

## ADMISSION REQUIREMENTS

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

Students are encouraged to apply well in advance of proposed start dates. The University reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility to enroll.

If fraudulent information is discovered during the application process, including transcripts and test scores, the University reserves the right to deny admission. If the discovery occurs after admission and class registration, the student may be administratively withdrawn.

Incoming students should consult with the Office of Enrollment Management for information regarding any revisions to or additional requirements in the admissions process.

### **Beginning Freshmen**

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

All Freshman applicants who are graduates of accredited high schools must submit an official transcript showing graduation and a minimum of 15 Carnegie units, with three or more units in English. Of the units presented, 11 must be in academic courses.

- Troy University will accept both the old SAT-1 and the realigned SAT scores. The realigned SAT scores are tests taken after March 2016 and are noted as 'new SAT' in the below requirements.

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

Beginning freshmen who are graduates from a regionally accredited and/or state approved high school (or the General Education Diploma\* (GED) may be granted unconditional admission with proof of an acceptable test score (20 on the ACT or 950 on the SAT-1 or 1030 new SAT) and a minimum high school GPA of 2.00. The writing component on either test is not currently required or assessed in the evaluation for admission. Students at least 25 years of age are not required to submit ACT/SAT scores unless the high school GPA is below a 2.00.

\*GED Requirements:

- After March 1, 2016 – score of 145 for all test subjects
- After January 1, 2014 – score of 150 for all test subjects
- Before January 1, 2014 – cumulative score of at least 500 (or equivalency outside AL)

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

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

- If the high school GPA is less than 2.00 (on a 4.00 scale), the applicant must have a minimum composite score of 20 on the ACT or 950 on the SAT-1 or 1030 new SAT.
- If the applicant's composite score on the ACT is less than 20 (but at least 17) or less than a 950 on the SAT-1 (but as least 830) or less than 1030 on the new SAT (but at least 910), the cumulative high school GPA must be at least 2.50 (on a 4.00 scale).
- If the applicant, under 25 years of age, has earned a state issued GED (see required above) and has a composite

score on the ACT of less than 20 (but at least 17) or less than a 950 on the SAT-1 (but as least 830) or less than 1030 on the new SAT (but at least 910)

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

The conditionally admitted student will be permitted to carry a maximum course load of 14 credit hours per semester (seven hours per Term) for a maximum of 24 hours of Troy University work. Concurrent enrollment in the semester and any term(s) may not exceed 14 hours.

Conditionally admitted students will be granted unconditional admission status upon completion of, 12 to 24 semester credit hours at Troy University with an overall 2.00 GPA. Credits earned by a conditionally admitted student are recorded on the permanent record of the student and will apply, if applicable, toward a regular undergraduate degree program. Any conditional student who fails to attain a 2.00 GPA upon completion of 24 hours attempted at Troy University will be dropped from the program. However, a conditionally admitted student earning a 0.00 GPA on the first six hours will be dropped from the program.

A conditionally admitted student whose academic performance results in being dropped from the program may appeal for readmission to the University, after a period of 12 months, through the campus-specific Conditional Appeals Committee (CAC) where the original conditional admission was granted. Upon being approved for readmission as a conditional student, the student will be granted unconditional status upon the completion of another 12 to 24 semester credit hours at Troy University with an overall 2.0 GPA. Any conditional student who fails to attain a 2.0 GPA upon completion of the additional 24 semester credit hours at Troy University will be dropped from the program. Students who have transferred to regionally accredited universities after being dropped from the program and wish to return to Troy University must apply for admission as a transfer student through the Office of Enrollment Management. In order to qualify for admission, these students must meet the unconditional admission requirements.

#### **C. Other**

##### **• Early Admission**

Admission is granted to the University concurrent with secondary school enrollment where academic credit is awarded only by the University. Applicants desiring early admission should be at least 10th graders in high school with at least a 20 ACT/ 950 SAT-1/1030 new SAT and a 3.00 GPA. Additionally, applicants must submit a letter from a school official authorizing their enrollment under this status.

##### **• ACCELERATE Dual Enrollment**

High school students may enroll in college courses in an attempt to concurrently receive college and high school credit for equivalent coursework. This program is a cooperative effort on the part of the various high schools and Troy University. Applicants desiring admission should be at least 10th graders in high school with at least a 20 ACT/ 950 SAT-1/1030 new SAT and a 3.00 GPA. Additionally, applicants must submit a letter from a school official authorizing their enrollment under this status.

##### **-Active Duty Military**

##### **- Unclassified Admission**

**Limited to active duty military, National Guard, or Reserve**, unclassified admission allows a student to enroll with the University in their initial term/semester of enrollment without submission of transcripts and/or test scores. Submission of the application for admission is required. Additionally, students applying for this status must submit **one** of the following as proof of military status at the time of application:

- Leave Earnings Statement
- DD Form 2A
- Letter from commanding officer

The maximum credit hour load for a student under unclassified

admission is six credit hours (for a nine week term) or 12 credit hours (for a 16 week semester). No federal financial aid (Pell Grant, student loans, etc.) will be awarded to students under this status.

Students enrolling under this classification must provide all official transcripts from previous institutions attended prior to completing the first term of enrollment. Once all appropriate documents have been evaluated, a decision regarding regular admission to the University will be made. Students not meeting the undergraduate admission requirement will not be permitted to enroll in subsequent terms or semesters.

## **Transfer Applicants**

Transfer applicants must have attempted at least 24 credit hours of coursework, excluding developmental/remedial courses, at other regionally accredited colleges or universities.

Academic credit and/or degrees accepted by Troy University must be earned at regionally accredited U.S. institutions or at foreign universities whose academic credit and/or degrees have been evaluated and determined to be equivalent to that awarded by a U.S. institution. All transfer credit is evaluated in terms of level, content, quality, comparability, and degree program relevance.

Transfer applicants must have official transcripts from each college or university they have previously attended sent directly to 100 University Park, Troy University, Troy, AL 36082.

Official digital transcripts must be submitted through:  
transcripts@troy.edu

### **A. Unconditional Admission**

Transfer applicants will be granted unconditional admission if they are in good standing at the last college attended and if they have an overall GPA of 2.00 (4.00 scale) or better on all college/university work attempted. Technical and developmental/remedial work is not considered in determining grade point average. Applicants who have been suspended from another institution for any reason must be eligible to return to that institution before being considered for admission to Troy University. No conditional admission provision is available for transfer students. Applicants not meeting the unconditional admission requirement who demonstrate significant potential for success and have perhaps overcome legitimate and extenuating circumstances, may be granted admission by appealing to the Associate Vice Chancellor for Enrollment Management or designee.

### **B. Active Duty Military - Unclassified Admission**

**Limited to active duty military, National Guard, or Reserve,** unclassified admission allows a student to enroll with the University in their initial term/semester of enrollment without submission of transcripts and/or test scores. Submission of the application for admission is required. Additionally, students applying for this status must submit **one** of the following as proof of military status at the time of application:

- Leave Earnings Statement
- DD Form 2A
- Letter from commanding officer

The maximum credit hour load for a student under unclassified admission is six credit hours (for a nine week term) or 12 credit hours (for a 16 week semester). No federal financial aid (Pell Grant, student loans, etc.) will be awarded to students under this status.

Students enrolling under this classification must provide all official transcripts from previous institutions attended prior to completing the first term of enrollment. Once all appropriate documents have been evaluated, a decision regarding regular admission to the University will be made. Students not meeting the undergraduate admission requirement will not be permitted to enroll in subsequent terms or semesters.

The Associate of Applied Science Degree (AAS) may be considered for admission to the University.

## **International Admission: Additional information for beginning freshmen and transfer applicants**

Contact information for international applicants:

Center for International Programs  
003 Hawkins Hall  
Troy University  
Troy, AL 36082  
USA  
(334) 670-3335  
intladm@troy.edu

Application for admission should be made at least three months in advance of the proposed term of Troy University. The admission process begins with an online application located at <http://www.troy.edu/international> Questions may be addressed to the International Admissions Office by email at [intladm@troy.edu](mailto:intladm@troy.edu) or by telephone at 1-334-670-3335.

### **Additional Requirements for a Student Visa**

Only the Troy University campuses in Alabama are approved to host students on a nonimmigrant student visa.

### **First-Time University Students**

The following documents must be submitted to the Center for International Programs:

1. International Admission Application
2. Official secondary school transcript or mark sheets including notice of graduation.
3. English proficiency\* requirements—One of the following:
  - Test of English as a Foreign Language (TOEFL) score. The minimum acceptable score is 500 for the paper test, 173 for the computer-based test, and 61 for the Internet-based test. The IELTS minimum score is 5.5. *or*
  - ACT minimum score composite score of 20, with not less than 18 on the English component  
*or*
  - SAT minimum score of 1050, with no less than 480 on the Reading and Writing score.
4. International application Fee of \$50 USD.

\* Students can obtain conditional admission without the listed test scores. These students must take ESL placement test and pass its requirements in order to matriculate into academic programs.

### **Transfer Credit from Universities in the United States**

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

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

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

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

### **Transfer Credit from Foreign Universities**

Depending on home location and/or immigration status, students seeking transfer of credits from regionally recognized foreign institutions may pursue one of the following two methods for

the official International Transfer Credit Evaluation.

1. Students who hold F/J visas AND are attending one of Troy University campuses located in Alabama (Troy, Dothan, Montgomery, and Phenix City) will be required to present to the Troy University International Admissions Office (IAO) original transcripts including an English translation and university prepared course descriptions for processing through the Academic Evaluation Center.
2. Students who are **not** attending TROY on F/J visas, but who have international credits they wish to have evaluated (**i.e. non-partner TROY Online / military affiliated students, or students holding other visa types**), must request an official course-by-course evaluation from any evaluation agency which is a member of NACES (<http://naces.org/members.htm/>) or a copy of AACRAO evaluation if one was completed prior to September 2016 to be sent to the following address:

Troy University  
TROY Online Student Services  
100 University Park  
Troy, Alabama 36082

Students must also request official transcripts and course descriptions to be sent to the above address at Troy University directly from the issuing institutions and submit the online request form for academic evaluation located at:

<https://forms.troy.edu/forms/academic/index.html>.

Please visit:

<http://www.troy.edu/records/aec/foreigntransfercredit.html>

for more information.

### English Proficiency Requirements for Admitted Students

An ESL placement test will be administered to admitted students who do not meet English proficiency requirements for first-time and transfer students.

Placement in English as a Second Language classes or into academic classes will be based on attainment of identified cut-off scores on this test. Contact the Center for International Programs at [esl@troy.edu](mailto:esl@troy.edu) for specific information.

To admit students from ESL to academic programs based upon their achievement in the Intensive English Program, the following process will be used.

- Initially arriving international students who do not meet the English proficiency requirements will be administered an ESL placement test. Attaining a passing score on that test above placement into Level VI will be eligible for full-time study in their academic program.
- Students placed into advanced level ESL classes who earn a 3.0 GPA in ESL courses in their final term shall then meet the University's English language proficiency standard for admission. Students will take a final examination, which will count for 30% of the final grade, in each of the four ESL courses. Each final examination will be prepared by a committee made up of the Troy ESL faculty who teach the upper-level ESL courses.

Undergraduate "advanced-level" ESL students may take academic classes at the same time as ESL classes if they meet the specific criteria in the ESL Student Handbook. Students who achieve a GPA of at least 2.0 in each non-ESL course and 3.0 or higher in ESL courses will be eligible to be fully admitted. Any "advanced-level" student not achieving admission during his or her first semester will be required to repeat the part-time academic/part-time ESL enrollment in the next semester or to take

only ESL classes, at the discretion of the ESL Director.

International students who are non-native speakers of English must take an ESL writing placement examination, administered by ESL in order to place in an English composition course, ESL 1100 or ESL 1101.

NOTE: Students may take the ESL placement test and the paper version of the TOEFL examination only once while registered for any ESL and/or academic classes at Troy University.

### English Placement for Non-native Speakers of English

Any student whose first language is not English must submit an official score report for the Test of English as a Foreign Language (TOEFL), the International English Testing System (IELTS), or the ACT Compass ESL examination. Students who do not meet the minimum English proficiency requirements specified for the TOEFL, IELTS or ACT Compass ESL test will be placed at the appropriate level in the Troy University English as a Second Language (ESL) program. The ESL program is available on the Troy Campus.

### Audit

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

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

### Transient Status

#### Student from another institution wishing to enroll at Troy University as a transient student (Transient students are not eligible for financial aid.)

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

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

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

### Readmission to Troy University

#### Former Troy University students in academic good standing

- *One to three year absence: readmission form required*  
Students who have not been enrolled for one to three years, and have not been enrolled in any other institution, must apply for readmission through the admissions office of the campus they wish to attend.
- *More than three year absence OR enrolled in another institution since last enrolled at TROY: new application required*  
Students who have not been enrolled for more than three years must complete a new application and will be subject to new catalog and program requirements. The student may not be granted a new one term temporary status but must clear all admission re-

quirements prior to registration.

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

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

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

#### **Receiving transient authorization**

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

#### **Post Degree Status**

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

Transcripts with posted degree must be submitted.

#### **Temporary Admission**

Temporary admission may be granted to an applicant who has submitted incomplete information or documentation for full admission to the University. Temporary admission may be granted for one term. Students granted temporary admission must submit all complete and/or official records before the end of the term/semester for which the temporary admission was given. With the permission of the Associate Vice Chancellor of Enrollment Management or the campus/site designee, a second temporary may be extended for the subsequent term. In the event the final records indicate that the student is not eligible for admission, the student may be administratively withdrawn with no refund issued.

#### **Admission for Students Graduating from Non-Accredited Institutions (Including Home Schooled Students)**

Students attending institutions which are not regionally accredited may submit transcripts for review to determine admissibility. The regional accrediting agencies are as follows:

- Higher Learning Commission
- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Students graduating from home-school programs must comply with the same requirements as students graduating from traditional programs.

#### **Provisional Credit:**

If a student meets regular admission standards and has earned college level courses at an unaccredited institution of higher learning, the student may be given provisional credit. However, the credits will not be considered for acceptance until the student has attended Troy University as a full-time student for two semesters and has met the grade point average necessary for good standing. Credits will be reviewed by the dean of the discipline and the Records Office. A determination will be made based on (1) the unaccredited institution's affiliation with the Commission on Recognition of Post Secondary Accreditation; and/or (2) acceptance of credit by at least three other accredited institutions located in the area of the unaccredited institution. Contact the dean of enrollment management or the Global Campus site director for more information.

#### **Additional Admissions Notes**

Active duty military, National Guard, Reservist, and veterans may be admitted on the basis of an exempted ACT or SAT score requirement, regardless of age. These students will be required to present a military ID or DD 214 as part of their application submission in addition to the high school transcript or GED score.

Also, Students who are certified as "qualifiers" through the Eligibility Center of the NCAA are eligible for admission. Students who have been certified by the NCAA must submit required test scores and transcripts to the Office of Admissions. Evaluation of credentials determines the enrollment status: unconditional or conditional.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.