GENERAL REGULATIONS

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.

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 attendance. Consult the Troy University Graduate School Webpage for an application form at https://it.troy.edu/admit_grad/pick_graduate.htm and a list of available locations. If fraudulent information is discovered on the application form, a student may be administratively withdrawn.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.

Troy Campus Graduate Admission Troy University Troy Troy, AL 36082 Phone: (334) 670-3179	Phenix City Campus Graduate Admission Troy University Phenix City One University Place Phenix City, AL 36869 Phone: (334) 297-1007
Dothan Campus Graduate Admission Troy University Dothan P. O. Box 8368 Dothan, Alabama 36304 Phone: (334) 983-6556	Montgomery Campus Graduate Admission P.O. Box 4419 231 Montgomery Street Troy University Montgomery Montgomery, AL 36103-4419 Phone: (888) 357-8843
eCampus Location & UPS Address 1101 South Brundidge Troy, Al 36081 U.S. Postal Mail Address: eCampus Troy, Alabama 36082 Phone: (334) 670-5876	Global Campus Troy University 304 Adams Administration Building Troy, Alabama 36082 Phone: (334) 670-3616

Transcripts

All official transcripts (raised seal 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. All 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 institutions 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.

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 Admission was submitted. The official letter of recommendation form may be found at http://troy.troy.edu/graduatestudies/grsform.html

Note*: A letter submitted to meet specific program requirements may be used for admission to the Graduate School to satisfy this admission requirement.*

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.) *Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program.*
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. Students who enroll or take courses on the Troy campus must submit a medical record to the Health Center. (Troy Campus requirement).

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 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 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 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. (See Unaccredited or Otherwise Accredited Baccalaureate Degree Holders - Student Admission Requirements.)

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

   AND

4. Have an acceptable score on the appropriate entrance exam (official test score required). **Note**: *Students entering licensure and professional programs must meet specified grade point average requirements and stated test score minimums. Consult the specific program for admission score requirements.* **Note:** *Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program.*

   AND

5. Provide an 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. See web request form at http://troy.troy.edu/graduatestudies/grsform.html **Note**: *A letter submitted to meet specific program requirements may be used for admission to the Graduate School to satisfy this admission requirement.*

   AND

6. Meet the unconditional requirements of a program. See specific programs for details. Some programs have higher standards.

• Conditional Admission - Master's Degree

Conditional admission may be granted under certain circumstances to applicants who cannot satisfy all unconditional admission requirements. **Not applicable for Ed.S. students.**

Students admitted conditionally only because of a low undergraduate grade point average will be cleared of their conditional status if, at the completion of nine semester hours, they have achieved a 3.0 grade point average or greater on all graduate work attempted. Students must clear the conditional admission requirement of a 3.0 average at the completion of nine semester hours, or they will be dropped from the graduate program for one calendar year after which they may petition the Dean of the Graduate School to re-enter.

Students admitted conditionally only because of a low test score will be granted unconditional admission prior to the completion of nine semester hours provided they have maintained a 3.0 grade point average on all graduate work attempted and have retaken the test and received a satisfactory score. Note: Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program.

Baccalaureate Degree Holders

Students who have earned a baccalaureate degree from a regionally accredited college or university, but lack the required grade point average and/or acceptable test score (official test score required) to be admitted unconditionally, may be granted conditional admission for a maximum of nine semester hours. Students admitted under conditional status may, with the consent of their major adviser, enroll in as many as nine semester hours during their first semester. (Also see Unaccredited or Otherwise Accredited Student Admission requirements.)

• Temporary Admission—Master's Degree

(Nine-semester-hour maximum load for full time enrollment)

Temporary admission may be granted under certain circumstances to applicants who have not submitted all original transcripts, the letter of recommendation, or original exam score. **Note**: *Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by pro*gram.

Application fees must be paid in full to be considered for Temporary Admission status. Students must provide, at a minimum, proof of eligibility, copy of bachelor's degree transcript, diploma or letter of completion to be initially considered as eligible for Temporary status. **Not applicable for Ed.S. or M.PA. students.**

Procedures:

A baccalaureate graduate of a regionally accredited college or university who lacks certain necessary records may be granted temporary admission. Such records should be completed before the end of the semester or term for which the student was given temporary admission. Students admitted in temporary status are under conditional admission requirements until admission status may be determined. Conditional admission status requires that students must clear the conditional admission requirement of a 3.0 grade point average at the completion of nine semester hours, or they will be dropped from the graduate program for one calendar year, after which they may petition the 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.)**

Records:

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. Students receiving financial aid are responsible for repayment.
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. No refund of tuition will be made, and the student will not be permitted to enroll in succeeding terms until the records are complete and admissibility is determined; however, with the permission of the appropriate graduate admission authority, the students may extend their temporary admission for a second term. Written approval authorizing the extension must be in the student's permanent record. Students may attend only a maximum of one semester, two terms, or complete nine credit hours in temporary status. There is no "second semester" or "third term" extension.
5. When the records are complete and if it is determined that the student was eligible for unconditional admission, all hours pursued will be counted toward the appropriate graduate program requirement.

Doctoral Degree Program

• Unconditional Admission—Doctoral Degree

Doctorate of Nursing Practice (DNP) students will be admitted only under unconditional admission status. Admission to the program will have limited availability. To be considered for unconditional admission to the DNP program the applicant must:

1. Hold a BSN or MSN degree from a nationally-accredited program (NLNAC or CCNE).
2. Have earned a minimum cumulative GPA of 3.0 (4.0 scale) on all post-secondary coursework.
3. Submit official transcripts for all post-secondary academic study.
4. Earn a minimum GRE score of 850 (450 -verbal, 400 quantitative).
   Note: This requirement is waived for post-MSN applicants.
5. Possess a current unencumbered license as a registered nurse in Alabama or in the state where clinical practice will occur
6. Submit two letters of professional reference that address academic ability , professional competence, and leadership potential in nursing.
7. Complete a successful interview conducted by the Nursing Graduate Admissions Committee.
8. Submit a 1,000 to 1,500 word essay describing professional goals and how completion of the DNP program will enhance future roles and activities.
9. Submit a Resume that includes education, work experience in nursing, research experiences, publications, presentations, community service, professional memberships and service.
10. Possess a valid certification in advanced practice nursing from a nationally recognized credentialing body.
    Note: This requirement applies only to post-MSN applicants.
11. Submit documentation of academic clinical hours.
    Note: This requirement applies only to post-MSN applicants.

• Conditional Admission—Doctoral Degree

All candidates for admission to the DNP program must meet the requirements of unconditional admission as described above. Conditional admission is not available for DNP applicants.

• Transient Admission

Procedures:

Students from other accredited institutions who wish to take a course(s) from Troy University must:

1. Complete a standard "Application for Admission," proof of baccalaureate degree (no official transcripts required), and pay the application fee.
2. Present a transient authorization form from the parent school to the Admissions office of the campus location where the course will be delivered. The authorization must identify the course(s) to be taken and the term in which it will be taken, or indicate that the course is to be taken at the student's discretion. The form must be signed by a designated official of the University or campus (i.e., Registrar, Director, etc.).
3. In all cases, such a student must meet all prerequisites and provide the documentation prior to being admitted to a particular course.

Application status for the semester is determined by the information supplied on the application for admission. Admission status may not be changed following the last day to add/drop for the semester.

• Transfer Admission

The admission requirements for a transfer student are the same as regular admission standards. Students on temporary, permanent academic, or disciplinary suspension from any other college or university should refer to Transfer of Students on Suspension.

Transfer of Students on Suspension from Another Institution

1. Temporary, Indefinite, or Permanent Academic Suspension: A student who has been suspended from another college or university is not eligible to apply for admission to Troy University. Appeals may be made to the Dean of the Graduate School.
2. Disciplinary Suspension: Students on disciplinary suspension from another institution must be eligible to return to that institution before being considered for admission to Troy University.

Note*: Requests for waivers must be submitted in writing to the Dean of the Graduate School.*

- **Unaccredited or Otherwise Accredited Baccalaureate or Masters Degree Holders—Student Admission Requirements**

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 (without 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.

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

• Post Masters Admission

Students admitted in this category must hold the master's degree from a regionally accredited 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 Matriculant

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 holding a baccalaureate degree or higher from a regionally accredited institution or to students in good standing at another regionally accredited graduate school (copy of transcript must be provided). Should a student apply later and be accepted to a degree program, a limit of six semester hours will be considered for credit toward the degree. It is the responsibility of the student to observe the limitations imposed on credit hours, coursework, and transfer of credit. Special students may not be admitted at a later date on a temporary admission. Credits taken in Special Admission status by students who are found not to be in good standing at their previous institution will be voided with the posting of no grade "NG" by the Registrar. Doctoral students are not eligible for special admission status.

• Certificate Program Admission Requirements

Students interested in completing a certificate program, offered through the Graduate School, must apply to be unconditionally admitted into the Graduate School through the standard admission process. All certificate courses are graduate courses. Consult the Unconditional Admission section of this catalog for admission requirements.

• International Student Admission

International Student Graduate Admission Requirements

1. Meet all Graduate School Admission Criteria (See Unconditional Admission section).
2. Meet English Proficiency Requirements for Graduate Admission. All graduate students must demonstrate English proficiency for admission to the Graduate School prior to taking graduate courses. Proficiency may be demonstrated by the following:
   - Make a satisfactory score on the Test of English as a Foreign Language (TOEFL): 193 (computer-based test), 70 (Internet-based test), or 523 (paper test).

     OR
   - Make a satisfactory score on the International English Language Testing System (IELTS): score of 6.0.

     OR
   - Make a satisfactory score on the ACT COMPASS ESL exam. To pass the ACT Compass ESL, a student must attain a total of 270 on the Listening, Reading, and Grammar sections, with no individual score below 85, and a minimum score of 8 out of 12 on a writing test. **Note**: *The ACT Compass ESL may be taken only once*.

     OR
   - Students lacking satisfactory test scores may be admitted following satisfactory completion of the Troy University English as a Second Language (ESL) courses.

English as a Second Language (ESL) Program

The ACT Compass ESL test will be used to place students at the appropriate level in the Troy University English as a Second Language program for students who cannot meet the minimum English proficiency requirements specified for the TOEFL, IELTS or ACT Compass ESL tests. The English as a Second Language (ESL) program is available on the Troy campus and at the Global Campus site in Atlanta.

The following process will be used to satisfy the Graduate School language admissions requirements through the Troy University ESL program:

Students will be placed in the appropriate level of English as a Second Language (ESL) class based on the score made on the ACT Compass ESL test. A Standardized final exam will count 30% of the final grade in each class at the advanced level. Students must make a grade of "B" or better in their last semester/ term at the completion of level five and/or six in order to be "certified" as having met the English proficiency requirement for admission to the Graduate School. The certification form will be submitted by the International Programs Admissions Office to the Student Services Office upon the student's successful completion of the ESL program. Contact the Center for International Programs at intlprog@troy.edu for specific information.

Note: *The TOEFL is waived as an admission requirement for foreign students who hold the baccalaureate degree from a regionally accredited university of the United States of America or hold a baccalaureate degree, or the equivalent, from the country whose language of instruction is English.*

Additional Requirements for a Student Visa

Only the Troy University campus in Troy, Alabama, is approved to host students on an F-1 or J-1 student visa. No other Troy University campuses within the United States of America are approved for international student attendance if the international student receives an F-1 student visa based on Troy University sponsorship.

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, or visit www.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
   OR
   Educational Credential Evaluators, Inc (ECE)
   P.O. Box 514070
   Milwaukee, WI 53203-3470
   Telephone (414) 289-3400
   Fax: (414) 289-3411
   Email: eval@ece.org
   http://www.ece.org

   Institutionally translated transcripts will be evaluated preferably by AACRAO or ECE, or may be evaluated by Troy University using standard accreditation practices and guidelines. If the foreign school does not appear in any of these sources or if the transcript does not provide the information necessary to determine admission status based on standard criteria, the applicant must utilize the credential evaluation services of AACRAO. Whenever possible, applicants transferring credit should submit a copy of the school catalog.
4. Students must make a satisfactory score on the TOEFL, IELTS or ACT Compass ESL exam (Administered only on the Troy University Campus and may be taken only once) prior to beginning graduate coursework. See English Proficiency Requirements provided under International Student Admission Requirements. **Note**: *The TOEFL, IELTS, and ACT Compass ESL are waived as an admission requirement for foreign students who hold the baccalaureate or equivalent degree from a regionally accredited United States of America university or a country whose language of instruction is English.*
5. Satisfactory score on the graduate admission examination. **Note**: *Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program.* (Contact the Troy University International Admission office or an International Troy University site office near you for more information.)
6. Troy University Letter of Recommendation
   The Letter of Recommendation form is located online at http://troy.troy.edu/graduatestudies/grsform.html or a print copy will be provided in the application package. The following items must be addressed in the letter of recommendation: the recommender's name, organization, position or title, telephone or email, how long and in what capacity the recommender has known the applicant and the recommender must identify key characteristics that the candidate possesses (e.g. leadership, communication, knowledge, creativity, reliability, ability to communicate in writing, initiative, ability to get along with others, scholarly potential).
7. A detailed statement of financial status showing that adequate financial resources are ensured. Non U.S. citizens (and immediate family members) who are members of allied military forces or civilian agencies assigned to U.S. military installations are exempt from providing financial statements or TOEFL scores provided that their proficiency in English is certified in writing by an appropriate U.S. military official. Such a statement of financial status is required only for those international students seeking a J-1 or F-1 student visa.

- **Three-Year Baccalaureate Degree Holders Requesting Admission to the Graduate School**

1. Students completing a three-year baccalaureate degree will also be required to complete at least one year of a graduate program in their home country prior to applying to the Troy University Graduate School. No "Bridge Program" courses are required. Students must make a satisfactory score on the TOEFL, IELTS or ACT Compass ESL exam (Administered only on the Troy University Campus and may be taken only once) prior to beginning graduate coursework. See English Proficiency Requirements provided under International Student Admission Requirements.

   OR

2. Students must make a satisfactory score on the TOEFL, IELTS or ACT Compass ESL exam, or satisfactory completion of the Troy University ESL program prior to beginning graduate coursework. See English Proficiency Requirements provided under International Student Admission Requirements. The dean of the discipline for which the student seeks admission will prescribe a mandatory one-year baccalaureate equivalent course of study of at least 30 semester hours of undergraduate course work, to be completed with a cumulative grade point average of 2.50. All grades below the grade of "C" must be retaken. This prescribed course of undergraduate study shall be referred to as a "Bridge Program." Bridge program students should not repeat courses taken at the undergraduate level. Bridge Program students will be enrolled as "Undergraduate" students. This course work must be successfully completed and certified by the dean of the college prescribing the course work prior to admission to the Graduate School. Upon completion of the Bridge Program, students meeting all admission requirements may be admitted to the appropriate graduate program.

Dual Enrollment – Lacking Prerequisites

Students holding a baccalaureate degree from a regionally accredited college or university, who are applying for graduate admission, will have transcripts reviewed by their adviser to determine if specific degree program prerequisites are met prior to admission to a graduate program.

Students needing to meet prerequisite requirements will be considered "Post-Baccalaureate" students until such time as prerequisites are fully completed and the cumulative grade point average for the prerequisite courses is a 2.5. "Post-Baccalaureate" students having six semester hours or fewer of prerequisites remaining may begin dual enrollment course work and apply for Graduate Admission with the approval of their adviser.

Dual Enrollment - Final Semester of Graduating Seniors Only

With the approval of the Dean of the Graduate School or designee, seniors lacking six semester hours or fewer for graduation may, during the term in which their undergraduate requirements are being completed, be enrolled in one or more courses for graduate credit provided they present an acceptable score on the appropriate entrance exam and have an overall grade point average of 2.5 (on a 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. Consult specific program for specific admission requirements. If admitted, the student may enroll in no more than a combined total of nine semester hours of undergraduate and graduate work.

Registration

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.

Class Cancellation

The institution reserves the right to cancel any course for which there is insufficient enrollment.

Changing Program of Study

If a student decides to change his/her declared program of study, the student must be in good academic standing or eligible for readmission and meet the entrance requirements for the new degree program in effect at the time of admission to the new program. A new graduate Admission Application must be filed for the new degree program (no fee required). Courses previously credited to the former program will be evaluated for acceptability for the new degree program through the process of Petition for Transfer of Graduate Credit evaluation, and any loss of credit will be reported to the student and the Financial Aid Office, if applicable. No grades below the grade of "B" will be considered for transfer. Final approval to change programs will be granted by the appropriate academic dean consistent with change of program procedures established by that college. All grades from work attempted in the first graduate program will contribute to the cumulative grade point average, unless the credit is greater than eight years old. Admission to Candidacy to all graduate programs requires a *cumulative* grade point average of a 3.0.

Note*: Students using VA benefits should be aware that the VA may not pay for courses taken in a second program unless the VA has been notified of the degree program change. (See the VA certifying official for further details.)*

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 graduate degree may be applied to the requirement for a second master's or doctoral degree. Transfer credits are subject to departmental approval and time limitations. All credits used to satisfy the second master's degree must be less than eight years old at the time of degree completion. 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.

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 Institution

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 University equivalent coursework. This rule applies for one calendar year from the start of the Troy University program and is only for students who have been in attendance at that site.

Documents Required for Evaluation of Transfer Credit:

1. A completed "Petition for Transfer of Graduate Credit" form.
2. A copy of the official transcript showing the course(s) taken.
3. A course description taken from the college catalog where the course was taken.
4. Evidence that the course was taken for graduate credit or would have been accepted as graduate credit if not indicated on the transcript.
5. Course substitutions may be considered, as applicable.

A copy of the course syllabus may be required. Officially accepted transferred graduate coursework will be posted on the official Troy University transcript.

Transfer Credit From Unaccredited or Otherwise Accredited Institutions

Some degree programs prohibit the acceptance of transfer credit from unaccredited or otherwise accredited institutions. If a student meets unconditional graduate admission standards and has earned graduate level credit at an unaccredited or otherwise accredited institution of higher learning, the student may petition for transfer credit. Petitions for transfer credit must be submitted immediately upon admission. Credits will not be accepted until the student has completed nine semester hours and has maintained a 3.0 grade point average necessary for good standing. Credits will be evaluated and approved by the dean of the discipline and the Graduate Council, if needed. All requests must meet the stated conditions specified in the Transfer Credit from Regionally Accredited Institutions section above. A determination will be made based on (1) the unaccredited or otherwise accredited institution's affiliation with the following agencies which honor recognition provided by the former: Council on Postsecondary Accreditation (COPA) and the Commission on Recognition of Post Secondary Accreditation (CORPA), (2) the Council for Higher Education Accreditation (CHEA) and/or (3) acceptance of credit by three other regionally accredited institutions located in the area of the unaccredited institution, or (4) review and approval of the Graduate Council. Contact the nearest Troy University Graduate Admissions office for more information.

Note*: Global Campus, Phenix City, Dothan, and Montgomery student Petition for Transfer of Graduate Credit request forms must be completed, with the request annotated across the top of the form, that the institution is non-regionally accredited. Attach a copy of the official transcript, course descriptions, syllabus, and faculty credentials if available. All information submitted by the student must be verified by the appropriate academic official at each location, and a letter recommending support or non-support must accompany the request before the dean of the college will have the petition reviewed.*

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 each appropriate College's dean. The maximum number of credit hours transferred into a graduate program, to 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 graduate school. Transient credit does 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.

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 upon approval. The combined total of transfer and transient credits may not exceed 12 semester hours.

Semester Hour Load Limits

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.

Definitions:

- A “semester” is defined for hour load limit purposes as 16 weeks of class meetings.
- A “term” is defined for hour load limit purposes as up to a nine week period of class meetings.

Warning: Students who register for course work in excess of the approved load without prior approval and violate the University's policy regarding course load will be required to drop the overload or lose the excess credit.

Temporary Admission Status

Students with a temporary admission status are limited to a maximum of nine semester hours per semester or six semester hours per term. The definition of a “full-time” graduate student for admission status purposes is a student taking eight or nine semester hours per semester or six semester hours per term. A part-time student is defined as a graduate student taking less than a “full-time” load.

Conditional Admission Status

Students admitted conditionally may take a maximum of nine semester hours per semester or six semester hours per term until the "conditions for admission" are removed.

Unconditional Admission Status

The maximum load for unconditionally admitted graduate students is nine semester hours per semester, or six semester hours per term, or **a combination thereof not to exceed nine semester hours over a sixteen-week period.** With the written approval of the student's academic adviser, the maximum load may be increased to 16 semester hours for unconditionally admitted students. Students who schedule an overload may not reschedule an overload in the subsequent term unless they maintain an overall grade point average of a 3.0 on a 4.0 scale during the term in which the overload was scheduled.

Graduate Assistants

Graduate Assistants are restricted to a minimum of six semester hours or a maximum of nine semester hours per semester.

Graduate Course Numbers

- Courses numbered ‘‘9950’’ to ‘‘9999’’ are for workshops or continuing education credit.
- 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 graduating 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 or 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	Description	Credit	Grade points per credit hour
A	Excellent	Yes	4
B	Above Average	Yes	3
C	Average	Yes	2
D	Below Average	Yes	1
F	Failure	No	0
AU	Audit	No	0
DF	Dropped course with academic penalty *(Calculates as an F in the GPA)*	No	0
DP	Dropped course passing	No	0
DR	Dropped course prior to midterm	No	0
FA	Failure due to excessive absences *(Calculates as an F in the GPA)*	No	0
I	Incomplete	No	0
IP	Thesis or Clinical Research in Progress	No	0
NG	No grade reported by faculty at end of term (awarded by registrar)	No	0
P	Pass	Yes	0
W	Withdrawal prior to midterm	No	0
WF	Withdrawal with academic penalty *(Calculates as an F in the GPA)*	No	0
WP	Withdrawal passing	No	0

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 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. See degree program for additional minimum course grade requirements.

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 been satisfactory (e.g. the student is passing the course), but who is unable to complete the course grading requirements because of documented circumstances beyond his/her control.

Time limit for removal of Incomplete Grade

No incomplete may exceed nine weeks from the date it is assigned. It is the student's responsibility to contact the instructor regarding the deadline for completing all course requirements. Any student who receives a grade of "Incomplete" must adhere to the work completion deadline set by the instructor, not to exceed the end of the designated nine week period. This deadline applies whether or not the student re-enrolls for the semester or term following the assignment of the incomplete grade(s). Failure to clear the incomplete within the specified time period (not to exceed nine weeks) will result in the assignment of a grade of "F" for the course.

(For the purposes of implementation of this policy, the day the grade is assigned is determined by the University master calendar. A student who wishes to be assigned an incomplete grade must request this from the instructor prior to the assignment of final grades for the course.)

IP (In-Progress) Grades

Students who show satisfactory progress in one of the following courses, but are unable to complete requirements in one semester, may be issued IP grades. No other courses are eligible to award the grade of IP. IP grades must be removed within one calendar year from the beginning date of the semester in which the grade was earned. An IP grade that is not removed during the stated time limit will automatically become a grade of "F."

IP grades may be issued only for the following courses:

- Thesis Research (Not Research Methods Courses.)
- Practicums
- Internships
- Thesis
- Personal Supervisor and/or Curriculum Development Field Problem

Directed Studies, Specialized Studies, Reading , 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.

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.

Changes in Class Schedules

The courses for which a student registers must bear the approval of his/her adviser and the appropriate Academic Dean. Changes in the class schedule are not permitted after the close of the registration period.

Registration for a course makes the student responsible for completing the course unless he/she officially withdraws from the course(s).

Drops

Definition: Student is still enrolled in at least one course after the drop is processed.

Drop Before Semester/Term Begins

Students who, for any reason, drop a class(es) before classes begin MUST complete a "Drop" form and submit it to the appropriate office before the semester or term begins. Any student who fails to do so will be responsible for payment of tuition and will be charged with failing grades.

Drop After Semester/Term Begins

Students who drop after classes begin must complete a Drop form and submit to the appropriate office in order to protect their records and to qualify for partial refunds (refer to local policy). Drop forms are available in the Student Services Office or the site office.

Drop After the Last Day to Drop

Students who drop after the last day to drop without academic penalty (see Schedule of Classes for the date) will be awarded the grade of "DP" (Drop Passing) or "DF" (Drop Failing).

Explanation of grade status at the time of drop:

1. Before the Last Day to Drop Cutoff Deadline: The symbol "DR" (drop) 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.
2. After Last Day to Drop: With the exception of those who drop for documented reasons beyond their control, students who drop after the last day to drop will be assigned the symbol "DP" or "DF" for each course. Students who receive the "DF" will be charged with hours attempted in the overall grade point average. See the Schedule of Classes for the exact date.

Withdrawals

Definition: Student is no longer enrolled in any graduate course(s). Withdrawal from the University is defined as a resignation or withdrawal from all courses for the current semester and/or term.

Withdrawal—From Early Registration through Late Registration

A. Students who wish to withdraw from all classes prior to the start of the term through the last day of late registration must CANCEL their registration (in writing) through their home location's Records Office. Cancellation (in writing) prior to the beginning of the term through the last day of late registration does not require the completion of the withdrawal form or an exit interview. Financial obligations for payment of course tuition and fees will be removed when course cancellations have been completed in writing.

Withdrawal—From End of Registration through Midterm

1. Students who wish to withdraw from the university during a semester and/or term must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal prior to midterm will result in a grade of W, withdrawal, which is non-punitive.

Withdrawal—After Midterm Prior to First Day of Exams

1. Students who wish to withdraw from the university after midterm and prior to exams must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
2. Withdrawal after midterm will result in a grade of WP or WF, depending on the instructor's assessment of the student's academic performance in the class at the time of withdrawal. A WP, withdrawal passing, is non-punitive. A WF, withdrawal failing, is punitive. The grade WF will be calculated as an F in the student's grade point average.

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 academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments made by faculty are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures.

Step 1. Within the first four weeks of the start of the following term or semester in which the grade is received, the student shall have informally appealed the grade to the instructor. If that instructor is not teaching at Troy University during the term following issuance of the grade, the student will make contact with the instructor through the department chair to informally appeal the grade. In the case of a course taught through Global Campus or eCampus, students should contact their home campus to determine the person designated by the appropriate college dean to assist the students with their appeals.

Step 2. If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective department chair. This request shall be addressed to the department chair and shall be received no later than the end of the fifth week of instruction for the term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor. In the case of a course taught through Global Campus or eCampus, students should contact their home campus to determine the person designated by the appropriate 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 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. ***The decision of this panel shall be final and binding on all parties.***

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 these appeals.

Residency Requirements

See specific program for details.

Resident Credit Calculation

Residency, the number of Troy University credit hours earned, must be established to be eligible for a Troy University graduate degree. Resident credit for a program is determined by deducting the non-Troy University transfer/transient credit hours allowed in the program from the total hours required for the program. Residency requirements vary by degree program. See specific programs for minimum residency requirements.

See the appropriate degree program for specific transfer credit requirements.

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 the Dean of the Graduate School 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 may submit petitions for readmission two months prior to the eligible readmission date. 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. 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. Updated Application for Admission.

   Note: *Global Campus, 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 recommendation of the dean of the discipline (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 be on a conditional basis only. 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 recommendation of the dean of the discipline, 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 contact the Student Services office and complete an application for readmission. A student not enrolled with Troy University for **three years or more** must meet all degree requirements current at the time of readmission. If a student has attended another institution of higher learning since last attending Troy University, he/she must submit a new application and provide official transcript(s) from that institution before re-enrolling.

Program Completion Requirements

Grade Point Average

Students must have a 3.0 grade point average (4.0 scale) for all work attempted at the time of degree completion. Credits over eight years old shall not be used in computing the final grade point average at the time of degree completion. In the case of courses that have been retaken due to grades of "C" or below, all grades will be counted as hours attempted in determining the overall grade point average.

Admission to Candidacy

The Admission to Candidacy document serves as a formalized degree plan developed by a graduate student and his/her adviser. Together, the student and adviser plan and sign this document, which is filed with the Graduate Records Office. Because the Program of Study is an outline for graduate students leading to a specified graduate degree, it should be referenced during each registration. If students select courses outside of this plan of study, without prior approval, the credits may not apply toward degree requirements, but will affect the student's grade point average. Students must be admitted to candidacy at least one semester prior to the anticipated semester of graduation.

Requirements for Admission to Candidacy for the Masters Degree

To be admitted to candidacy, students must have a 3.0 grade point average on all work attempted and attach a copy of their current transcript to the back of the completed Admission to Candidacy form.

To be admitted to candidacy, students must be unconditionally admitted. Unconditionally admitted graduate students must apply for admission to candidacy within the first eighteen semester hours of graduate coursework and complete any additional requirements outlined by the specific degree program. If not completed within the first eighteen hours, a hold will be placed on the student's registration until the Degree Plan/Admission to Candidacy process is completed. The formal application may be obtained from and returned to the office of the dean of the discipline or any Student Services offices. For further specific candidacy requirements, see the individual programs.

Research Requirement for the Masters Degree

All graduate programs require certification of the student's ability to do research in a specialization. This requirement is met by achieving a grade of "B" or better in an approved research course in the student's program. Students must repeat the research course if a grade of "C" or below is attained.

Research Requirement—Second Masters Degree

If the research requirement was completed for the first master's degree, students are exempt from this requirement in the second master's degree. Students exercising this exemption must, however, complete an additional elective course in their program, or obtain approved transfer credit to achieve the minimum required credits for graduation.

Comprehensive Examinations

Students admitted to candidacy in a graduate program requiring a comprehensive examination must pass the required comprehensive examination, written and/or oral, covering the work taken in the major field. All students must register in advance for comprehensive examinations in their academic departments. Students should consult with their advisors regarding procedures for scheduling and taking comprehensive examinations. This examination is usually taken during the last semester/term prior to graduation.

The passing of the comprehensive exams is not to be considered a waiver of any other requirement for any program. Students who have unsuccessfully attempted the comprehensive exam may not change their program of study.

Should students fail the comprehensive exam, they must successfully retake the exam within one year of the date originally taken.

Thesis/Field Project

All students who have taken a maximum of six semester hours of Thesis Research and have not yet defended must be enrolled in a minimum of one semester hour of Thesis Research the semester in which they defend. Special approval of additional hours must be approved by the Dean of the Graduate School. Information regarding thesis preparation and requirements may be obtained from the department chair at the location where the thesis is to be completed. Those students who prepare a thesis or field project shall pass a final examination covering the thesis or field project. All field projects or theses must be proposed well in advance and must be approved by the advisory committee assigned to the student. The student's major professor (a member of the student's major department and the chairman of the student's advisory committee), assisted by the committee, will be responsible for directing all aspects of the thesis or the student's field project. The completed, final thesis or field project will be submitted in appropriate form and in sufficient copies to the advisory committee for approval and then to the Dean of the Graduate School.

Students must consult the *Troy University Graduate Thesis Guidelines* located at http://www.troy.edu/graduateschool/documents/thesisguidelines.pdf for complete details on thesis preparation requirements. Individual departments, schools and colleges may impose additional requirements or may specify requirements in greater detail. The graduate student has a responsibility to learn what, if any, special departmental/school/college requirements may apply. The thesis should be prepared in accordance with the instructions of these guidelines and those special requirements.

For programs with the thesis option, master's degree students may earn up to six semester hours of credit toward degree requirements by writing a thesis appropriate to their degree. In unusual cases, with the approval of the Dean of the Graduate School and thesis chair, students may be allowed to take additional thesis research hours beyond the six semester hour maximum.

Students pursuing the education specialist degree must earn three semester hours of credit by writing a thesis or field project. Students may enroll for credit in thesis or field project only after completing 21 semester hours of course work and being admitted to candidacy.

Intent to Graduate Procedure

Candidates for a graduate degree must indicate their intentions to complete the requirements for graduation by filing an "Intent to Graduate" form at the beginning of the term/semester prior to the term/semester of graduation with the Graduate Re-

cords Office. Since this form is used to check completion of requirements, order diplomas, and enter students in the commencement program, it must be filed in accordance with the published deadlines. A graduation fee must be paid at the time of filing.

Attendance at commencement is not required for degree conferral; however, all candidates are urged to attend.

Graduation Ceremony

Students will attend the graduation ceremony immediately following their program completion. Students will attend graduation at their "home" location. "Home" location is defined as the location where the students file an "Intent to Graduate" form.

Time Limit to Complete Masters Degree Programs

All credits used to satisfy Masters degree requirements may not exceed eight years at the time of degree completion.

For students completing the Master of Science in Nursing, all credits used to satisfy degree requirements may not exceed five years at the time of degree completion.

A student not enrolled with Troy University for three years or more must meet all degree requirements current at the time of readmission.

Time Limit to Complete Doctoral Degree Program

All credits used to satisfy Doctoral degree requirements may not exceed eight years at the time of degree completion.

For students completing the Doctor of Nursing Practice—Post Masters program, all credits used to satisfy degree requirements may not exceed five years at the time of degree completion.

A student not enrolled with Troy University for three years or more must meet all degree requirements current at the time of readmission.

Transcript Requests

Requests for transcripts must be submitted in writing or by a signed fax as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Email requests cannot be accepted at this time. A transcript request form may be printed from the Troy University website at https://www.studentclearinghouse.org .

The following information must be provided in all transcript requests:

1. Full name
2. Social security number or Troy University student ID number
3. Dates of attendance
4. Location of attendance
5. Address where the transcript(s) is to be sent
6. The number of transcripts requested

All transcript orders will be charged a $7.50 fee.

An official transcript, one that bears the official university raised seal with the Registrar's signature on security paper and is issued by the Registrar's Office,* is sent directly to another institution. It reflects all transferred credit accepted, non-traditional credit accepted, and credit courses taken at Troy University. To receive a consolidated official transcript, a student must

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 website for current tuition and fees.

eCampus Course Rates

Consult the http://www.troy.edu website for current tuition and fees.

For more information, please contact the eCampus Center by phone at 1-334-670-5876 or 1-800-265-9811, or consult the website at http://www.troy.edu/ecampus/onlinegraduateprograms/.

Global Campus

Tuition and fees vary according to campus site and are subject to change without notice.

Nursing

Consult the http://www.troy.edu website for correct tuition and fees.

Refund Policy

Each registered Troy University student will receive a Trojan OneCard. The Trojan OneCard will be mailed to the student using the address on file with the University. To receive any refunds from the University, a student must activate his or her Trojan OneCard. During card activation, the student will choose how to receive his or her refund money. Options available include having the refund:

- **Directly deposited to the student's Trojan OneCard OneAccount (1 day or less)**

  The OneAccount from Higher One is a fully functioning, FDIC insured, free checking account that allows a student to access his or her refund quickly and easily. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With the OneAccount, a student may use his or her Trojan OneCard to make purchases anywhere Debit MasterCard is accepted. The student will receive an e-mail when a refund has been directly deposited to the OneAccount. The student may view detailed activity of the OneAccount by accessing the OneAccount Statement online at www.TrojanOneCard.com.

- **Deposited to another bank account of the student's choice (2-3 business days)**
  If a student chooses to have his or her refund deposited to another bank account of choice, the transfer may take two to three business days from the day the University releases the funds. In order to have a refund deposited to his or her bank, a student must first activate his or her Trojan OneCard at www.TrojanOneCard.com. For this option, the student will need to complete, print and mail the third party form to the designated address. The third party form is available on www.TrojanOneCard.com.
- **Mailed, as a paper check, to the address designated by the student (5-7 business days)**
  A student may choose to receive his or her refund in the form of a paper check. The paper check will be sent to the student via regular mail and may take five to seven business days from the day the University releases the funds.

Regardless of how students choose to receive their funds, they need to activate their Trojan OneCards. Students are required to activate their Trojan OneCards and make refund selections online at www.TrojanOneCard.com.

Financial Aid

Graduate students at Troy University may receive limited financial aid. Transient students are not eligible for financial aid through Troy University.

Students may apply for a Subsidized Federal Family Educational Loan of up to $8,500 and Unsubsidized Loan funds of up to $12,000 per academic year for a maximum of $20,500; the total combination of all funds received regardless of the source cannot exceed the total cost of education.

Troy University has limited funds (awarded first-come, first-served) in the College Work Study Program and the Federal Perkins Student Loan Program for which graduate students may apply. The application priority deadline is May of each year for students enrolling the following fall term. Students are urged to use the financial aid section of the website for more detailed information on the financial aid application process.

Students must be enrolled at least half-time to be eligible to receive a student loan.

Graduate Course Loads

	Semester Hours	Accelerated SH (Terms only*)
Full Time	8-9	6
3/4 Time	7	4-5
Half Time	4-6	3
< Half-Time	1-3	1-2

*Not applicable for "session".

All forms and contact information required to apply for graduate student financial aid are available in the financial aid section of the University website.

Students who, for any reason, register for classes but do not attend MUST NOTIFY THE RECORDS OFFICE IN WRITING TO WITHDRAW, PRIOR TO THE FIRST CLASS MEETING. **Any student who fails to do so will be responsible for payment of fees and will be charged with failing grades.**

Transient Students and Financial Aid Availability

Transient students are not eligible for financial aid through Troy University.

Withdrawals for Students Receiving Title IV Aid

In addition to Troy University's withdrawal policy, if a student is a recipient of Title IV aid (Stafford Loans or Perkins Loans, for example) federal regulations administered through the U.S. Department of Education will apply. If a recipient of Title IV aid withdraws during the term, the university will calculate the amount of aid the student did not earn, and the unearned portion 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) assists students who have served at least 90 aggregate days on active duty after September 10, 2001, and are still on active duty or were honorably discharged from active duty; or released from active duty and placed on the retired list or temporary disability retired list; or released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve; or released from active duty for further service in a reserve component of the Armed Forces. Students may also be eligible if honorably discharged from active duty for a service connected disability if they have served 30 continuous days after September 10, 2001.
3. 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.
4. 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.

5. 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.
6. 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 are 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 paperwork. More detailed information is available on the VA section of the financial aid section of the web site.

Payment Methods

The amount of money a student receives from the Department of Veterans Affairs depends on which education program the student is eligible for, how many hours of credit the student is registered for, the length of the term, and, for retirees, the number of dependents.

Graduate Assistantship/Fellowship Program

The objectives of the Graduate Assistantship/Fellowship program are to provide professional experiences which complement graduate instruction and research while contributing financial assistance to students pursuing graduate degrees. This assistantship/fellowship program is designed to aid in the successful completion of the degree pursued and to enhance career opportunities through applied professional experiences.

The Graduate Assistantship/Fellowship Program is administered by the Dean of the Graduate School. Additional questions regarding this program should be directed to the Dean of the Graduate School. The Graduate Assistantship/Fellowship program is available only on campuses located in Alabama.

Eligibility

To qualify for a graduate assistant/fellow appointment, a student must satisfy the following general eligibility requirements. Additional eligibility requirements may exist according to teaching and/or research positions.

1. Must possess an undergraduate degree with an excellent academic record.
2. Must be admitted to a graduate program at Troy University.
3. Must be pursuing a graduate degree in the field to which assigned or in a related field in which the student has substantial background.
4. Must be registered in the Graduate School for at least six graduate semester credit hours during a regular semester or at least six graduate semester credit hours for the summer term. An exception to this requirement may be made by the Dean of the Graduate School under the following conditions:

   a. If a student is classified as a graduate student and is required to take undergraduate courses for the graduate degree, either a minimum of nine undergraduate hours or a minimum of three graduate hours and six undergraduate hours must be taken to qualify for a graduate assistantship.
   b. If a student has made satisfactory progress toward obtaining the graduate degree and needs fewer than six graduate hours to complete the degree, the student may be considered for an assistantship.
5. When a tuition scholarship is included in the graduate assistantship, this award may impact on the student's eligibility for federal programs of financial assistance. Students are responsible for checking with the Financial Aid Office. Undergraduate prerequisite courses are not eligible for payment by the graduate out-of-state scholarship.
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 (http://www.troy.edu/graduateschool/financialaid.htm) .

Global Campus

Global Campus 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 12 countries and 16 states. The branches and sites are in metropolitan areas on or near military installations, and serve military and civilian students around the world.

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 approval, monitoring institutional effectiveness, faculty selection, certification, evaluation and graduate faculty status determination. The administration of Global Campus is the responsibility of the Vice Chancellor, Global Campus.

All student services functions are monitored from the Troy campus. Student service reviews include, yet are not limited to, admission activities, maintaining the official academic records, providing transcripts, and issuing degrees for all students enrolled in the component units of Global Campus sites.

All of the degree programs offered at Global Campus sites or branch campuses are approved programs in the Graduate Catalog; however, not all degree programs are offered at every location.

Nature of Off-campus Programs

Global Campus is designed to meet the needs of civilian working adults, international students overseas, military and government agency civilians, and other adults seeking degrees. Courses and degrees are delivered at a time and in formats to fit the needs of adult learners who have full-time employment, work shifts, and are prone to short notice moves. Adult learners generally have education needs different from those catered to by traditional colleges and universities. On military bases, guidance is worked cooperatively with the base education services personnel. In addition, the military usually provides classroom and office space, utilities and local program support.

Student Services

The Provost is responsible for the various student services at Global Campus locations. These services are geared to meet the needs of students at each location and include orientation, counseling, financial aid, transcript service, graduation ceremonies as well as other services and activities such as library support and alumni organizations.

Tuition and Fees

Each region/branch educational site provides its own schedule of tuition and fees for students and procedures for payment and refunds.

Student Accident and Sickness Insurance Plan

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

Additional Information

Registration times and locations are published in class schedules for each of the off-campus units of Global Campus. Supplemental information may be obtained by contacting the appropriate Global Campus site office.

Troy University
Global Campus - Regional Offices
For Graduate Programs

Troy University Florida Region Regional Office 81 Beal Parkway, SE Fort Walton Beach, FL 32548 800-551-6076 Dr. Manfred Meine, Director drmmeine@troy.edu	Troy University Atlantic Region Regional Office 5425 Robin Hood Road, Suite B-1 Norfolk, VA 23513 800-211-1812 Dr. Christine Burge, Director cburge@troy.edu
Troy University Pacific Region Regional Office 18 MSS/DPE Unit 5134 Box 40 APO AP 96368-5134	Troy University International Region 304 Adams Adm. Bldg. Troy, AL 36082 334-670-5918 Dr. Philip Lyon, Director plyon@troy.edu
Troy University Southeast Region Regional Office 506 Manchester Expressway Suite B20 Columbus, GA 31904 706-685-5762 Dr. David White, Director wed@troy.edu	Troy University eCampus Location & UPS Address: 1101 South Brundidge Troy, AL 36081 U.S. Postal Mailing Address: eCampus Troy, Al 36082 1-888-3eCampus Ms. Gayle Nelson, Director of Operations gnelson@troy.edu
Troy University Western Region Regional Office 8610 Explorer Drive Suite 101 Colorado Springs, CO 80920 719 265-8769 Dr. Bernie Nash, Director nashb@troy.edu	

eCampus

Troy University's eCampus was established as a comprehensive, educational unit of Troy University to allow and encourage any student, regardless of location, the opportunity to earn an accredited college education via eCampus. Since the inception, the eCampus has expanded to include different programs and methodologies to reach local students, working adults, and the military. The eCampus offers students the opportunity to attend graduate programs and courses through a variety of non-traditional delivery means. Selected courses are offered through interactive videoconferencing. Classrooms using either digital microwave technologies or VTEL Interactive Videoconferencing technologies connect students in the cities of Troy, Montgomery, Phenix City and at many high schools in the Southeast Alabama area. Full graduate degree programs are provided in an online format. Web-based courses integrate textual materials, graphics, audio, video, and facilitate faculty and student interactions. Specialized software is utilized. Please consult with the eCampus staff at 1-334-670-5876, 1-888-eCampus, or view the eCampus website at http://www.troy.edu/ecampus/onlinegraduateprograms/ for more information.

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 lifelong learning and continuing education.

Housing—Troy Campus Only

Housing accommodations are available on-campus for students in residence halls 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.

UNIVERSITY-WIDE REGULATIONS

Only a portion of the University-wide regulations are represented below. Please consult the *Oracle,* the University's official Student Handbook, online for the most current and complete version.

Standards of Conduct

By publication of these "Standards of Conduct," the university calls to the special attention of students and organizations the standards by which they are expected to abide. Students and organizations should be aware of the STANDARDS and should know they will be held accountable for their provisions.

General

All students enrolling in Troy University assume an obligation to conduct themselves at all times as responsible members of the campus community and in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the University.

Authority for Rules and Regulations

The Board of Trustees of Troy University is vested with the authority to promulgate rules and regulations regarding the conduct of students while enrolled at Troy University by Title 16-56-6, Code of Alabama, 1975. The University Trustees have delegated full authority to the University administration to prepare and administer rules and regulations for the welfare and discipline of its students.

Administrative Responsibility and Authority

The Student Affairs Division of the University has primary authority for the supervision of student conduct and administration of discipline. The Senior Vice Chancellor for Student Affairs and staff are responsible for working with students and student organizations to encourage support and compliance with University standards. They delegate specific responsibilities to members of their respective staffs and, in some instances, to student government agencies. It is permissible for the Dean of Student Services to handle disciplinary decisions administratively if both the student or student organization agree to an administrative hearing. The Dean of Student Services is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions.

Misconduct Defined

By enrollment at the University, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The "STANDARDS OF CONDUCT" are applicable to behavior of students and organizations on and off the University campus if that behavior is deemed to be incompatible with the educational environment and mission of the University. A student or organization may be disciplined, up to and including suspension and expulsion, and is deemed in violation of the "STANDARDS OF CONDUCT," for the commission of or the attempt to commit any of the following offenses:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty, or other officers or employees of the University.
2. Forgery, or the alteration or misuse of University documents, records or identification.
3. Issuance of worthless checks made payable to Troy University.
4. Actual or threatened physical abuse, threat of violence, intimidation, hazing, or any other act which endangers the health or safety of any person.
5. Destruction, damage, or misuse of University property, public, or private.
6. Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
7. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
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 comply promptly 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, 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 of and parking of motor vehicles on the campus.
22. Conduct in violation of public law, federal and state statutes, local ordinances, or University regulations or policies whether or not specified in detail, which 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.
23. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the University.

Student Records Policy

Please consult the Oracle, the University's official Student Handbook, online at http://www.troy.edu, for the most current and complete policy related to student records.

Harassment Policy

Please consult the Oracle, the University's official Student Handbook, online at http://www.troy.edu, for the most current and complete policy related to harassment.