

# ACADEMIC REGULATIONS

## Academic Year

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

## Associate Degrees

### Degree Requirements

In order to receive the associate degree, students must complete all course requirements for the degree. An associate degree cannot be declared if a baccalaureate degree has been awarded in the same program.

### 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 Specialized Curricula-Experiential Learning Credit)
4. At least 25% of the credit hours required for the degree must be completed in residence with Troy University. See the Academic Evaluation available on Trojan Web Express.
5. Nine semester hours must be completed in residence at Troy University in the major area of concentration. (See *FYgXYbVmf* for additional information.)

### Grade Point Average

1. A candidate for graduation must have an overall institutional average of C (2.0 GPA).
2. A candidate for graduation must have an overall cumulative average of C (2.0 GPA).
3. A candidate for graduation must have an overall average of C (2.0 GPA) in the concentration.

### Second or Subsequent Associate Degrees

The following policies apply:

1. No more than one Associate of General Education degree may be earned.
2. Credit earned in a concentration or major may be used to meet the requirements of only one associate degree.
3. Credit earned in a concentration or major may not be used retroactively to satisfy the requirements of another associate degree.
4. Only one degree will be conferred on a student for any term/semester.

### Requirements

Complete the first degree as certified by the registrar.

1. Declare a new program of study after the first degree has been certified as completed by the registrar.
2. Earn an additional 15 semester hours in residence in the declared program (see residency credit)
3. File an Intent to Graduate form at [www.troy.edu/graduation/html](http://www.troy.edu/graduation/html) in accordance with the published deadlines.
4. Meet all current requirements for the second or subsequent degree. An associate degree cannot be declared once a baccalaureate degree has been awarded in the same program.

## 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.

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.

## Auditing a Course

A student may audit any Troy University course by indicating audit at the time of registration. 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 audit to credit after the last day to add a course, or from credit to audit after the last day for dropping a course.

## Baccalaureate Degrees

Note: Students earning a degree in the College of Education should refer to the Education section for requirements.

### Degree Requirements

In order to receive the baccalaureate degree, the student must complete all requirements for the degree.

### Credit Hours

The student seeking a baccalaureate degree must meet the following requirements:

1. A minimum of 120 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 Specialized Curricula-Experiential Learning Credit)
4. At least 25% of the credit hours required for the degree must be completed in residence with Troy University. (See the Academic Evaluation available on Trojan Web Express.)
5. Twelve semester hours of work in each major field must be completed in residence with Troy University. (See *FYgXYbVmf* for additional information.)
6. A minimum of 50% of all degree program hours must be completed on a senior college (four-year degree) level.

### Grade Point Average

1. A candidate for graduation must have an overall institutional average of C (2.0 GPA).

## 16 · ACADEMIC REGULATIONS

5. File an Intent to Graduate form at [www.troy.edu/graduation/html](http://www.troy.edu/graduation/html) in accordance with the published deadlines.
6. Meet all current requirements for the second or subsequent degree.

### Students With a Completed Bachelors Degree

Some or all General Studies requirements may be waived for the TROY bachelor degree programs for students who have earned a previous bachelor's degree in transfer from a regionally accredited institution provided the General Studies courses are not direct prerequisites for courses needed at TROY for the selected associate degree program or are not directly specified for the student's major/program. Regardless of any waived coursework, all residency requirements for TROY (minimum 25% of degree hours) and in the major/concentration area (minimum 12 hours) must still be met. All requests for waivers must be communicated to the appropriate Troy University campus registrar prior to beginning any Troy University course work toward this bachelor's degree.

### Institutional Assessment of Student Academic Performance

Troy University is committed to the continual improvement of its educational programs. The University periodically conducts assessments of student outcomes; therefore a student can expect to participate in academic outcomes assessment activities during his or her time of enrollment.

### Class Section Cancellation

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

### Classification

Upper level courses

Upper level courses are courses at the junior level or above.

Numeric course sequencing

0090 sequence: Developmental courses (*Xc' bchVti bhfck UFX'*  
*XY[ fYY'fYei JfYa Yb1g)*

## 18 · ACADEMIC REGULATIONS

college dean to assist the students with their appeals.

Step 3. Within two weeks of receipt of the request, the department chair shall discuss the appeal with the student and with the instructor, separately or at the same time. If the department chair upholds the decision, the matter is closed. The decision is final.

Step 4. If the department chair does not support the decision of the instructor, the matter shall be appealed within two weeks of the department chair's decision to the designated associate dean or dean of the college. The department chair will forward the appeal

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 12 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 12 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 calculated based on the average of all hours attempted at Troy University and transfer credit, excluding any remedial courses.

Please note: Due to the unavailability of grades for the final semester during the time commencement programs are printed, honors designations are based on the grade point average earned through the previous academic term. Final academic honor designations are determined after grades have been posted. Final, official honor designations will be printed on the transcripts. Diplomas will be reprinted for students whose last term alters the honors designation.

Undergraduate honor students are awarded differentiated diplomas as follows:

Cum Laude: Grade point average of 3.40

package to the designated associate dean or dean. The designated associate dean or dean will empanel three full-time faculty colleagues from the department and/or discipline to review the matter. *H\Y\XYW\g]cb`cZ H]g`dUbY`g\U`VY`Z]bU`UbX`V]bX]b[`cb`U`dUf]Yg`*

Note: Students may not use this procedure to appeal grades resulting from violations of academic honesty. Students should refer to the Oracle, the University's official student handbook for those appeals.

### Grade Point Average (GPA)

The grade point average is computed by dividing the number of credit hours attempted into the total number of grade points earned. The official transcript displays two GPA types: (1) The institutional GPA is based on hours attempted with Troy University only; (2) the Cumulative GPA is based on hours attempted with Troy University *UbX* transfer institutions.

### Grading System

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

### Honors and Awards

Chancellor's Honor List

The circumstances that prevented the student's completion of course requirements are beyond the student's control, and adequate documentation is provided.

Any student who receives an "I" must adhere to the deadlines set by the instructor for when required assignments must be received. The instructor deadline must not exceed 9 weeks from the date of the end of the semester that the "I" was awarded. All

## 20 · ACADEMIC REGULATIONS

### Filing for Graduation

An Intent to Graduate form must be filed according to the published dates. For more information, see the website at <http://www.troy.edu/records>.

### Degree Plans / Academic Evaluations

Academic evaluations are available in the Record's Office. Unofficial academic evaluations are available to students on Trojan Web Express.

## Residency

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### Residency Credits

Effective Fall 2005, credit taken through any Troy University

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## DSST (DANTES SUBJECT STANDARDIZED TEST) SCORES

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### General Information

Troy University, as a leading provider of education to military service members, offers a variety of credit earned through DSST (DANTES SUBJECT STANDARDIZED TEST) scores.





Troy University accepts a variety of Advanced Placement (AP) exams. Students must have official score reports sent directly to the dean of enroll-

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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.

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			

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## ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

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Examination scores of A, B, C, D, E and U are awarded for A /AS Level 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