

Continuing Education

Salisbury University provides traditional and non-traditional courses to the community. The University offers flexible educational programs through day and evening courses, extension courses, non-credit courses, winter terms, summer sessions, workshops/conferences, short courses, institutes, undergraduate and graduate courses and other types of educational/experimental experiences, both on and off campus.

Goals

The goals of continuing education at Salisbury University are as follows:

1. Identify community educational needs and interests for use in new and ongoing program development.
2. Contribute to the advancement of essential skills, training, knowledge and information through the Professional Development Institute.
3. Provide educational experiences that encourage intelligent action in response to social, economic and political issues.
4. Provide opportunities to continually update and/or upgrade professional skills.
5. Provide a variety of activities relating to personal and cultural development.
6. Provide increased educational opportunities at suitable locations and hours convenient to those who may participate.

Professional Development Institute

In addition to traditional programs and courses, the University designs "contract courses" through the Professional Development Institute. These may be of short or long duration to meet the special needs of people in the public and private sector. For example, the University offers non-credit short courses in management designed to improve and expand the specific skills for directing the activities of business, government, commercial and industrial organizations. These programs have a "how to" orientation that connects management theory and management practice. Firms that need a particular course or program should contact the University to explore possibilities.

Continuing Education Units (CEU)

Salisbury University uses the Continuing Education Unit (CEU) for selected offerings in the Non-credit Continuing Education Program. The CEU is a nationally accepted method for recognizing, identifying, measuring and rewarding participation in non-credit certificate programs and special courses of varying lengths that are not part of the regular undergraduate or graduate degree programs. The CEU is defined as "10 con-

tact hours of participation in an organized continuing education experience under responsible, sponsoring, capable direction and qualified instruction." Professional and personal growth may be assessed in this manner. Courses for which CEU credit will be awarded are designated with the CEU initials.

Institute for Retired Persons (IRP)

This program is conceived and administered by its student body of older Americans and is based on principles of self-determination and peer-teaching. The IRP promotes learning at a more leisurely pace, providing peer-teachers for encouragement and direction.

The IRP serves all participants over 50 or a retired person of any age. The program provides new courses, open forums, concerts, field trips and special programs. Retired persons interested in this new concept should contact the Registrar's Office.

Registration of Auditors And Undergraduate Non-Degree Students

Community members who have not earned a degree and wish to enroll for a limited number of undergraduate courses in the non-degree program during the academic year must register through the Registrar's Office. Undergraduate courses open to non-degree students appear in the University bulletins for the fall and spring semesters, winter terms and summer sessions. Information regarding registration procedures and deadlines is available in the Registrar's Office, 410-543-6150.

Graduate Non-Degree Students

Non-degree graduate students who have never been admitted to a graduate degree program at SU do not need to submit an application or application fee. These students must have official transcripts sent to the Admissions Office from the baccalaureate granting institution (specifying their bachelor's degree major) and all institutions attended for graduate study, and register for classes with the Registrar's Office. Once the required official transcripts arrive, non-degree students may continue to enroll in graduate classes by submitting a completed registration form to the Registrar's Office.

To facilitate non-degree students' ease in scheduling classes, the arrival of transcripts may be delayed up to the end of the student's first semester at SU. However, students must have their transcripts sent as quickly as possible as they may be necessary for sched-

uling purposes. If the official transcript(s) does not arrive in the Admissions Office by the end of their first term, students will not be allowed to schedule additional graduate classes or have graduate transcripts sent from SU.

A maximum of nine semester hours of credit

earned prior to formal admission to a master's degree program at SU may be applied toward graduation requirements for that degree. Certain graduate courses are available only to students formally admitted to a degree program. (Refer to the individual course descriptions for more information.)