

ACADEMIC REGULATIONS

Academic Year

Troy University operates on the semester system. Some courses are offered on an accelerated semester schedule/term.

Associate Degrees

Course Requirements

In order to receive the associate degree, students must complete all course requirements for the degree being taken and declare for the associate degree before declaring for the bachelor's degree.

Credit Hours

The student seeking an associate degree must meet the following requirements:

1. A minimum of 60 semester hours.
2. At least 50% of the degree program must be traditional academic credit (excludes credit by correspondence, challenge exams, etc.).
3. No more than 25% of the degree may be earned using portfolio-based credit. (See *Cross Discipline Courses* for additional information.)
4. At least 25% of the credit hours required for the degree must be completed in residence with Troy University.
5. Nine semester hours must be completed in residence at Troy University in the major area of concentration. (See *Residency Credits* for additional information.)

Grade Point Average

1. A candidate for graduation must have an overall C average (2.0 on a 4.0 scale) on Troy University courses.
2. A candidate for graduation must have an overall C cumulative average (2.0 on a 4.0 scale).
3. A candidate for graduation must have a C average in the concentration. This includes hours and grade points earned at other universities and colleges as converted to the Troy University scale (2.0 on a 4.0 scale).

Second or Subsequent Associate Degrees

The following policies apply to second or subsequent associate degrees:

- ! No more than one Associate of General Education degree may be earned.
- ! Credit earned in a concentration or major may be used to meet the requirements of only one associate degree.
- ! Credit earned in a concentration or major may not be used retroactively to satisfy the requirements of another associate degree.
- ! Only one degree will be conferred on a student at any commencement ceremony.

In order to earn a second or subsequent associate degree, a student must:

1. Complete the first degree as certified by the registrar.
2. Declare a new program of study after the first degree has been certified as completed by the registrar.
3. Earn an additional 15 semester hours (beyond each previously earned degree) at Troy University.
4. File an Intent to Graduate form with the registrar as prescribed in the class schedule.
5. Meet all current requirements for the second or subsequent degree.

Attendance Policy

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

Auditing a Course

A student may audit any Troy University course by indicating at the time of registration that the course will be audited. No credit will be given, and fees will be assessed based on the audit credit-hour rate. Audit hours are not counted in maximum or minimum load limits. Students are not permitted to change from

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3. Earn an additional 30 semester hours (beyond the previously earned degree).
4. Earn a minimum of twelve semester hours (beyond the previously earned degree) in the major field.
5. File an Intent to Graduate form with the registrar as prescribed in the class schedule.
6. Meet all current requirements for the second or subsequent degree.

Class Section Cancellation

The institution reserves the right to cancel any class section for insufficient enrollment.

Classification

<i>Hours Earned</i>	<i>Classification</i>
Less than 30	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

College Credit Definitions

Regular Credits

College credits are expressed as semester hours or credit hours.

Laboratory Credits

Two hours of laboratory work are usually accepted as the equivalent of one hour of regular class work. The actual number of hours will be determined in order to satisfy the course objectives.

Credit by Examination

Credit is allowed for CLEP, General and Subject Examinations, the Advanced Placement program, and DANTES examinations as approved by the Academic Council and department chairs. The number of credits allowed for satisfactory performance on the general examinations may be reduced by the amount of credit the student has previously earned in the subject matter areas covered by the examinations.

Students on Academic Probation: Limited to 10 semester hours

Important note regarding concurrent enrollment: Within the beginning and ending dates of a fall or spring semester, concurrent enrollment in the semester and any terms may not exceed 18 hours. Enrollment in more than 18 hours requires a student to meet the University policy for an overload.

Concurrent enrollment in more than 13 hours requires a student to meet the University policy for an overload.

Drop

A student who wishes to reduce, but not entirely eliminate, his or her course load may apply for a drop. The following policies apply to students who drop courses:

Students may appeal grades based on allegations concerning the competence of a

judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a

Grading System

Note: Some grades, in addition to the F, calculate as an F in the grade point average.

Grade	Description	Credit	Grade points per credit hour
A	Excellent	Yes	4
B	Above Average	Yes	3
C	Average	Yes	2
D	Below Average	Yes	1
F	Failure	No	0
FA	Failure due to excessive absences (Calculates as an F in the GPA)	No	0
I	Incomplete	No	0
P	Pass	Yes	0
AU	Audit	No	0
W	Withdrawal prior to the published deadline	No	0
WP	Withdrawal passing	No	0
WF	Withdrawal with academic penalty (Calculates as an F in the GPA)	No	0
DR	Dropped course prior to the published deadline	No	0
DP	Dropped course passing	No	0
DF	Dropped course with academic penalty (Calculates as an F in the GPA)	No	0
NG	No grade reported by faculty at end of term (awarded by registrar)	No	0

Honors and Awards

Chancellor's Honor List

Full-time undergraduate students who are registered for 12 semester hours and who earn a grade point average of 4.00 qualify for the Chancellor's List, which is published at the end of each term. A Troy University part-time student who earns a 4.00 grade point average on twelve consecutive semester hours of credit will also be named on the Chancellor's List.

Provost's Honor List

Full-time undergraduate students who are registered for 12 semester hours and who have a grade point average of 3.65 or higher qualify for the Provost's List, which is published at the end of each term. A Troy University part-time student who averages 3.65 or higher on twelve consecutive semester hours of credit will also be named on the Provost's List.

Graduation with Honors

To be eligible for graduation honors, students must have earned a minimum of 30 semester hours of non-pass/fail work at Troy University prior to their final registration. Honors will be computed based on the average of all hours attempted at Troy University and transfer credit, excluding any remedial courses. The last term of enrollment is NOT calculated towards graduation honors.

Undergraduate honor students are awarded differentiated diplomas as follows:

- < Cum Laude: Grade point average of 3.40
- < Magna Cum Laude: Grade point average of 3.60
- < Summa Cum Laude: Grade point average of 3.80

Inclement Weather and Emergency Situations

Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they may do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, each campus will announce cancellation of classes through local and regional media as well as through the University's web site.

Incomplete Grade

This incomplete grade policy replaces all other incomplete grade policies as of Aug. 1, 2006.

The instructor may report an Incomplete (grade of I) for a student whose progress in a course has been satisfactory (e.g. the student is passing the course), but who is unable to complete the course grading requirements because of documented circumstances beyond his/her control.

Time limit for removal of incomplete grade

No incomplete may exceed nine weeks from the date it is assigned. It is the student's responsibility to contact the instructor regarding the deadline for completing all course requirements. Any student who receives a grade of incomplete must adhere to the work completion deadline set by the instructor, not to exceed the end of the designated nine week period. This deadline applies whether or not the student re-enrolls for the semester or term following the assignment of the incomplete grade(s). Failure to clear the incomplete within the specified time period (not to exceed ten weeks) will result in the assignment of a grade of F for the course.

For the purposes of implementation of this policy, the day the grade is assigned is determined by the University master calendar. A student who wishes to be assigned an incomplete grade must request this from the instructor prior to the assignment of final grades for the course.

Learning Contracts

The Troy University Montgomery campus offers learning contracts only if approved by the college associate dean or dean and only if a course is not available by any other delivery option.

For more information, contact the appropriate dean or the Montgomery campus registrar.

Placement in Academic Courses

A student may be placed in an advanced section of a given subject area if the student's record indicates a high degree of achievement or if it indicates the student has successfully completed studies that should not be duplicated. Troy University does not accept placement exemptions granted by other institutions. For more information, students should consult their academic advisers and/or the respective academic departments.

Readmission

To be readmitted to the University, students who have been out of attendance with the University for one year or more must apply through the Admission's Office. The following categories are available:

1. **Former Students in Good Standing:** Troy University students who have been out of college for one year or more must apply for readmission before they will be permitted to register. Any student attending the Troy campus who has not filed a Student Medical Record with the University Health Center within the last six months must submit a new Student Medical Record.
2. **Students Suspended from Troy University:** Students who have been suspended from Troy University must apply for readmission and may be readmitted under probation after serving suspension. However, students may appeal to the Provost for readmission under certain mitigating circumstances to avoid suspension. Appeal forms are available in the Registrar's Office.
3. **Troy University Transient Students:** Upon receipt of an official transcript, Troy University students who have attended another college as a transient may reenter the University via the readmission process if they had permission from Troy University to attend the other college as a transient and if their records there are clear. If permission is not secured before entering the other college, they will have to re-enter Troy University as transfer students. *See the index for additional information regarding transient status.*

Registration

Students should register during designated registration times. Once students have registered for a course or courses, they have incurred a financial commitment which must be met. Students can pay their tuition on line by accessing the Trojan Web Express.

Students who fail to attend a class without following drop/withdrawal policies will receive a grade of FA, and those students will still be charged full tuition and fees. Students with an outstanding balance will not be permitted to register for future terms.

Registration in Special Programs

1. Contract Program

Entering students who do not find a stated program which meets their specific needs should consult the department chair to discuss the possibility of a contract program, which normally consists of at least 30 hours of a regular academic major and 30 hours of agreed upon electives which contribute to the student's program of study, not to exceed 77 semester hours. All General Studies requirements must be met. See the appropriate department chair.

2. Accelerated Study for Superior Students

This opportunity permits enrollment in an accelerated or broadened program through registration for credit hours above the normal load. For specific credit loads permitted, see Credit Load.

3. Independent Study and Research

This program consists of several special study and research courses.

Guided Independent Research, Guided Independent Study, and Honors Independent Study are offered in various departments.

Guided Independent Research

Residency

Residency Credits

Effective Fall 2005, credit taken through any Troy University location will be counted towards residency credit for graduation.

DSST (DANTES SUBJECT STANDARDIZED TEST) SCORES

Test Title and Number	Course	Credit Hours	Required Score
450 Principles of Statistics	QM 2241	3	48
470 Human / Cultural Geography	GEO 2210 or 3300	3	48
473 A History of the Vietnam War	History elective	3	50
474 Ethics in America with Essay	PHI 2204 or PHI elective	3	53

Application of DANTES credit

DANTES credit cannot be awarded for any courses for which credit has already been awarded.

Test availability

Tests on this list may not always be available. The listing changes frequently.

Required Score

Students must meet the required score in effect as of the date of the exam.

CLEP EXAMINATIONS

ADVANCED PLACEMENT (AP) EXAMINATIONS

Troy University accepts a variety of Advanced Placement (AP) exams. Students must have official score reports sent directly to the Dean of Enrollment Services, Troy, Alabama, and make a request to have credit awarded through the appropriate registrar. Credit is not automatically awarded upon receipt of official scores. For more information, please contact the appropriate registrar.

AP Exam Title	Troy University Course(s)	Required Score
American History	HIS 1111 and 1112	3
Art (Studio)	ART 1125	3
Art History	ART 1133	3
Biology	BIO 1100 and L100	3
Chemistry	CHM 1142, L142, 1143, and L143	3
Computer Science	IS 2244	3
English Language Composition	ENG 1101	3
English Literature Composition	ENG 1101	3
European History	HIS 1102	3
French	FRN 1101 and 1102	3
German	GER 1121 and 1122	3
Government and Politics	POL 2241	3
Latin	LAT 1131 and 1132	3
Macro Economics	ECO 2251	3
Calculus AB	MTH 1125	3
Calculus BC	MTH 1125 and 1126	3
Micro Economics	ECO 2252	3
Music Listening	MUS 1131	3
Music Theory	MUS 1102 and 1103	3
Physics (B)	PHY 2252 and 2253	3
Spanish	SPN 1141 and 1142	3

INTERNATIONAL BACCALAUREATE (IB) CREDIT

Troy University awards International Baccalaureate credit with the appropriate higher-level (H-L) examination score. After official scores have been received, evaluated and certified, eligible credit will be posted to the student's transcript. Credit is granted only for degree-seeking students at the undergraduate level. For more information, contact the appropriate registrar. IB credit will appear on the university transcript as a grade of P. Credit for IB credit is not calculated in the grade point average.

IB Test	TROY Course(s)	Required IB Score	Credit Hours Awarded
Biology	BIO 1100 / BIO L100	4	4
General Chemistry	CHM 1142 / CHM L142	5	4
Computing Studies	IS 2241	5	3
Economics	3 hours of free elective credit	5	3
English	ENG 1101	4	3
	ENG 1101/ ENG 1102	5	6
	ENG 1103	4	3
	ENG 1103 / ENG 1104	5	6
French	FRN 1101	5	3
History-America	HIS 1111	4	3
	HIS 1111/ HIS 1112	5	6
	HIS 1113	4	3
	HIS 1113/ HIS 1114	5	6
History-European	HIS 1101	4	3
	HIS 1101/ HIS1102	5	6
	HIS 1103	4	3
	HIS 1103 / HIS 1104	5	6
Mathematics	MTH 1112, MTH 1125, MTH 1110	5	3
Philosophy	PHI 2203	5	3
Physics	PHY 2252 / PHY L252	5	4
Psychology	PSY 2200	5	3
Spanish	SPN 1141	4	3
	SPN 2242	5	3

ADVANCED INTERNATIONAL CERTIFICATION OF EDUCATION (AICE)

Examination scores of A, B, C, D, E and U are awarded for AICE Examinations. Scores of A–E are passing and credit can be awarded. Scores of U are not passing and no credit will be awarded. Official score reports must be submitted to the University in order for credit to be placed on the student's transcript. Credit will be awarded only once for the same subject, whether from credit by examination, dual enrollment, transfer credit or credit granted by Troy University.

AICE Exam Title	TROY Course(s)	Credit Hours Awarded
Art and Design – A Level or AS Level	ART 1133	2
Biology – A Level	BIO 1100, BIO L100, BIO 1101, BIO L101	8
Biology – AS Level	BIO 1100, BIO L100	4
Chemistry – A Level	CHM 1142, CHM L1142, CHM 1143, CHM L143	8
Chemistry – AS Level	CHM 1142, CHM L142	4
Computing – A Level or AS Level	IS 2241	3
English Language – A Level	ENG 1101, ENG 1102	6
English Language – AS Level	ENG 1101	3
English Literature – A Level	ENG 2211, ENG 2212	6
English Literature – AS Level	ENG 2211	3
Mathematics – A Level	MTH 1112, MTH 1114	6
Mathematics – AS Level	MTH 1112	3
American History – A Level	HIS 1111, HIS 1112	6
American History – AS Level	HIS 1111	3
European History – A Level	HIS 1101 or 1122 HIS 1102 or 1123	6
European History – AS Level	HIS 1101 or 1122	3
Physics – A or AS Level	PHY 2252, PHY L252	4
Psychology – A or AS Level	PSY 2200	3
Spanish – A Level	SPN 1141, SPN 1142	6
Spanish – A or AS Level	SPN 1141	3

