

# Undergraduate Scholastic Standards and Support Services

For information on graduate scholastic standards refer to the Graduate Student Information section of this catalog, Page 18.

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## ACADEMIC INTEGRITY

The Academic Integrity Policy can be found at [www.salisbury.edu/provost](http://www.salisbury.edu/provost). Questions regarding academic integrity violations should be addressed with the assistant vice president of academic affairs.

Integrity is a principle that permeates all the activities of the University and guides the behavior of faculty, students and staff. The spirit of academic integrity denotes adherence to the precept that "one's work is one's own." The process by which integrity is upheld assumes clear communication of University expectations, standards and policies and clear communication of students' and faculty's rights and responsibilities. This policy applies to both undergraduate and graduate students.

This policy is intended to foster student academic integrity and to address cases of student academic misconduct which may include, but are not limited to, the following:

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### Lying

Communicating untruths or withholding information as part of an investigation, or in order to gain an academic advantage.

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### Cheating

The act of wrongfully using or attempting to use unauthorized materials, information, study aids or the ideas or work of another in order to gain an advantage. Acts of cheating include but are not limited to:

- giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or projects;
- using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or projects;
- submitting as one's own work material written by someone else, whether purchased or not;
- altering or falsifying any information on tests, quizzes, assignments or projects;
- working on any project, test, quiz or assignment outside of the time constraints imposed;
- submitting an assignment in a somewhat altered form or using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty;
- using fraudulent methods in laboratory, studio, field, computer work or professional placement;
- other acts generally recognized as dishonorable or dishonest which bear upon academic endeavors.

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## Misappropriation of Course-Based Intellectual Property

Lectures delivered by faculty in class, as well as course materials faculty create and distribute, are protected by federal copyright law as their original work.

Misappropriation of intellectual property is the act of intentionally taking the intellectual property of faculty or others, and/or the sale or distribution of class notes, tests, assignments or class projects for profit, either directly or through a third party, without the express consent or permission of the faculty member or lecturer, or without documentation to demonstrate the need for such accommodations. Such property includes, but is not limited to, class notes, tests, assignments, class projects or other academically related work.

All academic work undertaken by a student must be completed independently unless instructed otherwise by a faculty member or other responsible party.

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## Plagiarism

Students are responsible for learning proper scholarly procedures which require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Acts of plagiarism include but are not limited to:

- intentionally or unintentionally deceiving or disregarding proper scholarly procedures;
- participating in illicit collaboration with other individuals in the completion of course assignments;
- presenting information, thoughts or ideas from another source as if they are your own, or without giving appropriate attribution;
- other acts generally recognized as plagiarism.

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## ACADEMIC STANDING (UNDERGRADUATE STUDENTS)

The following terminology is used in defining the academic standing policy.

**Matriculated Students** - Students admitted to the University, attending full- or part-time, pursuing a bachelor's degree. Matriculated students are either in good academic standing or on academic probation.

**Good Academic Standing** - Students whose SU cumulative GPAs are at least 2.0. Students who are not in good academic standing are either on academic probation or on restricted status.

**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.

**Restricted Status** - 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.

**Dismissed Students** - Previously enrolled students who are no longer allowed to attend the University.

## Good Academic Standing

Students are admitted to Salisbury University in good academic standing. Students who have received SU grades and whose SU cumulative GPAs are at least 2.0 remain in good academic standing. GPAs will be computed whenever grades are awarded or changed. Consequently a student's academic standing can change at any time.

## Unsatisfactory Academic Achievement

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 criterion 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.

### ► Academic Probation

Students on academic probation may register for no more than five courses for a total of 16 credit hours per semester and may not elect to take any courses on a pass/fail basis if the courses are offered for a grade.

Admitted students who are in good academic standing at the beginning of a semester (or term or session) but who are no longer in good academic standing at the conclusion of that semester (respectively term or session), will be allowed to register as students on academic probation. At the conclusion of any semesters (or terms or sessions) while on academic probation:

- Students will be returned to good academic standing if their Salisbury University cumulative GPAs are at least 2.0.
- 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) GPAs of at least 2.0, and 2) their cumulative GPAs are greater than or equal to the appropriate minimums in the chart that follows.
- Students who fail to attain good academic standing will have their admissions revoked and will be placed on restricted status if either 1) they earn semester (or term or session) GPA less than 2.0, or 2) their cumulative GPAs are less than the appropriate minimums in the chart below. They will be allowed to continue to register for classes as restricted status students.

Credits Earned Toward a Degree (Including transfer credit)	Minimum SU Cumulative GPA
Fewer than 30	1.400
30-35	1.500
36-41	1.600
42-47	1.700
48-53	1.800
54-59	1.900
60 or more	2.000

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

### ► Restricted Status

Restricted status students may enroll in no more than two courses for a total of eight 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 GPAs of at least 2.0. Students in restricted status who fail to attain Salisbury University cumulative GPAs of at least 2.0 within the three-registration time frame will be academically dismissed. Restricted status students who attain Salisbury University cumulative GPAs of at least 2.0 within the three-registration time frame may apply for readmission through the Registrar's Office or online at [www.salisbury.edu/registrar/forms.html](http://www.salisbury.edu/registrar/forms.html). Students placed on restricted status are not eligible for financial aid or on-campus housing, have their preregistered schedules canceled and must register as restricted status students.

### ► Readmissions Options

The following are readmission options for students who left the University on restricted status:

1. A student who chooses not to attend any post-secondary institution but can demonstrate evidence of good academic promise may apply to SU for readmission on probation after a period of two years.
2. A student who attends another post-secondary institution as a full-time student and meets the following criteria may apply for readmission on probation:
  - must have earned grades that, when averaged with the grades earned at SU, equals a combined 2.0 cumulative GPA (Note: Credits will transfer, but the grades will not.)
  - the cumulative grade point average at each transfer institution must be at least 2.0 to be considered for this option
3. The student who attends another post-secondary institution and either earns less than a 2.0 or is dismissed or placed on academic probation will be denied readmission to SU.

### ► 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 after a five-year absence from the University.

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## 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 to students returning to SU.

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 GPAs 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. The Academic Clemency Form is available from the Office of Academic Affairs or [www.salisbury.edu/registrar/forms](http://www.salisbury.edu/registrar/forms).

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## CLASS ATTENDANCE

The faculty regards the classroom as the center of University life and students are expected to attend all classes. There are no officially excused absences. In the case of an absence, the student is responsible for all material presented and assigned. Each instructor provides students with a written attendance policy at the first class meeting.

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## ABSENCE NOTIFICATION

Absence notifications are a courtesy offered to students who are unable to communicate with their instructor(s). It is not an official excuse from classes or work missed. Instructor(s) establish their own attendance policies and expectations, and they are under no obligation to accept a notice from the Office of Student Affairs as an official excuse. Moreover, notifications cannot be backdated.

Students are encouraged to communicate with their instructor(s) directly concerning all absences from class. However, in the case of an uncommon circumstance that will keep a student from attending class (generally a sudden or prolonged illness, or the death of an immediate family member) and they are unable to make contact with their instructor, students may request an Absence Notification from the Office of Student Affairs. In these circumstances, students are required to provide their name, student identification number, the first date of absence, the circumstances surrounding the absence and the expected date of return. The Office of Student Affairs will contact the student's instructor(s) and share limited information.

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## WAIVERS OF ACADEMIC POLICIES AND PROCEDURES

Under unusual circumstances students may wish to seek waivers of academic policies and procedures. In such cases students should consult with their faculty advisors for detailed information about steps for seeking waivers.

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## SUPPORT SERVICES

### Academic Advising

Academic advising is a process which helps students identify their career and life goals and assists in the development of an educational plan that helps students meet these goals. Effective advising occurs when there exists a partnership between the advisor and the advisee; each fulfilling the responsibilities of their role. Students are responsible for seeking out their advisors for assistance in addressing academic issues.

Matriculated students are responsible for their own academic programs and for meeting all University and departmental requirements. To plan coursework effectively, students should regularly review their academic requirements report and transcript available through the GullNet, meet regularly with their advisor and familiarize themselves with the academic regulations and programs described in this catalog and other University publications.

Academic advisors are available for all matriculated students. Students who have declared majors are assigned faculty advisors in their major department. Students who have not declared majors are assigned faculty or professional advisors by the Office of the Academic Affairs.

Students must confer with their assigned academic advisors regarding course selection, requirements and other academic matters prior to registration each semester.

Students registered as undergraduate non-degree students are not assigned faculty advisors.

Restricted-status students attend under the guidance of the assistant vice president of academic affairs.

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### Career Services

Career Services provides instruction, consulting, advising, information, services and opportunities in the wide arena of career planning and development. Students at every stage in their college career, from entering through graduate school, can avail themselves of such assistance through Career Services. Some of these services include:

- Career Information, Various Job Fairs
- Career Interest Testing
- Computer-Assisted Career Exploration System
- Choosing/Changing a Major or Minor
- Resume Critiques
- Job Search Procedures
- On Campus Interviewing
- One-on-One Consulting Sessions
- In-Class Presentations

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## Center for Student Achievement

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

The center offers an opportunity to develop skills that will enhance students' academic potential while at the University. Areas of focus include test taking, note taking, time management, study skills and organizational tools. Students are also welcome to meet with the staff on a one-to-one basis, allowing students the individualized attention they may seek in order to achieve success. Tutoring is available for 40 different courses. Supplemental instruction (SI) is an academic support program that targets historically difficult courses. SI leaders support over 100 sections of SI each semester, providing peer facilitated study sessions that integrate "how to learn" with "what to learn." These collaborative learning strategies create an active learning environment and facilitate higher grades for those students who participate. At the center, students have access to study space, computers, Praxis preparatory exams, tutors and other academic success programs.

In addition, the center also highlights students who have exemplified academic success in the classroom and demonstrate the ideal scholar at the University. Faculty and staff are asked to nominate candidates for the "Scholar Holler" and the students are featured in the campus newspaper, *The Flyer*. The center's website features upcoming events, academic deadlines and new features for the center. A pilot program for supplemental instruction was launched in fall 2009. Students who are deemed high achievers in math, economics, music and science are encouraged to apply. Students with these abilities should be referred to Dr. Heather Holmes.

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## Counseling Center

The Counseling Center offers counseling, consultation and outreach programs that promote personal growth, psychological health and academic success. Counselors provide help for students who may experience issues such as adjustment to college life, low self esteem, eating disorders, loss/separation, sexual identity concerns, anxiety, depression and relationship concerns. Group counseling, individual counseling and crisis intervention are available. To supplement personal counseling sessions and group work, the center also has resource material on a variety of topics, as well as an extensive website.

Staff of the Counseling Center have degrees in counseling, psychology and social work, and have years of experience working with college students. Services are confidential. All services are free of charge.

The Counseling Center is located in the Guerrieri University Center Room 263. Hours of operation are 8 a.m.-5 p.m. Monday-Friday. All appointments may be made in person or by calling 410 543-6070. For after-hours emergencies, the Counseling Center may be reached through the University Police at 410 543-6222. To learn more visit [www.salisbury.edu/counseling](http://www.salisbury.edu/counseling).

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## General Studies

General Studies courses provide assistance to students in the areas of career planning, orientation and leadership. The offerings are listed in the "Courses" section of this catalog.

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## Graduate Record Examinations and Graduate Management Admissions Tests

For the convenience of seniors who wish to qualify for admission to graduate school, the Registrar's Office disseminates information related to registration and testing for the Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT).

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## International Student and Scholar Services

The Office of International Student and Scholar Services was created to address the needs of an expanding population of international students and scholars on campus. The services are coordinated by the international student advisor and are located in the Center for International Education. The international student advisor provides guidance through the admissions process and grants formal admission to the University.

The international student advisor is the United States Department of Homeland Security-designated school official and provides assistance to students in the completion of the various documents required to gain and maintain official approved status with DHS and DOS. The advisor also assists international students with cultural adjustment as well as personal and academic concerns through individual counseling and/or referral. Orientation to campus and the greater Salisbury area, health and insurance information, academic and personal counseling, as well as providing cultural programs to integrate international and American students are all a part of introducing international students and scholars to their new way of life.

For more information please visit [www.salisbury.edu/INTLED/iss](http://www.salisbury.edu/INTLED/iss).

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## Multicultural Student Services

The primary function of the Office of Multicultural Student Services is to assist SU's multicultural student population with environmental adjustment tasks. Specifically, this is accomplished by maintaining open lines of communication with faculty and staff, and systematically assessing the needs and campus experiences of the student population.

Services and programs provided reflect Salisbury University's students' interests and concerns, and serve to enhance the intellectual and multi-cultural experiences of all students.

Activities sponsored represent a part of an institutional commitment to create and foster an environment that values diversity while encouraging an appreciation and respect for differences.

For more information visit [www.salisbury.edu/students/multieth/](http://www.salisbury.edu/students/multieth/).

### ► Comprehensive Academic Success Program

Under the auspices of Multicultural Student Services, the Comprehensive Academic Success Program (CASP) offers students academic success by participation in a variety of programs. Multiple academic, social and cultural approaches to student achievement expose students to different avenues

to learning and life-long success. CASP is the umbrella for student achievement, faculty and peer mentoring, early warning, African-American visiting scholars, student scholarship and Powerful Connections.

### ► Powerful Connections

Powerful Connections is an intercultural orientation program for students of diverse backgrounds. The program provides opportunities for students to connect with upperclass students of diverse backgrounds through peer mentoring. Peer mentors, as well as Multicultural Student Services and its programs, help new students acclimate to the campus community. Powerful Connections is a vital component for success for new students at Salisbury University. For more information, please visit [www.salisbury.edu/multicultural/intercultural.html](http://www.salisbury.edu/multicultural/intercultural.html).

### ► African-American Visiting Scholars Program

This program is an effort on the part of the University to bring to campus African-American scholars from an array of disciplines, exposing the faculty, staff and students to scholars who have made exceptional contributions to academe.

### ► Spirituality Room

The Multicultural/Spirituality Room is available for all faiths as a quiet place for prayer and reflection and is dedicated to nurturing personal and spiritual growth.

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## Student Disability Support Services

The Office of Student Disability Support Services (OSDSS), located in Guerrieri University Center Room 263, provides guidance, access to resources and accommodations for students with disabilities. Such disabilities could include medical, psychiatric, learning disabilities, mobility, visual and hearing impairments. After a student has self-identified to the OSDSS, by contacting the office directly, they may begin the process of registering with the OSDSS.

### ► Registering for Accommodations

In order to register with the OSDSS, the following steps should be followed:

1. Students provide adequate documentation of their disability for evaluation.
2. Students formally request accommodations by completing intake forms.
3. Students have an intake conference with office personnel.

While students may request accommodations at any time during their enrollment at the University, in order to efficiently meet the needs of our students, it is advisable that students request accommodations a minimum of four weeks prior to the beginning of the academic session for which accommodations are being requested.

For more information, contact the OSDSS at 410-543-6070, TTY: 410-543-6083, [disabilitysupport@salisbury.edu](mailto:disabilitysupport@salisbury.edu) or [www.salisbury.edu/students/dss/](http://www.salisbury.edu/students/dss/).

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## Tutoring

The Center for Student Achievement, located in the Guerrieri Academic Commons, offers tutoring in a variety of subject areas. Tutoring for certain courses is based on demand and resources. Advanced students work with individuals and small groups to increase students' understanding of course material. Similarly, the Mathematics

and Computer Science Tutoring Program, located in the Guerrieri Academic Commons, provides its own tutoring center for students. Tutoring is also available through other departments and opportunities are listed on the CSA's website at [www.salisbury.edu/achievement/tutoring.html](http://www.salisbury.edu/achievement/tutoring.html).

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## Writing Center

The University Writing Center, located in the Guerrieri Academic Commons, is a place where writers can meet to talk about their work with trained consultants. Services are free of charge to any member of the SU community.

The center's mission is to provide opportunities for writers to seek thoughtful feedback about their work; to increase the confidence, versatility and competence of all writers, in all disciplines; to help writers reconsider and refine their ideas so they can revise their writing in meaningful ways; and to support classroom writing instruction by partnering with SU faculty members

Appointments are encouraged and can be made by phone, email or in person. Walk-ins are also welcome in the Center.

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## HENSON SCHOOL COURSE REPEAT POLICY

Students may repeat courses offered by the Henson School of Science and Technology one time at SU without special permission. This policy applies to all undergraduate courses offered in the Henson School of Science and Technology. Details for the policy are found in Appendix F.