

## ADMISSION REQUIREMENTS

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

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

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 If the discovery occurs after admission and class registration, the student may be administratively withdrawn.

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

### Beginning Freshmen

Beginning freshmen are defined as high school graduates who have attempted less than 12 credit hours of coursework at other colleges or universities.

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

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

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

Beginning freshmen who are graduates from a regionally accredited and/or state approved high school (or the General Education Diploma\* (GED) may be granted unconditional admission with proof of an acceptable test score (20 on the ACT or 950 on the SAT-I or 1030 RSAT and a minimum high school GPA of 2.00. The writing component on either test is not currently required or assessed in the evaluation for admission. Students who meet one of the following criteria are considered Adult Student status and are not required to submit ACT/SAT scores unless the high school GPA is below a 2.00:

1. Active duty military member/veteran, or
2. A full-time employee, or
3. Assumed adult responsibility (parent/guardian/spouse), or
4. Be 21 years of age or above

\*GED Requirements:

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

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

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

- If the high school GPA is less than 2.00 (on a 4.00 scale), the applicant must have a minimum composite score of 20 on the ACT or 950 on the SAT-1 or 1030 RSAT.

- If the applicant's composite score on the ACT is less than 20 (but at least 17) or less than a 950 on the SAT-1 (but at least 830) or less than 1030 on the RSAT (but at least 910), the cumulative high school GPA must be at least 2.50 (on a 4.00 scale).
- If the applicant, who does not qualify for adult student status, has earned a state issued GED (see required above) and has a composite score on the ACT of less than 20 (but at least 17) or less than a 950 on the SAT-1 (but at least 830) or less than 1030 on the RSAT (but at least 910)

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

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

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

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

#### **C. Other**

##### **• Early Admission**

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

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

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

##### **• Unclassified Admission**

**Limited to active duty military, National Guard, or Reserve**, unclassified admission allows a student to enroll with the University in their initial term/semester of enrollment without submission of transcripts and/or test scores. Submission of the application for admission is required. Additionally, students apply-

ing for this status must submit **one** of the following as proof of military status at the time of application:

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

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

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

## Transfer Applicants

Transfer applicants must have attempted at least 12 credit hours of coursework, excluding developmental/remedial courses, at other regionally accredited colleges or universities.

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

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

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

### A. Unconditional Admission

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

### B. Unclassified Admission

#### - Unclassified Admission

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Students enrolling under this classification must provide all official transcripts from previous institutions attended prior to completing the first term of enrollment. Once all appropriate docu-

ments have been evaluated, a decision regarding regular admission to the University will be made. Students not meeting the undergraduate admission requirement will not be permitted to enroll in subsequent terms or semesters.

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

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

Contact information for international applicants:

Center for International Programs

014 Hawkins Hall

Troy University

Troy, AL 36082

USA

(334) 670-3335

intladm@troy.edu

Application for admission should be made at least three months in advance of the proposed term of Troy University. The admission process begins with an online application located at <https://www.troy.edu/applications-admissions/> Questions may be addressed to the International Admissions Office by telephone at 1-334-670-3335.

### Additional Requirements for a Student Visa

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

1. International Admission Application
2. Official secondary school transcript or mark sheets including notice of graduation.
3. English proficiency\* requirements—One of the following tests are accepted:

TOEFL

IELTS

SAT

ACT

iTEP

PTE

Duolingo

(minimum score requirements can be found at <https://www.troy.edu/applications-admissions/admissions-process-requirements/international-student/index.html> ).

4. A current passport.

5. Proof of financial support sufficient for 2 semester of study.

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

### Transfer Credit from Universities in the United States

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

1. An official transcript, including all work completed at other U.S. universities. Minimum GPA 2.00 (4.00 scale).

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

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

### Transfer Credit from Foreign Universities

Depending on home location and/or immigration status, stu-

dents seeking transfer of credits from regionally recognized foreign institutions may pursue one of the following two methods for the official International Transfer Credit Evaluation.

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

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

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

<https://my.troy.edu/records/>

### English Proficiency Requirements for Admitted Students

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

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

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

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

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

Place in an English composition course, ESL 1100 or ESL 1101.

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

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

### Audit

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

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

### Transient Status

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

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

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

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

### Returning to Troy University

Students in academic good standing with the University who have not been enrolled for two years (from the last term/semester for which grades were received) must submit a new application for admission at [www.troy.edu/applications-admission](http://www.troy.edu/applications-admission).

Former TROY students who enrolled at another institution since their last term/semester of enrollment must submit a new application for admission. Transcripts from that institution(s) must also be submitted at [www.troy.edu/applications-admissions](http://www.troy.edu/applications-admissions).

Students who have not received a grade at TROY within two years and have not attended another institution must contact the Office of Admissions at 800-414-5756 for further guidance on registering for classes.

This action should not be confused with the "Readmission" policies under Academic Regulations, regarding students "suspended" from the University— found on page 22 of the current Undergraduate Catalog.

### Receiving transient authorization

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

authorization was granted. Students must provide official transcripts from the institutions attended.

### **Post Degree Status**

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

Transcripts with posted degree must be submitted.

### **Temporary Admission**

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

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

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

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

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

#### **Provisional Credit:**

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

### **Additional Admissions Notes**

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

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

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

- A Veteran using educational assistance under either chapter

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

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

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

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

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

- Anyone using benefits under the Dependents Education Assistance (DEA) program (38 U.S.C. 3679<sup>©</sup> (2)(A)) chapter 35 who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).

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