Deadline for fall and priority for spring exchanges is the last weekday in November.

Deadline for spring exchanges is the last weekday in September

Submit the following:

- APPLICATION
- FEE ($250.00 Payable to Towson University) due with application
- RECOMMENDATION
- GOALS STATEMENT

Kerica Henlon, Lecture Hall room 5 (410) 704-3405,
Tracy Miller, Lecture Hall room 3 (410) 704-3583 or
Sally Rominski, Enrollment Services room 221(410) 704-2007

www.towson.edu/nse
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ABOUT THE NATIONAL STUDENT EXCHANGE

A network of over 170 colleges and universities (mostly public), the National Student Exchange (NSE) allows students to supplement their curriculum or, simply, their life’s experience. Through experiencing different cultural settings, living in different geographical settings, checking out a graduate school, and meeting new people, students broaden their horizons and expand their curricular options.

The National Consortium office publishes a directory of Exchange Opportunities that lists all schools both by state and by program offerings. This book is available in the Undergraduate Academic Advising Center (Lecture Hall) or in the Enrollment Services area (room 218).

NSE exchanges provide unique opportunities for Towson students:

1. Schools are in 48 states, Puerto Rico, Guam, and the U.S. Virgin Islands as well as some Canadian provinces.

2. Spanish majors or minors can enhance their skills by studying at one of the Puerto Rican NSE schools, and French majors can try schools in French-speaking areas of Canada.

3. Tuition and fees are paid to Towson, and any scholarship money toward tuition and fees will apply. Only housing and board (which are usually the same or less than Towson’s), NSE activities fee, and transportation costs are additional. Room and board as well as activity fees will be paid to the host school.

4. It’s easy. You submit only one application to the NSE coordinators at Towson, and we assist you with all the preparations for the exchange (except travel arrangements).

5. You can go in your last 30 credits since credits AND grades come back to us. You are considered a Towson student, even while you are attending school in another state!

6. You can spend either a semester or a year on exchange, or you can spend one semester at one school and another semester at a different school.

ELIGIBILITY

Eligibility is based on the following guidelines, which apply at the time you submit your application, the semester preceding your exchange, and while you are on exchange. If at any time during the exchange process you are not in accordance with these requirements, Towson or your host Exchange School can place conditions on or terminate your exchange.

National Guidelines

1. You must be a full-time undergraduate degree candidate.
2. You must be in good standing at Towson.
3. You must have a minimum 2.5 cumulative average at Towson. If you are a first-semester freshman or transfer student at Towson, you may apply, but placement is subject to your first-semester average.

4. You must not be on any probationary status due to personal behavior. If your behavior places you on probation after you have been placed at an Exchange School, you will forfeit any fees paid to date, and your exchange will be cancelled.

5. You must not have any outstanding debt to Towson.

**Towson Guidelines**

Towson requires only that you be willing to abide by the policies and procedures of your host school, **that you send us your address and e-mail address at your exchange campus**, and that you make sure that we receive your transcripts promptly after each semester.

**EXCHANGE CREDITS AND GRADES**

All credits transfer to Towson as Towson credits. At the completion of each semester on exchange, when you have sent your host school official transcript to Towson, your exchange semester is recorded on your Towson transcript. The semester is recorded as it appears on the host school’s transcript; F’s, for example, will be recorded. If, however, you want the courses to satisfy major or GenEd requirements, you must be sure to arrange that before you go. It’s a matter of getting prior approval from the academic department that is responsible here. In any case, you must get each course approved before you take it.

**Grades received on exchange are factored into your Towson University cumulative average.**

**PLANNING YOUR EXCHANGE**

**Information on Schools**

The current NSE Directory is the first place to look. It presents the schools, their locations, descriptions and restrictions. In addition, the NSE websites are very helpful ([www.towson.edu/nse](http://www.towson.edu/nse) for Towson information or [www.nse.org](http://www.nse.org) for the national program’s site). Both have links to the catalogs of member schools. Review them carefully.

Most schools have online catalogs. These can give you information about courses and programs. In addition, the NSE staff (Kerica Henlon, Tracy Miller, Sally Rominski) can give you their knowledge of different schools or geographic areas.

**Do not** choose exchange schools based on assumptions you may have about a school or part of the country. Some research on your part is important. Begin your research early, using NSE staff, faculty, friends and family, an atlas, encyclopedias, and other reference books. The
schools have Web sites, and they, too, can give a good idea of the school.

Hints

It is important for you to develop an interest in more than one school. While about 80% of Towson students probably will get their first-choice school, others will be placed at alternates. Hawaii, for example, is a very popular choice, and the Hawaiian schools have limited openings, so you are better off choosing some place for which your chances are stronger. We do not choose which students a school accepts; we can only help you choose wisely and negotiate for you on the scene.

Important: Pay careful attention to the information printed in the NSE Directory regarding which plans a school accepts, cost of room and board, housing availability and housing contract obligations, whether the school runs on the semester or quarter systems, and closed or restricted academic programs.

Specific limitations are outlined in the campus description. Read these descriptions carefully to find out if the school accepts Plan B (our only payment option--it means you pay tuition to Towson rather than to the host school), has majors that are closed to exchange students, has on campus housing, requires you to live on campus, requires meal plan purchase, has any limitations, etc. You are responsible for knowing this information about each school you choose.

Exchange Duration

You must follow any duration restrictions that are listed in the school descriptions in the NSE brochure. There are a few schools that require a full-year exchange.

Semester Schools: You can exchange for Fall and/or Spring semester, but some schools will not accept Mid-Year placements.

Quarter Schools: Credits received at a quarter school are converted to semester credits as follows: number of quarter credits x 0.67. It is advisable to select a full-year exchange for quarter-system schools. If you want less than a full year, you should apply for Winter and Spring (January to June).

Possible limitations

Some schools have unofficial limitations beyond those listed in the NSE Directory. These limitations have nothing to do with student eligibility; for example:

1. Some schools have a limited number of students they may accept; therefore, they may not accept a Towson student because they are sending out only a few students, none of whom is interested in Towson.

2. Some schools have proven to be extremely competitive. These schools may be listed only as first-choice schools. Your NSE Coordinator will discuss those schools with you.
3. Any post-conference placement is on a space-available basis.

**COST OF NSE EXCHANGE**

Because Towson is a Plan B only participant, students will pay tuition and fees to Towson. Housing and meal costs, however, will be paid to the host school.

Towson must pay a fee for each exchange negotiated--even if the student subsequently declines that exchange. For this reason, students must pay a $250.00 NSE fee, made payable to Towson University. That money funds the University’s participation in the national organization.

**FINANCING YOUR EXCHANGE**

If you receive financial aid, you will be funded through the Towson University Financial Aid office. Your tuition and fee charge will remain that of Towson’s, but the housing will be that of your host school. Transportation, too, will vary. The NSE Coordinators have a breakdown for each school of the costs their Financial Aid offices use in awarding aid. We will make that available to you and to Towson’s Financial Aid office as you negotiate your aid for the period of exchange.

Watch carefully for your award letter. If you have been granted Federal Work Study, understand that you must decline it. It is not transferable to other institutions. Ask about an increase in loan amounts when you decline your work study.

When your financial aid arrives at TU, it will apply first to TU tuition and fees. Then, if there is an excess, a check will be sent to you at the address you indicate. You can apply the excess to the cost of your room, meal plan and living expenses.

**Important:** Some exchange schools will not wait for you to receive an excess check from TU to pay for Room and Board Fees. You must find out whether or not your host school will wait for financial aid to be processed (sometimes this can be very late, as you know).

While it is true that exchanges do not generally cost more, you must make sure to bring enough money with you to get you through at least the first month (food, books, rent, and entertainment).

Also, your exchange school may charge a fee for activities and services.

Furthermore, you may need to pay in full or in part (deposit) for housing and/or meal plans in advance. Be prepared.

**IMPORTANT INFORMATION**

*Remember, you MUST be a full-time student (12 credits) while on exchange. TU is notified by the host school if you are not a full-time student; there are serious financial aid, housing, and academic repercussions.*

**APPLICATION PROCEDURES**

Follow the guidelines and hints in the Application Checklist on p. 8.

**Deadlines:** The Priority Deadline and Final Deadline are both listed on the front of this booklet.
It is to your advantage to hand in your completed application by the Priority Deadline. If we receive more than one application for a given school, we must rank them; the earliest applicant will have an advantage.

Interviews are required. These talks will give us a chance to know you better, so that we can negotiate for you. In addition, we may have suggestions that will make your application more viable or suggestions that may interest you in some possibilities you hadn’t thought about.

Refunds cannot be given. We need to pay the national organization for anyone we try to place, whether we are successful or not.

**PLACEMENT PROCEDURES**

Placement occurs most often at the Annual NSE Placement Conference in mid-March. Here is an overview of the process:

**Ranking:** If more than one student selects a school, the applicants are ranked according to several factors: grade-point average, date of receipt of application, subjective information based on interview. Please understand, though, that our rank order is not binding on the host schools.

**NSE Conference Placement Procedure:**

1. First round is limited to first choices only. First, we try to place students in their first-choice schools. This is done strictly by the numbers, and no verbal negotiation is done. A school may be limited in the number of students it can take so will take students from schools their students want to attend before taking other students. Their second priority may well be schools that have hosted their students in the past. **THERE IS NOTHING PERSONAL IN THIS.** If placement at your first choice school is unsuccessful, then, on the second round, we will go on to your second choice.

2. Second round is when negotiating happens. We will try to get you your second choice school and, failing that, will go down the list of your choices until we find a match.

**Placement Notification:**

The NSE Coordinators will notify you of your placement, if possible, during the Placement Conference. You must accept or decline your placement as soon after the conference as possible. This triggers your getting information about housing, registration, etc. You will be sent registration and housing information directly from the host school. If you have not received any information from your host school within a month after the confirmation deadline, contact the host exchange coordinator directly. All questions concerning information about your host school should be addressed to the coordinator. You can obtain the name and address of that person through the TU NSE coordinators.

Meanwhile, you will need to complete petitions to transfer credits to Towson for all courses you plan to take at your host school. In fact, you should get permission for any course you think you might want to take; this will make it easier on you if you cannot get all the classes
you want and need to take substitutes.

**AFTER PLACEMENT**

**Outgoing Orientation:** Attendance is mandatory at the meeting held prior to your departure from Towson U. We will deal with the specifics of procedures for maintaining TU status and sending transcripts, while giving you some words of wisdom from returning students.

Post-Conference Placement: Only after everyone who applied during the regular application period has been placed will the NSE Coordinators decide whether or not they will participate in post-conference placement.

Post-Conference placement occurs when some schools have remaining spaces for students. Please check with the office for details but be aware that options are limited in choice of school, semesters, housing, etc.

**AFTER YOUR EXCHANGE**

Reinstatement at Towson University is automatic if you complete your exchange as originally accepted. Circumstances that could interfere with your automatic reinstatement or the applicability of credits toward your TU program include a) failure on your part to have faculty complete transfer-credit petition; b) you do not attend your exchange school and do not notify our office IN WRITING of your intention to cancel; you withdraw during the semester you are on exchange regardless of the reason or the amount of time you have spent at your exchange school.

Essentially, we ask that you keep in contact with us while you are away. We can help minimize any problems you may have.

**LIABILITY AND AGREEMENTS**

Towson University is not liable for accidents or injuries sustained in transit to host schools or during the exchange program. Make sure you have adequate major medical insurance coverage.

Towson University is not liable for any dissatisfaction with an exchange placement or experience.

**Exchange Agreements:** You are required to sign one agreement. The Student Agreement is signed when you accept placement. Students who are not independent must consult with parent/guardian throughout this process.
APPLICATION CHECKLIST
This checklist is for your records. Listed below are all phases of the application process. Make sure you include all parts of the application as well as the actual application forms at the back of this booklet and submit them by the deadline.

* Obtain NSE booklet and application materials
* Discuss choices with advisor; get his or her course recommendations
* Discuss with family
* Talk with NSE staff about choices
* Complete application
* Submit application with $250.00 fee
* Check with NSE office to make sure recommendation has been received
* Get transfer petitions signed after you know which school you will be attending
* Send host school required materials
* Make travel arrangements
* Prepare for the experience of a lifetime!