



## Graduate Student Policy Reminders

Registrar's Office

<http://www.towson.edu/registrar> • 410-704-2701

Welcome to Towson University! We are excited to help you begin your graduate career with us. Please take a moment to look over the following policy reminders below taken from the Graduate Catalog. The full version of the catalog can be found online at <http://catalog.towson.edu/graduate>.

**University Conditional Admission** – If you were admitted conditionally, please note that you must maintain a 3.0 GPA within your first 9 units. Your record will be reviewed by the Registrar's Office at the end of the fall, spring, and summer terms to see if you have satisfied the conditions of admission. Students who fail to meet this condition of their admission will be dismissed.

**Transfer of Credit** – Students who have completed graduate coursework prior to being admitted to their graduate program at Towson University should begin the transfer of credit request process as soon as possible to ensure that the courses are included in their plan of study. Please check the Registrar's website at <https://www.towson.edu/registrar/grades/transfer.html> to find the Graduate Transfer of Credit form along with instructions for submitting the request.

If you wish to take a course somewhere other than Towson during your graduate career, you must also submit the Graduate Transfer of Credit request form BEFORE taking the course so it can be pre-authorized by your program director.

**Enrollment** – Students are expected to enroll on a regular basis. Not enrolling in a consecutive spring and fall semester will require that you complete a graduate reenrollment form via the Registrar's Office. Missing more than two academic years of enrollment will result in automatic discontinuation from the program. Reenrollment information can be found here: <http://www.towson.edu/registrar/reenrollment.html>.

**Registration** – If you have any issues with registration or enrollment, please contact our office at 410-704-2701 or email us at [RecordsAndRegistration@towson.edu](mailto:RecordsAndRegistration@towson.edu).

**Change of Schedule & Withdrawals** – Students can drop courses from their enrollment without penalty during the Change of Schedule period at the beginning of each term. After the Change of Schedule period ends, students can withdraw from courses through the withdrawal deadline. (Refer to the Academic Calendar for specific dates.) After the withdrawal deadline students must appeal to the Registrar's Office for an exception.

**Change of Program** – If you decide to change your graduate program, please contact University Admissions at 410-704-2113 to verify the required application materials required by the new program. Admission to one graduate program does not guarantee admission to another graduate program. *(Students wishing to change their track or concentration should contact their program director.)*

**Load Status** – In order to be considered full, half, or part time, you must meet the enrollment requirements listed below for your specific degree:

### Master's and Certificate Credit Load – Full Time vs. Part Time Status

Full Time Status = 9 units or more  
Half Time Status = 6 to 8 units  
Part Time Status = 1 to 5 units

### Doctoral Credit Load – Full Time vs. Part Time Status

Full Time Status = 6 units or more  
Half Time Status= 3 to 5.5 units  
Part Time Status= .5 to 2.5 units

Half time status is required to be eligible to receive financial aid in addition to submitting the FAFSA to the Financial Aid Office.

**Academic Warning & Dismissals** – Graduate students must maintain a 3.0 GPA to remain in good academic standing. If your GPA drops below 3.0 you will receive an academic warning letter from the Registrar's Office notifying you that you must raise your GPA to 3.0 within 9 units. If a 3.0 GPA is not achieved in that time, you will be dismissed from the program.

**Graduation** – All graduate students must apply to graduate in order to have their record reviewed for degree conferral. Participation in the commencement ceremony, however, is optional. The deadlines to apply for graduation are as follows:

Fall Graduation: August 15  
Spring Graduation: January 15  
Summer Graduation: July 4

In order to be eligible for graduation, you must have:

- a GPA of 3.0 or higher
- satisfied all coursework and non-coursework requirements for your specific program
- no more than two grade of C in courses counting toward your degree
- no more than three 500-level courses counting toward your degree
- satisfied all degree requirements in the allowed time:
  - 7 years for masters and certificate programs
  - 10 years for doctoral and MFA degree programs