

# Appendices

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## APPENDIX A

Students may locate the following policies in their respective publications by referring to the table of contents/index.

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### Policy that Appears in *Code of Maryland Regulations*:

Maryland Higher Education Commission Student Transfer Policy

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### Policies that Are Published and Distributed Electronically in Compliance with the Drug-Free Campus, Drug-Free Workplace Legislation:

([www.salisbury.edu/police/clery\\_compliance/substance\\_abuse.asp](http://www.salisbury.edu/police/clery_compliance/substance_abuse.asp))

Substance Abuse Policies and Sanctions for Students  
Substance Abuse Policies and Sanctions for Employees  
Alcohol Abuse Policy  
Drug Abuse Policy  
Drug-Free Workplace Policy

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### Policies that Appear in the *Faculty Handbook*:

(The *Faculty Handbook* is found at [www.salisbury.edu/provost/handbook/FH-2009/2009](http://www.salisbury.edu/provost/handbook/FH-2009/2009))

Academic Advising (9-2)  
Academic Clemency (9-6)  
Academic Integrity (6-3)  
Affirmative Action and Equal Opportunity (4-2)  
AIDS (4-12)  
Alleged Arbitrary and Capricious Grading (6-12)  
Classification of Undergraduate Students (9-8)  
Classroom and Related Responsibilities of Faculty (10-2)  
Combined Bachelor's/Master's Programs (8-8)  
Community Service (9-8)  
Confidentiality and Disclosure of Student Records (10-4)  
Continuing Education (9-5)  
Degree and Curricular Requirements (11-3)  
Eligibility to Register (9-3)  
Evaluation of Performance of Faculty (2-36)  
Examination and Portfolio Assessment (9-6)  
Misconduct/Scholarly Work (6-6)  
Religious Observances (10-4)  
Sexual Harassment (4-3)  
Student Request for Waivers of Academic Policies (9-6)  
Summer and Special Sessions (9-4)  
Undergraduate Student Concurrent Inter-Institutional Registration (9-2)  
Use of Facilities for Public Meetings (12-5)  
Violence and Extremism (4-3)

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### Policies that Appear in the *Code of Conduct*

Academic Integrity  
Academic Policies and Procedures  
Alcohol and Other Drug Policy  
Campus Security  
Code of Conduct  
Drug and Alcohol  
Electronic Mail Services  
Equal Opportunity Policy  
Family Educational Rights and Privacy Act  
Grievance Policy  
Judicial System Policies and Procedures  
Living on Campus Policies and Guidelines  
Off-Campus Behavior  
Prohibiting Sexual Harassment

Reporting Sexual Offenses  
Threats of Violence  
Use of Facilities/Grounds for Meetings, Assemblies, Rallies, etc.

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### Policies that Appear in the *Residence Hall Information Booklet*:

(The booklet is found at [www.salisbury.edu/housing.](http://www.salisbury.edu/housing.))

Early Arrivals  
Electrical Appliances  
Escort Policy  
Facility Policies  
Facility Repair Services  
Fire Information  
Fire, Security and Personal Safety  
General Facility Policies and Information  
Hall Design and Lifestyle  
Handicap Accommodations  
Housing/Residence Life Office Staff  
Housing/Residence Life Philosophy  
Involvement and Activities  
Maintenance Concerns  
Meal Plans  
Message from Housing/Residence Life  
Personal Safety Tips  
Refrigerators  
Residence Hall Accommodations  
Resident Students' Rights and Responsibilities  
Residents' Policies and Information  
Room Check-In  
Room Check-Out  
Room Furnishings  
Room Inspections  
Security  
Smoking Policy  
Spring Check-Out  
Tack Strips  
Toilet Stoppages  
Use of Residence Halls by Guests  
Vacations  
Window and Door Displays

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### Policies that Appear in the *Residence Halls Contract*:

(The contract is found at [www.salisbury.edu/housing.](http://www.salisbury.edu/housing.))

Access to Rooms  
Assignment Policies and Procedures  
Condition/Disability Influencing Assignment  
Conditions of Residency  
Contract Addendum for Chesapeake Hall and St. Martin Hall  
Contract Addendum for Dogwood Village  
Contract Termination by University  
Damage Assessment  
Duration of the Contract  
Effective Dates  
Eligibility for Residency  
First-Time Residents  
Housing Deposit Use and Refund  
Loss of Property  
Meal Plan Requirement  
Petition for Release from Contract for Spring Semester  
Provisions of Contract  
Rates and Refunds  
Refund Policy for Room Cost for Entire Semester  
Reservation Procedures for Returning Residents  
Residence Hall Philosophy  
Returning Student Housing Options  
Returning Students Seeking to Cancel Contract for Next Year  
Room Changes  
Room Reapplication Process  
Search of Rooms  
University Responsibility  
Wait-listed Students  
Winter Term and Summer Session Housing

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## **Policies that Appear in the *Student-Athlete Handbook*:**

- Athlete Eligibility
- Athletics Equipment
- Class Attendance
- Code of Conduct
- Dress Code
- Drug and Alcohol Policy
- Medical Procedures
- Transfer Policy

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## **Policies that Appear in the *University Catalog*:**

- Academic Clemency Policy
- Admission Procedures
  - For High School Graduates
  - For Early Admissions
  - For Non-High School Graduates
  - For International Students
  - For Immigrant Students
  - For Veterans
  - For Transfer Students
  - For Former SU Students
- Class Attendance
- Equal Opportunity Policy
- Family Educational Rights and Privacy Act
- Graduation Requirements
- Non-Traditional Credit Policies
- Readmission
- Student Residency Classification for Admission, Tuition and Charge Differential Purposes
- Transfer of Credit from Other Institutions
- Transfer Policies
- Waivers of Academic Policies and Procedures
- Withdrawal from the University

- Establishment of Institutional Traffic Regulations
- Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity
- Misconduct in Scholarly Work
- Military Duty
- Payment of Tuition and Fees
- Reporting of Campus Crime Statistics
- Reports of Intercollegiate Athletics
- Research
- Review of Alleged Arbitrary and Capricious Grading
- Scheduling of Academic Assignments on Dates of Religious Observance
- Sexual Harassment—University System of Maryland Policy
- Student Affairs
- Student Athletics
- Student Employment
- Student Financial Aid
- Student Housing
- Student Misconduct
- Student Publications
- Student Residency Classification for Admission, Tuition and Charge Differential Purposes
- Summer and Special Sessions
- Tuition, Fees and Charges
- Tuition Remission for Spouses and Dependent Children of Faculty and Staff
- Undergraduate Student Concurrent Inter-Institutional Registration
- University System Student Council Policy
- Use of Alcohol Beverages at University System Institutions and Facilities
- Waiver of Application Fees
- Waiver of Tuition and Granting of Other Privileges for Senior Citizens of the State of Maryland

All University System of Maryland policies and corresponding Salisbury University policies can be reviewed at [www.salisbury.edu/prez/bor.policies](http://www.salisbury.edu/prez/bor.policies).

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## **Policies that Appear in the *University System of Maryland Policies*:**

(These policies found at [www.usmd.edu/regents/bylaws](http://www.usmd.edu/regents/bylaws))

- Academic Advising
- Academic Calendar
- Academic Clemency
- Academic Transcripts and Financial Aid Records
- Acts of Violence and Extremism
- Admissions
- Affirmative Action and Equal Opportunity
- AIDS
- Classification of Undergraduate Students
- Combined Bachelor's and Master's Programs
- Community Service
- Confidentiality and Disclosure of Student Records
- Constitution of the University System Student Council
- Continuing Education
- Copyrights
- Credit by Examination and Portfolio Assessment
- Curricular and Degree Requirements
- Eligibility to Register
- Emergency Conditions—Cancellation of Classes and Release of Employees
- Enrollment

## APPENDIX B

### Maryland Admissions Requirements

1. The Maryland Higher Education Commission set as a minimum admission standard for all full-time and part-time entering freshmen who have graduated from high school within five years of admission a high school average of C (2.0) or better. Each institution, however, is encouraged to adopt standards above the minimum level.
2. Each institution will develop predictive measures of probable academic success and identify any additional admissions criteria.
3. Students who have earned fewer than 24 credit hours and desire to transfer to state universities and colleges will be admitted under the conditions set down in accordance with the Maryland Student Transfer Policies, which require equal treatment of native and transfer students.
4. In order to attain junior status (60 credit hours), a student must have earned a grade point average of C (2.0) or better.
  - a. In order to ensure equal treatment of the native and transfer student, a transfer student who has earned 60 or more credits at prior institutions must have attained a C (2.0) cumulative average to be accepted at any state university/college.
5. Admission to some designated programs may require higher standards to be limited by the opportunities available to complete a clinical or other requirement of the major program
  - a. The institutional standards shall be approved by the Maryland Higher Education Commission and shall be reviewed by the commission on an annual basis.
  - b. Such standards shall be published in the institution's catalog.

### Policy on Student Classification for Admission and Tuition Purposes

(Approved by the Board of Regents August 28, 1990; Amended July 10, 1998; Amended November 27, 2000; Amended April 11, 2003; Amended June 23, 2006)

#### I. POLICY

##### A. Purpose

To extend the benefits of its system of higher education while encouraging the economical use of the State's resources,<sup>1</sup> it is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the tuition categories of in-state and out-of-state students for the purpose of admission and assessing tuition at USM institutions.

##### B. Burden of Proof

The person seeking in-state status shall have the burden of proving by clear and convincing evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of in-state or out-of-state status will be made by the applicable USM institution upon a review of the totality of facts known or presented to it.

##### C. In-state Status

To qualify for in-state tuition, a student must demonstrate that, for at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status, the student had the continuous intent to:

1. Make Maryland his or her permanent home; and
2. Abandon his or her former home state; and

3. Reside in Maryland indefinitely; and
4. Reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

Satisfying all of the requirements in Section II (and Section III, when applicable) of this policy demonstrates continuous intent and qualifies a student for in-state tuition. Students not entitled to in-state status under this policy shall be assigned out-of-state status for admission and tuition purposes.

##### D. Presumption

Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution and therefore, does not qualify for in-state status under this policy:

1. A student is attending school or living outside Maryland at the time of application for admission to a USM institution, or
2. A student is Financially Dependent on a person who is not a resident of Maryland.

This presumption may be rebutted. The student bears the burden of rebutting the presumption. See "III. Rebuttal Evidence" below.

### II. REQUIREMENTS

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate he or she:

- A. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.
- B. Has substantially all of his or her personal property, such as household effects, furniture and pets in Maryland.
- C. Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland tax return.
- D. Has registered all owned or leased motor vehicles in Maryland.
- E. Possesses a valid Maryland driver's license, if licensed.
- F. Is registered to vote in Maryland, if registered to vote.
- G. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
- H. Has a legal ability under federal and Maryland law to live permanently without interruption in Maryland.
- I. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

### III. REBUTTAL EVIDENCE

Satisfying the requirements listed in paragraphs A through I of Section II, does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. Evidence that does not document a period of at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence.

The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

Additional evidence that will be considered includes, but is not limited to, the following:

- A. Source of financial support:
  - 1. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution (e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc.), or
  - 2. Evidence the student is Financially Dependent upon a person who is a resident of Maryland.
- B. Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland that is not University-related or otherwise incident to enrollment as a student in an educational institution.
- C. Registration as a Maryland resident with the Selective Service, if male.
- D. Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.
- E. An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

#### IV. NON-RESIDENTS WHO MAY TEMPORARILY QUALIFY FOR IN-STATE STATUS

In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

- A. A full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.
- B. The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.
- C. A full-time active member of the Armed Forces of the United States whose home of record is Maryland or one who resides or is stationed in Maryland, or the spouse or a Financially Dependent child of such a person. Students that qualify under this provision will retain in-state status for tuition purposes as long as they are Continuously Enrolled regardless of a change in military assignment or status of the active member of the military.
- D. A veteran of the United States Armed Forces with an honorable discharge who, within one year of discharge, presents documentation that he or she attended a secondary school in the State for at least three years, and graduated or received the equivalent of a high school diploma from a secondary school in the State. The veteran must present documentation and register at a USM institution within one year of discharge for this provision to apply.
- E. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.
- F. A graduate assistant appointed through a USM institution for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

#### V. PROCEDURES

- A. An initial determination of in-state status will be made at the time of admission. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.

- B. A change in status must be requested by submitting a USM institution's "Petition for Change in Classification for Tuition." A student applying for a change to in-state status must furnish all evidence that the student wishes the USM institution to consider at the time the petition is due. The due date is based on the deadline set forth by the USM institution at which the student seeks to enroll. If the applicable USM institution has no such deadline, the due date is the last published date to register for the forthcoming semester/term for which the change in classification is sought.
- C. The student shall notify the USM institution in writing within 15 days of any change in circumstances which may alter in-state status.
- D. In the event incomplete, false, or misleading information is presented, the USM institution may, at its discretion, revoke in-state status and take disciplinary action provided for by the institution's policy. Such action may include suspension or expulsion. If in-state status is gained due to false or misleading information, the institution reserves the right to retroactively assess all out-of-state charges for each semester/term affected.
- E. Each USM institution shall develop and publish additional procedures to implement this Policy. Procedures shall provide that on request the institution President or designee has the authority to waive any requirement set forth in Section II if it is determined that the application of the requirements creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

#### VI. DEFINITIONS

- A. Financially Dependent: For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes.
- B. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.
- C. Guardian: A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.
- D. Spouse: A spouse is a partner in a legally contracted marriage.
- E. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.
- F. Regular Employee: A regular employee is a person employed by USM or a USM institution who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.
- G. Continuous Enrollment:
  - 1. Undergraduate Student - An undergraduate student who is enrolled at a USM institution for consecutive fall and spring semesters, until completion of the student's current degree program or unless on an approved leave of absence or participating in an approved program off-campus.
  - 2. Graduate and Professional - Continuous enrollment for a graduate or professional student is defined by the institution in accordance with program requirement.

#### VI. IMPLEMENTATION

This policy as amended by the Board of Regents on June 23, 2006, shall be applied to all student tuition classification decisions made on or after this date.

<sup>1</sup> Annotated Code of Maryland, Education Article, §12-101.

## APPENDIX C

### General Education: Student Learning Principles and Goals

#### PURPOSE

The General Education program at Salisbury University promotes intellectual development and the search for truth, cultivates an appreciation for learning, and provides opportunities for students to construct a coherent framework for lifelong learning in a diverse and ever changing world.

#### PROGRAM PRINCIPLES

The General Education Program:

- seeks to advance the University's mission.
- provides a coherent integrated curriculum. Coherence is the inter-connectedness of the curriculum within courses, across disciplines and throughout the undergraduate experience. The connections can be made through content, process, ways of knowing, learning goals or connections to the major.
- encourages the developmental progression of student knowledge, skills and dispositions throughout the undergraduate experience.
- provides learning experiences both in and out of the classroom. A broad range of learning opportunities are provided in courses, in co-curricular activities and in settings outside the university.
- strives to foster an academic community. Student-to-student, faculty-to-student and faculty-to-faculty collaborative opportunities are encouraged. The collaboration may occur in linked courses, interdisciplinary courses, learning communities and community projects.
- incorporates ongoing review and assessment. Progress in achieving the program's purpose will be monitored. Student progress toward the learning goals will be monitored.

#### STUDENT LEARNING GOALS

The principles and goals, which follow, represent the concepts embedded in the Mission Statement and the Attributes Document accepted by the faculty. These principles and goals will help guide the development of the General Education program at Salisbury University.

#### Learning Principles

The General Education program is designed to foster the personal, intellectual and social development of the Salisbury University student and is based on the following set of principles. The liberally educated person:

- communicates effectively in diverse situations,
- uses multiple strategies, resources and technologies for inquiry and problem solving,
- demonstrates qualities related to personal, social and professional integrity,
- integrates knowledge from the humanities, social sciences and natural sciences to broaden perspectives,
- reasons quantitatively and qualitatively,

- demonstrates global awareness in order to function responsibly in an interdependent world.

These principles are expressed by the following set of student learning goals.

#### Student Learning Goals

**Skills:** Acquire the personal and intellectual skills necessary for productive membership in contemporary society.

- 1) Critical Thinking - Acquire abilities to engage in independent and creative thinking and solve problems effectively.
- 2) Command of Language - Acquire abilities to communicate effectively—including reading, writing, listening and speaking.
- 3) Quantitative Literacy - Acquire abilities to reason mathematically.
- 4) Information Literacy - Acquire abilities to use libraries, computer applications and emerging technologies.
- 5) Interpersonal Communication - Acquire abilities to relate to and work effectively with diverse groups of people.

**Knowledge:** Possess knowledge and understanding commensurate with that of a well educated person.

- 1) Breadth of Knowledge - Possess knowledge from and familiarity with modes of inquiry and creative processes used in a variety of disciplines including:
  - a) Visual and performing arts (art, music, dance, theater)
  - b) Literature (English, foreign language-based)
  - c) Civilization: cultural and historical perspectives
  - d) Contemporary global issues (peoples, cultures, institutions)
  - e) Second language or culture
  - f) Mathematics
  - g) Social and behavioral sciences
  - h) Biological and Physical Sciences
- 2) Interdependence among Disciplines - Possess an awareness of the interdependence among disciplines in the humanities, social sciences and natural sciences.

**Dispositions:** Examine qualities that contribute to personal well-being and social and professional integrity.

- 1) Social responsibility - Tolerance and respect for diverse groups of people and a disposition toward responsible citizenship and a connection to the community.
- 2) Humane values - An informed regard for humane values and the ability to make judgments based on ethical and environmental considerations.
- 3) Intellectual Curiosity - A propensity for reflection and life-long learning.
- 4) Aesthetic Values - An awareness of and appreciation for aesthetics.
- 5) Wellness - Issues of personal well-being.

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## APPENDIX D

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### Fulton School Curriculum Reform: Course Enhancement Menu

The Fulton School Course Enhancement Menu identifies enhancements for four-credit courses which meet three-credit class time guidelines. The intent of the four-credit courses is to increase SU's academic standards and adjust them upward by adding one or more of the following enhancements to the current three-credit courses. Starting fall 2008, most courses in the Fulton School of Liberal Arts are offered for four credits. Most will meet three hours each week with a one-credit enhancement. The following enhancement menu specifies the seven types of course enhancements.

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#### One-credit Course Enhancements

##### ▶ Increased course content and/or collateral readings

Example: more primary, secondary and/or supplemental readings

##### ▶ Undergraduate Research and Information Literacy

Example: assignments that fulfill department programmatic approaches to undergraduate research and information literacy, systematically building students' research and writing skills throughout their majors

##### ▶ Technology

Example: instructor-developed content, commercially developed course packs, digital audio (podcasting), video demonstrations, chat rooms, course blogs, individual WebCT tutoring, teleconferences with students at other campuses or international groups, field research, student-authored independent research

##### ▶ Higher Level Critical Thinking Exercises

Example: assignments that specifically develop analysis, synthesis and evaluation, as opposed to lower-level critical thinking exercises that target knowledge, comprehension and application

##### ▶ Service Learning/Civic Engagement

Example: assignments which place students in leadership positions to conceive of and implement programs that they know will benefit others; assignments which involve students in developing good civic dispositions, as suggested in the 2006 Middle States Report

##### ▶ International Education/Cultural Enrichment

Example: spring break study/experience abroad, museum visits, cultural experiences within the geographical area

##### ▶ Additional Hour(s) in Class, Lab or Studio