

official admission to a specific graduate program. **For admission to a particular program of study, students must refer to program admissions guidelines for additional specifications and requirements.**

ADMISSION CLASSIFICATIONS

• UNCONDITIONAL ADMISSION - MASTER'S DEGREE

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

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

OR

2. Hold a baccalaureate degree from a regionally accredited university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average. Students entering licensure and professional programs must meet specified grade point average requirements.

OR

3. Hold a baccalaureate degree from an unaccredited or otherwise accredited college or university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average. (See Unaccredited or Otherwise Accredited Baccalaureate Degree Holders - Student Admission requirements.)

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

AND

4. Have an acceptable score on the appropriate entrance exam (official test score required). Note: Students entering licensure and professional programs must meet specified grade point average requirements and stated test score minimums. Consult the specific program for admission score requirements.

AND

5. Provide an official Troy University Letter of Recommendation that addresses the individual's potential for success in the selected graduate program as well as his/her written and oral communication skills. <http://troy.troy.edu/graduatestudies/grsform.html> Note: A letter submitted to meet specific program requirements must be submitted to the Office of Graduate Studies (633 0 TD0.0467 TDr()J0 -1.1467-2.1(if admis.131GTDr()Tce)-2..4(tha)4.5(t)-1.5

not eligible for temporary admission. (See Unaccredited or Otherwise Accredited Student Admission requirements.)

Procedures:

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.
3. When the records are completed and if it is determined that the student was not eligible for unconditional enrollment because of low grade point average or low exam score(s), students will be admitted under conditional status. See Conditional Admission requirements.
4. If the student has completed the term for which temporary admission was granted and the records are still not in order, the hours pursued will be held in abeyance until the records are clear. No refund of tuition will be made, and the student will not be permitted to enroll in succeeding terms until the records are complete and admissibility is determined; however, with the permission of the appropriate graduate admissions authority, the students may extend their temporary admission for a second term. Written approval authorizing the extension must be in the student's permanent record. Students may attend only a maximum of one semester, two terms, or complete nine credit hours in temporary status. There is no "second semester" or "third term" extension.
5. When the records are complete and if it is determined that the student was eligible for unconditional admission, all hours pursued will be counted toward the appropriate graduate program requirement.

• TRANSIENT ADMISSION

Procedures:

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

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

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

• TRANSFER ADMISSION

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

Transfer of Students on Suspension from Another Institution

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

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

• UNACCREDITED OR OTHERWISE ACCREDITED BACCALAUREATE DEGREE HOLDERS - STUDENT ADMISSION

Students must submit an official transcript(s) with degree(s) posted at least one semester/term prior to the desired date of registration. The appropriate academic college and the Graduate Council will evaluate all submitted transcripts using commonly accepted practices and guidelines. The applicant will be required to submit a copy of the college's catalog and other information as needed. Only upon the approval of the Graduate Council may a student begin taking graduate courses at Troy University. Should the student be inadvertently (without the University knowing that the baccalaureate degree is from an unaccredited or otherwise accredited institution) admitted into classes prior to baccalaureate degree approval and the evaluation indicates that the student is not eligible for admission, the student will be withdrawn from the

6. Satisfactory score on the Test of English as a Foreign Language (TOEFL) score of 197 (Internet Based Test), 527 (Paper test) or a score of 6.0 on the International English language Testing System (IELTS). Note: The TOEFL is waived as an admission requirement for foreign students who hold the baccalaureate or equivalent degree from a regionally accredited United States of America university or a country whose language of instruction was English.

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

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.

TRANSFER CREDIT FROM A REGIONALLY ACCREDITED INSTITUTION

No credit may be transferred to a Troy University graduate program until a student is unconditionally admitted and has completed a minimum of 6 semester hours with the university. The maximum number of graduate credit hours transferred into a graduate program will not exceed 12 semester 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.
2. Sixth-year degree program students must see the specific discipline section of the Graduate Catalog for further requirements.
3. To be acceptable as transfer credit, all hours must have been earned within eight years of the date of degree completion of the graduate program at Troy University. Credit accepted as transfer credit, which becomes over eight years old (graduate nursing courses may not exceed five years) before the graduate degree requirements are completed, will become invalid and will not be counted toward graduate degree requirements.
4. Where Troy University is replacing another university under Department of Defense contracts, students will be permitted to transfer up to 18 semester hours of Troy University equivalent coursework. This rule applies for one calendar year from the start of the Troy University program and is only for students who have been in attendance at that site.

Documents Required for Evaluation of Transfer Credit:

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

A copy of the course syllabus may be required.

Officially accepted transferred graduate coursework will be posted on the official Troy University transcript.

TRANSFER CREDIT FROM UNACCREDITED OR OTHERWISE ACCREDITED INSTITUTIONS

Some degree programs prohibit the acceptance of transfer credit from unaccredited or otherwise accredited institutions. If a student meets unconditional gra

earned in each transient course. Military senior service school credits, if appropriate for the degree, may be accepted as transient credit based upon the Professiona

attain a “B” or higher grade to satisfy the research requirements in their program of study. Both grades will be counted as hours attempted in determining the overall grade point average.

INCOMPLETE GRADES

Incomplete Grade

This incomplete grade policy replaces all other incomplete grade policies as of Aug. 1, 2006.

The instructor may report an “Incomplete (I)” for a student whose progress in a course has been satisfactory (e.g. the student is passing the course), but who is unable to complete the course grading requirements because of documented circumstances beyond his/her control.

Time limit for removal of incomplete grade

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

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

IP (IN-PROGRESS) GRADES

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

IP grades may be issued only for the following courses:

- Research
- Practicums
- Internships
- Thesis
- Personal Supervisor and/or Curriculum Development
Field Problem

DIRECTED STUDIES, SPECIALIZED STUDIES, READING, ADVANCED READINGS, SELECTED TOPICS COURSE RESTRICTIONS

Students may not exceed a total of six (6) semester hours taken in any combination of Directed Studies, Specialized Studies, Readings, Advanced Readings, or Selected Topics course credits. Consult individual programs for additional restrictions.

ATTENDANCE POLICY

In registering for classes at the university, graduate students accept responsibility for attending scheduled class meetings, com

allowed in the program from the total hours required for the program. Residency requirements vary by degree program. See specific programs for minimum residency requirements.

See the appropriate degree program for specific transfer credit requirements.

RETENTION

Graduate students may earn no more than six semester hours of grades below "B". Students who earn more than six semester hours of "C" grades or below are automatically dropped from the Graduate School for a period of one year. Courses that are over eight years old are not computed in grade point averages for retention purposes. Quality points are no longer considered in determining retention.

Conditionally admitted students who do not attain a 3.0 grade point average (4.0 scale) at the completion of nine semester hours will be dropped from the program for a period of one calendar year at which time the student may petition the Dean of the Graduate School for readmission.

READMISSION PROCEDURES

- **Readmission to Graduate School After Academic Suspension**

In order to be eligible to petition for readmission, a student must have been out of school for at least one calendar year. Students may submit petitions for readmission two months prior to the eligible readmission date. Students who have been academically suspended and/or dropped from the program must follow the procedures outlined below.

1. A student must petition the Dean of the Graduate School in writing and cite the particulars of his/her case. The petition packet must include:

toward degree requirements, but will affect the student's grade point average. Students must be admitted to candidacy at least one semester prior to the anticipated semester of graduation.

REQUIREMENTS FOR ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE

1. To be admitted to candidacy, students must have a 3.0 grade point average on all work attempted and attach a copy of their current transcript to the back of the completed Admission to Candidacy form.
2. To be admitted to candidacy, students must be unconditionally admitted. Unconditionally admitted graduate students may apply for admission to candidacy after completing six semester hours of graduate coursework and any additional requirements outlined for the specific degree program. The formal application may be obtained from and returned to the office of the dean of the discipline or any Student Services offices. For further specific candidacy requirements, see the individual programs.

RESEARCH REQUIREMENT FOR THE 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 in the student's program. Students must repeat the research course if a grade of "C" or below is attained.

RESEARCH REQUIREMENT-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, however, complete an additional elective course in their program, or obtain approved transfer credit to achieve the minimum required credits for graduation."

COMPREHENSIVE EXAMINATIONS

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

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

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

THESIS/FIELD PROJECT

All students who have taken a maximum of 6 semester hours of Thesis Research and have not yet defended must be enrolled in a minimum of one semester hour of Thesis Research the semester they defend. Special approval of additional hours must be approved by the Dean of the Graduate School. Information regarding thesis preparation and requirements may be obtained from the department chair at the location where the thesis is to be com-

pleted. Those students who prepare a thesis or field project shall pass a final examination covering the thesis or field project. All field projects or theses must be proposed well in advance and must be approved by the advisory committee assigned to the student. The student's major professor (a member of the student's major department and the chairman of the student's advisory committee), assisted by the committee, will be responsible for directing all aspects of the thesis or the student's field project. The completed, final thesis or field project will be submitted in appropriate form and in sufficient copies to the advisory committee for approval and then to the Dean of the Graduate School.

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

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

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

INTENT TO GRADUATE PROCEDURE

TRANSCRIPT REQUESTS

Requests for transcripts must be submitted in writing or by a signed fax as requested 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 <http://www.troy.edu/records/transcript.html>.

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) are to be sent
6. The number of transcripts requested

All transcript orders will be charged a \$5.00 fee.

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

1. receive an admission status other than "temporary,"
2. clear all outstanding financial obligations to Troy University, and
3. prepare a Transcript Request Form at any Troy University office and pay the appropriate fee.

* Note: Official copies are mailed from one institution to another. Student copies mailed or released to the student will be stamped "Issued to Student."

TUITION AND FEES**A. TROY CAMPUSES**

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

B. eCAMPUS COURSE RATES

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

For more information, please contact the eCCampus Center by phone: 1-334-670-5876 or 1-800-265-9811 or e-mail: www.troy.edu/ecampus/onlinegraduateprograms/.

C. UNIVERSITY COLLEGE

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

D. NURSING - Consult the www.troy.edu website for correct tuition and fees.**E. REFUND POLICY**

Students should see the Business Office at the campus they are attending for the refund policy.

F. FINANCIAL AID

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

FINANCIAL AID

Students may apply for a Subsidized Federal Family Educational Loan of up to \$8,500 and Unsubsidized Loan funds of up to \$10,000 per academic year for a maximum of \$18,500; the total combination of all funds received regardless of the source cannot exceed the total cost of education.

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

Form (For any disbursed student loans repayment begins six months after you are no longer a half-time student).

- **Veterans Education Benefits**

The following is a summary of the educational assistance that the Department of Veterans Affairs offers to veterans, service members, and their dependents. More detailed information is available on our web site.

- The Montgomery GI Bill (Chapter 30) assists students who entered active duty for the first time after July 1, 1985, and who agree to have their pay reduced \$100 for 12 months. Veterans must have been honorably discharged and active-duty personnel must have served at least two years.
- The Montgomery GI Bill – Selected Reserve Education Assistance Program (Chapter 1606) assists students who have a six-year obligation in the Selected Reserves. Students who are officers must agree to serve six years in addition to current obligation, complete initial active duty for training, serve in a drilling Selected Reserve unit, and remain in good standing.
- 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.
- 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.
- 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 is permanently and totally disabled as the result of, a service connected disability. The disability must arise out of active service in the Armed Forces.

- **Application Procedures**

Students who are eligible for educational benefits from the Department of Veterans Affairs should contact the Troy University VA specialist at their location to complete the necessary forms. After all of the necessary forms and documentation are submitted to the Troy University Financial VA specialist, the student's enrollment information will be certified to the Department of Veterans Affairs. The Department of Veterans Affairs processes claims 8 to 12 weeks after receiving the completed paperwork. More detailed information is available on the VA section of the financial aid section of the web site.

- **Payment Methods**

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

and at many high schools in the Southeast Alabama area. Full graduate degree programs are provided in an online format. Web-based courses integrate textual materials, graphics, audio, video, and facilitate faculty and student interactions. Specialized software is utilized. Please consult with the eCampus staff 1 (334) 670-5876, 1 (800) 265-9811 or view the eCampus website at <http://www.troy.edu/ecampus/onlinegraduateprograms/> for more information.

TROY UNIVERSITY LIBRARY

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

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

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

HOUSING - TROY CAMPUS ONLY

Housing accommodations are available on-campus for students in residence halls or in the Dill Hall Apartment Complex at Troy University. Inquiries and applications should be submitted to the Director of University Housing.

University Apartments, located at the end of North Franklin Drive, consist of 48 air-conditioned one and two-bedroom units operated by the University for married students. Since the demand for these units is considerable, interested couples should contact the Housing Office well in advance for reservation.

The University Housing office endeavors to assist persons seeking apartments, rooms or other off-campus housing in finding suitable accommodations. Students desiring assistance in securing off-campus accommodations should contact the Housing Office.

UNIVERSITY-WIDE REGULATIONS

Only a portion of the University-Wide regulations are represented below. Please consult the *Oracle*, the University's offi-

cial 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 STAN-

3. Issuance of worthless checks made payable to Troy University.
4. Actual or threatened physical abuse, threat of violence,