

TRANSFER PETITION FORM INSTRUCTIONS AND POLICIES

Please read the following carefully:

1. Prior permission from the Academic Standards Committee is required before registering for a course at another institution.
2. You must be a current degree candidate in good academic standing.
3. Course work in which a grade is earned at TU cannot be repeated at another institution.
4. Grades and grade point averages earned at other institutions are **not transferable**. Only units for courses completed at another institution are transferable to the university.
5. Courses in which a grade of "D" has been earned at accredited institutions are transferable, but cannot be applied toward a major or minor program.
6. Courses will transfer to TU at the same level (upper/lower) as they were completed at the transferring institution.
7. Courses transferred from two-year institutions will not satisfy the Advanced Writing requirement or upper-level credit.
8. With prior permission, students may take courses for transfer to Towson University until they have attained 90 units. However, no more than 64 units may be transferred from an accredited two-year institution.
9. Students who have 90 units or more, including current course work, must petition the Academic Standards Committee before registering for courses at another institution by writing a separate letter explaining the reason the appeal is required. Student's final 30 units toward their degree must be completed at TU.
 - a. Exceptions are granted only in cases of extraordinary circumstances.
 - b. If this course is for your major/minor program, a note from the department chairperson supporting the request and accepting the course and units toward the major must be included.
10. Check the ARTSYS website at <http://artweb.usmd.edu> to see if a course taken at a Maryland Community College equates to a Towson University course.
11. Courses taken out-of-state or at a four-year Maryland institution must be evaluated by the department chair. Provide a course description along with this form to the department for evaluation.
12. Signatures:
 - a. Student's signature is required as confirmation that the policy has been read.
 - b. Courses taken at Maryland Community Colleges do not require the signature of the department chair.
 - c. Department chair signature is required for all courses taken out-of-state or at a four-year Maryland institution.
13. Return the completed form to the Office of the Registrar, Enrollment Services Center, Room 236 for final approval.
14. **Once the course has been completed, you will need to request an official sealed transcript from the transferring school. The transcript is to be sent to the Towson University, Records Office, 8000 York Road, Towson, MD 21252.**

PETITIONS WILL BE RETURNED IF NOT COMPLETED CORRECTLY

Do not use this form to request a re-evaluation of course work already transferred to the University. Contact Transfer Evaluation Services in the Admissions Office at 410-704-3229 with questions concerning re-evaluation, if coursework was taken prior to being admitted to TU. Transfer Evaluation Services are located at 7800 York Road, room 217.

Do not use this form if you have had a break in attendance. Students not in attendance for a Fall or Spring semester **must** be readmitted to the University. Any course work taken at another institution during that time will be evaluated as part of the readmission process. Contact the Office of the Registrar/Readmission at 410-704-2007, Enrollment Services Center, room 218.



TRANSFER PETITION FORM UNDERGRADUATES

TOWSON UNIVERSITY

Office of the Registrar/Academic Standards Committee
8000 York Road
Towson, Maryland 21252-0001
Phone: 410-704-4351 Fax: 410-704-6393

Academic Standards Completes:
Graduating Senior ___ yes ___ no

OFFICE USE ONLY: (Administrator completes for graduating seniors only.)

ASC Notified Graduation Office yes

Records Office notified Graduation Office after posting yes

SECTION 1: (STUDENT COMPLETES)

Students must read the back for policies and instructions. One course per form

Student ID: _____ or Social Security #: _____

Full Name: _____
Last First M. I.

Address: _____
Street Address City State Zip code

Phone: () _____ TU E-Mail Address: _____

Major/Minor: _____ Concentration: _____

Current TU Student: YES NO Student Athlete (NCAA Compliance Requirement): YES NO

Name of school where you want to take the course: _____

Semester & Year taking course: _____ / _____ Number of units: _____

Title/Number of transfer course: _____

Title/Number of equivalent course at TU: _____

Apply toward: Major/Minor GenEd's Core Electives

I have read and understand the policy on the reverse side for transferring course work to TU. I am aware that only courses and units, **not grades**, transfer. I also realize that I am responsible for verifying the course's applicability toward my degree. If this petition is approved, I will have the transferring school send an official transcript to the TU Records office after the semester/term.

Student's Signature (required): _____ Date: _____

SECTION 2: (CHAIRPERSON/EVALUATOR COMPLETES)

Please check all that apply:

YES NO Transfer course *is equivalent* to the TU course indicated above. If no, list equivalent TU course: _____

YES NO Transfer course *is acceptable* as an elective credit

YES NO Transfer course *is not acceptable* as college level work

Chairperson/Evaluator Signature: _____ Date: _____

NOTE: This evaluation is **not an approval** of the petition. This form must be returned to the Office of the Registrar, Enrollment Services Center, Room 236 after course is evaluated by department chairperson/evaluator.

SECTION 3: (ACADEMIC STANDARDS COMMITTEE ADMINISTRATOR COMPLETES)

Academic Standards Committee has approved your petition

Academic Standards Committee has **denied** your petition for the reason(s) checked:

You have attained the maximum 64 units accepted from a two-year institution

You have attained at least 90 units toward your degree

You are not in good academic standing

You are not a currently enrolled degree candidate at TU

Additional comments: _____

Committee Authorization: _____ Date: _____