

SALISBURY
UNIVERSITY

GRADUATE STUDENT HANDBOOK



A Maryland University of National Distinction

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GRADUATE ACADEMIC STUDIES



INTRODUCTION

WELCOME TO GRADUATE STUDIES AT SALISBURY UNIVERSITY

Graduate study at Salisbury University provides baccalaureate degree holders from the U.S. and abroad with opportunities for professional advancement and personal enrichment. The graduate curriculum is designed to assist 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.

MESSAGE FROM THE PRESIDENT

There are many reasons to choose Salisbury University for your graduate education. In its advanced courses, SU offers a rigorous program of graduate study that stresses inquiry, critical thinking, intellectual integrity and professional collaboration. The graduate curriculum is designed to assist our students in attaining greater mastery of their fields of specialization, to improve skills in pursuing independent study, and to increase professional knowledge and ability that will promote their careers and enhance satisfaction in their work. Our alumni go on to advanced positions in their chosen fields of specialization, confident in the solid academic preparation that comes with a graduate degree from SU. As *A Maryland University of National Distinction*, SU provides you with a wise choice in advancing your education.

MISSION STATEMENT

Graduate education at Salisbury University encourages students to expand their knowledge and facility in their respective fields of study, and to embrace an ethos dedicated to the pursuit of the intellectual ideal. The University's graduate faculty members demonstrate 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 excel in their chosen careers and provides counsel, guidance and instruction appropriate to the requirements of graduate programs. Graduate students in all areas of study will demonstrate coherent thought, sound judgment and effective communication. Since 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 that 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.

GRADUATE PROGRAMS OF STUDY

Salisbury University is approved for graduate instruction by the Middle States Association of Colleges and Schools and the Maryland Higher Education Commission. The University currently offers 14 graduate degree programs leading to a master's degree:

Master of Business Administration (M.B.A.)
Master of Science in Applied Biology (M.S.)
Master of Education in Curriculum and Instruction (M.Ed.)
Master of Education in Educational Leadership (M.Ed.)
Master of Education Reading Specialist (M.Ed.)
Master of Arts in Teaching (M.A.T.)*
Master of Arts in Conflict Analysis and Dispute Resolution (M.A.)
Master of Arts in English (M.A.)
Master of Arts in History (M.A.)
Master of Science in Nursing (M.S.)
Master of Science in Applied Health Physiology (M.S.)
Master of Science in Geographic Information Systems (GIS) and Public Administration (M.S.)
Master of Science in Mathematics Education (M.S.M.E.)
Master of Social Work (M.S.W.)
Family Nurse Practitioner (FNP) Post-Masters Certificate of Completion

*The M.A.T. is a cooperative program with the University of Maryland Eastern Shore

SU also offers graduate study and certificates in Health Care Management, Teaching and Learning with Technology, and Teaching English to Speakers of Other Languages (TESOL)

SCHEDULING OF GRADUATE COURSES

Many of SU's graduate students are pursuing degrees while working or returning to school after a significant break in their education, and SU strives to provide course scheduling flexibility to meet the needs of its diverse graduate student population. During the fall and spring semesters, most graduate students attend classes during the evenings or online. Some graduate courses, open to both graduate students and advanced undergraduates, are offered during the daytime, usually late in the afternoon. In addition, graduate study is available during the University's summer sessions and winter term.

ENROLLMENT

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 seeking students may continue to enroll in graduate classes by submitting a completed registration form to the Registrar's Office. Certain programs require that students take no more than nine credits before applying to a specific degree program. Additionally, some graduate courses are available only to students formally admitted to a degree program. The University strongly encourages students to contact the program director or coordinator for guidance on admission, pre-requisites, or other program requirements prior to enrolling in any classes.

Non-degree students may delay the arrival of transcripts up to the end of the student's first semester at SU. However, students must have their transcripts sent as quickly as possible. 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 enroll in additional graduate classes or have graduate transcripts sent from SU.

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 complete a Readmission Application. [Readmission Form](#) (Click the hyperlink to download the form)

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 reactivation 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 Readmission Application and take it to the graduate program director for authorization to be reactivated

3. If a resident of Maryland, complete the Residency Form and submit it with the Readmission 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.

REGISTRATION

To receive academic credit for coursework, students must be officially registered. Students must register during the registration 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. For more information about registration and course offerings, contact the Registrar's Office at 410-543-6150 or visit:

<http://www.salisbury.edu/registrar/>

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 program-required credits be satisfactorily completed at SU. For specific requirements, please refer to the appropriate program description in the graduate catalog or contact the program director.

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 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.

Coursework completed through correspondence is not eligible for transfer. Please note that this does not apply to distance education, which is eligible for transfer credit. Any transfer credit completed more than seven years prior to the date of graduation will not be counted toward a graduate degree. (See the "Time Limitation" section of this handbook for more information).

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. 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.

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. For additional information, policies and procedures regarding inter-institutional enrollment, contact the Registrar's Office.

FACULTY ADVISORY SYSTEM

Upon admission to a master's degree program, students are assigned appropriate faculty advisors who help them develop a 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.

If 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.

Please note: Candidates seeking degrees in the field of education (M.A.T., M.Ed.) will be assigned a faculty advisor *prior* to admission to the degree program.

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 & 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.

OFFICIAL WITHDRAWAL AND REFUND PROCEDURES

Graduate students may drop part or all of their programs through self-service on their GullNet accounts. The application will be canceled if the student drops all courses or does not enroll. If students wish to withdraw completely from the University, they should complete and submit a

Withdrawal Form, available online at: www.salisbury.edu/registrar/forms.html or in the registrar's Office. Failing to attend classes does not constitute an official withdrawal or relieve students from their financial obligations to the University.

Students who do not comply with procedures for official withdrawal and/or official dropping of courses risk receiving a grade of "F" in the courses at issue 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 the forms necessary for the disbursement of refunds, are available on the University Web site at:

www.salisbury.edu/registrar and www.salisbury.edu/gullnet

ACADEMIC POLICIES & PROCEDURES

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

INCLEMENT WEATHER POLICY

Should inclement weather result in classes being canceled information will be given to all local radio and television stations. Students can receive information concerning cancellations by listening to local stations or by calling the Gull Line at 410-546-6426.

The institutional policy with regard to closing is that unless there are the most dire circumstances the institution will remain open for business. Students, staff and faculty members must exercise their best judgment about whether they attend class or report to work. If you do not hear an announcement about cancellation of classes, then classes and events will be held as scheduled. Please do not call the University Police Office about cancellation notices so that office can assist with emergency needs.

COURSE NUMBERING & GRADING SYSTEM

Courses at the 500 and 600 levels offer graduate credit exclusively. Some graduate courses are combined with undergraduate 400-level courses. Graduate students enrolled in combined sections 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

SU uses a four-point grading system to identify the quality of students' 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 POINTS	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
F	0.0	Failure
AU	0.0	Audit non-credit
I	0.0	Incomplete
PS	0.0	Pass: passing grade for credit bearing courses taught or taken on a pass/fail basis
IP	0.0	In Progress: used for grading ongoing projects and independent studies: converted to letter grade upon completion
NR	0.0	Grade not reported by instructor
W	0.0	Withdrawal
WP/WF	0.0	Withdraw passing or failing
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). Courses with grades of "W," "WP," "WF," "I" or "IP" will not be included in credits successfully completed.

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. The "I" automatically becomes a grade of F if the work is not made up prior to mid-semester 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.

Students who need to meet eligibility criteria for 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.

Auditing Courses

Students must pay full tuition and fees for audited courses. Audited courses may not be counted as part of a student’s course 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.”

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.

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.

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 must complete nine semester hours, which includes a repeated course, to return their grade point average to 3.0. During probation, students will be 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, whichever comes first. 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.

Student Grievance Policy

Graduate students may address concerns related to academic matters (e.g., grade disputes and professional program dismissals when they do not involve an academic integrity violation) through the Student Grievance Policy process. The policy provides a method for aggrieved students to express substantive complaints about academic matters and have them resolved in a timely fashion. Students are encouraged to attempt to resolve differences between themselves and others in an informal manner prior to initiating a formal grievance under this policy. A copy of this policy can be found at: <http://www.salisbury.edu/judicialaffairs/code.html>

Academic Integrity

Integrity is a principle that permeates all the activities of the University and 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. This policy is intended to foster student academic integrity and to address cases of student academic misconduct. A copy of this policy can be found at: www.salisbury.edu/provost

FINANCE & BILLING

GRADUATE FINANCIAL ASSISTANCE

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) are 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). Students may also apply online at: www.fafsa.ed.gov . For more information about financial assistance, contact the Financial Aid Office at 410-543-6165 or by e-mail:

finaid@salisbury.edu

Rick Dudley Scholarship Fund for Graduate Students with Disabilities

The 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 program

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.

Graduate Assistantships

Graduate assistantships enhance student educational objectives by providing practicum-based experiences, including the development and application of teaching, conducting research and other skills, while advancing the mission of the University. Graduate assistantships also provide financial support in the form of stipends and tuition assistance to aid full-time or half-time degree-seeking students enrolled in post-baccalaureate degree programs.

Graduate assistants are eligible to receive a stipend 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 graduate courses applicable toward master's degree requirements. The tuition waiver does not include waiver of fees. The length of appointment may be for a single term, an academic year, 12- months or multiple years, based on the recommendation of the dean, department

chair or graduate program director. A full-time assistantship generally requires a time commitment of approximately 20 hours per week, and a half-time assistantship generally requires about 10 hours per week. Hiring managers should discuss job duties, appointment length and anticipated time commitments with candidates prior to offering a position.

Graduate assistantship 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.

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.

GRADUATE TUITION & 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 at: www.salisbury.edu/cashiers/, for information and a complete, updated 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."

Estimated Schedule of Tuition and Mandatory Fees – Graduate Academic Year 2011 – 2012

Please Note: The University reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University and/or the University System of Maryland Board of Regents.

Tuition (per credit hour)

Maryland Resident	\$306
Non-Maryland Resident	\$595

Mandatory Fees (per credit hour)

Athletic Fee	\$20
Facilities Fee	\$28
Student Activities Fee	\$4
Student Recreation Fee	\$2
Technology Fee	\$6
University Center Operating Fee	\$8

STUDENT PERSONAL INFORMATION

Change of Student Name/ 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:

www.salisbury.edu/registrar/

Change of Address

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

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. A student's Social Security numbers 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.

GRADUATION & DEGREE COMPLETION

APPLICATION FOR GRADUATION

It is the responsibility of individual graduate students to check with their faculty advisor to make sure that all degree requirements have been fulfilled. Degree candidates must apply for graduation prior to the Commencement ceremony. The Graduation Application Form may be accessed through their self-service GullNet accounts. Deadlines for submitting an application are posted on the [Master Calendar](#) and the Commencement Web page at www.salisbury.edu/commencement . If students fail to file the Graduation Application Form by the posted deadline, graduation may be delayed one semester. Students who find it necessary to postpone graduation must contact the Registrar's Office to make the changes in their records.

TRANSCRIPTS AND CERTIFICATION OF COMPLETION OF DEGREE

REQUIREMENTS

Transcripts of graduate records for current students and recent alumni may be ordered online through self-service in GullNet. Students without an active GullNet account may submit a Transcript Request Form, available on the University Web site www.salisbury.edu/registrar/forms or through the Registrar's Office. A certification of degree requirements may be obtained by contacting the Registrar's Office only after all requirements are completed and after the Graduation Application Form is submitted. All financial obligations to the University must be met before a transcript or certification is issued.

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.

INTERNSHIPS & FIELD EXPERIENCE

Some graduate programs at Salisbury University require that students complete require students to complete an internship and/or field experience as part of their degree requirements. Salisbury University has no universal requirements for internships or field study. Please contact your academic department chair or academic advisor for specific details about internships and/or field experience requirements related to your specific degree program.

DIRECTORY OF MASTER'S DEGREE PROGRAMS AND DIRECTORS**Applied Biology (M.S.)**

Dr. Mark Holland Associate Chair, Biological Sciences

Henson Science Hall (HS) 230B

410-548-5590 or ext. 85590

maholland@salisbury.edu

www.salisbury.edu/biology/MS_Applied_Biology.html

Applied Health Physiology (M.S.)

Dr. Sid Schneider

Chair, Director, Applied Health Physiology Graduate Program, Health Sciences

Devilbiss Science Hall (DH) 319A

410-543-6409 or ext. 36409

srschneider@salisbury.edu

www.salisbury.edu/ahph

Business Administration (M.B.A.)

Yvonne Downie, M.B.A.

Director, Perdue School of Business

Caruthers Hall (CH) 124A

410-548-3983 or ext. 83983

yxdownie@salisbury.edu

mba.salisbury.edu

Conflict Analysis and Dispute Resolution (M.A.)

Rob LaChance

Graduate Director, Conflict Analysis and Dispute Resolution

Holloway Hall (HH) 108

410-677-0231 or ext. 70231

Center for Conflict Resolution (RC) 101

410-219-2873

rmlachance@salisbury.edu

www.conflict-resolution.org

www.salisbury.edu/cadr/MA

Education (M.Ed.), Educational Leadership (M.Ed.) & Reading Specialist (M.Ed.)

Dr. Gwen Beegle

Director, Graduate Programs

Teacher Education Technology Center (TE) 379E

410-563-6393 or ext. 66012

gbeegle@salisbury.edu

www.salisbury.edu/educationspecialties/med.html

English (M.A.)

Dr. John Kalb
Faculty, English
Holloway Hall (HH) 350
410-543-6049 or ext. 36049
jdkalb@salisbury.edu
www.salisbury.edu/english/grad

Geographic Information Systems Management (M.S.)

Dr. Michael Scott
Faculty, Master's Program Director, Geography
Henson Science Hall (HS) 157P
410-543-6456 or ext. 36456
msscott@salisbury.edu
www.salisbury.edu/geography/msgism/

History (M.A.)

Dr. Richard Bowler
Graduate Director, History
Holloway Hall (HH) 290
410-546-6003 or ext. 66003
rcbowler@salisbury.edu
www.salisbury.edu/history/graduate

Mathematics Education (M.S.M.E.)

Dr. Jennifer Bergner
Faculty, Mathematics and Computer Science
Henson Science Hall (HS) 132B
410-677-5429 or ext. 75429
jabergner@salisbury.edu
www.salisbury.edu/mathcosc/gradprograms

Nursing (M.S.)

Mary Parsons, Ed.D., CRNP
Faculty, Nursing
Devilbiss Science Hall (DH) 200A
410-543-6416 or ext. 36416
mtparsons@salisbury.edu
www.salisbury.edu/nursing/ms.html

Social Work (M.S.W.)

Dr. Vicki Root
Faculty, Social Work
Teacher Education Technology Center (TE) 254D

410-677-3948 or ext. 73948

vbroot@salisbury.edu

www.salisbury.edu/socialwork/programs-msw.html

Teaching (M.A.T.)

Dr. Regina Royer

M.A.T. Director, Education Specialties

Teacher Education Technology Center (TE) 383G

410-548-3949 or ext. 83949

rdroyer@salisbury.edu

www.salisbury.edu/educationspecialties/mat.html

CERTIFICATES

Certificate of Completion – Family Nurse Practitioner (FNP) (Post Master's)

Molly Parsons, Ed., CRNP

Director, Graduate and Second Degree Nursing Programs

Devilbiss Hall 200A

410-548-3313

mtparsons@salisbury.edu

Health Care Management

Molly Parsons, Ed., CRNP

Director, Graduate and Second Degree Nursing Programs

Devilbiss Hall 200A

410-548-3313

mtparsons@salisbury.edu

Teaching English to Speakers of Other Languages

Dr. John D. Kalb

Graduate Program Director, English

Holloway Hall 350

Department of English

Holloway Hall 350

410-543-6049

jdkalb@salisbury.edu

Teaching and Learning with Technology

Dr. Gwen Beegle

Director, Graduate Programs

Teacher Education Technology Center (TE) 379E

410-563-6393 or ext. 66012

gbeegle@salisbury.edu

www.salisbury.edu/educationspecialties/med.html

GRADUATE STUDENT SERVICES



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. For more information, visit the Salisbury University Student Activities, Organizations and Leadership Web page at <http://www.salisbury.edu/saol/> or call 410-543-6125.

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.

GULLNET

GullNet is SU's portal for managing student information, academic records, registration, course information and billing. All new students receive a GullNet account upon acceptance to the University. Students use GullNet to view and print unofficial transcripts, order official transcripts, view course schedules, register for classes, pay a bill, view financial accounts or update addresses or other personal information. For information and assistance with usernames, passwords or logging into Gullnet, contact the Help Desk at 410-677-5454 or via e-mail: helpdesk@salisbury.edu
Click the following link to log on to GullNet: <http://www.salisbury.edu/gullnet/>

BLACKWELL LIBRARY

Blackwell Library is located at the center of the campus, next door to Holloway Hall. Its resources include electronic books and journals, more than 100 online databases, unique materials such as film press kits and special collections. The online system provides access to the holdings of and direct borrowing privileges from the other libraries of the University System of Maryland. The library also lends laptops and provides accessibility equipment, musical scores, a keyboard practice space and a newly designed student presentation practice space. For additional information, visit Blackwell Library online at <http://www.salisbury.edu/library/>

Library Hours

Monday – Friday 8 a.m. to Midnight

Saturday 10 a.m. to 8 p.m.

Sunday 11 a.m. to Midnight

(Please note: Library hours subject to change)

Contact Information

Phone: 410-543-6130

Fax: 410-543-6203

PARKING

All vehicles on campus (day or evening) must be registered with the University Police and must display a valid permit. Graduate students may purchase Green, Yellow or Blue parking permits. Parking assignments are as follows:

Main Campus (Green) permits—students with 30 or more earned credits, graduate students (including graduate assistants) and members of the Institute for Retired Persons (IRP). These permits allow parking in Lot B, Lot D, Lot E, Scarborough Student Leadership Center lot, the designated area of the Asbury Church lot (daylight hours only), Dresser lots A and B, Parking Garage, and the East Campus Complex lot. Permits are sold on a first-come, first-served basis factoring in class standing and space availability (see purchasing timeline). **Fee-\$110.**

Parking Garage (Yellow) permit students with 30 or more earned credits (available on a first-come, first-served basis and space availability - see purchasing timeline). These permits allow parking in the Parking Garage, Dresser lots A and B, and the East Campus Complex lot on Wayne Street. It also allows parking on the main campus (except the Maggs lot, Lot G and the spaces designated for red permits only/24 hours in the Blackwell lot) between 5:15 p.m. and 7:45 a.m. Monday through Friday. **Fee-\$90.**

East Campus (Gold) permits freshman students (0-29 earned credits) and anyone eligible to purchase a Main Campus permit that prefers to park in the East Campus lots (Dresser lots A and B and the East Campus Complex lot). Dresser Lot A is a gated lot (Hours of Operation: Monday-Thursday, 7 a.m.-11 p.m., and Friday-Sunday 7, a.m.-midnight). Gold permits also allow parking on the main campus (except the Maggs lot, Lot G and the spaces designated for red permits only/24 hours in the Blackwell lot) between 5:15 p.m. and 7:45 a.m. Monday through Friday. **Fee-\$75.**

Evening Only (Blue) permits all evening commuting students and employees (parking times are 5:15 p.m. until 7:45 a.m. Monday through Friday). This permit allows parking in Lot A, Lot B, Lot D, Lot E, Lot F (except the spaces designated for red permits only/24 hours), Parking Garage, Scarborough Student Leadership Center lot, Dresser lots A and B, and the East Campus Complex lot. It is also allows parking in the Maggs lot from 5:15 p.m. until 6:30 a.m. **Fee - \$35.**

Motorcycles are permitted to park in any legal space in lots designated for their permit. Scooters and mopeds must park in spaces designated for scooters and mopeds only.

In the gravel lots, parking spaces are indicated by cement bumpers. If a vehicle is not parked in front of a cement bumper, it is in a no-parking area.

Space marked in each lot will be reserved for handicapped only. A special permit from the Motor Vehicle Administration (MVA) or handicapped plates are required.

Between 5:15 p.m. and 7:45 a.m., any registered vehicle with a gold, yellow or blue permit may park in all Main Campus lots except the Maggs lot, Lot G and the spaces designated 24 hours for red permits only in Lot F. Between 5:15 p.m. and 6:30 a.m. any registered vehicle may park in the Maggs lot. There will be unrestricted parking on weekends in all lots. For more information or to purchase a parking permit, contact the Parking Services Office:

East Campus Complex
Room 149
Phone: 410-543-6338

Hours

Monday - Friday, 8 a.m. - 5 p.m. (Fall/Winter/Spring)

Monday - Friday, 8 a.m. - 4:30 p.m. (Summer)

(Office hours may be subject to change)

UNIVERSITY POLICE

The Office of University Police, located in the East Campus Complex, can be contacted 24 hours a day at 410-543-6222. Verizon cell phone subscribers can dial #7887. University Police services include investigation of crimes and incidents on campus, response to emergencies, vehicle registration and parking enforcement, lost and found, and physical security of buildings. For more information, visit the University Police Web site at: www.salisbury.edu/police.

GULL CARD (STUDENT ID CARD)

All students, graduate or undergraduate, full or part time, must obtain a Gull Card. The card will be reactivated each time you enroll for classes. Use the Gull Card to access Blackwell Library, computer labs and other campus services. The card may also be used as a debit card with a declining balance account to make purchases at the University Bookstore, Commons dining facility, food carts, Office of Publications, University Police, Copy Center, vending machines, laundry services as well as off-campus merchants who accept the Gull Card. For a list of local merchants accepting the SU Gull Card, please contact the Gull Card Office. Students whose degree requirements include off-campus internships and/ or field study visits may be required to use their Gull Card as an ID badge. Please contact your faculty advisor or the office of field

study for more details. The card is free for new students, but a replacement fee of \$25 is charged for lost, stolen, damaged or worn cards.

To obtain and activate a Gull Card, visit:

Commons Room 036 (located on the lower level of the Commons building, across from the University Bookstore)

410-543-6053

gullcard@salisbury.edu

Office Hours:

Monday - Friday, 8 a.m. to 5 p.m.

(Hours may be subject to change)

SALISBURY UNIVERSITY BOOKSTORE

The University Bookstore, located on the lower level of the Commons building, provides students with textbooks, required supplies, general reading, reference books, gifts and much more. Textbooks are available approximately two weeks prior to the first day of classes. Books may be returned for a full refund up to the end of the seventh business day after the start of the term, provided they are accompanied by a valid cash register receipt, are clean (unmarked) and resalable. All returns are subject to the discretion of management. Students are eligible to purchase computer software and hardware configured to run on the campus network at educational (discounted) prices. With proper identification, the campus bookstore accepts personal checks, VISA, MasterCard, American Express and Discover. Students may also purchase textbooks, supplies and other items online for delivery or for on-campus pick-up.

Contact the Salisbury University Bookstore:

Phone: 410-543-6085

Fax: 410-543-6184

<http://bookstore.salisbury.edu/>

(Please visit the bookstore Web site for store hours and additional information.)

UNIVERSITY TECHNOLOGY SERVICES

University Technology Services (UTS) operates 14 computer labs and a television studio, supports distance education and teleconferencing, provides network access at over 7,000 network ports, hosts a Web site including over 20,000 Web pages, services over 17,000 e-mail accounts, operates an in house telephone system, and even supports the campus cyber cafe.

SU's Information Technology Office operates and maintains 10 academic computer labs on campus. All software required to complete Salisbury University coursework is available in at least one lab (usually in multiple labs). Additionally, the labs give students access to University

printers and to central data storage (P: drives, K: drives). Four of the labs are available for general academic use only; the other six can be reserved for specific courses or other events.

Labs for General Use Only

[Blackwell Library 203](#)

[Fulton Hall 142](#)

[Guerrieri Center 133F](#)

[TETC 116A](#)

Labs Scheduled for Courses, Events and General Use

[Devilbiss Hall 205](#)

[Fulton Hall 145](#)

[Henson Hall 150](#)

[TETC 110A, 110B, 116B](#)

Breakout Rooms for Group Study

The Teacher Education and Technology Center also has four individual rooms available for group study. Information Technology has four private rooms for groups, called "Breakout Rooms," which students and faculty may reserve during normal TETC lab hours. These are intended for group study and projects, to give groups a place to work together and discuss projects without disturbing others in a lab setting. Each room includes a computer, a table with four chairs and a whiteboard. Dry-erase markers and erasers may be borrowed from the Help Desk at the time of reservation. Visit the Help Desk in TE 113 to make your reservations.

Online learning - My Classes (Blackboard Learn)

MyClasses is the course management system for Web-enhanced, hybrid and online courses at Salisbury University. The MyClasses portal uses the Blackboard Learn Platform. To log into MyClasses, go to <https://myclasses9.salisbury.edu/> and enter the username and password you were given for your campus email account. If you are having difficulty logging into MyClasses or have questions, contact the Help Desk at 410-677-5454 or e-mail helpdesk@salisbury.edu . For information about the Blackboard Learn platform, visit <http://www.blackboard.com/>

Enrollment in online courses is updated six times daily. For example: A student who enrolls in a course at 10:30 a.m. will have access to the MyClasses course at 12:30 p.m. For additional information, handouts and tutorials about how to use the MyClasses Web platform visit: <http://www.salisbury.edu/instructionaldesign/cms/Students.html>

LiveText (For education majors, or students taking education courses)

If you are an education major taking undergraduate or M.A.T. courses at Salisbury University, you will need to purchase a subscription to LiveText. LiveText is a comprehensive, Web-based application for creating, reviewing and submitting course assignments and receiving feedback from instructors. You only need to buy LiveText once for use throughout all of your SU education courses. Your subscription lasts one year past graduation. You can purchase your LiveText subscription at the University Bookstore. The package includes a subscription key

code, login information and tutorial CD. For additional information, visit <https://college.livetext.com/> or contact a LiveText support representative.

LiveText Technical Support

support@livetext.com

1-866- 548-3839 (Central time)

SU LiveText Coordinator

Dr. Starlin D. Weaver

Teacher Education Technology Center (TE) 383C

410-548-5787 or ext 85787

sdweaver@salisbury.edu

COPY CENTER

The Copy Center provides quality, prompt, affordable copying and binding to all members of the University community. Guidance on appropriate use of copyrighted materials is also available. Located in the basement of Holloway Hall (entrance facing Blackwell Library), the Copy Center employees can provide specific prices and services.

PUBLICATIONS

Professional writers, editors and graphic designers are available to assist the campus community with their publications needs for University-sponsored activities. For a small fee, design services are available for the production of t-shirts, give-aways, brochures, newsletters, posters, programs, etc. Pending office workload, students can print from disk or hard copy on the office's color copier (price varies with job complexity). Both PC and Macintosh formats are supported. Publications staff members can also provide guidance on appropriate use of copyrighted materials. According to University policy, all materials that may be viewed by an off-campus audience must be created and/or approved through Publications, located in Holloway Hall Room 271.

GUERRIERI UNIVERSITY CENTER

The center provides myriad opportunities for all member of the SU community to realize the many dimensions of the University's core values of excellence, student-centeredness, civic engagement and diversity. Guerrieri University Center facilities include lounges; meeting rooms; Atrium Gallery; Career Services; Center for Student Achievement; Disability Support Services; Guerrieri University Center Office; Guerrieri University Center Information Desk; Commuter Connections; Off-Campus Housing Services; Multicultural Student Services; Spirituality Center and Meditation Room; Office of New Student Experience; Parent Programs; Office of Student Activities, Organizations and Leadership; Counseling Center; Vice President of Student Affairs Office; student radio station WXSU; student newspaper *The Flyer*; the University

Writing Center; Cool Beans Cyber Café, ECZ Subs/Gull's Nest; computer labs; a game room; and vending area. An automated teller machine (ATM) and DVD rental kiosk are conveniently located in the hallway near the north entrance.

STUDENT HEALTH SERVICES

Recognizing that optimum health is essential to effective learning, the University maintains a health service center that is available to all students. Student Health Services, located in the south end of Holloway Hall across from the library, provides confidential treatment of illness and injuries through a well-equipped facility and certified, experienced professional staff, including two registered nurses and three nurse practitioners. Physician services are provided daily by Emergency Service Associates, a group of emergency room physicians, all board certified. Student Health Services is fully accredited by the Association for Ambulatory Healthcare.

Prior to treatment in Student Health Services, each student is required to complete a health history form. An up-to-date immunization record is required of all students regardless of age. Failure to provide this information may result in the student being unable to register for classes.

The University assumes no financial responsibility for student care other than that provided by Student Health Services. Students are urged to carry their own accident and health insurance since the University is not legally responsible for accidental injuries and resulting medical expenses.

In addition to clinical services, a wide range of co-curricular health promotion and educational programs are provided in a variety of campus settings. Patient hours are Monday-Tuesday and Thursday-Friday, 8:30 a.m.-4:30 p.m. and Wednesday, 9 a.m.-4:30 p.m. Students are seen by appointment during posted patient visit hours. All services are confidential. Student Health Services can be contacted by phone at 410-543-6262 or by Web at: www.salisbury.edu/health

Medical Insurance Suggestions

Recognizing that students have different health insurance needs, Salisbury University has compiled insurance information for students who may experience a change in their health insurance needs. Plans vary, according to the coverage they provide, price, deductibles and other variables pertinent to selecting an adequate plan, so be sure to check with your insurance company and home state to become familiar with laws regulating coverage. The following brochures are available in Student Health Services:

Assurant Health Student Select - Affordable Health Insurance for College Students

www.nationalinsurancestore.com

800-494-8463

Assurant Health (Grimaldi Insurance Company)

Short- Term Medical

Temporary Insurance for Gaps in Health Coverage

www.grimaldi.com

800-820-8663

Sentry's Student Plan (E.J. Smith and Associates)

www.ejsmith.com

847-564-3660

Additional references are available online. Many insurance companies offer student plans or extensions of family coverage. For additional information, contact Student Health Services at 410-543-6262.

CENTER FOR STUDENT ACHIEVEMENT

The Center for Student Achievement, Guerrieri University Center Room 213, provides students with a space to study and opportunities for academic enrichment. The center focuses on addressing key components that have traditionally challenged students in higher education, such as study skills and time management.

The center offers an opportunity to develop skills that will enhance students' academic potential while at the University. Areas of focus include test taking, note taking, time management, study skills and organizational tools. There are also weekly workshops that enable students to succeed in their classes. Students are also welcome to meet with the staff on a one-to-one basis, allowing students the individualized attention they may seek in order to achieve success. Tutoring for physiology and anatomy is available at the center upon request. At the center, students have access to study space, computers, Praxis preparatory exams, ALEKS math online modules, and information for scholarships, fellowships and many other academic enrichment programs.

In addition, the center also highlights students who have exemplified academic success in the classroom and demonstrate ideal scholarship at the University. The center's Web site features upcoming events, academic deadlines and new features for the center. A pilot program for supplemental instruction was launched in fall 2009. Students that are deemed high achievers in math, economics, music and science are encouraged to apply. Students with these abilities should be referred to Dr. Heather Holmes.

COUNSELING CENTER

The Counseling Center offers counseling, consultation and outreach programs that promote personal growth, psychological health and academic success. Counselors provide help for students who may experience issues such as anxiety, depression, low self-esteem, eating disorders, loss/separation, sexual identity and relationship concerns. Group counseling, individual counseling and crisis intervention are available. To supplement personal counseling sessions and group work, the center also has resource material on a variety of topics, as well as an extensive Web site. Counseling Center staff members have degrees in counseling, psychology and social work, and have years of experience working with college students. All services are confidential and free of charge. The Counseling Center is located in the Guerrieri University Center Room 263. 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-hours emergencies, the Counseling Center may be reached through the University Police at 410 543-6222. To learn more visit: www.salisbury.edu/counseling

UNIVERSITY WRITING CENTER

The University Writing Center provides a place for writers to meet and discuss their work with trained consultants. All services are free of charge to any member of the Salisbury University community. The center provides opportunities for writers to obtain thoughtful feedback about their work, increase confidence, versatility and competence in writing across all academic disciplines and to help writers reconsider and refine their ideas so they can revise their writing in meaningful ways. The center also supports classroom writing instruction by partnering with Salisbury University faculty members. Appointments are encouraged and can be made by phone or in person, but walk-ins are also welcome. For additional information including MLA and APA style guides and other writing resources, visit the University Writing Center's Web page at: <http://www.salisbury.edu/uwc/>

University Writing Center

Guerrieri University Center 206

410-543-6332

<http://www.salisbury.edu/uwc/>

OFF-CAMPUS HOUSING SERVICES

Off-Campus Housing Services provides valuable information and resources to assist students, faculty and staff at Salisbury University in making informed decisions regarding location, safety, rights and responsibilities in their off-campus housing choices. Services include information about finding roommates, renter's rights and responsibilities, area landlord listings, community information, and more.

Salisbury University is committed to a policy of nondiscrimination and the achievement of equal housing opportunity. All housing listings are subject to federal and state fair housing laws, which generally make it illegal to advertise any preference, limitation or discrimination because of race, color, religion, sex, sexual orientation, disability, marital status, familial status or national origin or intention to make any such preference, limitation or discrimination. All persons are hereby informed that all dwellings advertised are available on an equal opportunity basis. For additional information, visit <http://www.salisbury.edu/commuters/offcampushousing/index.html> or stop by Guerrieri University Center Room 222. Office Hours are Monday-Friday, 8 a.m.-4:30 p.m.

DINING SERVICES

University Dining Services (UDS) has a number of locations throughout the campus serving breakfast, lunch, dinner and snacks. Dining facilities are open to all students, faculty, staff and guests.

Commons Dining Hall

Choose between the Marketplace food court and buffet-style meals in the Bistro. The Commons dining hall is open to all students, faculty members, staff and guests.

The Marketplace Hours (Fall & Spring Semesters)

Monday-Thursday: 7:15 a.m.-9 p.m.

Friday: 7:15 a.m.-7:30 p.m.

Saturday: 9:30-11 a.m. (Continental Breakfast)

11-3:30 p.m. (Brunch) & 4:30-7:30 p.m. (Dinner)

Sunday: 9:30-11 a.m. (Continental Breakfast)

11-3:30 p.m. (Brunch) & 4:30-8 p.m. (Dinner)

Location: Commons dining hall, located at the East end of campus next to the Guerrieri University Center.

The Bistro Hours (Fall & Spring Semesters)

Lunch: 11 a.m.-2:30 p.m. (Monday-Friday)

Dinner: 4:30-7:30 p.m. (Monday-Friday)

Location: Commons dining hall is located at the East end of campus next to the Guerrieri University Center.

The Gull's Nest & East Coasterz Subs

The Gull's Nest offers sandwiches, subs burgers, and other items.

Location: Guerrieri University Center (next to the student lounge).

The Gull's Nest Hours (Fall & Spring Semesters)

Monday-Friday: 11 a.m.-11 p.m.

Saturday & Sunday: 5-11 p.m.

Location: Guerrieri University Center (next to the student lounge).

Cool Beans Cyber Café

Open late every day, Cool Beans serves coffee, snacks and features free Wi-Fi.

Hours (Fall & Spring Semesters)

Monday-Thursday: 7:30 a.m.-Midnight

Friday: 7:30 a.m.-11:30 p.m.

Saturday & Sunday: Noon-11:30 p.m.

Location: Location: Guerrieri University Center (next to the student lounge).

Satellite Dining

Each of SU's four satellite dining facilities serve find breakfast biscuits, salads, subs, specialty sandwiches, soup, fresh fruit, soft pretzels, beverages and more.

Hours (Fall & Spring Semesters)

Monday-Thursday: 7:30 a.m.-7:30 p.m.

Friday: 7:30 a.m.-3 p.m.

Locations

Caruthers Square: Located on the first floor of Caruthers Hall by the north entrance.

Fulton Plaza: Located to the right of the Fulton Hall main entrance.

Henson Court: Located on the first floor of Henson Science Hall.

TC's: Located on the first floor of the TETC building.

MEAL PLANS

Meal Plans are available to all registered students and provide a full range of choices at any of SU's dining facilities on campus. University Dining Services offers several meal plan options specifically designed to meet to needs of commuters and students living off campus in the Salisbury area. However, all registered students may choose any of the traditional meal plans as well. For a complete listing of meal plan options, prices, terms and conditions, as well as additional information about on-campus dining, visit:

<http://www.salisbury.edu/dining/mealplans.html>, or contact University Dining Services at 410-543-6105.

CAREER SERVICES

Career Services is available to all SU students and alumni, offering services that enable students to make a successful transition from education to the professional world. Partnering with faculty, staff, alumni and employers, Career Services guides students toward active citizenship in an interdependent world through productive and satisfying work. Services include career advising, resume reviews, on-campus job listings, an online database of employers and job openings, career-planning classes, and more. Career Services is located in the Guerrieri University Center, Room 133. Contact them at 410-543-6075, via e-mail at careerservices@salisbury.edu or visit them on the Web at

<http://www.salisbury.edu/careerservices/>. To make an appointment with a Career Services counselor, simply log onto your GullNet account and select on-campus appointments from the main menu on the left. No appointment is needed for resume and cover letter review. Contact the Career Services office for summer and winter session hours.

Career Services Hours (Spring & Fall)

Monday – Friday 9 a.m. to 5 p.m.

Thursday 9 a.m. – 3:30 p.m. (Walk-in)

DISABILITY SUPPORT SERVICES

The Office of Student Disability Support Services (OSDSS) provides guidance, resources and accommodations for students with documented disabilities, including but not limited to medical, psychiatric and/or learning disabilities, and/or mobility, visual and/or hearing impairments. The OSDSS aims to inform, educate and support students with disabilities, enabling them to achieve their educational, career and life goals on the basis of their personal skills, abilities, interests and values. The OSDSS emphasizes equity in access, rights of privacy and the integrity of academic programs, policies and practices.

Services offered by the OSDSS include exam accommodations, alternative media, sign language interpretation/transcription, assistive technology training, voter registration assistance and counseling services.

In addition, the OSDSS provides prospective students with information about the kinds of services available to them, how to request accommodations, specific accommodations offered, documentation requirements and coordination with other campus offices as needed. For more information visit: www.salisbury.edu/students/dss/

Requesting Accommodations

Students are urged to request accommodations a minimum of five weeks prior to beginning their first semester. However, students may submit updated documentation and request accommodations and modifications to accommodations at any time during their enrollment at the University. Depending on the type of accommodations requested, it may take four weeks or more make to the necessary arrangements. Students seeking eligibility for accommodations need to complete the following three-step process:

Step 1: Students should submit documentation of their disability. Please see below for documentation criteria.

Step 2: Students must complete and submit OSDSS Student Intake Forms. Upon request, students can receive these forms via US Mail, email, fax, or in person and may submit them to the OSDSS via U.S. mail, e-mail, fax or in person

Step 3: Once the OSDSS has evaluated the submitted documentation and has confirmed that

the student's documentation meets the necessary criteria for receiving reasonable accommodations and the Student Intake Forms have been received, the student should contact the OSDSS for a conference with OSDSS staff. At this meeting, the student and staff member discuss the student's accommodation plan, strategies for a successful academic career, and campus resources and services.

Documentation Criteria

All documentation should contain the date of the student's evaluation. This date of evaluation should be no more than five years prior to the date that it is presented to the OSDSS

All documentation submitted should contain a comprehensive written evaluation, prepared by a qualified professional. Generally, assuming that the presented documentation meets all criteria stated here, testing results and interpretive summaries from psycho-educational evaluations are appropriate for documenting learning and cognitive disabilities, a report prepared by a psychiatrist or psychologist is appropriate for documenting ADD/ADHD and psychological disabilities, and a physician's report is appropriate for documenting medical and physical disabilities. Documentation should include the following:

- Statement of diagnosis of a disability, a description of that disability, and a description of the nature and severity of the student's disability
- Assessment information, on which the professional made their diagnosis of the student's disability
- Statement of how the student's disability impacts them in an academic setting
- For diagnoses of learning disabilities only, an interpretative summary of the student's disability that addresses how patterns in their cognitive ability, achievement and information processing are impacted by their disability

The documentation should be typed on appropriate letterhead and include the name, title, address, phone number and signature of the professional who prepared the documentation.

Appeals

Written appeals of decisions concerning eligibility for receiving reasonable accommodations may be filed with the associate vice president for student affairs, located in the Guerrieri University Center, Room 212. The review of appeals will be guided by Salisbury University's Grievance Policy, published in the Student Code of Conduct Handbook.

Contact Information

Nikki Dyer, Coordinator
Guerrieri University Center (GC 256)
410-677-6536
disabilityservices@salisbury.edu

MULTICULTURAL STUDENT SERVICES

SU's Office of Multicultural Student Services provides services and programs that reflect students' interests and concerns, and serves to enhance the intellectual and multicultural experiences of all students. Activities sponsored represent an institutional commitment to creating and fostering an environment that values diversity while encouraging an appreciation and respect for differences. For more information about support services, mentoring programs and multicultural events, visit <http://www.salisbury.edu/multicultural/> or call 410-548-4503. The Office of Multicultural Student Services is located in the Guerrieri University Center, Room 242.

RECREATIONAL FACILITIES

Facilities available to all SU students include Maggs Physical Activities Center, Indoor Tennis Center and the University Fitness Club. These facilities offer strength training areas, cardiovascular fitness rooms, racquetball courts, indoor pool, gymnasium areas, indoor climbing walls, indoor and outdoor tennis courts, group fitness studio, and locker rooms. Outdoor facilities include playing fields and a track and field complex. For additional information including hours of operation, contact the Campus Recreation Office at 410-543-6350 or visit: www.salisbury.edu/campusrec

