Transfer Credit

According to University policy, students may transfer up to 18 credit hours into the HRD degree program. These are graduate level courses taken at another accredited college or university. Other conditions also apply, such as a minimum grade of B and relevance of the course to the student’s course of study.

It is the student’s responsibility to apply for transfer. Simply taking a course at a different institution does not guarantee that the course will be recognized as a transfer credit on the student’s transcript. In order to do this, the student must complete the Transfer Credit request form; that form can be downloaded at:

http://www.towson.edu/registrar/Forms/

This form can be used in two ways:

1. To request acceptance of a course(s) previously taken prior to entry into the degree program
   - All newly admitted students in their first term will be receiving an email from the Registrar’s Office telling them that if they have already completed transfer work they would like to have posted to their record that they need to begin the process right away and not to wait another term.

And/or

2. To seek pre-approval of courses to be taken elsewhere while a student in the degree program.
   - Courses not yet taken must be approved in writing by the student’s advisor or the Director of the HRD program prior to the student’s enrolling in the course.

Briefly, the new procedure works as follows:

1. The Student completes Section 1 of Graduate Transfer Petition form and submits it to the Office of the Registrar/Academic Standards along with the course description (required) and rationale for including the course in their program of study (optional, but highly suggested). If course was already taken, student should also submit official transcripts to Records if they have not already done so.

2. Academic Standards reviews course for preliminary standards of accreditation, time limit, level, etc. Form, course description, and rationale are sent to program director for review.

3. The program director reviews the course and specifies if the course is acceptable, how it will transfer in, and the exact requirement that this course will satisfy per the program of
study. (e.g. Elective, Required Course, etc). Materials are sent back to Registrar’s Office for final posting.

4. Once a transcript is on file, the course will be posted to student’s record and student will be notified via a copy of the form. We will include on the form if the student took coursework prior to admission how their time limit is affected.