

## 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, 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.

### Transcripts

All official transcripts (raised ~~se~~ with Registrar's signature, security paper, and without "Issued to Student" stamped on them) from all universities attended noting that credit was accepted toward the completion of the bachelor's degree are required for applicants holding a bachelor's degree. Official transcripts showing the completion of the bachelor's, master's, or higher degree are required for applicants holding a master's or higher degree. These transcripts must be on file in the Admissions Office of the Troy University campus to which the student is applying. Failure to report all universities previously attended may result in denial and / or dismissal. Applicants are responsible for requesting official transcripts from each institution previously attended. The Admissions Office will assist students in completing transcript requests. Once the Application for Admission is on file, all transcripts submitted become the property of Troy University and will not be returned.

## Pre-Admission Procedures

### Application Forms

Application forms for admission to the Graduate School are available online at <http://admissions.troy.edu>. The application should be submitted at least one month before the first day of the semester or term of intended attendance. If fraudulent information is discovered on the application form, a student may be administratively withdrawn.

Applications must include

1. a completed application form,
  2. official transcripts from all universities attended, and
  3. other documentation supporting the application.
- Please see the following explanation of these application requirements.

Consult the Troy University webpage at <http://www.troy.edu> for additional information.

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 Schools 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.

## 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 recommendation is required for those who hold a master's or



- Unaccredited or Otherwise Accredited Baccalaureate or Masters Degree Holders—Student Admission Requirements (United States and Foreign Universities)

Students must submit an official transcript(s) with degree(s) posted at least one semester/term prior to the desired date of registration. The appropriate academic college and the Graduate Council will evaluate all submitted transcripts using commonly accepted practices and guidelines. The applicant will be required to submit a copy of the college's catalog and other information as needed. Only upon the approval of the Graduate Council may a student begin taking graduate courses at Troy University. Should the student be inadvertently informed of the University's knowing that the baccalaureate degree or masters degree is from an unaccredited or otherwise accredited institution) admitted into classes prior to baccalaureate degree or master's degree approval and the 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 improperly registered, and all tuition will be forfeited.

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

Note: Students seeking a Master's degree from the Sorrell 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 Business accredited by the AACSB or ACBSP stating that students from the student's non-regionally accredited undergraduate institution have been accepted into the graduate business programs at those institutions.

- Post Master's Admission

Students admitted in this category must hold the master's degree from a regionally accredited equivalent foreign institution. Graduate credit taken while enrolled as a post master's degree student is not admissible as degree credit unless it is approved by the Program Director and is limited to a total of six semester hours. All official 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. Applicants to the DNP program are eligible only for Unconditional admission status.

- Special Admission: Non-Degree Matriculates

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 in a school or

### Student Visa Requirements

Only the Troy University campuses in Alabama and the teaching site in Atlanta, Georgia are approved to host students on a nonimmigrant student visa. Students may refer to the web site <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 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: [intlprog@troy.edu](mailto:intlprog@troy.edu) or web site [www.troy.troy.edu/internationalprograms](http://www.troy.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)

OR

Educational Credential Evaluators, Inc (ECE)  
P.O. Box 514070

## Dual Enrollment

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### Lacking Prerequisites

Students holding a baccalaureate degree from a regionally accredited or equivalent foreign college or university, who are applying for graduate admission, will have tran-

Note: Refer to TIME LIMITS TO COMPLETE GRADUATE DEGREE PROGRAMS and TIME LIMITS TO COMPLETE GRADUATE NURSING DEGREE PROGRAMS for more information on limitations of transfer credits.

#### Transfer Credit From a 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 permitted to transfer up to 18 semester hours of Troy

and has maintained a 3.0 grade point average necessary for good standing. Petition for Transfer of Graduate Credit forms are available at <http://www.troy.edu/graduateschool/forms>

### Correspondence Credit

Credit earned through correspondence will not be acceptable for graduate work. A correspondence course is defined as a complete pre-packaged course designed to be delivered through sequential steps at the student's own pace without instructor or student interaction.

### Professional Military Education Credit (PME)

Troy University awards transfer credit for specific Professional Military Education (PME) courses completed at select military 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 transferred into a graduate program, include PME credit, will not exceed 12 semester hours. Please consult your adviser for individual 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 credits do not count toward Troy University residence 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.



- Courses numbered “7700” to “7799” are open only to students who have received the master’s degree.
- Courses numbered “6600” to “6699” are open to qualified graduate students or to students who have already received the master’s degree.
- Courses numbered “5500” to “5599” are open only to graduate students and graduate seniors. Seniors must have the approval of the instructor of the course and meet unconditional graduate admission criteria. Courses numbered “5500” to “5599” in business, English, history, and mathematics are open only to graduate post-graduate students. A student may not enroll in a course numbered “5500” to “5599” if it duplicates the same course listed on an undergraduate transcript.
- For the master’s degree, 50% of the total graduate program must be earned in “6000” level courses. In the Education Specialist program, 50% of the total graduate program must be earned in “7000” level courses.

Grading System

Grade	Grade points per credit hour	Quality
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
F	0.0	Failure
AU		Audit

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 beyond the student’s control or if the student has been required to 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.

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 the course must be retaken in another elective taken in its place.

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 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, the Office of the Provost or designee will announce cancellation of classes through the local and regional media as well as through the University’s web sites.

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.

## Incomplete Grades

This incomplete grade policy replaces all other incomplete grade policies as of August 1, 2006.

The instructor may report an "Incomplete (I)" for a student whose progress in a course has b



1. A student must petition the ~~De~~ of the Graduate School in writing and cite the particulars of his/her case. The petition packet must include:
  - a. 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.;
  - d. Readmission Application.

Note: Student petitions for readmission must be documented, circumstances verified by the appropriate academic official at each location, and a letter recommending support or non-support must accompany the ~~pet~~ 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, transcripts, updated Application for Admission, ~~lette~~ 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 recommendation of the department. 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 ~~reje~~ by the dean of the discipline (in 4 above), the student is notified in writing by the

Research Requirement

For Initial Master's Degree

All graduate programs require certification of the student's

1. Receive an admission status other than "temporary,"
2. Clear all outstanding financial obligations to Troy University, and
3. Prepare a Transcript Request Form at any Troy University office and pay the appropriate fee.

Note: Official copies are mailed from one institution to another. Student copies mailed or released to the student will be stamped "Issued to Student."

## Tuition and Fees

### Troy Campus

Consult the [http://www.troy.edu/sfs/tuition\\_fees.htm](http://www.troy.edu/sfs/tuition_fees.htm) website for current tuition and fees.

### eCampus Course Rates

Consult the <http://www.troy.edu/ecampus/tuition.htm> website for current rates.

will be returned to the Title IV programs. The student is responsible for any charges which are unpaid as a result of the return of Title IV funds.

Generally speaking, a student earns Title IV aid based on the number of days completed during the term prior to withdrawal. Once 60% of the term has been completed, the student is considered to have earned 100% of the Title IV aid awarded.

A student who withdraws must complete the Exit Interview Form (For any disbursed student loans, repayment begins six months after you are no longer a half-time student.)

#### Veterans Education Benefits

The following is a summary of the educational assistance that the Department of Veterans Affairs offers to veterans, service members, and their dependents. More detailed information is available on our web site.

1. 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.
2. The Post 9/11 GI Bill (Chapter 33) as

6. International graduate students must be in compliance with all U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (DHS) requirements.
7. Students who are required to submit Test of English as a Foreign Language (TOEFL) scores as part of their graduate admission requirements must have a score of 550 (written test) or a score of 213 (computer-based test) or higher to be considered. Additionally, evidence of English language proficiency may be required for some positions.

## Scholarships

Students seeking scholarship information should visit the Graduate School Financial Assistance webpage for scholarship availability or <http://admissions.troy.edu/graduateschool/fiancialaid.htm>.

## Student Accident & Sickness Insurance Plan

For additional information on student accident and sickness insurance plans please refer to <http://troy.troy.edu/healthservices/insurance.html>

## Global Campus

Global Campus is responsible for the delivery of educational programs outside the state of Alabama and abroad as well as online through eCampus. Global Campus is designed to meet the needs of non-traditional learners who generally have educational needs that are different from those catered to by traditional colleges and universities. Courses and degrees are delivered at times and in formats to fit the needs of adult learners who have full-time employment, work shifts or are prone to short-notice moves.

Troy University has a long history of service to the United States military. Working in cooperation with base educational services personnel who provide local program support, Global Campus delivers educational programs on many military bases, typically in classroom space provided by the military.

Global Campus academic programs and course offerings are the responsibility of the deans of the academic colleges, academic department, and appropriate Global Campus personnel. Troy University faculty and administrative oversight functions include, but are not limited to, academic oversight and control, new site ap-



## Troy University Library

The Troy University Libraries (<http://library.troy.edu>) 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 life!

8. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
9. 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.
10. Participation in any form of gambling.
11. Use, possession, display or distribution of any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, and paintball guns). Only duly-constituted law enforcement officers may possess firearms on campus.
12. Use, possession, display or distribution of any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of any person.
13. Disorderly conduct, including rioting, inciting to riot, assembling on university properties.
14. Pervasive behavior or dress that is objectively offensive and detracts from the educational experience of other students.
15. Trespassing or unauthorized entry to or use of university facilities.
16. 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.
17. Unauthorized possession of a key to any university facility.
18. Interference with the use of 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 person or groups.
19. Classroom disruption to include any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.
20. Failure to dress appropriately for academic exercises or campus events including no foot wear, pajamas, dirty clothes/body offensive to others and head coverings indoors unless considered to be a part of religious dress.
21. Failure to promptly comply with directions of university officials (faculty, staff or student employees) or law enforcement officers acting in the performance of their duties as such officials and officers.
22. Participation in setting or causing to be set any unauthorized fire, entering false fire alarms, or bomb threats, tampering with fire extinguishers, alarm or other safety or fire-fighting equipment, failure to evacuate or immediately respond to a fire alarm.
23. Pervasive use of the telephone, computers and electronic media that undermines and detracts from the educational experience of other students and/or the ability of faculty or staff to meet their obligations to provide for students' educational experience.
24. Conviction of any misdemeanor or felony that adversely affects the educational environment of the University.
25. Violation of any university policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of university facilities; occupation and visitation of residence halls and other housing owned or controlled by the university; and the use and parking of motor vehicles on the campus.
26. Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies whether or not specified in detail, that 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.
27. Any other activity, conduct or dress not specifically stated herein that impairs, endangers or disrupts any person, property, social order or the educational environment of the University.

### Disability Services: Policies and Procedures

Please consult the Oracle, the University's official Student Handbook, online at <http://www.troy.edu/student-services/oracle/index.html> for the most current and complete information.