TRANSFER POLICY

(Also see Appendix B [http://catalog.towson.edu/undergraduate/appendices/appendix-b-maryland-higher-education-commission] of this catalog.)

Transfer of course credit

University Admissions assists transfer students with a variety of services designed to guide students in their course selections while they are still enrolled at their transfer institutions. Through a well-planned selection of courses prior to transfer, students can often complete some major requirements and some TU Core Curriculum requirements upon official matriculation.

Transfer course work is evaluated by University Admissions. In order to receive credit for any prior college-level course work or competencies (including AP, IB, Cambridge, experiential learning, military), transcripts should be sent to University Admissions no later than the end of the student’s first year of enrollment. Prior course work received after the student’s first year of enrollment may not be acceptable for credit.

We accept transfer credit from regionally accredited institutions and institutions that are candidates for regional accreditation. Some restrictions do apply: developmental/remedial, personal development, college orientation, technical/occupational, and selected business courses do not transfer. Finally, any course transferred as equivalent to Composition (Core 2) and Advanced Writing (Core 9) must carry a grade equivalent of 2.00 or higher to meet graduation requirements.

Course work completed at institutions that are not regionally accredited but hold national or specialized accreditation recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation (CHEA) may be considered for transfer credit in consultation with the academic department on a case-by-case basis. If such individual review is requested, the student must submit descriptions and/or syllabi for those courses for which transfer credit is sought. In addition to the restrictions above, courses that are not parallel or discipline-compatible with TU courses may not transfer.

Course work completed at an international institution may also be considered for transfer credit on a case-by-case basis. International transcripts should be submitted to one of the following international credential services: WES, ECE, ASCISS.

Maximum number of transfer credits accepted.

1. The maximum number of credits allowed in transfer from a two-year institution (community/junior college) is 64.
   The maximum number of credits allowed in transfer from a four-year institution or from a combination of two- and four-year institutions is 90. The standard measure of credit at TU is the unit; quarter-hour credits are converted into units by a two-thirds ratio.

   Maryland public community college students who have earned AAT degrees (Associate of Arts in Teaching) will be awarded a maximum of 64 transfer credits "without further review," in accordance with MHEC policy, (toward the articulated education programs) at Towson. Students are encouraged to contact the appropriate education department chairperson at their institutions for specific details and program deadlines.

2. Maximum number of units allowed for non-traditional learning.

   Humanities 6
   Math 6
   Natural Sciences 6
   Social Sciences and History 6

A total of 24 units (6 units for each successfully completed section) will be awarded in transfer. Credit for CLEP exams after admission to Towson University is offered through the Office of the Registrar. Refer to Credit for Prior Learning [http://catalog.towson.edu/undergraduate/academic-policies/credit-prior-learning] in this catalog for a list of approved CLEP programs.

AP credit is usually awarded on the basis of scores of 3 or above. A detailed description of Advanced Placement credit follows under the appropriate heading. There is no limit to the number of units that can be earned through AP.

In order for any CLEP or AP credit to be reviewed and/or awarded, students must provide University Admissions with an official report from Educational Testing Service.

Transfer of Core Curriculum requirements.

Credit for Military coursework/experience. TU is a member of Service members Opportunity Colleges (SOC). Students who have served or are currently serving in the United States military may receive college credit for basic training, military occupational specialities, and other military coursework. Official documentation must be submitted. Work will be evaluated per the Guide to the Evaluation of Educational Experiences in the Armed Services by the American Council on Education (ACE). Military courses and experiences are evaluated by University Admissions.

3. Minimum number of units required through classroom instruction in the major field and for the degree.

   Towson University requires that students earn a minimum of 120 units toward a degree. Of these 120 units, 32 must be upper-level, that is, junior/senior (300–400) level courses. Students must complete a minimum of 30 units in residence at TU; at least 15 units must be completed in degree candidate status.

The number of units required for the completion of a single major at TU varies from 30 to over 70 units, depending on the intended major.

   Grades of D will transfer into the university as Core Curriculum/elective credit; however, in order to satisfy TU’s ENGL 102 graduation requirement, a grade equivalent of 2.00 or higher must be earned.

   Grades of C- or lower will not qualify for major credit.

4. Transfer of Core Curriculum requirements.

   Transfer students who have satisfied the general education requirements at a Maryland public postsecondary institution will only be required to complete 10–16 additional Core Curriculum units at TU, with the total number of Core Curriculum units not to exceed 46 units. (For information regarding specific Core Curriculum requirements refer to Core Curriculum Requirements [http://catalog.towson.edu/undergraduate/academic-policies/core-currriculum] in this catalog.)

5. Transferability of credit for non-traditional learning.

<table>
<thead>
<tr>
<th>Source</th>
<th>Accept Credit</th>
<th>Elective or Required</th>
<th>Grades/Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement</td>
<td>yes</td>
<td>elective &amp; required</td>
<td>usually 3 or higher</td>
</tr>
<tr>
<td>Program (CEEB)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Transfer Policy

<table>
<thead>
<tr>
<th></th>
<th>yes</th>
<th>elective &amp;</th>
<th>required</th>
<th>see Transfer Policy (item 3 above) and the section on Credit for Prior Learning under University Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP</td>
<td>yes</td>
<td>elective &amp;</td>
<td>required</td>
<td>see Transfer Policy (item 3 above) and the section on Credit for Prior Learning under University Curriculum</td>
</tr>
<tr>
<td>DANTES</td>
<td>no</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Exams from other Colleges</td>
<td>yes</td>
<td>elective &amp;</td>
<td>required</td>
<td>passing grade; a grade equivalent of 2.00 or higher in college’s composition courses</td>
</tr>
<tr>
<td>Excelsior College Exams</td>
<td>yes</td>
<td>required</td>
<td></td>
<td>evaluated individually by the Office of the Registrar and Nursing Dept.</td>
</tr>
<tr>
<td>Military Credit (ACE Guide to the Evaluation of Educational Experiences in the Armed Services)</td>
<td>yes</td>
<td>elective &amp;</td>
<td>required</td>
<td>evaluated individually by University Admissions</td>
</tr>
<tr>
<td>Nursing School</td>
<td>no</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-collegiate Work Accredited by ACE</td>
<td>yes</td>
<td>elective</td>
<td></td>
<td>evaluated individually by University Admissions</td>
</tr>
<tr>
<td>Portfolio Units from other Colleges</td>
<td>yes</td>
<td>elective &amp;</td>
<td>required</td>
<td>passing grade; a grade equivalent of 2.00 or higher in composition courses</td>
</tr>
<tr>
<td>High School Articulation (college courses at high school)</td>
<td>yes</td>
<td>elective &amp;</td>
<td>required</td>
<td>passing grade; grade equivalent of 2.00 or higher in composition</td>
</tr>
</tbody>
</table>

Evaluation of Transfer Credits

The letter of admission for a transfer applicant includes the estimated number of credits transferable to Towson University. After the student accepts the university's offer of admission (by returning the Enrollment Contract and fee), he or she will receive notification from University Admissions that his/her official evaluation has been posted. This evaluation is usually (but not always) preliminary in nature, as the student is usually taking additional courses at the time of admission. A final evaluation of credit will be prepared after the final grades for the most current term are received in official transcript form from the student's former college or university. All final transcripts are due in the admissions office prior to the student's orientation date. The appropriate cumulative average, as determined by the number of credits completed and good academic standing must be maintained, however, or the university’s offer of admission will be withdrawn. See Guidelines for Transfer Admission Policy (http://catalog.towson.edu/undergraduate/admissions/undergraduate-admissions/guidelines-transfer-admission) for the appropriate cumulative GPA necessary for maintaining admission eligibility. Failure to meet this requirement will result in the cancellation of the university's original offer of admission and in the forfeiture of all related fees and privileges. Additionally, failure to forward an official final transcript before enrollment at the university or the first day of classes will prohibit future registration and the release of official TU transcripts.

Upon receipt of a final evaluation, the transfer student should review its contents carefully. If the student has any questions or feels there is an error, University Admissions must be advised within 30 days.

Transfer students are subject to the Core Curriculum and major requirements that are currently in effect for the class (that is, the catalog year) in which they are admitted. These students have the option, however, of following the Core Curriculum/General Education and major requirements that were in effect at the time they were initially admitted as degree candidates at their original institution, provided that continuous enrollment has been maintained. Continuous enrollment has been defined as follows: must be, or have been, enrolled at an institution of higher education; must have had no more than two sequential years of non-enrollment, and must complete the baccalaureate degree in no more than 10 years from initial enrollment as a degree-seeking student at an institution of higher education. Students who have not completed graduation requirements within 10 years should meet with an academic adviser to determine the most appropriate set of requirements. If a change of catalog is desired, students should submit a Catalog Selection Petition Form to the Registrar’s Customer Service Center, Enrollment Services room 223 (prior to the completion of their first term at TU).

Maryland community college transfer students whose first attendance at any institution of higher education occurred in the fall of 1990 or later will fall under the guidelines set forth by the Maryland Higher Education Commission on March 21, 1990. (See Appendix B (http://catalog.towson.edu/undergraduate/appendices/appendix-b-maryland-higher-education-commission) for details.)