

Program.” Bridge program students should not repeat courses taken at the undergraduate level. Bridge Program students will be enrolled as “Undergraduate” students. This course work must be successfully completed and certified by the dean of the college prescribing the course work prior to admission to the Graduate School. Upon completion of the Bridge Program, students meeting all admission requirements may be admitted to the appropriate graduate program.

### **Dual Enrollment – Lacking Prerequisites**

Students holding a baccalaureate degree from a regionally accredited college or university, who are applying for graduate admission, will have transcripts reviewed by their adviser to determine if specific degree program prerequisites are met prior to admission to a graduate program.

Students needing to meet prerequisite requirements will be considered “Post-Baccalaureate” students until such time as prerequisites are fully completed and the cumulative grade point average for the prerequisite courses is a 2.5. “Post-Baccalaureate” students having six semester hours or fewer of prerequisites remaining may begin dual enrollment course work and apply for Graduate Admission with the approval of their adviser.

### **Dual Enrollment - Final Semester of Graduating Seniors Only**

With the approval of the Dean of the Graduate School or designee, seniors lacking six semester hours or fewer for graduation may, during the term in which their undergraduate requirements are being completed, be enrolled in one or more courses for graduate credit provided they present an acceptable score on the appropriate entrance exam and have an overall grade point average of 2.5 (on a 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. Consult specific program for specific admission requirements. If admitted, the student may enroll in no more than a combined total of nine semester hours of undergraduate and graduate work.

### **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 tuition on line by accessing the Trojan Web Express

Students who fail to attend a class without following drop/withdrawal policies will receive a grade of FA, and those students will still be charged full tuition and fees. Students with an outstanding balance will not be permitted to register for future terms.

### **Class Cancellation**

The institution reserves the right to cancel any course for which there is insufficient enrollment.

### **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. A new graduate Admission Application must be filed for the new degree program (no fee required). 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, and any loss of credit will be reported to the student and the Financial Aid Office, if applicable. 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 attempted in the first graduate program will contribute to the cumulative grade point average, unless the credit is greater than eight years old. Admission to Candidacy to all graduate programs requires a *cumulative* grade point average of a 3.0.

*Note: Students using VA benefits should be aware that the VA may not pay for courses taken in a second program unless the VA has been notified of the degree program change. (See the VA certifying official for further details.)*

### **Transfer Credit From a Previous Graduate Degree**

Courses taken at the graduate level that contributed to the completion of a prior graduate degree program may be applicable for credit in the new program based on review by the dean of the program. A limit of six semester hours of credit earned from any previous master’s degree may be applied to the requirement for a second master’s degree and is subject to departmental approval. All credits used to satisfy the second master’s degree must be less than eight years old at the time of degree completion. A Petition 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.

*Note: Graduate nursing courses may not exceed five years.*

### **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 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 programs to determine allowable transfer credit 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. A copy of the course syllabus may be required.
2. Sixth-year degree program students must refer to 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 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 needed. All requests must meet the stated conditions specified in the Transfer Credit from Regionally Accredited Institutions section above. A determination will be made based on (1) the unaccredited or otherwise accredited institution's affiliation with the following agencies which honors recognition provided by the former: Council on Postsecondary Accreditation (COPA) and the Commission on Recognition of Post Secondary Accreditation (CORPA), (2) the Council for Higher Education Accreditation (CHEA) and/or (3) acceptance of credit by three other regionally accredited institutions located in the area of the unaccredited institution, or (4) review and approval of the Graduate Council. Contact the nearest Troy University Graduate Admissions office for more information.

*Note: Global Campus, Phenix City, Dothan, and Montgomery student Petition for Transfer of Graduate Credit request forms must be completed, with the request annotated across the top of the form, that the institution is non-regionally accredited. Attach a copy of the official transcript, course descriptions, syllabus, and faculty credentials if available. All information submitted by the student must be verified by the appropriate academic official at each location, and a letter recommending support or non-support must accompany the request before the dean of the college will have the petition reviewed.*

#### **Correspondence Credit**

Credit earned through correspondence will not be acceptable for graduate work. A correspondence course is defined as a com-

plete pre-packaged course designed to be delivered through sequential steps at the student's own pace without instructor or student interaction.

#### **Professional Military Education Credit (PME)**

Troy University awards transfer credit for specific Professional Military Education (PME) courses completed at select military service schools for which credit is recommended by the American Council on Education and approved by each appropriate College's dean. The maximum number of credit hours transferred into a graduate program, to include PME credit, will not exceed 12 semester hours. Please consult your adviser for individual program acceptance. No credit may be granted for work that will be over eight years old at the time of graduation from the Troy University program for which transfer credit was requested. No waivers will be permitted.

#### **Transient Credit**

**Under no circumstances may a student be enrolled in another institution while enrolled at Troy University without prior transient authorization.** Students who have been granted unconditional admission to the Graduate School, and who are in good standing, may petition to take pre-approved graduate level courses at another regionally accredited graduate school. Transient credit does not count toward Troy University residence credit or one's Troy University grade point average (GPA). See specific program restrictions for transient credit. The maximum number of credit hours transferred into a graduate program, to include transient credit, will not exceed 12 semester hours.

Pre-approval to enroll in such courses must be obtained from the appropriate dean of the degree-granting college prior to enrollment in the course. A grade of "B" or higher must be earned in each transient course. Military senior service school credits, if appropriate for the degree, may be accepted as transient credit upon approval. The combined total of transfer and transient credits may not exceed 12 semester hours.

#### **Semester Hours Required**

The minimum number of semester hours required for graduate programs varies. Additional course work may be required for a student with academic deficiencies and/or a limited background and experience. Additional degree requirements will be determined by the student's adviser or advisory committee with the concurrence of the dean of the appropriate academic discipline. This process may result in additional semester hours in excess of the minimum number of published degree requirements.

#### **Hour Load Limits**

Definitions:

- A "semester" is defined for hour load limit purposes as 16 weeks of class meetings.
- A "term" is defined for hour load limit purposes as up to a nine week period of class meetings.

**Warning: Students who register for course work in excess of the approved load without prior approval and violate the University's policy regarding course load will be required to drop the overload or lose the excess credit.**