

Attendance

Regular attendance in all courses is strongly recommended. Attendance requirements for individual courses will be set forth clearly by the instructors at the start of each course. (See Course Information Policy).

In each course, the student must attend the particular section for which he or she is officially registered. Exception: for the purpose of making up a missed class, a student may, with the permission of both instructors involved, attend a class other than the one for which he or she is registered.

Student Absence for Religious Beliefs

Chapter 151C of the General Laws of Massachusetts permits any student in an educational institution, who because of his/her religious beliefs, is unable to attend classes or to participate in any examination, study, or work on a particular day to be excused and to be provided with an opportunity to make up such examination, study, or work requirement, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the University. No fees of any kind shall be charged by the institution for making this opportunity available to the student. No adverse or prejudicial effects upon a student shall result from following the provisions of this section. If you are denied this right, contact the Office of Equal Opportunity and Human Rights, 978.542.6106.

CAPS (College Academic Program Sharing)

CAPS is a program designed to provide State University System students the opportunity to study at another university within the System in order to add a different or specialized dimension to their undergraduate studies. A semester or more on a state university campus different from the student's home university will give the student who participates the chance to broaden his or her educational experience with a wider range of faculty and courses. Through CAPS, a student may take from 3 to 30 semester hours of college credits at another state university without going through formal registration procedures and without a formal transfer credits approval process. For details, consult the Registrar.

NECCUM (Northeast Consortium of Colleges and Universities in Massachusetts)

Salem State is a participant in the Northeast Consortium of Colleges and Universities in Massachusetts (NECCUM). Other members are Endicott College, Gordon College, Merrimack College, Middlesex Community College, Montserrat College of Art, North Shore Community College, Northern Essex Community College, University of Massachusetts - Lowell, and Marion Court College.

Each college is located in communities north of Boston within an hour's drive of one another. The participation of the University in the Consortium makes available to students the resources of all ten institutions.

More than 130 program majors and concentrations are offered in these colleges which serve over 25,000 students in day division degree programs. NECCUM sponsors a cross registration program which opens many of these opportunities to students in each participating institution.

Under the **cross registration** program, students at Salem State University may enroll each semester at another member college. This policy greatly broadens curriculum offerings available to students. Full-time day students are eligible for this option with the approval of the Registrar. Students at each institution also have full library privileges at all ten institutions. Further information on cross registration can be obtained from the Registrar's Office.

Credits earned at other NECCUM institutions will count toward the degree, and the grades and credits will be used in developing the student's grade point average at Salem State University.

Cross Registration Program Restrictions:

1. Only full-time Day Program students are eligible to participate during the academic year, exclusive of summer school.
2. Students may cross register in courses on a "space available" basis as long as all course prerequisites and corequisites are met. Each member institution may establish its own internal policy for regulating student cross registration. Appropriate institutional approval is required for all students who cross register.
3. First semester freshmen are excluded from participation in cross registration (except for ROTC).
4. No more than two courses per semester may be cross registered; exceptions must be approved by the Academic Deans or their designees of both the home and the host institutions.
5. Students must have minimum a cumulative grade point average of 2.0 to participate. Exceptions must be approved by the Provost and Vice President, Academic Affairs, or an appointed designee, at Salem State University.
6. Lab fees and other course fees (non tuition or instructional fee) required for a particular course are not exempt and must be paid by the participating student to the host institution.
7. If grading options exist at the host institution (i.e., pass/fail), the policies of Salem State University will apply and may supersede those of the host institution.
8. Graduate courses and courses offered through the Evening Division programs shall be exempt from the provisions of this policy.

Other activities of the Consortium include interlibrary loan arrangements, sharing of plant facilities, joint purchase arrangements, and interinstitutional sponsorship of faculty/student colloquia, school/college collaboration and special events programming.

Study Abroad

Recognizing the international dimension of higher education, the growing importance of majors in area studies as well as international educational programs, and the increasing demand for exchange programs as well as cross cultural experiences, Salem State University has established a number of study abroad programs. Such programs give students the intercultural knowledge and competence that prepare them for lives and careers in an increasingly interdependent world.

Salem State University participates in several study abroad programs. Internships, Service Learning Experiences and Volunteering are also facilitated by the study abroad office at the Center for International Education. Students may choose their experience from the College Consortium of International Studies (CCIS) with 37 institutions in 24 countries or they may participate in several approved study abroad programs from organizations affiliated with Salem State University. Additional opportunities in just about any country in the world are also available through programs sponsored by other institutions.

Salem State also has a direct partnership with prestigious Universities where students may participate in a Semester at Reitaku University in Japan or at the University of Oviedo in Oviedo Spain. Summer language programs at the University of Oviedo, at the Universidad Latina in Heredia, Costa Rica, at the Universite Laval in Quebec, Canada and at the University of Florence, Italy are options for short immersion experiences abroad. These programs cover the globe and conduct courses in many languages, disciplines, and cultures.

Programs vary greatly. There are year, semester, summer, and short-term programs. Students attending either semester or year programs, however, must maintain a full-time student status with the equivalent of twelve (12) credits hours per semester. Program costs, duration, dates, prerequisites, application procedures and academic offerings are individual. It is the student's responsibility to make sure that all requirements are met.

Financial aid for Salem State University students may cover all expenses for a study abroad program including tuition, fees, room, board, transportation, and personal expenses. Salem State University students can apply all federal, state, and Salem State University financial aid and scholarship awards to study abroad. Students may also use a variety of loan programs as well. The Financial Aid Office coordinates all aid for international programs in consultation with CIE.

Internships of varying credits hours and duration may be individually designed in conjunction with an international sponsor and the appropriate Salem State University academic department.

The application and registration procedures are as follows:

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Students will apply to become Salem State University study abroad students by completing an application form, along with two letters of recommendation, a short statement outlining their interest in study abroad, a transcript, and all materials required by the student's chosen study abroad program. To be eligible, students must be in good academic standing and meet the criteria of the host institution. All students will remain as fully enrolled active students at Salem State University even though they are off campus. Students who study in the fall and/or spring semesters must account for a minimum of twelve (12) credits hours per semester. This academic load is to ensure full-time status at Salem State University for academic and financial aid purposes.

Upon completion of an international experience, an official transcript or grade report from the host institution will be reviewed and added to the student's Salem State University transcript. This entry will include the name and location of the international institution, the courses as listed, the credits hours for each course as well as the American grade equivalent. Academic

credits will be transferred to Salem State University, but the grades will not be calculated into the student's grade point average. Only grades of C- or better will be transferred into Salem State University, but all courses will be recorded on the transcript to document the student's study abroad program. The Salem State University transcript will be the official document of the student's study abroad program.

For additional information, contact the Center for International Education.

Continuing and Professional Studies Cross-Division Registration Policies

Day School Courses

Continuing Studies students who wish to register for courses offered in the Day School (fall and spring) may obtain the master schedule of courses at salemstate.edu/registrar. Courses are open on a space available basis and space available registration dates are noted on the Registrar's website prior to the beginning of the term.

Day School Students

Day School students may also register for courses through Continuing Studies when advisable. Day students should consult with their academic advisor or with a member of the Advising staff before registering for concurrent Evening courses. The tuition structure of the School of Continuing and Professional Studies is separate from that of the Day School. Day School students are required to pay the same tuition as other School of Continuing and Professional Studies students and payment must be made at the time of registration.

Availability of Graduate Courses to Undergraduate Students

Accepted undergraduate degree candidates at Salem State University who have completed at least 90 credits of their curriculum and have a 3.0 in the major, may be given permission to take graduate courses for undergraduate credits. Interested students should contact the Registrar's Office for further information.