

# ACADEMIC REGULATIONS

## **Academic Year**

---

Troy University operates on the semester system. Some courses are offered on an accelerated semester schedule/term.

## **Associate Degrees**

---

### **Course Requirements**

In order to receive the associate degree, students must complete all course requirements for the degree. An associate degree cannot be declared if a baccalaureate degree has been awarded in the same program.

### **Credit Hours**

The student seeking an associate degree must meet the following requirements:

1. A minimum of 60 semester hours.
2. At least 50% of the degree program must be traditional academic credit (excludes credit by correspondence, challenge exams, etc.).
3. No more than 25% of the degree may be earned using portfolio-based credit. (See *Cross Discipline Courses*
  - age (2.0 on a 4.0 scale) on Troy University courses.
  2. A candidate for graduation must have an overall C cumulative average (2.0 on a 4.0 scale).
  3. A candidate for graduation must have a C average in the concentration. This includes hours and grade points earned at other universities and colleges as converted to the Troy University scale (2.0 on a 4.0 scale).

### **Second or Subsequent Associate Degrees**

The following policies apply to second or subsequent associate degrees:

3. Earn an additional 30 semester hours in residence in the declared program (see residency credit.)
4. Earn a minimum of 12 semester hours (beyond the previously earned degree) in the major field.
5. File an Intent to Graduate form with the registrar as prescribed in the class schedule.
6. Meet all current requirements for the second or subsequent degree.

**Institutional Assessment of Student Academic Performance**

Troy University is committed to the continual improvement of its educational programs. The University periodically conducts assessments of student outcomes, therefore a student can expect to participate in academic outcomes assessment activities during his or her time of enrollment.

**Class Section Cancellation**

The institution reserves the right to cancel any class section for insufficient enrollment.

**Classification**

<i>Hours Earned</i>	<i>Classification</i>
Less than 30	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

**Credit Definitions**

**Regular Credits**

College credits are expressed as semester hours or credit hours.

**Laboratory Credits**

Two hours of laboratory work are usually accepted as the equivalent of one hour of regular class work. The actual number of hours will be determined in order to satisfy the course objectives.

**Credit by Examination**

Credit is allowed for CLEP, General and Subject Examinations, the Advanced Placement program, IB, AICE, and DANTES examinations as approved by the Academic Council and department chairs. The number of credits allowed for satisfactory performance on the general examinations may be reduced by the amount of credit the student has previously earned in the subject matter areas covered by the examinations.

Some departments of the University have developed chal-

### Fall, Spring, and Accelerated Semesters/Terms

- x Minimum Full-Time Undergraduate Load: 12 semester hours (six semester hours for accelerated semester schedules)
- x Maximum: 18 semester hours (10 semester hours for accelerated semester/term)
- x Overload: 19-21 semester hours (11-13 semester hours for accelerated semester/term schedules) Credit overload requires unconditional admission status, a minimum institutional GPA of 3.5, recommendation of the student's academic adviser, and signature of the department chair, or designee. Troy Campus student overloads require the signature of the associate provost/dean of undergraduate studies.
- x Students on academic probation limited to 13 semester hours (seven semester hours for accelerated semester schedules)

### Summer Semesters (Alabama Campuses)

- x Minimum Full Time Undergraduate Load: Nine to 12 semester hours (over the entire summer) Students are advised that full-time status for federal financial assistance is 12 semester hours.
- x Maximum: 13 semester hours
- x Overload: 14-15 semester hours. Credit overload requires unconditional admission status, a minimum institutional GPA of 3.5, recommendation of the student's academic adviser, and signature of the department chair.
- x Students on Academic Probation limited to 10 semester hours

Important note regarding concurrent enrollment: Within the beginning and ending dates of a fall/spring semester, concurrent enrollment in the semester and any terms may not exceed 18 hours. Enrollment in more than 18 hours requires a student to meet the University policy for an overload.

Concurrent enrollment in the summer semester and any terms may not exceed 13 hours. Enrollment in more than 13 hours requires a student to meet the University policy for an overload.

The maximum number of overload hours for any fall or spring semester block of time is 21.

## Drop

A student who wishes to reduce, but not entirely eliminate, his or her credit load may drop a course. The following policies apply:

- x Before the last day to drop a course without financial penalty

Students who, for any reason, drop a class(es) before the last day to drop a course without financial penalty must complete a drop form and submit it to the appropriate office before the semester or term begins or drop the class online via Trojan Web Express. Any student who fails to drop the class before the last day to drop a course without financial penalty will be responsible for payment of tuition and fees and will be assigned failing grades.

- x After the last day to drop a course without academic penalty

The Troy University calendar specifies a date in each semester or term that is the deadline to drop a course without academic penalty. See the Schedule of Classes for the exact date.

Prior to this deadline, students who drop must complete a drop form and submit it to the appropriate office. Students may qualify for partial refunds. (Contact the appropriate office for specific refund policy.) The grade

### **Grade Point Average (GPA)**

---

The grade point average is computed by dividing the number of credit hours attempted into the total number of grade points earned.

### **Grading System**

---

Note: Some grades, in addition to the F, calculate as an F in the grade point average.

of each term. A Troy University part-time student who averages 3.65 or higher on 12 consecutive semester hours of credit will also be named on the Provost's List.

### **Graduation with Honors**

To be eligible for graduation honors, students must have earned a minimum of 30 semester hours of non-pass/fail work at Troy University prior to their final registration. Honors will be computed based on the average of all hours attempted at Troy University and transfer credit.

## **Honors and Awards**

---

### **Chancellor's Honor List**

Full-time undergraduate students who are registered for 12 semester hours and who earn a grade point average of 4.00 qualify for the Chancellor's List, which is published at the end of each term. A Troy University part-time student who earns a 4.00 grade point average on 12 consecutive semester hours of credit will also be named on the Chancellor's List.

### **Provost's Honor List**

Full-time undergraduate students who are registered for 12 semester hours and who have a grade point average of 3.65 or higher qualify for the Provost's List, which is published at the end

## **Readmission**

---

To be readmitted to the University, students who have been out of attendance with the University for one year or more must apply through the Admission's Office. The following categories are available:

1. **Former Students in Good Standing:** Troy University students who have been out of college for one year or more must apply for readmission before they will be permitted to register. Any student attending the Troy Campus who has not filed a Student Medical Record with the University Health Center within the last six months must submit a new Student Medical Record.
2. **Students Suspended from Troy University:** Students who have been suspended from Troy University must apply for readmission and may be readmitted under probation after serving suspension. However, students may appeal to the provost or designee for readmission under certain mitigating circumstances to avoid suspension. Appeal forms are available in the Registrar's Office.

## **Registration**

---

Students should register during designated registration times. Once students have registered for a course or courses, they have incurred a financial commitment which must be met. Students can pay their

tw.158 58 lin 6( R Tf1( cords.) 14i .9(c))T6n Stlc 2981lthSapps2

**Residency Requirements**

A candidate for graduation must have attended Troy University for at least two semesters and must have earned at least 25% of the degree in residence. This may include the semester in which graduation is scheduled.

Any Troy University course for credit counts toward residency (excluding developmental courses and institutional credit English as a Second Language [ESL] courses).

---

## DSST (DANTES SUBJECT STANDARDIZED TEST) SCORES

---

Test Title and Number	Course	Credit Hours	Required Score
450 Principles of Statistics	QM 2241	3	48
470 Human / Cultural Geography	GEO 2210 or 3300	3	48
473 A History of the Vietnam War	History elective	3	50
474 Ethics in America with Essay	PHI 2204 or PHI elective	3	53
483 Civil War and Reconstruction	HIS 4413 or HIS elective	3	50
490 Lifespan Developmental Psychology	PSY 2210	3	46
494 General Anthropology	SOC 2200 or ANT 2200	3	47
496 Introduction to World Religions	REL 2280	3	50
497 Introduction to Law Enforcement	CJ 2221	3	50
498 Criminal Justice	CJ 1101	3	49
500 Astronomy	SCI 2235	3	48
512 Principles of Physical Science I	SCI 2233	3	50
519 Physical Geology	SCI 2234 or free elective	3	54
525 Principles of Financial Accounting	ACT 2291	3	49
530 Human Resource Management	MGT 3375	3	48
531 Organizational Behavior	MGT 4472	3	48
543 Introduction to Business	BAN 1101	3	48
548 Money and Banking	ECO 3353	3	48
562 Fundamentals of Counseling	PSY 4402	3	50

**Application of DANTES credit**

DANTES credit cannot be awarded for any courses for which credit has already been awarded.

**Test availability**

Tests on this list may not always be available. The listing changes frequently.

**Required Score**

Students must meet the required score in effect as of the date of the exam.

---

## CLEP EXAMINATIONS

---

Troy University accepts a variety of CLEP exams. For more information, please contact the appropriate registrar.

**CLEP Exam Title**

**Troy University Course(s)**

**Credit  
Hours**

**Required  
Score**

**Application of CLEP credit**

CLEP credit cannot be awarded for any courses for which credit has already been awarded.

**Required Score**

Students must meet the required score in effect as of the date of the exam.



## ADVANCED PLACEMENT (AP) EXAMINATIONS

Troy University accepts a variety of Advanced Placement (AP) exams. Students must have official score reports sent directly to the dean of enrollment services, Troy, Alabama, and make a request to have credit awarded through the appropriate registrar. Credit is not automatically awarded upon receipt of official scores. For more information, please contact the appropriate registrar.

AP Exam Title	Troy University Course(s)	Required Score
American History	HIS 1111 and 1112	3
Art (Studio)	ART 2201	3
Art History	ART 1133	3
Biology	BIO 1100 and L100	3
Chemistry	CHM 1142, L142, 1143, and L143	3
Computer Science	IS 2244	3
English Language Composition	ENG 1101	3
English Literature Composition	ENG 1101	3
European History	HIS 1102	3
French	FRN 1101 and 1102	3
German	GER 1121 and 1122	3
Government and Politics	POL 2241	3
Latin	LAT 1131 and 1132	3
Macro Economics	ECO 2251	3
Calculus AB	MTH 1125	3
Calculus BC	MTH 1125 and 1126	3
Micro Economics	ECO 2252	3
Music Listening	MUS 1131	3
Music Theory	MUS 1102 and 1103	3
Physics (B)	PHY 2252 and 2253	3
Spanish Language	SPN 1141	3
Spanish Language	SPN 1141 and 1142	4
Spanish Literature	SPN 1141	3
Spanish Literature	SPN 1141 and 1142	4

### Required Score

Students must meet the required score in effect as of the date of the exam.

---

## INTERNATIONAL BACCALAUREATE (IB) CREDIT

---

Troy University awards International Baccalaureate credit with the appropriate higher-level (H-L) examination score. After official scores have been received, evaluated and certified, eligible credit will be posted to the student's transcript. Credit is granted only for degree-seeking students at the undergraduate level. For more information, contact the appropriate registrar. IB credit will appear on the university transcript as a grade of P. Credit for IB credit is not calculated in the grade point average.

<b>IB Test</b>	<b>TROY Course(s)</b>	<b>Required IB Score</b>	<b>Credit Hours Awarded</b>
Biology	BIO 1100 / BIO L100	4	4
General Chemistry	CHM 1142 / CHM L142	5	4
Computing Studies	IS 2241	5	3
Economics	3 hours of free elective credit	5	3
English	ENG 1101	4	3
	ENG 1101/ ENG 1102	5	6
	ENG 1103	4	3
	ENG 1103 / ENG 1104	5	6
French	FRN 1101	5	3
History-America	HIS 1111	4	3
	HIS 1111/ HIS 1112	5	6
	HIS 1113	4	3
	HIS 1113/ HIS 1114	5	6
History-European	HIS 1101	4	3
	HIS 1101/ HIS1102	5	6
	HIS 1103	4	3
	HIS 1103 / HIS 1104	5	6
Mathematics	MTH 1112, MTH 1125, MTH 1110	5	3
Philosophy	PHI 2203	5	3
Physics	PHY 2252 / PHY L252	5	4
Psychology	PSY 2200	5	3
Spanish	SPN 1141	4	3
	SPN 1141 and SPN 1142	5	6

---

## ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

---

Examination scores of A, B, C, D, E and U are awarded for AICE Examinations. Scores of A–E are passing and credit can be awarded. Scores of U are not passing and no credit will be awarded. Official score reports must be submitted to the University in order for credit to be placed on the student's transcript. Credit will be awarded only once for the same subject, whether from credit by examination, dual enrollment, transfer credit or credit granted by Troy University.

<b>AICE Exam Title</b>	<b>TROY Course(s)</b>	<b>Credit Hours Awarded</b>
Art and Design – A Level or AS Level	ART 1133	2
Biology – A Level	BIO 1100, BIO L100, BIO 1101, BIO L101	8
Biology – AS Level	BIO 1100, BIO L100	4
Chemistry – A Level	CHM 1142, CHM L1142, CHM 1143, CHM L143	8
Chemistry – AS Level	CHM 1142, CHM L142	4
Computing – A Level or AS Level	IS 2241	3
English Language – A Level	ENG 1101, ENG 1102	6
English Language – AS Level	ENG 1101	3
English Literature – A Level	ENG 2211, ENG 2212	6
English Literature – AS Level	ENG 2211	3
Mathematics – A Level	MTH 1112, MTH 1114	6
Mathematics – AS Level	MTH 1112	3
American History – A Level	HIS 1111, HIS 1112	6
American History – AS Level	HIS 1111	3
European History – A Level	HIS 1101 or 1122      HIS 1102 or 1123	6
European History – AS Level	HIS 1101 or 1122	3
Physics – A or AS Level	PHY 2252, PHY L252	4
Psychology – A or AS Level	PSY 2200	3
Spanish – A Level	SPN 1141, SPN 1142	6
Spanish – A or AS Level	SPN 1141	3

