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, and specialized accreditation. 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 the Graduate Admissions Office for degree requirements specific to the degree sought.

Pre-Admission Procedures

Application Forms

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 If fraudulent information is discovered on the application form, a student may be administratively withdrawn.

Applications must include:

1. A completed online application form with fee;
2. Validated proof of earning a BA/BS degree from a regionally accredited or otherwise approved college by submitting official transcripts from all universities attended;
3. Appropriate standardized admission exam, if required;
4. A letter of recommendation; and
5. Other documentation supporting the application

Please see the following explanation of these application requirements.

Consult the Troy University webpage at *www.troy.edu/applications-admissions/admissions-process-requirements/graduate/index.html* for additional information.

Admission Contact Information

Troy Campus Email: ask@troy.edu Phone: 1-800-551-9716	**Phenix City Campus** Email: ask@troy.edu Phone: 1-866-876-9787
Dothan Campus Email: ask@troy.edu Phone: 1-866-291-0317	**Montgomery Campus** Email: ask@troy.edu Phone: 1-800-355-8786
Global Campus **(including online programs)** Email: ask@troy.edu Phone: 1-800-414-5756	**International Students** Email: intlrecruit@troy.edu Phone: 1-334-670-3335

Transcripts

The Graduate School requires all applicants to submit official transcripts (raised seal with Registrar's signature, security paper, and without "Issued to Student" stamped on them) from their baccalaureate degree granting institution and the last institution attended when applicable. Any graduate coursework from a prior institution should also be submitted. Troy University undergraduates do NOT need to provide a transcript. 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 sent directly from the previous university or college directly to and be filed in the Graduate Admissions Office at the address listed below. Applicants are responsible for requesting official transcripts from each institution previously attended. The Admissions Office will assist students in completing transcript requests. Applicants who have not completed the undergraduate degree are required to submit one official transcript at the time of application and one official transcript upon completion of the degree. Once the Application for Admission is on file, all transcripts submitted become the property of Troy University and will not be returned. Transcripts should be sent to the appropriate address. Students are expected to notify Troy University if they are not in good standing with another institution at the time of application. Please note that students entering a graduate program with pre-requisite requirements may be required to submit additional transcripts for their program admission. These requirements are for admission only, and students may be required to submit additional transcripts for financial aid following admission.

Standardized Admission Test (Entrance Exam) Scores

Official scores from nationally standardized aptitude examinations, such as the GRE, MAT, or GMAT must be submitted at the time of application if required by the program. No time limit for test scores is established for admission into Graduate School, although most scores are only available for five years. All GRE, MAT, or GMAT scores can be sent to:

Domestic Students	**International Students**
Graduate Admissions University Park suite 100 Troy University Troy, AL 36082 Email: ask@troy.edu Phone: 1-800-414-5756	International Admissions 003 Hawkins Hall Troy University Troy, AL 36082 Email: intlrecruit@troy.edu Phone: 1-334-670-3335

Letter of Recommendation

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. See Admission for details regarding submission of letter.

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

Other Documents Required

1. 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.

2. Students who have completed an Air Force, Navy, Army, or Marine Corps intermediate or senior level Professional Military Education (PME) course must submit an official transcript from the Registrar at Air University, Naval War College, or Army War College. Students who have completed U.S. Army Command and General Staff College or the Marine Command and Staff College must submit an official transcript. Students who have completed any other service-sponsored PME School must submit a course completion certificate.
3. 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.

Graduate Program Admission Classifications

Master's Degree Programs

Admission Requirements

To qualify for admission to Graduate School, applicant must meet the requirements of the Graduate School as well as the specific program of interest. Graduate School admission requirements are outlined below. Students who transfer to another graduate program after admission will be required to meet the admission requirements for the new program. All students must complete a Student Acknowledgement Form.

Unconditional Admission - Master's Degree

To qualify for unconditional admission to a master's degree program, applicants must meet the following requirements:

1. Hold a master's or higher degree from a regionally accredited or equivalent foreign university. No test score or letter of recommendation is required for those who hold a master's or higher degree from an accredited university for any master's level program. All official transcripts must be provided.

   OR

2. Hold a baccalaureate degree from a regionally accredited or equivalent foreign 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 or nursing programs must hold a baccalaureate degree from a regionally accredited college or university.*

   AND

4. 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 Admission for details regarding submission of letter.

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

   AND

5. Meet the unconditional requirements of the specific program. See specific programs for details. Some programs have additional requirements, which may include a graduate admissions test or qualified work experience.

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., Alternative Fifth-Year Certification programs, DNP, or Ph.D. 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, where applicable, 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 the exam. Exam requirements vary by program.*

Students must meet the conditional admission requirements for both the Graduate School as well as the specific program. Not all programs have Conditional Admission Program; specific admission requirements are outlined for each program. See program description and curriculum for details.

Baccalaureate Degree Holders

Students who have earned a baccalaureate degree from a regionally accredited or equivalent foreign 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 of program applicable. 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 scores where applicable. **Note:** *Please consult the individual program test score requirement prior to taking exam. Exam requirements vary by program. Not all programs allow for Temporary Admission.*

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 Licensure programs, Ph.D., DNP, Ed.S., MSEd., M.Acc, MA.Eco., MBA, MSHRM, or MSN students.**

Procedures

A baccalaureate graduate of a regionally accredited or equivalent foreign 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 universities 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), student 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 student may extend temporary admission for a second term. Written approval authorizing the extension must be in the student's permanent record. A student 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 Programs

Doctor of Nursing Practice (DNP)

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 the required degree from a nationally-accredited program (ACEN, 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 290 (150 verbal, 140 quantitative) or 850 on pre-November 2011 GRE test (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 an 800 to 1000 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 or be eligible to take a nationally recognized certification exam.
    Note: *This requirement applies only to post-MSN applicants.*
11. Submit documentation of academic clinical hours.
    Note: *This requirement applies only to Specialty to DNP and 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.

Doctor of Philosophy in Sport Management (Ph.D.)

The applicant must submit an application to the Troy University Graduate School. No prerequisites will be required for admission other than the applicant must have attained a master's degree from a regionally accredited institution of higher education. In order to be given full consideration, all requested materials must be received by the deadlines listed below:

Application Deadlines:

Fall Admission for U.S. citizens:	May 1
Fall Admission for non-U.S. citizens:	March 1
Spring Admission for U.S. citizens:	September 1
Spring Admission for non-U.S. citizens:	July 1

Admission Examination Requirements

1. TOEFL scores are required for all international students; this requirement is waived if the student has earned a bachelor's or

master's degree from a regionally accredited U.S. institution. Students scoring 80 or higher on the Internet-based TOEFL Test, 213 or higher on the Computer-based Test, and a 550 or higher on the Paper-based TOEFL Test will be given full consideration for admission into the Doctoral Program. Students scoring below these requirements may be required to (in addition to other admission requirements) interview with the Doctoral Admissions Committee prior to full consideration of admission into the program.

2. Official scores from nationally standardized aptitude examinations, such as the Graduate Record Examination (GRE), Miller's Analogy Test (MAT), General Management Admissions Test (GMAT), or Law School Admissions Test (LSAT), must be submitted at the time of application. All entrance exams must have taken place within 5 years of submission to the program. Applicants achieving the minimum scores on the submitted entrance exam will be given full consideration for admission into the doctoral program. Minimum scores are presented below.

   MAT = 399 total score
   GMAT = 540 total score (verbal and quantitative
   LSAT = 157-158 total score
   GRE = 304 on the Revised GRE (verbal and quantitative only)
   OR
   1000 or higher on the Non-Revised GRE (verbal and quantitative score totals only)

3. Students scoring slightly below the minimum scores indicated may request an interview with the Doctoral Admissions Committee prior to full consideration of admission into the program. If the Doctoral Admissions committee deems the applicant's transcripts, references, writing sample, and statement of intent submitted items acceptable, the interview may be conducted. It is the applicant's responsibility to contact the Doctoral Program Coordinator to request an interview.

The applicant must submit the following materials to the Troy University Graduate School:

1. Troy University Graduate School Application Form
2. One official transcript per each institution of higher education ever attended.
3. Three (3) Letters of Reference
   The letters of reference must address the applicant's readiness to enroll in a doctoral program. It is recommended that such individuals be previous undergraduate or graduate professors, advisors or others who can substantiate the applicant's academic preparation for admittance to a doctoral program.
4. Statement of Intent. The statement of intent should:
   A. Identify and obtain support for a TROY Sport Management doctoral faculty member to serve as potential research advisor
   B. Include details of your rationale for pursuing a Ph.D. in Sport Management.
   C. Include details regarding your career and research interests.
5. Writing Sample
   The goal of the writing sample is to measure the applicant's ability to write clearly and succinctly in an academic fashion. The writing sample will assist the Doctoral Admissions Committee in evaluating the applicant's research, writing, analytical and problem-solving skills. The writing sample may include a thesis completed by the student or a significant research paper, preferably written at the graduate level and solely by the applicant. The paper must be double-spaced, 12-point, Times New Roman font with 1 inch margins on all sides. It is recommended that the writing sample follow the American Psychological Association (APA) style. However, other writing styles, including but not limited to Chicago, Modern Language Association (MLA), AMA Manual, or other accepted research writing styles will be considered.

   The Doctoral Admissions Committee will evaluate the writing sample based on the following criteria: 1) Writing Development and Critical Thinking – ability to articulate the primary concept and inform the reader of its focus; 2) Organization and Structure - development of the topic to include fluid transitions; 3) Paragraph Development - use of transitions and language within each paragraph.; 4) Mechanics – appropriate spelling, grammar, and punctuation; and 5) Use of Writing Style – Although all classes and dissertations will employ the APA format, the Committee will review the sample for appropriate use of other acceptable academic research writing style such as cited in the previous paragraph **NOTE:** *The writing sample could also include accepted or published research that the applicant has been sole or co-author of a research project. The applicant must submit a PDF of the paper or a link as proof of publication*.
6. Resume or Curriculum Vitae

Transient Admission

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

1. Complete a standard "Application for Admission," provide proof of a 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. 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 transfer students 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.*

TROY Honors Graduate Admission

Students holding a baccalaureate degree from a regionally accredited institution from the list of undergraduate degrees provided below, and a "cumulative" grade point average of 3.4 or above may be "unconditionally" admitted to the listed graduate program below. Not all graduate programs participate in Troy Honors Graduate Admission. Participating graduate programs are listed on the following page. Students admitted as a Troy Honors Graduate must complete an Application for Admission and pay the application fee. Upon verification of the graduating cumulative grade point average and corresponding undergraduate degree, all admission exams and letters of recommendation are waived. Please see chart for the full listing of participating programs and required baccalaureate degrees.

*Applicants from non-AACSB accredited institutions will automatically go through a Sorrell College admission review before acceptance.

Troy Honors Graduate Admission applies only to the following graduate programs:

Graduate Program Master of Science in	Corresponding Undergraduate Degrees- BA/BS in
Accountancy	Accounting
Adult Education	Any Area
Computer Science	Computer Science or related field
Criminal Justice	Any Area
Economics	Any Area
Environmental and Biological Sciences	Any Area plus demonstrate an adequate background in the sciences that includes natural or biological sciences, general, chemistry, and statistics
International Relations	Any Area
Master of Business Administration- All options	Business Administration, Global Business, Economics, Accounting
Human Resource Management	Any Area
Management	Any Area
Nursing (MSN)	Nursing
Public Administration	Any Area
Social Science	Any Area
Social Work	Any Area
Strategic Communications	Multimedia Journalism, Broadcast Journalism, Communication Arts, English
MS Sport Management	Exercise Science, Hospitality, Sport, and Tourism Management, Business Admin., Global Business, Economics, Accounting

Unaccredited or Otherwise Accredited Baccalaureate or Master's Degree Holders—Student Admission Requirements (United States and Foreign Universities)

Students must submit an official transcript(s) with degree(s) posted at least one semester/term prior to the desired date of registration. The appropriate academic college and the Graduate Council will evaluate all submitted transcripts using commonly accepted practices and guidelines. 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) and/or the Council for Higher Education Accreditation (CHEA); (2) acceptance of credit by three other regionally accredited universities located in the area of the unaccredited institution; (3) review and approval of the Graduate Council. 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 master's degree is from an unaccredited or otherwise accredited institution) admitted into classes prior to baccalaureate degree or master's degree approval, and the evaluation indicates that the student is not eligible for admission; the student will be withdrawn from the class or classes, or receive non-degree credit for the class or classes for which he/she is improperly registered, and all tuition will be forfeited.

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

Note: Students seeking a master's degree from the Sorrell College of Business who hold an undergraduate degree from a non-regionally accredited U.S. college or university must obtain and submit a letter from the Dean of three Colleges/Schools of Business accredited by the AACSB, stating that students from the student's non-regionally accredited undergraduate institution have been accepted into the graduate business programs at those institutions.

Post Master's Admission

Students admitted in this category must hold the master's degree from a regionally accredited or equivalent foreign institution. Graduate credit taken while enrolled as a post-master's degree student is not admissible as degree credit unless it is approved by the Program Director and is limited to a total of six semester hours. All official undergraduate and graduate transcripts are required for admission. If the degree is earned outside the United States, an Educational Credential Evaluators, Inc. (ECE) evaluation is mandatory. Applicants to the DNP program are eligible only for unconditional admission status.

Students requiring more than six semester hours as a post-master's student for licensure or certification must receive approval by the department chair and graduate dean prior to exceeding the allowable number of semester hours. The transfer credit policy and number of hours allowed as transfer credit applies to post master's student.

Special Admission: Non-Degree Matriculates

A student interested in earning graduate credit, but who is not an applicant for a graduate degree at Troy University, may be

admitted as a "Special Student" with the approval of the Dean of the Graduate School or his/her designee. Admission may be granted to qualified students holding a baccalaureate degree or higher from a regionally accredited or equivalent foreign institution or to students in good standing at another regionally accredited or equivalent graduate school (official 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. Graduate students may earn no more than six semester hours of grades below "B" (see Academic Suspension). It is the responsibility of the student to observe the limitations imposed on credit hours, grade point average, 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
2. The Troy University International Admissions Office will evaluate student degree credentials using standardized best practice procedures and determine equivalency to a U.S. degree.
3. 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 ONE of the following options:

- 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).
- Make a satisfactory score on the International English Language Testing System (IELTS): score of 6.0.
- Make a satisfactory score on 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 minimum score of 8 out of 12 on a writing test. ***Note:*** *The ACT Compass ESL may be taken only once.*
- Students lacking satisfactory test scores may be admitted following satisfactory completion of the Troy University English as a Second Language (ESL) courses.

English Placement for Non-native Speaker 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. 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 as 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. Students may not begin taking graduate courses until they are "certified" as English proficient. Contact the Center for International Programs at intlprog@troy.edu for specific information.

Student Visa Requirements

Only the Troy University campuses in Alabama and the teaching site in Atlanta, Georgia, are approved to host students on a nonimmigrant student visa. Students may refer to the website for information on program availability at a specific Troy University campus.

Persons requesting U.S. Citizenship and Immigration Services (USCIS) form I-20 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: 1 (334) 670-3736; email: intlprog@troy.edu.

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 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.

   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 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 ECE. 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 (may be taken only once) prior to beginning graduate coursework. See English Proficiency

Requirements provided under International Student Admission Requirements.

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. 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 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. No additional courses are required for students completing at least one year of a graduate program in their home country prior to applying to the Troy University Graduate School. Applicants must meet all English proficiency requirements that are provided under International Student Admission Requirements.

OR

2. Students graduating with a three-year degree that is considered equivalent to four-year degree by an organization that is a member of National Association of Credential Evaluation Services (NACES) may be admitted unconditionally if the student meets all admission and English proficiency requirements.

OR

3. Students who do not qualify for admission by the two options listed above will meet with the dean of the discipline, for which the student seeks admission, who will prescribe a mandatory one-year baccalaureate equivalent course of study of at least 30 semester hours of undergraduate coursework, to be completed with a cumulative grade point average of 2.5. All grades below the grade of "C" must be retaken. This prescribed course of undergraduate study shall be referred to as program prerequisite. These students should not repeat courses taken at the undergraduate level. These students will be enrolled as "Undergraduate" students. This coursework must be successfully completed and certified by the dean of the college prescribing the coursework prior to admission to the Graduate School. Upon completion of the program prerequisites, students will be admitted to the appropriate graduate program.

Dual Enrollment

Lacking Prerequisites

Students holding a baccalaureate degree from a regionally accredited or equivalent foreign college or university, who are applying for graduate admission will have 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 coursework and apply for Graduate Admission with the approval of their adviser.

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 if applicable 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 programs 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.

See *TROY Honors Graduate Admission* requirements for applicability.

Academic Program Evaluation

The Academic "Program Evaluation" serves as a formalized program document developed by a graduate student and his/her adviser. Together, the student and adviser confirm this document. The Academic "Program Evaluation" provides an outline of the coursework and requirements leading to a specified graduate degree. It should be referenced during each registration. If the student selects courses outside the approved plan of study, without prior faculty adviser approval, the credits may not apply toward degree requirements, but will affect the student's grade point average. The Academic "Program Evaluation" may be found on WebExpress.

Academic Suspension/Dropped from Program/ 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 academically suspended from the University for a period of one calendar year, at which time the student may petition the Dean of the Graduate School for readmission.

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 academically suspended from the University for a period of one calendar year, at which time the student may petition the Dean of the Graduate School for readmission.

Students who are academically suspended are prohibited from attending the Graduate School or any academic level of the University for a period of one calendar year. Any courses taken at another university during the time of academic suspension will not

be accepted for credit.

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.

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. Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

A student will be excused for a 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.

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 drops or withdraws from the course(s).

Drops

A student who wishes to reduce, but not entirely eliminate, his or her credit load may drop a course. Students may drop a course or courses via Self-Service or submit a request in the Record's Office. The last day to drop a course will be assigned for each term, session, or semester based on 65% completion of the length of the course. Dates will be published on the Schedule of Classes and the Academic Records web page (*https://www.troy.edu/academics/academic-resources/records-office/index.html*). The 65% rule also applies to international teaching locations.

From Early Registration through Late Registration—Free Course Schedule Adjustment Period

Students may drop a course or courses during the Free Course Schedule Adjustment Period. Tuition and refundable fees will be returned.

From End of Late Registration (Free Course Schedule Adjustment Period) through the Last Day to Withdraw

A non-punitive grade of DR will be assigned up until the last day to drop, as posted in the Schedule of Classes and on appropriate web pages. Students may not drop after the deadline. Any student who fails to drop by the deadline will be assigned a grade. Extenuating circumstances such as military deployments must be documented before an exception can be considered.

Withdrawals

Withdrawal from the University is defined as a removal from all courses for all current semesters, sessions, or terms. The last day to drop a course will be assigned for each term, session, or semester based on 65% completion of the length of the course. Dates will be published on the Schedule of Classes and the Academic Records web page. The 65% rule also applies to international teaching locations.

From Early Registration through Late Registration—Free Course Schedule Adjustment Period

Students who wish to withdraw from all classes prior to the last day of late registration must CANCEL their registration in writing through the designated withdrawal official (DWO) located on the **Academic Records web page.** Written cancellation does not require the completion of the withdrawal form or an exit interview. Tuition and refundable fees will be returned.

From End of Late Registration (Free Course Schedule Adjustment Period) through the Last Day to Withdraw

A student who wishes to withdraw from all courses for a current semester/session/term may withdraw with no academic penalty with a non-punitive grade of "W" until the last day to withdraw (posted in the Schedule of Classes and on appropriate web pages). Tuition and fees will be charged during this period.

Students may **not** withdraw via Self-Service. An official withdrawal form must be completed and processed before the student's withdrawal is considered final.

Students may not withdraw after the withdrawal deadline. Any student who fails to withdraw by the deadline will be assigned a grade. ***Check with the Financial Aid Department to determine how financial aid is calculated prior to withdrawing*****. Extenuating circumstances such as military deployments must be documented before an exception can be considered.**

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. The student must submit a completed Graduate Change of Academic Program Application (no fee required) to the Graduate Admissions office at his/her home campus. Graduate Change of Academic Program Applications are available at campus Admissions offices and online. Final approval to change programs will be granted by the appropriate academic dean consistent with change of program procedures established by that college.

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. Petition for Transfer of Graduate Credit forms are available from any graduate program office or online. Grades below a "B" will not be considered for transfer, and any loss of credit will be reported to the student and the Financial Aid Office, if applicable. All grades from work attempted in the first graduate program will contribute to the cumulative grade point average unless the credit is older than eight years. All graduate programs require 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 un-*

less the VA has been notified of the degree program change. (See the VA certifying official for further details.)
less the VA has been notified of the degree program change. (See the VA certifying official for further details.)

Class Cancellation

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

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 Senior Vice Chancellor for Academic Affairs or designee will announce cancellation of classes through the local and regional media as well as through the University's websites.

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.

Course Numbers

- Courses numbered "9950" to "9999" are for workshops or continuing education credit.
- Courses numbered "8800" to "8899" are open to students in the doctoral program.
- Courses numbered "7700" to "7799" are open only to students who have received their master's degree.
- Courses numbered "6600" to "6699" are open to qualified graduate students or to students who have already received their 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.

Credit Hour

Definition of a Credit Hour Equivalency:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (does not include final exam time) for one semester or the equivalent amount of work over a different amount of time; or
2. 50 minutes of classroom instruction plus additional out-of-class work (the general expectation is two hours) for fifteen weeks; or
3. A minimum of 2,250 minutes per three semester hour course of instruction, which does not include final exam time; or
4. An amount of work represented in intended learning outcomes that are at least an equivalent amount of work as required in items 1-3 above of this definition for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Degree Semester Hour Requirements

The minimum number of semester hours required for graduate programs varies. Additional coursework 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.

Directed Studies, Specialized Studies, Readings, Advanced Readings, Selected Topics Course Restrictions

Students may not exceed a total of six semester hours taken in any combination of Directed Studies, Specialized Studies, Readings, Advanced Readings, or Selected Topics course credits. Consult individual programs for restrictions.

Global Campus

The Senior Vice Chancellor for Academic Affairs is charged with the administrative oversight of Global Campus, which is responsible for the delivery of educational programs outside the state of Alabama and abroad as well as online through Troy Online. Global Campus is designed to meet the needs of non-traditional learners, who generally have educational needs that are different from those supported by traditional colleges and universities. Courses and degrees are delivered at times and in formats to fit the needs of adult learners who have full-time employment, work shifts or are prone to short-notice moves.

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

Global Campus academic offerings and programs are under the purview of the various departments and colleges of the University. Troy University faculty and administrative oversight functions include, but are not limited to, academic oversight and control; monitoring of institutional effectiveness; faculty selection, certification, evaluation and faculty status determination.

Student services are provided from the Troy campus and include, but are not limited to, admissions and maintenance of official academic records.

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

Troy Online

Troy University's Troy Online was established as a comprehensive educational unit of Troy University's Global Campus to allow and provide any student, regardless of location, the opportunity to earn a Troy University degree online. Since its inception, Troy Online has expanded to include different programs

and methodologies to reach local students, working adults, and the military. Troy Online offers students the opportunity to obtain both undergraduate and graduate courses and degree programs online. The online courses integrate textbooks with online materials, graphics, audio and video, and facilitate faculty and student interactions. Specialized software is utilized. For more information on graduate programs offered via this format, visit *https://www.troy.edu/academics/academic-programs/index.html#Graduate*.

Student Services

The Senior Vice Chancellor for Academic Affairs is charged with the administrative oversight of Global Campus, which is responsible for student services. These services meet the needs of students at each location and include orientation, counseling, financial aid, transcript service, graduation ceremonies, learning support, career services, as well as other services and activities, such as library support and alumni organizations.

Tuition and Fees

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

Registration

Registration dates and in-class offerings may be found at each Global Campus site's website. Registration dates and online course offerings may be found at *https://my.troy.edu/schedules/*. Students may register for in-class and online courses through Student Planning in Self-Service at *http://splash.troy.edu/go-to/selfservice/*.

State Authorizations

Information on state authorizations is located at *https://www.troy.edu/about-us/fast-facts/state-authorization.html*.

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.

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.

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. 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.

Grade Point Average (GPA)

The grade point average is computed by dividing the number of credit hours attempted into the total number of grade points earned.

Incomplete Grades

This incomplete grade policy replaces all other incomplete grade policies as of August 9, 2012.

If a student is unable to complete all course grading requirements, the student may be eligible to request the assignment of an incomplete grade. An incomplete grade is not automatically assigned by the instructor, but must be requested by the student and approved by the instructor. The decision to approve or reject a student's request for an incomplete grade is at the discretion of the instructor using the following criteria:

- Student submits a completed "Incomplete Grade Request" form prior to assignment of a course grade.
- Student's progress in the course is deemed satisfactory.
- Student is passing the course when the request is made.
- The circumstances that prevented the student's completion of course requirements are beyond the student's control, and adequate documentation is provided.

A student may request an incomplete by completing and submitting to the instructor an "Incomplete Grade Request" form. This form can be found at *https://www.troy.edu/academics/colleges-schools/graduate-school/forms.html*. An incomplete grade will not be assigned until the student receives from the instructor the approved request form, which outlines the work to be completed, the grading weight of the assignment(s), and a deadline for when all required work must be received. It is the student's responsibility to follow up with the instructor on the status of their request for an incomplete grade and become informed of all work required and deadlines.

Time Limit for Removal of Incomplete Grades.

Any student who receives an "I" must adhere to the deadlines set by the instructor for when required assignments must be received. The instructor deadline must not exceed 9 weeks from the date of the end of the semester that the "I" was awarded. All instructor set deadlines apply whether or not the student enrolls for the semester or term following the assignment of the incomplete grade. Work received on or before the instructor set deadlines will be graded and computed into the final course grade. The instructor will submit

a “Change of Grade” form to the registrar on or before the last day to remove an Incomplete from the previous term or semester published in the University’s master calendar. Student assignments not received by the instructor’s deadlines will not be graded, and a “Change of Grade” form will not be submitted. If a “Change of Grade” form is not submitted by the appropriate time, the “I” will automatically be converted to an “FI”. An “FI” is calculated as an “F” when determining grade point average.

Grading System

	Description	Credit	Grade points per 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
DR	Dropped course	No	0
FA	Failure to attend any class (calculates as an F in the GPA)	No	0
I	Incomplete	No	0
IP	Thesis or Clinical Research in Progress	No	0
FI	Course requirements not completed by the end of time limit for course assigned an Incomplete or In-Progress (calculates as an F in GPA)	No	0
NG	No grade reported by faculty at end of term (assigned by Registrar)	Yes	0
P	Pass	Yes	0
W	Withdrawal	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.*

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 may be issued only for the following courses:

- Thesis Research (Not Research Methods Courses)
- Practicum
- Internship
- Thesis
- Personal Supervisor and/or Curriculum Development
- Field Problem

Time Limit for Removal of In-Progress (IP) Grade

IP grades must be removed within one calendar year from the date at which the IP was assigned. An IP grade that is not removed during the stated time limit will automatically become a grade of “FI.

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.

Research Requirement

For Initial Master’s 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(s) in the student's program. Students must repeat the research course if a grade of “C” or below is attained.

For Second Master’s 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 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 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, Synthesis Project, or Dissertation

A thesis, synthesis project, or dissertation is frequently the culmination of graduate education at Troy University. These require a commitment of one or more years. While faculty assist in the direction, the graduate student is responsible for the development, research, writing, and completion of the thesis, synthesis project, or dissertation. Graduate students should consult with their program director and faculty adviser about thesis, synthesis project, or dissertation availability and suitability.

The Troy University Thesis Guidelines provide students with

essential requirements concerning thesis preparation, completion, and submission. 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 the Troy University Thesis Guidelines and department, school, or college special requirements.

The Troy University Synthesis Project Guidelines provide students with essential requirements concerning the preparation, completion, and submission of the project. The project should be prepared in accordance with the instructions of the Troy University DNP-Synthesis Project Guidelines and department, school or college special requirements.

The Troy University Dissertation Guidelines provide students with essential requirements concerning the dissertation preparation, completion, and submission. 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 dissertation should be prepared in accordance with the instructions of the Troy University Dissertation Guidelines and department, school, or college special requirements. Once a student has met all graduate school and departmental requirements for their dissertation, they can follow the submission and upload procedures located on the library web page. All other guidelines can be located at *www.troy.edu*

Continuous Enrollment

Students must be enrolled in at least one semester hour of thesis the semester or term in which they defend their thesis synthesis project or dissertation.

Graduation Application Procedure

Candidates for a graduate degree must indicate their intentions to complete the requirements for graduation by filing a "Graduation Application" at the beginning of the term/semester prior to the term/semester of graduation through Self-Service. Since this application 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. Students failing to submit the Graduation Application by the published date will graduate in the next semester/graduation term. Candidates must use the application located under Graduation Overview in Self-Service located at *https://splash.troy.edu/go-to/selfservice*. A graduation fee is charged upon submission of the graduation application.

Graduation Ceremony

Attendance at commencement is not required for degree conferral; however, all candidates are urged to attend. Students will attend the graduation ceremony immediately following their program completion. Students may select which graduation ceremony to attend based on their preferred location. The students will be provided with a link to the graduation ceremony selection when the student files a “Graduation Application.”

Time Limit to Complete Master’s and Ph.D. Degree Programs

All credits used to satisfy Master’s or Ph.D. 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 two years or more must meet all degree requirements current at the time of readmission.

Time Limit to Complete DNP Degree Program

For students completing the Doctor of Nursing Practice-Post BSN 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 Master’s 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 two years or more must meet all degree requirements current at the time of readmission.

Readmission Procedures

Readmission to Graduate School after Academic Suspension

Graduate students may petition for readmission to the Graduate School only twice. 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 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 should 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;
   d. Documentation of circumstances which led to suspension;
   e. Readmission Application.

Note: *Student petitions for readmission must be documented, circumstances verified by the appropriate academic official at each location 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 recommendation of the department. If the dean of the discipline accepts a favorable recommendation from the departmental committee, he or she must forward it along with his/her endorsement to the Dean of the Graduate School and the Chair of the Graduate Council for their concurrence.
5. If the student’s petition is 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 universities' programs for academic reasons must follow the procedures noted below:
   a. The processes of # 1-7 above must be followed. All transcripts from all universities 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 universities 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 **up to two years** must contact the Student Services Office. These students are allowed to remain in the program for which they originally enrolled. A student not enrolled with Troy University for **two or more years** must meet all degree requirements current at the time of readmission and complete a Readmission to Graduate School Application. All students who have attended another institution of higher learning since last attending Troy University must submit a Graduate School Application and provide official transcript(s) from that institution before re-enrolling.

Registration

Students must be registered for all classes prior to attendance in these classes. If a student's name does not appear on a class roster, he/she may not sit in or otherwise attend the course. Students should register during designated registration times. Once students have registered for a course or courses, they incur a financial commitment which must be met. Students can pay their tuition online by accessing Self-Service.

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.

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 or courses requiring a grade of "B" or better must repeat the course and attain a "B" or higher grade to satisfy the coursework 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.

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.

Semester Hour Load Limits

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.
- A "session" is defined for hour limit purposes as up to nine weeks of class meetings within a semester.
- 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, or eight to nine semester hours in a combination of semesters, terms, and/or sessions over a sixteen-week period.
- A part-time student is defined as a graduate student taking less than a "full-time" load.

Warning: Students who register for coursework 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.

Load Limit for Students with 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, or a combination thereof not to exceed nine semester hours over a sixteen-week period.

Load Limit for Students with Conditional Admission Status

Students admitted conditionally may take a maximum of 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 until the "conditions for admission" are removed.

Load Limit for Students with Unconditional Admission Status

The maximum load for unconditionally admitted graduate students is twelve semester hours per semester, or six semester hours per term, or **a combination thereof not to exceed twelve 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.

For Graduate Assistants

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

Transfer Credit

Transfer credit is defined as college credit that was earned at another regionally accredited or equivalent foreign institution and is transferable and accepted for credit toward a degree program at Troy University. Transfer credit includes any work previously earned at Troy University as part of a degree program other than the one in which the student is currently enrolled.

No grade earned in a transfer credit course is included in the calculation of the "institutional" grade point average (Graduating GPA), to include all prior master's degrees.

Academic credit and/or degrees accepted for transfer to Troy University must be earned at regionally accredited U.S. universities or at foreign universities whose academic credit and/or degrees have been evaluated and determined by appropriately prepared faculty 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 Credit From a Previous U.S. Graduate Degree

Courses taken at the graduate level that contributed to the completion of a prior U.S. 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 degree. Up to 12 semester hours of credit earned from a prior graduate degree may be applied to the DNP. 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. Petition for Transfer of Graduate Credit forms are available at *www.troy.edu/academics/colleges-schools/graduate-school/forms.html.*

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 Regionally Accredited Universities

No credit may be transferred to a Troy University graduate program until a student is unconditionally admitted. Conditional and temporarily admitted students must be unconditionally admitted prior to transfer credit acceptance. 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 students refer to the appropriate program section) 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.
6. 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 Universities

Some degree programs prohibit the acceptance of transfer credit from unaccredited or otherwise accredited universities. 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 Universities 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 Council for Higher Education Accreditation (CHEA); (2) acceptance of credit by three other regionally accredited universities located in the area of the unaccredited institution; (3) review and approval of the Graduate Council.

Note: *A Petition for Transfer of Graduate Credit request form must be completed, with the request annotated across the top of the form, that the institution is non-regionally accredited. A copy of the official transcript, course descriptions, syllabus, and faculty credentials, if available, should be attached. 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.

Transfer Credit from Foreign Universities

Students seeking transfer of credits from a foreign university must submit a Petition for Transfer of Graduate Credit form and an official credit evaluation to the Troy University International Admissions Office, as discussed below. Petition for Transfer of Graduate Credit forms are available at *www.troy.edu/academics/colleges-schools/graduate-school/forms.html*.

Students may use one of two methods for an official credit evaluation:

1. Present to the Troy University Admissions Office original transcripts, including an English translation and university-prepared course descriptions for courses the student desires to transfer. Using established university protocols, the International Admissions Office will determine if the foreign university is considered equivalent to a U.S. regionally accredited university and authenticate all submitted documents. When appropriate, the International Admissions Office will translate the credit value of each course(s) being petitioned for transfer into U.S. equivalents.
2. Request an official evaluation from ECE by submitting transcripts and course descriptions. The official evaluation, along with the original transcripts, must be presented to the Troy University International Admissions Office.

A Petition for Transfer of Graduate Credits form and a letter from the International Admissions Office will be forwarded to the appropriately qualified faculty for review, evaluation, and determination of the acceptability for transfer of each course. Petition packets are returned to the International Admissions for inclusion in the student's file. If the faculty have deemed the course equivalent to a Troy University course applicable to the student's degree program, the International Admissions office will verify that the grade earned is equivalent to the Troy University grade of "B" or better before an approval for transfer is granted. The International Admissions Office will notify the student of the approval or denial of the petitioned course(s) for transfer.

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.

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.

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.

Transfer Credit for the Ph.D. in Sport Management Degree

The Ph.D. degree in Sport Management at Troy University requires a minimum of 90 credits beyond a baccalaureate degree. In order to satisfy the 90 credits past a baccalaureate degree, no more than 30 credits of a Master's or Juris Doctorate (J.D.) degree from another regionally accredited institution of higher education will be recognized. As such, the student must complete a minimum of 60 credit hours in the Sport Management doctoral program at Troy University.

Conditions for Transfer Credit from another Sport Management doctoral program:

1. Students must complete the admissions application packet as described previously
2. A maximum of 16 credits from another Sport Management doctoral program will be allowed to transfer to the Troy University Sport Management Sport doctoral program
3. All transfer courses must be comparable to Troy University's graduate courses and must be approved by the admissions committee

Professional Military Education Credit (PME)

Troy University awards transfer credit for specific Professional Military Education (PME) courses completed at select military service schools for which credit is recommended by the American Council on Education and approved by the dean of the appropriate College. The maximum number of credit hours transferred into a graduate program, 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 or equivalent foreign 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.

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.troy.edu/academics/academic-resources/records-office/transcripts.html*.

All transcript orders will be charged a $10.00 fee. 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

An official transcript is one that bears the official university raised seal with the Registrar's signature on security paper and is issued by the Registrar's Office and 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,
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."*

Financial Information

Tuition and Fees

Alabama Campuses

Consult the *https://www.troy.edu/scholarships-costs-aid/costs/tuition-fees/index.html*

Troy Online Course Rates

Consult the *https://www.troy.edu/scholarships-costs-aid/costs/tuition-fees/troy-online-tuition-fees.html* website for current tuition and fees. For more information concerning online graduate programs, please contact Troy Online at etroygraduate@troy.edu, call 1-800-414-5756, or consult the website at *https://www.troy.edu/academics/academic-programs/online-programs.php.*

Global Campus Course Rates

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

Clearance of Obligations

All financial or other obligations to the University must be cleared prior to the end of each semester or term. An outstanding balance for a prior semester or term must be paid before the student will be allowed to register for subsequent semesters or terms. Transcripts will not be issued if financial obligations have not been satisfied. Failure to meet financial obligations to the University could subject the student to additional late payment charges, as well as collection costs.

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 Federal Direct Unsubsidized Stafford Loan for a maximum of $20,500 per academic year; the total combination of all funds received, regardless of the source, cannot exceed the total cost of education.

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

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 (Federal Direct 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.)

VA Educational 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 VA Educational Benefits (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 VA Educational Benefits (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 VA Educational Benefits – 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.

VA Pending Payment Compliance

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 VA Educational Benefits (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

- Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE)
- A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes

Additional criteria to qualify for this provision are also required for such students and listed below: (please list actual criteria, OR write, 'No Other Requirements Other Than COE Submission'):

- No Other Requirements Other Than COE Submission.

Veterans In-State Status

- A Veteran using educational assistance under either Chapter 30 (Montgomery VA Educational Benefits – Active Duty Program) or Chapter 33 (Post-9/11 VA Educational Benefits), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal state of residence) and enrolls in the institution 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 VA Educational Benefits benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and enrolls in the institution 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 institution. The person so described must have enrolled in the institution 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 the state in which the institution is located (regardless of his/her formal State of residence).

- Anyone using benefits under the Dependents Education Assistance (DEA) program (38 U.S.C. 3679©(2)(A)) chapter 35 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 VA Educational Benefits benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- Anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E), also be charged the resident rate. Effective for courses and terms beginning after March 1, 2019, a public institution of higher learning must charge the resident rate to Chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

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

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 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 website.

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. This does not include temporary admission.
3. Must be pursuing a graduate degree in the field to which assigned or in a related field in which the student has substantial experience.
4. If applying for a Research or Teaching Assistantship or Fellowship, the student must be unconditionally admitted to a graduate program at Troy University.
5. 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, a minimum of three graduate hours; and six undergraduate hours must be taken to qualify for a graduate assistantship. This does not include undergraduate prerequisite courses required prior to being accepted into a graduate program. In addition, tuition assistance will not be paid for undergraduate courses.
   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.
6. 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 Office of Financial Aid.
7. International graduate students must be in compliance with all U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (DHS) requirements.
8. If receiving the Graduate Assistant Tuition Scholarship, the student is not eligible for any other Troy University funded scholarship.
9. In order to qualify for the Graduate Assistant Tuition Scholarship, the student must be hired prior to the last day of free drop/add that term/semester.
10. PLEASE NOTE: All Graduate Assistants and Fellows will comply with all state policies and Standards of Conduct outlined by Troy University and the department in which they are working. Any student found in violation of University policy or not upholding these stated standards will immediately be removed from their position and made ineligible for future Graduate Assistantships and Fellowships.

Doctoral Teaching Assistantships

Students who are fully admitted to the Doctor of Philosophy in Sport Management program may apply for a doctoral teaching assistantship offered on the Troy, Alabama campus. Consult the Director of the Ph.D. in Sport Management program for more details.

Refund Policy

Receipt of Refunds

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:

- Electronic Deposit to Another Account (ACH Transfer) – Once funds are released by the University to BankMobile, it typically takes 1-2 business days for the receiving bank to credit the money to your account.
- Electronic Deposit to a BankMobile Vibe Account – If you open a BankMobile Vibe account (upon identity verification), money is deposited the same business day BankMobile receives funds from the University.

Scholarships

Students seeking scholarship information should visit the Financial Assistance webpage.

Troy University Library

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

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

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

Housing—Troy Campus Only

Housing accommodations are available on-campus for students in residence halls 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, consists 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 Academic 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 the student or student organization agrees 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, alteration, or misuse of university documents, records, or identification.
3. Issuance of a worthless check made payable to Troy University.
4. Actual or threatened physical abuse, threat of violence, intimidation, hazing, harassment, or any other act that endangers the health or safety of any person.
5. Any sexual conduct that takes place without the victim's consent, sexual harassment, or sexual misconduct.
6. Destruction, damage, or misuse of university property, public or private.
7. Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
8. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
9. The unlawful possession, use, or distribution of alcoholic beverages, public drunkenness, driving under the influence, or the public display of alcoholic beverages and the use or display of such in public areas of the residence halls and all other public areas of the campus.
10. Participation in any form of gambling.
11. Use, possession, display, or distribution of any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, and paintball guns). Only duly-constituted law enforcement officers may possess firearms on campus.
12. Use, possession, display, or distribution of any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons, or any devices which are used to threaten the safety and well-being of any person.
13. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid university properties.
14. Pervasive behavior or dress that is objectively offensive and detracts from the educational experience of other students.
15. Trespassing or unauthorized entry to or use of university facilities.
16. Unauthorized use or attempted use of any services belonging to or provided by the University, including but not limited to, computer, telephone, cable television, copying facilities, or any other such service.
17. Unauthorized possession of a key to any university facility.
18. Interference with the use of 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 person or groups.
19. Classroom disruption to include any classroom behavior that interferes with the instructor's ability to conduct class or the

ability of other students to learn.

20. Failure to dress appropriately for academic exercises or campus events, including no footwear, pajamas, dirty clothes/ body offensive to others, and head coverings indoors unless considered to be a part of religious dress.
21. Failure to promptly comply with directions of university officials (faculty, staff, or student employees) or law enforcement officers acting in the performance of their duties as such officials and officers.
22. Participation in setting or causing to be set any unauthorized fire, entering false fire alarms, bomb threats, tampering with fire extinguishers, alarms, or other safety or fire-fighting equipment, failure to evacuate or immediately respond to a fire alarm.
23. Pervasive use of the mail, telephone, computers, and electronic media that undermines and detracts from the educational experience of other students and/or the ability of faculty or staff to meet their obligations to provide for students' educational experience.
24. Conviction of any misdemeanor or felony that adversely affects the educational environment of the University.
25. Violation of any university policies or regulations as published or referred to in the Student Handbook, including, but not limited to those governing the time, place, and manner of public expression; the registration of student organizations; the use of university facilities; occupation and visitation of residence halls and other housing owned or controlled by the university; and the use and parking of motor vehicles on the campus.
26. Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies, whether or not specified in detail, that adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute of ordinance.
27. Any other activity, conduct, or dress not specifically stated herein that impairs, endangers, or disrupts any person, property, social order, or the educational environment of the University.

Complaint Policy

Please consult the TROY Student Complaint Policy located at *https://my.troy.edu/students/assets/documents/TROY-Student-Complaint-Policy-and-Form.pdf* and submit a completed form to the Graduate School, 231 Adams Administration Building, Troy, AL, 36082.

Veterans who wish to file a complaint: any complaint against the school should be routed through the VA Educational Benefits Feedback System by going to the following link: *https://www.benefits.va.gov/GIBILL/Feedback.asp*. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Disability Services: Policies and Procedures

Please consult the Oracle, the University's official Student Handbook, online at *https://www.troy.edu/student-life-resources/student-resources/oracle.html* for the most current and complete policies and procedures related to disability services.

Harassment and Discrimination Policy

Please consult the Oracle, the University's official Student Handbook, online at *https://www.troy.edu/student-life-resources/student-resources/oracle.html*, for the most current and complete policy related to harassment and discrimination.

Religious Holiday Observance Policy

Troy University respects the religious diversity of our academic community and recognizes the importance of religious holy days and observances in the lives of our community members. TROY strives to be an inclusive community in all aspects of academic and campus life. Faculty members are expected to make reasonable efforts to accommodate the sincerely held religious practices and observances of students.

Guidelines: Guidelines pertaining to the observance of religious holidays are as follows:

1. TROY encourages all faculty, staff, and students to be cognizant of major religious and cultural observances when planning major campus events in order to be sensitive to potential conflict.
2. Guidelines relating to academic work (below) should be loaded into the online syllabus template. All faculty members are encouraged to include on the syllabus and to announce at the beginning of the semester/term the following:
   - Students should notify faculty in writing or via email during the first two weeks of the semester/term of their intention to be absent from class for religious observance.
   - Faculty should provide students who give the required notice of and are absent for observance of a religious holiday reasonable opportunity to complete academic responsibilities in the original or alternative form without penalty, unless doing so would interfere unreasonably with the academic integrity of the course.
   - If the student and the faculty member cannot agree on a requested accommodation for completion of the academic responsibilities, the student may appeal to the department chair.
   - Upon approval of an accommodation, the student is responsible for completing the academic work by the deadline established in the accommodation.

Student Records Policy

Please consult the Oracle, the University's official Student Handbook, online at *https://www.troy.edu/student-life-resources/student-resources/oracle.html*, for the most current and complete policy related to student records under Family Educational Rights & Privacy Act (FERPA).

Tobacco Policy

Introduction

Troy University is committed to providing a healthy and safe environment for all students, faculty, and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution.

This new policy, which went into effect on August 13, 2012, prohibits smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus, regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

Definitions

A. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
B. "Tobacco Products" such as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products (e.g., chewing tobacco and snuff).
C. "Members of the University Community" include its faculty, staff, students, volunteers, vendors, customers, and visitors.

Policy

This policy applies to all Troy University employees, students, contractors, vendors, recruits, and visitors. The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University. "Property" for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks, and vehicles, as well as personal vehicles in these areas. These same policies apply for all TROY campuses and locations.

Troy University will provide a variety of wellness initiatives to assist students, faculty, and staff to achieve nicotine independence and smoking cessation.

Implementation Authority

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, or the Dean of Students and Athletic Director or their designee, in conjunction with the Senior Director of Human Resources.

Compliance

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.