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I. GRADUATE ACADEMIC STUDIES

A. INTRODUCTION

Graduate study at Salisbury University provides degree holders from 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.

B. MESSAGE FROM THE PRESIDENT

There are many reasons to choose Salisbury University for your graduate education. In its advanced courses, SU offers a rigorous program of graduate study that stresses inquiry, critical thinking, intellectual integrity and professional collaboration. The graduate curriculum is designed to assist our students in attaining greater mastery of their fields of specialization, to improve skills in pursuing independent study, and to increase professional knowledge and ability that will promote their careers and enhance satisfaction in their work. Our alumni go on to advanced positions in their chosen fields of specialization, confident in the solid academic preparation that comes with a graduate degree from SU. As A Maryland University of National Distinction, SU provides you with a wise choice in advancing your education.

C. MISSION STATEMENT

Graduate education at Salisbury University encourages students to expand their knowledge and facility in their respective fields of study, and to embrace an ethos dedicated to the pursuit of the intellectual ideal. The University’s graduate faculty members demonstrate 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 excel in their chosen careers and provides counsel, guidance and instruction appropriate to the requirements of graduate programs. Graduate students in all areas of study will demonstrate coherent thought, sound judgment and effective communication. Since 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 that 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.

D. GRADUATE PROGRAMS OF STUDY

Salisbury University is approved for graduate instruction by the Middle States Association of Colleges and Schools and the Maryland Higher Education Commission. The University currently offers 14 graduate degree programs leading to a master’s degree:

- Master of Arts in Conflict Analysis and Dispute Resolution (M.A.)
- Master of Arts in English (M.A.)
- Master of Arts in History (M.A.)
- Master of Arts in Teaching (M.A.T.)*
- Master of Business Administration (M.B.A.)
- Master of Education in Curriculum and Instruction (M.Ed.)
- Master of Education in Educational Leadership (M.Ed.)
- Master of Education Reading Specialist (M.Ed.)
- Master of Science in Applied Biology (M.S.)
- Master of Science in Applied Health Physiology (M.S.)
- Master of Science in Athletic Training (M.S.A.T.)
- Master of Science in Geographic Information Systems Management (M.S.)
- Master of Science in Mathematics Education (M.S.M.E.)
- Master of Science in Nursing (M.S.)
- Master of Social Work (M.S.W.)

*The M.A.T. is a cooperative program with the University of Maryland Eastern Shore

The University currently offers 2 doctoral degrees:

- Doctor of Education Contemporary Curriculum Theory and Instruction (Ed.D)
- Doctor of Nursing Practice (D.N.P)

SU also offers the following certificates:

- Advanced Technology for Enterprise Systems
- Teaching English to Speakers of Other Languages (TESOL)
- Post-Baccalaureate Certificate in Higher Education
- Post-Masters Certificate in Literacy Educator
- Post-Masters Certificate of Successful Completion in Education Leadership
- Post-Masters Certificate of Advanced Study in Education Leadership
E. SCHEDULING OF GRADUATE COURSES

Many of SU’s graduate students are pursuing degrees while working or returning to school after a significant break in their education, and SU strives to provide course scheduling flexibility to meet the needs of its diverse graduate student population. Graduate 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.

II. ENROLLMENT

A. 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 Office of Graduate Studies and Research 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 seeking students may continue to enroll in graduate classes by submitting a completed registration form to the Registrar’s Office. Certain programs require that students take no more than nine credits before applying to a specific degree program. Additionally, some graduate courses are available only to students formally admitted to a degree program. The University strongly encourages students to contact the program director or coordinator for guidance on admission, pre-requisites, or other program requirements prior to enrolling in any classes.

Non-degree students may delay the arrival of transcripts up to the end of the student’s first semester at SU. However, students must have their transcripts sent as quickly as possible. If the official transcript(s) does not arrive in the Office of Graduate Studies and Research by the end of their first term, students will not be allowed to enroll in additional graduate classes or have graduate transcripts sent from SU.

Non-degree enrollment is a stand-alone classification. Successful completion of courses does not guarantee admission into a graduate program. Individuals denied admission into a graduate program must receive official approval from the program prior to enrollment in a course as a non-degree student.
B. 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 complete a Readmission Application. Readmission Form.

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.

C. READMISSION OF GRADUATE STUDENTS

Due to Inactivity:

Students admitted and matriculated into a graduate degree program must complete at least one SU graduate course in a calendar year (including the fall, winter, spring and summer terms) to maintain their admitted status. 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.”

Due to Academic Deficiency:

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 ReadmissionApplication 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.

Due to New Graduate Program:

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.

D. REGISTRATION

To receive academic credit for coursework, students must be officially registered. Students must register during the registration 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. For more information about registration and course offerings, contact the Registrar’s Office at 410-543-6150 or visit: [http://www.salisbury.edu/registrar/](http://www.salisbury.edu/registrar/).

E. 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 program-required credits be satisfactorily completed at SU. For specific requirements, please refer to the appropriate program description in the Salisbury University catalog or contact the program director.

On the recommendation of the faculty advisor and with the approval of the graduate 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 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.

Coursework completed through correspondence is not eligible for transfer. Please note that this does not apply to distance education, which is eligible for transfer credit. Any transfer credit completed more than seven years prior to the date of graduation will not be counted toward a graduate degree. (See the “Time Limitation” section of this handbook for more information).

Current students planning to earn graduate credit at another institution for possible transfer toward 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. 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.

F. 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. For additional information, policies and procedures regarding inter-institutional enrollment, contact the Registrar’s Office.

G. FACULTY ADVISORY SYSTEM

Upon admission to a graduate degree program, students are assigned appropriate faculty advisors who help them develop a 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.
If 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.

Please note: Candidates seeking degrees in the field of education (M.A.T., M.Ed.) will be assigned a faculty advisor prior to admission to the degree program.

H. 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.

2. The catalog selected meets all requirements imposed by external agencies.

3. 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.

I. 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. Students receiving graduate credit after the seven year date, who wish to use credits towards degree completion, must petition the Dean of Graduate Studies and Research for approval by completing a waiver request found online at: https://www.salisbury.edu/administration/academic-affairs/graduate-studies-and-research/graduate-studies/forms.aspx. 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.

J. FULL-TIME AND PART-TIME ENROLLMENT STATUS

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

K. OFFICIAL WITHDRAWAL AND REFUND PROCEDURES

Graduate students may drop part or all of their programs through self-service on their GullNet accounts. The application will be canceled if the student drops all courses or does not enroll. If students wish to withdraw completely from the University, they should complete and submit a Withdrawal Form. This form is available under “Update My Records Form” at: https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx 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 who do not 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 Web site at: www.salisbury.edu/registrar and www.salisbury.edu/gullnet.

III. ACADEMIC POLICIES & PROCEDURES

A. CLASS ATTENDANCE

Students are expected to attend all class meetings of courses for which they are registered, otherwise by the instructor concerned. Frequent unexcused absences, together with unsatisfactory work due to absence, may result in exclusion from the course.

B. STUDENT EMERGENCY ABSENCE POLICY

Salisbury University recognizes that students may experience serious medical issues, the death of a loved one, or other significant and unexpected life events during the course of an academic term. The Student Emergency Absence Policy aims to minimize the impact of serious life events upon students’ academic progress.
Students shall receive excused absences based on the following justifiable circumstances:

- Bereavement, including travel related to bereavement;
- Serious, contagious, infectious or extended illness of the student or the student’s loved one or dependent;
- Serious medical or mental health conditions; and
- Other circumstances as approved at the discretion of the faculty member (e.g., natural disasters that prevent safe travel).

For information regarding restrictions and procedures, please visit:

C. INCLEMENT WEATHER POLICY

Should inclement weather result in classes being canceled information will be given to all local radio and television stations. Students can receive information concerning cancelations by listening to local stations or by calling the Gull Line at 410-546-6426.

The institutional policy with regard to closing is that unless there are the most dire circumstances the institution will remain open for business. Students, staff and faculty members must exercise their best judgment about whether they attend class or report to work. If you do not hear an announcement about cancelation of classes, then classes and events will be held as scheduled. Please do not call the University Police Office about cancelation notices so that office can assist with emergency needs.

D. COURSE NUMBERING AND GRADING SYSTEM

1. Courses
Courses at the 700 level offer doctoral credit exclusively. Courses at the 500 and 600 levels offer master’s credit exclusively. Some graduate courses are combined with undergraduate 400-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.

2. Grading
SU uses a four-point grading system to identify the quality of students’ academic work. 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:
<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Below Standard</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Poor, no credit toward degree</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>Audit non-credit</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>Incomplete</td>
</tr>
<tr>
<td>PS</td>
<td>0.0</td>
<td>Pass: passing grade for credit bearing courses taught or taken on a pass/fail basis</td>
</tr>
<tr>
<td>IP</td>
<td>0.0</td>
<td>In Progress: used for grading ongoing projects and independent studies: converted to letter grade upon completion</td>
</tr>
<tr>
<td>NR</td>
<td>0.0</td>
<td>Grade not reported by instructor</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WP/WF</td>
<td>0.0</td>
<td>Withdraw passing or failing</td>
</tr>
<tr>
<td>I_</td>
<td>0.0</td>
<td>Inactive Grade: “I” preceding a grade denotes that the grade is not calculated in the GPA and cannot be applied to the graduate program</td>
</tr>
</tbody>
</table>

The cumulative GPA is calculated by dividing the total quality points earned (QPTS) for all semesters by the applicable credit hours (QHRS). Courses with grades of “W,” “WP,” “WF,” “I” or “IP” will not be included in credits successfully completed.

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.

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.
3. Auditing Courses
Students must pay full tuition and fees for audited courses. Audited courses may not be counted as part of a student’s course load and may not be applied toward the completion of any program requirement or toward the master’s 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.”

4. 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.

5. 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.

E. 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 must complete nine semester hours, which includes a repeated course, to return their grade point average to 3.0. During probation, students will be 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.

1. **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: [http://www.salisbury.edu/provost](http://www.salisbury.edu/provost).

2. **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).
IV. FINANCE AND BILLING

A. GRADUATE FINANCIAL ASSISTANCE

A limited amount of financial aid in the form of graduate assistantships from the University and scholarships from the Maryland State Scholarship Administration (Maryland residents only) are available each year to selected graduate students. Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA) and indicate Salisbury University (title IV code of 002091). Students may also apply online at: www.fafsa.ed.gov. For more information about financial assistance, contact the Financial Aid Office at 410-543-6165 or by e-mail: finaid@salisbury.edu.

1. William D. Ford Direct Loan Program
The Ford Direct Loan Program is available to students whose classification is a graduate master’s degree seeking student and enrolled in at least six credit hours per semester.

2. Return of Title IV Funds Policy
The federal government’s policy states that if a Title IV aid recipient (Direct Stafford Loan, Direct PLUS Loan, Carl Perkins loan, Pell Grant, SEOG) withdraws from the institution, either officially by withdrawing through the Registrar’s Office or unofficially by dropping out, during a period of enrollment in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. Once 60 percent of the enrollment period has elapsed, 100 percent of the aid is determined to be earned and no calculation is required.

B. GRADUATE SCHOLARSHIPS

1. Rick Dudley Scholarship Fund for Graduate Students with Disabilities

The first Salisbury University Foundation, Inc. scholarship for graduate students, the Rick Dudley Scholarship Fund for Graduate Students with Disabilities, provides assistance for disabled scholars. This scholarship program is a continuation of the Dudley family's abiding faith in the power of education to change lives. The Dudley Scholarship provides varying scholarship amounts to assist in a variety of situations. Full-time graduate students can receive $5,000 per year for up to three years; part-time graduate students enrolled in four to six credit hours per semester can receive $3,000 per year for up to four years; and part-time graduate students enrolled in three or fewer credit hours per semester can receive $1,500 per year for up to four years. Applicants must meet the requirements of acceptance into a graduate program at Salisbury University and remain enrolled and in good standing in a graduate program.

Rick Dudley Scholarship Fund Application
2. Good Neighbors Graduate Scholarship

The Good Neighbors Graduate Scholarship allows eligible students to enroll in graduate programs at Salisbury University (and its satellite locations) and apply for support to cover a portion of the non-resident graduate tuition at Salisbury University. Recipients of the Good Neighbors Graduate Scholarship will receive a discount equal to 75% of the difference between the graduate program’s resident and non-resident tuition rate per semester credit hour.

This discount is only valid for students currently residing in the following states:
- Delaware
- North Carolina
- New Jersey
- New York
- Pennsylvania
- Virginia
- Washington D.C.
- West Virginia

This discount does not apply to online courses. Participants are still responsible for mandatory fees. In the case of withdrawals, the Good Neighbor Scholarship will be prorated in accordance with the SU Refund Schedule.

[Good Neighbors Application]

C. GRADUATE ASSISTANTSHIPS

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.

Graduate assistants are eligible to receive a stipend and a guaranteed 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 degree requirements. No waiver may be used for undergraduate credits unless they are required for a degree program. Waivers cannot be applied to courses taken for audit. Any unused portion of the waiver expires at the end of the academic year and may not be carried over to the next year. Waivers do NOT cover university fees. Graduate Assistants are responsible for all academic fees and tuition beyond the waiver allotment.

A full-time assistance generally requires a time commitment of 20 hours per week, and a half-time assistantship requires 10 hours per week. Hiring managers should discuss job duties, appointment length and anticipated time commitments with candidates prior to offering a position. This appointment is contingent upon admission, enrollment, maintenance of minimum credit requirements, and good standing in a graduate degree program at Salisbury University. Graduate Assistants must maintain a 3.0 cumulative GPA in order to retain your assistantship.
D. 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 Cashier’s Office Web site at: http://www.salisbury.edu/cashiers/tuitonsched.html, for information and a complete, updated listing of tuition, fees, and special course fees and other related expenses, as well as current prices. All fees, including those incurred by students for miscellaneous items such as lost library books and fines, parking fines, lost athletic equipment, telephone charges, disciplinary fines, and damage to University property, are also defined as “mandatory fees.”

Please Note: The University reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University and/or the University System of Maryland Board of Regents.

E. STUDENT PERSONAL INFORMATION

1. Change of Student Name/ Number
Students wishing to change or correct their name, Social Security number may do so by visiting “Update My Records Forms”: https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx.

2. 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.

3. 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. A student’s Social Security numbers 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.

V. GRADUATION & DEGREE COMPLETION

A. 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 prior to the Commencement ceremony. The Graduation Application Form may be accessed through their self-
service GullNet accounts. Deadlines for submitting an application are posted on the Master Calendar and the Commencement Web page at [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement). If students fail to file the Graduation Application Form by the posted deadline, 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.

B. TRANSCRIPTS AND CERTIFICATION OF COMPLETION OF DEGREE

Transcripts of graduate records for current students and recent alumni may be ordered online through self-service in GullNet. Students without an active GullNet account may submit a Transcript Request Form, by visiting “Order My Records Forms”: [https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx](https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx). 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 Form is submitted. All financial obligations to the University must be met before a transcript or certification is issued.

C. 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.

D. INTERNSHIPS AND FIELD EXPERIENCE

Some graduate programs at Salisbury University require that students complete require students to complete an internship and/or field experience as part of their degree requirements. Salisbury University has no universal requirements for internships or field study. Please contact your academic department chair or academic advisor for specific details about internships and/or field experience requirements related to your specific degree program.

VI. GRADUATE DEGREE PROGRAMS AND DIRECTORS

**DOCTORAL PROGRAMS**

*Contemporary Curriculum Theory and Instruction: Literacy Program (Ed.D.)*

Dr. Judith Franzak  
Teacher Education Technology Center (TE) 379R  
410-677-0238 or ext. 70238  
jkfranzak@salisbury.edu  
http://www.salisbury.edu/edd/
Nursing Practice (D.N.P.)
Dr. Dorothea Winter
Devilbiss Science Hall (DH) 200B
410-548-5562 or ext. 85562
dmwinter@salisbury.edu
http://www.salisbury.edu/nursing/dnp

MASTERS PROGRAMS

Applied Biology (M.S.)
Dr. Dana Price
Henson Science Hall (HS) 240
410-543-6498 or ext. 36498
dlprice@salisbury.edu

Athletic Training (M.S.A.T)
Dr. Laura Marinaro
Maggs Center, (MC) 237E
410-548-3529 or ext. 83529
lmmarinaro@salisbury.edu
https://www.salisbury.edu/explore-academicsprograms/graduate-degree-programs/athletic-training-master/index.aspx

Applied Health Physiology (M.S.)
Dr. Thomas Pellinger
Devilbiss Science Hall (DH) 312C
410-677-0144 or ext. 70144
tkpellinger@salisbury.edu
www.salisbury.edu/ahph

Business Administration (M.B.A.)
Yvonne Downie, M.B.A. Perdue Hall (PH) 360F
410-548-3983 or ext. 83983
yxdownie@salisbury.edu
mba.salisbury.edu
Conflict Analysis and Dispute Resolution (M.A.)
Dr. Toran Hansen
Holloway Hall (HH) 106
410-543-6253 or ext. 36253
tjhansen@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/cadr-masters/index.aspx

Education, Curriculum and Instruction (M.Ed.)
Dr. Diana Wagner
Teacher Education Technology Center (TE) 354C2
410-677-5490 or ext. 75490
dmwagner@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/index.aspx

Education, Education Leadership (M.Ed.)
Dr. Doug DeWitt
Teacher Education Technology Center (TE) 379N
410-543-6286 or ext. 36286
dmdewitt@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/index.aspx

Education, Reading Specialist (M.Ed.)
Dr. Joyce Wiencek
Teacher Education Technology Center (TE) 379P
410-543-6288 or ext. 36288
bjwiencek@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/index.aspx

English (M.A.)
Dr. Christopher Vilmar
Holloway Hall (HH) 360
410-677-6511 or ext. 76511 csvilmar@salisbury.edu

Geographic Information Systems Management (M.S.)
Dr. Stuart Hamilton
Henson Science Hall (HS) 157Q
410-548-3518 or ext. 83518
sehamilton@salisbury.edu
www.salisbury.edu/geography/msgism/
History (M.A.)
Dr. Richard Bowler
Holloway Hall (HH) 386
410-546-6003 or ext. 66003
rcbowler@salisbury.edu
www.salisbury.edu/history/graduate

Mathematics Education (M.S.M.E.)
Dr. Jennifer Bergner
Henson Science Hall (HS) 132B
410-677-5429 or ext. 75429 jabergner@salisbury.edu

Nursing (M.S.)
Dr. Dorothea Winter
Devilbiss Science Hall (DH) 200B
410-548-5562 or ext. 85562
dmwinter@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/nursing-master/index.aspx

Social Work (M.S.W.)
Dr. Jennifer Jewell
Teacher Education Technology Center (TE) 254D
410-677-5050 or ext. 75050
jjewell@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/social-work-master/index.aspx

Teaching (M.A.T.)
Dr. Starlin Weaver
Teacher Education Technology Center (TE) 383C
410-548-5787 or ext. 85787
sdweaver@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/teaching-masters/index.aspx
CERTIFICATES

Teaching English to Speakers of Other Languages (TESOL)
Dr. Christopher Vilmar
Holloway Hall (HH) 360
410-677-6511 or ext. 76511 csvilmar@salisbury.edu

Post-Baccalaureate in Higher Education
Post Masters in Literacy Educator
Dr. Diana Wagner
Teacher Education Technology Center (TE) 354C2
410-677-5490 or ext. 75490
dmwagner@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/index.aspx

Post Masters Certificate of Successful Completion in Education Leadership
Post Masters Certificate of Advanced Study in Education Leadership
Dr. Doug DeWitt
Teacher Education Technology Center (TE) 379N
410-543-6286 or ext. 36286
dmdewitt@salisbury.edu
https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/index.aspx

VII. GRADUATE STUDENT SERVICES

A. BOOKSTORE
Commons Building
Phone: 410-543-6085
http://bookstore.salisbury.edu/

The University Bookstore provides students with textbooks, required supplies, general reading, reference books, gifts and much more. Textbooks are available approximately two weeks prior to the first day of classes. Books may be returned for a full refund up to the end of the seventh business day after the start of the term, provided they are accompanied by a valid cash register receipt, are clean (unmarked) and resalable. All returns are subject to the discretion of management. Students are eligible to purchase computer software and hardware configured to run on the campus network at educational (discounted) prices. With proper identification, the campus bookstore accepts personal checks, VISA, MasterCard, American Express and Discover. Students may also purchase textbooks, supplies and other items online for delivery or for on-campus pick-up.
B. CAREER SERVICES
Guerrieri Student Union, Room 133
Phone: 410-543-6075
Email: careerservices@salisbury.edu
http://www.salisbury.edu/careerservices/

Career Services is available to all SU students and alumni, offering services that enable students to make a successful transition from education to the professional world. Partnering with faculty, staff, alumni and employers, Career Services guides students toward active citizenship in an interdependent world through productive and satisfying work. Services include career advising, resume reviews, on-campus job listings, an online database of employers and job openings, career-planning classes, and more. To make an appointment with a Career Services counselor, simply log onto your GullNet account and select on-campus appointments from the main menu on the left. No appointment is needed for resume and cover letter review.

C. COPY CENTER
Holloway Hall, Room 054 (Access basement by using elevator by Student Health Services).
Phone: 410-543-6180
Hours: Monday-Friday, 8am-5pm
http://www.salisbury.edu/publications/copycenter/

The Copy Center provides quality, prompt, affordable copying and binding to all members of the University community. Guidance on appropriate use of copyrighted materials is also available.

D. COUNSELING CENTER
Guerrieri Student Union, Room 263
Phone: 410-543-6070
Email: counseling@salisbury.edu
Hours: Monday-Friday, 8am-5pm
http://www.salisbury.edu/counseling/

The Counseling Center at Salisbury University provides professional services designed to assist students in their personal, emotional, and social development and to support their academic success. In counseling and psychotherapy, the learning is about the person, including things such as identity, goals, how to manage emotions, or how to resolve or cope with internal and interpersonal conflicts. Counseling and therapy can help renew a sense of active engagement in learning and life. Outreach and consultation services are also provided to members of the campus community, including faculty, staff, students and parents.

There are no additional fees for services. Services are confidential in accordance with the ethical guidelines of the American Psychological Association and state and federal laws. Hours of operation are 8 a.m.-5 p.m. Monday-Friday. All appointments may be made in person or by phone. For after-hours emergencies, the Counseling Center may be reached through the University Police at 410 543-6222.
E. DINING SERVICES/MEAL PLANS
Commons Building
Phone: 410-543-6105
http://www.salisbury.edu/dining/
http://www.salisbury.edu/dining/mealplans.html

University Dining Services (UDS) has a number of locations throughout the campus serving breakfast, lunch, dinner and snacks. In addition to The Commons, the following locations are available on campus: Chick-fil-A (GUC), Cool Beans (GUC), Chesapeake Bay Roasting Company (AC), Hungry Minds (AC), Shore Café (HS), and Auntie Anne’s (PH). Dining facilities are open to all students, faculty, staff and guests.

Meal Plans are available to all registered students and provide a full range of choices at any of SU’s dining facilities on campus. University Dining Services offers several meal plan options specifically designed to meet to needs of commuters and students living off campus in the Salisbury area. However, all registered students may choose any of the traditional meal plans as well. For a complete listing of meal plan options, prices, terms and conditions, as well as additional information about on-campus dining, visit the dining website.

F. DISABILITY SUPPORT SERVICES
Guerriero Student Union, Room 263
Phone: 410-543-6070
Email: disabilitysupport@salisbury.edu
www.salisbury.edu/students/dss/

The Office of Student Disability Support Services (OSDSS) provides guidance, access to resources, and accommodations for students with documented disabilities. Such disabilities could include: medical, psychiatric, and/or learning disabilities, and/or mobility, visual, and/or hearing impairments. The OSDSS emphasizes equity in access, rights of privacy and the integrity of academic programs, policies and practices.

Services offered by the OSDSS include exam accommodations, alternative media, sign language interpretation/transcription, assistive technology training, voter registration assistance and counseling services.

Requesting Accommodations
Students are urged to request accommodations a minimum of five weeks prior to beginning their first semester. However, students may submit updated documentation and request accommodations and modifications to accommodations at any time during their enrollment at the University. Depending on the type of accommodations requested, it may take four weeks or more make to the necessary arrangements. Students seeking eligibility for accommodations need to complete the following three-step process:
Step 1: Students should submit documentation of their disability. Please see below for criteria.

Step 2: Students must complete and submit OSDSS Student Intake Forms. Upon request, students can receive these forms via US Mail, email, fax, or in person and may submit them to the OSDSS via U.S. mail, e-mail, fax or in person

Step 3: Once the OSDSS has evaluated the submitted documentation and has confirmed that the student’s documentation meets the necessary criteria for receiving reasonable accommodations and the Student Intake Forms have been received, the student should contact the OSDSS for a conference with OSDSS staff. At this meeting, the student and staff member discuss the student’s accommodation plan, strategies for a successful academic career, and campus resources and services.

Documentation Criteria
All documentation should contain the date of the student’s evaluation. This date of evaluation should be no more than five years prior to the date that it is presented to the OSDSS

All documentation submitted should contain a comprehensive written evaluation, prepared by a qualified professional. Generally, assuming that the presented documentation meets all criteria stated here, testing results and interpretive summaries from psycho-educational evaluations are appropriate for documenting learning and cognitive disabilities, a report prepared by a psychiatrist or psychologist is appropriate for documenting ADD/ADHD and psychological disabilities, and a physician’s report is appropriate for documenting medical and physical disabilities. Documentation should include the following:

- Statement of diagnosis of a disability, a description of that disability, and a description of the nature and severity of the student’s disability;
- Assessment information, on which the professional made their diagnosis of the student’s disability;
- Statement of how the student’s disability impacts them in an academic setting
- For diagnoses of learning disabilities only, an interpretative summary of the student’s disability that addresses how patterns in their cognitive ability, achievement and information processing are impacted by their disability;
- Recommendations for reasonable accommodations, supported by specific test results and/or clinical observations should be included.

The documentation should be typed on appropriate letterhead and include the name, title, address, phone number and signature of the professional who prepared the documentation.
G. GRADUATE STUDENT COUNCIL
Email: GSC@gulls.salisbury.edu
Facebook: @SalisburyGSC
Instagram: @salisbury_gsc
https://www.salisbury.edu/administration/campus-governance/graduate-student-council/index.aspx

The Graduate Student Council helps to promote social, academic and professional opportunities for all graduate students at Salisbury University. The GSC also acts as a liaison between the Graduate Council (the administrative and graduate faculty governing body of graduate programs) and the graduate student body. The GSC works closely with Administration to promote quality programs and services for graduate students.

Interested in applying to become a GSC Assembly member? Follow the link to fill out an application: https://www.salisbury.edu/administration/campus-governance/graduate-student-council/_images/gsc_assembly_app.pdf.

H. GUERRIERI STUDENT UNION

The center provides myriad opportunities for all member of the SU community to realize the many dimensions of the University’s core values of excellence, student-centeredness, civic engagement and diversity. Guerrieri Student Union facilities include lounges; meeting rooms; Career Services; Disability Support Services; Information Desk; Commuter Connections; Off-Campus Housing Services; Multicultural Student Services; Spirituality Center and Meditation Room; Office of New Student Experience; Parent Programs; Office of Student Activities,

Organizations and Leadership; Counseling Center; Vice President of Student Affairs Office; student radio station WXSU; student newspaper The Flyer; Cool Beans Cyber Café, Chick-Fil-A; computer labs; a game room; and vending area. An automated teller machine (ATM) and DVD rental kiosk are conveniently located in the hallway near the north entrance.

I. GULL CARD (STUDENT ID CARD)
Commons Building, Bookstore
410-543-6053 http://www.salisbury.edu/gullcard/

The Gull Card is a multi-functional card that serves as your official Salisbury University ID. All faculty, staff and students should carry their Gull Card with them at all times while on campus. Your Gull Card is necessary for accessing services in residence halls, University Dining locations, Academic Commons Library, Maggs Physical Activities Center, computer labs, the University Fitness Center, and other services throughout campus.
Your Gull Card may also be used as a debit card; a prepaid declining balance account that enables you to make purchases at on-campus and participating off-campus merchants that accept the Gull Card as a form of payment.

If you have lost your Gull Card, please stop by our office located downstairs in the Commons Building at the Bookstore to purchase your replacement card. There is a replacement fee for lost, stolen, damaged or worn cards.

**J. GULLNET**

GullNet is SU’s portal for managing student information, academic records, registration, course information and billing. All new students receive a GullNet account upon acceptance to the University. Students use GullNet to view and print unofficial transcripts, order official transcripts, view course schedules, register for classes, pay a bill, view financial accounts or update addresses or other personal information. For information and assistance with usernames, passwords or logging into GullNet, contact the Help Desk at 410-677-5454 or via e-mail: helpdesk@salisbury.edu.

**K. HELP DESK**

Guerrieri Academic Commons
410-677-5454 [http://www.salisbury.edu/helpdesk/](http://www.salisbury.edu/helpdesk/)

Your first stop for getting help is the Information Technology Help Desk. You can find a lot of information right here, on [our IT Help Desk website](http://www.salisbury.edu/helpdesk/). You can call or [submit a ticket or question](http://www.salisbury.edu/helpdesk/) to us online.

**L. HEALTH INSURANCE OPTIONS**

Phone: 410-543-6262
[https://www.salisbury.edu/administration/student-affairs/student-health-services/health-insurance.aspx](https://www.salisbury.edu/administration/student-affairs/student-health-services/health-insurance.aspx)

Recognizing that students have different health insurance needs, Salisbury University has compiled insurance information for students who may experience a change in their health insurance needs. Plans vary, according to the coverage they provide, price, deductibles and other variables pertinent to selecting an adequate plan, so be sure to check with your insurance company and home state to become familiar with laws regulating coverage. The following brochures are available in Student Health Services:

*Maryland Health Connection*

Health insurance plans for the state of Maryland
The official site of the Health Insurance Marketplace. See your health insurance choices.
https://www.healthcare.gov

Transamerica Student Security Plan (E.J. Smith and Associates)
www.ejsmith.com
Phone: 847-564-3660

There are also resources online. Parents and students are encouraged to research companies they are familiar with. Many have student plans or extensions of coverage if the student was previously insured under a family plan. If you have questions once you have reviewed available resources, please feel free to contact Student Health Services.

M. HOUSING
https://salisbury.abroadoffice.net/internal-program-description-Honors-College-Global-Village-188092-245.html

Full-time degree-seeking graduate students are welcome at the Honors College Global Village. Depending upon number of residents, graduate students will be housed with other graduate students or upper-class undergraduates when necessary. The Honors College Global Village understands both how graduate students are different from undergraduate students and also how much leadership and wisdom graduate students can bring to the community. If you are a new graduate student to Salisbury University, we hope you will consider living in the Honors College Global Village. Apply for housing here.

N. LIBRARIES
Guerrieri Academic Commons
Phone: 410-543-6130
https://www.salisbury.edu/libraries/index.aspx

The SU Libraries support each student—freshman through graduate, on-site and distant—and every academic program. Librarians teach students to find the best information to fill their needs, collaborate with faculty on course assignments and instruction, serve as research advisers in online classes and in Living Learning Communities, contribute to faculty research, acquire materials appropriate to SU’s needs, and promote scholarly communication and activities.

The SU Libraries are part of a library consortium known as USMAI or the University System of Maryland and Affiliated Institutions (including all USM universities, plus Morgan State University, St. Mary’s College of Maryland, and Loyola University/College of Notre Dame of Maryland). SU students, faculty, and staff have access to circulating books from ALL of the USMAI libraries through the library catalog; you can place a direct request in the catalog to borrow the book, and it will be sent to the Guerrieri Academic Commons for you to pick up. You also can borrow in person from other USMAI libraries. To provide you with the best access to materials that we can, the SU Libraries are also members of other consortia and organizations, including the Maryland Digital Library, OCLC, Lyrasis, RapidILL, GetItNow,
and Reprints Desk. The SU Libraries consist of three facilities, all located on the Salisbury University Campus:

**Guerriero Academic Commons** - The location of SU’s main library, is a place to study, master the art of research, collaborate, borrow a laptop, cram for an exam, work on a project, get a book, and meet friends. For the humanities and social sciences, it serves as a laboratory. It is SU’s academic commons: a center for learning, discovery, and interaction.

**Edward H. Nabb Research Center**  
Academic Commons, 4th Floor  
Phone: 410-543-6312  
Email: nabbcenter@salisbury.edu

The Edward H. Nabb Center for Delmarva History and Culture at Salisbury University is a humanities research laboratory for university students that also fulfills the historical resource needs of a variety of community researchers. Founded in 1982, it was endowed in 1998 by Edward H. Nabb, an attorney and philanthropist from Cambridge, Maryland and renamed in his honor. It is located on the fourth floor of the Guerriero Academic Commons.

**Dr. Ernie Bond Curriculum Resource Center**  
Conway Hall, Room 226  
Phone: 410-677-4680  
Email: crc@salisbury.edu

The Dr. Ernie Bond Curriculum Resource Center (CRC) supports the teaching, research, educational, and professional needs of faculty, staff, and students of the Seidel School of Education, as well as the larger Salisbury University community, by maintaining a quality collection of children’s literature and other relevant, program-based materials and by providing excellent services and a conducive learning environment. It is located on the second floor of Conway Hall.

**O. MULTICULTURAL STUDENT SERVICES**  
Guerriero Student Union, Room 242  
Phone: 410-548-4503 [http://www.salisbury.edu/multicultural/](http://www.salisbury.edu/multicultural/)

SU’s Office of Multicultural Student Services provides services and programs that reflect students’ interests and concerns, and serves to enhance the intellectual and multicultural experiences of all students. Activities sponsored represent an institutional commitment to creating and fostering an environment that values diversity while encouraging an appreciation and respect for differences.
P. MY CLASSES @ SU CANVAS

MyClasses is the course management system for Web-enhanced, hybrid and online courses at Salisbury University. The MyClasses portal uses the Blackboard Learn Platform. To log into MyClasses, go to http://www.salisbury.edu/instructionaldesign/cms/ and enter the username and password you were given for your campus email account. If you are having difficulty logging into MyClasses or have questions, contact the Help Desk at 410-677-5454 or e-mail helpdesk@salisbury.edu.

Q. OFF-CAMPUS HOUSING SERVICES

Guerrieri Student Union, Room 222 http://www.salisbury.edu/offcampushousing/default.html

Off-Campus Housing Services provides valuable information and resources to assist students, faculty and staff at Salisbury University in making informed decisions regarding location, safety, rights and responsibilities in their off-campus housing choices. Services include information about finding roommates, renter’s rights and responsibilities, area landlord listings, community information, and more.

Salisbury University is committed to a policy of nondiscrimination and the achievement of equal housing opportunity. All housing listings are subject to federal and state fair housing laws, which generally make it illegal to advertise any preference, limitation or discrimination because of race, color, religion, sex, sexual orientation, disability, marital status, familial status or national origin or intention to make any such preference, limitation or discrimination. All persons are hereby informed that all dwellings advertised are available on an equal opportunity basis.

R. PARKING

Holloway Hall, Room 219
Phone: 410-543-6338
Email: parkingservices@salisbury.edu
http://www.salisbury.edu/parking/

All vehicles on campus (day or evening) must be registered and must display a valid permit. Permits are sold on a first-come, first-served basis factoring in class standing and space availability. Permits are valid from Sept. 1 – Aug. 31. All students should familiarize themselves with Traffic Rules and Regulations: http://www.salisbury.edu/parking/rules.html.

Main Campus (Green) - Students with 30 or more earned credits. Fee - $110.

Parking Garage (Purple) - Students with 30 or more earned credits. Fee - $90.

East Campus (Orange) - Freshman students (0-29 earned credits) and anyone eligible to purchase a Main Campus permit that prefers to park in the East Campus lots. Fee - $75.

Evening Only (Blue) - All evening commuting students and employees (parking times are 4:45 p.m. until 7:45 a.m. Monday through Friday). Fee - $35.
**Motor Scooter** - Allows parking in any legal space designated for motor scooters. **Fee** - $20.

**Motorcycle** – Includes Main Campus, East Campus and Parking Garage. **Fee**: $110.

**Summer** permits - available to students registered for only the summer semester. This permit allows parking in Main Campus Parking. **Fee**: $20

**Graduate Assistants are guaranteed permits based on job duties. For more information, please contact Jessica Scott at jlscott@salisbury.edu.**

Between 4:45 p.m. and 7:45 a.m. any registered vehicle with a current gold, purple or blue permit may park in all Main Campus lots except the Maggs lot. Parking in Maggs is allowed between 4:45 p.m. and 6:30 a.m. There will be unrestricted parking on weekends in all lots except signed and reserved parking spaces. These rules and regulations will apply to any new parking area that the University may acquire.

Upon completion of the online purchase, bring the following to the Parking Services Office (Holloway Hall Room 219) to complete the vehicle registration process and receive your parking permit:

- Your printed confirmation e-mail
- Your Driver’s License
- Your Vehicle Registration (from your State MVA)

Permits may be picked up in Holloway Hall, Room 219 in accordance to distribution times.

Please see the following map regarding parking locations:
S. POLICE
110 Power Street - East Campus
Phone: 410-543-6222 (Open 24 hours)
http://www.salisbury.edu/police/

University Police services include investigation of crimes and incidents on campus, response to emergencies, vehicle registration and parking enforcement, lost and found, and physical security of buildings. All students should register for the Emergency Notification System: https://www.salisbury.edu/police/emergency/emergency-alert-system.aspx.

T. POSTER PRINTING
Conway Hall, Room 352
Phone: 410-677-0031
Email: posterprinting@salisbury.edu
http://www.salisbury.edu/helpdesk/Printing/poster_printing.html

Research or presentations poster printing is provided to students. As posters can take 20 minutes or longer to print, to guarantee that your poster will be printed in a timely manner it is recommended that students schedule an appointment. There is no cost for students to print posters for the purposes of coursework or research.

U. PUBLICATIONS
Holloway Hall, Room 271
Phone: 410-548-2500 https://www.salisbury.edu/publications/

Professional writers, editors and graphic designers are available to assist the campus community with their publications needs for University-sponsored activities. For a small fee, design services are available for the production of t-shirts, give-aways, brochures, newsletters, posters, programs, etc. Pending office workload, students can print from disk or hard copy on the office’s color copier (price varies with job complexity). Both PC and Macintosh formats are supported. Publications staff members can also provide guidance on appropriate use of copyrighted materials. According to University policy, all materials that may be viewed by an off-campus audience must be created and/or approved through Publications.

V. RECREATIONAL FACILITIES
Phone: 410-543-6350

Facilities available to all SU students include Maggs Physical Activities Center, Indoor Tennis Center and the University Fitness Club. These facilities offer strength training areas, cardiovascular fitness rooms, racquetball courts, indoor pool, gymnasium areas, indoor climbing walls, indoor and outdoor tennis courts, group fitness studio, and locker rooms. Outdoor facilities include playing fields and a track and field complex.
W. STUDENT HEALTH SERVICES
Holloway Hall, Room 180
Phone: 410-543-6262
Email: studenthealth@salisbury.edu
http://www.salisbury.edu/health/

Our dedicated staff strives to treat your individual needs and advocate for campus-wide and community wellness. We promote the success of all students by helping you to achieve optimal health based on individual needs and diverse characteristics. In an ambulatory setting, we strive to provide excellent clinical care and education. Our program is accredited by the Accreditation Association for Ambulatory Health Care, Inc.

All patient visits are by appointment. Schedule an appointment at any hour through our Student Health Web Portal or contact our office during our posted hours. For medical emergencies, call an ambulance at 911 or call University Police at 410-543-6222.

For more information related to fees and services, please visit our website.

X. TECHNOLOGY SUPPORT SERVICES
Guerrieri Academic Commons, Room 145
Phone: 410-677-5454 http://www.salisbury.edu/helpdesk/

SU’s Information Technology Office operates and maintains 11 academic computer labs on campus. All software required to complete Salisbury University coursework is available in at least one lab (usually in multiple labs). In addition the labs give students access to university printers and to central data storage (P: drives, K: drives). Five of the labs are available for general academic use only; the other six can be reserved for specific courses or other events.

Y. WRITING CENTER
Guerrieri Academic Commons, Room 260
Phone: 410-543-6332
Email: uwc@salisbury.edu
http://www.salisbury.edu/uwc/

The University Writing Center provides a place for writers (undergraduate and graduate) to meet and discuss their work with trained consultants. All services are free of charge to any member of the Salisbury University community. The center provides opportunities for writers to obtain thoughtful feedback about their work, increase confidence, versatility and competence in writing across all academic disciplines and to help writers reconsider and refine their ideas so they can revise their writing in meaningful ways. The center also supports classroom writing instruction by partnering with Salisbury University faculty members. Appointments are encouraged and can be made by phone or in person, but walk-ins are also welcome.
Salisbury University has a strong institutional commitment to diversity and is an Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard age, class, citizenship, color, disability ethnicity, gender, genetic information, immigration status, national origin, race, religion, sexual orientation, and veteran status.