

# Undergraduate Scholastic Standards and Support Services

For information on graduate scholastic standards refer to the Graduate Study Information section of this catalog, Page 15.

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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 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. The complete academic integrity policy is available in the Code of Conduct and online at [www.salisbury.edu/students/handbook](http://www.salisbury.edu/students/handbook).

This policy is intended to foster student academic integrity and to address cases of student academic misconduct, which may include, but is not limited to, the following:

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### Lying

Communicating untruths or withholding information as part of an investigation, or in order to gain an academic or employment advantage.

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### Cheating

The act of wrongfully using or attempting to use unauthorized materials, information, study aids or the ideas or work of another in order to gain an advantage. It includes, but is not limited to:

- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or projects;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on test, quizzes, assignments or projects;
- Altering or falsifying any information on tests, quizzes, assignments or projects;
- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- Working on any project, test, quiz or assignment outside of the time constraints imposed;
- Submitting an altered project or assignment to an instructor for grading;
- Failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty;
- Other acts generally recognized as dishonorable or dishonest which bear upon academic endeavors.

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### Plagiarism

Plagiarism occurs when a student intentionally or unintentionally deceives or disregards proper scholarly procedures; presents information, ideas or phrasing of another as if they were his/her own; and/or does not give appropriate attribution to the original source. Proper scholarly procedures

require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source, moreover students are responsible for learning proper scholarly procedures.

- Plagiarism: presenting as one's own work, whether literally or in paraphrase, the work of another.
- Illicit collaboration with other individuals in the completion of course assignments.
- The use of fraudulent methods in laboratory, studio, fieldwork or computer work.

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## ACADEMIC STANDING (UNDERGRADUATE STUDENTS)

The following terminology is used in defining the academic standing policy.

**Matriculated Students** - Students admitted to the University, attending full- or part-time, pursuing a bachelor's degree. Matriculated students are either in good academic standing or on academic probation.

**Good Academic Standing** - Students whose SU cumulative GPAs are at least 2.0. Students who are not in good academic standing are either on academic probation or on restricted status.

**Academic Probation** - Students who are not in good academic standing, but who are still admitted and pursuing degrees. Such students have academic (and other) limitations placed upon them.

**Restricted Status** - Previously admitted students whose admissions have been revoked because of poor academic performance and who are thereby neither admitted nor pursuing a degree. These students are allowed to register as non-admitted students, but in most cases only part-time.

**Dismissed Students** - Previously enrolled students who are no longer allowed to attend the University.

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### Good Academic Standing

Students are admitted to Salisbury University in good academic standing. Students who have received SU grades and whose SU cumulative GPAs are at least 2.0 remain in good academic standing. GPAs will be computed whenever grades are awarded or changed. Consequently a student's academic standing can change at any time.

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### Unsatisfactory Academic Achievement

Admitted students whose Salisbury University cumulative grade-point averages are less than 2.0 will be placed on academic probation. Students on probation who fail to return to good standing or who fail to meet the criterion which allows them to remain on probation will have their admissions revoked and their academic standing changed to restricted

status. Restricted status students may be academically dismissed for inadequate academic performance.

### ► Academic Probation

Students on academic probation may register for no more than five courses for a total of 16 credit hours per semester and may not elect to take any courses on a pass/fail basis if the courses are offered for a grade.

Admitted students who are in good academic standing at the beginning of a semester (or term or session) but who are no longer in good academic standing at the conclusion of that semester (respectively term or session), will be allowed to register as students on academic probation. At the conclusion of any semesters (or terms or sessions) while on academic probation:

- Students will be returned to good academic standing if their Salisbury University cumulative GPAs are at least 2.0.
- Students who fail to attain good academic standing will be allowed to continue to register as students on academic probation provided they satisfy both of the following conditions: 1) they earn semester (or term or session) GPAs of at least 2.0, and 2) their cumulative GPAs are greater than or equal to the appropriate minimums in the chart that follows.
- Students who fail to attain good academic standing will have their admissions revoked and will be placed on restricted status if either 1) they earn semester (or term or session) GPA less than 2.0, or 2) their cumulative GPAs are less than the appropriate minimums in the chart below. They will be allowed to continue to register for classes as restricted status students.

Credits Earned Toward a Degree (Including transfer credit)	Minimum SU Cumulative GPA
Fewer than 30	1.400
30-35	1.500
36-41	1.600
42-47	1.700
48-53	1.800
54-59	1.900
60 or more	2.000

Note: Students with 60 or more earned credit hours are expected to remain in good standing with a cumulative GPA of 2.0 or better.

### ► Restricted Status

Restricted status students may enroll in no more than two courses for a total of eight credit hours per semester. There are additional University policies limiting the activities in which students in restricted status may engage. In special circumstances the Office of Academic Affairs may allow restricted status students to exceed these limitations, but in no case will restricted status students exceed the limitations placed upon students on academic probation. Whenever students are placed in restricted status, they will have three registrations (for semesters, terms or sessions) to attain cumulative GPAs of at least 2.0. Students in restricted status who fail to attain Salisbury University cumulative GPAs of at least 2.0 within the three-registration time frame will be academically dismissed. Restricted status students who attain Salisbury University cumulative GPAs of at least 2.0 within the three-registration time frame may apply for readmission. Students placed on restricted status are not eligible for financial aid or on-campus housing, have their preregistered schedules canceled and must register as restricted status students.

### ► Readmissions Options

The following are readmission options for students who left the University on restricted status:

1. A student who chooses not to attend any post-secondary institution but can demonstrate evidence of good academic promise may apply to SU for readmission on probation after a period of two years.
2. A student who attends another post-secondary institution as a full-time student and meets the following criteria may apply for readmission on probation:
  - must have earned grades that, when averaged with the grades earned at SU, equals a combined 2.0 cumulative GPA (Note: Credits will transfer, but the grades will not.)
  - the cumulative grade point average at each transfer institution must be at least 2.0 to be considered for this option
3. The student who attends another post-secondary institution and either earns less than a 2.0 or is dismissed or placed on academic probation will be denied readmission to SU.

### ► Academic Dismissal

Academically dismissed students may no longer register for classes at Salisbury University. However, academically dismissed students who have not attended Salisbury University for five years or more and who can provide evidence of good academic promise may apply for readmission as students on academic probation or for classification as restricted status students. Academic dismissal may be appealed to the Office of Academic Affairs. Academically dismissed students may also qualify for academic clemency after a five-year absence from the University.

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## ACADEMIC CLEMENCY POLICY

For a variety of reasons, some students may have academic records that do not accurately reflect their academic abilities. 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.

Students who have not attended the University for at least five years are eligible to apply for academic clemency. Students are only eligible 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. The Academic Clemency Form is available from the Office of Academic Affairs or [www.salisbury.edu/registrar/forms](http://www.salisbury.edu/registrar/forms).

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## CLASS ATTENDANCE

The faculty regards the classroom as the center of University life and students are expected to attend all classes. There are no officially excused absences. In the case of an absence, the student is responsible for all material presented

and assigned. Each instructor provides students with a written attendance policy at the first class meeting.

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## ABSENCE NOTIFICATION

In the case of an extreme emergency or prolonged illness, the Student Affairs Office notifies class instructors of the dates of a student's absence from class. It is the responsibility of the student to inform the Student Affairs Office of emergencies and illnesses.

Professors establish their own attendance policy. Notification of absence is a service to students and faculty; it is not an official excuse from classes and work missed.

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## WAIVERS OF ACADEMIC POLICIES AND PROCEDURES

Under unusual circumstances students may wish to seek waivers of academic policies and procedures. In such cases students should consult with their faculty advisors for detailed information about steps for seeking waivers.

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## SUPPORT SERVICES

### Academic Advising

Academic advising is a process which helps students identify their career and life goals and assists in the development of an educational plan that helps students meet these goals. Effective advising occurs when there exists a partnership between the advisor and the advisee; each fulfilling the responsibilities of their role. Students are responsible for seeking out their advisors for aid in addressing academic issues.

Matriculated students are responsible for their own academic programs and for meeting all University and departmental requirements. To plan coursework effectively, students should regularly review their degree progress report and transcript available through the GullNet, meet regularly with their advisor and familiarize themselves with the academic regulations and programs described in this catalog and other University publications.

Academic advisors are available for all matriculated students. Students who have declared majors are assigned faculty advisors in their major department. Students who have not declared majors are assigned faculty or professional advisors by the Office of the Academic Affairs.

Students must confer with their assigned academic advisors regarding course selection, requirements and other academic matters prior to registration each semester.

Students registered as undergraduate non-degree students are not assigned faculty advisors.

Restricted-status students attend under the guidance of the assistant vice president of academic affairs.

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### Career Services

Career Services provides instruction, consulting, advising, information, services and opportunities in the wide arena of career planning and development. Students at every stage in their college career, from entering through graduate school, can avail themselves of such assistance through Career

Services. Some of these services include:

- Career Information, Various Job Fairs
- Career Interest Testing
- Computer-Assisted Career Exploration System
- Choosing/Changing a Major
- Resume Critiques
- Job Search Procedures
- On Campus Interviewing
- One-on-One Consulting Sessions

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### Services for Students with Disabilities

Services for Students with Disabilities operates from the Office of Student Affairs, located in Guerrieri University Center Room 212. Students with appropriately documented learning or physical disabilities may request and receive reasonable accommodations and services by meeting with appropriate staff, providing up-to-date documentation, and participating in intake/counseling sessions. To facilitate efficient processing of requests it is requested that documentation be provided at least four weeks prior to the beginning of the academic session in which accommodations are being requested. Please call 410-543-6080 for further information or visit [www.salisbury.edu/students/dss](http://www.salisbury.edu/students/dss).

#### ► Registering for Accommodations

Students requesting accommodations must submit documentation of their disability to Disability Support Services and schedule an appointment to have documentation evaluated. Reasonable accommodations that are supported by documentation are identified at this appointment. Students requesting accommodations should schedule an appointment to have their documentation evaluated at least four weeks prior to the beginning of the academic term for which they are requesting accommodations.

Students may submit updated documentation and request modifications in accommodations any time during their enrollment at the University. Contact the Office of the Vice President of Student Affairs for further information.

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### General Studies

General Studies courses provide assistance to students in the areas of career planning, orientation and leadership. The offerings are listed in the "Courses" section of this catalog.

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### Graduate Record Examinations and Graduate Management Admissions Tests

For the convenience of seniors who wish to qualify for admission to graduate school, the Registrar's Office disseminates information related to registration and testing for the Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT).

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### International Student Services

The Office of International Student Services was created to address the needs of an expanding population of international students on campus. The services are coordinated by the international student advisor and are located in the Center for International Education. The international student advisor provides guidance through the admissions process and grants formal admission to the University.

The international student advisor is the United States

Department of Homeland Security-designated school official and provides assistance to students in the completion of the various documents required to gain and maintain official approved status with DHS. The advisor also assists international students with cultural adjustment as well as personal and academic concerns through individual counseling and/or referral. Orientation to campus and the greater Salisbury area, health and insurance information, academic and personal counseling, as well as providing cultural programs to integrate international and American students are all a part of introducing international students to their new way of life.

For more information please visit [www.salisbury.edu/iss](http://www.salisbury.edu/iss).

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## Multicultural Student Services

The primary function of the Office of Multicultural Student Services is to assist SU's multicultural student population with environmental adjustment tasks. Specifically, this is accomplished by maintaining open lines of communication with faculty and staff, and systematically assessing the needs and campus experiences of the student population.

Services and programs provided reflect Salisbury University's students' interests and concerns, and serve to enhance the intellectual and multi-cultural experiences of all students.

Activities sponsored represent a part of an institutional commitment to create and foster an environment that values diversity while encouraging an appreciation and respect for differences.

For more information visit [www.salisbury.edu/students/multieth/](http://www.salisbury.edu/students/multieth/).

### ► Comprehensive Academic Success Program

Under the auspices of Multicultural Student Services, the Comprehensive Academic Success Program (CASP) offers students academic success by participation in a variety of programs. Multiple academic, social and cultural approaches to student achievement expose students to different avenues to learning and life-long success. CASP is the umbrella for student achievement, faculty and peer mentoring, early warning, African-American visiting scholars, student scholarship, pre-matriculation and the Mosaic program

### ► Student Achievement Program

The academic achievement process keeps students abreast of their academic status in and out of the classroom. The process is a supportive service to help students achieve in an environment that is comfortable and conducive to learning. The program combines student achievement and student culture to improve the quality of educational skills needed for our ever-changing technical society. The office empowers students with skills to overcome obstacles they encounter within the academic arena.

### ► Faculty Mentor Program

Faculty and staff are assigned to work as mentors to undergraduates, and provide guidance and enrichment opportunities.

### ► Peer Mentor Program

Upper-class students are selected to serve as mentors and help new students adjust to the Salisbury University campus.

### ► Early Warning System

The Early Warning System (EWS) is a volunteer program designed to assist freshmen in their transition from high school

to college. EWS helps students identify available resources, assists students in accomplishing their academic goals and in conducting self appraisal of their academic performance, and increases the contact between students and their professors.

### ► African-American Visiting Scholars Program

This program is an effort on the part of the University to bring to campus African-American scholars from an array of disciplines, exposing the faculty, staff and students to minority scholars who have made exceptional contributions to academe.

### ► Student Scholars Program

This program is designed to recognize those African-American students who have performed extremely well academically each fall and spring semester. Honorees are awarded a certificate and recognized as part of the Visiting Scholars program each year.

### ► Resource Library

The Multicultural Students Resource Room is a repository of books, videos and magazines specifically oriented to a diversity of cultures. Faculty and students use it as a ready resource for research and information. Materials can be checked out by calling the Office of Multicultural Student Services.

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## Student Counseling Services

Student Counseling Services provides various programs that promote personal growth and academic development. The counselors in Student Counseling Services provide support for students who may experience such issues as adjustment to college life, low self-esteem, eating disorders, loss/separation, sexuality concerns, anxiety, depression and relationship concerns. As needed or requested, counselors also offer theme-based groups on such issues as stress management, relationships and college adjustment. To supplement personal counseling sessions and group work, the office also has resource material on such themes as stress management, shyness, dating concerns, and drug and alcohol referral resources.

Staff of Student Counseling Services have varied degrees in the counseling field and have years of experience working with college-aged students. Confidentiality is a high priority and is respected to the limits provided by law and ethical considerations. No record of a student's use of personal counseling services is kept in placement files or on official transcripts. Similarly, no information can be shared without the student's written authorization.

Student Counseling Services is located in the Guerrieri University Center Room 263. Normal hours of operation are 8 a.m.-5 p.m. Monday-Friday. All appointments may be made in person or by calling 410-543-6070. For after-hour emergencies, Student Counseling Services may be reached through the University Police at 410-543-6222. All services are free of charge.

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## Tutoring

Some departments offer tutors to provide extra help for students in lower-division courses. Advanced students work with individuals or small groups to increase understanding of course material. The times and places for these tutoring services are available from the appropriate department chair.