card
- Maintenance Concerns
- Meal Plans
- Medical Emergencies
- Noise
- Parking/Driving on Campus
- Port for Every Pillow
- Refrigerators
- Residence Keys
- Room Inspections
- Room Furnishings
- Room Check-in
- Room Check-out
- Safety
- Security
- Smoking Policy
- Spring Check-Out
- Tack Strips
- Telephones
- Toilet Stoppages
- Use of Residence Halls by Guests
- Vacations
- Window and Door Displays

### **Policies that Appear in the *Residence Halls Contract*:**

- Access to Rooms
- Application Procedure
- Assignment Policies and Procedure
- Breach of Contract
- Condition/Disability Influencing Assignment

Conditions of Residency  
 Contract Termination by University  
 Damage Assessment  
 Duration of Contract  
 Effective Dates  
 Eligibility for Residency  
 Loss of Property  
 Noise Policy Violation  
 Petition for Release from Contract for Spring Semester  
 Provisions of Contract  
 Rates and Refunds  
 Reservation Procedures for Returning Residents  
 Residence Hall Philosophy  
 Returning Students Seeking to Terminate Contracts  
 Room Selection Process (RSP)  
 Search of Rooms  
 University Responsibility  
 Winter Term and Summer Session Housing

**Policies that Appear in the *Student-Athlete Handbook*:**

Athlete Eligibility  
 Athletics Equipment  
 Class Attendance  
 Code of Conduct  
 Dress Code  
 Drug and Alcohol Policy  
 Medical Procedures  
 Transfer Policy

**Policies that Appear in the *Student Handbook*:**

Academic Policies and Procedures  
 Alcohol and Other Drug Policy  
 Becoming a Recognized Club or Organization  
 Closing Due to Inclement Weather  
 Code of Conduct  
 Equal Opportunity Policy  
 Events Open to the University Community  
 Grievance Policy  
 Judicial System Policies and Procedures  
 Living on Campus Policies and Guidelines  
 Random Room Selection Process  
 Reporting Sexual Offenses  
 Sexual Harassment  
 Smoking Policy  
 Student Academic Integrity  
 Use of Facilities/Grounds for Meetings, Assemblies, Rallies, etc.

**Policies that Appear in the *University Catalogue*:**

Academic Clemency Policy  
 Academic Misconduct  
 Admission Policies  
   For High School Graduates  
   For Early Admissions  
   For Non-High School Graduates  
   For International Students  
   For Immigrant Students  
   For Veterans  
   For Transfer Students  
   For Former SSU Students

Class Attendance  
 Equal Opportunity Policy  
 Family Educational Rights and Privacy Act  
 Graduate Requirements  
 Maryland Admissions Requirements  
 Maryland Higher Education Commission Student Transfer Policies  
 Non-Traditional Credit Policies  
 Proposed Refund Policy  
 Readmission  
 Student Residency Classification for Admission, Tuition and Charge Differential Purposes  
 Transfer of Credit from Other Institutions  
 Waivers of Academic Policies and Procedures  
 Withdrawal from the University

**Policies that Appear in the *University System of Maryland Policies*:**

Academic Advising  
 Academic Calendar  
 Academic Clemency  
 Academic Transcripts and Financial Aid Records  
 Acts of Violence and Extremism  
 Admissions  
 Affirmative Action and Equal Opportunity  
 AIDS  
 Classification of Undergraduate Students  
 Combined Bachelor's and Master's Programs  
 Community Service  
 Confidentiality and Disclosure of Student Records  
 Constitution of the University System Student Council  
 Continuing Education  
 Copyrights  
 Credit by Examination and Portfolio Assessment  
 Curricular and Degree Requirements  
 Eligibility to Register  
 Emergency Conditions—Cancellation of Classes and Release of Employees  
 Enrollment  
 Establishment of Institutional Traffic Regulations  
 Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity  
 Misconduct in Scholarly Work  
 Payment of Tuition and Fees  
 Reporting of Campus Crime Statistics  
 Reports of Intercollegiate Athletics  
 Review of Alleged Arbitrary and Capricious Grading  
 Scheduling of Academic Assignments on Dates of Religious Observance  
 Sexual Harassment—Interim Policy  
 Sexual Harassment—University System of Maryland Policy  
 Student Affairs  
 Student Athletics  
 Student Employment  
 Student Financial Aid  
 Student Housing  
 Student Publications  
 Student Residency Classification for Admission, Tuition and Charge Differential Purposes  
 Summer and Special Sessions  
 Tuition, Fees and Charges  
 Tuition Remission for Spouses and Dependent Children of Faculty and Staff

Undergraduate Student Concurrent Inter-Institutional Registration  
 University System Student Council Policy  
 Use of Alcohol Beverages at University System Institutions and Facilities  
 Waiver of Application Fees  
 Waiver of Tuition and Granting of Other Privileges for Senior Citizens of the State of Maryland  
 Waiver of Tuition for Meritorious Undergraduate Students

## Appendix B

### Maryland Admissions Requirements

1. The Maryland Higher Education Commission set as a minimum admission standard for all full-time and part-time entering freshmen who have graduated from high school within five years of admission a high school average of C (2.0) or better. Each institution, however, is encouraged to adopt standards above the minimum level.
2. Each institution will develop predictive measures of probable academic success and identify any additional admissions criteria.
3. Students who have earned fewer than 24 credit hours and desire to transfer to state universities and colleges will be admitted under the conditions set down in accordance with the Maryland Student Transfer Policies, which require equal treatment of native and transfer students.
4. In order to attain junior status (60 credit hours), a student must have earned a grade point average of C (2.0) or better.
  - a. In order to ensure equal treatment of the native and transfer student, a transfer student who has earned 60 or more credits at prior institutions must have attained a C (2.0) cumulative average to be accepted at any state university/college.
5. Admission to some designated programs may require higher standards to be limited by the opportunities available to complete a clinical or other requirement of the major program.
  - a. The institutional standards shall be approved by the Maryland Higher Education Commission and shall be reviewed by the commission on an annual basis.
  - b. Such standards shall be published in the institution's catalogue.

### Policy on Student Residency Classification for Admission, Tuition and Charge Differential Purposes

#### I. POLICY

It is the policy of the Board of Regents of the University System of Maryland to recognize the categories of in-state and out-of-state students for purposes of admission, tuition and charge differentials at those institutions where such differentiation has been established. The student is responsible for providing the information necessary to establish eligibility for in-state resident status. Students who are financially independent or financially dependent, as defined herein, shall have their residency classification determined on the basis of permanent residence, which, for purposes of this

policy, shall be determined by the criteria set forth in I.A-E below. Students will be assigned in-state status for admission, tuition and charge differential purposes only if the student (if financially independent) or the student's parent, guardian or spouse (in the case of a financially dependent student) fulfill all of the following:

- A. For at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the petition applies, the student (if financially independent) or the student's parent, guardian or spouse (if financially dependent) MUST:
  1. own and continuously occupy or rent and continuously occupy living quarters in Maryland. There must exist a genuine deed or lease in the individual's name reflecting payments/rents and terms typical of those in the community at the time executed. Persons not having such a lease may submit an affidavit reflecting payments/rents and terms as well as the name and address of the person to whom payments are made, which may be considered as meeting this condition. As an alternative to ownership or rental of living quarters in Maryland, a student may share living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse;
  2. maintain within Maryland substantially all personal property;
  3. pay Maryland income taxes on all earned taxable income including all taxable income earned outside the state;
  4. receive no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland;
  5. have a legal ability under federal and Maryland law to reside permanently in Maryland without interruption.
- B. For at least 11 consecutive months immediately prior to and including the last date available to register for courses in the semester for which the application applies, the student (if financially independent) or the student's parent, guardian or spouse (if financially dependent) must:
  1. register all owned motor vehicles in Maryland; and
  2. obtain a valid driver's license issued by the State of Maryland, if licensed to drive in any other jurisdiction.
- C. Within the 12 consecutive months immediately prior to and including the last date available to register for courses in the semester for which the application applies, the student (if financially independent) or the student's parent, guardian or spouse (if financially dependent) must register to vote in Maryland, if registered in any other jurisdiction.
- D. A financially dependent student classified as in-state loses that status at such time as the student no longer meets one or more of the criteria set forth in I.A-C. A financially dependent student classified as in-state loses that status at such time as the parent, guardian or spouse on whom the status was based no longer meets one or more of those criteria.
- E. In-state status based on permanent residence is lost at any time a financially independent student establishes a permanent residence outside the state of Maryland. If the parent, guardian or spouse

through whom a financially dependent student has attained in-state status establishes a permanent residence outside the state of Maryland, the in-state status is lost. In each instance, the student will then be assessed out-of-state tuition and charges beginning the next semester or session.

- F. In addition, persons in the following categories of students shall be accorded the benefits of in-state status for the period in which any of the following conditions apply:
1. a full-time or part-time (at least 50 percent time) regular employee of the University System of Maryland;
  2. the spouse or dependent child of a full-time or part-time (at least 50 percent time) regular employee of the University System of Maryland;
  3. a full-time active member of the Armed Forces of the United States whose home of residence is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person;
  4. for UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty; and
  5. a graduate assistant appointed through the University System of Maryland for the semester/term of the appointment (except through prior arrangement, status is applicable only for enrollment at the institution awarding the assistantship).
- G. Students not entitled to in-state status under the preceding paragraphs shall be assigned out-of-state status for admission, tuition and charge differential purposes.

## II. PROCEDURES

- A. An initial determination of in-state status will be made by the University at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.
- B. A change in residency status must be requested by submitting a University System of Maryland "Petition for Change in Residency Classification for Admission, Tuition and Charge Differential." A student applying for a change to in-state status must furnish all required documentation with the petition by the last published date to register for the forthcoming semester/term for which a residency classification is sought.
- C. The student shall notify the institution in writing within 15 days of any change of circumstances which may alter in-state status.
- D. In the event incomplete, false or misleading information is presented, the institution may, at its discretion, revoke in-state status and take other disciplinary actions provided for by the institution's policy. If in-state status is gained due to false or misleading information, the University reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

- E. Each institution of the University System of Maryland shall develop and publish additional procedures to implement this policy. Procedures shall provide that on request the president or designee has the authority to waive any residency criterion as set forth in Section I, if it is determined that application of the criteria creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

## III. DEFINITIONS

- A. Financially Dependent: For purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes, or who receives more than one-half of his or her support from a parent, legal guardian or spouse during the 12-month period immediately prior to the last published date for registration for the semester or session. If a student receives more than one-half of his or her support in the aggregate from a parent and/or legal guardian and/or spouse, the student shall be considered financially dependent on the person providing the greater amount of support. The dependent relationship must have formally existed by legally contracted marriage or court order recognized under the laws of the State of Maryland for at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the petition applies.
- B. Financially Independent: A financially independent student is one who declares to be financially independent as defined herein; does not appear as a dependent on the federal or state income tax returns of any other person; receives less than one-half of his or her support from another person(s); and demonstrates that he or she provides through self-generated support one-half or more of his or her total expenses.
- C. Parent: A parent may be a natural parent or, if established by a court order recognized under the laws of the State of Maryland, an adoptive parent.
- D. Guardian: A guardian is a person so appointed by a court order recognized under the laws of the State of Maryland.
- E. Spouse: A spouse is a partner in a legally contracted marriage as recognized under the laws of the State of Maryland.
- F. Self-generated: Describes income which is derived solely from compensation for an individual's own efforts as evidenced, for example by federal or state W-2 forms or IRS Form 1099 where interest income is based upon finances created from one's own efforts. For the purposes of this policy, grants, stipends, awards, benefits, loans and gifts (including federal and state aid, grants and loans) may not be used as self-generated income.
- G. Regular Employee: A regular employee is a person employed by the University System of Maryland who is assigned to a state budget line. Examples of categories NOT considered regular employees are graduate assistants, contingent employees if and when needed, and temporaries.

## Appendix C

### 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.

	<b>Amount for Student to Return</b>	<b>Amount Remaining for the Program</b>
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:

	<b>Initial Amount To Return</b>	<b>Amount for Student To Return</b>	<b>Amount Remaining For the Program</b>
*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 University's academic scholarships will be adjusted according to refund policy found in the University expenses section of the catalogue.

## Appendix D

### Salisbury University Title II Report • 1999-2000 Teacher Education Graduates

Scores below are not necessarily indicative of the future performance of teacher education graduates. Most students in the 1999-2000 graduating cohort completed the National Teacher's Examination (NTE), which has since been phased out. Future graduates will complete the more rigorous PRAXIS Series, which considerably raises the standards for passing.

#### Single-Assessment Pass-Rate Data: Regular Teacher Preparation Program

Pass rates are reported for assessments with 10 or more test takers.

Academic Year: 1999-2000      Testing Period: 10/99-9/00 Number of Program Completers: 206<sup>1</sup>

Type of Assessment	Assessment Code Number	Number Taking Assessment	Number Passing Assessment	Institutional Pass Rate	Number Taking Assessment	Number Passing Assessment	Statewide Pass Rate
<b>Basic Skills</b>							
Communication Skills	500	185	185	100%	1510	1496	99%
General Knowledge	510	184	184	100%	1521	1506	99%
PPST Reading	710	14	14	100%	332	312	94%
PPST Writing	720	12	12	100%	319	302	95%
PPST Mathematics	730	15	15	100%	318	291	92%
<b>Professional Knowledge</b>							
Professional Knowledge	520	164	162	99%	1451	1425	98%
<b>Academic Content Areas</b>							
Education in the Elementary School	010	120	117	98%	889	865	97%
English Language and Literature	040	10	10	100%	77	76	99%
Social Studies: Content Knowledge	081	11	10	91%	56	50	89%
Physical Education	090	20	20	100%	77	71	92%

#### Aggregate and Summary Institution-Level Pass Rate Data: Regular Teacher Preparation Program

Type of Assessment	Number Taking Assessment	Number Passing Assessment	Institutional Pass Rate	Statewide Number Taking Assessment	Statewide Number Passing Assessment	Statewide Pass Rate
Aggregate—Basic Skills	205	205	100%	1997	1923	96%
Aggregate—Professional Knowledge	175	171	98%	1572	1532	97%
Aggregate—Academic Content Areas	174	170	98%	1759	1676	95%
<b>Summary Totals and Pass Rates<sup>2</sup></b>	206	198	96%	2056	1896	92%

S.1 Total number of students admitted into teacher preparation, all specializations, in academic year 1999-2000	1229 <sup>3</sup>
S.2 Number of students in supervised student teaching in academic year 1999-2000	206
Number of faculty members who supervised student teachers:	
• S.3A Full-time faculty in professional education	8
• S.3B Part-time faculty in professional education but full-time in the institution	4
• S.3C Part-time faculty in professional education, not otherwise employed by the institution	27
S.4 Total faculty student teaching supervisors	39
S.5 Student teacher/faculty ratio	5:1
S.6A The average number of student teaching hours per week required	40
S.6B The total number of weeks of supervised student teaching required	14
S.7 Average total number of hours required	560

<sup>1</sup> The number of graduates used in the passing rate calculation will not equal the sum of "Number Taking Assessment" since a graduate may take more than one assessment.

<sup>2</sup> Number of graduates who successfully completed one or more tests across all categories used by the state for licensure and the total pass rate.

<sup>3</sup> All students enrolled across four years of study in programs leading to initial teacher certification.