

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:

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

Policy 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 Catalog*:

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 SU 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 catalog.
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.

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, either officially by withdrawing through the Registrar's Office or unofficially by dropping out, 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)

$$\frac{\text{_____}}{\text{(line E)}} \times \frac{\text{_____}}{\text{(line B)}} = \text{G. \$ _____}$$

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)

$$\frac{\text{_____}}{\text{(line F)}} \times \frac{\text{_____}}{\text{(line B)}} = \text{H. \$ _____}$$

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.

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

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 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 University

Salisbury 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 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 • 2001-2002 Teacher Education Graduates

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

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

Academic Year: 2001-2002

Testing Period: 10/01-9/02

Number of Program Completers: 248¹

Type of Assessment	Assessment Code Number	Number Taking Assessment	Number Passing Assessment	Institutional Pass Rate	Statewide		
					Number Taking Assessment	Number Passing Assessment	Statewide Pass Rate
Professional Knowledge							
Elem. Ed. Content Area Exercises	012	151	144	95%	874	824	94%
Social Studies: Pedagogy	084	14	12	86%	127	122	96%
Academic Content Areas							
Elementary Ed. Content Knowledge	014	151	151	100%	881	879	100%
Social Studies: Content Knowledge	081	14	14	100%	132	130	98%
Social Studies: Content Knowledge	091	23	20	87%	64	55	86%
Physical Ed. Content Knowledge	093	23	21	91%	64	61	95%

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

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

Type of Assessment ²	Number Taking Assessment ³	Number Passing Assessment ⁴	Institutional Pass Rate	Statewide		
				Number Taking Assessment ³	Number Passing Assessment ⁴	Statewide Pass Rate
Aggregate—Basic Skills	240	240	100%	1983	1914	97%
Aggregate—Professional Knowledge	188	178	95%	1321	1237	94%
Aggregate—Academic Content Areas (Math, English, Biology, etc.)	217	205	94%	1697	1628	96%
Summary Totals and Pass Rates⁵	248	227	92%	2061	1859	90%

¹ The number of program completers found, matched and used in the passing rate calculation will not equal the sum of the column labeled "Number Taking Assessment" since a completer can take more than one assessment.

² Institutions and/or states did not require the assessments within an aggregate where data cells are blank.

³ Number of completers who took one or more tests in a category and within their area of specialization.

⁴ Number who passes all tests they took in a category and within their area of specialization.

⁵ Summary Totals and Pass Rate: Number of completers who successfully completed one or more tests across all categories used by the state for licensure and the total pass rate.

APPENDIX E

Regionally Accredited Organizations of Post-Secondary Education

Middle States Association of Colleges and Schools
Northwest Association of Schools, Colleges and Universities
North Central Association of Colleges and Schools
New England Association of Colleges and Schools
Southern Association of Colleges and Schools
Western Association of Schools and Colleges