

GENERAL REGULATIONS

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 admission, retention, and completion are minimum, and departments, schools, and colleges may prescribe more stringent requirements. Applicants are advised to check with the dean, department chair, or program adviser in the academic area, or the Graduate Admissions Office for degree requirements specific to the degree sought.

Pre-Admission Procedures

Application Forms

Application forms for admission to the Graduate School are available online at admissions.troy.edu. The application should be submitted at least one month before the first day of the semester or term of intended attendance. If fraudulent information is discovered on the application form, a student may be administratively withdrawn.

Applications must include:

1. A completed online application form with fee;
2. Validated proof of earning a BA/BS degree from a regionally accredited or otherwise approved college by submitting official transcripts from all universities attended;
3. Appropriate standardized admission exam, if required;
4. A letter of recommendation; and
5. Other documentation supporting the application

Please see the following explanation of these application requirements.

Consult the Troy University webpage at www.troy.edu/applications-admissions/admissions-process-requirements/graduate/index.html for additional information.

Admission Contact Information

Troy Campus Email: ask@troy.edu Phone: 1-800-551-9716	Phenix City Campus Email: ask@troy.edu Phone: 1-866-876-9787
Dothan Campus Email: ask@troy.edu Phone: 1-866-291-0317	Montgomery Campus Email: ask@troy.edu Phone: 1-800-355-8786
Global Campus (including online programs) Email: ask@troy.edu Phone: 1800-4414-5756	International Students Email: intlrecruit@troy.edu Phone: 1-334-670-3335

Transcripts

The Graduate School requires all applicants to submit official transcripts (raised seal with Registrar's signature, security paper, and without "Issued to Student" stamped on them) from their baccalaureate degree granting institution and the last institution attended when applicable. Any graduate coursework from a prior institution should also be submitted. 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. 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. Students are expected to notify Troy University if they are not in good standing with another institution at the time of application. Please note that students entering a graduate program with pre-requisite requirements may be required to submit additional transcripts for their program admission. These requirements are for admission only and students may be required to submit additional transcripts for financial aid following admission.

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:

Domestic Students Graduate Admissions University Park suite 100 Troy University Troy, AL 36082 Email: ask@troy.edu Phone: 1-800-414-5756	International Students International Admissions 003 Hawkings Hall Troy University Troy, AL 36082 Email: intlrecruit@troy.edu Phone: 1-334-670-3335
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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/academics/colleges-schools/graduate-school/forms.html

Note: A letter submitted to meet specific program requirements may be used for admission to the Graduate School to satisfy this admission requirement.

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.

- 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.
- Students who enroll or take courses on the Troy campus must submit a medical record to the Health Center (Troy Campus requirement).

Submission of the completed application, application fee, official test scores, letter of recommendation, and official transcripts normally completes an application for admission.

Graduate Program Admission Classifications

Master's Degree Programs

Admission Requirements

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

Unconditional Admission - Master's Degree

To qualify for unconditional admission to a master's degree program, applicants must meet the following requirements:

- Hold a master's or higher degree from a regionally accredited or equivalent foreign university. No test score or letter of recommendation is required for those who hold a master's or higher degree from an accredited university for any master's level program. All official transcripts must be provided.
OR
- Hold a baccalaureate degree from a regionally accredited or equivalent foreign university with a minimum overall undergraduate grade point average of 2.5 (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. Students entering licensure and professional programs must meet specified grade point average requirements.
OR
- Hold a baccalaureate degree from an unaccredited or otherwise accredited college or university with a minimum overall undergraduate grade point average of 2.5 (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. (See Unaccredited or Otherwise Accredited Baccalaureate Degree Holders - Student Admission Requirements.)

Note: *Students seeking advanced degrees in teacher education or nursing programs must hold a baccalaureate degree from a regionally accredited college or university.*

AND

- Provide an 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. See web request form at www.troy.edu/academics/colleges-schools/graduate-school/forms.html.

Note: A letter submitted to meet specific program requirements may be used for admission to the Graduate School to satisfy this admission requirement

AND

- Meet the unconditional requirements of the specific program. See specific programs for details. Some programs have additional requirements which may include a graduate admissions test or qualified work experience.

Conditional Admission - Master's Degree

Conditional admission may be granted under certain circumstances to applicants who cannot satisfy all unconditional admission requirements. **Not applicable for Ed.S., Alternative Fifth-Year Certification programs, DNP, or PhD. students.**

Students admitted conditionally only because of a low undergraduate grade point average will be cleared of their conditional status if, at the completion of nine semester hours, they have achieved a 3.0 grade point average or greater on all graduate work attempted. Students must clear the conditional admission requirement of a 3.0 average at the completion of nine semester hours, or they will be dropped from the graduate program for one calendar year after which they may petition the Dean of the Graduate School to re-enter.

Students admitted conditionally only because of a low test score, where applicable, will be granted unconditional admission prior to the completion of nine semester hours provided they have maintained a 3.0 grade point average on all graduate work attempted and have retaken the test and received a satisfactory score. **Note:** *Please consult the individual program test score requirement prior to taking the exam. Exam requirements vary by program.*

Students must meet the conditional admission requirements for both the Graduate School as well as the specific program. Not all programs have Conditional Admission Program specific admission requirements are outlined for each program. See program description and curriculum for details.

Baccalaureate Degree Holders

Students who have earned a baccalaureate degree from a regionally accredited or equivalent foreign college or university, but lack the required grade point average and/or acceptable test score (official test score required) to be admitted unconditionally, may be granted conditional admission for a maximum of nine semester hours if program applicable. Students admitted under conditional status may, with the consent of their major adviser, enroll in as many as nine semester hours during their first semester. (Also see Unaccredited or Otherwise Accredited Student Admission requirements.)

Temporary Admission—Master's Degree

(Nine semester hour maximum load for full time enrollment.)

Temporary admission may be granted under certain circumstances to applicants who have not submitted all original transcripts, the letter of recommendation, or original exam score where applicable. **Note:** *Please consult the individual program test*

score requirement prior to taking exam. Exam requirements vary by program. Not all programs allow for Temporary Admission.

Application fees must be paid in full to be considered for Temporary Admission status. Students must provide, at a minimum, proof of eligibility, copy of bachelor's degree transcript, diploma or letter of completion to be initially considered as eligible for Temporary status. **Not applicable for Licensure programs, Ph.D., DNP, Ed.S., MSED., M.Acc, MA.Eco., MBA, MSHRM, or MSN students.**

Procedures

A baccalaureate graduate of a regionally accredited or equivalent foreign college or university who lacks certain necessary records may be granted temporary admission. Such records should be completed before the end of the semester or term for which the student was given temporary admission. Students admitted in temporary status are under conditional admission requirements until admission status may be determined. Conditional admission status requires that students must clear the conditional admission requirement of a 3.0 grade point average at the completion of nine semester hours, or they will be dropped from the graduate program for one calendar year, after which they may petition the Dean of the Graduate School to re-enter. **Students from non-accredited or otherwise accredited universities or students seeking dual enrollment are not eligible for temporary admission. (See Unaccredited or Otherwise Accredited Student Admission requirements.)**

Records

1. If the records are completed before the term ends and the results indicate that the student is not eligible for admission, the student must withdraw from the class or classes, with a refund if applicable, or receive non-degree credit for the class or classes for which he/she is registered. Applicable refunds will be made in accordance with regulations as stated in published refund policies.
2. When the records are completed and if it is determined that the student was not eligible for graduate admission, all hours pursued will be converted to non-degree credit with no refund of tuition. Students receiving financial aid are responsible for repayment.
3. When the records are completed and if it is determined that the student was not eligible for unconditional enrollment because of low grade point average or low exam score(s), students will be admitted under conditional status. See Conditional Admission requirements.
4. If the student has completed the term for which temporary admission was granted and the records are still not in order, the hours pursued will be held in abeyance until the records 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

program requirement.

Doctoral Degree Programs

Doctor of Nursing Practice (DNP)

Unconditional Admission—Doctoral Degree

Doctorate of Nursing Practice (DNP) students will be admitted only under unconditional admission status. Admission to the program will have limited availability. To be considered for unconditional admission to the DNP program the applicant must

1. Hold the required degree from a nationally-accredited program (ACEN, NLNAC or CCNE).
2. Have earned a minimum cumulative GPA of 3.0 (4.0 scale) on all post-secondary coursework.
3. Submit official transcripts for all post-secondary academic study.
4. Earn a minimum GRE score of 290 (150 verbal, 140 quantitative) or 850 on pre-November 2011 GRE test (450-verbal, 400 quantitative).

Note: *This requirement is waived for post-MSN applicants.*

5. Possess a current unencumbered license as a registered nurse in Alabama or in the state where clinical practice will occur.
6. Submit two letters of professional reference that address academic ability, professional competence, and leadership potential in nursing.
7. Complete a successful interview conducted by the Nursing Graduate Admissions Committee.
8. Submit an 800 to 1000 word essay describing professional goals and how completion of the DNP program will enhance future roles and activities.
9. Submit a resume that includes education, work experience in nursing, research experiences, publications, presentations, community service, professional memberships and service.
10. Possess a valid certification in advanced practice nursing from a nationally recognized credentialing body or be eligible to take a nationally recognized certification exam.

Note: *This requirement applies only to post-MSN applicants.*

11. Submit documentation of academic clinical hours.
Note: *This requirement applies only to Specialty to DNP and post-MSN applicants.*

Conditional Admission—Doctoral Degree

All candidates for admission to the DNP program must meet the requirements of unconditional admission as described above. Conditional admission is not available for DNP applicants.

Doctor of Philosophy in Sport Management (Ph.D.)

The applicant must submit an application to the Troy University Graduate School. No pre-requisites will be required for admission other than the applicant must have attained a master's degree from a regionally accredited institution of higher education. In order to be given full consideration, all requested materials must be received by the deadlines listed below:

Application Deadlines:

Fall Admission for U.S. citizens:	May 1
Fall Admission for non U.S. citizens:	March 1
Spring Admission for U.S. citizens:	September 1
Spring Admission for non U.S. citizens:	July 1

Admission Examination Requirements

1. TOEFL scores are required for all international students; this requirement is waived if the student has earned a bachelor's or master's degree from a regionally accredited U.S. institution. Students scoring 80 or higher on the Internet-based TOEFL Test, 213 or higher on the Computer-based Test, and a 550 or higher on the Paper-based TOEFL Test will be given full consideration for admission into the Doctoral Program. Students scoring below these requirements may be required to (in addition to other admission requirements) interview with the Doctoral Admissions Committee prior to full consideration of admission into the program.
2. Official scores from nationally standardized aptitude examinations, such as the Graduate Record Examination (GRE), Miller's Analogy Test (MAT), General Management Admissions Test (GMAT), or Law School Admissions Test (LSAT) must be submitted at the time of application. All entrance exams must have taken place within 5 years of submission to the program. Applicants achieving the minimum scores on the submitted entrance exam will be given full consideration for admission into the doctoral program. Minimum scores are presented below.
 - MAT = 399 total score
 - GMAT = 540 total score (verbal and quantitative)
 - LSAT = 157-158 total score
 - GRE = 304 on the Revised GRE (verbal and quantitative only)

OR

 - 1000 or higher on the Non-Revised GRE (verbal and quantitative score totals only)
3. Students scoring slightly below the minimum scores indicated may request an interview with the Doctoral Admissions Committee prior to full consideration of admission into the program. If the Doctoral Admissions committee deems the applicant's transcripts, references, writing sample, and statement of intent submitted items acceptable, the interview may be conducted. It is the applicant's responsibility to contact the Doctoral Program Coordinator to request an interview.

The applicant must submit the following materials to the Troy University Graduate School:

1. Troy University Graduate School Application Form
2. One official transcript per each institution of higher education ever attended.
3. Three (3) Letters of Reference

The letters of reference must address the applicant's readiness to enroll in a doctoral program. It is recommended that such individuals be previous undergraduate or graduate professors, advisors or others who can substantiate the applicant's academic preparation for admittance to a doctoral program.
4. Statement of Intent. The statement of intent should:
 - A. Identify and obtain support for a TROY Sport Management doctoral faculty member to serve as potential research advisor
 - B. Include details of your rationale for pursuing a Ph.D. in Sport Management.
 - C. Include details regarding your career and research interests.
5. Writing Sample

The goal of the writing sample is to measure the applicant's ability to write clearly and succinctly in an academic fashion. The

writing sample will assist the Doctoral Admissions Committee in evaluating the applicant's research, writing, analytical and problem-solving skills. The writing sample may include a thesis completed by the student or a significant research paper, preferably written at the graduate level, and solely by the applicant. The paper must be double spaced, 12 point, Times New Roman font with 1 inch margins on all sides. It is recommended that the writing sample follow the American Psychological Association (APA) style. However, other writing styles, including but not limited to Chicago, Modern Language Association (MLA), AMA Manual or other accepted research writing styles, will be considered.

The Doctoral Admissions Committee will evaluate the writing sample based on the following criteria: 1) Writing Development and Critical Thinking – ability to articulate the primary concept and inform the reader of its focus; 2) Organization and Structure - development of the topic to include fluid transitions; 3) Paragraph Development - use of transitions and language within each paragraph.; 4) Mechanics – appropriate spelling, grammar, and punctuation; and 5) Use of Writing Style – Although all classes and dissertation will employ the APA format, the Committee will review the sample for appropriate use of other acceptable academic research writing style such as cited in the previous paragraph.

NOTE: The writing sample could also include accepted or published research that the applicant has been sole or co-author of a research project. The applicant must submit a PDF of the paper or a link as proof of publication.

6. Resume or Curriculum Vitae

Transient Admission

Students from other accredited universities who wish to take a course(s) from Troy University must:

1. Complete a standard "Application for Admission," provide proof of a baccalaureate degree (no official transcripts required), and pay the application fee.
2. Present a transient authorization form from the parent school to the Admissions office of the campus location where the course will be delivered. The authorization must identify the course(s) to be taken and the term in which it will be taken, or indicate that the course is to be taken at the student's discretion. The form must be signed by a designated official of the University or campus (i.e., Registrar, Director, etc.).
3. Meet all prerequisites and provide the documentation prior to being admitted to a particular course. Application status for the semester is determined by the information supplied on the application for admission. Admission status may not be changed following the last day to add/drop for the semester.

Transfer Admission

The admission requirements for transfer students are the same as regular admission standards. Students on temporary, permanent academic, or disciplinary suspension from any other college or university should refer to Transfer of Students on Suspension.

Transfer of Students on Suspension from Another Institution

1. Temporary, Indefinite, or Permanent Academic Suspension: A student who has been suspended from another college or university is not eligible to apply for admission to Troy University. Appeals may be made to the Dean of the Graduate School.
2. Disciplinary Suspension: Students on disciplinary suspension from another institution must be eligible to return to that

institution before being considered for admission to Troy University.

Note: Requests for waivers must be submitted in writing to the Dean of the Graduate School.

TROY Honors Graduate Admission

Students holding a baccalaureate degree from a regionally accredited institution from the list of undergraduate degrees provided below and a “cumulative” grade point average of 3.4 or above may be “unconditionally” admitted to the listed graduate program below. Not all graduate programs participate in Troy Honors Graduate Admission. Participating graduate programs are listed on the following page. Students admitted as a Troy Honors Graduate must complete an Application for Admission and pay the application fee. Upon verification of the graduating cumulative grade point average and corresponding undergraduate degree, all admission exams and letters of recommendation are waived. Please see chart for the full listing of participating programs and required baccalaureate degrees.

*Applicants from non-AACSB accredited institutions will automatically go through a Sorrell College admission review before acceptance.

Troy Honors Graduate Admission applies only to the following graduate programs:

Graduate Program	Corresponding Undergraduate Degrees-BA/BS in
Master of Science in Accountancy	Accounting
Adult Education	Any Area
Computer Science	Computer Science or related field
Criminal Justice	Any Area
Economics	Any Area
Environmental and Biological Sciences	Any area plus demonstrate an adequate academic background in the sciences that includes natural or biological sciences, general chemistry, and statistics
International Relations	Any Area
Master of Business Administration-All options	Business Administration, Global Business, Economics, Accounting
Human Resource Management	Any Area
Management	Any Area
Nursing (MSN)	Nursing
Public Administration	Any Area
Social Science	Any Area
Social Work	Any Area
Strategic Communications	Multimedia Journalism, Broadcast Journalism, Communication Arts, English
MS Sport Management	Exercis Science; Hospitality, Sport, and Tourism Management; Business Admin., Global Business, Economics, Accounting

Unaccredited or Otherwise Accredited Baccalaureate or Master’s Degree Holders—Student Admission Requirements (United States and Foreign Universities)

Students must submit an official transcript(s) with degree(s) posted at least one semester/term prior to the desired date of registration. The appropriate academic college and the Graduate Council will evaluate all submitted transcripts using commonly accepted practices and guidelines. A determination will be made based on (1) the unaccredited or otherwise accredited institution’s affiliation with the following agencies which honor recognition provided by the former: Council on Postsecondary Accreditation (COPA) and the Commission on Recognition of Post Secondary Accreditation (CORPA), and/or the Council for Higher Education Accreditation (CHEA); (2) acceptance of credit by three other regionally accredited universities located in the area of the unaccredited institution; (3) review and approval of the Graduate Council. The applicant will be required to submit a copy of the college’s catalog and other information as needed. Only upon the approval of the Graduate Council may a student begin taking graduate courses at Troy University. Should the student be inadvertently (without the University’s knowing that the baccalaureate degree or masters degree is from an unaccredited or otherwise accredited institution) admitted into classes prior to baccalaureate degree or master’s degree approval and the evaluation indicates that the student is not eligible for admission, the student will be withdrawn from the class or classes, or receive non-degree credit for the class or classes for which he/she is improperly registered, and all tuition will be forfeited.

Note: Students seeking advanced degrees in teacher education or nursing programs must hold a baccalaureate degree from a regionally accredited college or university.

Note: Students seeking a master’s degree from the Sorrell College of Business who hold an undergraduate degree from a non-regionally accredited U.S. college or university must obtain and submit a letter from the Dean of three Colleges/Schools of Business accredited by the AACSB stating that students from the student’s non-regionally accredited undergraduate institution have been accepted into the graduate business programs at those institutions.

Post Master’s Admission

Students admitted in this category must hold the master’s degree from a regionally accredited or equivalent foreign institution. Graduate credit taken while enrolled as a post master’s degree student is not admissible as degree credit unless it is approved by the Program Director and is limited to a total of six semester hours. All official undergraduate and graduate transcripts are required for admission. If the degree is earned outside the United States, an Educational Credential Evaluators, Inc. (ECE) evaluation is mandatory. Applicants to the DNP program are eligible only for unconditional admission status.

Students requiring more than six semester hours as a post-master’s student for licensure or certification must receive approval by the department chair and graduate dean prior to exceeding the allowable number of semester hours. The transfer credit policy and number of hours allowed as transfer credit applies to post master’s student.

Special Admission: Non-Degree Matriculates

A student interested in earning graduate credit, but who is

