

# Undergraduate Admission

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

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

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## 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 gender. Students who matriculate following acceptance assume responsibility for upholding the standards and traditions of the University and adhering to its regulations.

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### Campus Visits

The University encourages prospective students and their families to tour the campus and confer with the admissions staff. The Admissions Office provides information sessions every Monday through Friday at 1:30 p.m. followed by a campus tour at 2 p.m., except holidays when the University is closed. All visits 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/admissions](http://www.salisbury.edu/admissions).

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## 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.

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### 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](http://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.

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### Application Fee

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

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### Freshman Admission Options

Salisbury University has three admissions plans under which freshman applicants are considered:

**Early Action** is for high school seniors and second bachelor's degree nursing students who submit their applications and requirements by December 1. Decisions are made by

January 15 and a nonrefundable \$200 deposit is required by May 1 for freshmen. As a deposit for incoming freshmen is not required until May 1, Early Action is considered a "non-binding" agreement.

**Regular Admission** is available for students who apply for admission by a recommended deadline of January 15 and any second bachelor's degree nursing students who wish to be considered on a space-available basis. Candidates are notified of the admission decision by March 15 and those who are admitted have until May 1 to confirm their space in the class by submitting a nonrefundable \$200 deposit. Applications received after the deadline will be considered on a space-available basis.

**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 which would include a minimum 3.5 cumulative grade point average on a 4.0 scale, commendable scores on the new SAT or ACT (1800 new SAT or 28 ACT is the minimum considered for Early Admission) and 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 the SU director of admissions or appointee is required.

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### For High School Graduates

Admission to Salisbury University is granted to those applicants whose academic qualifications give promise of success in college. The evaluation of the applicant's chances for academic success is the responsibility of the Admissions Office, which foremost considers the applicant's high school record. Should the student applicant have earned a weighted cumulative grade point average of 3.50 or higher on a 4.0 scale, the applicant has the choice of submitting a standardized test score. Applicants choosing to exclude standardized test scores should provide a personal essay to support individual achievements and/or experiences which would not be evident from a review of the official high school transcripts. With a weighted grade point average less than 3.50, applicants must submit their SAT or ACT scores as part of the admissions requirements. Leadership qualities, community service, artistic talent, athletic talent and diversity of background, including cultural, experiential and geographic, are additional factors used in the holistic review of each applicant. An essay, while not required, is recommended.

Applicants who wish to be considered for scholarships are urged to take the SAT or ACT no later than the fall testing date. Details concerning the SAT I or ACT may be obtained at [www.sat.org](http://www.sat.org) or [www.act.org](http://www.act.org). All standardized test results must be officially forwarded to Salisbury University from the respective testing centers or your high school guidance office.

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; three credits in the social

sciences; two credits in laboratory-based sciences; three credits in mathematics, including Algebra I and II and geometry; and two years in a world language or technology-approved credit.

Successful candidates for freshman admission to Salisbury University will have demonstrated strong college potential during their years in high school.

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## Suggested Application Dates

Recommended filing dates for fall regular admission are January 15 for freshman applicants and rolling for transfer students. Apply online at [www.salisbury.edu/apply](http://www.salisbury.edu/apply).

Students applying for spring semester will be notified of the decision of the applications on a rolling admissions basis, 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. The payment of the \$200 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. Applicants must be admitted and must have completed the Free Application for Federal Student Aid (FAFSA) to be considered for financial aid. The forms should be submitted as soon as possible after January 1, even if income information must be estimated for the previous tax year (SU FAFSA code - 002091).

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## 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.

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## Academic Scholarships

Each fall nearly two million dollars in academic scholarships are awarded through the University. The admissions application automatically qualifies students for consideration for these academic scholarships; however, submission of the Free Application to Federal Student Aid (FAFSA) would allow consideration for any academic scholarships that also require financial need.

Based on the academic qualifications within the applicant group for any given year, the applicants who may qualify for scholarship awards will vary. As a standard the most meritorious students, as defined by a combination of highest grade point average and most competitive standardized test scores, are presented scholarship awards. Therefore, students desiring full consideration for academic scholarships for the fall semester should submit completed applications for admissions, including standardized test scores, by January 15.

Some academic scholarships are based on particular majors as well as other criteria. Entering freshmen who are being considered for scholarships will be contacted by the appropriate awarding group should additional information be necessary. See a complete listing of available scholarships and corresponding criteria in the "Scholarships for Entering Freshmen" section of the Financial Aid chapter of this catalog. Typically, scholarship awards are announced mid-March for students who have met all deadlines.

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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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## 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 where applicable, 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 from the high school.

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.

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## For Non-High School Graduates

Applicants who are not high school graduates may qualify for admission by earning competitive 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.

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## 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. professional course-by-course evaluation of all foreign academic transcripts. This professional evaluation determines the student's academic level within the American educational system. Prospective students are required to pay the cost associated with the evaluation (approx. \$100-\$150). The following credential services are approved by SU: World Education Services, Inc. ([www.wes.org](http://www.wes.org)) and Educational Credential Evaluations ([www.ece.org](http://www.ece.org)); and
3. for applicants whose native language is other than English, the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) must be taken and official results submitted to the Office of Admissions. A minimum score of 550 on the written exam, 213 on the computer exam or 79 on the Internet-based 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). IELTS information may be obtained by contacting: IELTS International, 100 E. Corson St., Suite 200, Pasadena, CA 91101, USA, or on the Web at [www.ielts.org](http://www.ielts.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.

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## 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.

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## 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.

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## 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 are encouraged to submit their application online at [www.salisbury.edu/apply](http://www.salisbury.edu/apply).

To be considered for transfer admission, a student must meet each of the following qualifications:

1. Have a cumulative GPA of 2.0 or higher on a 4.0 scale; for students who have attended more than one institution, a cumulative average from all previous college work attempted at regionally accredited community colleges and four-year institutions attended will be computed.
2. Have earned a minimum of 24 transferable semester hours of college-level credit from a regionally accredited community college or four-year college or university.
3. Have left the last institution of attendance in good academic standing and with a clear disciplinary record.

The University's competitive admission policy for entering freshmen, however, will apply to transfer students who have completed fewer than 24 semester hours of transferable credit and earned a 2.0 GPA 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.

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.

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## **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](http://www.salisbury.edu/registrar/forms).