

## **Admissions 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, the National Council for the Accreditation of Teacher Education, the Association of Collegiate Business Schools and Programs, the Council for Accreditation of Counseling and Related Educational Programs, and the Nati







in what capacity the recommender has known the applicant and the recommender must identify 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).

5. Satisfactory score on the graduate admission examination (Contact the Troy University International Admissions office or an International Troy University site office near you for more information).
6. Satisfactory score on the Test of English as a Foreign Language (TOEFL) of 193 (computer-based test), 523 (written test), or 70 (internet-based 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.

ble. No grades below the grade of "B" will be considered for transfer. Final approval to change programs will be granted by the appropriate academic dean consistent with change of program procedures established by that college. All grades from work at-



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 nine 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 nine 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:

- ... Thesis Research (Not Research Methods Courses.)
- ... 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 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, completing assignments on time, and contributing to class discussion and exploration of ideas.

A student will be excused for 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

### **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 must repeat the course and 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. See degree program for additional minimum course grade requirements.

### **Incomplete Grades**

This incomplete grade policy replaces all other incomplete grade policies as of August 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 nine weeks from the date it is



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.

**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 inclem-

ing issuance of the grade, the student will make contact with the instructor through the department chair to informally appeal the grade. In the case of a course taught through University College or eCampus, students should contact their home campus to determine the person designated by the appropriate college dean to assist the students with their appeals.

**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 via the Associate

7. If the Dean of the Graduate School or Chair of the Graduate Council rejects the dean of the discipline's recommendation, 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 institutions' programs for academic reasons must follow the procedures noted below:
  - a. The processes of # 1-7 above must be followed. All  
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and in sufficient copies to the advisory committee for approval and

the address on file with the University. To receive any refunds from the University, a student must activate his or her Trojan One-Card. During card activation, the student will choose how to re-

3. 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.
4. 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.
5. 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.

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.

The amount of money a student receives from the Department of Veterans Affairs depends on which education program the

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are in metropolitan areas on or near military installations, and serving military and civilian students around the world.

University College academic programs and course offerings are the responsibility of the deans of the academic colleges, academic department, and appropriate University College personnel.

military. The eCampus offers students the opportunity to attend graduate programs and courses through a variety of non-traditional delivery means. Selected courses are offered through interactive videoconferencing. Classrooms using either digital microwave technologies or VTEL Interactive Videoconferencing technologies connect students in the cities of Troy, Montgomery, Phenix City 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 at 1-334-670-5876, 1-888-eCampus, or view the eCampus website at <http://www.troy.edu/ecampus/onlinegraduateprograms/> for more information.

## **Troy University Library**

The Troy University Libraries (<https://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

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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, or the alteration or misuse of University documents, records or identification.
3. Issuance of worthless checks made payable to Troy University.
4. Actual or threatened physical abuse, threat of violence, intimidation, hazing, or any other act which endangers the health or safety of any person.
5. Destruction, damage, or misuse of University property, public, or private.
6. Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
7. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
8. 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.
9. Participation in any form of gambling.
10. Use, possession, or distribution of firearms, bows, illegal knives, fireworks, any incendiary, or any type of explosive

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