

Chapter 9 – Student Advising and Registration

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are permitted to continue to attend the university under the direction of the assistant vice president. The assistant vice president assigns these students to advisors.

ACADEMIC ADVISING (BOR III-2.50)

Faculty Advising

1. All faculty are required to advise matriculated students and to be available to meet with them outside formal classes. It is suggested that a minimum of five (5) hours each week be set aside for scheduled office hours. These scheduled hours should provide access for students at various times and on various days of the week. The schedule of office hours is to be posted on the faculty member's office door, filed with the faculty member's department chair and dean, and with the Office of Academic Affairs. During program planning weeks, it may be necessary for faculty to schedule additional office hours in order to accommodate advisees.
2. Faculty Advisors are assigned to matriculated students. Students who have declared a major are assigned an advisor in their major department. Students who have not declared a major are assigned an advisor from the faculty at large.
3. Matriculated students must confer with their assigned academic advisor about course selections, requirements and other academic matters prior to registration each semester.
4. There are three categories of undergraduate non-degree students (UND). These categories and their management within the university advising system are as follows:
 - a. Non-program students are students pursuing one or two courses on the basis of personal interest without reference to a degree program. These students are not assigned advisors. If, however, these students complete 30 semester hours of work, they must apply for admission to the university as matriculated students and will then be assigned advisors.
 - b. Provisional students are first time students to the university. They are full-time, non-matriculated students attending under the direction of the dean of enrollment management. These students are assigned an advisor in the Admissions Office.
 - c. Restricted status students are students who have been academically dismissed but who

5. The *Advising Handbook* published by the Office of Academic Affairs provides information to faculty about the advising process and program requirements at the university.

UNDERGRADUATE STUDENT CONCURRENT INTER-INSTITUTIONAL REGISTRATION (BOR III-2.40)

Undergraduate students at Salisbury University may register concurrently at other institutions in the University System of Maryland in accordance with **BOR III - 2.40 UNIVERSITY SYSTEM OF MARYLAND POLICY ON UNDERGRADUATE STUDENT CONCURRENT INTER-INSTITUTIONAL REGISTRATION**, which is cited in full below.

I. Policy

In order to permit enrichment of the college experience for full-time undergraduate students attending system institutions, each institution shall provide opportunities for students to pursue courses for credit at other institutions within the University System, with exceptions as provided in **section III** below. The existence of this policy does not supersede cooperative agreements entered into by two or more USM institutions. Student participation is on a voluntary basis; however, course work should be used to augment the program of study being pursued at the home institution.

II. Definitions

- A. Home Institution - The institution that the student is currently, admitted and is enrolled as an undergraduate degree candidate;
- B. Host Institution - The institution at which the student is registered to pursue courses through the inter-institutional registration program.

III. Regulations Governing the Inter-Institutional Registration Program

- A. Only undergraduates who are enrolled full-time in degree programs and who have attained at least sophomore status and are in good academic standing at the home institution are eligible to participate in the program. Students participating in the ROTC program are exempt from the sophomore standing requirement.
- B. This program is not available at University College or in self-support programs.
- C. Participation in the student inter-institutional registration program shall be entered into only after receiving

approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Students will use the registration procedures and times applicable to native students at the host institution.

- D. All tuition and fees incurred by students shall be paid to the home institution in accordance with that institution's policies. No additional registration fees may be charged. However, fees at the host institution associated with special courses may be assessed.
- E. Ordinarily students may attempt in a given semester only the number of credits in combined registration equal to the maximum number permitted students at the home institution. At least fifty (50) percent of the semester course credits must be taken at the home institution.
- F. All credits and grades earned by participating students at a host institution shall be defined as resident credit and entered on the academic record of the student at the home institution. Both grades and credits earned within this program shall be included in the calculation of the grade point average at the home institution.
- G. The University System of Maryland and each institution shall develop coordinated procedures for the implementation of this policy.

ELIGIBILITY TO REGISTER (BOR III-2.30)

Good Academic Standing (Undergraduate Students)

Students are admitted into Salisbury University in good academic standing. Students who have received Salisbury University grades and whose Salisbury University cumulative grade-point averages are at least 2.0 remain in good academic standing. Grade-point averages will be computed whenever grades are awarded or changed. Consequently, a student's academic standing can change at any time. A student's academic status and eligibility to register is described below.

Definitions of Academic Status

1. **Admitted (A.k.a. Matriculated) Students** - students admitted to the University, attending full- or part-time, pursuing a bachelor's degree. They are either in good academic standing or on academic probation.
2. **Students in Good Academic Standing** - students who's SU cumulative GPA's are at least 2.0. Students who are not in good academic

standing are either on academic probation or on restricted status.

3. **Students on 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.
4. **Restricted Status Students** - 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.
5. **Dismissed Students** - previously-enrolled students who are no longer allowed to attend the University (for at least five years).

Unsatisfactory Academic Achievement (Undergraduate Students)

1. **Academic Probation, Restricted Status, and Academic Dismissal**

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 criteria 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.

2. **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:

- a. Students will be returned to good academic standing if their Salisbury University cumulative grade-point averages are at least 2.0.

- b. 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) grade-point averages of at least 2.0, and 2) their cumulative grade-point averages are greater than or equal to the appropriate minimums in the chart below.
- c. Students on probation who fail to attain good academic standing will have their admissions revoked and they will be allowed to continue to register for classes as restricted status students if either 1) they earn semester (or term or session) grade-point average less than 2.0, or 2) their cumulative grade-point averages are less than the appropriate minimums in the chart below.

Credit Hours (Including transfer credits) toward a degree	Minimum Salisbury University Cumulative Grade-Point Average
Fewer than 30	1.4
30 – 35	1.5
36 – 41	1.6
42 – 47	1.7
48 – 53	1.8
54 – 59	1.9
60 or more	2.0

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

3. Restricted Status

Restricted status students may enroll in no more than two courses for a total of seven 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 grade-point averages of at least 2.0. Students in restricted status who fail to attain Salisbury University cumulative grade-point averages of at least 2.0 within the three-registration time frame will be academically dismissed. Restricted status students who attain Salisbury University cumulative grade-point averages of at least 2.0 within the three-registration time frame may apply for readmission.

4. 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.

5. Undergraduate Non-Degree Students

Undergraduate non-degree students (UND) are students usually pursuing one or two courses for personal or professional development and are not assigned an advisor. Upon completion of 30 semester hours, these students must apply for admission to the University as matriculated students. There are two types of UND students who are assigned advisors:

- a. Provisional students, who are first-time students at the University. They are full-time, non-matriculated students attending under the direction of the dean of enrollment management.
- b. Restricted status students, whose admissions have been revoked for inadequate academic performance but who are permitted to continue to attend the University under the direction of the Office of Academic Affairs.

Approved by Academic Policies on March 13, 2003

SUMMER AND SPECIAL SESSIONS (BOR III-2.10)

- 1. Salisbury University offers special sessions during the summer and winter periods that use various formats to meet the needs of faculty and students. In addition, the University offers evening sessions and extension programs that correspond to the fall, winter, spring or summer terms.
- 2. Students who are interested in summer and/or winter programs follow the normal registration procedures established by the Registrar's Office. Students have the opportunity to register either by mail or in-person for these terms. Any student who has not been denied admission as a matriculated student or who has not been academically dismissed from the University may register for courses during these sessions.

3. All special terms and sessions are governed by the University's regulations and policies for instruction in undergraduate and graduate programs. Consequently, all academic policies governing grading procedures, mid-semester notification of academic deficiency, procedures for withdrawal, etc. apply to these sessions.
 - * For enrollment of eight or greater, the compensation will be calculated as follows: base pay (for the academic year 2000/2001 the base pay is \$730 per course credit hour) plus 12.5% of the in-state tuition generated over the base pay.
 4. Faculty salaries during special sessions are determined according to instructional principles related to class size.
 - a. Because the amount of material that must be covered and student work that must be evaluated in a shortened multi-week period, the class limit for a "typical" lecture/discussion course should be equivalent to established limits for the same course during fall/spring offerings. Once a course has been selected by the department chair and approved by the respective dean for inclusion in the winter and summer term, it will be offered unless it enrolls fewer than nine undergraduate or seven graduate students. The course will then only be cancelled if the instructor agrees to the cancellation.
 - b. When determining the amount of an instructor's salary, the following guidelines will be used:
 - 1) Undergraduate only courses:
 - * For the first nine students, the instructor will be compensated at a rate of 60% of the tuition generated at the in-state rate currently in effect.
 - * For enrollments of ten or greater, the compensation will be calculated as follows: base pay (for the academic year 2000/2001 the base pay is \$700 per course credit hour) plus 12.5% of the in-state tuition generated over the base pay.
 - * Contact hours are compensated at 12/14ths of the corresponding pay for credit hours.
 - * Tuition waiver students are included in course enrollments.
 - 2) Graduate only course:
 - * For the first seven students, the instructor will be compensated a rate of 60% of the tuition generated at the in-state rate currently in effect.
- * Contact hours are compensated at 12/14ths of the corresponding pay for credit hours.
- * Tuition waiver students are included in course enrollments.
- 3) Combined undergraduate and graduate courses: The compensation will first be calculated by taking the difference between the undergraduate and graduate pay schedules as defined above.
 - * This difference will then be multiplied by the fractional relationship between the number of graduate students and the total course enrollment.
 - * After calculating the fractional component, that amount will be added to the compensation at the undergraduate level for the course.
- 4) Specialty Courses
 - * Includes student teaching, internships, etc.
 - * Compensation will be based on guidelines established at the department and/or school level.
 - * All salaries will be determined after the end of the drop/add period.
- 5) There is a two course maximum per session for any faculty member.

CONTINUING EDUCATION (BOR III-2.00)

1. The university makes available traditional and non-traditional educational opportunities through evening course, extension course, non-credit courses, winter term, summer session, TV and newspaper courses, workshops/conferences, short courses, institutes, undergraduate and graduate courses and other types of educational/experimental experiences, both on campus and off campus.
2. Traditional, credit-bearing courses are graded according to the same policies and guidelines for

grading undergraduate and graduate courses offered in the university's regular fall and spring academic semesters.

3. The University has adopted the Continuing Education Unit (CEU) for selected offerings in the Non-Credit Continuing Education Program as a method of recognizing, identifying, measuring and rewarding participation in non-credit certificate programs, special courses of varying lengths that are not part of the regular undergraduate or graduate degree programs. The Continuing Education Unit is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsoring, capable direction and qualified instruction." Both professional and person growth may be assessed in this manner. Courses which CEU credit will be awarded are designated (CEU).

CREDIT BY EXAMINATION AND PORTFOLIO ASSESSMENT (BOR III-1.40)

Salisbury University provides undergraduate students with opportunities to earn up to sixty semester credit hours by examination. Such credits may be awarded through standardized examinations such as those in the Advanced Placement Program of the College Entrance Board (AP), or in the College Level Examination Program (CLEP), or through portfolio assessment or departmental examinations conducted by the faculty in the appropriate discipline. The total amount of credit earned through either departmentally developed examinations or portfolio assessment may not exceed thirty semester credit hours. The source of credit by examination or by portfolio assessment is identified on the student's permanent record.

ACADEMIC CLEMENCY (BOR III-1.30)

Salisbury University recognizes that some students may, for a variety of reasons, develop academic records that do not reflect their true abilities. Students who leave the university with a poor academic record may wish to receive academic clemency upon their return. To encourage students to try again after an unsuccessful experience, the university is prepared to extend academic clemency under the following conditions.

Eligibility and Outcomes

1. Students requesting academic clemency may not have attended Salisbury University for at least five (5) calendar years.

2. Students who have not attended for five previous years are only eligible for clemency once in their academic career.
3. Students requesting academic clemency may petition to have the effects of up to sixteen (16) credit hours of D and/or F removed from the calculation of GPA.
4. The actual grades of D and/or F grades which were receive will remain on the academic record beside the courses in which they were earned but will be noted as removed from the GPA calculation with an X.
5. When clemency is granted for D grades, the previously earned credits for those grades will be deleted from the student's academic record.

Application Procedures

Students seeking academic clemency must carry out the following procedures no later than the semester before they apply for graduation.

1. Obtain a Readmission Application and an Academic Clemency Request form from the Registrar's Office.
2. Submit the following to the Registrar's Office.
 - a. a completed readmission application.
 - b. the completed and signed Academic Clemency Request form.
3. If unsure of courses to request, an unofficial transcript may be obtained by contacting the Registrar's Office.
4. Students who are already readmitted to the university need not submit a readmission application.
5. Clemency will not be reviewed until after the add/drop period.

STUDENT REQUEST FOR WAIVERS OF ACADEMIC POLICIES (SU)

Introduction

The academic policies of Salisbury University have been established by the faculty to guide students' performance

and to help ensure quality education at the University. These policies and their related procedures are documented in full in the *University Catalog* and students are responsible for being aware of these policies and for planning their programs of study in accordance with them. Where appropriate, waivers of particular types of academic policies may be granted by the following individuals.

Policy Type (see glossary for definition of terms)	Waiver Granting Authority
Late Drops	Dean's Office*
Requirement of Academic Majors	Department Chair
Extension of Grades of Incomplete	Instructor
Late Change of Pass-Fail/Credit Grades	Dean's Office*
Enrollment Exceeding 19 Hours	Dean's Office**
Credit by Challenge Examination	Dean's Office*
General Education Requirements	Asst. VP of Academic Affairs
Final Thirty-Hour Requirement	Asst. VP of Academic Affairs
Thirty-Hour Upper Division Requirement	Asst. VP of Academic Affairs
Catalog Edition Graduation Requirement	Asst. VP of Academic Affairs
Sixty-Hour Honors Requirement	Asst. VP of Academic Affairs
Commencement Participation Policy	Asst. VP of Academic Affairs

*a. Policies related to students should be signed by the dean of the school in which the students' majors lies.

**b. Policies related to courses and curriculum should be approved within the school of the course or curriculum affected.

1. Student Action

Students wishing to apply for waivers of academic policies and procedures must state their requests in writing and submit them to the appropriate person. Written requests should include:

- a. a letter of request, which provides a rationale for the waiver;
- b. a copy of the policy and/or procedures for which the waiver is being requested;

- c. a completed copy of any official form related to the waiver with all necessary signatures on the form. (forms may be obtained in the Office of Academic Affairs); and
- d. letters of support for the request from faculty, academic administrators, physicians and so forth, if these are appropriate to the request and available.

2. Response to Student Waiver Requests

When faculty or academic administrators receive waiver requests from students, they will review and consider these requests, gathering additional information and referring the request to the Academic Policies Committee as appropriate. They will notify students in writing of the status of the request within five (5) working days of the submission of the requests and send copies of these notifications to the Academic Policies Committee.

In all cases where students' requests for waivers are denied, faculty, administrators and the Academic Policies Committee shall inform students of these denials in writing within five (5) working days and will maintain file copies of these denials for three years.

3. Limitation of a Student's Right of Appeal

A student who appeals a decision of a waiver of an academic requirement directly to the provost and has the appeal denied by the officer may not subsequently appeal that denial to the Academic Policies Committee. A student who appeals a denial of a waiver to the Academic Policies Committee, and who then has the appeal denied by the provost, may not subsequently re-appeal that denial to the Academic Policies Committee.

4. Final Thirty Hours

Students must take 30 of their last 37 credit hours at Salisbury University (special cooperative programs accepted).

ADMINISTRATIVE DISMISSAL (SU)

1. Students who do not observe the payment due date specified on the bill for any academic term are administratively dismissed from the university and are dis-enrolled from all of the classes for which they pre-registered.

2. The Cashier's Office notifies students who have been administratively dismissed in writing. This notice also specifies the length of time with which dismissed students must appeal if they intend to do so.
3. Students who wish to appeal an administrative dismissal must write a letter of appeal to the director of billing and accounts receivable explaining any special circumstances related to the non-payment of their bills which would justify possible re-enrollment.
4. When students appeal for re-enrollment, the director of billing and accounts receivable examine their reasons for appeal and their history of bill payment to decide if they may be re-enrolled. In cases of repeated non-payment of bills, appeals are generally denied. Students whose appeals are denied may appeal to the provost.
5. If administratively dismissed students' appeals for re-enrollment are approved, they are notified by the Cashier's Office, then they must take the following steps in order to be re-enrolled and re-admitted to their classes:
 - a. Re-enroll at the Registrar's Office and obtain a combined billing/registration form.
 - b. Submit the combined billing/registration form to the Cashier's Office, have their bill computed and pay the amount due.

CLASSIFICATION OF UNDERGRADUATE STUDENTS (BOR III-6.40)

- I. A full-time undergraduate student is one who is registered during any fall or spring semester in any day and/or evening courses totaling twelve (12) or more credit hours.
- II. Students are classified according to the number of semester hours they have completed with grades of A, B, C, D, or PS as follows:

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

- III. Students are also designated as follows:
 - A. **Matriculated Students** - full or part-time degree candidates who are assigned a faculty advisor in an academic department.
 - B. **Undergraduate Non-Degree Students (UND Students or Restricted Students)** - students who have been academically dismissed but who are permitted to attend under the direction of and are assigned an advisor by the assistant vice president of academic affairs.
 - C. All students enrolled for twelve (12) or more semester hours pay full-time tuition and fees regardless of classification. Students enrolled for 11 or fewer semester hours pay tuition assessed on a per-credit basis and pay part-time fees.

STUDENTS WHO ARE CALLED TO ACTIVE DUTY DURING A NATIONAL OR INTERNATIONAL CRISIS OR CONFLICT (BOR V-7.00)

1. They may withdraw outright receiving W's in all courses and receive a full refund for the semester.
2. They may receive W's in some courses (with no refund) and negotiate with faculty members for Incompletes in other courses.
3. As an alternative to a full refund and receiving W's in all courses, they may negotiate with faculty members for Incompletes in all courses. The terms negotiated by faculty members and students for incomplete grades should be specific for the individual and reasonable time frame involved. It is, of course, the students' prerogative to initiate the negotiation.
4. A refund of room and board fees will be issued based on the actual days of occupancy.
5. Students who leave the institution in good academic standing may submit a readmission application to be reinstated to the university.

Approved by the Board of Regents on October 5, 2001
 Revised by the Provost on August 4, 2003

COMMUNITY SERVICE (BOR V-6.00)

1. Salisbury University System Board recognizes the value of involvement in community service. Such service allows students to volunteer in their campus and local communities for experiences which are integrated with the academic program and provide valuable and rewarding learning experiences.
2. Consistent with its mission, the University provides administrative mechanisms for its student community services in the New Student Seminar, in courses in each school of the university and in many campus clubs and organizations. Details about these kinds of community service opportunities appear in the university catalog.

