

Academic Resources Guide

<p>Student classification at Salisbury University</p>	<p>Undergraduates 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 hours Sophomore – 30-59 hours Junior – 60-89 hours Senior – 90 hours and above</p>
<p>Full-Time/Part-Time Enrollment Status</p>	<p>Enrollment status is determined by the number of credits students have completed or are pursuing. Undergraduates enrolled for 12 or more semester hours pay full-time fees and tuition regardless of classification. Students enrolled for 11 or fewer hours pay tuition assessed on a per credit basis and pay part-time fees.</p>
<p>Registrar Services <i>Located: Holloway Hall Room 120</i></p>	<ol style="list-style-type: none"> 1. Registration for all credit-bearing courses offered by the University. 2. Maintains student biographical and academic records. 3. Provides the following services to the SU academic community, including: <ul style="list-style-type: none"> ➤ <i>Maintaining undergraduate and graduate catalogs and schedules online</i> ➤ <i>College Level Examination Program (CLEP) testing</i> ➤ <i>Credit evaluations/awards for military experience and International Baccalaureate</i> ➤ <i>Veteran’s Affairs education benefits</i>
<p>Students are designated in 2 main categories:</p>	<p>Matriculated Undergraduate Students Matriculated or degree-seeking students are full-time or part-time degree candidates and are assigned a faculty advisor.</p>
	<p>Undergraduate Non-Degree Students <i>Undergraduate non-degree students (UND) are students usually pursuing one or two courses in a non-matriculated status. There are two types of UND students:</i></p> <ol style="list-style-type: none"> 1. Students who are pursuing one or two courses for personal or professional development. Upon completion of 30 semester hours, these students must apply for admission to the University as matriculated students. 2. Restricted-status students who have been dismissed from the University for inadequate academic performance, but who are permitted to continue to attend the University under the direction of the Office of Academic Affairs.

Undergraduate grading system

The following grades are used to indicate achievement in individual courses:
A – Excellent: Denotes superior achievement. The A grade is reserved for outstanding performance.
B – Very Good: Denotes high achievement. It is a mark of distinction.
C – Satisfactory: Denotes adequate achievement.
D – Passing: Denotes marginal achievement. The D grade indicates minimal exposure to principles and techniques presented.
F – Failure: Denotes inadequate achievement.

The following grades are not accompanied by quality points and do not contribute to a student’s grade point average. *(May still appear on the student’s permanent record and are defined accordingly.)*

I – Incomplete: Non-completion if a course due to unavoidable circumstances beyond the student’s control. The “I” automatically becomes an F if the coursework is not completed prior to mid-semester of the next full semester for which the student is enrolled or at the end of one calendar year, whichever is earlier.
PS – Pass: A passing grade for credit-bearing courses taught or taken on a pass/fail basis.
S – Pass: Not for university credit – a passing grade in those courses which cannot be applied to degree requirements.
CS – Continuing Satisfactorily: Satisfactory progress in a developmental studies course which extends into a subsequent semester.
U – Unsatisfactory: Unsatisfactory progress in those courses which cannot be applied to degree requirements.
AU – Audit: Approved attendance without credit.
W – Withdrawal: Official withdrawal from a course during the schedule adjustment period.
WP/WF – Withdrawal Passing/Withdrawal Failing: Official withdrawal from a course after the schedule adjustment period, denoting a passing or failing status at the time of withdrawal.
NR – Grade not reported by instructor.
IP – In Progress: Used for grading ongoing theses and research projects, internships or independent studies which extend into a subsequent term. Unlike the “I” grade, the IP grade does not automatically become an F at the end of a given interval.
X – Clemency Grade: Preceding a grade of D or F (XD, XF) denotes that academic clemency has been granted for the course and that the course has been removed from attempted hours (AHRS), earned hours (EHRS), quality hours (QHRS) and the grade point average calculations.

GPA calculation

Only courses completed at Salisbury University or through certain approved cooperative programs and assigned grades of *A, B, C, D and F* are used in the grade point average (GPA) calculations. Grade point averages are calculated in the following manner:
1. Quality points are assigned to the letter grades such that:
A=4, B=3, C=2, D=1 and F=0.
Quality points for a course are calculated by multiplying the quality points

	<p>assigned an individual letter grade by the number of credit hours received for the course.</p> <p>2. The current semester GPA is calculated by dividing the quality points earned for all applicable courses (QTPS) for the semester by the credit hours received for those courses (QHRS) during the semester. For example: Credit Quality / Course Hours Grade Points English 103 4 B 12 History 101 4 D 4 Chemistry 121 4 A 16 Math 103 3 C 6 Art 104 4 F 0 Totals 19 QHRS 38 QPTS 38 QPTS/19QHRS = 2.00 Current GPA</p> <p>3. The cumulative GPA is calculated by dividing the total quality points earned (QPTS) for all semesters by the total applicable credit hours (QHRS).</p>
<p>Student withdraw from the SU</p>	<p>Students may withdraw from the University before the administration of their final examinations, but no later than 5 p.m. on the last day of classes. Any student who wishes to withdraw from the University during any period of instruction must complete a Withdrawal form obtained from the Registrar’s Office or from the Registrar’s Web site at https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx.</p> <p>Non-attendance of classes does not constitute withdrawal from the University. Students who do not officially withdraw from the University forfeit their rights to any tuition refund. Students who officially withdraw after the withdrawal period ends receive grades of WP or WF to denote their grade status at the time of their withdrawal.</p> <p>Matriculated students who have withdrawn and wish to be reinstated must be readmitted by submitting an Application for Readmission form to the Registrar’s Office.</p>
<p>General reasons students may be dropped from gen ed classes (not professional program courses)</p>	<p>During the drop/add period of fall and spring semesters, an instructor may drop a student from a roster under the following circumstances:</p> <ul style="list-style-type: none"> - The students misses two consecutive class sessions of a course that meets at least twice during the drop/add period and fails to notify the instructor of his or her intent to remain in the course. -The student misses the first class session of a course that meets only once during the drop/add period and fails to notify the instructor of his or her intent to remain in the course.
<p>Repeating a course</p>	<p>Unless otherwise noted in the course description, students may not receive credit more than once for courses covering the same or similar content or topics. Students who repeat a course at SU covering the same or similar content will receive credit for the last occurrence of the course only, providing the course is graded A, B, C, D, F or I. Repeated coursework is noted as such on the student transcript, remains in the student’s attempted hour calculations, but it is removed from the earned</p>

	hour, quality point and grade point average calculations.
Academic probation	Admitted students whose Salisbury University cumulative grade point averages are less than 2.0 are placed on academic probation. Students on probation who fail to return to good academic standing (GPA of 2.0 or higher) or who fail to meet the criterion which allows them to remain on academic probation will be academically dismissed from the University and placed on restricted status. Students on restricted status are not eligible for financial aid or on-campus housing. Restricted status students who attain a cumulative GPA of at least a 2.0 during a three registration time frame may apply for readmission. Students who do not meet a 2.0 cumulative GPA during this period will be finally dismissed from the University.
Academic advisors	Academic advisors provide students with pertinent information about their majors and assist in planning their programs of study. Once a student has selected a major course of study, he or she is assigned a faculty advisor in the major department. Students who have an undeclared major are assigned a faculty advisor by the Office of Academic Affairs. Students must confer with their assigned advisors regarding course selection, requirements and other academic matters prior to course registration each semester. To find the student's assigned faculty advisor, students can use the self-service option on GullNet.
Advanced Placement (AP exam) from High School to SU	Undergraduates who have completed Advanced Placement (AP) courses in high school and have taken the corresponding College Board examination may be entitled to advanced standing credit at the University. Students should contact the Admissions Office for scores and coursework equivalency information. Students should also submit exam results directly to the Admissions Office.
Drop/Add period	The Drop/Add period takes place during the first week of classes each semester. During this time, students may adjust their schedules without penalty. Courses that are officially dropped during this period do not appear on the student's permanent academic record.
Registration	Matriculated freshmen and transfer students enrolling for the fall semester participate in an organized advisement and registration session during the summer orientation program. An abbreviated program is provided for all matriculated new students enrolling for the spring semester. For current students, program planning is held mid-semester in both the spring and fall. Students are responsible for making appointments with their faculty advisor. Once the faculty advisor gives approval, students may begin to register for courses at the assigned time through the self-service option on their GullNet account.