

## Admission Requirements

All regulations governing the Graduate School are designed to equal or exceed the minimum criteria recommended by the Commission on Colleges of the Southern Association of Colleges and Schools, the Alabama State Department of Education, and specialized accreditation. All regulations regarding admission, retention, and completion are minimum, and departments, schools, and colleges may prescribe more stringent requirements. Applicants are advised to check with the dean, department chair, or program adviser in the academic area, or Graduate Admissions Office for degree requirements specific to the degree sought.

## Pre-Admission Procedures

Application Forms

6 TROY UNIVERSITY

- 3. Students who enroll or take courses on the Troy campus must submit a medical record to the Health Center (Troy Campus requirement).

Submission of the completed application, application fee, official test scores, letter of recommendation, and official transcripts normally completes an application for admission.

Graduate Program Admission Classifications

Masters Degree Programs

Unconditional Admission - Master's Degree

To qualify for unconditional admission to a master's degree program, applicants must meet the following requirements:

- 1. Hold a master's or higher degree from a regionally accredited or equivalent foreign university. No test score or letter of higher degree from accredited university. All official transcripts must be provided.

OR

- 2. Hold a baccalaureate degree from a regionally accredited or equivalent foreign university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average. Students entering licensure and professional programs must meet specified grade point average requirements.

OR

- 3. Hold a baccalaureate degree from an unaccredited or otherwise accredited college or university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average. (See Unaccredited or Otherwise Accredited Baccalaureate Degree Holders - Student Admission Requirements.)

Note: Students seeking advanced degrees in teacher education or nursing programs must hold a baccalaureate degree from a regionally accredited college or university.

AND

- 4. Have an acceptable score on the appropriate entrance exam

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from non-accredited or otherwise accredited universities or students seeking dual enrollment are not eligible for temporary admission. (See Unaccredited or Otherwise Accredited Student Admission requirements.)

#### Records:

1. If the records are completed before the term ends and the results indicate that the student is not eligible for admission, the student must withdraw from the class or classes, with a refund if applicable, or receive non-degree credit for the class or classes for which he/she is registered. Applicable refunds will be made in accordance with regulations as stated in published refund policies.
2. When the records are completed and if it is determined that the student was not eligible for graduate admission, all hours pursued will be converted to non-degree credit with no refund of tuition. Students receiving financial aid are responsible for repayment.
3. When the records are completed and if it is determined that the student was not eligible for unconditional enrollment because of low grade point average or low exam score(s), students will be admitted under conditional status. See Conditional Admission requirements.
4. If the student has completed the term for which temporary admission was granted and the records are still not in order, the hours pursued will be held in abeyance until the records are clear No refund of tuition will be made, and the student will not be permitted to enroll in succeeding terms until the records are complete and admissibility is determined; however, with the permission of the appropriate graduate admission authority, the student may extend temporary admission for a second term. Written approval authorizing the extension VLRQ PXVW EH LQ WKH VWXGHQW ¶V SHUPDQH QW UHFRUG \$ VWXGHQW may attend only a maximum of one semester, two terms, complete nine credit hours in temporary status. There is no <sup>3</sup>VHFRQG VHPHVWHU' RU <sup>3</sup>WKLUG WHUP' H[WHQVLRQ
5. When the records are complete and if it is determined that the student was eligible for unconditional admission, all hours pursued will be counted toward the appropriate graduate program requirement.

### Doctoral Degree Programs

#### Unconditional Admission<sup>2</sup> Doctoral Degree

Doctorate of Nursing Practice (DNP) students will be admitted only under unconditional admission status. Admission to the program will have limited availability. To be considered for unconditional admission to the DNP program the applicant must

1. Hold a BSN or MSN degree from a nationally-accredited program (NLNAC or CCNE).
- 2.

student begin taking graduate courses at Troy University. Should  
 WKH VWXGHQW EH LQDGYHUWHQWO\ ZLWKRXX WKH 8QLYHUVLW\¶V NQRZLQJ  
 that the baccalaureate degree or masters degree is from an unac-  
 credited or otherwise accredited institution) admitted into classes  
 SULRU WR EDFFDODXUHDWH GHJUHH RU PDVWHU¶V GHJUHH DSSURYDO DQG WKH  
 evaluation indicates that the student is not eligible for admission,  
 the student will be withdrawn from the class or classes, or receive  
 non-degree credit for the class or classes for which he/she is im-  
 properly registered, and all tuition will be forfeited.

Note: Students seeking advanced degrees in teacher educa-  
 tion or nursing programs must hold a baccalaureate degree from  
 a regionally accredited college or university.

Note: 6WXGHQWV VHHNLQJ D 0DVWHU¶V GHJUHH IURP WKH 6RUUHOO  
 College of Business who hold an undergraduate degree from a  
 non-regionally accredited U.S. college or university must obtain  
 and submit a letter from the Dean of three Colleges/Schools of

a nonimmigrant student visa. Students may refer to the website <http://admissions.troy.edu/graduate/academicPrograms> for information on program availability at a specific Troy University campus.

Persons requesting U.S. Citizenship and Immigration Services (USCIS) form I-20 to obtain an F-1 visa or DS-2019 to obtain a J-1 visa who require additional information should contact the Center for International Programs, Troy, Alabama, 36082, USA; telephone: 1 (334) 670-3736; email [intlprog@troy.edu](mailto:intlprog@troy.edu) or visit the website <http://admissions.troy.edu/international>

#### International Student Submission Requirements

Students must submit the following official documents:

1. Completed Application for Admission.
2. Application fee.
3. All official transcripts and preferably an American Association of Collegiate Registrars and Admission Officers (AACRAO) or Educational Credential Evaluators, Inc. , (ECE) evaluation of the transcript if the institution is not an accredited United States institution. Prospective stu-



### Transfer Credit From Regionally Accredited Universities

No credit may be transferred to a Troy University graduate program until a student is unconditionally admitted and has completed a minimum of nine semester hours with the university. The maximum number of graduate credit hours transferred into a graduate program will not exceed 12 semester hours. Please consult specific degree programs to determine allowable transfer credit hours.

1. A grade of "B" or higher must have been earned in each course. Transfer credit will not be used to determine the Troy University grade point average. A copy of the course syllabus may be required.
2. Sixth-year degree program students must refer to the specific discipline section of the Graduate Catalog for further requirements.
3. To be acceptable as transfer credit, all hours must have been earned within eight years of the date of degree completion of the graduate program at Troy University. Credit accepted as transfer credit, which becomes over eight years old (graduate nursing courses may not exceed five years) before the graduate degree requirements are completed, will become invalid and will not be counted toward graduate degree requirements.
4. Where Troy University is replacing another university under Department of Defense contracts, students will be

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plete pre-packaged course designed to be delivered through x A part-time student is defined as a graduate student tak-  
 VHTXHQWLDQ VWHSV DW WKH VWXGHQW VLVWJOLQV FHWLPHKRXWDO VWUXFWRU R  
 student interaction.

Warning: Students who register for coursework in excess

**Professional Military Education Credit (PME)**

Troy University awards transfer credit for specific Profes-  
 sional Military Education (PME) courses completed at select mili-  
 tary service schools for which credit is recommended by the  
 American Council on Education and approved by the dean of the  
 appropriate College. The maximum number of credit hours trans-  
 ferred into a graduate program, to include PME credit, will not  
 exceed 12 semester hours. Please consult your adviser for individ-  
 ual program acceptance. No credit may be granted for work that  
 will be over eight years old at the time of graduation from the  
 Troy University program for which transfer credit was requested.  
 No waivers will be permitted.

**Transient Credit**

Under no circumstances may a student be enrolled in  
 another institution while enrolled at Troy University without  
 prior transient authorization. Students who have been granted  
 unconditional admission to the Graduate School, and who are in  
 good standing, may petition to take pre-approved graduate level  
 courses at another regionally accredited or equivalent foreign  
 graduate school. Transient credit does not count toward Troy Uni-  
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 age (GPA). See specific program restrictions for transient credit.  
 The maximum number of credit hours transferred into a graduate  
 program, to include transient credit, will not exceed 12 semester  
 hours.

Pre-approval to enroll in such courses must be obtained from  
 the appropriate dean of the degree-granting college prior to enroll-  
 ment in the course. A grade of "B" or higher must be earned in  
 each transient course. Military senior service school credits, if  
 appropriate for the degree, may be accepted as transient credit  
 upon approval. The combined total of transfer and transient credits  
 may not exceed 12 semester hours.

**Degree Semester Hour Requirements**

The minimum number of semester hours required for gradu-  
 ate programs varies. Additional coursework may be required for a  
 student with academic deficiencies and/or a limited background  
 and experience. Additional degree requirements will be deter-  
 mined by the student's adviser or advisory committee with the  
 concurrence of the dean of the appropriate academic discipline.  
 This process may result in additional semester hours in excess of  
 the minimum number of published degree requirements.

**Semester Hour Load Limits**

Definitions :

- x \$ ³VHPHVWHU´ LV GHILQH IRU KRXU ORDG OLPLW SXUSRVHV DV  
 16 weeks of class meetings.
- x \$ ³WHUP´ LV GHILQH IRU KRXU ORDG OLPLW SXUSRVHV DV XS WR  
 a nine week period of class meetings.
- x \$ ³VHVVLRQ´ LV GHILQH IRU KRXU OLPLW SXUSRVHV DV XS WR  
 nine weeks of class meetings within a semester.
- x \$ ³IXWLOPH´ JUDGXDWH VWXGHQW IRU DGPLVLRQ VWDWXV SXU  
 poses is a student taking eight or nine semester hours per  
 semester or six semester hours per term, or eight to nine  
 semester hours in a combination of semesters, terms,  
 and/or sessions over a sixteen-week period.



## Directed Studies, Specialized Studies, Readings, Advanced Readings, Selected Topics Course Restrictions

Students may not exceed a total of six semester hours taken in any combination of Directed Studies, Specialized Studies, Readings, Advanced Readings, or Selected Topics course credits. Consult individual programs for additional restrictions.

## Attendance Policy

In registering for classes at the university, graduate students accept responsibility for attending scheduled class meetings, completing assignments on time, and contributing to class discussion and exploration of ideas.

A student will be excused for class absence for circumstances E H \ R Q G W K H V W X G H Q W ¶ V F R Q W U R O R U L I W K H V W X G H Q W K D V E H H Q U H T X L U H G W attend an activity sponsored by the university. Faculty members who sponsor activities that require class absences must send a list of student names approved by the Dean or designee or Office of the Provost to each member concerned at least three days before the scheduled absence.

Faculty members may levy academic penalties upon unexcused absences; however, such penalties for unexcused absences will be a part of each course syllabus and will be distributed to each class at the beginning of each class and a copy filed in the departmental office.

### 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

## Grading System

Note 1: Some grades, in addition to the F, calculate as an F in the grade point average.

Note 2: If the student makes a "D" or "F" in a core course the course must be retaken.

Note 3: If the student makes a "D" or "F" in an elective course course must be retaken or another elective taken in its place.

## Changes in Class Schedules

The courses for which a student registers must bear the approval of his/her adviser and the appropriate Academic Dean. Changes in the class schedule are not permitted after the close of the registration period.

Registration for a course makes the student responsible for completing the course unless he/she officially drops or

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7. If the Dean of the Graduate School or Chair of the Graduate Council rejects the recommendation of the dean of the discipline, the request is referred to the Graduate Council as a final appeal. The decision of the Graduate Council is final.
8. Students who have been suspended or dropped from other

tal/school/college requirements may apply. The thesis should be

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#### Student Services

The Senior Vice Chancellor for Academic Affairs is charged with the administrative oversight of Global Campus, which is responsible for the various student services at Global Campus locations. These services meet the needs of students at each location and include orientation, counseling, financial aid, transcript service, graduation ceremonies, learning support, career services as well as other services and activities such as library support and alumni organizations.

#### Tuition and Fees

Each region/branch educational site provides its own schedule of tuition and fees for students and procedures for payment and refunds.

#### Registration

Registration dates and in-class offerings may be found at



Misconduct Defined

By enrollment at the University, a student or organization  
neither relinquishes rights nor escapes responsibilities of local,

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