

# Graduate Student Information

[www.salisbury.edu/gsr/gradstudies](http://www.salisbury.edu/gsr/gradstudies)

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Salisbury University is approved for graduate instruction by the Middle States Association of Colleges and Schools and the Maryland Higher Education Commission. Doctoral programs are offered leading to the Doctor of Nursing Practice and Doctor of Education in Contemporary Curriculum Theory and Instruction: Literacy. The University offers master's degree programs leading to the Master of Business Administration, the Master of Education in curriculum and instruction, the Master of Education in educational leadership, the Master of Education in reading, the Master of Arts in Teaching (in cooperation with the University of Maryland Eastern Shore), the Master of Arts in conflict analysis and dispute resolution, the Master of Arts in English, the Master of Arts in history, the Master of Science in Nursing, the Master of Science in applied biology, the Master of Science in applied health physiology, the Master of Science in Athletic Training, the Master of Science in geographic information systems (GIS) management, the Master of Science in mathematics education and the Master of Social Work. Graduate study is also available for advanced certificates in healthcare management, teaching English to speakers of other languages (TESOL), higher education, educational leadership and literacy educator, and for post-baccalaureate students seeking graduate credit in both academic and professional areas.

Some graduate programs have completely online options. Other programs consist mainly of courses meeting once per week throughout the semester in either late afternoon or evening sessions of approximately three hours each. A limited number of courses open to both graduate students and advanced undergraduates are available in the regular daytime program as well as several online options. In addition, graduate study is available during the University's summer sessions and winter term. Residence hall accommodations are available to graduate students only during the summer sessions and winter term.

Requirements for admission to graduate school include a completed Application for Graduate Program Admission, the application fee and official transcripts from all undergraduate and graduate institutions attended unless otherwise noted by the department. Additional requirements vary by specific program.

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## GRADUATE STUDY MISSION STATEMENT

The faculty and administration of Salisbury University accept the responsibility of enhancing graduate students' ability to obtain, understand and assess accurately information and ideas, to think reasonably and independently, and to speak and write intelligently and effectively.

Graduate education at Salisbury University encourages students to expand knowledge and facility in their respective fields of study, and to embrace an ethos dedicated to the continued acquisition of knowledge and the pursuit of the intellectual ideal.

The graduate faculty of the University demonstrate the competence, experience, professional association, instructional mastery, scholarly productivity and service involvement essential to the development of high quality learning. They further recognize that cooperative research and professional enterprise are paramount to the enhancement of graduate-level erudition.

The faculty believe that the substance and method of instruction and research must foster in students a disposition for responsible conduct characterized by integrity, fairness, respect for others, dedication to the pursuit of truth and a willingness to re-examine one's own convictions. One of the University's primary objectives is to cultivate a desire for excellence, a reverence for high principles and the ability to participate in the public forum as informed, committed citizens.

The University prepares graduate students to work confidently and effectively in their chosen career and provides counsel, guidance and instruction appropriate to the requirements of graduate programs. Coherent thought, sound judgment and effective communication will be demonstrated by students in all areas of study.

Because students at every level of study have interests and needs beyond the scope of academic life, the faculty and administration provide and sponsor those services and extracurricular activities which are consistent with the goals and purposes of the institution in general and the graduate program in particular. Furthermore, the University is committed to the integration of graduate students into the social and cultural fabric of campus and community life.

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## Objectives

Graduate study at Salisbury University provides baccalaureate or master's degree holders from both the U.S. and abroad with opportunities for professional advancement and personal enrichment. The graduate curriculum is designed to assist students in attaining greater mastery of their fields of specialization, improving skills in pursuing independent study, and increasing professional knowledge and ability through the study of new findings in areas of special interest.

The University especially recognizes its obligation to baccalaureate or master's degree holders residing on the Delmarva Peninsula and strives to offer constructive coursework at the graduate level designed to meet their specific needs throughout the year.

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## ADMISSION TO A GRADUATE DEGREE PROGRAM

Students seeking admission to graduate programs with the intent of completing a doctoral degree, master's degree or certificate program can obtain application materials from the SU website ([www.salisbury.edu/gsr/gradstudies/admissions](http://www.salisbury.edu/gsr/gradstudies/admissions)). Students not seeking degrees should refer to the "Non-Degree Student Enrollment" information in this section of the catalog. Students seeking information about graduate degree programs

should contact the appropriate program director or access "Graduate Degree Programs" on the SU website ([www.salisbury.edu/gsr](http://www.salisbury.edu/gsr)).

To apply for graduate admission, applicants must:

1. submit a completed Application for Graduate Program Admission, with the application fee, to the SU website, [www.salisbury.edu/gsr/gradstudies/admissions](http://www.salisbury.edu/gsr/gradstudies/admissions);
2. have official transcripts sent to the Graduate Studies and Research Office from EVERY college and university attended unless otherwise noted by the department;
3. if seeking in-state tuition, submit a completed Residency/Domicile Information form to the Office of Graduate Studies and Research; and
4. submit additional departmental documentation as specified by the applicant's degree program.

Once all documents arrive, the program director will complete the application evaluation and notify the applicant of the admission decision. It is the applicant's responsibility to verify that all required forms and documents have arrived at the University.

Students enrolled in the last semester preceding their graduation from undergraduate study will be reviewed for graduate admission provided their most current transcripts are available. Admission to a graduate program may be granted, contingent upon completion of the bachelor's degree prior to entering graduate study at SU. Admission to the University is granted without regard to race, color, religion, national origin, sex, age, marital status, disability or sexual orientation.

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## NON-DEGREE STUDENT ENROLLMENT

Eligible students who wish to enroll as non-degree graduate students (not formally admitted to a graduate degree program) are not required to complete a formal application for admission and may schedule up to two graduate classes per term. These students must have official transcripts sent to the Graduate Studies and Research Office from the baccalaureate granting institution (specifying their bachelor's degree major) and all institutions attended for graduate study, and register for classes with the Registrar's Office. Once the required official transcripts arrive, non-degree students may continue to enroll in graduate classes by submitting a completed registration form to the Registrar's Office. Certain programs require application for a degree program no later than nine credits into coursework.

Please be aware that certain graduate courses are available only to students formally admitted to a degree program that is, different policies may apply to specific programs regarding whether to allow students in courses prior to formal admission. Refer to the individual course description for more information. Prospective students are strongly encouraged to contact the program for guidance on admission and particular programmatic requirements prior to trying to enroll in any classes.

To facilitate non-degree students' ease in scheduling classes, the arrival of transcripts may be delayed up to the end of the student's first semester at SU. However, students must have their transcripts sent as quickly as possible as they may be necessary for scheduling purposes. If the official transcript(s) does not arrive in the Graduate Studies and Research Office by the end of their first term, students will not be allowed to schedule additional graduate classes or have graduate transcripts sent from SU.

Non-degree enrollment is a stand-alone classification.

That is, successful completion of a course, or courses, as a non-degree seeking student does not guarantee admission into a graduate program. Additionally, individuals who have been denied admission into a graduate program must receive official approval from the program prior to enrollment in a course as a non-degree student. Each graduate program has the final authority to allow, or deny, enrollment in a graduate course.

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## CONTINUOUS ENROLLMENT

Students admitted to graduate degree programs must maintain continuous enrollment by completing at least one graduate course every calendar year. Admitted students who do not complete at least one graduate course each calendar year are automatically withdrawn from their graduate degree program and must apply for readmission.

International students must be enrolled at the University full time, usually defined as nine hours in each of the spring and fall semesters. In exceptional situations and with program director approval, international students may take a minimum of six credits.

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## READMISSION OF GRADUATE STUDENTS

Previously admitted students who fail to complete at least one SU graduate course in a calendar year may be considered for readmission to their graduate degree program. Students seeking readmission must complete the online Readmission Application and forward it to the graduate program director for review and authorization. The program director will review the Readmission Application and make a final readmission decision. If the student is readmitted to the degree program, the program director will forward the Readmission Application to the Office of the Registrar. Once the Readmission Application has been received by the Office of the Registrar, the student must complete the following:

1. Have official transcripts sent to the SU Office of Graduate Studies and Research from all institutions attended since leaving SU.
2. If a resident of Maryland, complete the Residency Form and submit it to the Office of the Registrar.

There is no processing fee for readmission. However, students who have not completed a course credited to a graduate degree program at SU for seven or more calendar years must submit a new application for admission along with the application fee. They must also submit the documents specified in items one and two (if appropriate) above.

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## ADMISSION OF INTERNATIONAL STUDENTS

International students who demonstrate graduate ability and proficiency in the English language may be offered admission. International students should submit all required documents by May 1 for fall admission and September 1 for spring admission.

The University requires the following documents for graduate admission:

1. Application for Admission Graduate Programs
2. Official or certified true copies of all grade reports, diplomas and academic records (Documents should include a copy in the original language, along with an English translation.)
3. University Declaration of Finances form
4. Contact individual programs for additional application requirements.

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 Office of Graduate Studies and Research. A minimum TOEFL score of 550 on the written exam or 79 on the Internet-based exam is required, IELTS minimum score is 6.5. The English language proficiency requirement may be satisfied by alternative evidence. Please contact Office of International Student and Scholar Services for details.

International graduate student applicants may be required to have their credentials reviewed by professional, external evaluators identified by Salisbury University. If such external review is necessary, appropriate forms will be sent to applicants early in the admission process. International students must be admitted to a degree program before the immigration document (I-20) will be provided.

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## REGISTRATION

To receive academic credit for coursework, students must be officially registered. Students must register during the periods indicated in the academic calendar. Late registrants are required to pay a late fee. The University reserves the right to discontinue any course or course section for which there is insufficient enrollment. Students should refer to the University website at [www.salisbury.edu/registrar](http://www.salisbury.edu/registrar) for details regarding registration procedures and course offerings.

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## TRANSFER CREDIT

Graduation from an SU graduate program requires that a minimum of 21 semester hours of the program-required credits must be satisfactorily completed at SU. Some graduate programs require more than 21 semester hours of the program-required credits be satisfactorily completed at SU. Students are advised to refer to the appropriate program description in this catalog.

On the recommendation of the faculty advisor and with the approval of the graduate degree program director, a student may transfer graduate credit from other regionally accredited institutions, providing these credits are directly related to the student's program of study, approved by the student's program director, found acceptable for graduate degree credit by the offering institution, and confirmed by an official transcript showing graduate credit earned with a minimum grade of B. All SU programs have a specific maximum transfer credit allowance; see appropriate program description.

Current students planning to earn graduate credit at another institution for possible transfer toward graduate degree requirements at Salisbury University must first complete a Permission to Study at Another Institution Form and receive authorization from both the program director and registrar's representative. Students should provide a copy of the course title and description, course syllabus, and the number of

semester hours of instruction, so that a decision can be made in advance regarding the acceptability of the course for transfer. In each case, the student should make certain that the course is deemed graduate level by the offering institution. No credit will be awarded for any course completed without prior approval.

Coursework earned through correspondence is not eligible for transfer. Transfer credit completed more than seven years prior to the date of graduation will not be counted toward a graduate degree (see "Time Limitation"). Transfer credit that has been applied to one graduate degree may not be applied to a second graduate degree.

The cumulative grade point average of each student will be calculated *only* on coursework completed at Salisbury University.

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## INTER-INSTITUTIONAL REGISTRATION

Credit earned through Inter-Institutional Registration with other University System of Maryland institutions will be accepted as credit earned at Salisbury University. Coursework and grades earned will be applied toward graduation requirements at Salisbury University, and will be counted in the SU grade point average.

Graduate students who wish to participate in the Inter-Institutional Registration Program may register at SU using the University System of Maryland Application for Inter-Institutional Enrollment form available at the Registrar's Office. The policies and procedures for this program are also available at the Registrar's Office.

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## FACULTY ADVISORY SYSTEM

Upon admission to a graduate degree program, students are assigned appropriate faculty advisors who help them develop a valid plan of study and, once the students have met program requirements for their graduate degree, recommend them for graduation to the appropriate program director.

Students are ultimately responsible for formulating plans of study which satisfy University and graduate program requirements, while meeting personal and professional goals. To develop and schedule such plans of study effectively, students should meet with their faculty advisors upon admission to the degree program, periodically throughout the program and at the start of the semester prior to the awarding of the degree. Where students and faculty advisors agree on deviations from the prescribed programs of study, such changes must be approved in writing by the advisor and program director. Non-degree graduate students considering application to graduate degree programs are encouraged to seek advisement from the appropriate graduate program director.

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## CATALOG SELECTION

Students admitted to graduate degree programs are generally allowed to satisfy graduation requirements as stated in any single catalog of the University that satisfies all of the following conditions:

1. The catalog selected is in effect for the semester of the student's formal admission to a graduate degree program,

or any subsequent catalog in force while enrollment within the program is maintained, provided it does not predate the student's year of graduation by more than seven years.

- The catalog selected meets all requirements imposed by external agencies.
- The catalog does not require the University to retain and/or provide discontinued policies, curricula, special facilities or resources unnecessary for the completion of the existing academic program.

## TIME LIMITATIONS

All work applied to a graduate degree, including transfer credits and thesis, must be completed within seven calendar years after the date on which the first course meeting degree requirements was completed. Any course completed more than seven years prior to the final completion date of all graduation requirements cannot be used toward graduation.

All grades earned, however, will be used in figuring grade point averages regardless of when the work was completed. The grades from all transfer courses will be included in the GPA calculated for admission or readmission, and the grades from all SU courses will be included in the GPA calculated toward graduation.

## ENROLLMENT STATUS

### Master's Programs

Full-time status during the fall and spring semester requires enrollment in a minimum of nine graduate semester hours (six hours for graduate assistants); Full-time status in the winter and summer terms requires enrollment in a minimum of six graduate semester hours.

As an exception, students admitted in the Master of Science in Athletic Training program can maintain full-time status by enrolling in six credit hours in the fall and spring semesters.

Half-time status during the fall and spring semester requires enrollment in a minimum of five graduate semester hours (three hours for graduate assistants). Half-time status in the winter and summer terms requires enrollment in a minimum of three graduate semester hours. Overload requests for course loads in excess of 15 hours during the fall or spring semester, nine hours during the summer term or six hours during the winter term, must be approved by the program director.

### Doctoral Programs

Full-time status for D.N.P. and Ed.D. students is six credits. For other doctoral programs, contact the program director for enrollment status details.

## CLASS ATTENDANCE

Students are expected to attend all class meetings of courses for which they are registered, unless informed otherwise by the instructor concerned. Frequent unexcused absences, together with unsatisfactory work due to absence, may result in exclusion from the course. Individual professors may have requirements that are outlined on the course syllabi that also must be met by students taking the course.

## COURSE NUMBERING SYSTEM: DOCTORAL AND GRADUATE CREDIT

Courses at the 700 and 800 levels offer doctoral credit exclusively. Courses at the 500 and 600 levels offer graduate credit exclusively. Some graduate courses are combined with undergraduate-level courses. Graduate students enrolled in combined sections are expected to do graduate-level work and to meet requirements more rigorous than those established for undergraduates. It is the responsibility of the instructor to define the precise quality and quantity of work expected from members in their classes.

## GRADING SYSTEM

A four-point grading system is used to identify the quality of academic work. The grade of A carries 4.0 quality points per credit hour, B+ carries 3.5 points, B carries 3.0 points, C+ carries 2.5 points, C carries 2.0 points, D carries 1.0 points and F carries no points. A cumulative grade point average of 3.0 on all graduate work taken at the University is required for graduation.

Grades will indicate academic achievement as follows:

Grade	Quality Pts.	Evaluation
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Below Standard
C	2.0	Unsatisfactory
D	1.0	Poor; no credit toward degree allowed
F	0.0	Failure
AU	0.0	Audit; approved attendance without credit
I	0.0	Incomplete
PS	0.0	Pass; passing grade for credit-bearing courses taught or taken on a pass/fail basis
IP	0.0	In Progress; used for grading on-going projects and independent studies; will be converted to letter grade upon completion
NR	0.0	Grade not reported by instructor
W	0.0	Withdrawal
WP/WF	0.0	Withdrawal Passing/ Withdrawal Failing
I_	0.0	Inactive Grade; "I" preceding a grade denotes that the grade is not calculated in the GPA and cannot be applied to the graduate program

**NOTE:** Students who need to meet eligibility criteria for athletics, financial aid, scholarships, etc. should be aware that courses with grades of W, WP, WF, I or IP will not be included in credits successfully completed.

The cumulative GPA is calculated by dividing the total quality points earned (QPTS) for all semesters by the applicable credit hours (QHRS).

The solitary symbol "I" denotes non-completion of course material for reasons beyond the student's control and is assigned only if the course deficiencies result from unavoidable circumstances. The "I" automatically becomes a

grade of F if the work is not made up prior to the end of the next full semester.

The symbol “W” denotes that the student officially withdrew from individual courses or from the University during the schedule adjustment period of the term or semester for which the courses were scheduled. (For specific dates, students should refer to the University’s “Academic Calendar.”) At the end of the schedule adjustment period, students may no longer withdraw from individual courses but must withdraw completely from the University to avoid receiving F grades. For students who withdraw completely from the University after schedule adjustment, the symbol “WP” (withdraw passing) or “WF” (withdraw failing) is assigned to each class to denote the student’s achievement at the time of withdrawal. These grades are non-punitive, however, and will not be calculated in the student’s grade point average.

**NOTE:** Students who need to meet eligibility criteria for financial aid, scholarships, etc. should be aware that courses with grades of W, WP, WF, I or IP will not be included in credits successfully completed.

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## Auditing Courses

Full tuition and fees must be paid for audited courses. Audited courses may not be counted as part of the students’ load, and may not be applied toward the completion of any program requirement or toward the graduate degree. Changes in registration, to or from audit, are permitted only during the drop/add period. Students auditing courses are expected to attend classes or laboratories in accordance with the established class attendance policy. Students who do not attend class will receive a grade of “W.”

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## Repeating Courses

While students may not receive credit more than once for courses that cover the same content, it may be possible for students who are matriculated into a 36 credit or less program to repeat one course in order to improve their grade point average and students matriculated into a 37 credits or more program to repeat two courses in order to improve their grade point average. However, the last grade received for a course (whether the grade is higher or lower than the original grade) is used to compute a student’s cumulative grade point average. No program permits more than two course repeats for the purpose of grade improvement. Some programs may not allow course repetitions at all. Students should consult their specific graduate program for policies concerning the repeating of courses.

In some instances students may repeat special topics courses offered under like course codes if allowed by the department.

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## Challenge Exams

Challenge exams will not be recognized for graduate credit at Salisbury University except for the Master of Business Administration and the Master of Social Work programs that use challenge exam credit to establish competence in designated foundational courses.

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## ACADEMIC STANDARDS

To remain in good standing, graduate students must maintain a cumulative grade point average of 3.0 for all graduate courses. Students may graduate with no grade lower than a C and no more than six credit hours of C or C+. Students who receive more than six credit hours of C or C+ and have utilized their allowable course repeat option will be dismissed from the program regardless of their GPA. Students who receive any grade below a C and have utilized their course repeat option will be dismissed from the program, regardless of GPA. While these are the minimum requirements for graduation, individual graduate programs may have more stringent academic requirements. Students should consult the policies of their specific graduate programs for further information about program academic standards.

Students whose cumulative average falls below 3.0 will be placed on academic probation for a maximum of one calendar year and allowed nine semester hours, which includes a repeated course, to return their grade point average to 3.0. During probation, students are dismissed if they do not improve their grade point average following each term they complete a class or it is determined they cannot return their grade point average to at least 3.0 by the conclusion of the nine semester hours or one calendar year, whichever comes first. All students who return their grade point average to at least 3.0 during the probationary period will be returned to good academic standing. Students in graduate degree programs will be informed of probationary status or dismissal by the school dean or program director. Non-degree students will be informed of probationary status or dismissal by the dean of graduate studies and research.

Students dismissed for academic deficiency may be considered for readmission to their graduate degree program pending program policy. Students seeking readmission must complete the online Readmission Application with an accompanying letter that provides reasons for lack of previous academic success and indicate why acceptable academic performance should be expected in the future. The Readmission Application and accompanying letter should be forwarded to the graduate program director for review and authorization. The program director will review the Readmission Application and accompanying letter and make a final readmission decision. In no case will such readmission for graduate study be granted prior to one year following the term of dismissal for academic deficiency. If the student is readmitted to the degree program, the program director will forward the Readmission Application to the Office of the Registrar. Once the Readmission Application has been received by the Office of the Registrar, the student must complete the following:

1. Have official transcripts sent to the SU Office of Graduate Studies and Research from all institutions attended since leaving SU.
2. If a resident of Maryland, complete the Residency Form and submit it to the Office of the Registrar.

There is a processing fee for readmission for students that have been dismissed for academic deficiencies.

Students who have been inactive or dismissed for academic deficiency may apply for a different graduate degree program than one from which they were dismissed. Students must apply for this new graduate degree program through the Office of Graduate Studies and Research and pay the appropriate application fee.

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## Student Grievance Policy

Graduate students may address concerns related to academic matters (e.g. grade disputes and professional program dismissals when they do not involve an academic integrity violation) through the Student Grievance Policy process. The policy provides a method for aggrieved students to express substantive complaints about academic matters and have them resolved in a timely fashion. Students are encouraged to attempt to resolve differences between themselves and others in an informal manner prior to initiating a formal grievance under this policy. A copy of this policy can be found at [www.salisbury.edu/provost](http://www.salisbury.edu/provost). Graduate programs may have additional expectations and policies related to academic integrity and professional conduct.

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## Academic Integrity

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 is intended to foster student academic integrity and to address cases of student academic misconduct. A copy of this policy can be found at [www.salisbury.edu/provost](http://www.salisbury.edu/provost).

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## GRADUATE ASSISTANTSHIPS

(See Financial Aid section for additional funding opportunities.)

The graduate assistant role at Salisbury University is governed by the Salisbury University Graduate Assistant Policy (available online at [www.salisbury.edu/gsr/gradstudies/grad\\_assistantships.html](http://www.salisbury.edu/gsr/gradstudies/grad_assistantships.html)). This policy delineates all aspects of the graduate assistant hiring process, appointments, benefits and the grievance process.

Graduate assistantships enhance student educational objectives by providing practicum-based experiences, including the development and application of teaching, conducting research and other skills, while advancing the mission of the University. Graduate assistantships also provide financial support in the form of stipends and tuition assistance to aid full-time or half-time degree-seeking students enrolled in post-baccalaureate degree programs. To be eligible for an assistantship, students must be admitted to a degree-seeking graduate program.

Graduate assistants are eligible to receive a stipend and tuition waiver of up to 18 credits per fiscal year. To be eligible for the tuition waiver, students must enroll for a minimum of six credits in both the fall and spring terms. Tuition is waived only for graduate courses applicable toward graduate degree requirements. The tuition waiver does not include waiver of fees. The length of appointment may be for a single term, an academic year, 12-months or multiple years, based on the recommendation of the dean, department chair or graduate program director. A full-time assistantship requires a time commitment of approximately 20 hours per week, and a half-time assistantship requires about 10 hours per week. Hiring managers should discuss job duties, appointment length and anticipated time commitments with candidates prior to offering a position.

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## GRADUATE TUITION AND FEES

Tuition and fees for each semester may be changed and new ones established at any time by action of the Board of Regents of the University System of Maryland. Please refer to the Cashiers Office website, [www.salisbury.edu/admin/cashiers/](http://www.salisbury.edu/admin/cashiers/), for a complete listing of tuition, fees, and special course fees and other related expenses, as well as current prices.

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## CHANGE OF NAME/STUDENT NUMBER

Students wishing to change or correct their name, Social Security number or other biographical information should complete the online paperwork ([www.salisbury.edu/registrar](http://www.salisbury.edu/registrar)).

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## CHANGE OF ADDRESS

It is the students' responsibility to keep the University apprised of changes to their permanent, billing, and local addresses and phone numbers by updating their information as necessary through self-service on their GullNet accounts.

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## SOCIAL SECURITY NUMBER

All students are asked to submit their Social Security number. International students are encouraged to file for a Social Security number, although they are not eligible for Social Security benefits. 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.

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## OFFICIAL WITHDRAWAL AND REFUND PROCEDURES

Graduate students may drop part or all of their course load through self-service on their GullNet accounts. Their admission to the Graduate School will remain active for one academic year. If students wish to withdraw completely from the University, they should complete and submit a Withdrawal form, available online at [www.salisbury.edu/registrar/forms.html](http://www.salisbury.edu/registrar/forms.html) or in the Registrar's Office. Failing to attend classes does not constitute an official withdrawal or relieve students from their financial obligations to the University.

Students failing to comply with procedures for official withdrawal and/or official dropping of courses risk receiving a grade of F in the courses at issue and will forfeit all right to refunds which might otherwise be made.

Detailed procedures for official withdrawal from the University and official dropping of courses, including deadlines for submitting the forms necessary for the disbursement of refunds, are available on the University website ([www.salisbury.edu/registrar](http://www.salisbury.edu/registrar) and [www.salisbury.edu/gullnet](http://www.salisbury.edu/gullnet)).

Please visit the Cashiers Office website, [www.salisbury.edu/admin/cashiers](http://www.salisbury.edu/admin/cashiers), for more information on pro-rated refunds.

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## APPLICATION FOR GRADUATION

It is the responsibility of individual graduate students to check with their faculty advisor to make sure that all degree requirements have been fulfilled.

Degree candidates must apply for graduation. The Graduation Application may be accessed through their self-service GullNet accounts. Deadlines for submitting an application are posted on the Master Calendar on the University website at [www2.salisbury.edu/calendars/Program/all\\_calendars.asp](http://www2.salisbury.edu/calendars/Program/all_calendars.asp) and the Commencement Web page at [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement). If students fail to file the Graduation Application by the posted deadline, inclusion in the commencement ceremony might be affected and graduation may be delayed one semester. Students who find it necessary to postpone graduation must contact the Registrar's Office to make the changes in their records.

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## TRANSCRIPTS AND CERTIFICATION OF COMPLETION OF DEGREE REQUIREMENTS

Transcripts of graduate records for all students and alumni may be ordered online at [www.salisbury.edu/registrar/transcripts.html](http://www.salisbury.edu/registrar/transcripts.html).

A certification of degree requirements may be obtained by contacting the Registrar's Office only after all requirements are completed and after the Graduation Application is submitted. All financial obligations to the University must be met before a transcript or certification is issued.

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## PROFESSIONAL CERTIFICATION

Requirements for the various teaching and administrative state certificates change from time to time and are determined by agencies other than the University. Therefore, the University cannot guarantee that a particular graduate program will automatically fulfill requirements for any of the various certificates available. Students seeking such certification are advised to consult a certification specialist within their state department of education or state board of nursing for information on the particular certification requirements they may wish to meet.

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## GRADUATE STUDENT COUNCIL

The Graduate Student Council (GSC) is the official representative and social body for the graduate students at SU. The GSC's goal is to provide avenues for intellectual, professional, personal and social development through grants, advocacy, public presentation of research, graduate community events and campus service support. To learn more visit [www.salisbury.edu/campusgov/gsc](http://www.salisbury.edu/campusgov/gsc).

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## GRADUATE COUNCIL

The Graduate Council recommends academic policies and procedures to the administration of the University and serves as an advisory board to review appeals on matters concerning the interpretation of regulations governing graduate study and the degree programs as related to the University as a whole. The council approves all changes in the graduate curriculum, evaluates trends in graduate education and makes recommendations to the administration concerning the mission of graduate education and the utilization of resources within the University to meet the needs of its graduate constituency.