

Salisbury

UNIVERSITY

A Maryland University of National Distinction



GRADUATE STUDENT HANDBOOK
2024-2025

Table of Contents

I. GRADUATE ACADEMIC STUDIES 4

- A. Introduction4
- B. Mission Statement.....4
- C. Graduate Programs of Study4
- D. Scheduling of Graduate Course5

II. ENROLLMENT..... 6

- A. Non-Degree Enrollment.....6
- B. Continuous Enrollment6
- C. Readmission7
- D. Registration8
- E. Transfer Credit.....8
- F. Inter-Institutional Enrollment.....9
- G. Faculty Advisory System9
- H. Catalog Selection9
- I. Time Limitations10
- J. Full-Time and Part-Time Enrollment.....10
- K. Official Withdrawal Procedures.....10

III. ACADEMIC POLICIES AND PROCEDURES 11

- A. Class Attendance11
- B. Student Emergency Absence Policy.....11
- C. Inclement Weather Policy11
- D. Course Numbering and Grading System.....12
- E. Academic Standards14

IV. FINANCE AND BILLING 15

- A. Graduate Financial Assistance15
- B. Graduate Scholarships16
- C. Graduate Assistantships17
- D. Graduate Tuition and Fees.....17
- E. Student Personal Information18

V. GRADUATION AND DEGREE COMPLETION 18

- A. Application for Graduation18
- B. Transcripts and Certification of Completion of Degree.....19
- C. Professional Certification.....19
- D. Internships and Field Experience19

VI. GRADUATE DEGREE PROGRAMS AND DIRECTORS..... 19

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. MISSION STATEMENT

Salisbury University is a premier comprehensive Maryland public university offering excellent, affordable education in undergraduate liberal arts, sciences, business, nursing, health sciences, social work, and education and applied master's and doctoral programs. Our highest purpose is to empower our students with the knowledge, skills, and core values that contribute to active citizenship, gainful employment, and life-long learning in a democratic society and interdependent world.

Salisbury University cultivates and sustains a superior learning community where students, faculty, and staff are viewed as learners, teachers/scholars, and facilitators, and where a commitment to excellence and openness to a broad array of ideas and perspectives are central to all aspects of University life. Our learning community is student-centered. Students learn from professional educators in small classroom settings, faculty and professional staff serve as academic advisors, and virtually every student has an opportunity to undertake research or experiential learning with a faculty mentor. Through our privately endowed Schools and Honors College, and the College of Health and Human Services, we foster an environment where individuals prepare for career and life, including their social, physical, occupational, emotional, and intellectual well-being.

The University recruits exceptional and diverse faculty, staff, and undergraduate and graduate students from across Maryland and the United States and from around the world, supporting all members of the University community as they work together to achieve institutional goals and vision. Believing that learning and service are vital components of civic life, Salisbury University actively contributes to the local Eastern Shore community and the educational, economic, cultural, and social needs of our State and nation.

C. 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 18 graduate degree programs leading to a master's degree as well as several certificate programs:

- 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 Public Communication (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 Higher Education Leadership (M.Ed.)
- Master of Education Reading Specialist (M.Ed.)
- Master of Science in Applied Biology (M.S.)
- Master of Science in Health and Human Performance (M.S.)
- 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 MBA and MSW programs are also offered online. The GIS and Nursing programs are exclusively online.

The University currently offers 2 doctoral degrees:

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

* The DNP program is exclusively online.

SU also offers the following certificates:

- Post-Baccalaureate Certificate in Teaching English to Speakers of Other Languages (TESOL)
- Post-Baccalaureate Certificate in Health Care Management
- Post-Masters Certificate of Successful Completion in Education Leadership
- Post-Masters Certificate of Advanced Study in Education Leadership
- Post-Doctorate Certificate of Completion: Family Nurse Practitioner

D. 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 Graduate School 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 Graduate School 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 Graduate School 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

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 Graduate School 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 Graduate School 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/>.

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 graduate certificates, only 9 hours of transfer credit can be applied. 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 the Withdrawal Form under Main Menu in GullNet. 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 on 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:

<https://www.salisbury.edu/administration/student-affairs/office-of-student-conduct/forms-and-policies.aspx>

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

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 POINTS	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
F	0.0	Failure
AU	0.0	Audit non-credit
I	0.0	Incomplete
PS	0.0	Pass: passing grade for credit-bearing courses taught or taken on a pass/fair or pass/no pass basis. The PS denotes a grade equivalent to an A or B. These grades will not be calculated in the student’s grade point average.
NP	0.0	No Pass; non-passing grade for credit-bearing courses taught or taken on a pass/no pass basis – 0.0 quality points are non-punitive.
IP	0.0	In Progress: used for grading ongoing 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	Withdraw passing or 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 PS denotes successful completion of credit-bearing courses equivalent to a grade of A or B. These grades will not be calculated in the student's grade point average.

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.

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 Graduate School 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>.

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.

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

The Graduate School oversees the following two scholarship opportunities. For the opportunities, please visit <https://salisbury.academicworks.com/>.

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	Pennsylvania
North Carolina	Virginia
New Jersey	Washington D.C.
New York	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](#)

3. Learn Where You Work Grant

To make professional development opportunities accessible to all teachers in Maryland Eastern Shore public schools, Salisbury University provides a grant to any teacher who is an out-of-state resident but is a full-time classroom teacher in a Maryland Eastern Shore public school. These grants reduce the cost of tuition to the in-state rate for any graduate course, provided the course is relevant to the teacher's professional duties.

[Learn Where You Work Grant 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 assistantship 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/tuitionsched.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."

If you live in Maryland and would like to be considered for in-state tuition, please complete the online residency form on your GullNet homepage. For more information please contact the Tuition Residency Office at tuitionresidency@salisbury.edu or via phone at 410-543-6547. **Students who previously completed a degree at Salisbury University must complete a new Residency form for any new degree program.**

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. If students fail to file the Graduation Application Form by the posted deadline, graduate 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>. 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

Doctor of Education in Literacy Studies (Ed.D.)

Dr. Judith Franzak

Conway Hall (TE) 383E

410-677-0238 or ext. 70238

jkfranzak@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/contemporary-curriculum-doctor/>

Nursing Practice (D.N.P.)

Dr. Annette Barnes

Devilbiss Science Hall (DH) 235

410-546-4380 or ext. 64380

ahbarnes@salisbury.edu

<http://www.salisbury.edu/nursing/dnp>

MASTERS PROGRAMS**Applied Biology (M.S.)**

Dr. Eric Liebgold

Henson Science Hall (HS) 230E

410-543-6499 or ext. 36499

ebliebgold@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/applied-biology-masters/index.aspx>

Health and Human Performance (M.S.)

Dr. Scott Mazzetti

Maggs Center, (MC) 216

410-677-0151 or ext. 70151

samazetti@salisbury.edu

<https://www.salisbury.edu/academic-offices/health-and-human-services/health-sciences/health-human-preformance/>

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. Keetha Soosaipillai

Holloway Hall (HH) 106

410-543-6435 or ext. 36435

iksoosaipillai@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/cadr-masters/index.aspx>

Education, Curriculum and Instruction (M.Ed.)

Ruth Malone

Conway Hall (TE) 353H

410-546-4373 or ext. 64373

rfmalone@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/curriculum-instruction-masters/>

Education, Higher Educational Leadership (M.Ed.)

Ruth Malone

Conway Hall (TE) 353H

410-546-4373 or ext. 64373

dmwagner@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/curriculum-instruction-post-secondary/>

Education, Education Leadership (M.Ed.)

Dr. James Fox

Conway Hall (TE) 353E

410-546-4377 or ext. 64377

jtfox@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/educational-leadership-masters/>

Education, Reading Specialist (M.Ed.)

Dr. Maida Finch

Conway Hall (TE) 383F

410-677-0179 or ext. 70179

mafinch@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/med-programs/reading-specialist-masters/>

English (M.A.)

Dr. Stephanie Bernhard

Holloway Hall (HH) 379

srbernhard@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/english-masters/index.aspx>

Geographic Information Systems Management (M.S.)

Dr. Mark deSocio

Henson Science Hall (HS) 157G

410-543-6461 or ext. 36461

mjdesocio@salisbury.edu

www.salisbury.edu/geography/msgism/

History (M.A.)

Dr. Aston Gonzalez

Holloway Hall (HH) 346a

410-548-3836 or ext. 83836

aagonzalez@salisbury.edu

www.salisbury.edu/history/graduate

Mathematics Education (M.S.M.E.)

Dr. Jennifer Bergner

Henson Science Hall (HS) 132D

410-677-5429 or ext. 75429

jbergner@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/mathematics-education-masters/index.aspx>

Nursing (M.S.)

Dr. Annette Barnes

Devilbiss Science Hall (DH) 235

410-546-4380 or ext. 64380

ahbarnes@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/nursing-master/index.aspx>

Public Communication (M.A.)

Dr. David Burns

Conway Hall (TE) 310

410-677-0111 or ext. 70111

dpburns@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/communication-masters/>

Social Work (M.S.W.)

Dr. Stephen Oby

410-543-6304 or ext. 36304

sjoby@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/social-work-master/index.aspx>

Teaching (M.A.T.)

Dr. Erin Stutelberg

Conway Hall (TE) 383D

410-546-4310 or ext. 64310

ebstutelberg@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/graduate-degree-programs/teaching-masters/index.aspx>

CERTIFICATES**Post-Baccalaureate Certificate in Health Care Management**

Dr. Annette Barnes

Devilbiss Science Hall (DH) 235

410-546-4380 or ext. 64380

ahbarnes@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/certificates/health-care-mangement.aspx>

Post-Baccalaureate Certificate in Teaching English to Speakers of Other Languages (TESOL)

Dr. Stephanie Bernhard

Holloway Hall (HH) 379

srbernhard@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/certificates/tesol.aspx>

Post-Masters Certificate of Successful Completion in Education Leadership

Dr. James Fox

Conway Hall (TE) 353E

410-546-4377 or ext. 64377

jtfox@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/certificates/education-leadership-masters.aspx>

Post-Masters Certificate of Advanced Study in Education Leadership

Dr. James Fox

Conway Hall (TE) 353E

410-546-4377 or ext. 64377

jtfox@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/certificates/education-leadership.aspx>

Post-Doctorate Certificate of Completion: Family Nurse Practitioner

Dr. Annette Barnes

Devilbiss Science Hall (DH) 235

410-546-4380 or ext. 64380

ahbarnes@salisbury.edu

<https://www.salisbury.edu/explore-academics/programs/certificates/nursing-practice.aspx>



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.