

## 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 Admitted students who do not complete at least one graduate course each calendar year are automatically withdrawn from their graduate degree program and must complete a Readmission Application.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](http://www.salisbury.edu/registrar) and [www.salisbury.edu/gullnet](http://www.salisbury.edu/gullnet).