

UNDERGRADUATE NON-DEGREE PROGRAMS

Admission

Applicants who wish to attend the University who are not interested in earning a degree can apply as a non-degree student. Applicants who have been officially denied admission as a degree-seeking student are not eligible for admission as non-degree students. They may, however, transfer to TU after attending another college or university if they meet TU's transfer admission requirements (see Guidelines for Transfer Admission#in this catalog). Courses completed by non-degree students carry full University credit; however, none of the credits are applicable to a degree until the student applies and qualifies for admission to a degree program.

Students who wish to enroll as non-degree students must meet one of the following criteria and credentials to be eligible for non-degree admission.

1. **College Graduate:** Currently hold a bachelor's degree from a regionally accredited institution. Proof of degree is required and is designated by an official transcript from the degree-granting institution or an official letter from the degree-granting institution certifying the degree and date earned. Students who earned their degree from TU do not need to submit official transcripts.
2. **Visiting Student:** Students who wish to take courses at TU to earn transfer credit for their home institution. Visiting students are required to submit transient permission from their home institution that includes verification of good academic standing. Students who attend a University System of Maryland institution are considered an inter-institutional (IIR) student and should not apply as a non-degree student. Instead, they must follow their institution's IIR process. In addition, select colleges in the Baltimore region are part of the Baltimore Student Exchange Program (BSEP). To check program options and eligibility requirements, visit <https://baltimorecollegetown.org/student-opportunities/bsep>
3. **Age 60 or Older:** If a student is age 60 or older by the first day of the semester and wants to pursue courses for personal enrichment, they must submit a birth certificate or driver's license for age verification.
 - a. **Golden I.D. Tuition Waiver Program:** Retired Maryland residents who are 60 years of age or older and not working full-time are eligible for the Golden I.D. Tuition Waiver Program. Golden I.D. students may enroll for up to 11 units in the fall and spring terms (8 units in the summer session) and pay a discounted fee rate. Participants may take courses for audit or on a space-available basis (independent study / directed reading courses, Towson Learning Network (TLN) programs, Applied Information Technology (AIT) and some satellite campus programs are excluded). For more information, visit: <https://www.towson.edu/admissions/undergrad/nondegree/professionaled.html>
4. **Dual Enrollment:** High-school juniors and seniors who excel in their studies may enroll at the University in certain appropriate courses. Students seeking dual enrollment are required to submit a letter of recommendation and permission from their school counselor or principal as part of the non-degree application. Interested students must also submit official high school records that demonstrate

exceptional performance and potential for success in college courses. Home-schooled students must send the most recent curriculum evaluation from their supervising organization. If students wish to pursue upper-level (300-level or higher) courses, special permission from TU will be required and is not guaranteed. Dual enrollment students are not eligible for minimester courses. Admission to TU as a dual enrollment student does not guarantee future admission to TU as a degree-seeking student.

Registration

For Fall & Spring terms, non-degree students are permitted to register for classes after current degree candidates have enrolled – usually May 1 for fall semesters and December 1 for spring semesters. For summer & mini-semesters, non-degree students register when registration begins for all students (if eligible). Returning non-degree students register during open enrollment for all terms.

Cumulative GPA Requirements:

Total Attempted GPA Hours + Transfer Units	Minimum Cumulative GPA
Undergraduate Students with 1-29.5 attempted units	1.75
Undergraduate Students with 30 units and above	2.00

Non-degree students will have their academic standing reviewed after they attempt 9 units. Students who fail to meet the criteria for good academic standing outlined above will be sent letters of warning. After being warned, if students do not maintain good academic standing in any subsequent term, their enrollment will be permanently discontinued.

Non-degree students may apply for formal admission as degree candidates according to published deadlines. Admission will be based on a competitive GPA and space availability. Advising is available through the Admissions Office.

The following policies apply to non-degree students who wish to earn a degree at TU:

1. Non-degree students are not eligible for financial aid.
2. No catalog will be assigned until the student is formally admitted as a degree candidate. The student must complete the requirements listed in the assigned catalog. Please note: It is to the student's benefit to be formally admitted as soon as the student is eligible.
3. The final 30 units of the degree must be completed in residence at TU.
4. The final 15 units of the degree at TU must be completed as a degree candidate.
5. Transfer credits earned at another institution will not be evaluated until the student is formally admitted as a degree candidate. Academic advising received prior to formal admission will not be considered binding by Towson University.

International students who are on a visa of any type may not enroll as non-degree students without written permission from the International

2 Undergraduate Non-Degree Programs

Student and Scholar Office. Non-native English speakers will be tested in English and placed in remedial English courses if needed.

Immunization

All non-degree students will be required to submit immunization records. For more information, contact the Health Center at 410-704-2466.