

# 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 once 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* for additional information.)
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 Trojan Web Express.
5. Nine semester hours must be completed in residence at Troy University in the major area of concentration. (See *Residency Credits* for additional information.)

### Grade Point Average

1. A candidate for graduation must have an overall C average (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:

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

In order to earn a second or subsequent associate 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 15 semester hours in residence in the declared program (see residency credit)
4. File an Intent to Graduate form with the registrar as prescribed in the class schedule.

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.

## Auditing a Course

A student may audit any Troy University course by indicating at the time of registration that the course will be audited. No credit will be given, and fees will be assessed based on the audit credit-hour rate. Audit hours are not counted in maximum or minimum load limits. Students are not permitted to change from audit to credit after the last day to add a course, or from credit to audit after the last day for dropping a course, without academic penalty.

## Baccalaureate Degrees

Note: Students earning a degree in education should refer to that section for special requirements.

### Course Requirements

In order to receive the baccalaureate degree, the student must complete all course requirements for the degree being taken.

### Credit Hours

The student seeking a baccalaureate degree must meet the following requirements:

1. A minimum of 120 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* for additional information.)
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 Trojan Web Express.)
5. Twelve semester hours of work in each major field must be completed in residence with Troy University. (See *Residency Credits* for additional information.)
6. A minimum of 50% of all degree program hours must be completed on a senior college (four-year degree) level.

### Grade Point Average

1. A candidate for graduation must have an overall C average (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 each major field. 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 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.

- Earn an additional 30 semester hours in residence in the declared program (see residency credit.)
- Earn a minimum of twelve semester hours (beyond the previously earned degree) in the major field.
- File an Intent to Graduate form with the registrar as prescribed in the class schedule.
- 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

### **College Credit**

#### **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 challenge examinations in areas which, with approval of the Academic Council, can be used in lieu of certain required courses. Consult the appropriate department chairs for additional information.

#### **Experiential Credit**

Troy University recognizes that learning equivalent to the college level can occur outside the formal structure of accredited colleges and universities. Policies and procedures have been established for the assessment of this learning based upon the "Principles of Good Practice in Assessing Experiential Learning" recommended by the Council for the Adult and Experiential Learning (CAEL).

In addition, credit as recommended by the American Council on Education may be granted for learning acquired through military, industrial, or regionally accredited technical school training programs where the learning is applicable to the student's degree program.

Experiential credit is considered non-traditional credit and will be posted only after the student has satisfactorily completed 12 semester hours of undergraduate credit with Troy University and has attained unconditional admission status.

### **Transfer Credit**

Transfer credit is defined as college credit that was earned at another regionally accredited institution and is transferable and accepted for credit toward degree programs at Troy University.

See the Admissions chapter of this catalog for more information regarding transfer credit.

### **Transient Credit**

A currently enrolled student who wishes to study at another institution for a term should consult with the Records Office concerning procedures and required approvals. Any courses taken by a student after the initial registration with Troy University must have prior approval by the University, and transient hours must be included with the student's semester load for load-limit purposes. If a student takes coursework at another institution without proper transient authorization, the University reserves the right to deny credit for these courses.

### **Course Sequences**

#### **Advanced Courses**

Advanced courses are courses at the sophomore level or above.

#### **Upper level courses**

Upper level courses are courses at the junior level or above.

#### **Numeric course sequencing**

- 0090 sequence: Remedial credit courses (Remedial courses do not count toward degree requirements.)
- 1100 sequence: Freshman level (*Exceptions are noted in course descriptions*)
- 2200 sequence: Sophomore level
- 3300 sequence: Junior level
- 4400 sequence: Senior level
- 5500 sequence: Graduate courses (open to seniors by permission)
- 6600 sequence: Graduate students only
- 8800 sequence: Graduate students only—doctoral level

### **Credit Load Calculation**

#### **Definitions**

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

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

- Minimum Full-Time Undergraduate Load: 12 semester hours (six semester hours for accelerated semester schedules)
- 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 of the student's academic adviser, and signature of the department chair.
- Students on academic probation: Limited to 13 semester hours (seven semester hours for accelerated semester schedules)

### Summer Semesters (Alabama Campuses)

- 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.
- Maximum: 13 semester hours
- 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.
- 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 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:

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

Students who, for any reason, drop class(es) before the last day to drop a course without financial penalty begin 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.

- ***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 DR will be entered on the student's records for each course dropped, and hours will not be calculated in the grade point average.
- After this deadline, students who drop will be assigned the grade of DP (drop passing) or DF (drop failing).
  - The DP will be assigned to students with documented reasons for dropping after the deadline for reasons beyond their control. An assignment of DP does not affect the grade point.
  - The DF will be assigned to students without documented reasons for dropping after the deadline. Students who receive the DF will be charged with hours attempted, therefore affecting their overall grade point averages.

### Grade Appeals

Faculty members have the authority to grade student work and to assign grades; these are academic judgments. A faculty member's syllabus enumerates student academic performance expectations and consequences. Faculty members render academic judgments when a student's academic performance violates established standards or fails to meet stated expectations. Academic judgments, made by faculty, are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using these stated procedures.

**Step 1.** Within the first four weeks of the start of the following term or semester in which the grade is received, the student shall have informally appealed the grade to the instructor. If that instructor is not teaching at Troy University during the term following issuance of the grade, the student will make contact with the instructor through the department chair to informally appeal the grade. In the case of a course taught through Global Campus or eCampus, students should contact their home campus to determine the person designated by the appropriate college dean to assist the students with their appeals.

**Step 2.** If the issue is not resolved at this informal level and the student wishes to pursue the appeal, the student shall request in writing a meeting with the respective department chair. This request shall be addressed to the department chair and shall be received no later than the end of the fifth week of instruction for the term or semester following issuance of the grade. The request must summarize the student's complaint and the student's informal appeal to the instructor. In the case of a course taught through Global Campus or eCampus, students should contact their home campus to determine the person designated by the appropriate college dean to assist the students with their appeals.

**Step 3.** Within two weeks of receipt of the request, the department chair shall discuss the appeal with the student and with the instructor, separately or at the same time. If the department chair upholds the decision, the matter is closed. The decision is final.

**Step 4.** If the department chair does not support the decision of the instructor, the matter shall be appealed within two weeks of the department chair's decision to the designated associate dean or dean of the college. The department chair will forward the appeal package to the designated associate dean or dean. The designated associate dean or dean will empanel three full-time faculty colleagues from the department and/or discipline to review the matter. *The decision of this panel shall be final and binding on all parties.*

**Note:** Students may not use this procedure to appeal grades resulting from violations of academic honesty. Students should refer to the Oracle, the University's official student handbook for those appeals.

### 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.

Grade	Description	Credit	Grade points per credit hour
A	Excellent	Yes	4
B	Above Average	Yes	3
C	Average	Yes	2
D	Below Average	Yes	1
F	Failure	No	0
AU	Audit	No	0
DF	Dropped course with academic penalty (Calculates as an F in the GPA)	No	0
DP	Dropped course passing	No	0
DR	Dropped course prior to the published deadline	No	0
FA	Failure due to excessive absences (Calculates as an F in the GPA)	No	0
I	Incomplete	No	0
FI	Course requirements not completed by end of time limit for course assigned an Incomplete. Awarded by registrar. (Calculates as an F in the GPA)	No	
NG	No grade reported by faculty at end of term (awarded by registrar)	No	0
P	Pass	Yes	0
W	Withdrawal prior to the published deadline	No	0
WF	Withdrawal with academic penalty (Calculates as an F in the GPA)	No	0
WP	Withdrawal passing	No	0

## 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 twelve 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 of each term. A Troy University part-time student who averages 3.65 or higher on twelve 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, excluding any remedial courses. The last term of enrollment is NOT calculated towards graduation honors.

Undergraduate honor students are awarded differentiated diplomas as follows:

- Cum Laude: Grade point average of 3.40
- Magna Cum Laude: Grade point average of 3.60
- Summa Cum Laude: Grade point average of 3.80

## Inclement Weather and Emergency Situations

Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they may do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, each campus will announce cancellation of classes through local and regional media as well as through the University's Web site.

As part of Troy University's efforts to provide accurate, timely information to our University community, the SOS communication system delivers emergency notices to a variety of electronic devices. Subscribe to SOS at <http://sos.troy.edu/subscribe.html>.

## Incomplete Grade

This incomplete grade policy replaces all other incomplete grade policies as of Aug. 1, 2006.

The instructor may report an Incomplete (grade of I) for a student whose progress in a course has been satisfactory (e.g. the student is passing the course), but who is unable to complete the course grading requirements because of documented circumstances beyond his/her control.

### Time limit for removal of incomplete grade

No incomplete may exceed nine weeks from the date it is assigned. It is the student's responsibility to contact the instructor regarding the deadline for completing all course requirements. Any student who receives a grade of incomplete must adhere to the work completion deadline set by the instructor, not to exceed the end of the designated nine week period. This deadline applies whether or not the student re-enrolls for the semester or term following the assignment of the incomplete grade(s). Failure to clear the incomplete within the specified time period (not to exceed ten weeks) will result in the assignment of a grade of FI for the course.

For the purposes of implementation of this policy, the day the grade is assigned is determined by the University master calendar. A student who wishes to be assigned an incomplete grade must request this from the instructor prior to the assignment of final grades for the course.

## Learning Contracts

The Troy University Montgomery campus offers learning contracts only if approved by the college associate dean or dean and only if a course is not available by any other delivery option.

For more information, contact the appropriate dean or the Montgomery campus registrar.

## Placement in Academic Courses

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. For more information, students should consult their academic advisers and/or the respective academic departments.

## 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 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 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.

## Registration in Special Programs

### **1. Contract Program**

Entering students who do not find a stated program which meets their specific needs should consult the department chair to discuss the possibility of a contract program, which normally consists of at least 30 hours of a regular academic major and 30 hours of agreed upon electives which contribute to the student's program of study, not to exceed 77 semester hours. All General Studies requirements must be met. See the appropriate department chair.

### **2. Accelerated Study for Superior Students**

This opportunity permits enrollment in an accelerated or broadened program through registration for credit hours above the normal load. For specific credit loads permitted, see Credit Load.

### **3. Independent Study and Research**

This program consists of several special study and research courses.

Guided Independent Research, Guided Independent Study, and Honors Independent Study are offered in various departments.

*Guided Independent Research* (course numbers 4491 and 4492, one to three credit hours per course): Undergraduate research with attention to critical evaluation of research techniques, methods and procedures. Prerequisite: Junior or senior standing with a minimum overall GPA of 3.0, 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 the research is to be undertaken; application forms are available in University Records. *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 University Records.

*Honors Independent Study* (course number 4498, one to three credit hours per course).

### **4. Non-traditional Study**

See Credit by Examination and Experiential Credit.

### **5. Off-campus Courses**

Courses offered to groups of a minimum of 20 students, prepared on demand with approval of the Provost. Students admitted to a Troy University off-campus course will be admitted on a conditional basis and must earn a minimum of 20 semester hours with a grade point average of 2.0 or better to be admitted as a regular student to the campus.

## Repetition of Courses

### *(Troy University courses only)*

Students who were enrolled prior to Fall 2005 need to see their academic adviser before repeating a course.

Effective Fall 2005, a student may repeat a course in which a grade of D, F, FA, DF, NG, or WF is received. Only the original grade will be forgiven. Any subsequent attempts will be counted in the GPA. The last grade received will be the grade counted.

A student may repeat a course in which a grade of C is received provided advance permission is obtained from the dean. The option to repeat a prerequisite course must be exercised before any course is taken for which the repeated course is a prerequisite. A student may not repeat a course after graduation in order to alter the GPA at the date of graduation.

The repetition policy may be granted only one time per course to have the previous grade not counted in the GPA calculation. No course can be used more than once towards degree requirements, unless the course is specifically designated by the department as a repeatable credit (e.g. some music courses may be taken more than once for credit).

No student shall receive credit for the same course twice, unless the course description specifically states that the course may be repeated for credit.

## Requirements for Graduation

As of fall 2005, students must complete degree requirements within eight years after first entering Troy University or the student will be moved to the current catalog. Students not attending Troy University for three consecutive calendar years, must meet all degree requirements current at the time of readmission.

Students who were enrolled at the time Troy University merged under one accreditation may remain with their bulletin or elect to change permanently to the current undergraduate catalog. No student will be academically penalized because of the University's decision to consolidate under one accreditation.

### **Filing for Graduation**

An Intent to Graduate form must be filed according to the published dates.

### **Degree Plans / Academic Evaluations**

Academic evaluations are available in the Record's Office. Unofficial academic evaluations are available to students on the Trojan Web Express at [www.troy.edu](http://www.troy.edu).

## **Residency**

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### **Residency Credits**

Effective Fall 2005, credit taken through any Troy University location will be counted towards residency credit for graduation. Students enrolled prior to fall 2005 should see their academic advisers concerning residency credit.

### **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 remedial courses and institutional credit English as a Second Language [ESL] courses).

## **Retention**

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### **Conditionally Admitted Students**

These students must earn a 2.0 or higher grade point average on the first 24 semester hours attempted or be dropped from program.

### **Unconditionally Admitted Students**

#### **Probation**

A student must earn or maintain a 2.0 average or higher or be placed on probation. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level.

#### **Suspension**

A student on probation who fails to earn a term grade point average of 2.0 or higher will be suspended. A student's first academic suspension will be for one semester/term; the second suspension will be for two semesters/terms; and a third suspension will be for an indefinite period.

#### **Suspension Period Regulations**

Courses completed at any institution during a suspension period will not be accepted for credit. Students placed on indefinite suspension may petition for readmission following a period of twelve months.

#### **Readmission after Suspension**

A student returning after a suspension will be readmitted on probation. A student must earn or maintain a 2.0 average or higher or be placed on probation. A student on probation is limited to 13 semester hours (seven semester hours for accelerated terms) and must earn a minimum of a 2.0 average each subsequent term until the overall grade point average reaches the 2.0 level. Failure to meet the 2.0 term/semester GPA will result in further suspension. Suspension from all other colleges will be honored, including all Troy University locations.

## **Servicemembers' Opportunity College Program**

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Troy University is an affiliate member of the Servicemembers' Opportunity College (SOC) network which is designed to permit active duty military service students/spouses/dependents/Civil Service employees to pursue college level programs without penalty for unusual situation and transfer over which they have no control. Troy University will issue an SOC agreement for degree completion to any military student. Civil service and military dependents may request an SOC agreement. In order to obtain an SOC agreement, the student must have successfully completed six semester hours and met admissions requirements. The SOC contract will list all of the degree requirements required for graduation with Troy University. All coursework must be completed at regionally accredited colleges or universities or from acceptable non-traditional sources, if applicable. Students must complete degree

requirements within eight calendar years after the SOC contract is approved.

## **Withdrawal**

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*Also see "drop."*

Withdrawal from the University is defined as a resignation or withdrawal from all courses for the current semester and/or term. The student is no longer enrolled in any course(s). The following policies apply:

### **Date of Withdrawal**

- ***From early registration through late registration***
  - Students who wish to withdraw from all classes during the time period from early registration through the last day of late registration must CANCEL their registrations (in writing) through their home location's Records Office.
  - This written cancellation does not require the completion of the withdrawal form or an exit interview. Financial obligations for payment of course tuition and fees will only be removed when written requests for cancellation of registration have been received.
- ***From end of late registration through the last day to withdraw without academic penalty***
  - Students who wish to withdraw from the University during the time period from the end of late registration through the last day to withdraw without academic penalty must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
  - Withdrawal prior to the last day to withdraw without academic penalty will result in a grade of W, withdrawal, which is non-punitive.
- ***After the last day to withdraw without academic penalty but prior to the last week of the term/first day of final exams***
  - Students who wish to withdraw from the University during the time period after the last day to withdraw without academic penalty through the first day of final exams must complete an official withdrawal form and an exit interview with the designated withdrawal official at the student's home location.
  - Withdrawal after the last day to withdraw without academic penalty will result in a grade of WP or WF, depending on the instructor's assessment of the student's academic performance in the class at the time of withdrawal. A WP, withdrawal passing, is non-punitive. A WF, withdrawal failing, is punitive. The grade WF will be calculated as an F in the student's grade point average.

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## DSST (DANTES SUBJECT STANDARDIZED TEST) SCORES

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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.

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## CLEP EXAMINATIONS

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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
American Government	POL 2241	3	50
American Literature	ENG 2211 and 2212	6	50
Calculus	MTH 1125	4	50
Chemistry	CHM 1142/L142 and 1143/L143	8	50
College Algebra	MTH 1112	3	50
English Composition with Essay	ENG 1101 and 1102	6	50
French Language, Level 1	FRN 1101 and 1102	6	50
German Language, Level	GER 1121 and 1122	6	50
History of the United States I	HIS 1111	3	50
History of the United States II	HIS 1112	3	50
Humanities — General	ART 1133; MUS 1131; and literature course	7	50
Information Systems and Computer Applications	IS 2241	3	50
Introductory Macroeconomics	ECO 2251	3	50
Introductory Microeconomics	ECO 2252	3	50
Introductory Psychology	PSY 2200	3	50
Introductory Sociology	SOC 2275	3	50
Natural Sciences — General	BIO 1100/L100 and SCI 2233/L233	8	50
Pre-Calculus	MTH 1114 or 1115	3	50
Principles of Accounting	ACT 2291 and 2292	6	50
Principles of Management	MGT 3371	3	50
Principles of Marketing	MKT 3361	3	50
Social Science — General	General studies social science elective and unspecified elective	6	50
Spanish Language, Level 1	SPN 1141 and 1142	6	50
Western Civilization I	HIS 1101	3	50
Western Civilization II	HIS 1102	3	50

**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 1125	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	SPN 1141 and 1142	3

### Required Score

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

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## INTERNATIONAL BACCALAUREATE (IB) CREDIT

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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 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 2242	5	3

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## ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

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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

