

Undergraduate Admission

www.salisbury.edu/admissions

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

GENERAL INFORMATION

Salisbury University invites applications from all who are interested in pursuing programs in 42 majors leading to undergraduate degrees. Qualification for admission is determined without regard to race, color, religion, national origin or gender. Students who matriculate following acceptance assume responsibility for upholding the standards and traditions of the University and adhering to its regulations.

Campus Visits

The campus visit is one of the most important parts of the admissions process. Go to www.salisbury.edu/admissions/visit to select from the visit options provided. The Admissions Office provides information sessions/campus tours every Monday through Friday at 9:30 a.m. and 1:30 p.m., except holidays when the University is closed. Most visits originate from the Admissions House, 1200 Camden Avenue, but visit the admissions website for program details.

In addition to weekday visits, there are several Saturday open houses and information sessions held each semester. For more information about our visit schedules, access the website at www.salisbury.edu/admissions/visit.

Students are encouraged to register online in advance for visit programs.

APPLICATION REQUIREMENTS AND PROCEDURES

Admissions requirements set forth in the following sections are minimum requirements that may be subject to change after the *Undergraduate/Graduate Catalog* has been printed. In such cases, changes in admissions policy will be publicized online. Additional admissions policies details are available on the Office of Admissions website.

Application Forms

Applications for admission, catalogs and other information regarding the University may be viewed on the University's website at www.salisbury.edu/admissions. Applicants should file their forms via the website.

Application Fee

A \$50 non-refundable application fee is required with each application.

Freshman Admission Options

Salisbury University has four admissions plans under which freshman applicants are considered:

Early Decision is an opportunity for students to receive maximum admissions consideration by indicating that Salisbury University is the student's first choice institution.

Students applying through Early Decision sign an agreement indicating that if they are accepted at SU they will withdraw applications to other colleges and enroll at Salisbury University. Students receive full consideration for all scholarship opportunities. Students applying through Early Decision should submit application materials by November 15 and will receive admissions notification by December 15. Successful applicants are required to submit a non-refundable admission deposit and registration fee of \$300 by February 1.

Early Action decisions are made by January 15 and a nonrefundable \$300 deposit and registration fee is required by May 1 for freshmen. Early Action is considered non-binding.

Regular Admission is available for students who apply for admission by a recommended deadline of January 15. Candidates are notified of the admission decision by March 15 and those who are admitted have until May 1 to confirm their space in the class by submitting a nonrefundable \$300 deposit and registration fee. Applications received after the deadline will be considered on a space-available basis.

Early Admission is an admission option for academically talented high school students. Students who have completed the junior year of high school may be considered for acceptance into the regular University program provided they present evidence of outstanding academic achievement, a positive recommendation from the high school and a certification of eligibility for a high school diploma under the early admission program.

► Test Optional Policy

For applicants who have earned a weighted cumulative grade point average of 3.50 or higher on a 4.0 scale, submission of standardized test scores is optional. Admission for test-optional applicants is equally competitive. Applying under the test optional program does not guarantee admission. A student may apply test optional for any of the four freshman admissions options. Students whose applications may benefit from consideration under the test optional policy or who apply test optional but whose scores may make them more competitive for admission and scholarship may be considered accordingly.

For High School Graduates

The admissions review process considers the qualifications of all applicants in a holistic manner. The students' high school curriculum, performance in academic coursework and on ACT and/or SAT where applicable, essay, recommendations, leadership experience, community service, talents, extracurricular activities and the ability to contribute to the diverse academic community at Salisbury University are many of the qualifications considered for admission.

Admission to Salisbury University is granted on a competitive basis to those applicants whose academic qualifications give promise of success in college. The evaluation of the applicant's chances for academic success is the responsibility of the Admissions Office, which foremost considers the applicant's academic record. Leadership qualities, community service, artistic talent, athletic talent and diversity of background, including cultural, experiential and geographic, are additional

factors used in the holistic review of each applicant

Students are encouraged to complete the college preparatory curriculum, including four credits in English; three credits in the social sciences; two credits in laboratory-based sciences; four credits in mathematics, including Algebra I and II and geometry; and two years in the same world language or technology-approved credit. Preference is given to students completing advanced-level coursework such as Advanced Placement, International Baccalaureate or honors courses.

Applicants who wish to be considered for scholarships are urged to take the ACT or SAT no later than the fall testing date. Details concerning the ACT or SAT may be obtained at www.act.org or www.sat.org. All standardized test results must be officially forwarded to Salisbury University from the respective testing centers or your high school guidance office. The ACT code number is 1716 for Salisbury University and the ETS code is 5403. For students submitting both ACT and SAT, SU will utilize the highest score from either test that will give the applicant the greatest opportunity for admission, unless the student requests that only one set of scores be considered. Other scores from either test will be disregarded and not counted against applicants in the admissions process.

Application Deadlines

Recommended filing deadlines for fall regular admission are January 15 for freshman, March 1 for transfer students, and December 1 for second degree bachelor's nursing students. Apply online at www.salisbury.edu/apply.

Students applying for spring semester should submit applications by October 1, and they will be notified of the decision of the applications on a rolling admissions basis, provided their files are complete. The University reserves the right to close admissions when the projected enrollment is met.

Freshman students are required to reside on campus for their first two years unless granted exemption by the Housing and Residence Life Office. Students must complete a housing contract when they pay their admissions deposit and registration fee. The \$300 non-refundable deposit and registration fee covers both admissions and housing. Freshman students entering for the spring semester are required to live on campus for three semesters unless granted an exemption. Some students applying for fall admission will be offered admission to the spring semester instead. Freshman students admitted to the University for the spring semester are not permitted to take non-degree courses at Salisbury University the fall. Applicants must be admitted and must have completed the Free Application for Federal Student Aid (FAFSA) to be considered for financial aid. The forms should be submitted as soon as possible after January 1, even if income information must be estimated for the previous tax year (SU FAFSA code - 002091).

Academic Scholarships

Each fall over six million dollars in academic scholarships are awarded through the University. The admissions application automatically qualifies students for consideration for these academic scholarships; however, submission of the Free Application to Federal Student Aid (FAFSA) would allow consideration for any academic scholarships that also require financial need.

Based on the academic qualifications within the applicant group for any given year, the applicants who may qualify for scholarship awards will vary. As a standard the most meritorious students, as defined by a combination of highest grade point average and most competitive standardized test scores, are pre-

sented scholarship awards. Therefore, students desiring full consideration for academic scholarships for the fall semester should submit completed applications for admissions, including standardized test scores, by the priority date of January 1.

Some academic scholarships are based on particular majors and other special criteria. See a complete listing of available scholarships and corresponding criteria in the "Scholarships for Entering Freshmen" section of the Financial Aid chapter of this catalog. Typically, scholarship awards are announced mid-March for students who have met all deadlines.

Social Security Number

All students are asked to submit their Social Security number. The Social Security number is used as a resource to identify the student for administrative and financial records.

Students' disclosure of their Social Security number is voluntary. The student Social Security number is only released to agencies or individuals outside the University at the request of the student or in accordance with federal and state requirements in regard to financial aid awards, Internal Revenue Services for student employee salary reporting and state comptroller's debt collection procedures.

For Non-High School Graduates

Applicants who are not high school graduates may qualify for admission by earning competitive grades on the High School Equivalency Examinations administered by the State Department of Education and by receiving the high school equivalency diploma. The applicant should contact the local board of education to make arrangements to take the examinations.

Admission of International Students

International students who demonstrate appropriate academic ability, proficiency in the English language and the ability to finance their education may be offered admission. Applicants must have the following documentation submitted directly to the SU Office of Admissions by March 1 for fall admission or October 1 for spring admission:

1. an admissions application, which includes financial declaration;
2. professional course-by-course evaluation of all foreign academic transcripts. This professional evaluation determines the student's academic level within the American educational system. Prospective students are required to pay the cost associated with the evaluation (approx. \$100-\$150). World Education Services, Inc. (www.wes.org) is the preferred credential service; and
3. for applicants whose native language is other than English, the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) must be taken and official results submitted to the Admissions Office. A minimum TOEFL score of 550 on the written exam or 79 on the Internet-based exam is required. TOEFL information may be obtained by contacting: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or on the Web at www.toefl.org. A minimum IELTS score of 6.5 is required. IELTS information may be obtained by contacting: IELTS International, 100 E. Corson St., Suite 200, Pasadena, CA 91101, USA, or on the Web at www.ielts.org. The English language proficiency requirement may be satisfied by alternative evidence. Please contact the Admissions Office for details.

Another option for international students is the English Language Institute (ELI) at Salisbury University, which offers a high-quality, comprehensive, intensive program in the English language for non-native speakers. This program provides English language instruction on all levels, preparation for international students seeking entrance to an American university and academic support for students who wish to fully enroll in degree-seeking programs at SU. It also facilitates participants' successful cultural adjustment to the classroom, as well as to the general environment of an American college. SU has a strong institutional commitment to inclusiveness, excellence and diversity that is manifested in the ELI. For more information, visit www.salisbury.edu/intled/eli.

International students must be admitted before the immigration document (I-20) will be provided. Salisbury University is authorized under federal law to enroll non-immigrant alien students.

English Language Proficiency

Any student applying for admission whose native language is other than English will be required to demonstrate English proficiency. This requirement may be met through standardized testing or completion of English coursework at the high school or college level. Contact the Admissions Office for additional details.

For Veterans

Veterans and dependents of veterans who are eligible for veterans educational benefits and who have a high school diploma or equivalency may be admitted to Salisbury University if they demonstrate evidence of academic success as determined by the Office of Admission. Veterans who have attended other colleges since their discharge are not included in this policy and should seek admission through the normal transfer process.

In addition to high school or college transcripts, each veteran must submit a certificate of eligibility to the Registrar's Office. Since it generally takes 60 days or more to clear a Veterans Administration (VA) application, applicants are encouraged to contact their nearest VA office within sufficient time prior to registration at SU. Initial contact for implementation of benefits should be directed to the Salisbury University Registrar's Office.

For Nontraditional Students

Admission to Salisbury University is granted to those applicants whose academic qualifications give promise of success in college. The evaluation of the applicant's chances for academic success is the responsibility of the Admissions Office, which foremost considers the applicant's academic record. SAT or ACT scores are not required for those students who graduated from high school more than three years before their application to the University. Students who are unsure of their readiness for college work are encouraged to begin their studies at a community college.

For Transfer Students

Students with acceptable records may be admitted from other regionally accredited (Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association

of Schools and Colleges) collegiate institutions with requirements similar to those of Salisbury University. Transfer students are encouraged to submit their application online at www.salisbury.edu/apply. Minimum requirements for transfer admission include:

1. Have a cumulative GPA of 2.0 or higher on a 4.0 scale; for students who have attended more than one institution, a cumulative average from all previous college work attempted at regionally accredited community colleges and four-year institutions attended will be computed.
2. Have earned a minimum of 24 transferable semester hours of college-level credit from a regionally accredited community college or four-year college or university. Contractual admission is extended to individuals who have completed 12-23 semester hours of transferable coursework and earned a 2.5 minimum cumulative average.
 - **Fall** applicants receiving a contractual admission must earn 24 transferable credits by the completion of the previous spring term and at least a 2.0 cumulative GPA.
 - **Spring** applicants receiving a contractual admission must earn 24 transferable credits by the completion of the previous fall term and at least a 2.0 cumulative GPA.
3. Have left the last institution of attendance in good academic standing and with a clear disciplinary record.

Admission for transfer students is on a space-available basis. Preference is given to students with a cumulative GPA of 2.5 or better. In some semesters, admission may be more competitive with preference given to students with stronger credentials. The University's competitive admission policy for entering freshmen will apply to transfer students who have completed fewer than 24 semester hours of transferable credit and earned a 2.0 GPA at another institution. Regardless of college credits earned, a high school student who has graduated the academic year prior to his or her enrollment at SU will be considered a freshman by the Office of Admissions for housing purposes. Changes made to a student's status from a freshman to a transfer will be made on a case-by-case basis by the Office of Admissions and Housing and Residence Life.

Coursework completed at SU as a non-degree student will not contribute to the 2.0 GPA and 24 credit hour transfer admission requirement. Students denied admission may not enroll as a non-degree. Students denied admission because space was not available for one semester but offered admission for the next semester may not enroll as a non-degree student.

Transfer students from accredited colleges enrolled in transfer programs will receive credit for the college-level work they have completed, with few exceptions. College Level Examination Program (CLEP) credit will be evaluated based on individual scores. Evaluations of students' previous coursework will be forwarded to them within several weeks of their admission. After being admitted to the University, students will receive an evaluation of transfer credit.

► General Transfer Policies

1. Transfer credits are evaluated in accordance with the Maryland Higher Education Commission regulations on General Education and transfer. Such credits may generally be applied to the 120 hours (minimum) of credit required for graduation and, if approved by the appropriate department, may count toward requirements in a major at Salisbury University.
2. A student attending Salisbury University in any regular fall or spring semester must complete all forms and have official transcripts of all prior work from other institutions sent to the SU Admissions Office prior to preregistration at mid-semester.

Students whose documentation is not complete will not be allowed to register for classes for the subsequent semester.

3. Grades do not transfer; the grade point average for a transfer student is computed only on the basis of coursework completed at SU. Once a course is taken at Salisbury University, the SU grade point average is not affected by repeating the course at another institution. Grades of transfer courses will be calculated for admission to specific academic programs that require a particular grade point average. However, credit earned while a student is enrolled in recognized cooperative programs with other Maryland state colleges and universities will be accepted as credit earned at Salisbury University. Coursework and grades earned will be applied toward graduation requirements at SU and these grades will be counted in the SU grade point average.
4. Credits earned in or transferred from a community college will be limited to 64 credits with the exception of special articulation agreements. These hours may only be applied to credit at the 100 or 200 level.
5. To be eligible for the baccalaureate degree from Salisbury University, students must earn at least 30 of the final 37 hours of credit from SU. Students enrolled in officially recognized cooperative institutions may include coursework taken at that institution within their final 30 hours at the University. Students completing their course requirements through an approved study abroad program are exempt from this policy.
6. Questions concerning the evaluation of transfer credit should be directed to the Office of Admissions. Students may appeal evaluations to the Office of the Vice President of Academic Affairs within the academic year in which the evaluations were made. Transfer evaluations more than one year old are not subject to appeal.

► **Course-by-Course Evaluation of Transfer Credit**

Most students will have their transfer credit from each institution attended evaluated separately on a course-by-course basis. Students transferring under specific transfer agreements such as the AAT should refer to their academic department for specific transfer policies.

Detailed information concerning recommended transfer programs may be obtained by accessing SU's website regarding transfer students. Courses a transferring student plans to apply toward a degree at Salisbury University are evaluated in one of the following four categories:

1. Approved for General Education credit
2. Approved for lower-level credit
3. Approved for upper-level credit
4. Not approved for transfer credit

All courses approved for transfer credit will be listed as specific courses, as General Education or as elective credit at Salisbury University. In order for any of these courses to qualify for upper-level credit at SU, they must be taught at the upper level both at SU and at the sending institution. All lower-level courses from the sending institution, all courses from community colleges and all courses which are upper level at the sending institution but which are lower level at Salisbury University will be evaluated as lower-level courses. Some transferred courses, either upper level or lower level, may be used to satisfy requirements in particular majors. Each department determines its own policies in this matter and evaluates each student's record on a course-by-course basis.

Any fieldwork experience, internship or practicum from a two-year institution not under the direct supervision of Salisbury University is not considered transferable.

While most courses from other regionally accredited institutions (Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association of Schools and Colleges) are applicable to a degree at Salisbury University, courses the University views as not academic in nature and which are not compatible with existing programs may not be transferred to the University and applied toward degrees.

For Former SU Students

► **Readmission**

Matriculated students who do not enroll at the University during a regular fall or spring semester must apply for readmission through the Registrar's Office. Students who have been academically dismissed may only apply for readmission once they have met the minimum criteria as outlined in the dismissal and readmission policies. Students must declare a major at the time of readmission.

Students who have attended other regionally accredited institutions (Middle States Association of Colleges and Schools, Northwest Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association of Schools and Colleges) since leaving Salisbury University must arrange to have official transcripts sent from those institutions directly to the Registrar's Office.

Students who have completed an undergraduate degree at Salisbury University and wish to pursue another undergraduate program should submit an application to the Office of Admissions. Students seeking a second undergraduate degree from Salisbury University must meet the same criteria as students transferring to the University, including good academic and community standing with the University.

► **Academic Clemency Policy**

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 after a five-year absence.

Students who have not attended the University for at least five years are eligible to apply 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.

Academic Clemency Forms may be obtained from the Office of Academic Affairs and on the Web at www.salisbury.edu/registrar/forms.

Advanced Placement (AP)

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 Salisbury University. Find minimum score and coursework equivalency information under Credit by Examination at www.salisbury.edu/registrar. Official examination results should be submitted directly from the College Board to the Admissions Office.

International Baccalaureate (IB) Examinations

Undergraduates who have completed higher level International Baccalaureate (IB) courses in high school and have taken the corresponding IB examination may be entitled to advanced standing credit at Salisbury University. Contact the Registrar's Office for minimum score and coursework equivalency information. Official examination results should be submitted directly to the Registrar's Office. A maximum of 30 semester hours of advanced standing coursework will be awarded for IB related courses.