

Critical Admission and Degree Information

Please review the information provided below, check the student acknowledgement, and initial at the bottom of the document.

I. Applications must include

- A completed on-line application form with fee
- Validated proof of earning a BS degree from a regionally accredited or otherwise approved college by submitting official transcripts from all universities attended
- Appropriate standardized admission exam
- A letter of recommendation
- Other documentation supporting the application

Consult the Troy University webpage at <http://www.mytroju.me/> for additional information.

II. Admission Status

Consult the Troy University Graduate Catalog at <http://trojan.troy.edu/catalogs/> for additional information.

III. 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 at <http://trojan.troy.edu/graduateschool/forms.html>. 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 at <http://trojan.troy.edu/graduateschool/forms.html>. 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.

IV. Drop and Withdrawal Procedures

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 Trojan Web Express, 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 (<http://trojan.troy.edu/records/>). 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 resignation 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 (<http://trojan.troy.edu/records/>). 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** (<http://trojan.troy.edu/records/>). 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 Trojan Web Express. An official withdrawal form must be completed and processed before the student’s withdrawal is considered final. The form may be accessed at <http://trojan.troy.edu/records/>.

Students may not withdraw after the withdrawal deadline. Any student who fails to withdraw by the deadline will be as-signed 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.

V. Drop and Withdrawal Deadlines and Financial Aid consequences

- Deadlines – Consult the Troy University Calendar at www.troy.edu/records
- Financial Aid - In addition to Troy University's withdrawal policy, if a student is a recipient of Title IV aid (Federal Direct Loans or Perkins 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.)

VI. Length of Program

Consult the Troy University Graduate Catalog at <http://www.troy.edu> for specific program lengths.

VII. Incomplete Grade Petition

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 under "Forms" under "Current Students" of the troy.edu web site. An incomplete grade will not be assigned until 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 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.

VIII. Residency Requirements

See specific program for details. Graduate Catalog at <http://trojan.troy.edu/catalogs/>

IX. 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.

X. Academic Suspension

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.

XI. Overall GPA of 3.0

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.

XII. Successfully complete of Capstone, Comprehensive Exam, Thesis

Consult the Troy University Graduate Catalog at <http://trojan.troy.edu/catalogs/> for specific program requirements.

XIII. 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.

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 Regionally Accredited Universities

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

XIV. Intent to Graduate Procedure

Candidates for a graduate degree must indicate their intentions to complete the requirements for graduation by filing an "Intent to Graduate" form at the beginning of the term/semester prior to the term/semester of graduation with the Graduate Records Office. Since this form 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 Intents to Graduate by the published date will graduate at the next semester of graduation. Candidates must use the online form located at <http://trojan.troy.edu/records/graduation/intent.html>. If the online is not accepted this means that the application is too late for participation in the upcoming graduation. A graduation fee must be paid at the time of filing.

STUDENT ACKNOWLEDGEMENT:

I have read the summary information provided above and accept responsibility for knowledge of the contents of the current year's Graduate Catalog and the requirements for my degree.