

# ADMISSION REQUIREMENTS

Troy University seeks to admit students who possess the intellectual capacity, maturity, previous training, and motivation necessary for success in educational programs. Troy University welcomes applications from a variety of students including traditional college age students, adults who will combine their educational pursuits with work, or life-long learners who are simply seeking enrichment. Programs and courses are offered for full-time and part-time students, and are offered in a variety of formats and times including traditional day classes, night classes, and weekend classes. Programs or classes are also available online and through other alternative methods of educational delivery.

Students are encouraged to apply well in advance of proposed start dates. The University reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility to enroll.

All applicants who are graduates of accredited high schools must submit an official transcript showing graduation and a minimum of 15 Carnegie units, with three or more units in English. Of the units presented, 11 must be in academic courses.

If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

Incoming students should consult with the Office of Enrollment Management for information regarding any revisions to or additional requirements in the admissions process.

## Beginning Freshmen

Beginning freshmen are defined as applicants who have attempted less than 24 credit hours of coursework at other colleges or universities.

### **A. Unconditional Admission**

Beginning freshmen who are graduates from a regionally accredited and/or state approved high school or who have earned a state issued GED (General Education Diploma) with a cumulative score of at least 500 or equivalency outside AL (150 in each test area if taken 01/01/2014 or after) may be granted unconditional admission with proof of an acceptable test score (20 on the ACT or 950 on the SAT-1) and a minimum high school GPA of 2.00 on a 4.00 scale. The writing component on either test is not currently required or assessed in the evaluation for admission. Students at least 25 years of age are not required to submit ACT/SAT scores unless the high school GPA is below a 2.00.

### **B. Conditional Admission**

Any applicant who does not qualify for unconditional admission may enroll at Troy University as a conditionally admitted student by meeting the following criteria:

- If the high school GPA is less than 2.00 (on a 4.00 scale), the applicant must have a minimum composite score of 20 on the ACT or 950 on the SAT-1.
- If the applicant's composite score on the ACT is less than 20 (but at least 17) on the ACT or 950 on the SAT-1 (but at least 830), the cumulative high school GPA must be at least 2.50 (on a 4.00 scale).
- If the applicant, under 25 years of age, has earned a state issued GED with a cumulative score of at least 500 (150 in each test area if taken 01/01/2014 or after) and has a composite score on the ACT of less than 20 (but at least 17) or less than 950 (but at least 830) on the SAT-1.

Conditional admission must be cleared at the campus/site where conditional admission is granted.

The conditionally admitted student will be permitted to carry a maximum course load of 13 credit hours per semester (seven

hours per accelerated semester) for a maximum of 24 hours of Troy University work.

Conditionally admitted students will be granted unconditional admission status within, or upon completion of, 24 semester credit hours at Troy University with an overall 2.00 GPA. Credits earned by a conditionally admitted student are recorded on the permanent record of the student and will apply, if applicable, toward a regular undergraduate degree program. Any conditional student who fails to attain a 2.00 GPA upon completion of 24 hours attempted at Troy University will be dropped from the program. However, a conditionally admitted student earning a 0.00 GPA on the first six hours will be dropped from the program.

A conditionally admitted student whose academic performance results in being dropped from the program may appeal for readmission to the University, after a period of 12 months, through the campus-specific Conditional Appeals Committee (CAC) where the original conditional admission was granted. Students who have transferred to accredited universities after being dropped from the program and wish to return to Troy must apply for admission through the Office of Enrollment Management.

## **B. Other**

### *• Early Admission*

Admission granted to the University concurrent with secondary school enrollment where academic credit is awarded only by the University. Applicants desiring early admission should be at least 10th graders in high school with at least a 20 ACT/ 950 SAT and a 3.00 GPA. Additionally, applicants must submit a letter from a school official authorizing their enrollment under this status.

### *• Dual Enrollment*

High school students may enroll in college courses in an attempt to concurrently receive college and high school credit for equivalent coursework. This program is a cooperative effort on the part of the various high schools and Troy University. Applicants desiring admission should be at least 10th graders in high school with at least a 20 ACT/ 950 SAT and a 3.00 GPA. Additionally, applicants must submit a letter from a school official authorizing their enrollment under this status.

### *• Active Duty Military*

Active duty military applicants who may not be able to provide all required documents for admission due to reasons such as deployment, may appeal to the dean of enrollment on appropriate campus designee for special consideration.

## Transfer Applicants

Transfer applicants must have attempted at least 24 credit hours of coursework, excluding developmental courses, at other colleges or universities.

Academic credit and/or degrees accepted by Troy University must be earned at regionally accredited U.S. institutions or at foreign universities whose academic credit and/or degrees have been evaluated and determined to be equivalent to that awarded by a U.S. institution. All transfer credit is evaluated in terms of level, content, quality, comparability, and degree program relevance.

Transfer applicants must have official transcripts (on security paper with registrar's signature and without "issued to student") from each college or university they have previously attended sent directly to 100 University Park, Troy University, Troy, AL 36082. Transfer applicants must also submit transcripts from colleges where registration was completed, even though credit might not have been earned. Transfer applicants must have attempted a minimum of 24 hours of non-developmental coursework at another college or university to be admitted as a transfer student. A student may not be enrolled at another college or university and Troy Uni-

versity at the same time without prior approval of the dean of enrollment management or the appropriate campus designee.

#### A. Unconditional Admission

Transfer applicants will be granted unconditional admission if they are in good standing at the last college attended and if they have an overall GPA of 2.00 (4.00 scale) or better on all college/university work attempted. Technical and remedial/developmental work is not considered in determining grade point average. Applicants who have been suspended from another institution for any reason must be eligible to return to that institution before being considered for admission to Troy University. No conditional admission provision is available for transfer students.

#### B. Active Duty Military

Active duty military applicants who may not be able to provide all required documents for admission due to reasons such as deployment, may appeal to the dean of enrollment on appropriate campus designee for special consideration.

### **International Admission: Additional information for beginning freshmen and transfer applicants**

Contact information for international applicants:

Center for International Programs  
123 Pace Hall  
Troy University  
Troy, AL 36082  
USA  
(334) 670-3335  
intladm@troy.edu

Application for admission should be made at least three months in advance of the proposed term of Troy University. The admission process begins with an online application located at <http://admissions.troy.edu/international>. Questions may be addressed to the International Admissions Office by email at [intladm@troy.edu](mailto:intladm@troy.edu) or by telephone at 1-334-670-3335.

#### Additional Requirements for a Student Visa

Only the Troy University campuses in Alabama are approved to host students on a nonimmigrant student visa.

#### First-Time University Students

The following documents must be filed with the Center for International Programs:

1. The Admissions Application
2. Official secondary school transcript or mark sheets including notice of graduation.
3. English proficiency requirements—One of the following:
  - Test of English as a Foreign Language (TOEFL) score. The minimum acceptable score is 500 for the paper test, 173 for the computer-based test, and 61 for the Internet-based test. The IELTS minimum score is 5.5. *or*
  - ACT minimum score composite score of 20, with not less than 18 on the English component
  - or*
  - SAT minimum score of 950, with not less than 430 on verbal score.
4. A detailed statement of financial status that clearly documents the student's ability to finance studies at Troy University. These documents must show proof of a minimum of \$22,000 per academic year of study.
5. Appropriate Application Fee of \$50 USD.

#### Transfer Credit from Universities in the United States

International students transferring from universities in the United States must submit the following documents in addition to the ones listed above:

1. An official transcript, including all work completed at other U.S. universities. Minimum GPA 2.00 (4.00 scale).
2. Adviser's Report Form from the current student adviser.
3. Either TOEFL scores or a record of a grade of "C" or better in English composition at a United States university.

International students transferring from universities outside the United States must submit the following documents in addition to the ones listed above:

- An official transcript, including all coursework completed at all other universities attended, along with an official English translation. Minimum GPA must be equivalent to a United States GPA of 2.00 on a 4.00 scale.

#### Transfer Credit from Foreign Universities

Students seeking transfer of credits from a foreign university must request an official credit evaluation from Troy University. Students may use one of two methods for an official credit evaluation.

1. Present original transcripts including an English translation and university prepared course descriptions for courses the student desires to transfer to the Internal Admissions Office for processing through the Academic Evaluation Center.
2. Request an official evaluation from AACRAO or ECE by submitting transcripts and course descriptions to one of the said organizations. The official evaluation, along with the original transcripts, must be presented to the International Admissions Office for processing through the Academic Evaluation Center.

#### English Proficiency Requirements for Admitted Students

The ACT Compass ESL test will be administered to admitted students who do not meet English proficiency requirements for first-time and transfer students.

Placement in English as a Second Language classes or into academic classes will be based on attainment of identified cut-off scores on this test. Contact the Center for International Programs at [esl@troy.edu](mailto:esl@troy.edu) for specific information.

To admit students from the ESL program to academic programs based upon their achievement in the ESL program, the following process will be used:

- Initially arriving international undergraduate students will be administered the ACT Compass ESL test and placed into the appropriate level of ESL classes or into academic classes based on the following cut scores: A score of 270 on the Listening, Reading and Grammar sections, with no individual score below 85, and a minimum score of 8 out of 12 on a writing test.
- Students placed into advanced level ESL classes who earn a 3.0 GPA in ESL courses in their final term shall then meet the University's English language proficiency standard for admission. Students will take a final examination, which will count for 30% of the final grade, in each of the four ESL courses. Each final examination will be prepared by a committee made up of the Troy ESL faculty who teach the upper-level ESL courses.

Undergraduate "advanced-level" ESL students may bridge to undergraduate programs. Such students must take at least two ESL courses for the semester. Students who achieve a GPA of at

least 2.0 in each non-ESL course and 3.0 or higher in ESL courses will be eligible to be fully admitted. Any “advanced-level” student not achieving admission during his or her first semester will be required to bridge a second semester.

International Students who are non-native speakers of English must take the ACT Compass ESL examination in order to place in an English composition course, ESL 1100 or ENG 1101.

NOTE: Students may take the ACT Compass ESL and the paper version of the TOEFL examination only once while registered for any ESL and/or academic classes at Troy University.

### **English Placement for Non-native Speakers of English**

Any student whose first language is not English must submit an official score report for the Test of English as a Foreign Language (TOEFL), the International English Testing System (IELTS), or the ACT Compass ESL examination. Students who do not meet the minimum English proficiency requirements specified for the TOEFL, IELTS or ACT Compass ESL test will be placed at the appropriate level in the Troy University English as a Second Language (ESL) program. The ESL program is available on the Troy Campus.

### **Audit**

Students may audit any Troy University course by indicating audit at the time of registration. No credit will be given, no hours attempted will be earned, and fees will be assessed based on the audit credit hour rate. Audit hours are not counted in maximum or minimum credit load limits and no credit will be earned.

Students may change from audit to credit or from credit to audit within the designated drop/add period the first week of classes, a period allowing students’ flexibility to change classes without academic or financial penalty

### **Transient Status**

#### **Student from another institution wishing to enroll at Troy University as a transient student (Transient students are not eligible for financial aid.)**

A student enrolled at another institution who is in academic good standing may wish to study at Troy University and then return to the original institution. The student should make application as a transient student with appropriate transient authorization. In order to complete this process, students desiring to enroll at the Troy Campus must submit the completed Medical History Form. Students granted transient admission should request that official Troy University transcripts be sent to the home institution.

#### **Troy University student wishing to enroll as a transient student at another institution**

A student receiving prior Troy University transient authorization does not need to be readmitted if the absence does not go beyond the term authorized. Troy University transient authorization assumes the student remains in good standing and has not officially withdrawn from the University for the term that authorization was granted. The student must provide an official transcript from the institution attended. A student returning beyond the approved transient authorization must reapply under the readmission rules.

### **Readmission to Troy University**

#### **Former Troy University students in academic good standing**

- *One to three year absence: readmission form required*

Students who have not been enrolled for one to three years must apply for readmission through the admissions office of the campus they wish to attend. A Medical History Form is required for students readmitted to the Troy Campus.

- *More than three year absence: new application required*

Students who have not been enrolled for more than three years must complete a new application and will be subject to new catalog and program requirements. The student may not be granted a new one term temporary status but must clear all admission requirements prior to registration.

#### **Prior temporary, unclassified and conditional admissions status at a different home location from where student is readmitted**

Temporary and unclassified students must clear admission with their original home location before taking classes at another Troy University location. Conditional students must clear admission requirements at their original home locations to fulfill their conditional contracts prior to enrolling at another Troy University location.

#### **Readmission after academic suspension**

Students suspended from Troy University must apply for readmission and may be readmitted under probation after serving suspension. Under certain mitigating circumstances, students may appeal their suspensions through the appropriate campus designee.

#### **Readmission for conditionally admitted students dropped from program**

Students dropped from program are not allowed to re-enroll at the University for at least 12 months. Students interested in re-enrolling should contact the Admissions Office at the Troy University campus that granted conditional admission.

#### **Receiving transient authorization**

Students receiving prior Troy University transient authorization do not need to be readmitted if their absence does not go beyond the timeframe authorized. Troy University transient authorization assumes that the student remains in good standing and has not officially withdrawn from the University for the time period authorization was granted. Students must provide official transcripts from the institutions attended.

### **Post Degree Status**

Students who have earned baccalaureate degrees or higher degrees from the University or from other institutions may enroll for additional undergraduate coursework as post degree students.

Transcripts with posted degree must be submitted. Some campuses may require submission of the completed Medical History Form in order to complete this process.

### **Temporary Admission**

Temporary admission may be granted to an applicant who has submitted incomplete information or documentation for full admission to the University. Temporary admission may be granted for one term. Students granted temporary admission must submit all complete and/or official records before the end of the term for which the temporary admission was given. With the permission of the dean of enrollment management or the campus/site designee, a second temporary may be extended for the subsequent term. In the event the final records indicate that the student is not eligible for admission, the student shall be administratively withdrawn with no refund issued.

### **Admission for Students Graduating from Non-Accredited Institutions (Including Home Schooled Students)**

Students attending institutions which are not regionally accredited may submit transcripts for review to determine admissibility. The regional accrediting agencies are as follows:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges

- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Students graduating from home-school programs must comply with the same requirements as students graduating from traditional programs.

**International Transcripts:**

The validity of international transcripts will be determined by the Office of International Admissions.

**Provisional Credit:**

If a student meets regular admission standards and has earned college level courses at an unaccredited institution of higher learning, the student may be given provisional credit. However, the credits will not be considered for acceptance until the student has attended Troy University as a full-time student for two semesters and has met the grade point average necessary for good standing. Credits will be reviewed by the dean of the discipline and the Records Office. A determination will be made based on (1) the unaccredited institution's affiliation with the Commission on Recognition of Post Secondary Accreditation; and/or (2) acceptance of credit by at least three other accredited institutions located in the area of the unaccredited institution. Contact the dean of enrollment management or the Global Campus site director for more information.

**Additional Admissions Notes**

Active duty military, National Guard, Reservist, and veterans may be admitted on the basis of an exempted ACT or SAT score requirement, regardless of age. These students will be required to present a military ID or DD 214 as part of their application submission in addition to the high school transcript or GED score.

Also, Students who are certified as "qualifiers" through the Eligibility Center of the NCAA are eligible for admission. Students who have been certified by the NCAA must submit required test scores and transcripts to the Office of Admissions. Evaluation of credentials determines the enrollment status: unconditional or conditional.