

Undergraduate Admission

www.salisbury.edu/admissions/

For information on graduate admission refer to the Graduate Student Information section of this catalog, Page 15.

GENERAL INFORMATION

Salisbury University invites applications from all who are interested in pursuing programs in 43 majors leading to undergraduate degrees. Qualification for admission is determined without regard to race, color, religion, national origin or sex. Students who matriculate following acceptance assume responsibility for upholding the standards and traditions of the University and adhering to its regulations.

Campus Visits

The University encourages prospective students and their families to tour the campus and confer with the admissions staff. The Admissions Office provides tours every Monday through Friday at 1:30 p.m. except holidays when the University is closed. All tours originate from the Admissions House located at 1200 Camden Avenue.

In addition to weekday visits, there are several Saturday open houses held each semester. For more information about the open house schedule, call the Admissions Office or access the Web site at www.salisbury.edu.

APPLICATION REQUIREMENTS AND PROCEDURES

Admissions requirements set forth in the following sections are minimum requirements that may be subject to change after the *Undergraduate/Graduate Catalog* has been printed. In such cases, changes in admissions policy will be publicized.

Application Forms

Applications for admission, catalogs and other information regarding the University may be obtained on the University's Web site at www.salisbury.edu/admissions. Applicants should file their forms via the Web site. Similarly, all standardized test results should be officially forwarded electronically from appropriate testing centers such as ETS, the Educational Testing Center, or ACT, the Admissions Testing Program.

Application Fee

A \$45 non-refundable application fee is required with each application.

Freshman Admission Options

Salisbury University considers freshman applicants under three admissions plans.

Early Action is for high school seniors who apply and submit all required materials by December 1. Decisions for those applicants are made by January 15 and a nonrefundable deposit is required by May 1 for those offered admission.

Regular Admission is available for students who apply for admission by January 15. Candidates are usually notified of the admission decision by March 15. Those who are admitted have until May 1 to confirm their space in the class by submitting a deposit.

Early Admission is an admission option for academically talented high school students. Students who have completed the junior year of high school may be considered for acceptance into the regular University program provided they present evidence of outstanding academic achievement, a minimum GPA of 3.5, a minimum score of 1800 on the new Scholastic Assessment Test I, a positive recommendation from the high school and a certification of eligibility for a high school diploma under the early admission program. A personal interview with an SU admissions officer is required.

Transfer Admission

The Admissions Office will respond on a rolling basis to transfer applicants. Suggested filing deadlines for fall admissions are January 15 for freshman applicants and March 1 for transfer students. Applications received after the suggested filing dates are considered on a space-available basis.

Students applying for the spring semester will be notified of the decision on their applications beginning September 15, on a rolling admissions plan, provided their files are complete. The University reserves the right to close admissions when the projected enrollment is met.

Freshman students seeking on-campus housing for the fall semester who are guaranteed a room must complete the admissions process by May 1. Transfer students who are guaranteed housing must meet their specified deadline for the acceptance fee to reserve a space on campus. Payment of the acceptance fee completes the admissions process. Students paying the acceptance fee past their deadline will be housed on a space-available basis.

Students seeking on-campus housing for the spring semester also will be housed on a space-available basis.

Academic Scholarships

Each fall, the University awards nearly \$1 million in academic scholarships. The admissions application automatically qualifies students for consideration for these academic scholarships.

Entering freshmen who meet minimum requirements are contacted by the appropriate awarding group.

Social Security Number

All students are asked to submit their Social Security number. International students are encouraged to file for a Social Security number, although they are not eligible for Social Security benefits. The Social Security number is used as a resource to identify the student for administrative and financial records.

Students' disclosure of their Social Security number is voluntary. The student Social Security number is only released

to agencies or individuals outside the University at the request of the student or in accordance with federal and state requirements in regard to financial aid awards, Internal Revenue Services for student employee salary reporting and state comptroller's debt collection procedures.

For High School Graduates

The admissions review process considers the qualifications of all applicants in a holistic manner. The students' high school curriculum, performance in academic coursework and on standardized tests like the SAT and/or ACT, essay, recommendations, leadership experience, community service, talents, extracurricular activities and the ability to contribute to the diverse academic community at Salisbury University are many of the qualifications considered for admission.

Applicants are urged to take the SAT I or ACT no later than the last fall testing date. The ETS code number for Salisbury University is 5403 and the ACT code is 1716. Details concerning the administering of the SAT I or ACT may be obtained from any high school guidance counselor. Standardized test results must be sent officially from the appropriate testing center.

Students planning to enter college are encouraged to complete the college preparatory curriculum in high school. Within the college preparatory curriculum, a prospective student should have met the following minimum requirements for admission: four credits in English with at least one credit in composition, one credit in American literature and one credit in English literature; three credits in the social sciences; two credits in laboratory-based sciences; three credits in mathematics, with at least two credits in Algebra I and II and one credit in geometry; and two years in the same foreign language. Students lacking any of the above admissions specifications should contact the director of admissions.

Normally, successful candidates for admission to Salisbury University demonstrate strong college potential by earning at least above average grades in a solid academic program along with scoring above the national average on the SAT I or ACT.

For Non-High School Graduates

Applicants who are not high school graduates may qualify for admission by earning satisfactory grades on the High School Equivalency Examinations administered by the State Department of Education and by receiving the high school equivalency diploma. The applicant should contact the local board of education to make arrangements to take the examinations. SAT or ACT scores are required.

Admission of International Students

Salisbury University is authorized under federal law to enroll non-immigrant alien students.

International students who demonstrate appropriate academic ability, proficiency in the English language and the ability to finance all costs for their education may be offered admission. Applicants must have the following documentation submitted directly to the SU Office of Admissions by March 1 for fall admission or October 1 for spring admission:

1. an admissions application, which includes financial declaration;
2. official or certified true copies of all grade reports, diplomas and academic records (must include a copy in original language and English translation) certifying completion of at

least the equivalent of a U.S. academic high school diploma; and

3. for applicants whose native language is other than English, the Test of English as a Foreign Language (TOEFL) must be taken and official results submitted to the Office of Admissions. A minimum score of 550 on the written exam or 213 on the computer exam is required. TOEFL information may be obtained by contacting: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or on the Web at www.toefl.org.

International students must be admitted before the immigration document (I-20) will be provided. Salisbury University is authorized under federal law to enroll non-immigrant alien students.

For Immigrant Students

Any student applying for admission whose native language is other than English will be required to demonstrate an acceptable level of English proficiency in addition to meeting the basic requirements for admission to the University.

For Veterans

Veterans and dependents of veterans who are eligible for GI benefits and who have a high school diploma or equivalency may be admitted to Salisbury University. Veterans who have attended other colleges since their discharge are not included in this policy and should seek admission through the normal transfer process. Priority for the acceptance of veterans will be given to Maryland residents.

In addition to high school or college transcripts, each veteran must provide the Admissions Office with a certificate of eligibility. Since it generally takes 60 days or more to clear a VA application, applicants are encouraged to contact their nearest VA office within sufficient time prior to registration at SU. Initial contact for implementation of benefits should be directed to the Salisbury University Office of Veteran Affairs.

For Transfer Students

Students with acceptable records may be admitted from other regionally accredited (Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association of Schools and Colleges) collegiate institutions with requirements similar to those of Salisbury University. Transfer students should request application forms for admission from the Office of Admissions and are subject to the same payment procedures as incoming freshmen.

To be considered for transfer admission, a student must have earned at least 24 semester hours of college-level credit at an accredited community college or four-year college or university, and have a minimum 2.0 grade point average on a four-point scale. If the student has attended two or more institutions, the overall 2.0 will be computed on grades received in courses attempted at all institutions attended unless the student presents an associate's degree from the last institution attended. Transfer applicants leaving their last institution attended under conditions that would prevent further enrollment as a full-time matriculating student at that same institution are not considered eligible for admission to the University. The University's admission policy for entering freshmen, however, will apply to transfer students who have completed fewer than 24 semester hours of transferable credit at another institution.

Coursework completed at SU as a non-degree student will not contribute to the 2.0 GPA and 24 hour requirement. Students denied admission may not enroll as a non-degree student until admission requirements are satisfied.

Transfer students from accredited colleges enrolled in transfer programs will receive credit for the college-level work they have completed, with few exceptions. College Level Examination Program (CLEP) credit will be evaluated based on individual scores. Evaluations of students' previous coursework will be forwarded to them within several weeks of their admission. After being admitted to the University, students may make an appointment with a counselor in the Admissions Office to review the evaluation of transfer credit and to discuss selection of courses.

► General Transfer Policies

1. Transfer credits are evaluated by the Admissions Office in accordance with the Maryland Higher Education Commission regulations on General Education and transfer. Such credits may generally be applied to the 120 hours (minimum) of credit required for graduation and, if approved by the appropriate department, may count toward requirements in a major at Salisbury University.
2. A student attending Salisbury University in any regular fall or spring semester has until the end of the semester to complete all forms and to have official transcripts of all prior work from other institutions sent to the SU Admissions Office.
3. Grades do not transfer; the grade point average for a transfer student is computed only on the basis of coursework completed at SU. Once a course is taken at Salisbury University, the SU grade point average is not affected by repeating the course at another institution. Grades of transfer courses will be calculated for admission to specific academic programs that require a particular grade point average. However, credit earned while a student is enrolled in recognized cooperative programs with other Maryland state colleges and universities will be accepted as credit earned at Salisbury University. Coursework and grades earned will be applied toward graduation requirements at SU and these grades will be counted in the SU grade point average.
4. Credits earned in or transferred from a community college will be limited to 64 credits, and these hours may only be applied to credit at the 100 or 200 level.
5. To be eligible for the baccalaureate degree from Salisbury University, transfer students must earn at least 30 of the final 37 hours of credit from SU. Students enrolled in officially recognized cooperative institutions may include coursework taken at that institution within their final 30 hours at the University. Students completing their course requirements through an approved study abroad program are exempt from this policy.
6. Questions concerning the evaluation of transfer credit should be directed to the Office of Admissions. Students may appeal evaluations to the Office of the Vice President of Academic Affairs within the academic year in which the evaluations were made. Transfer evaluations more than one year old are not subject to appeal.

► Course-by-Course Evaluation of Transfer Credit

Most students will have their transfer credit from each institution attended evaluated separately on a course-by-course basis. Students transferring under specific transfer agreements such as the AAT should refer to their academic department for specific transfer policies.

For transfer purposes, each institution must display a minimum 2.0 GPA before transfer credits will be considered. If any institution's GPA is below 2.0, SU will remove courses with grades below C until the student's GPA at that school reaches at least 2.0 and then evaluate the remaining courses for transferability. Detailed information concerning recommended transfer programs may be obtained by accessing SU's Web site regarding transfer students. Courses a transferring student plans to apply toward a degree at Salisbury University are evaluated in one of the following four categories:

1. Approved for General Education credit
2. Approved for lower-level credit
3. Approved for upper-level credit
4. Not approved for transfer credit

All courses approved for transfer credit will be listed as specific courses, as General Education or as elective credit at Salisbury University. In order for any of these courses to qualify for upper-level credit at SU, they must be taught at the upper level both at SU and at the sending institution. All lower-level courses from the sending institution, all courses from community colleges and all courses which are upper level at the sending institution but which are lower level at Salisbury University will be evaluated as lower-level courses. Some transferred courses, either upper level or lower level, may be used to satisfy requirements in particular majors. Each department determines its own policies in this matter and evaluates each student's record on a course-by-course basis.

Any fieldwork experience, internship or practicum from a two-year institution not under the direct supervision of Salisbury University is not considered transferable.

While most courses from other regionally accredited institutions (Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association of Schools and Colleges) are applicable to a degree at Salisbury University, courses the University views as not academic in nature and which are not compatible with existing programs may not be transferred to the University and applied toward degrees.

For Former SU Students

► Readmission

Matriculated students who do not enroll at the University during a regular fall or spring semester must apply for readmission through the Registrar's Office. Students who have been academically dismissed may only apply for readmission once they have met the minimum criteria as outlined in the dismissal and readmission policies. Students must declare a major at the time of readmission.

Students who have attended other regionally accredited institutions (Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association of Schools and Colleges) since leaving Salisbury University must arrange to have official transcripts sent from those institutions directly to the Office of Admissions.

Students who have completed an undergraduate degree at Salisbury University and wish to pursue another undergraduate program should submit an application to the Office of Admissions.

► **Academic Clemency Policy**

To encourage students who have left the University with poor academic records to subsequently return and succeed, the University is prepared to extend academic clemency to students returning to SU after a five-year absence.

Students who have not attended the University for at least five years are eligible to apply for academic clemency one time during their academic careers, and they must apply during their initial semesters, terms, or sessions as returning students.

Students applying for academic clemency must complete

an Academic Clemency Form on which they request to have up to 16 credit hours of D and F work removed from their GPAs by changing these grades to XD and XF, respectively. When academic clemency is granted for D grades, the previously earned credits will be lost and may no longer be applied to any graduation requirements. Students who receive academic clemency are not precluded from graduating with honors.

Academic Clemency Forms may be obtained from the Office of Academic Affairs and on the Web at www.salisbury.edu/registrar/forms.