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 adms

Transcripts

All official transcripts (raised seal with Registrar's signature, security paper, and without "Issued to Student" stamped on them) from all universities attended noting that credit was accepted toward the completion of the bachelor's degree are required for applicants holding a bachelor's degree. Troy University undergraduates do NOT need to provide a transcript. All official transcripts showing the completion of the bachelor's, master's, or higher degree are required for applicants holding a master's or higher degree. These transcripts must be sent directly from the previous university or college directly to and be filed in the Graduate Admissions Office at the address listed below. Failure to report all universities previously attended may result in denial and/or dismissal. Applicants are responsible for requesting official transcripts from each institution previously attended. The Admissions

Office will assist students in completing transcript requests. Applicants who have not completed the undergraduate degree are required to submit one official transcript at the time of application and one official transcript upon completion of the degree. Once the Application for Admission is on file, all transcripts submitted become the property of Troy University and will not be returned. Transcripts should be sent to the appropriate address:

Standardized Admission Test (Entrance Exam) Scores

Official scores from nationally standardized aptitude examinations, such as the GRE, MAT or GMAT must be submitted at the time of application if required by the program. No time limit for test scores is established for admission into Graduate School, although most scores are only available for five years. All GRE, MAT, or GMAT scores can be sent to:

Letter of Recommendation

The official Troy University Letter of Recommendation that addresses the individual's potential for success in the selected graduate program as well as his/her written and oral communication skills must be completed and submitted electronically to the location that the Application for Admission was submitted. The official Letter of Recommendation form may be found at www.troy.edu/graduateschool/forms.html. Note. $ OHWWHU VXEP WHG WR PHHW VSHFLILF SURJUDP UHTXLUH VLRQ WR WKH *UDGXDWH 6FKRRO WR VDWLV

Other Documents Required

1. College of Education students seeking advanced teacher certification (Class A) must furnish a copy of a valid teaching certificate (not Optional or Provisional certificates). Alternative Fifth-year students seeking initial certification are not required to present a teaching certificate. See the College of Education section for additional information.

2. Students who have completed an Air Force, Navy, Army or Marine Corps intermediate or senior level Professional Military Education (PME) course must submit an official transcript from the Registrar at Air University, Naval War College, or Army War College. Students who have completed U.S. Army Command and General Staff College or the Marine Command and Staff College must submit an official transcript. Students who have completed any other service-sponsored PME School must submit a course completion certificate.

3. Students who enroll or take

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<u>To qualify for admission to Graduate School, applicants must meet the requirements of the Graduate School as well as the specific program of interest.</u> 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.

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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

are clear. No refund of tuition will be made, and the student will not be permitted to enroll in succeeding terms until the records are complete and admissibility is determined; however, with the permission of the appropriate graduate admission authority, the student may extend temporary admission for a second term. Written approval authorizing the extension must be in the student's permanent record. A student may attend only a maximum of one semester, two terms, or complete nine credit hours in temporary status. There is no "second semester" or "third term" extension.

5. When the records are complete and if it is determined that the student was eligible for unconditional admission, all   hours pursued will be counted toward the appropriate graduate pro-

script in English. Applicants who cannot obtain an insti-
tutionally translated transcript may obtain a translation
utilizing the services of an approved credential evaluat-
ing service.

Educational Credential Evaluators, Inc (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone (414) 289-3400
Fax: (414) 289-3411, Email: eval@ece.org
http://www.ece.org

Institutionally translated transcripts will be evaluated
preferably by ECE, or may be evaluated by Troy Uni-
versity using standard accreditation practices and guide-
lines. If the foreign school does not appear in any of
these sources or if the transcript does not provide the
information necessary to determine admission status
based on standard criteria, the applicant must utilize the
credential evaluation services ECE. Whenever possible,
applicants transferring credit should submit a copy of the
school catalog.

4. Students must make a satisfactory score on the TOEFL,
IELTS, or ACT Compass ESL exam (may be taken
only once) prior to beginning graduate coursework. See
English Proficiency Requirements provided under Inter-
national Student Admission Requirements.

5. Satisfactory score on the graduate admission examina-
tion. *Bch* 3OHDVH FRQVXOW WKH LQGLYLGXDO SURJUDP WHVW
VFRUH UHTXLUHPHQW SULRU WR WDNLQJ H[DP ([DP UHTXLUH
PHQWV YDU\ E\ SURJUDP. (Consult the Troy University
International Admission office or an International Troy
University site office near you for more information.)

6. Troy University Letter of Recommendation The Letter
of Recommendation form is located online. The follow-
ing items must be addressed in the Letter of Recommen-
dation: the recommender's name, organization, position
or title, telephone or email; how long and in what capac-
ity the recommender has known the applicant; and the
key characteristics that the candidate possesses (e.g.
leadership, communication, knowledge, creativity, relia-
bility, ability to communicate in writing, initiative, abil-
ity to get along with others, scholarly potential).

7. A detailed statement of financial status showing that
adequate financial resources are ensured. Non U.S. citi-
zens (and immediate family /

proved plan of study, without

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 requires a cumulative grade point average of a 3.0.

tions 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 Rec-

students have registered for a course or courses, they incur a financial commitment which must be met. Students can pay their tuition online 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.

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

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.)

Veterans Education Benefits

The following is a summary of the educational assistance that the Department of Veterans Affairs offers to veterans, service members, and their dependents. More detailed information is available on our web site.

1. The Montgomery GI Bill[®] (Chapter 30) assists students who entered active duty for the first time after July 1, 1985, and who agree to have their pay reduced $100 for 12 months. Veterans must have been honorably discharged, and active-duty personnel must have served at least two years.

2. The Post 9/11 GI Bill[®]

and regardless of whether such conduct has resulted in a conviction under a statute of ordinance.

27. Any other activity, conduct, or dress not specifically stated herein that impairs, endangers, or disrupts any person, proper-