

Instructions/Policies for Completing Transfer Petition Form

Please read the following carefully:

1. You must be a current degree candidate in good academic standing.
2. Prior permission from the Academic Standards Committee is required before registering for a course at another institution.
3. Conditional approval may be granted if you have been placed on academic warning. This may be rescinded if you are academically suspended at the end of the term during which conditional approval was given.
4. All information must be completed before submitting the form to the Academic Standards Committee.
5. Signatures
 - a. Signature of the department chair is required for all courses taken out-of-state or at a four-year Maryland institution.
 - b. Courses taken at Maryland Community Colleges do not require the signature of the department chair.
 - c. Student's signature is required as confirmation that the policy has been read.
6. Return the completed form to the Office of the Registrar, Academic Standards Committee, Enrollment Services Center, Room 288.
7. Check the ARTSYS website at <http://artweb.usmd.edu> to see if a course taken at a Maryland Community College (only) equates to a Towson University course.
8. 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.
9. Courses will transfer to TU at the same level (upper/lower) as they were completed at the transferring institution.
10. Courses transferred from two-year institutions will not satisfy the Advanced Writing requirement or upper-level credit.
11. 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.
12. Course work in which a grade is earned at TU cannot be repeated at another institution.
13. 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.
14. A student's final 30 units toward their degree must be completed at TU.
 - a. Exceptions are granted only in cases of extraordinary circumstances.
 - b. Students must petition the Academic Standards Committee before registering for courses at another institution.
 - c. A separate letter explaining the reason for the appeal is required.
 - d. 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.
15. Do not use this form to request a re-evaluation of course work already transferred to the university.
 - a. Contact Transfer Evaluation Services in the Admissions Office at 410-704-3229, Enrollment Services Center, 218, with questions concerning re-evaluation, if coursework was taken prior to being admitted to TU.
 - b. If you are considering readmission to TU, contact the Office of the Registrar/Readmission at 410-704-2007, Enrollment Services Center, 235.
16. Students not in attendance for a Fall or Spring semester ***must*** be readmitted to the university. Any course work taken during that time will be evaluated as part of the readmission process.
17. 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



TRANSFER PETITION FORM

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

One course per form – student must be a current degree candidate in good standing

TU Student ID: _____

SECTION 1: (Student completes) (Signature is required at the bottom of Section 1)

Full Name:

_____ *Last* _____ *First* _____ *M. I.*

Address:

_____ *Street Address* _____ *City* _____ *State* _____ *Zip code*

Phone: () _____

TU E-Mail Address: _____

Social Security #: _____ **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 credits:** _____

Title/Number of transfer course: _____

Title/Number of equivalent course at TU: _____

Apply toward: Major/Minor GenEd's 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: _____ **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, Academic Standards Committee, Enrollment Services Center, Room 288 after course is evaluated by department chairperson/evaluator.

SECTION 3: (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:** _____

STUDENTS MUST READ THE BACK FOR INSTRUCTIONS