APPLICATION AND GRADUATE ADMISSION

The application process is administered through University Admissions. To apply, please visit http://grad.towson.edu. For questions or to request information, contact University Admission at 410-704-2113 or grads@towson.edu.

University Admissions at Towson University admits graduate applicants whose academic and personal qualifications give promise of success in graduate study. Admission to all graduate programs is competitive. Admission is based on the most qualified applicants and available seats. The applicant must hold a baccalaureate degree from a regionally accredited college or university, or the equivalent of this degree from another country. In addition, some doctoral and certificate of advance studies programs require the applicant to hold a master's degree. These degrees also must be from a regionally accredited college or university, or the equivalent of this degree from another country. Any student taking classes on the Towson University campus or any off-site location administered by the University System of Maryland must meet the university’s immunization policies prior to registration.

If a specific application deadline is not noted on the program’s requirements, assume the program has rolling admissions, which means applications are reviewed on an ongoing basis. However, the Graduate Application will close on August 1 for fall admission, January 2 for spring admission, and May 1 for summer admission. In order to ensure that the application will be evaluated for a decision, students should submit all requirements in a timely manner. While application materials will continue to be accepted after these dates, the university cannot guarantee that the application will be reviewed in time for the start of classes. Applications will be withdrawn, if incomplete, after the intended entry term has begun, unless the applicant submits a request in writing to keep the application open for another term.

Full Admission

Students admitted to full status must meet the basic minimum requirements of the university, plus the additional requirements of the individual program. In order to meet the basic minimum requirements for full admission to the university an applicant must have:

1. earned a baccalaureate degree from a regionally accredited college or university, with a minimum GPA of 3.00 (on a 4-point scale) in either the cumulative units of the degree or the last 60 units of the degree, or
2. earned a master’s degree or doctorate from a regionally accredited college or university.

In cases where the above minimum standards are not met, the last 60 units may include courses taken beyond the baccalaureate degree that are 300-level or higher. Courses used for admission purposes may not be applied toward the graduate degree.

Since some individual programs may have additional requirements and enrollment restrictions, meeting the above minimum requirements may not ensure admission to a specific program. Please refer to the program listing for specific requirements.

Exceptions to Policy

Students who hold a baccalaureate, master’s or doctoral degree from a college or university in the United States that is not regionally accredited are to have their transcript reviewed and degree equivalency determined by a post-secondary institution regionally accredited to support such a review.

An applicant who is a professional with significant work experience in a field relevant to the program and whose undergraduate degree was obtained at least five years prior to his or her application to Towson University may petition the Director of University Admissions in writing for an exception to the policy regarding minimum GPA. The applicant is to submit:

1. letter outlining his or her rationale for the request and performance indicators that reflect his or her potential for successfully engaging in graduate studies;
2. documentation of at least five years of successful work experience in the relevant field; and
3. at least two letters of recommendation supporting the request from relevant supervisors or from faculty members who taught graduate-level courses to the applicant.

The petition will be reviewed by the program director and the program admissions committee, who will assess the relevancy of work experience and the applicant’s qualifications for the program. The program director and program admissions committee may require additional documentation. The program director will inform the Director of University Admissions in writing of his or her and the committee’s recommendation for conditional admission, and the parameters for conditional admission, if applicable. Applicants are to refer to the graduate programs’ websites for additional criteria that programs may require for an exception to the policy regarding the minimum GPA.

Conditional Admission

Admission with conditions may be granted to applicants whose academic achievement does not meet the standard required for regular admission or whose department requirements are incomplete. All students admitted with conditions must maintain a cumulative grade point average (CGPA) of 3.0 within their first 9 graded, graduate units. See individual program descriptions for specific requirements. Students admitted to a program with conditions must satisfy requirements and correct any deficiencies as determined by the program director. Requirements that must be completed to continue in the program, and the timetable for completing the requirements, are listed on a letter prepared by the program director and sent to the student.

Non-Degree Enrollment

Students who have completed a baccalaureate degree may elect to enroll in graduate courses as non-degree students. Students generally choose non-degree status when

1. their academic goal is not completion of a degree or certificate program
2. they wish to attempt course work prior to applying to or beginning a graduate program
Non-degree students should be aware that many departments limit entry to courses at the 600 level to fully matriculated students enrolled in a specific graduate program.

If a student has been denied admission to a degree-seeking program, they are not eligible for non-degree status for the same academic term. Students academically dismissed from a graduate program are not eligible for non-degree status.

Non-degree students must submit a transcript with a conferred bachelor’s degree in order to register for graduate courses. Students must have earned a minimum GPA of 2.75 (overall or final 60) in their undergraduate degree to be eligible for admission.

Non-degree applicants who earned their degree outside the U.S. must meet the minimum English language requirement.

Degree-seeking candidates have priority for registration above non-degree students. Non-degree students who wish to take courses above the 600 level may do so after a transcript evaluation. Requests for an evaluation should be directed to the program director. Some courses are available to degree-seeking candidates only. Students should consult the department with questions. A limit of 12 units, taken while a non-degree student, may be applied to a degree program with the approval of the program director. Students holding an F1 visa are not eligible for non-degree status. Non-degree students are not eligible for financial aid.

Admission Prior to Receiving Baccalaureate Degree

Admission to some programs may be granted to seniors in their final term. Undergraduate work through the first term of the senior year is evaluated; therefore, transcripts submitted must include all grades through that term. Admission standing is subject to cancellation or change if the admission credentials remain incomplete or do not meet the requirements for admission upon receipt of the final transcript. Final transcripts showing degree conferral must be received by University Admissions within six weeks of conferral. Some programs have accelerated master’s degree programs in which undergraduates are allowed to begin their graduate work. These are described in the individual program sections.

Combined Bachelor’s/Master’s Degree

Towson University offers a number of combined bachelor’s and master’s degree programs. Undergraduate students typically are screened into a combined program by the department chairperson in their junior year, although some may be screened in during their senior year. Once approved, these undergraduate students may begin taking graduate level courses. Up to 9 units of graduate work can be counted toward the undergraduate degree and later applied to the graduate degree. Students are to abide by the time frame and unit requirements of these specific programs.

During the senior year, students approved for the combined bachelor’s and master’s degree program must apply for formal admission to the graduate program. Once the bachelor’s degree is earned and the student is matriculated as a graduate student, the Registrar’s Office will apply the graduate work to the graduate record. These courses will count toward both degrees. The GPAs will be kept separate: undergraduate courses calculate on the undergraduate record, while graduate courses calculate on the graduate record.

Course requirements for the combined bachelor’s to master’s programs vary by program; some programs designate specific courses that must be taken. Please consult with the Academic Department.

Graduate Work by Seniors at TU

Seniors at TU may register for a maximum of 6 units of graduate study (500-level courses recommended) if they meet the following criteria:

1. The graduate courses must be in excess of the units required for the bachelor’s degree.
2. The student submits to the Registrar’s Office, in advance of registration, an email request to RecordsandRegistration@towson.edu (registration@towson.edu) specifying the graduate courses requested.
3. The student maintains a 3.00 or higher cumulative GPA. Payment for the courses is separate from that of undergraduate courses taken in the same term and is at the graduate tuition rate.

The courses may be transferred later to the student’s graduate record; however, successful completion of courses does not guarantee admission into the program. Permission to take a graduate course is also pending approval by the department/instructor who the Registrar’s Office will solicit once the request is made by the student.

Dual Career Program

Students who have already earned a baccalaureate degree and wish to pursue both a master’s degree and second bachelor’s degree (or undergraduate teaching certificate) at the same time may do so with permission from the Registrar’s Office and must adhere to the following:

1. Subject matter for each of the graduate and undergraduate programs must be from different areas of study and not have any overlap between course work.
2. Graduate course work will only satisfy requirements for the graduate degree, while undergraduate course work will only satisfy requirements for the undergraduate degree.
3. Students may enroll for no more than 19 units total in any spring/fall term combined from both careers (4 units in minimester/13 units in summer).
4. Students must register for undergraduate courses on the undergraduate career and graduate courses on the graduate career. Failure to do so will result in courses not earning credit.
5. Students will be screened each term for the career requirement of good academic standing.

Validation of Undergraduate Degree

An applicant enrolled for courses is not allowed to register beyond the first term if the transcript validating the baccalaureate degree is not received in University Admissions by the end of the student’s first term; no refund is granted, and the student’s application is removed from the graduate files. A new application and fee must be submitted if the student wishes to take courses for graduate credit at a later time.

VISITING GRADUATE STUDENTS

A student who is a candidate for a graduate degree at another college or university may take graduate courses at Towson University. To complete an admission application, the student must present a letter from the graduate dean of the home institution indicating that the student is in
good standing and that credit earned at TU is acceptable toward his or her degree.

**JOINT PROGRAM WITH UNIVERSITY OF BALTIMORE**

The program in Accounting and Business Advisory Services (http://catalog.towson.edu/graduate/degree-certificate-programs/business-economics/accounting-business-advisory-services-ms) is operated as a joint program with the University of Baltimore.

**GOLDEN ID PROGRAM: SENIOR CITIZENS**

Retired Maryland residents 60 years of age or older are eligible for the Golden ID senior citizen tuition waiver program. Golden ID students may enroll in most graduate courses for a maximum of two courses for the spring, summer and fall terms, and pay only the necessary fees. Golden ID students may take courses for audit or credit on a space-available basis. Exclusions include minimester, special format classes, independent study, internship and some satellite campus programs. All courses offered as part of the Towson Learning Network and the Applied Information Technology program are also excluded. To apply for the Golden ID card, call 410-704-2113 or stop by University Admissions, 7800 York Rd, Suite 216.