MEMORANDUM

TO: TU students outgoing on National Student Exchange Program

FROM: Kerica Henlon, NSE Coordinator

SUBJECT: Petition forms for coursework taken through the NSE

The enclosed petition forms must be used for each course that will be taken at another college through the National Student Exchange Program. You will need one form for each course that you are taking. You may want to do these as you are working up your schedule for each semester. In any case, we must have these before you leave for the other college. If you have any questions about what you need to take, check with your advisor. If you make a change to your schedule after you are at the other college, you still need to complete a petition form for that class. It can be mailed directly to the chair or you can do it later, but keep in mind that the course may not be approved as a direct equivalent and may come in as an elective.

You should complete the upper part of the petition form and take this along with a course description from the other university's catalog to the equivalent department here at Towson (for example, a biology course would be submitted to the Biology Dept.). The chairperson of the department will need to do the evaluation. The completed petitions need to be returned directly to Sally Rominski (srominski@towson.edu; Enrollment Services. Rm 221). If you need to leave the form at the department, just ask them to send it through campus mail to Sally (the cover letter on the form also asks the department to do this). If you are leaving forms with the departments, it would be a good idea to check with Sally (stop by her office or give her a call at 410-704-2007) to make sure that she received your petitions. Sally will send you a copy of any petition she receives.

If you are going on exchange for more than one semester, you will need to do this again for your next semester. If you have an idea of what you will take for the next semester, the petition forms can be completed now. It doesn't hurt to have extra approved petitions in your file. If the courses aren't taken then we just won't need to use them. Otherwise, you can send the petition forms to the department chairs when you get the course schedule for your next semester or you can try to get them approved if you return for the break between semesters.

If you have any questions or concerns, please contact me at 410-704-3405, khenlon@towson.edu or give Sally a call at 410-704-2007.