



## **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,

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section for additional information.

2. Students who have completed an Air Force, Navy, Army or Marine Corps intermediate or senior level Professional Military Gfweckqp" \*ROG+ " eqwtug" o wuv" uwd o kv" cp" q ekcn" vtcpuetkrv" from the Registrar at Air University, Naval War College, or Army War College. Students who have completed U.S. Army Eq o o cpf" cpf" I gpgtcn" Uvc " Eqmng i g" qt" vjg" Octkpg" Eq o o cpf" cpf" Uvc " Eqmng i g" o wuv" uwd o kv" cp" q ekcn" vtcpuetkrv" Uvwfgpvu" who have completed any other service-sponsored PME School o wuv" uwd o kv" c" eqwtug" eq o r ngvkqp" egtvk Lecygl"
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, q ekcn" vguv" ueqtgu. ngvgt" qh" tgeq o o gpfckqp. cpf" q ekcn" vtcpuetkrv" normally completes an application for admission.

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### **Master's Degree Programs**

#### ***Admission Requirements***

**To qualify for admission to Graduate School, applicants must meet the requirements of the Graduate School as well cu" vjg" urgekLe" rtqitc o " qh" lpygtguv** 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



**Admission Examination Requirements**

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.*

### **VTQ ["Jppqtu" I tcfwcyg"Cf o kuukqp**

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 cr rnkccvkqp" hggf" "Wrqp" xgtkŁecvkqp" qh" vjg" i tcfwcvkpi" ew o wncvkg" 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 \_\_\_\_\_**

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









Cnn"qh"vjg"fgitgg"rtqitcou"q gtf"cv"lnqdcn"Ec orwu"ukvgu"ctg" approved programs in the Graduate Catalog; however, not all degree rtqitcou"ctg"q gtf"cv"gxgt{"nqecvkqp}

### **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 kpegrvkqp."Vtq{"Qpnkpg"jcu"gzrcpfgf"vq"kpewfg"fk gtpv"rtqitcou" and methodologies to reach local students, working adults, and the o knkvct{"Vtq{"Qpnkpg"q gtu"uvwfgpvu"vjg"qrrqtvwpkv{"vq"qdvckp"dqvj" 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 qp"itcfwcvg"rtqitcou"q gtf"xkc"vjku"hqto cv."xkuk"trojan.<https://www.troy.edu/academics/academic-programs/index.html>.

### **Uvwfgpv"Ugtxkeg**

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### **Tuition and Fees**

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

### **Registration**

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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.

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### **Change of Grade**

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 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**

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**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

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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 provides 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 provides 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 provides 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



### **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 c"eq o d!kpcvkqp"v jgtgqh"pqv"vq"gzeggf"vy gnxg"ug o guvgt" j qwtu"qxtg"t"ukzvggp/y ggm"rgtkqf0 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**

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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.

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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 the Transfer Credit from Regionally Accredited Universities section above. A determination will be made based on (1) the unaccredited agencies which honor recognition provided by the former: Council

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After all of the necessary forms and documentation are submitted to the Troy University VA specialist, the student's enrollment after receiving the completed paperwork. More detailed information site.

**Payment Methods**

The amount of money a student receives from the Department 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 Grant** ~~Number of de~~ ~~EMC /s~~ ~~06~~ ~~re~~ ~~is~~ ~~Aduate Assistantship/Fellow~~ ~~number of de~~ ~~EMC /s~~ ~~06~~ ~~re~~ ~~is~~ ~~Ad~~ ~~on~~



- 14. Rgtxcukxg" dgjcxkqt" qt" ftguu" vjcv" ku" qdlgevkn{ " q gpukxg" cpf" 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. Misuse of resources or property for academic exercise/Spof or accSaE/ing (en-U45d4icaDC s544.759ev 0 0 44.759{to or ption )nstructorf

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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 cuukuv"uwwfgpvu."hcew#v{"cpf"uvc "vq"cejkgxg"pkeqvkpg"kpfgrgpfgpeg" 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.

