

# GENERAL REGULATIONS

Once the Application for Admission is on file, all transcripts submitted become the property of Troy University and will not be returned.

## 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, the National Council for the Accreditation of Teacher Education. Please see the following explanation of admission requirements.

**Transcripts**  
All official transcripts (raised seal with Registrar's signature, security paper, and without "Issued to Student" stamped on them) from all universities attended must be accepted to address the individual's potential for the graduate program. Official transcripts show- cards holds/ger written and degree. All official transcripts must be completed and submitted electronically to the Registrar. Please see the following explanation of admission requirements. Official letter of recommendation may be submitted.

Consult the Troy University webpage at [www.troy.edu](http://www.troy.edu)

[http://](http://troy.troy.edu/graduatestudies/grsform.html)

[troy.troy.edu/graduatestudies/grsform.html](http://troy.troy.edu/graduatestudies/grsform.html)

**Note:** A letter submitted to meet specific program requirements may be used for admission to the Graduate School to satisfy this admission requirement.

1. Students who previously took a nationally standardized aptitude examination, such as the GRE, MAT, or GMAT shall submit official test scores to the Registrar's Office for a conditional admission.
3. Students who have completed an Air Force intermediate or senior level Professional Military Education (PME) course must submit an official transcript from the Registrar, Air University. Students who have completed U.S. Army Command and General Staff College must submit an official transcript. Students who completed any other service-sponsored PME School must submit a course completion certificate.
4. 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. When the application for admission has been processed, the appropriate

\_\_\_\_\_ for additional information.

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|---|---|
| Troy Campus<br>Graduate Admission<br>Troy University Troy<br>Troy, AL 36082<br>Phone: (334) 670-3179  | Phenix City Campus<br>Graduate Admission<br>Troy University Phenix City<br>One University Place<br>Phenix City, AL 36869<br>Phone: (334) 297-1007                           |
| Dothan Campus<br>Graduate Admission<br>Troy University Dothan<br>P. O. Box 8368<br>Dothan, Alabama 36304<br>Phone: (334) 983-6556                                   | Montgomery Campus<br>Graduate Admission<br>P.O. Box 4419<br>231 Montgomery Street<br>Troy University<br>Montgomery<br>Montgomery, AL<br>36103-4419<br>Phone: (334) 357-8843 |
| eCampus<br>Location & UPS Address<br>1101 South Brundidge<br>Troy, Al 36081<br>U.S. Postal Mail Address:<br>eCampus<br>Troy, Alabama 36082<br>Phone: (334) 670-5876 | Global Campus<br>Troy University<br>304 Adams<br>Administration Building<br>Troy, Alabama 36082<br>Phone: (334) 670-3616  |

Graduate Admissions personnel will inform applicants of the action taken. Admission to the Graduate School **does not** imply

official admission to a specific graduate program. **For admission to a particular program of study, students must refer to program admission guidelines for additional specifications and requirements.**

[troy.troy.edu/graduatestudies/grsform.html](http://troy.troy.edu/graduatestudies/grsform.html)

## **Graduate Program Admission Classifications**

### **• 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 university. No test score or letter of recommendation is required for those who hold a master's or higher degree from accredited institutions. All official transcripts must be provided.

OR

2. Hold a baccalaureate degree from a regionally accredited 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 programs must hold a baccalaureate degree from a regionally accredited college or university.*

AND

4. Have an acceptable score on the appropriate entrance exam (official test score required). *Note: Students entering licensure and professional programs must meet specified grade point average requirements and stated test score minimums. Consult the specific program for admission score requirements. Note: Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program.*

AND

5. Provide an official Troy University Letter of Recommendation that addresses the individual's potential for success in the selected graduate program as well as his/her written and oral communication skills. See web request form at <http://>

the end of the semester or term for which the student was given temporary admission. Students admitted in temporary status are under conditional admission requirements until admission status may be determined. Conditional admission status requires that students must clear the conditional admission requirement of a 3.0 grade point average at the completion of nine semester hours, or they will be dropped from the graduate program for one calendar year, after which they may petition the Dean of the Graduate School to re-enter. **Students from non-accredited or otherwise accredited institutions 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 students may extend their temporary admission for a second term. Written approval authorizing the extension must be in the student's permanent record. Students may attend only a maximum of one semester, two terms, or complete nine credit hours in temporary status. There is no "second semester" or "third term" extension.
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.

undergraduate and graduate transcripts are required for admission. If the degree is earned outside the United States, an American Association of Collegiate Registrars and Admission Officers (AACRAO) evaluation is mandatory.

• **Teacher Certification Endorsement (Only)**

*(Non-Degree Matriculate Seeking Teacher Certification Endorsement Only)*

Students interested in applying college credit towards teacher certification, but who are not applicants for a degree at Troy University, must be evaluated by the Troy University Office of Teacher Education in the area for which teacher certification is sought. The Office of Teacher Education may be contacted at (334) 670-3447. With the approval of the **Director of Teacher Education or the Dean of the College of Education**, admission may be granted to qualified students holding current teacher certification and a bachelor's, master's or education specialist degree from a regionally accredited institution.

A copy of the evaluation completed by the Troy University Office of Teacher Education will be placed in the student's file. This evaluation will direct the student in registering for applicable certification endorsement credits only.

Should a student apply later and be accepted to a degree program, *no college credit used "For Certification Endorsement" will be considered for credit toward this degree.* Additionally, no college credit may be applied to separate levels of certification. Please contact the **Director of Teacher Education to eliminate any confusion regarding credit use and certification endorsements**, (334) 670-3447.

• **Special Admission: Non-Degree Matriculant**

A student interested in earning graduate credit, but who is not an applicant for a graduate degree at Troy University, may be admitted as a "Special Student" with the approval of the Dean of the Graduate School or his/her designee. Admission may be granted to qualified students holding a baccalaureate degree or higher from a regionally accredited institution or to students in good standing at another regionally accredited graduate school (copy of transcript must be provided). Should a student apply later and be accepted to a degree program, a limit of six semester hours will be considered for credit toward the degree. It is the responsibility of the student to observe the limitations imposed on credit hours, coursework, and transfer of credit. Special students may not be admitted at a later date on a temporary admission. Credits taken in Special Admission status by students who are found not to be in good standing at their previous institution will be voided with the posting of no grade, "NG," by the Registrar.

• **Certificate Program Admission Requirements**

Students interested in completing a certificate program, of-

### ***Additional Requirements for a Student Visa***

Only the Troy University campus in Troy, Alabama, is approved to host students on an F-1 or J-1 student visa. No other Troy University campuses within the United States of America are approved for international student attendance if the international student receives an F-1 student visa based on Troy University sponsorship.

Persons requesting U.S. Citizenship and Immigration Services (USCIS) form I-20 in order 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 number: 1 (334) 670-3736, email: [intl-prog@troy.edu](mailto:intl-prog@troy.edu), or visit [www.troy.edu/internationalprograms](http://www.troy.edu/internationalprograms).

### ***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 students must submit an institutionally transcribed transcript in English. Applicants who cannot obtain an institutionally translated transcript may obtain a translation utilizing the services of an approved credential evaluating service.

#### **AACRAO**

1 Dupont Circle, NW, Suite 520  
Washington, D.C. USA 20036  
Telephone 1-202-293-9161, Fax 1-202-872-8857,  
[www.aacrao.org](http://www.aacrao.org)

#### **Educational Credential Evaluators, Inc (ECE)**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone (414) 289-3400  
Fax: (414) 289-3411  
Email: [eval@ece.org](mailto:eval@ece.org)  
<http://www.ece.org>

Institutionally translated transcripts will be evaluated preferably by AACRAO or ECE, or may be evaluated by Troy University using standard accreditation practices and guidelines. If the foreign school does not appear in any of these sources or if the transcript does not provide the information necessary to determine admission status based on standard criteria, the applicant must utilize the credential evaluation services of AACRAO. Whenever possible, applicants transferring credit should submit a copy of the school catalog.

4. Students must make a satisfactory score on the TOEFL, IELTS or ACT Compass ESL exam (Administered only on the Troy University Campus and may only be taken once.) prior to beginning graduate coursework. See English Proficiency Requirements provided under International Student Admission Requirements. **Note: The TOEFL, IELTS, and ACT Compass ESL are waived as**

*an admission requirement for foreign students who hold the baccalaureate or equivalent degree from a regionally accredited United States of America university or a country whose language of instruction is English.*

5. Satisfactory score on the graduate admission examination. **Note: Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program.** (Contact the Troy University International Admission office or an International Troy University site office near you for more information).
6. Troy University Letter of Recommendation  
The Letter of Recommendation form is located online at <http://troy.troy.edu/graduatestudies/grsform.html> or a print copy will be provided in the application package. The following items must be addressed in the letter of recommendation: the recommender's name, organization, position or title, telephone or email, how long and in what capacity the recommender has known the applicant and the recommender must identify key characteristics that the candidate possesses (e.g. leadership, communication, knowledge, creativity, reliability, ability to communicate in writing, initiative, ability to get along with others, scholarly potential).
7. A detailed statement of financial status showing that adequate financial resources are ensured. Non U.S. citizens (and immediate family members) who are members of allied military forces or civilian agencies as-  
htre7.onl

Program.” Bridge program students should not repeat courses taken at the undergraduate level. Bridge Program students will be enrolled as “Undergraduate” students. This course work must be successfully completed and certified by the dean of the college prescribing the course work prior to admission to the Graduate School. Upon completion of the Bridge Program, students meeting all admission requirements may be admitted to the appropriate graduate program.

### **Dual Enrollment – Lacking Prerequisites**

Students holding a baccalaureate degree from a regionally accredited college or university, who are applying for graduate admission, will have transcripts reviewed by their adviser to determine if specific degree program prerequisites are met prior to admission to a graduate program.

Students needing to meet prerequisite requirements will be

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University equivalent coursework. This rule applies for one calendar year from the start of the Troy University program and is only for students who have been in attendance at that site.

**Documents Required for Evaluation of Transfer Credit:**

1. A completed "Petition for Transfer of Graduate Credit" form.

*Temporary Admission Status*

Students with a temporary admission status are limited to a maximum of nine semester hours per semester or six semester hours per term. The definition of a “full-time” graduate student for admission status purposes is a student taking eight or nine semester hours per semester or six semester hours per term. A part-time student is defined as a graduate student taking less than a “full-time” load.

*Conditional Admission Status*

Students admitted conditionally may take a maximum of nine semester hours per semester or six semester hours per term until the “conditions for admission” are removed.

*Unconditional Admission Status*

The maximum load for unconditionally admitted graduate students is nine semester hours per semester, or six semester hours per term, or a **combination thereof not to exceed nine semester hours over a sixteen-week period**. With the written approval of the student's academic adviser, the maximum load may be increased to 16 semester hours for unconditionally admitted students. Students who schedule an overload may not reschedule an overload in the subsequent term unless they maintain an overall grade point average of a 3.0 on a 4.0 scale during the term in which the overload was scheduled.

*Graduate Assistants*

Graduate Assistants are restricted to a minimum of six semester hours or a maximum of nine semester hours per semester.

**Graduate Course Numbers**

- Courses numbered “9950” to “9999” are for workshops or continuing education credit.
- Courses numbered “7700” to “7799” are open only to students who have received the master’s degree.
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grading requirements because of documented circumstances be-

"DF" will be charged with hours attempted in the overall grade point average. See the Schedule of Classes for the exact date.

### **Withdrawals**

Definition: Student is no longer enrolled in any graduate course(s). Withdrawal from the University is defined as a resignation or withdrawal from all courses for the current semester and/or term.

#### ***Withdrawal—From Early Registration through Late Registration***

1. Students who wish to withdraw from all classes prior to the start of the term through the last day of late registration must **CANCEL** their registration (in writing) through their home location's Records Office. Cancellation (in writing) prior to the beginning of the term through the last day of late registration does not require the completion of the withdrawal form or an exit interview. Financial obligations for payment of course tuition and fees will be removed when course cancellations have been completed in writing.

#### ***Withdrawal—From End of Registration through Midterm***

1. Students who wish to withdraw from the university during a semester and/or term must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal prior to midterm will result in a grade of W, withdrawal, which is non-punitive.

#### ***Withdrawal—After Midterm Prior to First Day of Exams***

1. Students who wish to withdraw from the university after midterm and prior to exams must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal after midterm will result in a grade of WP or WF, depending on the instructor's assessment of the student's academic performance in the class at the time of withdrawal. A WP, withdrawal passing, is non-punitive. A WF, withdrawal failing, is punitive. The grade WF will be calculated as an F in the student's grade point average.

### **Grade Appeals**

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Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty

**Retention**

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Graduate students may earn no more than six semester hours of grades below "B". Students who earn more than six semester

## **Requirements for Admission to Candidacy for the Master's Degree**

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To be admitted to candidacy, students must have a 3.0 grade point average on all work attempted and attach a copy of their current transcript to the back of the completed Admission to Candidacy form.

To be admitted to candidacy, students must be unconditionally admitted. Unconditionally admitted graduate students must apply for admission to candidacy within the first eighteen semester hours of graduate coursework and complete any additional requirements outlined for the specific degree program. If not completed within the first eighteen hours, a hold will be placed on the student's registration until Degree Plan/Admission to Candidacy process is completed. The formal application may be obtained from and returned to the office of the dean of the discipline or any Student Services offices. For further specific candidacy requirements, see the individual programs.

## **Research Requirement for the Master's Degree**

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All graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in an approved research course in the student's program. Students must repeat the research course if a grade of "C" or below is attained.

## **Research Requirement—Second Master's Degree**

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If the research requirement was completed for the first master's degree, students are exempt from this requirement in the second master's degree. Students exercising this exemption must, however, complete an additional elective course in their program, or obtain approved transfer credit to achieve the minimum required credits for graduation.

## **Comprehensive Examinations**

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Students admitted to candidacy in a graduate program requiring a comprehensive examination must pass the required comprehensive examination, written and/or oral, covering the work taken in the major field. All students must register in advance for comprehensive examinations in their academic departments. Students should consult with their advisors regarding procedures for scheduling and taking comprehensive examinations. This examination is usually taken during the last semester/term prior to graduation.

The passing of the comprehensive exams is not to be considered a waiver of any other requirement for any program. Students who have unsuccessfully attempted the comprehensive exam may not change their program of study.

Should students fail the comprehensive exam, they must successfully retake the exam within one year of the date originally taken.

## **Thesis/Field Project**

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All students who have taken a maximum of six semester hours of Thesis Research and have not yet defended must be en-

## **Time Limit to Complete Graduate Nursing Degree Programs**

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For students completing the Master of Science in Nursing, all credits used to satisfy degree requirements must be less than five years old at the time of degree completion.

## **Transcript Requests**

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Requests for transcripts must be submitted in writing or by a signed fax as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Email requests cannot be accepted at this time. A transcript request form may be printed from the Troy University website at <https://www.studentclearinghouse.org>.

The following information must be provided in all transcript requests:

1. Full name
2. Social security number or Troy University student ID number
3. Dates of attendance
4. Location of attendance
5. Address where the transcript(s) is to be sent
6. The number of transcripts requested

All transcript orders will be charged a \$7.50 fee.

An official transcript, one that bears the official university raised seal with the Registrar's signature on security paper and is issued by the Registrar's Office,\* is sent directly to another institution. It reflects all transferred credit accepted, non-traditional credit accepted, and credit courses taken at Troy University. To receive a consolidated official transcript, a student must

1. receive an admission status other than "temporary,"
2. clear all outstanding financ

## **Financial Aid**

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Graduate students at Troy University may receive limited financial aid. Transient students are not eligible for financial aid through Troy University.

Students may apply for a Subsidized Federal Family Educational Loan of up to \$8,500 and Unsubsidized Loan funds of up to \$12,000 per academic year for a maximum of \$20,500; the total combination of all funds received regardless of the source cannot exceed the total cost of education.

Troy University has limited funds (awarded first-come, first-served) in the College Work Study Program and the Federal Perkins Student Loan Program for which graduate students may apply. The application priority deadline is May of each year for students enrolling the following fall term. Students are urged to use the financial aid section of the website for more detailed information on the financial aid application process.

Students must be enrolled at least half-time to be eligible to receive a student loan.

### **Graduate Course Loads**

|             | Semester Hours | Accelerated<br>Semester Hours<br>(Terms only*) |
|-------------|----------------|--|
| Full Time   | 8-9            | 6  |
| 3/4 Time    | 7              | 4-5  |
| Half Time   | 4-6            | 3  |
| < Half-Time | 1-3            | 1-2  |

\* Not applicable for "session".

All forms and contact information required to apply for graduate student financial aid are available in the financial aid section of the University website.

Students who, for any reason, register for classes but do not attend MUST NOTIFY THE RECORDS OFFICE IN WRITING TO THE RECORDS OFFICE PRIOR TO THE FIRST CLASS MEETING. **WITHDRAW PRIOR TO THE FIRST CLASS MEETING.** **And** **01belchae urand 010i(y)5tiono1m3tlow wing01rste.** rhc1h1(ed )TJ0 -133 0 TD4ect F< Halfwto

cial assistance to students pursuing graduate degrees. This assistantship/fellowship program is designed to aid in the successful completion of the degree pursued and to enhance career opportunities through applied professional experiences.

The Graduate Assistantship/Fellowship Program is adminis-

**Troy University  
Global Campus - Regional Offices  
For Graduate Programs**

### **eCampus**

Troy University's eCampus was established as a comprehensive, educational unit of Troy University to allow and encourage any student, regardless of location, the opportunity to earn an accredited college education via eCampus. Since the inception, the eCampus has expanded to include different programs and methodologies to reach local students, working adults, and the military. The eCampus offers students the opportunity to attend graduate programs and courses through a variety of non-traditional delivery means. Selected courses are offered through interactive videoconferencing. Classrooms using either digital microwave technologies or VTEL Interactive Videoconferencing technologies connect students in the cities of Troy, Montgomery, Phenix City and at many high schools in the Southeast Alabama area. Full graduate degree programs are provi





residence halls and other housing owned or controlled by the University; and the use of and parking of motor vehicles on the campus.

22. Conduct in violation of public law, federal and state statutes, local ordinances, or University regulations or policies whether or not specified in detail, which adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute of ordinance.
23. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the University.

**Student Records Policy**

Please consult the Oracle, the University's official Student Handbook, online at [www.troy.edu](http://www.troy.edu), for the most current and complete policy.

**Policy on Harassment**

Please consult the Oracle, the University's official Student Handbook, online at [www.troy.edu](http://www.troy.edu), for the most current and complete policy.