

# Registration and Student Records

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

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

## REGISTRAR'S OFFICE

The Registrar's Office, located in Holloway Hall, handles registration for all credit-bearing courses offered by the University and maintains student biographical and academic records. The office publishes online and regularly updates a comprehensive academic calendar, registration procedures, a complete list of course offerings, and other materials pertinent to the advisement and registration process for the upcoming term.

## REGISTRATION

### General Information

To receive academic credit for a course, a student must be officially registered for the course. Normally, students are not allowed to enroll in any new coursework after the first week of classes. The University reserves the right to discontinue any under-enrolled courses or course sections.

### Academic Advisors

Academic advisors provide students with pertinent information about their majors and assist in planning their programs of study. Once students have selected their majors, they are assigned faculty advisors in their major departments. Students declaring undecided as their major are assigned advisors by the Office of Academic Affairs. Students are encouraged to make an appointment with their faculty advisors early in the semester to discuss their programs and goals. Students must confer with their assigned academic advisors regarding course selection, requirements and other academic matters prior to registration each semester.

### University System of Maryland Inter-Institutional Registration Program

The Inter-Institutional Registration Program at Salisbury University is designed to foster an interchange of students between Salisbury University (the home institution), University of Maryland Eastern Shore (the host institution) and the other University System of Maryland institutions. Students wishing to participate in this program must first seek approval from both institutions through an Inter-Institutional Registration form available from the Registrar's Office. Enrollment is based on a space-available basis. Students are expected to have met the prerequisites and other criteria set for screened or restricted programs of study.

Interested students must have a combined semester course load enrollment at both institutions of at least 12 credits, and at least six of the credits must be taken at Salisbury University. SU students pay full-rite tuition and fees to Salisbury University and may be assessed additional fees by the host institution. The grades and credits earned in applicable courses taken through inter-institutional registration

will be considered as resident credit and, therefore, will be included in the calculation of semester and cumulative totals on SU records. Students must follow the course withdrawal deadlines of the host institution. Special permits, parking and other fees at the host institution will be billed by the host institution and are the responsibility of the student electing to participate in the program. For additional information, contact the SU Registrar's Office.

### Registration

Matriculated freshmen enrolling for the fall semester participate in an organized advisement and registration session during the summer orientation program. An abbreviated program is provided for matriculated transfer students entering for the fall semester, and all matriculated new students entering for the spring semester.

For current students, Program Planning is held mid-semester in the spring and fall. Students are responsible for establishing advisement appointments with their faculty advisor. Once they have received approval from their advisor, students will register via self service on their GullNet account at assigned appointment times.

Non-matriculated students may register for fall and spring semester courses during the time periods indicated in the academic calendar.

Summer and winter term registrations for all students occur during the preregistration/program planning period and at designated times prior to the start of classes.

### Drop/Add Period

Students may adjust their course schedules during the drop/add period which takes place during the first week of classes, for courses that meet two or more days per week. The period is extended through the second week for courses that meet one day per week. Courses that are officially dropped during this period do not appear on the student's permanent academic record.

### Ghost Policy

(Revised fall 2008)

During the drop/add period of spring and fall semesters, an instructor may drop a student from a course roster under the following circumstances:

- The student misses two consecutive class sessions of a course that meets at least twice during the drop/add periods and fails to notify the instructor of his/her desire to remain in the course.
- The student misses the first class session of a course that meets only once during the drop/add period and fails to notify the instructor of his/her desire to remain in the course.

During the drop/add period of the winter, summer I and summer II sessions, an instructor may drop from a course roster any student who misses the first class session of the term and fails to notify the instructor of his/her desire to remain in the course.

Instructors initiate this “Ghost Policy” by notifying the Registrar’s Office in writing of students who are dropped from a roster. This written notification must include the student’s name and SU identification number as well as the course name and number, its section number and the department in which the course is taught.

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## Deregistration from Full Classes

During the drop/add period, instructors of courses that have reached maximum enrollment may drop from their rosters students who miss two consecutive class sessions during the drop/add period and who fail to notify instructors that they wish to remain in the course from which they have been absent. Deregistrations are performed to allow other students access to filled courses.

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## Late Registration

Students registering during the drop/add period will be assessed a late registration fee. Previously registered students who add classes to their schedule must pay any additional tuition and/or fee charges immediately. Students will be assessed a late payment fee for payments received after the drop/add period, which are not part of a previously established payment plan.

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## Schedule Adjustment Period

After the drop/add period students may officially withdraw from any course during the schedule adjustment period and receive a grade of W. This period extends until mid-semester. Students may not withdraw from individual courses after the schedule adjustment period.

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## Graduate Credit During Senior Year

Salisbury University undergraduates within nine semester hours of completing requirements for the baccalaureate degree, who have a cumulative GPA of at least 2.75 (3.25 in business), may register for graduate credit to be taken concurrently with the remaining courses in the baccalaureate program, providing they have obtained prior authorization from the appropriate graduate program director on the Application for Graduate Credit in Senior Year form (there is no fee for this form) and space available in the class. Students within six hours of the baccalaureate degree may enroll in up to six hours of graduate credit. Those within seven to nine hours of the bachelors may take up to three graduate credits. Graduate coursework taken under this arrangement cannot be applied to the undergraduate degree program and will be billed at the graduate credit rate in addition to the undergraduate costs.

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## Declaration/Change of Major

The University encourages undergraduates to seek guidance from professionals within their fields of interest by recommending that they declare a major as early in their programs as possible. Students are required to declare a major upon completion of 45 semester hours of coursework. Students may declare more than one major. Individuals failing to declare a major are not allowed to register for subsequent semesters. Students wishing to declare or change their major should submit a completed Change of Major form with the signature approval of their new department or program to the Registrar’s Office.

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## Pass/Fail Credit Option

During their junior and senior years, undergraduates may take courses on a pass/fail basis, subject to the following conditions:

1. Courses taken on a pass/fail basis may not be used to satisfy General Education, major or minor requirements with the exception of non-traditional credit awards and field-based courses where pass/fail is the only grading option. In addition, courses used to satisfy the University’s 300/400 level requirement may not be taken on a pass/fail basis.
2. Students may take as many as four courses under the pass/fail option but may elect only one pass/fail credit course per semester unless a course is offered only on a pass/fail basis.
3. Students on academic probation may not elect to take any courses on a pass/fail basis if the courses are offered for a grade.

Individual courses can be designated as pass/fail by submitting a properly completed Change Form for PS/F, AU, Credit Hours to the Registrar’ Office. Changes to or from pass/fail are permitted only during the preregistration, registration and drop/add periods.

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## Auditing Courses

Audited courses bear the same tuition and fees as for credit coursework graded in a traditional manner. Audited courses are counted as part of an individual’s course load but cannot be used to satisfy any graduation requirement. Students are assigned W grades for non-attendance. Individual courses can be designated as audit by submitting a properly completed Change Form for PS/F, AU, Credit Hours to the Registrar’s Office. Changes to or from audit are permitted only during the preregistration, registration and drop/add periods.

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## Repeating Courses

Unless otherwise indicated in the course description, undergraduates may not receive credit more than once for courses covering the same or similar content or topics. Multiple occurrences of the same course will be allowed for topics courses covering different material, independent study courses, performance courses, and other courses where the course descriptions and department policy allow.

Students repeating a course covering the same or similar content will receive credit for the last occurrence of the course only, provided the course is graded A, B, C, D, F or I. Repeated coursework is noted as such on the student record, remains in the student’s attempted hour calculations, and is removed from the earned hour, quality point and GPA calculations.

An exception to the repeat rule may be executed by the Admissions Policy Committee as a result of an academic integrity violation. Consult the Academic Integrity Policy found in the Student Handbook and the Office of Student Affairs for further details.

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## Credit Hours and Course Loads

Where undergraduate lecture courses are concerned, one semester hour is granted for approximately one class hour per week. Because of the nature of activity, laboratory, performance, studio and other types of courses, more in-class time is typically required. Students are expected to support each credit hour for which they enroll with a minimum three hours per week of combined classroom, laboratory, performance, studio and outside study activities, based upon their individual registrations. Thus, students enrolling in 15 semester hours should spend a minimum of 45 hours in coursework related activities each week.

Most programs at the University are designed for completion within a four-year time period, provided the student completes an average of 15 to 16 semester hours of coursework each regular semester. While 12 to 19 semester hours is considered full-time for tuition purposes, 15 hours of coursework is considered by the University to be an average load. Students registering for more than 19 semester hours of coursework during any given semester must receive written approval of their advisor and the dean of the school housing their major program. Students may obtain the appropriate form from the Registrar's Office or the registrar's Web site.

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## STUDENT RECORDS

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### Change of Name/Student Number

Students wishing to change or correct their name and Social Security number should contact the Registrar's Office for current policies and procedures.

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### Change of Address

It is the students' responsibility to keep the University apprised of changes to their permanent, billing and local addresses and telephones by updating their information as necessary through self service on their GullNet account.

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### Classification of Students

Undergraduates are classified according to the number of semester hours completed with grades of A, B, C, D or PS as follows:

Freshman	0-29	Junior	60-89
Sophomore	30-59	Senior	90 and above

Students also are designated as follows:

#### ► Matriculated Undergraduate Students

Matriculated or degree seeking students are full-time or part-time degree candidates and are assigned a faculty advisor.

#### ► Undergraduate Non-Degree Students

Undergraduate non-degree students (UND) are students usually pursuing one or two courses in a non-matriculated status. There are two types of UND students:

1. Students who are pursuing one or two courses for personal or professional development. Upon completion of 30 semester hours, these students must apply for admission to the University as matriculated students.

2. Restricted-status students, whose admissions have been revoked for inadequate academic performance, but who are permitted to continue to attend the University under the direction of the Office of Academic Affairs.

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### Full-Time/Part-Time Enrollment Status

Enrollment status (full- or part-time) is determined by the number of credits students have completed or are pursuing. Undergraduates enrolled for 12 or more semester hours pay full-time fees and tuition regardless of classification. Undergraduates enrolled for 11 or fewer semester hours pay tuition assessed on a per credit basis and pay part-time fees.

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## UNDERGRADUATE GRADING SYSTEM

The following grades are used to indicate undergraduates' achievement in individual courses:

#### A - Excellent

Denotes superior achievement. The A grade is reserved for outstanding performance.

#### B - Very good

Denotes high achievement. It is a mark of distinction.

#### C - Satisfactory

Denotes adequate achievement.

#### D - Passing

Denotes marginal achievement. The D grade indicates minimal exposure to the principles and techniques presented.

#### F - Failure

Denotes inadequate achievement.

The following symbols are not accompanied by quality points and do not contribute to students' grade point averages. They may, however, appear on students' permanent records and are defined accordingly.

#### I - Incomplete

Noncompletion of a course due to unavoidable circumstances beyond the student's control. The I automatically becomes an F if coursework is not completed 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.

#### PS - Pass

A passing grade for credit-bearing courses taught or taken on a pass/fail basis.

#### S - Pass

Not for University credit—a passing grade in those courses which cannot be applied to undergraduate degree requirements.

#### CS - Continuing Satisfactorily

Satisfactory progress in a developmental studies course which extends into a subsequent semester.

#### U - Unsatisfactorily

Unsatisfactory progress in those courses which cannot be applied to undergraduate degree requirements.

#### AU - Audit

Approved attendance without credit.

#### W - Withdrawal

Official withdrawal from a course during the schedule adjustment period.

**WP/WF - Withdrawal Passing/Withdrawal Failing**

Official withdrawal from a course after the schedule adjustment period, denoting passing or failing status at the time of the withdrawal.

**NR - Grade Not Reported by Instructor****IP - In Progress**

Used for grading ongoing theses and research projects, internships, or independent studies which extend into a subsequent term. Unlike the I grade, the IP grade does not automatically become an F at the end of a given time interval.

**X - Clemency Grade**

Preceding a grade of D or F (XD, XF) denotes that academic clemency has been granted for the course, and that the course has been removed from attempted hours (AHRS), earned hours (EHRS), quality hours (QHRS) and the grade point average calculations.

**NOTE:** Students who need to meet eligibility criteria for athletics, financial aid, scholarships, etc. should be aware that courses with grades of W, WP, WF, I or IP will not be included in credits successfully completed.

**Undergraduate Grade Point System**

Only courses completed at Salisbury University or through certain approved cooperative programs, and assigned grades of A, B, C, D and F, are used in the grade point average (GPA) calculations.

Grade point averages are calculated in the following manner:

1. Quality points are assigned to letter grades such that A=4, B=3, C=2, D=1 and F=0. Quality points for individual courses are computed by multiplying the quality points assigned an individual letter grade by the credit hours received for the course.
2. The current or semester GPA is calculated by dividing the quality points earned for all applicable courses (QPTS) for the semester by the credit hours received for those courses (QHRS) during the semester, for example:

Course	Credit Hours	Grade	Quality Points
English 101	3	B	9
History 101	3	D	3
Chemistry 121	4	A	16
Math 103	3	C	6
Art 104	3	F	0
Totals: 16 QHRS			34 QPTS

34 QPTS/16 QHRS=2.12 Current GPA

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

**Undergraduate Transfer of Credit from Other Institutions**

**For graduate transfer information see the Graduate Student Information section, Page 15.**

Students who have attended other regionally accredited institutions may be admitted to the University based upon the current transfer admission policy.

**► General Transfer Policies**

1. Transferred coursework is not included within the Salisbury University current or semester or cumulative GPA calculations. Likewise, Salisbury University coursework repeated at another institution will not impact the current or semester or cumulative GPA calculations. However, coursework grades from other institutions may be used along with coursework completed at Salisbury University when determining eligibility for participation in major and minor programs and other study options.
2. Students must complete 30 of the last 37 hours of coursework at Salisbury University. However, students enrolled in approved cooperative programs or study abroad options may request to have additional coursework included in their final 37 hours.
3. Coursework completed at other institutions is evaluated for transfer by the Admissions Office. A maximum of 90 credit hours from two- and four-year institutions, and 64 credit hours from two-year institutions, may be applied to the 120 credit hour minimum required for graduation. Transferred coursework may be used to satisfy General Education requirements at Salisbury University and, when approved, coursework requirements for major and minor programs and other study options.
4. Official transcripts of all coursework completed at other institutions must be received by the Admissions Office by the close of the student's first semester (fall or spring) at Salisbury University. The University reserves the right to refuse the transfer of coursework where official transcripts are not received in a timely manner.
5. Questions related to the evaluation of transferred coursework should be directed to the Admissions Office. Appeals should be directed to the Academic Affairs Office within one academic year of the student's first attendance. Evaluations which are more than one year old are not subject to appeal.

**► Taking Courses at Another Institution**

Currently admitted, degree-seeking students at Salisbury University may transfer coursework 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) based upon the following policy:

1. Coursework must be pre-approved by the Registrar's Office. Coursework applicable to the student's major or minor must also be approved by the department chair for that major or minor. Request to Study at Another Institution forms are available from the Registrar's Office and online.
2. Coursework must be completed with grades of A, B, C or PS (where courses are graded on a pass/fail basis only).
3. Official transcripts of the coursework completed must be received from the other institution by the close of the student's next semester (fall or spring) at Salisbury University.
4. Students must complete 30 of the last 37 hours of coursework at Salisbury University. Exceptions to this policy must be pre-approved by the Academic Affairs Office.

Coursework completed by students enrolled in the Inter-Institutional Registration Program of the University System of Maryland will be treated as credit earned at Salisbury University. Coursework will be applied toward graduation requirements, and grades included within the GPA calculations at the University.

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## Inter-Institutional Concurrent Enrollment and Cooperative Dual Degree Programs

Credit earned while students are enrolled in the Inter-Institutional Concurrent Enrollment Programs with University System of Maryland member institutions is treated as credit earned at Salisbury University. Coursework and grades earned as a part of this program are included within the University attempted hour, earned hour, quality point and grade point average calculations.

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## Withdrawal from the University

Students may withdraw from the University before the administration of their final examinations, but no later than 5 p.m. on the last day of classes. Any student who withdraws from the University during any period of instruction must complete a Withdrawal Form obtained from the Registrar's Office. Students who officially withdraw from the University after the schedule adjustment period receive grades of WP and WF to denote their grade status at the time of withdrawal. Nonattendance of classes does not constitute withdrawal from the University. Students who do not officially withdraw from the University forfeit their right to any tuition refund. Matriculated students who have withdrawn from the University and wish to be reinstated as such, must be readmitted by submitting an Application for Readmission form to the Registrar's Office.

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## Readmission

Matriculated undergraduates who do not enroll at the University during a regular fall or spring semester must apply for readmission through the Registrar's Office. Students may only apply for readmission once they have met the minimum criteria for readmission. Students must declare a major at the time of readmission. Forms for readmission are available at the Registrar's Office or online at [www.salisbury.edu/registrar/forms.html](http://www.salisbury.edu/registrar/forms.html).

Students who have attended other institutions since leaving Salisbury University must arrange to have official transcripts sent from those institutions directly to the Registrar's Office.

The deadline for applications for fall semester is July 1; for the spring semester, December 1. However, the University reserves the right to close readmission when the enrollment limit has been met.

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## Transcripts

The Registrar's Office issues transcripts only upon the written request of the student. All financial obligations to the University must be met before transcripts are issued. Requests can be made online via the student's GullNet self-service account, in person, by mail or fax. In-person requests for official transcripts should be made using a Transcript Request form. Mail or fax requests made without a Transcript Request form must include the student's full name, the name used while enrolled at the University if different from current name,

student ID number or Social Security number, current mailing address and daytime telephone, the complete name and mailing address of the individual or organization to receive the transcript, any other pertinent instructions and a clear signature. Requests should be mailed to Registrar's Office, Salisbury University, 1101 Camden Avenue, Salisbury, MD 21801-6860, or faxed to 410-677-5078. There is no charge for processing and regular delivery of transcripts. Please note: official transcripts may not be faxed.

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## NON-TRADITIONAL CREDIT POLICIES

Salisbury University recognizes several methods in which undergraduates can demonstrate academic competence in specific areas outside the traditional classroom setting. Therefore, the University awards college level credit to students proving competence in academic areas through certain examinations and educational programs.

Undergraduates may apply up to 60 semester hours of credit by examination coursework to the completion of a baccalaureate degree. Credit by examination coursework can be used to satisfy general education, major and minor requirements with the appropriate approval. Students who have completed or are enrolled in advanced courses may not receive credit by examination coursework for lower-level courses in the same subjects.

Any changes associated with credit by examination can be found on the SU Web site.

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## Advanced Placement (AP)

Undergraduates who have completed Advanced Placement (AP) courses in high school and have taken the corresponding College Board examination may be entitled to advanced standing credit at Salisbury University. Contact the Admissions Office for minimum score and coursework equivalency information. Official examination results should be submitted directly to the Admissions Office.

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## College-Level Examination Program (CLEP)

Undergraduates who have attained competence in college-level subjects through extensive reading or other experiences may gain credit through one or more of the College Board's College-Level Examination Program (CLEP) general or subject examinations. Minimum score and coursework equivalency information, information regarding charges and applicable course credit costs are available online at [www.salisbury.edu/registrar](http://www.salisbury.edu/registrar). To schedule an examination contact the Registrar's Office. Official examination results should be submitted directly to the Registrar's Office.

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## Departmental Challenge Examinations

Undergraduates who wish to fulfill course requirements and earn credit for a course by challenge examination in lieu of classwork may do so with the approval of the appropriate department chair. A student who has not enrolled at Salisbury University is not eligible to take a challenge examination. Contact the academic department for information regarding course challenge exams.

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## **International Baccalaureate (IB) Examinations**

Undergraduates who have completed higher level International Baccalaureate (IB) courses in high school and have taken the corresponding IB examination may be entitled to advanced standing credit at Salisbury University. Contact the Registrar's Office for minimum score and coursework equivalency information. Official examination results should be submitted directly to the Registrar's Office. A maximum of 30 semester hours of advanced standing coursework will be awarded for IB related courses.

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## **Military Education Credit**

Undergraduates may receive academic credit for educational experiences in the armed forces. Specific information regarding credit for military education is available in the Registrar's Office.

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## **Modern Languages and Intercultural Studies**

### **Testing Policy**

See the Modern Languages and Intercultural Studies Department information section for details.