

UNDERGRADUATE NON-DEGREE PROGRAMS

7800 York Rd 216
Phone: 410-704-2113
Fax: 410-704-3030
Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.

The Office of University Admissions oversees the following programs and services: Non-Degree Student Enrollment, Teacher Certification, High School Parallel Enrollment, and Golden I.D. Tuition Waiver Program.

Admission

Admission is the official acceptance of a student as a degree candidate by the Office of Admissions. Registration is the enrollment in courses for a particular term. Persons who meet the criteria for non-degree enrollment (outlined below) may register for courses without formal admission to the university. Eligibility requirements for formal admission and deadlines are detailed in the **Admissions** section of this catalog.

Non-Degree Students

Students who wish to enroll as non-degree students (not formally admitted by the university) must complete an Enrollment Form and submit it to the Office of Admissions before registering. Non-degree students are permitted to register for classes after full-time degree candidates. Persons who have been denied admission to TU because of academic ineligibility are not permitted to attend as non-degree students. They may, however, transfer to Towson University after attending another college or university if they meet TU's transfer admission requirements (see **Guidelines for Transfer Admission** in this catalog). Persons who have graduated from high school *within the last two years* are not eligible to attend TU as a non-degree student during the fall or spring terms. They must apply for admission as a degree-seeking student.

Non-degree students are expected to maintain the following cumulative GPA based on calculable grades at Towson University as indicated below:

Units (includes Towson units only)	Minimum GPA
9-29.5	1.50
30-59.5	1.75
60 and above	2.00

Students who fail to meet the criteria for good academic standing outlined above will be sent letters of warning. After being warned, if students do not maintain good academic standing in *any subsequent term*, their enrollment will be permanently discontinued.

Non-degree students may apply for formal admission as degree candidates according to published deadlines, and admission will be based on a competitive GPA and space availability. Advising is available through the Office of Admissions.

The following policies apply to non-degree students who wish to earn a degree at TU:

1. No catalog will be assigned until the student is formally admitted as a degree candidate. *The student* must complete the requirements listed in his/her assigned catalog. Please note: It is to the student's benefit to be formally admitted as soon as he/she is eligible.

2. *The student* must complete the final 30 units of his/her degree in residence at TU.
3. *The student* must complete the final 15 units of his/her degree at TU as a *degree candidate*.
4. Transfer credits earned at another institution will not be evaluated until the student is formally admitted as a degree candidate. **Academic advising received prior to formal admission will not be considered binding by Towson University.**

International students who are on a visa of any type may not enroll as non-degree students without written permission from the International Student and Scholar Office. Non-native English speakers will be tested in English and placed in remedial English courses if needed.

Teacher Certification

Students who already hold a baccalaureate degree and wish to take courses (including teaching internships) to become certified to teach in the state of Maryland should contact the Department of Secondary Education. Students must complete a Teacher Certification Enrollment Form in order to register. The form is available online and should be submitted to the Office of Admissions. Certification students will be advised by the appropriate department in the College of Education.

Students taking courses for re-certification do not need to file an application with the Center for Professional Practice. They only need to file the Non-Degree Enrollment Form with the Office of Admissions. (See section above on Non-Degree Students.)

Immunization

All non-degree students will be required to submit immunization records. For more information, contact the Dowell Health Center at 410-704-2466.

High School Parallel Enrollment

The High School Parallel Enrollment Program is designed for high school students who want to take courses at Towson University for college credit. **Students must be at a junior standing or higher and have a B average and an SAT score of at least 500 on each section of the SAT (or 50 on the PSAT).** Home-schooled students must send the most recent evaluation from the supervising organization, as well as any - standardized test results. Please note the admission to the Parallel Enrollment program does not guarantee admission to TU as a degree seeking student.

The program allows students to:

- Experience college first-hand
- Take courses not offered at the high school level
- Earn college credit

High School Parallel Enrollment students enroll in regular courses at TU during the summer sessions or the fall and spring terms and attend class right along with other college students. They may take any TU course, provided the prerequisites have been met.

To apply, download the printable application form. Send the completed form and \$25 application fee to:

Office of Admissions
Towson University
8000 York Road
Towson, MD 21252-0001

Also enclose a copy of SAT scores and high school transcript. The application and supporting documentation can also be faxed to 410-704-3030.

Golden I.D. Tuition Waiver Program

Retired Maryland residents, 60 years of age or older, are eligible for the Golden I.D. Tuition Waiver Program. Golden I.D. students may enroll for up to 11 units in the fall and spring terms (and 8 units in the summer session) and pay a discounted fee rate. Participants may take courses for audit or on a space-available basis (special format courses, Towson Learning Network (TLN) programs, Applied Information Technology (AIT), and some satellite campus programs are excluded). To apply for the Golden I.D. program and find out the current fee rates, contact the Office of Admissions, 410-704-2113.