

# 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**

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

### **Classification**

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

### **College Credit Definitions**

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#### **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 DAN TES 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.

Some departments of the University have developed challenge examinations in areas which, with approval of the Academic Council, can be used in lieu of certain required courses. Consult the appropriate department chairs for additional information.

#### **Experiential Credit**

Troy University recognizes that learning equivalent to the college level can occur outside the formal structure of accredited colleges and universities. Policies and procedures have been established for the assessment of this learning based upon the "Principles of Good Practice in Assessing Experiential Learning" recommended by the Council for the Adult and Experiential Learning (CAEL).

In addition, credit as recommended by the American Council on Education may be granted for learning acquired through military, industrial, or regionally accredited technical school training programs where the learning is applicable to the student's degree program.

Experiential credit is considered non-traditional credit and will be posted only after the student has satisfactorily completed 12 semester hours of undergraduate credit with Troy University and has attained unconditional admission status.

#### **Transfer Credit**

Transfer credit is defined as college credit that was earned at another regionally accredited institution and is transferable and accepted for credit toward a degree program at Troy University.

#### **Transient Credit**

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**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 the summer semester and any terms may not exceed 13 hours. Enrollment in more than 13 hours requires a student to meet the University policy for an overload.

## **Drop**

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

- ***Before the last day to drop a course without financial penalty***

Students who, for any reason, drop class(es) before the last day to drop a course without financial penalty begin must complete a drop form and submit it to the appropriate office before the semester or term begins or drop the class online via Trojan Web Express. Any student who fails to drop the class before the last day to drop a course without financial penalty will be responsible for payment of tuition and fees and will be assigned failing grades.

- ***After the last day to drop a course without academic penalty***

The Troy University calendar specifies a date in each semester or term that is the deadline to drop a course without academic penalty. See the Schedule of Classes for the exact date.

- Prior to this deadline, students who drop must complete a drop form and submit it to the appropriate office. Students may qualify for partial refunds. (Contact the appropriate office for specific refund policy.) The grade D will be entered on the student's records for each course dropped, and hours will not be calculated in the

## **Grading System**

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

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**

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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**

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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

## **Honors and Awards**

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### **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.

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**

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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**

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### **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**

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### **Residency Credits**

Effective Fall 2005, credit taken through any Troy University location will be counted towards residency credit for graduation. Students enrolled prior to fall 2005 should see their academic advisers concerning residency credit.

### **Residency Requirements**

A candidate for graduation must have attended Troy University for at least two semesters and must have earned at least 25% of the degree in residence. This may include the semester in which graduation is scheduled.

Any Troy University course for credit counts toward residency (excluding remedial courses and institutional credit AEG courses).

## **Retention**

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### **Conditionally Admitted Students**

These students must earn a 2.0 or higher grade point average on the first 24 semester hours attempted or be dropped from program.

### **Unconditionally Admitted Students**

#### ***Probation***

A student must earn or maintain a 2.0 average or higher or be placed on probation. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level.

#### ***Suspension***

A student on probation who fails to earn a term grade point average of 2.0 or higher will be suspended. A student's first academic suspension will be for one semester/term; the second suspension will be for two semesters/terms; and a third suspension will be for an indefinite period.

#### ***Suspension Period Regulations***

Courses completed at any institution during a suspension period will not be accepted for credit. Students placed on indefinite suspension may petition for readmission following

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## **DSST (DANTES SUBJECT STANDARDIZED TEST) SCORES**

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**Application of DANTEs credit**





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.

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## INTERNATIONAL BACCALAUREATE (IB) CREDIT

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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.

<b>IB Test</b>	<b>TROY Course(s)</b>	<b>Required IB Score</b>	<b>Credit Hours Awarded</b>
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