

III – 1.11: Policy on Conflicts of Interest in Research or Development

In the matter of conflicts of interest in research or development, Salisbury University operates under **BOR III - 1.11 UNIVERSITY SYSTEM OF MARYLAND POLICY ON CONFLICTS OF INTEREST IN RESEARCH OR DEVELOPMENT** which is reproduced below.

I. Introduction

Maryland law encourages public senior higher education institutions to promote economic development in the State and to increase their financial resources through arrangements with the private sector, including collaborative research and development, commercial application of institution-owned intellectual property, and provision of technical assistance. To facilitate these purposes, the Maryland Public Ethics Law allows for the exemption of the University System of Maryland personnel from some of that law's conflict of interest provisions. This policy establishes the essential elements of the procedures, to be adopted by each System institution for obtaining such exemptions.

II. Policy

- A. A present or former official or employee of a constituent institution of the System, USMA, UMBI, or CEES may have a relationship (as defined herein) with an entity engaged in research or development, or an entity having a direct interest in the outcome of research or development, which relationship would be otherwise prohibited by the conflict of interest provisions of the Ethics Law, if such a relationship is disclosed and approved by the president of the educational institution in accordance with the institution's faculty conflict of interest procedures developed pursuant to this policy.
- B. The chancellor, a vice chancellor, a president, or a vice president or one holding a similar such position may have such a relationship only if the Board of Regents makes the following findings:
 - 1. that participation by, and the financial interest or employment of, the official is necessary to the success of the research or development activity; and
 - 2. that any conflict of interest can be managed consistent with the purposes of relevant provisions of the Public Ethics Law.

The Board shall promptly notify the State Ethics Commission in writing of any approval given under this paragraph. In the event that the Commission disagrees with any approval and provides notice to the Board within 30 days of the Commission's receipt of notice of the approval, the Board shall reexamine the matter. The Board shall adopt procedures for handling requests for approvals under this paragraph.

- C. If the above conditions are not met, this policy does not exempt a former or present official or employee from any of the provisions of the State Ethics law.
- D. Nothing in this policy allows an exemption on the part of any official or employee of the System from the provisions of the **Section 15-505** (“Solicitation or acceptance of gifts of honoraria”) of the State Government Article. Further, an official or employee of the System may not (1) represent a party for contingent compensation in any matter before the Board of Regents or before the State’s Board of Public Works, or (2) intentionally misuse his or her position with the System for personal gain or for the gain of another person.
- E. The approval of a relationship under this policy does not relieve the official or employee from the obligation to comply with other System and institution policies, including the System Policy on Professional Commitment of Faculty.
- F. The chancellor is encouraged to consult periodically with the Maryland Department of Business & Economic Development and with Federal agencies that regulate federally-funded research concerning the implementation of this policy.

III. Procedures

- A. Each institution and the USMA shall develop procedures based on the above policy and purposes of the Maryland Public Ethics Law as stated at **Section 15-101** of the State Government Article of the Maryland Annotated Code. The procedures shall be approved by the Office of the Attorney General and approved as to conformity with Maryland Public Ethics Law by the State Ethics Commission. The approved procedures shall be filed with the Office of the Chancellor.
- B. Procedures shall:
 1. Require timely disclosure of any relationship. The disclosure shall be filed with the State Ethics Commission, and maintained as a public record at the institution.
 2. Subject to paragraph (5), require review of all disclosed relationships by a designated official who shall determine what further information must be disclosed and what restrictions shall be imposed in order to manage, reduce, or eliminate any actual or potential conflict of interest. The designated official shall also determine whether or not the disclosed relationship represents a harmful interest, as defined herein. If so, approval shall not be granted.
 3. Include guidelines to ensure that relationships do not improperly give an advantage to entities with which the relationships exist, lead to misuse of institution students or employees for the benefit of such entities, or otherwise interfere with the duties and responsibilities of the official or employee maintaining the relationship.
 4. Subject to paragraph (5), require that each relationship be approved or disapproved by the president of the institution, with such determination to be the final decision.
 5. Require that any relationship maintained by the president or provost, by the chancellor or a vice chancellor, and by one holding any other position designated by the Board of Regents be approved only by the Board of Regents.

IV. Reporting

Institutions shall submit to the chancellor in a format determined by the chancellor a quarterly report which shall include all approvals granted under this policy. The Board of Regents shall report to the governor, the Legislative Policy Committee of the General Assembly, and the State ethics commission, the number of approvals granted under this policy and how this policy and the procedures adopted pursuant to it have been implemented in the preceding quarter.

V. Definitions

- A. "Harmful interest" means an interest which is found to be so influential as to imply partiality in the conduct of the research, the interpretation of the results of the research, and/or the determination of research or other professional and employment priorities.
- B. "Institution" as used in this policy means each constituent institution of the System, University System of Maryland Administration, the University of Maryland Biotechnology Institute, the Center for Estuarine & Environmental Studies, and any other Unit of the System that the chancellor shall designate.
- C. "Relationship" means any interest, service, employment, gift, or other benefit or relationship with an entity that would be prohibited by **Title 15, Subtitle 5** of the State's Public Ethics Law if not disclosed and approved pursuant to this policy and procedures adopted pursuant to it. "Relationship" includes any relationship of the spouse or other relative of an officer or employee if such a relationship creates restrictions on the officer or employee under the conflict of interest provisions of the Ethics Law.
- D. "Research or development" means the basic or applied research or development, and includes the development or marketing of university-owned technology, the acquisition of services of an official or employee by an entity for research and development purposes, or participation in State economic development programs. **(See Appendix H, Conflict Exemption Disclosure Form)**

(Approved by Board of Regents, August 23, 1996)

(BOR III - 1.11)

III – SU: Policy on Standards for the Conduct of Scientific Research

This policy is on file and disk in the Office of Academic Affairs and is accessible on the web at:
www.ssu.edu/UnivOffices/PPSciRes.Html

Any faculty involved in any research affiliated with his/her relationship to SU should familiarize themselves with the policy. If you have any questions, contact the Director of Grants and Sponsored Research.

(Revised September 1, 1997)

III – 1.20: Policy on Review of Alleged Arbitrary and Capricious

Each institution shall develop guidelines and procedures to provide a means for a student to seek review of course grades alleged to be arbitrary or capricious. In this policy, the term “arbitrary and capricious” grading means 1) the assignment of a course grade to a student on some basis other than performance in the course; 2) the assignment of a course grade to a student by unreasonable application of standards different from the standards that were applied to other students in that course; or 3) the assignment of a course grade by a substantial and unreasonable departure from the instructor’s initially articulated standards. The SU guidelines and procedures are outlined in the SU Grievance Procedures document approved 3-13-2001.

Approved by the BOR, January 11, 1990

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III – 1.30: Policy on Academic Clemency

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 received 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 Office of Admissions.
2. Submit the following to the associate dean of admissions.
 - a. a completed readmission application.
 - b. a check for \$30.00 for readmission fee.
 - c. the completed and signed Academic Clemency Request form.
 - d. a brief letter outlining reasons for requesting clemency.
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 and a readmission fee (**items 2.a. and 2.b. above**).
5. Prompt action will be taken upon receipt of the above listed documentation.

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III – SU: Policy on Student Request for Waivers of Academic Policies

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 Catalogue* 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.

Procedures For Applying For Waivers of Academic Policy

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.

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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 excepted).

III – SU: Policy on Administrative Dismissal

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.

III – SU: Policy on Classroom and Related Responsibilities of Faculty

This policy represents the university's unique perspective on the classroom and related responsibilities of the faculty that have been developed by the faculty independent of the University System of Maryland and as an expression of faculty commitment to the university as a teaching institution.

A. Teaching and Related Responsibilities

1. Faculty contractual obligations with the University begin on August 15 each year and extend until June 15 of the succeeding year, and faculty should be available from that time until the official opening of school to attend workshops and department and campus meetings. Also, during this period, faculty members should be ready to assist the Admissions Office, the Office of Academic Affairs and the Student Affairs Office in conducting orientation programs for new students. Attendance at the opening workshops sponsored by the Faculty Development Committee is expected of all full-time faculty.
2. Classroom teaching is the most important activity in which faculty engage, and it is expected that all scheduled classes will meet for the full class period. If a faculty member knows in advance that he/she will be unable to teach a class, approval must first be obtained from the department chair, then students in the class must be notified regarding activities to be carried on during the instructor's absence or of plans for make-up classes. In case of illness or other emergency, the faculty member must notify the department chair immediately and arrange to have the students notified if the class is to be canceled. If possible, any special instructions which may be needed for missed classes should be provided. Classrooms for make-up classes should be scheduled through the office of the University Center.
3. A course syllabus must be provided for each course and must be handed out at the first class meeting. The syllabus should include information about the purpose of the course; prerequisites; whether or not the course satisfies a General Education requirement and if so, in which group; textbook(s) to be used; topics to be covered; and schedules of major tests.

The syllabus must also include policies and procedures related to class attendance, assignments, tests and quizzes, grading and office hours and information about how the course meets the university's Writing Across the Curriculum requirement. These policies and procedures constitute a commitment by the faculty member to students and must be followed throughout the semester.

B. Granting of Credit to Student Volunteers in Classroom Research

1. Faculty who seek students subjects for research in their classrooms and who offer some form of academic credit to students in exchange for their involvement must secure approval to do so from the Human Volunteers Committee. To secure this approval, faculty must demonstrate that student involvement in the research protocol is academically valid and relevant to the course in which the credit will be given. Faculty are expected to explain the specific steps they will use to ensure that students receive academic benefit from their involvement as research subjects.
2. Faculty must give alternative, credit-bearing experiences to students who do not choose to participate in the research protocol. These experiences should be generally equivalent in time and effort to those in which the student research volunteers are involved.

C. Special Student Needs

1. Information on classroom and extra-curricular needs of unique students should be obtained from the Student Affairs Office and the assistant vice president of academic affairs. Materials and aids for working with learning disabled and physically impaired students are available across the campus.
2. Suggestions for working with culturally diverse students are also available from the Student Affairs Office.

D. Field Trips

1. Plans for field trips related to the instructional program should be made in advance of the anticipated trip by the faculty member concerned.
2. Field trips are not scheduled during the last two weeks of classes prior to the semester examinations.

E. Changes in Class Schedules and Classrooms

1. Class schedules are drawn up by department chairs in consultation with department faculty. Class schedules, including proposed courses, meeting times, instructors, and room specifications are then submitted to the dean of the school and provost. The provost, registrar, deans and department chairs use this information to develop a final "master schedule" each semester.
2. Faculty members may not change the time or meeting place of scheduled courses without the approval of the registrar. Classrooms for make-up classes should be scheduled through the scheduling office of the University Center.

F. Rosters

1. Class rosters for each class are normally available to faculty members by the first meeting of each class. Faculty must verify that students are in class so that the registrar has accurate records and is able to make appropriate inquiries about students who are not attending classes for which they are registered.
2. During the Drop/Add period, instructors may drop from their rosters students who miss two, consecutive class sessions and who fail to notify instructors that they wish to remain in the course from which they have been absent. Instructors initiate this "ghost policy" by notifying the Registrar's Office in writing of students who are to be dropped from a roster. This written notification must include the student's name and social security number as well as the course name and number, its section number and the department in which the course is taught.

G. Changes in Courses and Programs

1. Faculty members who wish to delete a course or create a new one; to change a course number, level, title, credit, or description; or to revise or develop a new program, must follow guidelines published in the university's curriculum handbook, *Policies and Procedures for Curriculum Approval*. The appropriate forms in this handbook must be completed and submitted in sequence to the department chair, School Curriculum Committee, dean and the University Curriculum Committee.

2. All changes to existing course and programs and all new courses and programs must be approved by the curriculum committee of the schools in which they will be offered and by the University Curriculum Committee. Policies and procedures for school curriculum committees appear in **Appendix I**.

III – SU: Policy on Technology Fluency

The Mission of Salisbury University states, “Our highest purpose is to empower our students with the knowledge, skills and core values that contribute to life-long learning and active citizenship in a democratic society and interdependent world.” In the 21st century, information technology is a crucial component in that process of empowerment. Therefore, it is the policy of Salisbury University that all students graduating from this institution can demonstrate an appropriate level of fluency with information technology with regard to discipline-specific requirements within academic departments. Salisbury University recognizes that fluency in information technology requires three kinds of knowledge: contemporary skills, foundational concepts, and intellectual capabilities. This knowledge is attained in four broad context areas namely:

As outlined in the book, *Being Fluent with Information Technology* (National Research Council 1999), the National Research Council has outlined ten specific skills that fall into these four categories. These specific skills have been suggested by the USM Board of Regents as the appropriate starting point for achieving technology fluency on the campus of Salisbury University:

I. Basic Operations and Concepts

- a. *Setting up a personal computer*: A person who uses computers should be able to connect the parts of a personal computer and its major peripherals (e.g., a printer). This entails knowing about the physical appearance of cables and ports, as well as having some understanding of how to configure the computer (e.g., knowing that most computers provide a way to set the system clock, or how to select a screen saver and why one may need to use a screen saver).
- b. *Using basic operating system features*: Typical of today's operating system use is the ability to install new software, delete unwanted software, and invoke applications. There are many other skills that could reasonably be included in this category, such as the ability to find out from the operating system whether there is sufficient disk space.
- c. *Connecting a computer to a network* : This process can be as simple as wiring the computer to a telephone jack and subscribing to an Internet service provider, although as more powerful communications options become available, this process may become more complex.

II. Accessing Information through Technology

- a. *Using technology (e.g. Internet) to find information and resources*: Locating information on the Internet involves the use of browsers and search engines. The use of search engines and browsers requires an understanding of one's needs and how they relate to what is available and what can be found readily. Additionally, it is important to both be able to specify queries and evaluate the results.
- b. *Using instructional materials to learn how to use new applications or features*: This skill involves using online help files and reading and understanding printed manuals. One aspect of this process is obtaining details or features of systems one already comprehends; a second aspect is using the tutorial to grasp the essential models and ideas underlying a new system.

III. Communicating Effectively using Technology

- a. *Using a word processor to create a text document*: Minimal skills in this area include the ability to select fonts, paginate, organize, and edit documents. Integration of image and other data is becoming essential. Additional possible applications include the creation of Web pages using specialized authoring tools.

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- b. *Using a graphics and/or artwork package to create illustrations, slides, or other image-based expressions of ideas:* Today, this skill involves the ability to use the current generation of presentation software and graphics packages.
 - c. *Using telecommunications to communicate with others:* Electronic mail is a primary mode of computer-based communication. However, discussion boards, web pages, and instant messaging are also valid telecommunication modes. Variants and improvements, as well as entirely new modes of communication, are expected in the future.
- IV. Organizing and Analyzing Information with Technology
- a. *Using a spreadsheet to model simple processes or financial tables:* This skill includes the ability to use standard spreadsheet systems and/or specialized packages (e.g., tax preparation software).
 - b. *Using a database system to access useful information:* Database systems are becoming ubiquitous in the workplace, and personal information managers are becoming increasingly common. In the future, different approaches, perhaps Web-oriented, may become the prevalent mode.

However, while the National Research Council and the USM Board of Regents have endorsed student competence in these ten generic skills as the recommended goal for each USM campus, we at Salisbury University recognize that each academic discipline will have a specific set of contemporary skills, foundational concepts, and intellectual capabilities that it considers to be critical to success of its graduates. For example, within the Sciences, a special emphasis may be placed on organizing and analyzing information while in the Liberal Arts, communication with technology may be of primary importance.

Therefore, it is the policy of Salisbury University that all students graduating from this institution can demonstrate an appropriate level of fluency with information technology with regard to discipline-specific requirements within academic departments. As part of the upcoming annual assessment process, academic departments will identify the technology skills, concepts, and capabilities they consider to be most important to success in their discipline. Within this assessment process, departments will create measurable outcomes to demonstrate the level of technology fluency within their majors, create means to assess these student learning outcomes, and include the results in their annual assessment report. Obviously, all of the possible student technology fluency goals cannot be assessed in a given year; departments should prioritize their goals and assess a few each year.

In summary, Salisbury University believes that being fluent with information technology is crucial for the success of our graduates in the Information Age. We agree with National Research Council (1999) when they wrote that students:

...should use information technology confidently, should come to work ready to learn new business systems quickly and use them effectively, should be able to apply information technology to personally relevant problems, and should be able to adapt to the inevitable change as information technology evolves over their lifetime. (p. 5)

By assessing our students' fluency with information technology, we will be helping to ensure that their college degree is competitive in the marketplace and that they are prepared for a lifetime of learning about ever-changing technology.

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III – 1.40 - Policy on Credit by Examination and Portfolio Assessment

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.

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III – 2.00 - Policy on Continuing Education

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).

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III – 2.10 - Policy on Summer and Special Sessions

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.
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.
 - * 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.
 - * 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.
- c. 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.

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III – 2.20 - Policy on Combined Bachelor's/Master's Programs

1. Faculty who wish to develop combined bachelor's/master's degree programs must design such programs cooperatively with the dean of their school, Graduate Council and the Office of Academic Affairs. Combined programs must be approved in accordance with the steps described in the university's curriculum manual, *Policies and Procedures for Curriculum Approval*.
2. Undergraduate students who are within six semester hours of completing requirements for the baccalaureate degree and who have submitted an Application for Admission to Graduate Study, an application fee, two recommendation forms and an appropriate standardized test score (see *Graduate Catalogue*) may, with the approval from the Registrar's Office. Graduate credit for these courses is awarded only upon completion of the baccalaureate degree by the end of the semester in which the students began the final course requirements.

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III – 2.30 - Policy on Eligibility to Register

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),

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will be allowed to register as students on academic probation. At the conclusion of any semesters (or terms or sessions) while on academic probation:

- ❑ Students will be returned to good academic standing if their Salisbury University cumulative grade-point averages are at least 2.0.
 - 1.
- ❑ 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.
 - 2.
- ❑ 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.

Revised 9/03

5. Academic Clemency Policy

For a variety of reasons, some students may have academic records that do not accurately reflect their academic abilities. To encourage students who have left the university with poor academic records to subsequently return and succeed, the University is prepared to extend academic clemency.

Students who have not attended the University for at least five years are eligible to apply for academic clemency. Students are only eligible for academic clemency one time during their academic careers, and they must apply during their initial semesters, terms, or sessions as returning students.

Students applying for academic clemency must complete an Academic Clemency Form on which they request to have up to 16 credit hours of D and F work removed from their grade-point averages by changing these grades to XD and XF respectively. When academic clemency is granted for D grades, the previously earned credits will be lost and may no longer be applied to any graduation requirements. Students who receive academic clemency are not precluded from graduating with honors.

6. 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:

1. 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.
2. Restricted status students, whose admissions have been revoked for inadequate academic performance but who are permitted to continue to attend the University under the direction of the Office of Academic Affairs.

Approved by Academic Policies on March 13, 2003

(BOR III - 2.30)

Revised 9/03

III – 2.40 - Policy on Undergraduate Student Concurrent Inter-Institutional Registration

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.

(BOR III - 2.40)

III – 2.41 - Policy on Graduate Student Concurrent Inter-Institutional Registration

Undergraduate students at Salisbury University may register concurrently at other institutions in the University System of Maryland in accordance with **BOR III - 2.41 UNIVERSITY SYSTEM OF MARYLAND POLICY ON UNDERGRADUATE STUDENT CONCURRENT INTER-INSTITUTIONAL REGISTRATION**, which is cited in full below.

I. Policy

It is the policy of the Board of Regents of the University System of Maryland to encourage graduate students enrolled at one institution of the system to avail themselves of course offerings, research facilities, and special faculty competencies at the other institutions of the System. Therefore, degree-seeking graduate students at USM institutions may, with the permission of the graduate coordinator in the program to which they were admitted, pursue for credit at other institutions within the university system graduate courses to augment their degree programs.

Courses taken at other institutions should be used to augment the home campus program. If a major portion of the program a student wants is not given at the home institution, then the student should transfer to an institution which offers the program.

In granting permission to pursue the opportunity afforded by this policy, significant factors to be considered by the graduate coordinator may include but are not limited to:

- A. Unavailability of a similar or comparable course at the home institution within a reasonable time frame. Here convenience is not adequate justification.
- B. Possible enhancement of the student's overall program in a way not possible at the home institution, as by the existence at the host institution of a unique research or instructional facility, particular faculty expertise, or the availability of a particular course not offered at the home institution.
- C. The level and content of the course, including the nature of prerequisite course work.

II. Definitions

- A. Home Institution -- The institution to which the student is currently, formally admitted in an approved graduate degree program. The home institution will be responsible for admission, academic advising, grants of financial aid, the academic transcript and the awarding of the graduate degree. The student must maintain academic eligibility at the home institution.
- B. Host Institution -- The institution that registers the inter-institutional student for the inter-institutional course only and offers the course(s) taken as a visiting inter-institutional student. The host institution will provide, on a space available basis, access to courses, seminars, and research facilities. Use of the libraries, parking facilities, and emergency health care will be made on the same terms on which they are offered to graduate students at that institution.

III. Regulations Governing the Inter-Institutional Registration Program

- A. Degree-seeking graduate students in good academic standing in approved graduate programs at USM institutions are eligible to participate.

- B. Participation in the 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. Actual registration is on a "seats available" or other established basis. Contact with the department or program at the host institution is recommended in order to determine availability of space in the course and the existence of particular prerequisites. This should be done well in advance of the registration period in which the course will be taken. Students will use the registration procedures and times applicable to native students at the host institution.
- C. Inter-institutional students shall pay all tuition for courses taken at a host institution directly to the home institution in accordance with that institution's policies. On an annual basis there will be an exchange of tuition collected based on enrollments at the host institutions. For teaching load and FTE student computation, the credit hours taken at the host institution will be reflected at the host institution.
- D. All credits and grades earned by participating students at a host institution are defined as resident credit by the home institution and entered on the academic record of the student at the home institution.
- E. The University System of Maryland and each institution shall develop coordinated procedures for the implementation of this policy.

(BOR III - 2.41)

III – 2.50 - Policy on Academic Advising

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 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.
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.

(BOR III - 2.50)

III – 3.00 - Policy on Awarding of Honorary Degrees

1. Salisbury University awards honorary degrees at commencement exercises on the basis of recommendation by an ad hoc honorary degree committee and approval of the provost, university president and the Board of Regents of the University System of Maryland.
2. Deadline for nominations to the Chancellor is the end of the fall semester. The Education Policy Committee will review all nominations and make recommendations to the full Board, which will take action during the February meeting.
3. Care should be taken to ensure strict confidentiality at all stages of the honorary degree process. There should be no communication with prospective degree recipients regarding a likely degree until after the Board of Regents has approved the award. Approvals shall remain confidential until the candidate is notified of his/her selection. Degrees may be conferred at any time within five years of approval, unless withdrawn by the Board of Regents for cause.
4. The provost establishes the Honorary Degree Committee using a ballot of all tenured, full professors at the University. Students, faculty, administration and alumni can propose candidates for consideration to the committee.
5. There is no expectation that Salisbury University will award one or more honorary degrees at each commencement exercise.
6. It is a practice that the University not award honorary degrees to sitting politicians.
7. The Honorary Degree Committee may use any or all of the following criteria in selecting candidates it will recommend for honorary degrees:
 - a. The candidate should have, but not necessarily be limited to, some ties to the region predominately served by Salisbury University (e.g., Eastern Shore; Mid-Atlantic).
 - b. Candidates may be considered on the basis of intellectual or academic achievement consistent with the mission of the institution.
 - c. Candidates may be considered on the basis of philanthropic inclination.

Revisions Approved by the BOR on July 13, 2001

(BOR III - 3.00)

Revised 10/7/02

III – 5.00 - Policy On Academic Calendar

In the matter of the academic calendar, Salisbury University operates under **BOR III - 5.00 UNIVERSITY SYSTEM OF MARYLAND POLICY ON ACADEMIC CALENDAR**, which is reproduced in full below.

1. All institutions of the University System of Maryland will follow a common academic calendar to assist student planning, facilitate joint and cooperative programs and appointments, simplify student and faculty movement among institutions, and facilitate use of distance education technologies throughout the System.
2. The common academic calendar will provide sufficient time for instruction and examinations as recommended by the Middle States Association and as stipulated by the Maryland Higher Education Commission. Within the common framework, each president shall be authorized to adjust class time to meet instructional needs.
3. The features of the common calendar will include:
 - a. a fall semester, which begins before Labor Day, except in those calendar years when a start after Labor Day can also accommodate the requirements for class meeting time, interrupted by a two-day recess for Thanksgiving. The final examination period will conclude on or before December 23.
 - b. a minimum of fourteen instructional days over a three-week period in January available for institutions to use for an academic winter session or, for those institutions which do not plan to offer course work, an extended winter holiday.
 - c. a spring semester interrupted by a one-week common spring break. The final examination period will conclude prior to Memorial Day.
4. The particular dates for each year's common calendar will be recommended by the Presidents' Council and approved by the chancellor for publication and dissemination. The academic calendar will be adopted at least two/three years in advance.
5. The Law School at the University of Baltimore and the professional programs in the schools of the University of Maryland at Baltimore, and distributed learning and cohort programs are exempted from this policy. Each president shall be authorized to designate the programs to be exempted and adjust class time to meet instructional needs. However, all programs not otherwise constrained by the requirements of professional accrediting bodies or designated as an exempt distributed learning or cohort program should be on the USM common academic calendar.
6. By June 1 of each year, each institution will provide for the files of the Office of the Chancellor a copy of its detailed academic calendar for the upcoming academic year, including information such as registration periods, drop/add periods, and commencement dates as well as dates for summer sessions. Professional schools exempted from the common academic calendar under provision five will provide copies of their academic calendars to the chancellor's office on the same schedule.

FALL 2003	
Labor Day	September 1 (Monday)
Start Date	September 2 (Tuesday)
Thanksgiving Recess	November 27-30 (Thursday – Sunday)
Last Day of Classes	December 12 (Friday)
Reading/Last Day of Finals	December 13 – 19 (Saturday – Friday)

SPRING 2004	
Start Date	January 26 (Monday)
Spring Break	March 21 – 28 (Sunday – Sunday)
Last Day of Classes	May 11 (Tuesday)
Last Day of Finals	May 12-14 & May 17-19 (Wednesday – Wednesday)

Revised September 1998
Revised April 6, 2001

(BOR III - 5.00)

**III – 5.10 - Policy Concerning the Scheduling
of Academic Assignments on Dates of Religious Observances**

1. In July of each academic year, the Office of Academic Affairs distributes a religious observances calendar to deans of the university schools with the reminder that students are not to be penalized because of observances of their religious holidays and are to be given opportunity, wherever feasible, to make up within a reasonable time any academic assignments missed due to participation in religious observances.
2. School deans have responsibility for distributing the religious observances calendar to their department chairs and faculty with the reminder that students must not be penalized for participation in religious observances.

(BOR III - 5.10)

**III – 6.10 - Policy on the Numbering
Academic Courses at Institutions in the University System of Maryland**

1. Academic courses offered at Salisbury University are numbered in the following way:

00-99	Non-degree-credit Courses
100-299	Lower Division Courses, primarily for Freshmen and Sophomores
300-499	Upper Division Courses, primarily for Juniors and Seniors; 400-499 courses may be available for credit toward some graduate degrees
500-	Post-baccalaureate Courses

2. Faculty who wish to change course numbers must follow procedures outlined in the university's curriculum manual, *Policies and Procedures for Curriculum Approvals*.

(BOR III - 6.10)

III – 6.30 - Policy on Confidentiality and Disclosure of Student Records

1. Salisbury University assumes the right, under the provisions of the Family Educational Rights and Privacy Act, to provide student directory information without prior consent of the student. Directory information is defined as a student's name, local address (if listed), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of an athletic team member, dates of attendance degrees and awards received, most recent previous educational agency of institution attended, listing of officers of student organizations (including names and addresses).
2. In the event students want more than directory information released, they must notify the Student Affairs Office in the University Center.

(BOR III - 6.30)

III – 6.40 - Policy on Classification of Undergraduate Students

- 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.

(BOR III - 6.40)

III – 7.00 - Policy on Degree and Curricular Requirements

- A. The requirements for the degrees currently offered by Salisbury University have been established by the faculty of the university's academic departments and are published in the Academic Program section of the *University Catalogue*.
- B. Matriculated students normally meet degree requirements as stated in any *University Catalogue* when they have met the following conditions:
1. Matriculated in the university.
 2. Successfully completed at least 120 credit hours of course work with a cumulative grade-point average of 2.0 or higher; including transfer credits.
 3. Completed at least 60 credit hours (or 30 hours if a transfer student) by direct classroom instruction and/or laboratory experience, and not through Credit by Examination.
 4. Completed at least 30 credit hours at the 300- or 400-level with a grade of C or better; or 15 hours if a transfer student. (NOTE: Other than field-based courses in the Department of Education, courses taken on a pass/fail basis do not satisfy this requirement).
 5. Satisfied requirements of the general education program.
 6. Satisfied the requirements in at least one major program of study including the major's required grade point average.
 7. Earned grades of C or better in ENGL 101 and 102.
 8. Submitted an Application for Graduation Form to the registrar by the appropriate date.
 9. Paid the graduation fee and made arrangements for the repayment of any outstanding debt.
 10. Returned all materials borrowed from the Library or academic departments.
- C. Faculty of the university have also established minor programs of study, which are described in the Academic Program section of the *University Catalogue*. The general requirements for completing a minor are as follows:
1. At least fifteen (15) hours of the work applied toward a minor must consist of courses not used to satisfy general education or major requirements.
 2. At least nine (9) hours of the work applied toward a minor must be credits earned at Salisbury University.
 3. Students must earn grades of C or better in all courses applied toward completion of minors.
- D. University faculty may modify existing degree programs or develop new ones in accordance with the following procedures:
1. Faculty and department chairs secure approval to proceed with program design from dean and the provost.

2. Faculty designing program secure concept approval from their school curriculum committee and the University Curriculum Committee.
3. Faculty program designers develop a prospectus for the program using guidelines in the Maryland Higher Education Commission's (MHEC) manual, *Policies and Procedures for Academic Program Proposals* and technical associate from the assistant vice president of academic affairs.
4. The dean of the school in which the program is being designed provides the prospectus to the provost who secures approval for it from the University System of Maryland (USM) Academic Affairs Advisory Council and the USM chancellor.
5. Upon USM prospectus approval, program designers develop a full program description using guidelines in the MHEC *Policies and Procedures for Academic Program Proposals* and technical assistance from the assistant vice president of academic affairs.
6. Program designers secure approval for the program and its component courses from their school curriculum committee and from the University Curriculum Committee.
7. The University Curriculum Committee recommends the program to the provost who secures approval for the program from the USM chancellor.

When this sequence is complete and the chancellor of the University System of Maryland notifies the president of the university that the program has been approved, it becomes part of the university curriculum.

(BOR III - 7.00)

**III – 7.01 - Policy on The Review and Approval of
New Academic Programs That Do Not Require New Resources**

In the matters of the review and approval of new academic programs that do not require new resources, Salisbury University operates under **BOR III - 7.01 UNIVERSITY SYSTEM OF MARYLAND POLICY ON REVIEW AND APPROVAL OF NEW ACADEMIC PROGRAMS THAT DO NOT REQUIRE NEW RESOURCES** which is reproduced in full below.

1. The Committee on Education Policy of the Board of Regents shall review each proposal for a new academic program and make a recommendation concerning approval to the full Board of Regents.
2. In accordance with Section 11-206.1(b)(2), new programs shall be consistent with the established mission of the institution and able to be implemented within the existing program resources of the institution.
3. The Committee's review and recommendation for approval or disapproval shall be given within 60 days of submission.
4. If the Committee recommends disapproval of a program proposal, the proposing institution shall be entitled to present its proposal to the full Board of Regents before the Board takes final action.
5. The full Board will take final action no later than 60 days after submission.
6. If, within 30 days of the Commission's receipt of notice of an institution's intent to establish a new program, an objection to a proposed new program is filed either by the Maryland Higher Education Commission or by any Maryland institution of higher education, on the basis of (a) inconsistency of the proposed program with the institution's mission, (b) unreasonable program duplication which would cause demonstrable harm to another institution, and/or (c) violation of the State's equal educational opportunity obligations under State and federal law, in accordance with Section 11-106.1(c) and (d), and if the Commission upon review of supporting evidence finds the objection to be justified, the Board of Regents shall work with the President of the proposing institution and the Commission to attempt to resolve the objection.

Approved by BOR April 7, 2000

(BOR III – 7.01)

III – 7.02 - Policy on The Review and Abolition of Existing Academic Programs

In the matters of the review and abolition of existing academic programs, Salisbury University operates under **BOR III - 7.02 UNIVERSITY SYSTEM OF MARYLAND POLICY ON THE REVIEW AND ABOLITION OF EXISTING ACADEMIC PROGRAMS** which is reproduced in full below.

1. This policy applies to all proposals for the abolition of existing academic programs, whether they originate as a result of periodic program review, in response to the identification of such programs as “low productivity,” or as part of an overall institutional restructuring.
2. In accordance with Section 11-206.1(A)(1) of the Annotated Code of Maryland, a President who proposes to abolish an existing academic program shall provide the Board of Regents with evidence that the action is consistent with the adopted mission of the institution and can be implemented within the existing program resources of the institution. The Committee on Education Policy of the Board of Regents shall review each proposal for the abolition of an existing academic program and provide a report to the full Board of Regents.
3. The President shall provide the Board of Regents with information on the following:
 - a. proposed date after which no new students will be admitted into the program;
 - b. accommodation of currently enrolled students in the realization of their degree objectives;
 - c. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - d. reallocation of funds from the budget of the affected program; and
 - e. existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.

Approved October 27, 2000

(BOR III – 7.02)

III – 7.10 - Policy on Graduate Education

1. Salisbury University is authorized to offer masters degree programs in business, education, English, history, nursing and psychology. The requirements for the master degrees currently offered by Salisbury University have been established by the graduate faculty in the university's academic departments and are published in the University's *Undergraduate and Graduate Catalogue*.
2. The University graduate programs are administered by the provost in cooperation with the dean of enrollment management and the deans of the school, which offer graduate programs and the registrar. Following are the guidelines for graduate program administration.
 - a. **Authority of Deans** - Authority for the design, development and implementation of individual graduate programs rests with the dean of the school in which those programs are offered. Programs are supervised in accord with a "chain-of-command" which begins with faculty who develop graduate courses and programs, moves to graduate program directors selected by departments to implement those programs, and thence to department chairs in which the programs are offered. Department chairs have administrative and supervisory responsibility for programs in their departments and for the work of their graduate program directors. Department chairs, in turn, report to the dean of the school who has final authority over and responsibility for the graduate programs of the departments of the school.
 - b. **Authority of the Dean of Enrollment Management** - Authority for the management of university wide aspects of graduate study rests in part with the dean of enrollment management who engages in general recruitment for graduate students with special emphasis on minority graduate students, disseminates general information about the university and supervises application and admission of students to graduate study at the institution. This dean supervises publication of the graduate catalogue in cooperation with the graduate council.
 - c. **Role of the Graduate Council** - The Graduate Council develops university-wide policy and procedures for graduate study at the university and for the coordination of the individual graduate programs offered by departments and schools. The Graduate Council consists of the provost, dean of enrollment management and the registrar (all ex-officio), one member from each of the graduate programs in education, English, history and psychology, business, nursing, one member elected at large from the graduate faculty of the Henson School of Science and Technology and two members elected at large from graduate faculty of those departments in the Fulton and Perdue Schools and the School of Education and Professional Studies which do not have master's degree programs.
 - d. **Role of Graduate Program Directors** - Graduate program directors are appointed by their departments and assist the provost in administering the graduate program. Graduate program directors are appointed according to procedures detailed in **Article IV: Bylaws Adoption and Amendments, Graduate Program Directors** of this handbook under **The Graduate Council** section. Program directors disseminate general information about the university and specific information about individual graduate programs offered by their schools and departments, supervise the application of students to graduate study in their departments, monitor graduate student compliance with university wide academic policies for graduate students, and work in close coordination with the Graduate Council, provost, dean of enrollment management, registrar, and deans to implement approved policies and procedures.
 - e. **Graduate Faculty Advocacy** - Graduate faculty are supported by and supervised by their department chairs and by the deans of their schools. Support for special graduate program activities such as research and release time is provided to graduate faculty by their department chairs and

deans in accordance with the overall plans of the departments and schools, and within the context of the **Mission and Academic Long Range Plan** of the university.

- f. **Application for Graduate Study at Salisbury University** - The purpose of application is to become eligible for post-baccalaureate study. Students who are accepted for graduate study are encouraged to affiliate with a particular graduate program but do not necessarily have to do so. Steps in the application process include:
- 1) development by the Graduate Council of general admission requirements;
 - 2) application by prospective student;
 - 3) notification in writing to applicants by the dean of enrollment management of acceptance, conditional acceptance or non-acceptance to general graduate study;
 - 4) notification to applicants who are accepted and who have expressed interest in a particular graduate program that their interest will be conveyed to that program's director who will, in turn, contact them; and
 - 5) forwarding of applications of students expressing program interest to the director of the program of interest.
- g. **Admission to Individual Graduate Programs** - The process of admitting students to the individual graduate programs of the university is managed by the graduate program directors in the departments/schools which offer these programs. Steps in this admission process include:
- 1) development of criteria for program admission by department/school offering program;
 - 2) evaluation of records of program applicants by graduate program directors;
 - 3) notification in writing to applicants by program directors of acceptance, conditional acceptance or non-acceptance; and
 - 4) notification in writing to the registrar of the student's acceptance into the program, including the starting semester for which admission is granted.
- h. **Program Design, Development and Approval** - Before designing an individual graduate program, faculty/departments/deans must tender a prospectus of the program to the secretary of higher education via the Graduate Council, the provost and the president of the university. Once this prospectus has been reviewed and approved by the Maryland Higher Education Commission (MHEC), faculty working with their departments, department chairs and deans may proceed with the design of a full, program proposal. This proposal must then be approved by the Graduate Council, the provost, the University System of Maryland (USM) Academic Affairs Advisory Council and USM Board of Regents; and ultimately by the Maryland Higher Education Commission. The design, development and approval of individual graduate programs results in degree requirements, graduate courses and program sequences. Steps leading to these results include:
- 1) notification by prospectus to the Secretary of Higher Education of intent to develop a specific graduate program with copies to provost and Graduate Council;
 - 2) discussion and review of program prospectus by USM constituents;
 - 3) design of proposed graduate program, including requirements, courses and sequences by faculty/departments/deans;
 - 4) review and approval of program by Graduate Council;
 - 5) review and approval of program by provost of the university;
 - 6) review and approval of program by USM Academic Affairs Advisory Council;
 - 7) review and approval of program by USM Board of Regents'
 - 8) review and approval of program by Maryland Higher Education Commission;
 - 9) publication of program including requirements, courses and program sequence in university's *Graduate Catalogue* by the Publications Office.

- i. **Process for Appeals by Graduate Students** - The general principal governing appeals of procedures, requirements or decisions by graduate students is that appeals related to general university concerns are heard by the provost and that appeals related to individual graduate programs are heard by program directors, department chairs then deans in sequence as necessary. Where students seek the hearing of appeals which may concern both general university and individual program matters, the provost and the director, department chair and/or dean of the relevant school will work together in close cooperation to consider the appeal. There are several kinds of appeals which have been identified as within the authority of either the provost or deans of schools and these are listed below.
- 1) extension of grades of Incomplete;
 - 2) permission for enrollment beyond 12 hours;
 - 3) extension of the Drop/Add period; and
 - 4) waivers.
- j. **Scheduling of Graduate Courses** - The scheduling of graduate courses is, in general, governed by the program sequences of which they are a part and is the responsibility of the department chairs in which the programs are offered, subject to the approval of the dean of the school, working in close cooperation with the registrar. Steps in the process for scheduling graduate courses include:
- 1) submission by department chairs/deans of schedules of graduate course offerings to the provost for regular terms and to registrar for winter and summer terms;
 - 2) negotiation of final schedules of graduate course offerings by school deans in tally meetings with the registrar for regular terms as well as for winter and summer terms; and
 - 3) publication by the registrar of comprehensive and graduate-only schedules-of-classes for regular terms and for winter and summer terms.
- k. **Marketing of Graduate Programs and Recruitment of Graduate Students** - Graduate program marketing and recruitment activities are shared by the dean of enrollment management and deans of schools in the following way:
- 1) promulgation of the array of graduate programs available at SU by the dean of enrollment management at general graduate student recruitment events,
 - 2) specific recruitment of minority graduate students to graduate study at SU and at special minority graduate student events; and
 - 3) marketing and recruitment for individual graduate programs by directors/department chairs/deans at events and through methods possible given the resource allocations of the department/school.
- l. **Assignment of Graduate Assistantships to Graduate Programs** - The USM governance structure makes possible the use of graduate assistants who are appropriately qualified and adequately supervised as teaching assistants. Individual graduate programs may pursue graduate assistantships specific to the needs and content of their programs with the approval of the provost of the university. Graduate programs may be assigned graduate assistantships as follows:
- 1) documentation of needs for graduate assistantships by program directors/department chairs/deans to the registrar; and
 - 2) assignment of graduate assistantships to individual graduate programs by the registrar after consultation with provost.

(BOR III - 7.10)

III – SU Policy on Military Call-up of Students

This policy has been revised and moved to section **V – 7.00** of this handbook.