

## **Chapter 8 – Graduate Policies**

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# Chapter 8 – Graduate Policies

## {GRADUATE COUNCIL (SU) }

### Article I - The Graduate Council

Section 1. The Graduate Council is the coordinating body for graduate study in the university and serves as an advisory board to review appeals on matters concerning the interpretation of regulations governing graduate study and the degree programs as related to the university as a whole. The Council shall approve all changes in the graduate curriculum, evaluate trends in graduate education, and make recommendations to the Faculty Senate concerning the mission of graduate education and the utilization of resources within the university to meet the needs of its graduate constituency. The decisions of the Graduate Council are subject to review by the Faculty Senate and final approval of the provost of the university.

Section 2. The Graduate Council shall consist of the university provost, the dean of enrollment management, the registrar or their designees, and the liaison from the Faculty Senate (all ex officio and nonvoting); the program director from each graduate program (all ex officio and voting); one elected graduate faculty representative from each school (voting); and one graduate student (voting) appointed by the university provost or his/her designee.

- a. School representatives are Graduate Faculty members who are not program directors. Separate elections within each school, as needed, will be conducted by the Faculty Senate during the Spring Semester.
- b. Terms of school representatives shall be two years and staggered. Terms begin July 1 and end June 30. The initial school representatives' term lengths (one year for two representatives and two years for two representatives) shall be determined randomly at a Graduate Council meeting once the bylaws are approved and before the first election. If a fifth school is established, the initial term will be two years. If additional schools are established, initial terms will be one or two years depending on which best balances the number of representatives elected each year.

### Section 3. OFFICERS

- a. Officers of the Council shall consist of the chair and vice chair. Voting members of the Council are eligible to serve as officers.

- b. Officers are elected by the Council each year at the final Spring Semester meeting. Officers' terms begin on July 1 each year.
- c. The vice chair shall assume the duties of the chair in his/her temporary absence. In such a case, the vice chair shall appoint, with the agreement of the Council, a temporary vice chair.
- d. If the current chair leaves the Council, the vice chair shall assume the duties of the chair for the remainder of the year and a new vice chair shall be elected by a majority vote of the Council.
- e. The chair shall preside at all meetings of the Council and be responsible for supervision and execution of its business. The vice chair shall record the meeting minutes and distribute a copy of it to each Council member prior to the next Council meeting, unless a staff member is available to perform these duties.
- f. The chair, with the approval of the Council, shall create ad hoc committees and appoint their membership.
- g. The chair, with the approval of the Council, shall appoint members of the graduate faculty to fill vacancies created by the resignation or extended absence of elected members. The appointment will be for the unexpired term of the absent member.

### Section 4. MEETINGS

- a. The Council shall hold regular meetings each semester of the academic year. The notice and agenda shall be sent to the members of the Council no less than three days prior to each regular meeting. A majority of the voting members of the Council shall constitute a quorum.
- b. Special meetings may be called in the following ways:
  - (1) by the chair of the Council, or
  - (2) by written petition of a majority of the members of the Council, or
  - (3) by the request of the university Provost.

(Note: Notice of a special meeting shall include the agenda and shall be sent to the members of the Council as far in advance of the meeting as possible.)

- c. Following graduate Council approval, the vice chair will distribute the minutes of Council meetings to the graduate faculty.

#### Section 5. COMMITTEES

- a. The Council shall establish, but is not limited to, the following standing committees: 1) Academic Policies and 2) Curriculum and Programs. The Council shall also establish Ad Hoc Committees as needed.

##### 1. Academic Policies

The purpose of the committee shall be to make recommendations to and receive suggestions from the Graduate Council for academic policies and procedures regarding such matters as admission, readmission, academic standing, retention and standards for all graduate courses, procedures regarding tuition and fees, time limitations and the grading system, and standards of academic honesty and regulations concerning appeals.

##### 2. Curriculum and Programs

The purpose of the committee shall be to make recommendations to and receive suggestions from the Graduate Council for the general coordination and improvement of graduate studies, and to screen all proposed additions, deletions, and changes in the graduate curriculum.

##### 3. Ad Hoc Committees

- a. Ad hoc committees will carry out specific tasks not within the purview of a standing committee and will cease to exist on presentation of the final report to the Council. The Council shall determine the size of each ad hoc committee.
- b. The membership and structure of the standing committees of the Graduate Council will be as follows:

1. Each committee shall consist of three Council members, elected by the Council, from which committee members shall elect a chair.
2. Each committee shall have no more than one member from the same graduate program.
3. Committee chairs shall submit an annual report of their year's activities to the Council chair.

### ARTICLE II - THE GRADUATE FACULTY

Section 1. The graduate faculty consists of full time tenured and tenure track professors and associate professors, who possess a terminal degree as defined by their respective program or accrediting agency, and who have at least three years university teaching experience.

Section 2. Graduate faculty status affords the following rights, privileges and responsibilities:

- 1) to serve as a Graduate Program Director, 2) to supervise and administer comprehensive examinations, 3) to direct thesis projects, and 4) to act as the chair of a thesis committee.

NOTE: While it is presumed that a small number of Assistant Professors will qualify for Graduate Faculty, the Program Director/Department Chair may request that the school dean make exceptions to the above criteria and appoint those candidates that are deemed qualified. Qualification should be based on programmatic need. Notification of such an appointment must be made in writing to the Graduate Council.

### ARTICLE III - PURPOSE AND PROCEDURES

Section 1. The Graduate Council acts as the executive body of the Graduate Faculty.

Section 2. The Graduate Faculty may request, by a majority vote of those present at a regular or special meeting, a delay in any policies or recommendations made by the Graduate Council so that it can conduct its own review of an issue. The Graduate Faculty may elect members to an ad hoc committee to review the issue and report back its recommendation within 30 days. This recommendation, which may be amended at a meeting of the Graduate Faculty, must be approved by a majority vote of those present and will supersede the action of the Graduate Council and move forward to the Faculty Senate.

Section 3. Meetings may be called (1) by a majority vote of the Graduate Council; (2) when requested by the president or the provost of the university; or (3) when

requested, in writing, by at least 20 members of the graduate faculty.

Section 4. A quorum for meetings is 30 members of the graduate faculty.

Section 5. The chair or vice chair of the Graduate Council shall preside at all meetings of the Graduate Faculty. The vice chair shall serve as recording secretary, unless a staff member is available to perform this duty.

#### ARTICLE IV - ADOPTION AND AMENDMENTS

Section 1. Adopting or amending the Bylaws of the Graduate Faculty may be proposed by a majority vote of the Graduate Council or by petition of twenty (20) members of the graduate faculty.

Section 2. Adopting or amending the Bylaws of the Graduate Faculty requires that formal notification of the proposed bylaw change(s) be provided to all graduate faculty a minimum of two weeks prior to the formal Graduate Faculty meeting scheduled to discuss these changes. In the event that all discussion and revision may not be accomplished within the confines of a single meeting, the Graduate Faculty, by majority vote, shall determine if another meeting will be necessary before implementation of a formal ballot. Following this discussion of proposed changes, including any revisions determined appropriate, graduate faculty will have one week to submit their ballot accepting or rejecting the proposed changes. Members will vote on each change individually, with a 2/3 majority of the submitted ballots required to adopt or amend any bylaw.

#### ARTICLE V - GRADUATE ADMINISTRATION

##### Section 1. Administration and Implementation of Graduate Studies

The Vice President for Academic Affairs and Provost administers Graduate Studies with the assistance of the dean of enrollment management, the registrar, and the graduate program directors. Graduate faculty implements the graduate programs.

##### Section 2. Appointment/Reappointment of Graduate Program Directors

Academic deans or department chairs, depending on internal school administrative structure, assume responsibility for recommending the appointments and evaluations of graduate program directors to the provost. Any member of the graduate faculty may be considered for the position of graduate program director.

The term and responsibilities of the graduate program director will be specified in a letter of appointment from the appropriate Dean or Chair.

#### Section 3. Responsibilities of Graduate Program Directors

The graduate program director is responsible, either personally, or by coordinating departmental faculty, for:

- a. admitting students into the graduate program;
- b. advising, including preregistration and other academic advising, graduate program information, and career counseling;
- c. approving transfer credits, requests to study at another institution, and requests for graduate credit during the undergraduate senior year;
- d. keeping and monitoring student records for retention purposes;
- e. preparing graduation audits;
- f. recommending graduate curriculum and course sequencing;
- g. scheduling graduate courses;
- h. serving as a voting member of the Graduate Council;
- i. disseminating information from the Graduate Council to the school and/or department;
- j. recruiting students; and
- k. selecting and supervising graduate assistants.

##### Section 4. Evaluation of Graduate Program Directors

The appropriate academic dean or chair evaluates graduate program directors yearly and recommends continuation or termination of directors to the provost. The department and/or school will determine evaluation procedures in advance.

By-Laws of the Graduate Council (Passed: April, 2002)

#### {GRADUATE EDUCATION ([BOR III-7.10](#))}

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 Catalog*.

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 catalog 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 graduate program director from each graduate program, 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 and the University System of Maryland (USM) 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), Board of Regents (BOR), 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 Catalog* 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.

**Section on Role of Graduate Council and Program Design, Development and Approval revised per Dr. Tardiff – 9-11-09**

**{GRADUATE STUDENT CONCURRENT INTER-INSTITUTIONAL REGISTRATION (BOR III-2.41)}**

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.

## COMBINED BACHELOR'S/MASTER'S PROGRAMS ([BOR III-2.20](#))

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 Catalog*) 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.

## {GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS ([BOR VII-4.50](#))}

### 1. Applications Forms

Salisbury University offers each year a limited number of graduate assistantships and fellowships on a competitive basis. Application forms may be obtained from either the Admissions Office, Registrar's Office, deans or graduate program directors. Completed forms, including required supporting documents, should be returned to the appropriate dean(s) or graduate program director(s) as early as possible preceding the academic year or semester for which the appointment is sought.

### 2. Eligibility

To be eligible for appointment as a graduate assistant or fellow, the student must be formally admitted to the university for graduate study. Students receiving appointments must have the recommendation of the appropriate dean, department chair or graduate program director and show evidence of academic ability and promise based on their previous academic

records and recommendations submitted in their behalf. It is the responsibility of the student to see that at least two recommendation forms are completed and returned to the appropriate dean(s) or graduate program director(s).

### **3. Appointment of Assistantships and Fellowships**

Appointments are made by the appropriate dean(s) or graduate program director(s) based on recommendations and in accordance with funds available. Upon written notification from the appropriate dean(s) or graduate program director(s), letters of appointment to successful applications are mailed from the Office of the Registrar immediately after the selections are made.

### **4. Terms of Appointment**

Graduate assistantships and fellowships are generally awarded for one semester commencing with the fall semester and may be continued--based on the recommendation of the appropriate dean, department chair or graduate program director--through the succeeding spring semester. In special cases, an appointment may be awarded for longer or shorter periods.

The usual stipend is a minimum of \$2,500 per semester, paid in bi-weekly installments. Each graduate assistant or fellow is assigned a work load within a department or division of the university for approximately 20 clock-hours per week. Such work loads include a list of specified duties carried out under direction of a designed supervisor to whom the graduate student is responsible. Graduate students are prohibited from unsupervised teaching. Normally, a graduate assistant or fellow is expected to register for a course load, approved by the faculty advisor, of six to nine hours of credit toward degree requirements each semester, and to maintain a cumulative average of B or better, with no grade below C, during the period of the assistantship or fellowship. In cases where the stipend offered is less than \$2,500 per semester, the course load for which tuition waiver is available may be similarly reduced. Upon completion of *Tuition Waiver Forms* by the

appropriate deadlines, a waiver of tuition for the course loads, as indicated above, will be granted. The total tuition waived, however, shall be for no more than 18 credit hours during any twelve-month period, and it does not include waiver of fees. The *Tuition Waiver* forms may be obtained from the Human Resources Office. These forms should be completed and submitted to the appropriate dean(s) or graduate program director(s) not later than the day on which the course registration form, indicating courses for which the waiver of tuition is requested, is submitted to the Office of the Registrar. Tuition will be waived only for courses applicable toward master's degree requirements.

A graduate assistant or fellow shall not be considered as a "faculty member," "administrative officer," or "employee" of the university.

### **5. Termination of Appointments**

The student may terminate the assistantship or fellowship at any time by giving 30 days notice in writing to the appropriate dean(s) or graduate program director(s). All salary earned to the date of termination will be paid to the graduate student.

The dean, chair of the department or graduate program director to which a graduate student is assigned may terminate the appointment for cause after warning has been issued in writing to the student. Cause for terminating an appointment arises typically from reasons such as excessive absenteeism, inferior quality of work in performance of assigned duties, extended illness, or the like.

In all cases where an appointment is terminated prior to the end of a term in which the student is registered, whether termination is by the student or by the supervisor, the waiver of tuition for that term shall be canceled. The student will be duly notified and will be charged tuition for courses registered for in that term. The amount of the tuition will be pro-rated to cover that part of the semester remaining after the student has resigned or has been dismissed.

**Section on Terms of Appointment revised per Dr. Tardiff - 9-11-09**