ENROLLMENT AND REGISTRATION

A schedule of courses for the coming term and registration information are available on the TU website (http://students.towson.edu). Only students admitted to a graduate program without conditions may register for 700- and 800-level courses except with special permission from the Registrar’s Office.

Deferred Registration after Admission

Students admitted to most degree programs may defer registration for initial courses for up to one year, with the consent of the graduate program director. If enrollment in courses does not occur within one academic year, or the student does not inform University Admissions of another starting date, the applicant’s records will be removed from the program by the Registrar’s Office and the student must reapply for future enrollment.

Class Attendance Policy

1. Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussion and student teaching. Frequent absences from these types of courses, whether excused or unexcused, may affect the final grade. Faculty members who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student’s work.

2. It is policy of the university to excuse the absences of students for the following reasons:
   - Illness or injury when the student is unable to attend class
   - Religious observance where the nature of the observance prevents the student from attending class
   - Participation in university activities at the request of university authorities (e.g., intercollegiate athletics, forensics teams, Dance Company, etc.)
   - Compelling verifiable circumstances beyond the control of the student
     Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance.

3. Absences that do not fall into any of the categories outlined in item No. 2 are unexcused. Faculty may set a limit on the number of unexcused absences.

4. Students who are absent from class are responsible for any missed work, assignments or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty should attempt to make a reasonable adjustment of the assignment.

Students are expected to be available for the entire week of exams, as the dates of exams may change because of extenuating factors.

Students who will be representing TU at events, conferences or other official activities should obtain a Notification of Absence from Class Form from the Office of Student Activities, University Union 217, to be given to their instructors to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class. Faculty should use discretion regarding making up missed assignments and the ramifications of missing certain class periods.

Students who fail to appear for the first two class sessions, or the first session of evening classes, may forfeit their space in class. Instructors have the right to release these spaces to other students wishing to add the class to their schedules. Students who lose their spaces must officially withdraw from the course through the Registrar’s Office to avoid earning an FX grade for non-attendance.

Reenrollment

Students are expected to register for courses on a regular basis. Previous degree candidates who have missed one fall or spring term must apply for re-enrollment (http://www.towson.edu/registrar/reenrollment.html), and pay a $25 processing fee through the Registrar’s Office. (See the special policy on continuous thesis registration under Graduation Requirements.)

The deadlines for reenrollment are August 15 for the fall term and December 15 for the spring term. Graduate non-degree students who have missed one fall or one spring term must complete a new application via University Admissions. Students in Towson Learning Network (TLN) programs taking closed contract courses are exempt from these policies.

If two academic years for degree students elapse during which a student does not enroll in courses for graduate credit, the student will be removed from the program by the Registrar’s Office. If the student desires to take graduate courses after this action, he or she must initiate the application process as a new applicant via University Admissions.

Full-Time and Part-Time Status

Graduate students in master’s or post-baccalaureate certificate programs who register for 9 graduate units in either the fall, spring or summer term are considered full time. The maximum load for full-time students is 12 units. Students who register for 6 to 8 units are half-time, and students who register for fewer than 6 units are less than half-time and therefore ineligible for financial aid. Graduate students in doctoral programs who register for 6 graduate units in either the fall, spring or summer term are considered full time. The maximum load for full-time doctoral students also is 12 units. Doctoral students who register for 3 to 5 units are half-time, and students who register for fewer than 3 units are less than half-time and therefore ineligible for financial aid.

Auditing Courses

Students may audit courses that carry graduate credit with the written consent of the instructor. Any graduate student may audit a course through the 600 level. Courses at the 700 level may be audited only by students admitted to a degree program. Audited courses appear on the university record as AU and may not be used to repeat a course for which credit has already been earned. Audited courses may not count as part of the unit load or be applied toward the master’s degree. The regular tuition rate applies to audited courses.
Inter-Institutional Registration (IIR)

Students admitted to graduate programs are eligible to take courses at other University System of Maryland schools (with the exception of University of Maryland University College - UMUC, which does not participate in inter-institutional enrollment). Units earned at a host school will be placed on the student’s Towson record with the grade earned. Tuition and fees for any such courses will be paid at Towson. Regulations governing this type of enrollment and the form for registration may be obtained in the Registrar’s Office. The form must be signed by the Registrar’s Office after appropriate approval is obtained. Inter-institutional enrollment is not available for the summer session or Minimester.

Course Numbers

Each department has one or more three- or four-letter codes preceding the three-digit course classification number. The three-digit course number indicates the following level:

| 100-499 | undergraduate courses |
| 500-699 | graduate courses available to all post-baccalaureate students (500-599 courses are sometimes cross-listed with upper-division undergraduate courses) |
| 700-799 | graduate courses available only to fully admitted graduate students |
| 800-899 | graduate research and thesis courses |

500-level Courses for Graduate Credit

A maximum of three courses at the 500 level may be included to meet the requirements for a graduate degree.

Cross-Listed Courses

An equivalent, cross-listed course taken previously for undergraduate credit may not be repeated for credit at the graduate level.

Undergraduate course enrollment

Undergraduate course enrollment on the graduate career will not calculate into a student’s graduate term or cumulative statistics on the student’s academic record. Completed undergraduate courses on the graduate record will display the earned grade on the transcript but will not count toward the graduate record. Graduate students completing undergraduate courses where a grade has been rendered should be considered as having completed the course, but not earning credit toward the graduate degree.