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## GENERAL REGULATIONS

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### ADMISSIONS REQUIREMENTS AND PROCEDURES

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, the Association of Collegiate Business Schools and Programs, the Council for Accreditation of Counseling and Related Educational Programs, and the National League for Nursing Accrediting Commission. 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

Application forms for admission to the Graduate School may be obtained from the Admissions Office at all Troy University locations. The application should be completed at least one month before the first day of the semester or term of intended

<http://troy.troy.edu/graduatestudies/grsform.html>

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

A letter submitted to meet specific program requirements may be used for admission to the Graduate School to satisfy this admission requirement. The recommendation form is available online at <http://troy.troy.edu/graduatestudies/grsform.html>

#### Other Document Requirements

The 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 must be completed and submitted electronically to the location that the Application for Admissions was submitted. The official letter of recommendation form may be found at

1. Students who previously took a nationally standardized aptitude examination, such as the GRE, MAT, or GMAT, shall submit official test score(s) with the Application for Admission. No time limit is established on test scores for admission to Graduate School. (However, most scores are available for only five years.)
2. College of Education students seeking advanced teacher certification (Class A) must furnish a copy of a valid teaching certificate (not Optional or Provisional certificates). Alternative Fifth-year students seeking initial certification are not required to present a teaching certificate. See the College of Education section for additional information.
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. Health Certificate. (Troy Campus requirement) Students who enroll or take courses on the Troy campus must submit a medical record to the Health Center.

Troy Campus Graduate Admissions Troy University Troy Troy, AL 36082 Phone: (334) 670-3179	Phenix City Campus Graduate Admissions Troy University Phenix City One University Place Phenix City, AL 36869 Phone: (334) 297-1007
Dothan Campus Graduate Admissions Troy University Dothan P. O. Box 8368 Dothan, Alabama 36304 Phone: (334) 983-6556	Montgomery Campus Graduate Admissions P.O. Box 4419 231 Montgomery Street Troy University Montgomery Montgomery, AL 36103-4419 Phone: (334) 357-8843
Distance Learning Center 304 Wallace Hall Troy University Troy, Alabama 36082 Phone: (334) 670-5876	University College Troy University 304 Adams Administration Building Troy, Alabama 36082 Phone: (334) 670-3616

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 *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 admissions guidelines for additional specifications.**

## 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 over-

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.**)

**Procedures:**

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.
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

• **TEACHER CERTIFICATION ENDORSEMENT (ONLY)**

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

Students interested in applying college credit towards

tential).

5. Satisfactory score on the graduate admission examination (Contact the Troy University International Admissions office or an International Troy University site office near you for more information).
6. Satisfactory score on the Test of English as a Foreign

### **TRANSFER CREDIT FROM A PREVIOUS GRADUATE DEGREE**

Courses taken at the graduate level that contributed to the completion of a prior graduate degree program may be applicable for credit in the new program based on review by the dean of the program. A limit of six semester hours of credit earned from any previous master's degree may be applied to the requirement for a second master's degree and is subject to departmental approval. All credits used to satisfy the second masters degree must be less than eight years old at the time of degree completion. (Note: Graduate nursing courses may not exceed five years). A Petition for Transfer of Graduate Credit form must be completed and approved. See TRANSFER CREDIT FROM A REGIONALLY ACCREDITED INSTITUTION section for specific requirements for the evaluation of transfer credit.

### **TRANSFER CREDIT FROM A REGIONALLY ACCREDITED INSTITUTION**

The maximum number of graduate credit hours transferred into a graduate program will not exceed 12 semester 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.
2. Sixth-year degree program students must see 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 permitted to transfer up to 18 semester hours of

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credit or one's Troy University grade point average (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 enrollment 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 based upon the Professional Military Education Matrix (<http://www.troy.edu/graduateschool/pme.pdf>). The combined total of transfer and transient credits may not exceed twelve semester hours.

### **SEMESTER HOURS REQUIRED**

The minimum number of semester hours required for graduate programs varies. Additional course work may be required for a student with academic deficiencies and/or a limited background and experience. Additional degree requirements will be determined 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.

### **HOOR LOAD LIMITS**

Definitions:

- A "semester" is defined for hour load limit purposes as

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Note 1: If the student makes a "D" or "F" in a core course, the course must be retaken.

Note 2: If the student makes a "D" or "F" in an elective course, the course may be retaken or another elective taken in its place.

### **REPEATING COURSES**

Students may repeat a course in which they received a grade of "D," "F," or "W." Students who received a grade of "C" or below in the required research course must repeat the course and attain a "B" or higher grade to satisfy the research requirements in their program of study. Both grades will be counted as hours attempted in determining the overall grade point average.



## **WITHDRAWALS**

Definition: Student is no longer enrolled in any graduate course(s).

A student who, for any reason, withdraws from all classes before the semester begins **MUST** complete the withdrawal form and file it with the appropriate office prior to classes beginning. *The student must surrender his/her ID card with the withdrawal form.* Any student who fails to do so will be responsible for payment of tuition and will be charged with failing grades.

Registration for a course makes the student responsible for completing the course unless withdrawal from the course or from the University is authorized. Students who withdraw after classes begin must complete and process the Withdrawal form to protect their records. Withdrawal forms are available in the Student Services office, Registrar's office or the student's site office. Exit Interviews are required for all withdrawals.

Students who withdraw during any term after the last day to withdraw without academic penalty will be awarded the grade of WP (Withdraw Passing) or WF (Withdraw Failing). The WP grade will not affect a student's grade point average; however, the grade of WF will be calculated as an F grade.

### Explanation of Grade Status at the Time of Withdrawal

- A. Before the Last Day to Drop Cutoff Deadline: The symbol "W" (withdrawal) will be entered on the student's record for each course, and the hours will not be charged as attempted. See the Schedule of Classes for the exact date.
- B. After Last Day to Drop: With the exception of those who withdraw for documented reasons beyond their control, students who leave the university after the last day to drop will be assigned the symbol "WP" or "WF" for each course. Students who receive the "WF" will be charged with hours attempted in the overall grade point average. See the Schedule of Classes for the exact date.

## **GRADE APPEALS**

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render aca-

## RETENTION

Graduate students may earn no more than six semester hours of grades below "B". Students who earn more than six semester hours of "C" grades or below are automatically dropped from the Graduate School for a period of one year. Courses that are over eight years old are not computed in grade point averages for retention purposes. Quality points are no longer considered in determining retention.

Conditionally admitted students who do not attain a 3.0 grade point average (4.0 scale) at the completion of nine semester hours will be dropped from the program for a period of one calendar year at which time the student may petition for readmission.

## READMISSION PROCEDURES

### • Readmission to Graduate School after Academic Suspension

In order to be eligible to petition for readmission, a student must have been out of school for at least one calendar year. Students who have been academically suspended and/or dropped from the program must follow the procedures outlined below.

1. A student must petition the Dean of the Graduate School in writing and cite the particulars of his/her case:
  - a.) The petition packet must include a letter describing the circumstances that led to academic suspension and give evidence of probable success before being considered for readmission.
  - b.) Copy of the student's transcript.
  - c.) Appropriate letters of support from faculty members and documentation of illness, etc. are required for inclusion in this packet.
  - d.) Updated Application for Admission.

**Note:** University College, Phenix City, Dothan and Montgomery student petitions must be documented, circumstances verified by the appropriate academic official at each location, and a letter recommending support or non-support must accompany the packet before the Dean of the Graduate School will present the petition to the respective Academic Dean(s).

2. The Dean of the Graduate School in turn will submit the petition and supporting documentation e.g., transcripts, updated Application for Admission, letter of petition, letters of support, etc. to the appropriate departmental faculty committee through the office of the dean of the discipline in which the student requests readmission.
3. The departmental committee will review the case and make a recommendation for approval or disapproval to the dean of the discipline.
4. The dean of the discipline has the authority to accept or reject the department's recommendation. If the dean of the discipline accepts a favorable recommendation from the departmental committee, he or she must forward it along with his/her endorsement to the Dean of the Graduate School and the Chair of the Graduate Council for their concurrence.
5. If the student's petition is rejected by the dean of the discipline (in 4 above), the student is notified in writing by the dean of the discipline with copies placed in the student's permanent record.

6. If the Dean of Graduate School and Chair of Graduate Council accept the dean of the discipline's recommendation (in 4 above), the student is notified by the Dean of the Graduate School in writing of the decision and informed of any conditions that were placed on his/her readmission. If admitted, it will only be on a conditional basis. The decision of the Dean of Graduate School and Chair of Graduate Council is final.
7. If the Dean of the Graduate School or Chair of the Graduate Council rejects the dean of the discipline's recommendation, 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 institutions' programs for academic reasons must follow the procedures noted below:
  - a. The processes of # 1-7 above must be followed. All transcripts from all institutions must be submitted as part of this process.
  - b. A student will be eligible for readmission 12 months from the beginning of the suspension period.
  - c. Troy University will accept transfer credit only from institutions where students are in good academic standing. The acceptance of any transfer credit is at the discretion of Troy University.

### • Readmission to a Graduate School Program by a Student in Good Standing

A student who is not enrolled in courses for **one year** must

**REQUIREMENTS FOR ADMISSION TO CANDIDACY**

The following information must be provided in all transcript requests:

1. Full name

is available on our web site.

- The Montgomery GI Bill (Chapter 30) assists students who entered active duty for the first time after July 1, 1985, and who agree to have their pay reduced \$100 for 12 months. Veterans must have been honorably discharged and active-duty personnel must have served at least two years.
  
- The Montgomery GI Bill – Selected Reserve Education Assistance Program (Chapter 1606) assists students who have a six-year obligation in the Selected Reserves. Students who are officers must agree to serve six years in addition to current obligation, complete initial active duty for training, serve in a drilling Selected Reserve unit, and remain in good standing.
  
- The Veterans Educational Assistance Program – VEAP (Chapter 32) assists students who enlisted in the military after December 31, 1976, and before July 1, 1985, who contributed money to the educational fund.
  
- Vocational Rehabilitation (Chapter 31) provides assistance to veterans who have a service-connected disability and need vocational rehabilitation because his/her disability creates an employment handicap.
  
- The Dependents' Educational Assistance Program (Chapter 35) provides education and training opportunities to eligible dependents and survivors of certain veterans who either died of, or is permanently and totally disabled as the result of, a service connected disability. The disability must arise out of active service in the Armed Forces.

- **Application Procedures**

Students who are eligible for educational benefits from the Department of Veterans Affairs should contact the Troy University VA specialist at their location to complete the necessary forms. After all of the necessary forms and documentation are submitted to the Troy University Financial VA specialist, the student's enrollment information will be certified to the Department of Veterans Affairs. The Department of Veterans Affairs processes claims 8 to 12 weeks after receiving the completed

**SCHOLARSHIPS**

Students seeking scholarship information should visit the *Graduate School Financial Assistance* webpage for scholarship availability. (<http://www.troy.edu/graduateschool/financialaid.html>)

**UNIVERSITY COLLEGE**

University College is responsible for the delivery of off-campus, out-of-state educational programs. The college is comprised of geographic regions with over 60 branches and teaching sites located in 11 countries and 17 states. The branches and sites are in metropolitan areas on or near military installations, and serving military and civilian students around the world.

University College academic programs and course offerings are the responsibility of the

### **TROY UNIVERSITY LIBRARY**

The Troy University Libraries hold a wide variety of resources in multiple formats, including print, multimedia (CD, DVD, video, audio cassettes, microfilm, and microfiche) as well as electronic linkages both on the library network and on the Internet to libraries and information sources worldwide. These resources allow the Library staff to ensure that students and faculty have access to the information they need to fulfill their educational and research goals. Students should contact their local Troy University office for additional library information.

The Library's networked system consists of the online public access catalog and numerous online bibliographic databases, many with full text journals. The Library's homepage is constantly developing to provide more sophisticated and user friendly access to resources in the library and around the world.

The Library faculty and staff are continually developing quality collections, facilities and services to assist students and faculty in their educational journeys. The Library faculty and staff provide professional and technical assistance and instruct users in the best methods of utilizing the Library's resources. Through this instruction and assistance, students learn information literacy skills that will support lifelong learning and continuing education.

### **HOUSING - TROY CAMPUS ONLY**

Housing accommodations are available on-campus for students in residence halls or in the Dill Hall Apartment Complex at Troy University. Inquiries and applications should be submitted to the Director of University Housing.

University Apartments, located at the end of North Franklin Drive, consist of 48 air-conditioned one and two-bedroom units operated by the University for married students. Since the demand for these units is considerable, interested couples should contact the Housing Office well in advance for reservation.

The University Housing office endeavors to assist persons seeking apartments, rooms or other off-campus housing in finding suitable accommodations. Students desiring assistance in securing off-campus accommodations should contact the Housing Office.

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## **UNIVERSITY-WIDE REGULATIONS**

8. The unlawful possession, use, or distribution of alcoholic beverages, public drunkenness, driving under the influence, or the public display of alcoholic beverages and the use or display of such in public areas of the residence halls and all other public areas of the campus.
9. Participation in any form of gambling.
10. Use, possession, or distribution of firearms, bows, illegal knives, fireworks, any incendiary, or any type of explosive device or material. Only duly-constituted law enforcement officers may possess firearms on campus.
11. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid University properties.
12. Lewd, indecent, obscene behavior or expression.
13. Trespassing or unauthorized entry to or use of University facilities.
14. Unauthorized use or attempted use of any services belonging to or provided by the university, including but not limited to, computer, telephone, cable television, copying facilities, or any other such service.
15. Unauthorized possession of a key to any University facility.
16. Interference with the use of or access to University facilities, obstruction or disruption of teaching, research, administration, service, disciplinary procedures, or other activities on university property by either University or non-University persons or groups.
17. Failure to promptly comply with directions of University officials or law enforcement officers acting in the performance of their duties as such officials and officers.
18. Entering false fire alarms, or bomb threats, tampering with fire extinguishers, alarms, or other safety or fire-fighting equipment.
19. Any activity which creates a mentally abusive, oppressive, or harmful situation for another is a violation. Use of the mail, telephone, computer and electronic messages, or any other means of communication to insult, threaten, or demean another is prohibited.
20. Conviction of any misdemeanor or felony which adversely affects the educational environment of the University.
21. Violation of any University policies or regulations as published or referred to in the Student Handbook, including,