

# Graduate Student Information

[www.salisbury.edu/gradstudy](http://www.salisbury.edu/gradstudy)

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Salisbury University is approved for graduate instruction by the Middle States Association of Colleges and Schools and the Maryland Higher Education Commission. The University offers graduate programs leading to the Master of Business Administration, the Master of Education in curriculum and instruction, the Master of Education in educational leadership, the Master of Education in reading, the Master of Arts in Teaching (in cooperation with the University of Maryland Eastern Shore), the Master of Arts in English, the Master of Arts in history, the Master of Science in nursing, the Master of Science in applied health physiology, the Master of Science in geographic information systems (GIS) and public administration, the Master of Science in mathematics education and the Master of Social Work. Graduate study is also available for advanced certificates in family nurse practitioner, health care management, mathematics for middle school teachers, teaching and learning with technology, teaching english to speakers of other languages (TESOL) and for post-baccalaureate students seeking graduate credit in both academic and professional areas.

During the fall and spring semesters most graduate students enroll for courses offered during the University's evening program. This program consists mainly of courses meeting once per week throughout the semester in either late afternoon or evening sessions of approximately three hours each. A limited number of courses open to both graduate students and advanced undergraduates are available in the regular daytime program. In addition, graduate study is available during the University's summer sessions and winter term. Residence hall accommodations are available to graduate students only during the summer sessions and winter term.

Requirements for admission to graduate school include a completed Application for Graduate Program Admission, the application fee and official transcripts from all undergraduate and graduate institutions attended unless otherwise noted by the department. Additional requirements vary by specific program.

The following policies are general outlines of graduate work at Salisbury University. However, an individual professor may have requirements that are outlined on the course syllabus that also must be met by students taking the course. Please note, unless otherwise specified, policies for undergraduate and graduate students are the same.

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## GRADUATE STUDY MISSION STATEMENT

The faculty and administration of Salisbury University accept the responsibility of enhancing graduate students' ability to obtain, understand and assess accurately information and ideas, to think reasonably and independently, and to speak and write intelligently and effectively.

Graduate education at Salisbury University encourages students to expand knowledge and facility in their respective fields of study, and to embrace an ethos dedicated to the

continued acquisition of knowledge and the pursuit of the intellectual ideal.

The graduate faculty of the University demonstrate the competence, experience, professional association, instructional mastery, scholarly productivity and service involvement essential to the development of high quality learning. They further recognize that cooperative research and professional enterprise are paramount to the enhancement of graduate-level erudition.

The faculty believe that the substance and method of instruction and research must foster in students a disposition for responsible conduct characterized by integrity, fairness, respect for others, dedication to the pursuit of truth and a willingness to re-examine one's own convictions. One of the University's primary objectives is to cultivate a desire for excellence, a reverence for high principles and the ability to participate in the public forum as informed, committed citizens.

The University prepares graduate students to work confidently and effectively in their chosen career and provides counsel, guidance and instruction appropriate to the requirements of graduate programs. Coherent thought, sound judgment and effective communication will be demonstrated by students in all areas of study.

Because students at every level of study have interests and needs beyond the scope of academic life, the faculty and administration provide and sponsor those services and extracurricular activities which are consistent with the goals and purposes of the institution in general and the graduate program in particular. Furthermore, the University is committed to the integration of graduate students into the social and cultural fabric of campus and community life.

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## Objectives

Graduate study at Salisbury University provides baccalaureate degree holders from both the U.S. and abroad with opportunities for professional advancement and personal enrichment. The graduate curriculum is designed to assist such students in attaining greater mastery of their fields of specialization, improving skills in pursuing independent study, and increasing professional knowledge and ability through the study of new findings in areas of special interest.

The University especially recognizes its obligation to baccalaureate degree holders residing on the Delmarva Peninsula and strives to offer constructive coursework at the graduate level designed to meet their specific needs throughout the year.

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## ADMISSION TO A GRADUATE DEGREE PROGRAM

Applications for admission to graduate degree programs are considered from individuals who have earned baccalaureate degrees from regionally accredited institutions of higher learning, institutions accredited by the Maryland Higher Education Commission, or commensurate international

institutions. Students seeking admission to graduate programs with the intent of completing a master's degree or certificate program can obtain application materials from the Admissions Office or the SU Web site ([www.salisbury.edu/apply/GradApp.pdf](http://www.salisbury.edu/apply/GradApp.pdf)). Students not seeking degrees should refer to the "Non-Degree Student Enrollment" information in this section of the catalog. Students seeking information about master's degree programs should contact the appropriate program director or access "Graduate Degree Programs" on the SU Web site ([www.salisbury.edu/gradstudy/index.html](http://www.salisbury.edu/gradstudy/index.html)).

To apply for graduate admission, applicants must:

1. submit a completed Application for Graduate Program Admission, with the application fee, to the Office of Admissions;
2. have official transcripts sent to the Office of Admissions from EVERY college and university attended unless otherwise noted by the department;
3. if seeking in-state tuition, submit a completed Residency/Domicile Information form to the Office of Admissions; and
4. submit the additional documentation, specified by the applicant's degree program, to the appropriate graduate program director.

Once these documents arrive, the student's file will be forwarded to the appropriate graduate program director. When all required program-specific forms and documents arrive in the graduate program office, the program director will complete the application evaluation and notify the applicant of the admission decision. It is the applicant's responsibility to verify that all required forms and documents have arrived at the University.

Students enrolled in the last semester preceding their graduation from undergraduate study will be reviewed for graduate admission provided their most current transcripts are available. Admission to a graduate program may be granted, contingent upon completion of the bachelor's degree prior to entering graduate study at SU. Admission to the University is granted without regard to race, color, religion, national origin, sex, age, marital status, disability or sexual orientation.

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## NON-DEGREE STUDENT ENROLLMENT

Eligible students who wish to enroll as non-degree graduate students (not formally admitted to a graduate degree program) are not required to complete a formal application for admission and may schedule up to two graduate classes per term. 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 scheduling 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.

Certain graduate courses are available only to students formally admitted to a degree program. (Refer to the individual course descriptions for more information.)

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## CONTINUOUS ENROLLMENT

Students admitted to graduate degree programs must maintain continuous enrollment by completing at least one graduate course every calendar year. Admitted students who do not complete at least one graduate course each calendar year are automatically withdrawn from their graduate degree program and must apply for readmission.

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## READMISSION OF GRADUATE STUDENTS

Students admitted and matriculated into a graduate degree program must complete at least one SU graduate course in a calendar year (including the fall, winter, spring and summer terms) to maintain their admitted status. Students who fail to complete at least one SU graduate course in a calendar year and wish to re-enter the graduate program, must request to be reactivated through the Registrar's Office. All students seeking reactivation must:

1. have official transcripts sent to the SU Admissions Office from all institutions attended since last leaving SU;
2. complete the Reactivation Application and take it to the graduate program director for authorization to be reactivated; and
3. if a resident of Maryland, complete the Residency Form and submit it with the Reactivation Application.

There is no processing fee for reactivation. However, students who have not completed a course credited to a graduate degree program at SU for seven or more calendar years must submit a new application for admission along with the application fee. They must also submit the documents specified in items one and three (if appropriate) above.

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## ADMISSION OF INTERNATIONAL STUDENTS

International students who demonstrate graduate ability and proficiency in the English language may be offered admission. International students should submit all required documents by May 1 for fall admission and September 1 for spring admission.

The University requires the following documents for graduate admission:

1. Application for Admission Graduate Programs
2. University International Student Application Supplement
3. Official or certified true copies of all grade reports, diplomas and academic records (Documents should include a copy in the original language, along with an English translation.)
4. University Declaration of Finances form
5. Contact individual programs for additional application requirements.

Applicants whose native language is other than English must take the Test of English as a Foreign Language (TOEFL) and have official results sent 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](http://www.toefl.org).

All documents must be sent directly to the Admissions Office by the institution that provided each official document.

International graduate student applicants may be required to have their credentials reviewed by professional, external evaluators identified by Salisbury University. If such external review is necessary, appropriate forms will be sent to applicants early in the admission process. International students must be admitted to a degree program before the immigration document (I-20) will be provided.

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## REGISTRATION

To receive academic credit for coursework, students must be officially registered. Students must register during the periods indicated in the academic calendar. Late registrants are required to pay a late fee. The University reserves the right to discontinue any course or course section for which there is insufficient enrollment. Students should refer to the University Web site for details regarding registration procedures and course offerings.

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## TRANSFER CREDIT

Graduation from an SU graduate program requires that a minimum of 21 semester hours of the program-required credits must be satisfactorily completed at SU. Some graduate programs require more than 21 semester hours of the program-required credits be satisfactorily completed at SU. Students are advised to refer to the appropriate program description in this catalog.

On the recommendation of the faculty advisor and with the approval of the master's degree program director, a student may transfer graduate credit from other regionally accredited institutions, providing these credits are directly related to the student's program of study, approved by the student's program director, found acceptable for graduate degree credit by the offering institution, and confirmed by an official transcript showing graduate credit earned with a minimum grade of B. All SU programs have a specific maximum transfer credit allowance; see appropriate program description.

Current students planning to earn graduate credit at another institution for possible transfer toward master's degree requirements at Salisbury University must first complete a Permission to Study at Another Institution Form and receive authorization from both the program director and registrar's representative. Students should provide a copy of the course title and description, course syllabus, and the number of semester hours of instruction, so that a decision can be made in advance regarding the acceptability of the course for transfer. In each case, the student should make certain that the course is deemed graduate level by the offering institution. No credit will be awarded for any course completed without prior approval.

Coursework earned through correspondence is not eligible for transfer. Transfer credit completed more than seven years prior to the date of graduation will not be counted toward

a graduate degree (see "Time Limitation"). Transfer credit that has been applied to one graduate degree may not be applied to a second graduate degree.

The cumulative grade point average of each student will be calculated *only* on coursework completed at Salisbury University.

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## INTER-INSTITUTIONAL REGISTRATION

Credit earned through Inter-Institutional Registration with other University System of Maryland institutions will be accepted as credit earned at Salisbury University. Coursework and grades earned will be applied toward graduation requirements at Salisbury University, and will be counted in the SU grade point average.

Graduate students who wish to participate in the Inter-Institutional Registration Program may register at SU using the University System of Maryland Application for Inter-Institutional Enrollment form available at the Registrar's Office. The policies and procedures for this program are also available at the Registrar's Office.

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## FACULTY ADVISORY SYSTEM

Upon admission to a master's degree program, students are assigned appropriate faculty advisors who help them develop a valid plan of study and, once the students have met program requirements for their master's degree, recommend them for graduation to the appropriate program director.

Students are ultimately responsible for formulating plans of study which satisfy University and master's program requirements, while meeting personal and professional goals. To develop and schedule such plans of study effectively, students should meet with their faculty advisors upon admission to the degree program, periodically throughout the program and at the start of the semester prior to the awarding of the degree. Where students and faculty advisors agree on deviations from the prescribed programs of study, such changes must be approved in writing by the advisor and program director. Non-degree graduate students considering application to graduate degree programs are encouraged to seek advisement from the appropriate graduate program director.

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## CATALOG SELECTION

Students admitted to master's degree programs are generally allowed to satisfy graduation requirements as stated in any single catalog of the University that satisfies all of the following conditions:

1. The catalog selected is in effect for the semester of the student's formal admission to a master's degree program, or any subsequent catalog in force while enrollment within the program is maintained, provided it does not predate the student's year of graduation by more than seven years.
2. The catalog selected meets all requirements imposed by external agencies.
3. The catalog does not require the University to retain and/or provide discontinued policies, curricula, special facilities or resources unnecessary for the completion of the existing academic program.

## TIME LIMITATIONS

All work applied to a master's degree, including transfer credits and thesis, must be completed within seven calendar years after the date on which the first course meeting degree requirements was completed. Any course completed more than seven years prior to the final completion date of all graduation requirements cannot be used toward graduation.

All grades earned, however, will be used in figuring grade point averages regardless of when the work was completed. The grades from all transfer courses will be included in the GPA calculated for admission or readmission, and the grades from all SU courses will be included in the GPA calculated toward graduation.

## FULL-TIME AND PART-TIME ENROLLMENT STATUS

Full-time status during the fall and spring semester requires enrollment in a minimum of nine graduate semester hours (six hours for graduate assistants). Full-time status in the winter and summer terms requires enrollment in a minimum of six graduate semester hours.

Half-time status during the fall and spring semester requires enrollment in a minimum of five graduate semester hours. Half-time status in the winter and summer terms requires enrollment in a minimum of three graduate semester hours.

Overload requests for course loads in excess of 12 hours during the fall or spring semester, nine hours during the summer term or six hours during the winter term, must be approved by the program director.

## CLASS ATTENDANCE

Students are expected to attend all class meetings of courses for which they are registered, unless informed otherwise by the instructor concerned. Frequent unexcused absences, together with unsatisfactory work due to absence, may result in exclusion from the course. Individual professors may have requirements that are outlined on the course syllabi that also must be met by students taking the course.

## COURSE NUMBERING SYSTEM: GRADUATE CREDIT

Courses at the 500 and 600 levels offer graduate credit exclusively. Some graduate courses are cross-listed with undergraduate 400 level courses. Graduate students enrolled in cross-listed courses are expected to do graduate-level work and to meet requirements more rigorous than those established for undergraduates. It is the responsibility of the instructor to define the precise quality and quantity of work expected from members in their classes.

## GRADING SYSTEM

A four-point grading system is used to identify the quality of academic work. The grade of A carries 4.0 quality points per credit hour, B+ carries 3.5 points, B carries 3.0 points, C+

carries 2.5 points, C carries 2.0 points, D carries 1.0 points and F carries no points. A cumulative grade point average of 3.0 on all graduate work taken at the University is required for graduation.

Grades will indicate academic achievement as follows:

Grade	Quality Pts.	Evaluation
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Below Standard
C	2.0	Unsatisfactory
D	1.0	Poor; no credit toward degree allowed
F	0.0	Failure
AU	0.0	Audit; approved attendance without credit
I	0.0	Incomplete
IP	0.0	In Progress; used for grading on-going projects and independent studies; will be converted to letter grade upon completion
NR	0.0	Grade not reported by instructor
W	0.0	Withdrawal
WP/WF	0.0	Withdrawal Passing/ Withdrawal Failing
R	0.0	Repeated Grade; "R" preceding a grade denotes that the course has been repeated
I_	0.0	Inactive Grade; "I" preceding a grade denotes that the grade is not calculated in the GPA and cannot be applied to the graduate program

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

The solitary symbol "I" denotes non-completion of course material for reasons beyond the student's control and is assigned only if the course deficiencies result from unavoidable circumstances. This symbol generally becomes a grade of F if the work is not made up 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.

The symbol "W" denotes that the student officially withdrew from individual courses or from the University during the schedule adjustment period of the term or semester for which the courses were scheduled. (For specific dates, students should refer to the University's "Academic Calendar.") At the end of the schedule adjustment period, students may no longer withdraw from individual courses but must withdraw completely from the University to avoid receiving F grades. For students who withdraw completely from the University after schedule adjustment, the symbol "WP" (withdraw passing) or "WF" (withdraw failing) is assigned to each class to denote the student's achievement at the time of withdrawal. These grades are non-punitive, however, and will not be calculated in the student's grade point average.

## Auditing Courses

Full tuition and fees must be paid for audited courses. Audited courses may not be counted as part of the students' load, and may not be applied toward the completion of any program requirement or toward the master's degree. Changes in registration, to or from audit, are permitted only during the drop/add period. Students auditing courses are expected to

attend classes or laboratories in accordance with the established class attendance policy. Students who do not attend class will receive a grade of “W.”

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## Repeating Courses

While students may not receive credit more than once for courses that cover the same content, it may be possible for students to repeat courses in order to improve their grade point average. However, the last grade received for a course (whether the grade is higher or lower than the original grade) is used to compute a student’s cumulative grade point average. All graduate programs have strict limitations on the number of courses that may be repeated. No program permits more than two course repetitions for the purpose of grade improvement. Some permit fewer than two. Students should consult their specific graduate program for policies concerning the repeating of courses.

In some instances students may repeat special topics courses offered under like course codes if allowed by the department.

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## Challenge Exams

Challenge exams will not be recognized for graduate credit at Salisbury University except for the Master of Business Administration and the Master of Social Work programs that use challenge exam credit to establish competence in designated foundational courses.

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## ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a cumulative grade point average of at least 3.0 for all graduate courses. Graduate programs vary as to their policies regarding grades below B. No program permits more than two grades below B to count toward a degree. Some permit fewer than two. Students should consult the policies of their specific graduate programs for further information about program academic standards.

Students whose cumulative average falls below 3.0 will be placed on academic probation for a maximum of one calendar year and allowed nine semester hours, which includes a repeated course, to return their grade point average to 3.0. During probation, students are dismissed if they do not improve their grade point average following each term they complete a class or it is determined they cannot return their grade point average to at least 3.0 by the conclusion of the nine semester hours or one calendar year. All students who return their grade point average to at least 3.0 during the probationary period will be returned to good academic standing. Students in graduate degree programs will be informed of probationary status or dismissal by the school dean or program director. Non-degree students will be informed of probationary status or dismissal by the provost.

In exceptional circumstances, students dismissed for academic deficiency may be considered for readmission to their graduate degree program or to another master’s degree program. *In no case will such readmission for graduate study be granted prior to one calendar year following the term of dismissal.* These students must submit the application for reactivation to the Registrar’s Office at least 90 days prior to the term for which admission is desired. A letter providing the reasons for lack of previous academic success and indicating why acceptable academic performance should be expected in

the future must accompany each application. The director of the appropriate degree program will make the final readmission decision.

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## Appeal and Grievance Process

Graduate students may appeal decisions made under the academic policies and regulations set forth in this catalog. Prior to initiating the appeal and/or grievance process, students should confer with their faculty advisor/program director. Students may choose either or both an “informal” and/or a “formal” process. In the informal process, a classroom-related appeal or grievance is heard first by the instructor. A program-related appeal is heard by the program director. The informal appeal and grievance processes proceed from instructor to program director to department chair (if the student’s program is housed within one department) and finally to the school dean. Procedures for handling formal appeals and grievances are listed in the *Student Handbook*.

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## Academic Integrity

Integrity is a principle which permeates all the activities of the University and which guides the behavior of faculty, students and staff. The principle of academic integrity is manifested in a spirit in which truth is pursued, in a process by which students learn about the concept of integrity, and in a procedure for determining individual accountability for the standard of integrity. The spirit of academic integrity denotes adherence to the precept that “one’s work is one’s own.” The process by which integrity is upheld assumes clear communication of University expectations, standards, and policies and clear communication of students’ and faculty’s rights and responsibilities.

Academic misconduct, a breach of academic integrity, may include but is not limited to the following:

- Plagiarism—presenting as one’s own work, whether literally or in paraphrase, the work of another.
- Cheating on exams, tests and quizzes—the wrongful giving or accepting of unauthorized assistance, the giving or taking of unauthorized exam material, and/or the use of illegitimate sources of information.
- Illicit collaboration with other individuals in the completion of course assignments.
- The use of fraudulent methods or communications related to laboratory, studio, field work or computer work.
- Other acts generally recognized as dishonorable or dishonest which bear upon academic endeavors.

Procedures for handling cases of academic misconduct are listed in the *Student Handbook*.

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## GRADUATE FINANCIAL ASSISTANCE

(See Financial Aid section for additional information.)

A limited amount of financial aid in the form of graduate assistantships from the University and scholarships from the Maryland State Scholarship Administration (Maryland residents only) is available each year to selected graduate students. Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA) and indicate Salisbury University (title IV code of 002091) to receive the results. Students may also apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Information concerning such assistance may be obtained from

the Financial Aid Office.

The type of aid available to graduate students includes:

► **Rick Dudley Scholarship Fund for Graduate Students with Disabilities**

The first Salisbury University Foundation, Inc. scholarship for graduate students, the Rick Dudley Scholarship Fund for Graduate Students with Disabilities, provides assistance for disabled scholars. This scholarship program is a continuation of the Dudley family's abiding faith in the power of education to change lives.

The Dudley Scholarship provides varying scholarship amounts to assist in a variety of situations. Full-time graduate students can receive \$5,000 per year for up to three years; part-time graduate students enrolled in four to six credit hours per semester can receive \$3,000 per year for up to four years; and part-time graduate students enrolled in three or fewer credit hours per semester can receive \$1,500 per year for up to four years. Applicants must meet the requirements of acceptance into a graduate program at Salisbury University and remain enrolled and in good standing in a graduate

► **William D. Ford Direct Loan Program:**

The Ford Direct Loan Program is available to students whose classification is a graduate master's degree seeking student and enrolled in at least six credit hours per semester program.

► **Graduate Assistantships**

Salisbury University offers a number of graduate assistantships on a competitive basis. Information and application forms may be obtained from the school deans or graduate program directors. Completed forms, including required supporting documents, should be returned to the appropriate dean(s) or graduate program director(s) as early as possible preceding the academic year or semester for which an assistantship is sought.

Graduate assistants are eligible to receive a salary and tuition waiver of up to 18 credits per year (fall, winter, spring, and summer I and II). To be eligible for the tuition waiver students must enroll for a minimum of six credits in both the fall and spring terms. Tuition is waived only for courses applicable toward master's degree requirements. The waiver of tuition does not include waiver of fees.

Assistantships are generally awarded for one semester, beginning in the fall, and may be continued in the spring semester, based on the recommendation of the dean, department chair or graduate program director.

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## **Return of Title IV Funds Policy**

The federal government's policy states that if a Title IV aid recipient (Direct Stafford Loan, Direct PLUS Loan, Carl Perkins loan, Pell Grant, SEOG) 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.

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## **GRADUATE TUITION AND FEES**

Tuition and fees for each semester may be changed and new ones established at any time by action of the Board of Regents of the University System of Maryland. Please refer to the Cashier's Office Web site, [www.salisbury.edu/admin/cashiers/](http://www.salisbury.edu/admin/cashiers/), for a complete listing of tuition, fees, and special course fees and other related expenses, as well as current prices. All fees including those incurred by students for miscellaneous items such as lost library books and fines, parking fines, lost athletic equipment, telephone charges, disciplinary fines and damage to University property are also defined as "mandatory fees."

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## **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.

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## **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.

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## **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.

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## **OFFICIAL WITHDRAWAL AND REFUND PROCEDURES**

**Students are urged to note this information with care.** A graduate student who finds it necessary, after registration, to drop a part of his/her course load, or to withdraw from the University completely for that term, should in all cases complete the official drop or withdrawal form and submit it to the Office of the Registrar. This assures the student that any refund due will be processed automatically, and that the change of registration will become a matter of record.

Students failing to comply with regulations governing official withdrawal and/or dropping of courses will receive a grade of F for courses from which they withdraw or drop unofficially, and will forfeit all right to refunds which might otherwise be made.

Detailed procedures for official withdrawal from the University and official dropping of courses, including deadlines for submitting forms necessary for the disbursement of refunds, appear regularly in the *Registration Bulletin* published each term.

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## APPLICATION FOR DIPLOMA

It is the responsibility of the individual graduate student to check with his/her faculty advisor to make sure that all degree requirements have been fulfilled and to make the necessary arrangements with the Office of the Registrar for graduation.

Each degree candidate must make application for his/her diploma. The Application for Diploma is available in the Office of the Registrar and must be completed and returned to the Registrar's Office. Deadlines are posted on the Registrar's Office Web site. If the student fails to file the Application for Diploma by the posted deadline, graduation may be delayed one semester. Any student who finds it necessary to postpone graduation must submit a new Application for Diploma to the Office of the Registrar.

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## TRANSCRIPTS AND CERTIFICATION OF COMPLETION OF DEGREE REQUIREMENTS

Transcripts of graduate records and certification of the completion of degree requirements may be obtained by contacting the Registrar's Office. Certification of completion of degree requirements will be made only after all requirements are, in fact, completed and after the Application for Diploma is submitted. All financial obligations to the University must be met before a transcript is issued.

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## PROFESSIONAL CERTIFICATION

Requirements for the various teaching and administrative state certificates change from time to time and are determined by agencies other than the University. Therefore, the University cannot guarantee that a particular graduate program will automatically fulfill requirements for any of the various certificates available. Students seeking such certification are advised to consult a certification specialist within their state department of education or state board of nursing for information on the particular certification requirements they may wish to meet.

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## GRADUATE STUDENT ASSOCIATION

The Graduate Student Association helps to promote social, academic and professional opportunities for all graduate students at Salisbury University. The GSA also acts as a liaison between the Graduate Council (the administrative and graduate faculty governing body of graduate programs) and the graduate student body. The GSA works closely with the Graduate Council to promote quality programs and services for graduate students.

The Graduate Student Association at Salisbury University is a member of the National Association of Graduate and Professional Studies and the Association for the Support of Graduate Students. It is open to all graduate students at the University. The campus address is graduate study coordinator, Office of Admissions, Salisbury University, Salisbury, MD 21801. The e-mail address is [gsa@salisbury.edu](mailto:gsa@salisbury.edu). Information on GSA meetings, activities and services for graduate students is available.

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## GRADUATE COUNCIL

The Graduate Council recommends academic policies and procedures to the administration of the University and serves as an advisory board to review appeals on matters concerning the interpretation of regulations governing graduate study and the degree programs as related to the University as a whole. The council approves all changes in the graduate curriculum, evaluates trends in graduate education and makes recommendations to the administration concerning the mission of graduate education and the utilization of resources within the University to meet the needs of its graduate constituency.

See [www.salisbury.edu/gradstudy](http://www.salisbury.edu/gradstudy) for further information.