

## ADMISSION REQUIREMENTS

Troy University seeks to admit students who possess the intellectual capacity, maturity, previous training, and motivation necessary for success in educational programs. Troy University welcomes applications from a variety of students including traditional college age students, adults who will combine their educational pursuits with work, or life-long learners who are simply seeking enrichment. Programs and courses are offered for full-time and part-time students, and are offered in a variety of formats and times including traditional day classes, night classes, and weekend classes. Programs or classes are also available through distance learning and other alternative methods of educational delivery.

Students are encouraged to apply well in advance of proposed entrances although some campuses allow for an optional admission if appropriate application material has not been received by the University. The University reserves the right to investigate and review the records of any prospective student to determine the applicant's eligibility to enroll.

Those seeking admission must submit an Application for Admission accompanied by a nonrefundable application fee that constitutes part of the admission credentials.

### **Beginning Freshmen**

Beginning freshmen are defined as applicants who have attempted less than 24 credit hours of coursework at other colleges or universities.

#### **A. Unconditional Admission**

##### ► *Troy – Phenix City – Dothan – University College – Distance Learning*

Beginning freshmen who are graduates from an accredited and/or state approved high school may be granted unconditional admission with proof of an acceptable test score (18 on the enhanced ACT or 870 on the SAT -1) and a minimum high school GPA of 2.00 on a 4.00 scale. Students at least 21 years of age are not required to submit ACT/SAT scores.

##### ► *Montgomery*

In view of the longstanding and successful service of the Montgomery campus to non-traditional students, beginning freshmen may be admitted to these programs by meeting the following standards:

##### *High School Graduates Under 21 Years of Age*

Students who meet the standards for high school graduation and submit an ACT score are granted unconditional admission to the University.

##### *High School Graduates 21 Years of Age or Older*

Students in this category must have graduated from high school, with at least a 2.0 GPA, or have earned a GED to qualify for unconditional admission status.

#### **B. Conditional Admission**

Conditional admission must be cleared at the campus where conditional admission is granted.

##### ► *Troy – Phenix City – Dothan – University College – Distance Learning*

Any applicant who does not qualify for unconditional admission may enroll at Troy University as a conditionally admitted student by meeting the following criteria:

If the high school GPA is less than 2.00 (on a 4.00 scale), the applicant must have a minimum composite score of 18 on the ACT or 870 on the SAT – 1.

If the applicant's composite score on the ACT is less than 18

(but at least 15) or less than 870 on the SAT -1 (but at least 740), he/she must have a cumulative high school GPA of 2.30 (on a 4.00 scale).

The conditionally admitted student will be permitted to carry a maximum course load of 13 semester hours (seven hours per accelerated semester) until 24 hours of Troy University work are attempted. The student will follow a prescribed course of study designed to strengthen basic skills. Specific courses must be taken where weaknesses have been demonstrated.

Conditionally admitted students will be granted unconditional admission status within, or upon completion of, 24 semester credit hours at Troy University with an overall 2.00 GPA. Credits earned by a conditionally admitted student are recorded on the permanent record of the student and will apply, if applicable, toward a regular undergraduate degree program. Any conditional student who fails to attain a 2.00 GPA upon completion of 24 hours attempted at Troy University will be dropped from the program.

##### ► *Montgomery*

##### *High School Graduates Under 21 Years of Age*

Students who do not submit ACT or SAT scores are given conditional admission status. After successfully earning at least a 2.00 GPA on the first 24 hours attempted, including satisfactory completion of COM 1110, students qualify for unconditional admission status.

##### *High School Graduates 21 Year of Age or Older*

Students who do not have a high school GPA of at least a 2.00 are given conditional admission status. After successfully earning at least a 2.00 GPA on the first 24 hours attempted, including satisfactory completion of COM 1110, students qualify for unconditional admission status.

A conditionally admitted student whose academic performance results in being dropped from program may appeal for readmission to the University through the campus-specific Conditional Appeals Committee (CAC) where the original conditional admission was granted. A student who transfers to another accredited institution after being dropped from program may also appeal the transfer admission to the University through the campus-specific CAC.

Conditional students who are dropped may appeal for enrollment in the University at the campus of their home location after a period of twelve months from the end of their last term completed at the University. If the student has attempted college credit since leaving the University, the student must first apply for admission through the Admissions Office. Prior to making an admissions decision, the Admissions Office will forward the student's credentials to the CAC, if appropriate, for an admission recommendation. Conditional students who have not attempted college credit since being "dropped" must appeal directly to the CAC, if appropriate.

If the appeal is approved, the CAC will prepare an Appeal for Enrollment Form wherein requirements for continuing as a conditionally admitted student will be listed. The student and one member of the CAC will sign the form, with one copy retained in the student's advisement record, one copy sent to Admissions (in the case of a transfer student), and one copy given to the student. The CAC will coordinate the student's readmission with the campus-specific department that is authorized to readmit students.

If a student's appeal is denied, the student will be provided a decision in writing, with a copy of this decision entered into the student's advisement record. A record of this denial will be sent to the Admissions Office if the student is requesting transfer from another accredited institution.

**C. Unclassified**

Applicants may appeal to the Dean of Enrollment Management, or the appropriate campus designee, for unclassified admission to Troy University. Students attending under unclassified admission status are not eligible for temporary admission and must submit all required documentation prior to completing the first semester (two accelerated semesters or terms), or will not be allowed to enroll in subsequent semesters or terms.

The maximum load for an unclassified student is 13 credit hours (7 hours in an accelerated semester). In the event the final records indicate the student was not eligible for admission, coursework will be changed to audit, whether completed or in progress, and no refunds will be given and no academic credit awarded.

Students admitted under unclassified admission status may move their academic program to any of the campuses of Troy University upon completion of one semester (or two accelerated semesters) with a grade point average of 2.0 or better.

**D. Other****• Early Admission**

Admission granted to the University concurrent with secondary school enrollment where academic credit is awarded only by the University. Applicants desiring early admission should be at least 10th graders in high school with at least a 20 ACT/ 950 SAT and a 3.00 GPA. Additionally, applicants must submit a letter from a school official authorizing their enrollment under this status.

**• Dual Enrollment**

High School students enrolled in college courses in an attempt to concurrently receive college and high school credit for equivalent coursework. This program is a cooperative effort on the part of the various high schools and Troy University. Applicants desiring admission should be at least 10th graders in high school with at least a 20 ACT/950 SAT and a 3.00 GPA. Additionally, applicants must submit a letter from a school official authorizing their enrollment under this status.

**• Home Education**

Students who graduate from home school programs must comply with the same requirements as students graduating from traditional programs. Transcripts and diplomas may be self-certified.

**Transfer Applicants**

Transfer students are applicants who have attempted at least 24 credit hours of coursework, excluding developmental courses, at other colleges or universities.

Transfer applicants must have official transcripts from each college or university they have previously attended sent directly to the admissions office of the Troy University campus where they plan to attend. Transfer students must also submit transcripts from colleges where registration was completed, even though credit might not have been earned. Transfer students must have attempted a minimum of 24 hours of non-developmental coursework at another college or university to be admitted as a transfer student. A student may not be enrolled at another college or university and Troy University at the same time without prior approval of the Dean of Enrollment Management or the appropriate campus designee.

**A. Unconditional Admission****► Troy – Phenix City – Dothan – University College – Distance Learning**

Transfer students will be granted unconditional admission if they are in good standing at the last college attended and if they have an overall GPA of 2.00 (4.00 scale) or better on all college/university work attempted. Technical and remedial/developmental work is not considered in determining grade point average. Applicants who have been suspended from another institution for any

reason must be eligible to return to that institution before being considered for admission to Troy University.

**► Montgomery**

Transfer students who have attempted 24 hours or more of college level courses, with at least a 2.00 GPA, qualify for unconditional admission status.

**B. Conditional Admission**

Conditional admission must be cleared at the campus where conditional admission is granted.

**► Troy – Phenix City – Dothan – University College – Distance Learning**

Transfer students with a GPA 1.70 to 1.99 may be admitted as a conditional student. Transfer students admitted under conditional status are limited to a maximum of 13 hours per semester (seven hours per accelerated semester) until 24 semester hours are attempted.

**► Montgomery**

Students who have attempted 24 hours or more of college level courses, but have less than a 2.00 GPA, may be admitted under a conditional admission status. After successfully earning at least a 2.00 GPA on the first 24 hours attempted, including satisfactory completion of COM 1110, students qualify for unconditional admissions status.

**C. Unclassified**

Applicants may appeal to the Dean of Enrollment Management, or the appropriate campus designee, for unclassified admission to Troy University. Students attending under unclassified admission status are not eligible for temporary admission and must submit all required documentation prior to completing the first semester (two accelerated semesters or terms), or will not be allowed to enroll in subsequent semesters or terms.

The maximum load for an unclassified student is 13 credit hours (7 hours in an accelerated semester). In the event the final records indicate the student was not eligible for admission, coursework will be changed to audit, whether completed or in progress, and no refunds will be given and no academic credit awarded.

Students admitted under unclassified admission status may move their academic program to any of the campuses of Troy University upon completion of one semester (or two accelerated semesters) with a grade point average of 2.0 or better.

**International Admission**

Contact information for international applicants:

Center for International Programs  
128 Pace Hall  
Troy University  
Troy, AL 36082  
USA  
(334) 670-3335  
intlprog@troy.edu

Application for admission should be made at least three months in advance of the proposed term of entrance to the Center for International Programs, Troy University, Troy, AL 36082, USA. The applications process may be expedited by completion and submission of the following forms through electronic means; however, the credentials themselves must be completed, signed and mailed prior to the issuance of the I-20 form necessary to obtain a visa for entrances into the United States.

**First Time University Students**

The following documents must be filed with the Center for

**International Programs:**

1. The Admissions Application
2. Official secondary school transcript, including notice of graduation.
3. One of the following:
  - Test of English as a Foreign Language (TOEFL) score. The minimum acceptable score is 500 for the paper test and 175 for the computer based test. The TOEFL code for Troy University is 1738. If submitting the IELTS score, the minimum score requirement is 5.5.
  - or*
  - ACT score - Minimum acceptable composite score is 18, with not less than 18 on the English component
  - or*
  - SAT score – Minimum acceptable composite score is 870, with not less than 430 on verbal.
4. A detailed statement of financial status that clearly documents the student's ability to finance studies at Troy University. These documents must show proof of a minimum of \$14,000 per academic year of study.
5. Appropriate Application Fee

International students transferring from universities in the United States must submit the following documents in addition to the ones listed above:

1. An official transcript, including all work completed at other U.S. universities. Minimum GPA 2.00 (4.00 scale).
2. Adviser's Report Form from the current student adviser.
3. Either TOEFL scores or a record of a grade of "C" or better in English composition at a United States university.

International students transferring from universities outside the United States must submit the following documents in addition to the ones listed above:

- An official transcript, including all coursework completed at all other universities attended, along with an official English translation. Minimum GPA must be equivalent to a United States GPA of 2.00 on a 4.00 scale.

**Audit**

Students may audit any Troy University course by indicating audit at the time of registration. No credit will be given, no hours attempted will be earned, and fees will be assessed based on the audit credit hour rate. Audit hours are not counted in maximum or minimum credit load limits and no credit will be earned.

Students may change from audit to credit or from credit to audit within the designated drop/add period the first week of classes, a period allowing students' flexibility to change classes without academic or financial penalty

**Transient Status*****Student from another institution wishing to enroll at Troy University as a transient student***

A student enrolled at another institution who is in academic good standing may wish to study at Troy University and then return to the original institution. The student should make application as a transient student with appropriate transient authorization. In order to complete this process, students desiring to enroll at the Troy campus must submit the completed Medical History Form. Students granted transient admission should request that official Troy University transcripts be sent to the home institution.

***Troy University student wishing to enroll as a transient student at another institution***

A student receiving prior Troy University transient authorization does not need to be readmitted if the absence does not go beyond the term authorized. Troy University transient authorization assumes the student remains in good standing and has not officially withdrawn from the University for the term that authorization was granted. The student must provide an official transcript from the institution attended. A student returning beyond the approved transient authorization must reapply under the readmission rules.

**Readmission to Troy University*****Former Troy University students in academic good standing******One to three year absence: readmission form required***

Students who have been out of attendance for one to three years must apply through the Admissions Office of the campus they wish to attend. A Medical History Form is required for students readmitted to the Troy campus.

***More than three year absence: new application required***

Students who have been out of attendance for more than three years must complete a new application and will be subject to new catalog and program requirements. The student may not be granted a new one term temporary status but must clear all admission requirements prior to registration.

***Prior temporary, unclassified and conditional admissions status at a different home location from where student is readmitted***

Temporary and unclassified students must clear admission with their original home location before taking classes at another Troy University location. Conditional students must clear admission requirements at their original home locations to fulfill their conditional contracts prior to enrolling at another Troy University location.

***Readmission after academic suspension***

Students suspended from Troy University must apply for readmission and may be readmitted under probation after serving suspension. Under certain mitigating circumstances, students may appeal their suspensions through the appropriate campus designee.

***Readmission for conditionally admitted students dropped from program***

Students dropped from program are not allowed to re-enroll at the University for at least 12 months. Students interested in re-enrolling should contact the Admissions Office at the Troy University campus that granted conditional admission.

***Receiving transient authorization***

Students receiving prior Troy University transient authorization do not need to be readmitted if their absence does not go beyond the timeframe authorized. Troy University transient authorization assumes that the student remains in good standing and has not officially withdrawn from the University for the time period authorization was granted. Students must provide official transcripts from the institutions attended.

**Post Degree Status**

Students who have earned baccalaureate degrees or higher degrees from the University or from other institutions may enroll for additional undergraduate coursework as post degree students.

Transcripts with posted degree must be submitted. Some campuses may require submission of the completed Medical History Form in order to complete this process.

**Temporary Admission**

Temporary admission may be granted to a student who has submitted incomplete information or documentation for full admission to the University. Temporary admission is granted for one term. Students granted temporary admission must submit all missing records before the end of the term for which the temporary

admission was given. With the permission of the Dean of Enrollment Management or the campus designee, a second temporary may be extended for the subsequent term. In the event the final records indicates that the student is not eligible for admission, the student shall either be administratively withdrawn from all currently registered coursework or be allowed to complete the coursework for audit.