

AOP-07-21-09-01 (REVISED 04/12/16)
**RECOGNITION OF DEGREES AND ACADEMIC CREDITS FROM FOREIGN TERTIARY
EDUCATIONAL INSTITUTIONS**

Purpose: To define the procedure to be used to determine if credits or degrees earned at a foreign post-secondary (tertiary) educational institution are acceptable to permit admission and/or credit transfer to Troy University.

For admission purposes:

- International students (F-1 and J-1 visa applicants/holders) with international credentials applying to Troy (T01), Dothan (D01), Montgomery (M01), and Phenix City (T02) campuses must submit official institutional transcripts to the Troy University International Admissions Office (IAO) which will verify authenticity of credentials. If needed/required, students may also submit official evaluation reports from American Association of Collegiate Registrars and Admissions Officers (AACRAO) or any evaluation agency which is a member of National Association of Credential Evaluation Services (NACES). A complete list of NACES members is at <http://naces.org/members.htm/> . The IAO will determine the level of the foreign post-secondary institution (equivalent to a community college, undergraduate institution or graduate level institution).
- Students (who are not F-1 and J-1 visa applicants/holders) with international credentials applying to Alabama campuses, Global Campus Support Centers, and TROY Online programs must submit official evaluation reports from AACRAO or any evaluation agency which is a member of NACES along with institutional transcripts to appropriate admissions offices at Alabama campuses, Support Centers, and TROY Online programs which will utilize recommendations of the approved evaluation agencies.

For transfer credit purposes:

- In addition to official transcripts, international students (F-1 and J-1 visa applicants/holders) applying to Troy (T01), Dothan (D01), Montgomery (M01), and Phenix City (T02) campuses must submit official course descriptions to the IAO. Course descriptions should be received directly from the issuing institutions or may be downloaded from university websites, if available.
- In addition to official transcripts and official evaluation reports from AACRAO or any evaluation agency which is a member of NACES, students who are not F-1 and J-1 visa applicants/holders with international credentials at Alabama campuses, Global Campus locations, and TROY Online programs must submit official course descriptions to appropriate admissions offices at Alabama campuses, Support Centers and TROY Online programs. Course descriptions should be received directly from the issuing institutions or may be downloaded from university websites, if available.
- The Academic Evaluation Center (AEC) will evaluate student credentials using standardized best practice procedures to determine the appropriate number of credit and appropriate course equivalencies (see Appendices A and B).

Appendix C contains a sample of the form used by the IAO for admission purposes to graduate programs.

RECOGNITION OF DEGREES AND ACADEMIC CREDITS FROM FOREIGN TERTIARY EDUCATIONAL INSTITUTIONS

ACCEPTANCE OF THREE-YEAR INTERNATIONAL DEGREES

Troy University considers applicants presenting three-year European Bologna compliant degrees as equivalent of a U.S. four year Bachelor's degree. Students must also take and make a satisfactory score on an English proficiency exam.

1. Students completing a three-year baccalaureate degree may complete at least one year of a graduate program in their home country prior to applying to the Troy University Graduate School. No "Bridge Program" courses are required.

OR

2. Students completing a three-year baccalaureate degree identified as exceptional graduates by an institutionally recognized external agency may be eligible for unconditional admission if the institution is recognized as a leading institution and the graduate holds an honors diploma with no backlogs. Three year degrees from India must be earned at NAAC accredited "A" level institutions. Three year degrees from Nepal must be earned at Tribhuvan University. Students so qualified must present enhanced English proficiency and standardized test requirements of IELTS 6.51 IBT 80 and GRE 294+ / GMAT 500+

OR

3. Students must complete a bridge program prescribed by the dean of the discipline for which the student seeks admission of at least 30 semester hours of undergraduate coursework with a cumulative grade point average of 2.50. All grades earned below the grade of "C" must be retaken. Upon completion of the Bridge Program, students meeting all admission requirements will be admitted to the appropriate graduate program.

Three-Year Baccalaureate Degree Holders Requesting Admission to the Graduate School

1. No "Bridge Program" courses are required for students completing at least one year of a graduate program in their home country prior to applying to the Troy University Graduate School. Applicants must meet all English proficiency requirements that are provided under International Student Admission Requirements.

OR

2. Students identified as exceptional graduates by an institutionally recognized external agency may be eligible for Unconditional admission with no "Bridge Program" requirements. If the institution is identified as a "Top Institution" and the graduate holds an "honors diploma," meets all admission and English proficiency requirements that are provided under International Student Admission Requirements, then she/he may be enrolled in the qualifying graduate program.

OR

3. Students who do not qualify for admission by the two options listed above will meet with dean of the discipline, for which the student seeks admission, who will prescribe a mandatory one-year baccalaureate equivalent course of study of at least 30 semester hours of undergraduate coursework, to be completed with a cumulative grade point average of 2.50. All grades below the grade of "C" must be retaken. This prescribed course of undergraduate study shall be referred to as a "Bridge Program." Bridge program students should not repeat courses taken at the undergraduate level. Bridge Program students will be enrolled as "Undergraduate" students. This coursework must be successfully completed and certified by the dean of the college prescribing the coursework prior to admission to the Graduate School. Upon completion of the Bridge Program, students will be admitted to the appropriate graduate program.

The Australian three-year degree may be equated with the U.S. four year degree for limited professional graduate programs like the MBA and MSCS. For more traditional research based graduate degrees that are preparatory for doctoral level work Australian applicants must take either their “honors year” (fourth year) or the Troy bridge program which required 30 sh of advisor approved coursework.

A three tier admission system follows:

An external evaluation agency must first identify the “division” level of the institution.

- 1. Unconditional Admission to Troy Graduate School with three year degrees from India or Nepal:**
First Division Institutions (usually above 55%+, zero backlogs from NAAC universities.)
Meets specified test score requirements: IELTS 6.5 / IBT 80 and GRE 294+ / GMAT 500+
Students will only take courses that may be assessed by the individual department to meet core standards. No bridge program requirement.
- 2. Conditional Admission through the Bridge Program:**
Mid-upper Second Division Institutions (usually around 55%, no more than 3-5 passed backlogs from a UGC.)
Meets minimum test score requirements: IELTS 6.0 / IBT 71 and GRE 274+ / GMAT 499 -400+ for conditional admission only.
- 3. Conditional Admission through the ESL and Bridge Programs:**
Mid-upper Second Division Institutions (usually around 55%, no more than 5-7 passed backlogs from a UGC approved universities).
Students will take English as a Second Language (ESL) at Troy
Students must take bridge before entering academic program and submit satisfactory GRE/GMAT scores for conditional admission only.

OPR: DR. CURT PORTER

Appendix A

Process to determine if a foreign tertiary institution degree or academic credits should be recognized as acceptable to permit admission and/or credit transfer to Troy University

The following are the sources, listed in order of use to which Troy University refers to determine acceptability of degree or credits earned from a foreign tertiary institution for admission or transfer credit. If any sources listed below affirm acceptability, the degree or credit is deemed acceptable for academic review/confirmation. If any source denies acceptability, the credit or degree is not accepted. If no source confirms acceptability, the applicant will be referred to an approved professional evaluation agency to determine equivalency of U.S. academic credentials.

Check primary printed sources:

- I. ***International Handbook of Universities*** – current edition
- II. ***World list of Universities and other Institutions of Higher Education*** – current edition
- III. Reference works published by AACRAO, NAFSA, UNESCO [International Association of Universities) or foreign governments
- IV. Electronic databases (AACRAO EDGE, NAFSA)
- V. Website search on official foreign government or accrediting websites such as [using India as an example]:
 - (a) University Grants Committee of India
 - (b) All India Commission for Technical Education
- VI. Education USA websites and resources:
 - <http://educationusa.state.gov/>
 - Current professional publications
 - Department of State-affiliated overseas educational advising centers
- VII. Current internet publications
 - a. NAFSA's wRAP newsletter
 - b. WES World Education News and Reviews monthly newsletter
- VIII. Peer internet communication networks including:
 - a. NAFSA Admission and Credential Evaluation Network
- IX. Professional commercial evaluation agencies (AACRAO, ECE, WES)

Appendix B

UNDERGRADUATE FOREIGN CREDIT TRANSFER EVALUATION PROCESS

- I. The IAO:
 - a. Receives and verifies authenticity of official documents (transcripts/mark-sheets, course descriptions/syllabi, test results, and appropriate graduation certificates/diplomas) and determines which documents must be provided; only official documents, received directly by Troy University from the secondary and/or tertiary educational institution are acceptable for admission. Temporary admission may be granted for one term or semester pending receipt of official documents or presentation of all required original documents.
 - b. Verifies institution's regional accreditation;
 - c. Images students' documents in the ApplicationXtender;
 - d. Submits communication logs with students' information to the Coordinator of International Transcript Evaluation, the AEC.

- II. Admissions offices for Alabama campuses, Global Campus Locations, and TROY Online programs:
 - a. Receive official documents (evaluation reports from AACRAO and/or any evaluation agency which is a member of NACES, institutional transcripts, course descriptions/syllabi);
 - b. Image students' documents in the ApplicationXtender;
 - c. Submit communication logs with students' information to the Coordinator of International Transcript Evaluation, the AEC.

- III. Study Abroad Office:
 - a. Works with students/faculty to approve Table of Equivalencies;
 - b. Receives and images students' documents in the ApplicationXtender;
 - c. Submits communication logs with students' information to the Coordinator of International Transcript Evaluation, the AEC.

- IV. The AEC:
 - a. Determines allocation unit for transfer courses – in accordance with the AACRAO credit conversion recommendations where the total units earned in a four-year degree at a foreign university are divided by 120 to determine the value of the foreign unit – and allocates equivalent credit unit for each course on the transcript or marks sheet. Due to specifics of exchange programs with Chinese universities, conversion formula for courses from 1-2-1, 2+2, 3+1, etc. programs is the following: one Chinese credit is equivalent to 0.89 U.S. credits.
 - b. Assigns TROY equivalencies based on previously approved equivalency matrices. This applies to transfer credit from partner institutions, approved Tables of Equivalencies for study abroad programs, and 1-2-1, 2+2, 3+1, etc. matrices. The AEC develops transfer equivalency matrices for coursework from partner institutions and exchange programs based on departmental reviews of provided course descriptions.
 - c. Assigns General Studies equivalencies based on approved Evaluation Guidelines for International Transfer Coursework (Applicable to Foreign Institutional Transfers).
 - d. Submits course descriptions to the Chair(s) of appropriate academic department(s) for review using the International Credit Transfer Evaluation form (see Documents 1, 2, 3).

- e. Posts transfer credit to students' academic records in accordance with departmental approvals/previously approved transfer equivalency matrices/evaluation guidelines for international transfer coursework and submits completed communication logs to appropriate office.

The AEC processes transfer credit for the following groups of students:

- 1. International students attending TROY at partner institutions;**
- 2. International students attending TROY on F/J non-immigrant student visas:**
 - A. Students transferring from accredited foreign institutions that do not have academic agreements with TROY,
 - B. Students participating in 1-2-1/2+2/etc. programs,
 - C. Students transferring from U.S. institutions to TROY (transfer credit procedures follow the guidelines established for domestic students).
 - D. TROY partner institution students who have transfer credit from international/U.S. institutions that are not TROY partners.
- 3. Students participating in study abroad programs;**
- 4. Students submitting evaluation reports from AACRAO or evaluation agencies which are members of NACES.**

NOTE:

- The AEC does not initiate the Petition for Transfer of Graduate Credit process but will post approved equivalencies to students' academic records when approved Petition forms are received from the Graduate School/Records Office.

Document 1

INTERNATIONAL CREDIT TRANSFER EVALUATION

(This form is used for students transferring from accredited foreign institutions that do not have academic agreements with TROY)

Date:

Student Name, ID number: _____

Major at Troy University: _____

Foreign Institution: _____

The following current international student is transferring credits from _____ (a regionally recognized foreign institution) towards his/her degree at Troy University. Please review the attached course description(s) to determine Troy University equivalent course(s). *Courses can be combined to equal Troy University courses, if necessary.*

(foreign institution)		Troy University	
<i>Course</i>	<i>Credits</i>	<i>Course</i>	<i>Credits</i>

Departmental Review performed by: _____

Signature: _____

Title, Department: _____

Date: _____

Upon completion of the form, please send the final review back to the Academic Evaluation Center by fax, (334) 670-3027, and through interdepartmental mail, attention Veronica Taylor.

Please feel free to contact me if you have any questions.

Sincerely,
Veronica Taylor
Coordinator of International Transcript Evaluation
Academic Evaluation Center, 109A ELC
E-mail: vrtaylor@troy.edu
Phone: 334-808-6314
FAX: (334) 670-3027

Document 2

INTERNATIONAL CREDIT EVALUATION

(This form is used for 1-2-1, 2+2, 3+1, etc. students)

Date

The Center for International Programs has verified that the following course(s) have been/will be taken at the equivalent of an accredited institution [i.e., one recognized by the Ministry of Education]. Please review the attached course description(s) to determine recommended Troy University equivalent course(s). *Courses can be combined to equal Troy University courses, if necessary.*

Program: ...(1-2-1, 2+2, 3+1, etc.)
Student: ...(Last/First Name, ID, major at TROY, Catalog year)
Partner University: ...

Foreign Course	Contact Hours	TROY Course (# & title)	Credit Hours

Departmental Review performed by:

Name: _____ (Please print name)
Title: _____
Signature: _____
Date: _____

Upon completion of the form, please send the final review back to the Academic Evaluation Center by fax, (334) 670-3027, and through interdepartmental mail, attention Veronica Taylor.

Please feel free to contact me if you have any questions.

Sincerely,
Veronica Taylor
Coordinator of International Transcript Evaluation
Academic Evaluation Center, 109A ELC
E-mail: vrtaylor@troy.edu
Phone: 334-808-6314
FAX: (334) 670-3027

Document 3

(This form is used for approval of courses from TROY partner institutions)

Date

**(Partner Institution) – Troy University
Transfer equivalency matrix**

Please review provided course descriptions, fill out the matrix information, and forward the signed documents to the AEC by fax (334-670-3027) and/or e-mail (vertaylor@troy.edu) before the originals are sent by the interdepartmental mail (Attention: Veronica Taylor, 109A, Extended Learning Center).

(Partner Institution)		Troy University		
Course Number	Course Name	Course Number	Course Name	Number of credits

Departmental Review performed by: _____ (Please print name)

Signature: _____

Title/Department: _____

Date: _____

APPENDIX C

2012-2013

TROY Publication 384-241
Revised 2/27/2013

STUDENT NAME (Last, First, MI) STUDENT ID CAMPUS/SITE

TROY UNIVERSITY
SORRELL COLLEGE OF BUSINESS
FOUNDATION COURSE REQUIREMENTS

Check One: MBA-General Management MBA-International Business

This form should be completed ONLY by TROY Admissions personnel.
Check ONE of the options below.

- All Foundations courses required. NOTE: Students shall not take a graduate "6000" level course until ALL Foundation course requirements have been met.
- Waiver of some or all Foundations courses requested (Select one of the options below).
 - If eligible to take the MFT, the student achieved a minimum score of 149 on the Educational Testing Service Major Field Test (MFT) in Business (Undergraduate). (MFT may only be taken one time) Attach copy of score report. Score: _____
 - Within the last eight years the student earned an undergraduate degree in Business Administration or Accounting from a regionally accredited institution. Attach copy of undergraduate transcript. No Foundations courses required.

Institution:
 Degree: Date:

- The undergraduate courses/modules listed below can be accepted in satisfaction of Foundation courses. The courses were taken at Attach copy of undergraduate transcript/module grade. (NOTE: To be accepted, courses must have been taken within the past 8 years from a regionally accredited school and reflect a grade of "C" or better/or a score of 80 or better for the modules.)

Troy University Undergraduate Course/Module Equivalent	Course/Module Taken	<input type="checkbox"/> SH <input type="checkbox"/> QH	Date Completed	Grade	TROY Course(s) Needed (For Program Director to complete)
Principles of Accounting I/Financial Accounting	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	ACT 2291* Y <input type="checkbox"/> N <input type="checkbox"/>
Principles of Accounting II/Managerial Accounting	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	ACT 2292 * Y <input type="checkbox"/> N <input type="checkbox"/>
Principles of Management	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	MGT 3300* Y <input type="checkbox"/> N <input type="checkbox"/>
Principles of Marketing	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	MKT 3300* Y <input type="checkbox"/> N <input type="checkbox"/>
Financial Management I/Understanding Corporate Finance	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	FIN 3331* Y <input type="checkbox"/> N <input type="checkbox"/>
Business Statistics I/Business Math and Statistics	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	QM 2241* Y <input type="checkbox"/> N <input type="checkbox"/>
Principles of Microeconomics/ Fundamentals of Economics	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	ECO 2252* Y <input type="checkbox"/> N <input type="checkbox"/>
Global Electronic Business/Information Systems	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	IS 3310* Y <input type="checkbox"/> N <input type="checkbox"/>
Legal Environment of Business/Business Law Essentials	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	LAW 2221* Y <input type="checkbox"/> N <input type="checkbox"/>

*NOTE: To remain eligible for Federal Financial Aid, all undergraduate courses MUST be completed before student enrolls in any graduate courses. Students on Federal Financial Aid may NOT enroll in undergraduate courses after they have begun graduate coursework.

Admissions personnel:

Name:
 Phone: Email:

MBA Director, SCOB: Check ONE:

- Foundation requirement is met
- Foundation requirement is NOT met

Notes:

Admissions Personnel Signature

Date

MBA Director Signature

Date