

## 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**.
5. Courses in which a grade of "D" has been earned 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 or upper-level requirements.
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 a 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, brief statement explaining the reason an exception should be made. 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 must be included.
10. Check the ARTSYS website at <http://artsys.usmd.edu> to see if a course taken at a Maryland Community College equates to a Towson University course. *Please note: If a course listing displays "Requires course directive for Core placement", the course may be transferred but is not applicable to Core for current TU students.*
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. Course work completed at institutions of higher education or international institutions that are not regionally accredited, may be considered for transfer credit on a case-by-case basis if there is an equivalent TU course.
13. 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.
14. Return the completed form to the Academic Standards Committee, Records and Registration, Enrollment Services Center, Room 214 for final approval. Faxes and electronic submission is also acceptable via the contact information at the top of the form.
15. ***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 and Registration 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 reenrolled to the University. Any course work taken at another institution during that time will be evaluated as part of the reenrollment process. Contact the Registrar's Office/Reenrollment at 410-704-2007, Enrollment Services Center, room 221.



TRANSFER PETITION FORM UNDERGRADUATES

OFFICE USE ONLY: GenEd: Core:

TOWSON UNIVERSITY Academic Standards Committee Registrar's Office, ES214 8000 York Road Towson, Maryland 21252-0001

Phone: 410-704-4351 Fax: 410-704-6393 Email: asc@towson.edu

SECTION 1: (STUDENT COMPLETES) Please consult the instructions & Policies prior to completing form. One course per form.

TU ID: NCAA Athlete: Full Name: Phone: TU E-Mail Address: Name of school where you want to take the course: Term & Year taking course: Number of units: Title/Number of transfer course: Title/Number of equivalent course at TU: Apply toward: Major/Minor Electives Core/GenEd Which Category:

I have read and understand the policy 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: Printed Name:

SECTION 2: (CHAIRPERSON/EVALUATOR COMPLETES)

Please check all that apply:

- Transfer course is equivalent to the following TU course: Transfer course can be accepted as elective credit. Course will post as (e.g. PSYC TLL): Transfer course cannot be accepted

Chairperson/Evaluator Signature: Date: Printed Name:

NOTE: This evaluation is not an approval of the petition. This form must be returned to the Academic Standards Committee, Registrar's Office, ES214 after course is evaluated by department chairperson/evaluator.

SECTION 3: (ASC ADMINISTRATOR COMPLETES)

- Academic Standards Committee has approved your petition If applicable: Course satisfies Core/GenEd - Category satisfied: 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 have already earned a grade in this course at Towson University Course cannot be applied to Core/GenEd You are not a currently enrolled degree candidate at TU

If you are planning on taking this course and returning to TU in a later term, use this form as an indicator of how the course currently equates in our system. Students wishing to return to TU after missing a spring or fall term must go through the Reenrollment process. At that time, any coursework completed while not at TU will be reviewed for possible transfer.

- Other (see additional comments)

Additional comments:

This form is accurate as of this date and based on your current academic record and enrollment. Should you decide not to take the course or have questions about making changes to your enrollment may impact this transfer petition, please contact us directly.

Committee Authorization: Date: