

TRANSFER POLICY

(Also see Appendix F of this catalog.)

Transfer of Course Credit

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 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 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. It is highly recommended to send transcripts or scores as soon as possible as it could impact course scheduling. It is the student's responsibility to submit the official documentation for review.

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 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. 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, IERF, SpanTran.

Maximum Number of Transfer Credits Accepted

The maximum number of credits allowed to transfer from a two-year institution (community/junior college) is 64. The maximum number of credits allowed to 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 TU. Students are encouraged to contact the appropriate education department for specific details and program deadlines.

Maximum Number of Units Allowed for Non-Traditional Learning

The maximum number of credits allowed for non-traditional learning is 45. See below.

General CLEP Examinations

A total of 24 units (6 units for each successfully completed section) will be awarded in transfer (see chart below). **Credit for CLEP** exams after admission to TU is offered through the Registrar's Office. Refer to Credit for Prior Learning in this catalog for a list of approved CLEP programs.

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

AP credit is usually awarded on the basis of scores of 3 or above. Please refer to the Advanced Placement webpage for more information. There are no limits 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 Admissions with an official report from Educational Testing Service and contact the Admissions Office for review.

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 specialties 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 Admissions. To request an evaluation, contact transfer@towson.edu. Before credit can be posted, students must be enrolled (paid enrollment deposit) with a 2.00 cumulative GPA and have submitted all of the necessary official military documents to Admissions.

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 TU as Core Curriculum/elective credit; however, in order to satisfy TU's ENGL 102 graduation requirement and Core 9 - Advanced Writing, a grade equivalent of 2.00 or higher must be earned. Grades of C- or lower will not qualify for major credit.

Transfer of Core Curriculum Requirements

Transfer students are required to complete TU's Core Curriculum (40 units). General Education courses taken at the transferring institution will be applied to the Core Curriculum and the Towson Seminar (Core 1) will be waived. A completed general education program leading to an associate's or bachelor's degree from a Maryland public post-secondary institution will transfer without the need for a course-by-course match. Students transferring from Maryland public post-secondary institutions who have completed their general education requirements at the transferring institution will be required to take TU's Advanced Writing Seminar (Core 9) and additional units necessary to complete the minimum number of Core Curriculum units.

No more than 18 additional units will be required, with the total number of Core Curriculum units not to exceed 40. (For information regarding

specific Core Curriculum requirements refer to Core Curriculum Requirements in this catalog.)

Transferability of Credit for Non-Traditional Learning

Source	Accept Credit	Elective or Required	Grades/Scores
Advanced Placement Program (CEEB)	yes	elective & required	usually 3 or higher
Cambridge International	yes	elective & required	evaluated individually by University Admissions
Caribbean Examinations Council	yes	elective & required	evaluated individually by University Admissions
CLEP	yes	elective & required	see Transfer Policy (item 3 above) and the section on Credit for Prior Learning under University Curriculum
DANTES	no		
Departmental Exams from other Colleges	yes	elective & required	evaluated individually by University Admissions
Excelsior College Exams	yes	required	evaluated individually by the Registrar's Office and Nursing Dept.
High School Articulation (college courses at high school)	yes	elective & required	evaluated individually by University Admissions
International Baccalaureate	yes	elective & required	evaluated individually by University Admissions
Military Credit (ACE Guide to the Evaluation of Educational Experiences in the Armed Services)	yes	elective & required	evaluated individually by University Admissions
Nursing School	no		
Non-collegiate Work Accredited by ACE	yes	elective	evaluated individually by University Admissions

Portfolio Units from other Colleges	yes	elective & required	evaluated individually by University Admissions in consultation with academic departments
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Evaluation of Transfer Credits

The letter of admission for a transfer applicant includes the estimated number of credits transferable to Towson University. A preliminary evaluation will be available 10 business days after admission. When the student accepts TU's offer of admission (by returning the Enrollment Contract and deposit) and submits any outstanding final transcripts, the student will receive notification from Admissions that their official evaluation has been posted. 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 or TU's offer of admission will be withdrawn. See Guidelines for Transfer Admission Policy for the appropriate cumulative GPA necessary for maintaining admission eligibility. Failure to meet this requirement may result in the cancellation of TU's original offer of admission and the forfeiture of all related fees and privileges. Additionally, failure to forward an official final transcript before enrollment at TU 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, 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. 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. (See Appendix F for details.)