

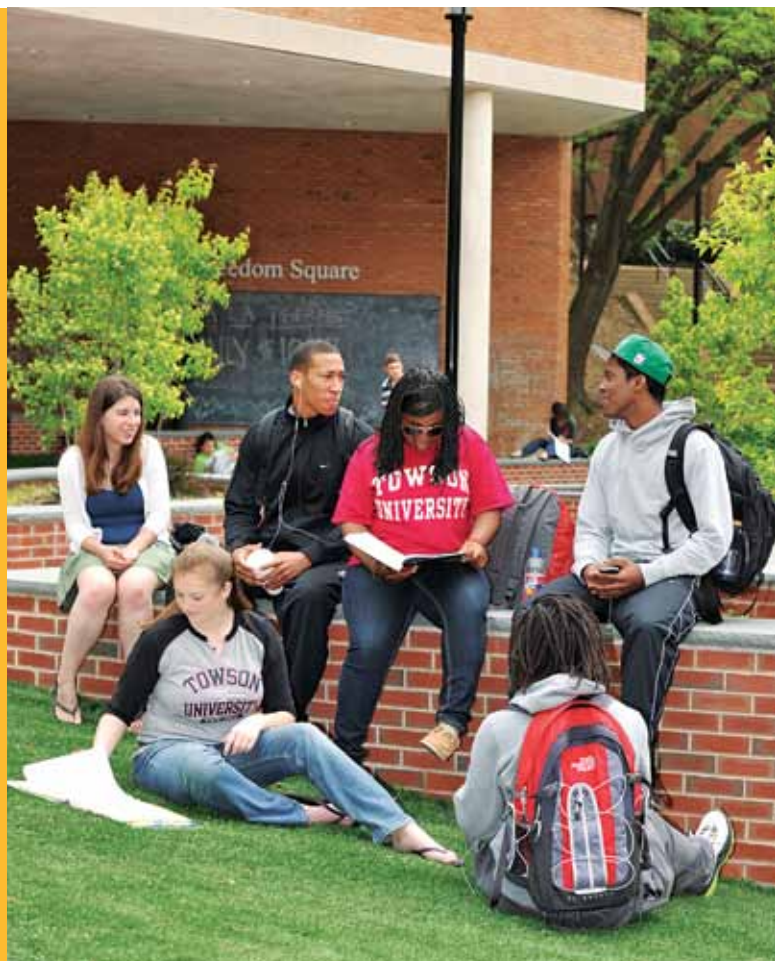
We're glad you've decided to apply to Towson University's Second Bachelor's Degree Program!

You'll have many opportunities to explore academic and personal growth at Towson while enjoying small classes and a connected campus community. People are friendly here—it's easy to get to know your professors and classmates, and get involved with campus life. We think you'll find Towson University is the right place for you.

An application, application instructions, and admissions policies and guidelines are all found in this booklet. But remember, if you can't find the answers here, you can call us at 410-704-2113 or visit us at www.towson.edu/liveit.

About Towson University

Founded in 1866, Towson University is today recognized as one of the finest regional public universities in the north, offering more than 100 undergraduate and graduate degree programs in the liberal arts and sciences, and applied professional fields. With more than 21,000 students, we're Maryland's second-largest public university and the largest in the Baltimore area. As a metropolitan university, Towson combines research-based learning with practical application. Our many interdisciplinary partnerships with public and private organizations throughout Maryland provide students with opportunities for service learning, civic engagement, internships and jobs.



Estimated Expenses: 2011–2012 Academic Year

Subject to change by the Board of Regents.

Full-time Undergraduate Students

Annual in-state tuition, technology fee and mandatory university fees (full-time)	\$7,906
Annual out-of-state tuition, technology fee and mandatory university fees (full-time)	\$19,418
Annual room and board (based on multiple occupancy and 14-meal-per-week meal plan).....	\$9,942

Total Residence Package *

In-state	\$17,848
Out-of-state	\$29,360

* Tuition, technology fee, mandatory university fees, room and board totals. A \$40 overload surcharge fee will be assessed per unit for all units over 15 per term. Students should consider the cost of books, personal expenditures and transportation when planning a budget for college expenses.

Term Expenses: 2011–2012 Academic Year

Subject to change by the Board of Regents.

Part-time Undergraduate Students

Tuition per unit (part-time includes technology, SGA and university fees)	
In-state undergraduate.....	\$339
Out-of-state undergraduate.....	\$809

Miscellaneous Fees or One-Time Charges

Application fee (nonrefundable/nondeferrable)	\$45
Enrollment fee (nonrefundable/nondeferrable)	\$300
Parking fee	
(per year).....	\$303
(per term)	\$174
Private music lesson fee—major instrument	\$100
Private music lesson fee—non-major instrument	\$260
(music lesson fees are in addition to charge per unit)	
Student teaching/clinical practicum	
(designated as PRC, STT, CIN; determined by number of	
days student is actually teaching)	\$240-\$700
Housing deposit: full-time students only	
(nonrefundable but deductible from spring term	
room and board).....	\$350

Academic Fees and Other Special Fees

The fees listed below are associated with specific courses, majors and special programs. Scholarships do not cover course-based fees or the Student Classification Fee. Contact the Financial Aid Office for more information.

Student Classification Fee (one-time fee assessed to all degree candidates who have attained junior standing)	\$200
Study Abroad Fee (fall and spring terms)	\$300

Note: Towson University reserves the right to makes changes in tuition, fees and other charges at any time such changes are deemed necessary by the university and the University System of Maryland Board of Regents.

Admission Policies for Transfer Students

Criteria for Admission

To be considered for Second Bachelor's admissions, a student must hold a baccalaureate degree from a regionally accredited institution and must have a 2.00 cumulative GPA from all previously attended institutions. A maximum of 90 transferable credits of undergraduate course work will be applied toward the second bachelor's degree. In addition, students must complete a minimum of 30 units in residence at TU and meet all the requirements of the "new" major. At least one-half of the "new" major units must be completed at Towson since the completion of the first degree. Each student must complete an advanced writing course, unless there was a course taken previously that will satisfy the advanced writing requirement. All other General Education requirements are considered to have been met through the first degree.

How to Apply for the Second Bachelor's Program

All applicants should complete, sign and return pages 1–5 of the TU Application for Second Bachelor's along with the \$45 application fee (check or money order made payable to Towson University only) to the Office of Admissions, Towson University, P.O. Box 17614, Baltimore, MD 21297-1614. The application fee is nonrefundable and nondeferrable to subsequent applications. Fee waiver forms are available upon request for students who demonstrate financial need.

For Second Bachelor's Students

Deadline for spring 2012: November 15

Deadline for fall 2012: February 15

Applicant Responsibility

Applicants must contact the registrar at each transfer institution they attended (even if credits were not earned) and request that their official records be sent directly to the Office of Admissions. Your application will not be complete until we receive these records. We do not accept fax transmissions. Individual transcripts from all institutions are required to complete the application even if the most recent college transcript lists all course work that has been taken. Transcripts of course work in progress should also be requested in advance to ensure prompt receipt at the conclusion of the term, and must be received before your course scheduling date.

It is the applicant's responsibility to make certain that all required documents are forwarded to the Office of Admissions. Incomplete applications or those improperly filed are subject to cancellation. Admission to Towson University is granted to applicants whose academic and personal qualifications give promise of academic success. The university reserves the right to close admissions when no space remains available. The average processing time for an application is six weeks.

Transcripts from Schools Outside the United States

The Office of Admissions requires that applicants who have attended institutions outside the United States submit an evaluation of their transcripts from the World Education Service (www.wes.org).



APPLICATION FOR SECOND BACHELOR'S

Complete, sign and return this application with a check or money order for \$45 (payable to Towson University) to University Admissions, Towson University, P.O. Box 17614, Baltimore, MD 21297-1614.

Your information will be kept confidential and will not be shared with any parties outside of the university, other than for the purpose of communicating on behalf of the university.

Please type or print clearly in ink.

Section 1. Applying to TU (for the first time as a degree-seeking student)

Indicate the term you plan to enter Towson University.

Spring (January) 2012 (Deadline: November 15) Fall (September) 2012 (Deadline: February 15—date extension as space permits)

Have you submitted an application for a previous term? Yes No

For which term did you previously apply? Spring Fall Year: _____ Were you admitted? Yes No

Did you attend classes? Yes No

Section 2a. Personal Data

Social Security number: _____ - _____ - _____ (Required if applying for financial aid)

Complete legal name: _____

Last/Family Name

First/Given Name

Middle Name

Previous surname(s): _____

(Optional—used for matching documents sent under previous name(s); not used to determine eligibility for admission.)

Date of birth: ____ / ____ / ____ (Required if applying for financial aid) Gender: Male Female

Your address: _____

Number and Street/Box No.

Apt. No.

County

City State ZIP/Postal Code Country Home Phone Cell Phone

Email: _____

Name of Parent(s) Guardian Spouse: _____

Their/his/her address: _____

Number and Street/Box No.

Apt. No.

County

City State ZIP/Postal Code Country Home Phone Cell Phone

Their/his/her email: _____

Section 2b. Ethnic Origin (optional)

Colleges and universities are asked by many groups and agencies, including federal, state and local governments, to describe the racial/ethnic backgrounds of their students. In order to help us respond to these surveys and to report this information, please answer both questions.

1. **Are you of Hispanic or Latino origin?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) Yes No

2. **What is your race?** Select one or more of the following categories, as appropriate: (The definitions above and below are provided by the National Center for Education Statistics.)

White (A person having origins in any of the original peoples of Europe, the Middle East or North Africa)

Black or African American (A person having origins in any of the black racial groups of Africa)

Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam)

American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains cultural identification through tribal affiliation or community attachment)

Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands)

Section 3. Citizenship

Are you a U.S. citizen? Yes No If you are not a U.S. citizen, please complete this section. If you hold a visa or permanent resident card, are a refugee, or have been granted asylum, provide photocopies of the documents you have been issued. Photocopy the front and back of the permanent resident card.

Country of citizenship: _____ Country of birth: _____

Non-Immigrant status in the U.S.: _____ Date of status: __/__/__ Refugee status: _____ Date received: __/__/__

Permanent residency number: _____ Date of issue: __/__/__

Is English your native language? Yes No If no, what is your native language? _____

TOEFL test date: __/__/__ (Required of all applicants who are non-native English speakers and have resided in the United States for less than five years.)

Section 4. Military Service and/or BRAC Affiliation (answer all questions that apply to you)

Branch of Service: _____ Date entered: __/__/__ Date released: __/__/__

Were you active duty for at least a year? Yes No

Are you a disabled veteran? Yes No

Are you a dependent of a veteran, and eligible to receive VA benefits? Yes No

Will you be or have you been relocated to Maryland as a result of BRAC? Yes No

Do you need "Early Out" papers to be prepared in order to attend Towson University? Yes No

Section 5. Academic Plan

Indicate the major you wish to pursue: _____

This is considered a formal declaration. Students interested in pursuing a screened major should consult the current *Undergraduate Catalog* for department admission procedures and screening/audition requirements. Information about the academic majors can be found online at www.towson.edu.

Section 6. Attendance Plans

Will attend TU full time (12 or more units per term) Will attend TU part time (11 or fewer units per term)

Section 7. College or University Attendance

IMPORTANT: Please begin with the most recently attended or current institution. List every school you have attended, whether you earned credit or not. Include concurrent enrollment experience if courses were taken while in high school. Also include any course work attempted, completed or in progress at Towson University.

NAME OF INSTITUTION (Please do not abbreviate)	LOCATION (City, State)	DATES OF ATTENDANCE (Month/Year)	CREDITS	ETS CODE
_____	_____	From ___/___ To ___/___	_____	_____
_____	_____	From ___/___ To ___/___	_____	_____
_____	_____	From ___/___ To ___/___	_____	_____

Estimate the total number of college-level credits you will have earned prior to your entrance into degree candidacy at Towson University.

Are you currently enrolled at a college or university? Yes No If yes, where? _____

Through which term and year will you continue to study there? Fall 2011 Minimester 2012 Spring 2012 Summer 2012

Are any of these credits from a college/university outside of the U.S.? Yes No If yes, please go to www.wes.org for details.

Have you earned a bachelor's degree? Yes No If no, do not submit this application. Call 410-704-2113 to obtain the proper form.

If you are in the process of completing your first bachelor's degree, Towson University's Office of Admissions reserves the right to restrict admission or enrollment until completion of your degree has been confirmed. It is preferred that the confirmation be posted to that university's official transcript, but Towson will also accept in some cases an official letter from the institution's Registrar Office.

Has disciplinary action been initiated or taken against you at any of the institutions you attended? Yes No

If "yes" please explain and include in your explanation the name of the institution taking disciplinary action, the date of the infraction, and the disciplinary action taken. _____

Section 8. Residency Information for Tuition Determination

Do you wish to be considered for in-state tuition status? Yes No (If yes, you must complete this section of the application.)

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTATION, AND GO TO ITEM 10.

- I am a part-time (50%) or full-time regular employee of the University System of Maryland or I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.**

Please indicate relationship: _____

Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

- I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.**

Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military:

- I am a veteran of the U.S. Armed Forces who received an honorable discharge within the past 12 months and received my high school education in Maryland.**

Please attach a copy of form DD-214 and documentation of enrollment in a Maryland high school for a minimum of three years and graduation from a Maryland high school or receipt of a GED diploma in Maryland.

- I have been or will be relocated to Maryland because of BRAC.**

Additional information will be requested.

- I am eligible for in-state status consideration under the Maryland National Guard Nonresident Tuition Exemption.**

I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation of my eligibility from my Company Commander for consideration.

If none of the above is checked, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

- I am financially independent.** I have earned taxable income and I have not been claimed as a dependent on another person's most recent income tax returns (Complete items 1–10 in Section 11).
- I am a ward of the state of Maryland.** If a ward of the state, please submit documentation and go to item 10.
- I am financially dependent** on another person who has claimed me as a dependent on his/her most recent income tax returns.

Name of person upon whom dependent and relationship to applicant: _____

a. How long have you been dependent upon this person? _____

b. Is the person a resident of Maryland? Yes No

c. Address of this person: _____

d. Is this person a citizen of the United States? Yes No

i. If no, type of visa: _____ ii. Expiration date of visa: _____

iii. Permanent Residency No.: _____ iv. Date of issuance: _____

e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland? Yes No If yes, list actual years Maryland income tax returns have been filed within the past 3 years.

i. Years filed: _____

ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____

f. Signature of this person: _____

Section 8. Residency Information (continued)

The Student Applicant is responsible for completing items 1–10.

1. Permanent address: _____

Length of time at permanent address _____ years _____ months

If less than 12 months, provide previous address: _____

Length of time at previous address _____ years _____ months

2. Is your primary reason for living in the state of Maryland to attend the University?

Yes No

3. Are all, or substantially all, of your possessions in Maryland?

Yes No

4. Do you possess a valid driver's license?

Yes No

a. If yes, initial date of issue _____ b. In what state? _____

c. Most recent date of issue _____ d. In what state? _____

e. Is this a renewal? Yes No

5. Do you own any motor vehicles?

Yes No

a. If yes, initial date of registration _____ b. In what state? _____

c. Most recent date of registration _____ d. In what state? _____

e. Is this a renewal? Yes No

6. Are you registered to vote?

Yes No

a. If yes, in what state? _____ b. Date of registration: _____

c. Were you previously registered to vote in another state? _____

7. Have you filed a Maryland state income tax return for the most recent year?

Yes No

If yes, list years you have filed Maryland income tax returns within the past 3 years.

a. Years filed: _____

b. If you did not file a tax return in Maryland within the last 12 months, state reason(s):

8. Is Maryland state income tax currently being withheld from your pay? If no, please explain.

Yes No

9. Do you receive any public assistance from a state or local agency other than one in Maryland?

Yes No

If yes, please explain. _____

I certify that the information provided is complete and correct. I understand that the university reserves the right to request additional information if necessary. In the event the university discovers that false or misleading information has been provided, the student applicant may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent terms.

10. _____
Signature of Applicant **Date**

Section 9. Character and Conduct

Answer all three questions. An affirmative response to any of these questions will not result in an automatic denial of admission or enrollment. All relevant circumstances will be considered. The University reserves the right to request further information from the applicant to verify the information disclosed. In addition, applicants who are admitted may be required, as a condition of participation in certain programs, to complete a Criminal History Consent Form and agree to a criminal background check. Providing false information to any of the questions set forth below will be grounds for rejecting an application or, if you are admitted, expulsion.

A. Have you been convicted of a criminal offense other than a minor traffic violation? Yes No. If "yes," please explain and include in your explanation the crime(s) for which you were convicted, the court where the conviction was entered and the case docket number.

B. Do you currently have criminal charges pending against you other than a minor traffic violation? Yes No. If "yes," please explain and include in your explanation the criminal charges that are pending, the court where the charges are pending and the case docket number.

C. Have you ever received a less than honorable discharge from the military service? Yes No. If "yes" please explain:

Section 10. Candidate's Agreement (Please read carefully and sign)

I certify that the information recorded on this application is correct. I understand that failure to give complete and accurate information on this application will result in the immediate cancellation of my application for admission or, if enrolled, dismissal from the university. I also certify that I will supply all transcripts from every high school, college and university I have attended, whether part-time or full-time. If admitted to Towson University, I hereby agree to abide by all regulations and requirements of the university now in effect, and those that may be adopted during my residence as a student. If conditions affecting my status change, I will notify the Office of Admissions, in writing, within fifteen (15) days of such change.

In making this application, I accept and agree to abide by the policies and regulations of Towson University concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Signature of applicant _____ Date _____
Signature of parent/guardian _____ Date _____

(Required if applicant is under 18 years of age)