

# ACADEMIC REGULATIONS

## Academic Year

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

## Associate Degrees

### Degree 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, CLEP, DSST, Military, ACE, etc.).
3. No more than 25% of the degree may be earned using portfolio-based credit. (*See Specialized Curricula-Experiential Learning Credit.*)
4. At least 25% of the credit hours required for the degree must be completed in residence with Troy University. See the Academic Evaluation available on Student Planning.
5. Nine semester hours must be completed in residence at Troy University in the major area of concentration. See *Residency* for additional information.

*Note: This does not apply to the Associate of Science in General Education and the Associate of Arts in General Education degree.*

### Grade Point Average

1. A candidate for graduation must have an overall institutional average of C (2.0 GPA).
2. A candidate for graduation must have an overall cumulative average of C (2.0 GPA).
3. A candidate for graduation must have an overall average of C (2.0 GPA) in the major

*Note: This does not apply to the Associate of Science in General Education and the Associate of Arts in General Education degree.*

### Second or Subsequent Associate Degrees

The following policies apply:

1. No more than one Associate of General Education degree may be earned.
2. Credit earned in a concentration or major may be used to meet the requirements of only one associate degree.
3. Credit earned in a concentration or major may not be used retroactively to satisfy the requirements of another associate degree.
4. Only one degree will be conferred on a student for any term/semester.

### Requirements

1. Complete the first degree as certified by the Registrar.
2. Declare a new program of study after the first degree has been certified as completed by the Registrar.
3. Earn an additional 15 semester hours in residence in the declared program (see residency credits under residency).
4. File a Graduation Application through Student Self-Service in accordance with the published deadlines.
5. Meet all current requirements for the second or subsequent degree. An associate degree cannot be declared once a baccalaureate degree has been awarded in the same program.

## Attendance Policy

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

Faculty members may levy academic penalties upon unexcused absences. However, such penalties for unexcused absences will be a part of each course syllabus and will be distributed to each class at the beginning of the term and a copy filed in the departmental office.

## Auditing a Course

### **Second or Subsequent Baccalaureate Degrees**

In order to earn a second or subsequent baccalaureate degree, a student must:

1. Complete the first degree as certified by the Registrar.
2. Declare a new program of study after the first degree has been certified as completed by the Registrar.
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 a Graduation Application through Student Self-Service in accordance with the published deadlines.
6. Meet all current requirements for the second or subsequent degree.
7. A course may be used to satisfy only one requirement. For example, if the same course is required for both the major and minor selected, it may be used to satisfy only one of those requirements. An additional course or courses must be completed to satisfy the remaining requirement.
8. Only one degree will be conferred on a student for any term/semester.

### ***Students With a Completed Associate of Science/Arts Degree***

Completion of an AA/AS degree from a regionally accredited institution will complete the General Studies Program (GSP) requirements at Troy University except for those major-required courses within the GSP.

The following requirements will also apply to any completed AA/AS degree:

Students must complete ENG 1102 or its equivalent  
Student must complete a General Studies math class (MTH 1110, MTH 1112, STAT 2210 or equivalent)

Student must complete at least thirty (30) hours in traditional credit within the AA/AS degree or take remaining hours from Troy University to reach these 30 hours

These 30 hours will be determined following a review by the student's advisor, the University Registrar (or designee) and the Dean of Undergraduate Studies. Recommended classes to complete the 30 hours would be taken from the following list if possible:

Literature  
History  
Science/Lab  
Social Science

### ***Students With a Completed Bachelor's Degree***

Some



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Maximum: 18 semester hours (10 semester hours for accelerated semester/term).

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 from the student's academic adviser, and signature of the dean or designee. Undeclared majors requesting an overload must have the signature of the Associate Provost/Dean of Undergraduate Studies or designee.

Students on academic probation: Limited to 13 semester hours (seven semester hours for accelerated semester/term schedules)

### Summer Semesters (Alabama Campuses)

Minimum Full Time Undergraduate Load: 9 to 12 semester hours (over the entire summer). Students are advised that full-time status for federal financial assistance is 12 semester hours.

Maximum: 13 semester hours

Overload: 14-15 semester hours. Credit overload requires unconditional admission status, a minimum institutional GPA of 3.5, recommendation from the student's academic adviser, and signature of the dean or designee. Undeclared majors requesting an overload require the signature of the Associate Provost/Dean of Undergraduate Studies or designee.

Students on Academic Probation: Limited to 10 semester hours.

**Important note regarding concurrent enrollment:** Within the beginning and ending dates of a fall or spring semester, concurrent enrollment in the semester and any term(s) may not exceed 24 hours. Enrollment in more than 18 hours for a semester or 10 hours for a term requires a student to meet the University policy for an overload. The semester block of time includes all transient credit approved for the student as well.

Concurrent enrollment in the summer semester and any term(s) 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 18. The maximum number of **overload hours** for any fall or spring semester block of time is 24. Students will not be permitted to enroll in more than 24 total hours in a semester block of time. Students will not be permitted to register for more than 21 hours in semester classes. Students will not be permitted to register for more than 13 hours of term classes. All overload requests must meet the criteria identified above.*

### **Drop**

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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 online via Student Planning, 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 in the Academic Records web page ([www.my.troy.edu/records](http://www.my.troy.edu/records)). The 65% rule also applies to international teaching locations.

## Grading System

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Grade	Description	Credit	Grade points per credit hour	Calculates in GPA
A	Excellent	Yes	4	Yes
B	Above Average	Yes	3	Yes
C	Average	Yes	2	Yes
D	Below Average	Yes	1	Yes
F	Failure	No	0	Yes
AU	Audit	No	0	No
DR	Dropped course prior to the published deadline	No	0	No
FA	Did not attend any classes	No	0	Yes
I	Incomplete	No	0	No
FI	Course requirements not completed by end of time limit for course assigned an Incomplete. Assigned by registrar. <i>(Same as F)</i>	No	0	Yes
NG	No grade reported by faculty at end of term (assigned by Registrar)	No	0	No
P	Pass	Yes	0	No
W	Withdrawal prior to the published deadline	No	0	No

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## Graduation

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### **Placement in Academic Courses**

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A student may be placed in an advanced section of a given subject area if the student's record indicates a high degree of achievement or if it indicates the student has successfully completed studies that should not be duplicated. Troy University does not accept placement exemptions granted by other institutions. Students are allowed one subsequent retest in both Math and English after their initial attempt at placement testing. Students must wait a minimum of 30 days before being allowed to

guiding professor, approval of the department chair and dean. A written request must be submitted to the department chair at least two weeks in advance of the term the research is to be undertaken; application forms are available in the Registrar's Office. Guided Independent Research may be taken only in the applicant's major or minor field.

*Guided Independent Study* (course numbers 4493 and 4494, one to three credit hours per course): Supervised study through internship, field or laboratory projects, guided readings, creative endeavors, or achievement in specific skills. Prerequisite: Junior or senior standing, permission of guiding professor, approval of the department chair and dean. A written request must be submitted to the department chair at least two weeks in advance of the term in which the study is to be undertaken; application forms are available in the Registrar's Office.

*Honors Independent Study* (course number 4498, one to three

## DANTES SUBJECT STANDARDIZED TEST (DSST)

ELIGIBILITY FOR CREDIT: Troy University will grant appropriate credit for acceptable scores on DSST Exams listed on this chart. Acceptable scores are based on ACE recommended scores which are subject to change without notice.

STUDENTS MUST WAIT 90 DAYS (3 MONTHS) BEFORE RETAKING THE SAME DSST EXAM.

TEST TITLE	TEST FORM NUMBER	CREDIT HOURS	COURSE	ACE RECOMMENDED/ TROY REQUIRED SCORE
A History of the Vietnam War	SG/SH/SL/SM 473	3	HIS 4431	44/400
Art of the Western World	SE/SF/461	3	ART 1133	48/400
Astronomy	SF/SG/SH/SL 500	3	ELECTIVE	48/400
Business Ethics and Society	SI/SO 475	3	Area II GS Humanities	400
Business Law II	SF/SH 534	3	ELECTIVE	44/400
		RETIRED—NO LONGER AVAILABLE AS OF 12-31-2014		
Business Mathematics	SF/SG/SH/SL 812	3	ELECTIVE	48 / 400
Computing and Information Technology	SG/SH/SL/SM 536	3	ELECTIVE	45 / 400
Criminal Justice	SF/SG/SH/SL 498	3	CJ 1101	49 / 400
Environmental Science	SF/SG/SH/SL 511	3	BIO 1120	46 / 400
Ethics in America	SF/SG/SH/SM 474	3	PHI 2204	46 / 400
Ethics in Technology	SQ/SR 302	3	ELECTIVE	400
Foundations of Education	SE/SF/SG/SH 489	3	ELECTIVE	46 / 400
Fundamentals of Counseling	SG/SH/SL/SM 562	3	PSY 4402	45 / 400
Fundamentals of Cyber Security	SQ/SR/SY/SZ013	3	CS 3334	400
General Anthropology	SF/SG 494	3	ANT 2200	47 / 400
Health and Human Development	SF/SG/SH/SL 508	3	ELECTIVE	48 / 400
History of the Soviet Union	SF/SG/SH/SL 471	3	HIS 4433	45 / 400
Human Cultural Geography	SF/SG/SH/SL 470	3	GEO 2210	48 / 400
		RETIRED—NO LONGER AVAIABLE AS OF 7-31-18		
Human Resource Management	SG/SH/SL/SM 530	3	HRM 3375	46 / 400
Introduction to Business	SE/SF/SG/SH 543	3	BUS 1101	46 / 400
Introduction to Geology (no lab credit)	SQ/SR 303	3	ELECTIVE	400
Introduction to Geography	SQ/SR/SY 304	3	GEO 2210	400
Introduction to Law Enforcement	SG/SH/SL/SM 497	3	CJ 2221	45 / 400
Intro to World Religions	SF/SG/SH/SL 496	3	REL 2280	48/400
Fundamentals of College Algebra	SQ/SR/SY/SZ 424	3	MTH 1112	400













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## INTERNATIONAL BACCALAUREATE (IB)

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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 campus 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.

IB Test	TROY Course(s)	Required IB Score	Credit Hours Awarded
Philosophy	PHI 2203	4	3
Physics	PHY 2252 and PHY L252	4	4
	PHY 2252/PHY L252 and PHY 2253/PHY L253	5	Co

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GCE A/AS Level Exam Title	A Level		AS Level	
	TROY Course(s)	Credit Hours	TROY Course(s)	Credit Hours
French	FRN 1101 / FRN 1102	3 / 3	FRN 1101	3
General Paper	N/A	N/A	TROY Elective	3
Geography	GEO 2210 / GS A4SS	3 / 3	GEO 2210	3
German	GER 1121 / GER 1122	3 / 3	GER 1121	3
Global Perspectives	N/A	N/A	IDS 2200	3
American History	HIS 1112 / HIS Elective	3 / 3	<del>TROY Elective</del>	<del>3</del>

~~THE UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE, TRINIDAD AND TOBAGO~~