

Questions and Answers in the Event of a Hurricane Impacting Campus

Student Affairs

Contact Information:

General: 850-599-3183

Q1: If I have emergency support needs, whom should I contact?

A1. Students impacted by the storm and in need of emergency support are urged to contact the Division of Students Affairs to schedule a one-on-one meeting with staff. Counseling services are available for students who have been impacted by the hurricane. Contact the Division of Student Affairs at [850-599-3183](tel:850-599-3183) for more information, or visit Foote-Hilyer Administration Center, Suite 308.

Q2: How will I make up for lost class time due to the hurricane?

A2. Individual College and School faculty will inform students on how they will make up any lost time for courses this semester. You should consult with your instructor(s) regarding the specific approach to make up required coursework for each class.

Q3: I have a serious storm-related situation that has prevented me from attending classes. What should I do?

A3. If you cannot attend classes as a direct result of the hurricane, you are advised to talk with your instructor(s) the reason(s) you cannot attend and discuss alternatives. Keep in mind your overall attendance and participation may impact your grade. Please refer to your class syllabus for minimum participation and attendance requirements. If in doubt, consult your instructor.

Q4: What do I do if I cannot attend a make-up day?

A4. If for any reason you cannot attend a scheduled make-up day or participate in the assigned make-up activity, you are advised to contact your instructor immediately to discuss the reason you cannot attend and request an alternative.

Q5: What if my circumstances related to the hurricane prevent me from returning to class for the remainder of the semester?

A5. You should officially term withdraw from the university by completing the term withdrawal process. Log on to your Student Center, select the Term Withdrawal link and follow the instructions. If this is after the withdrawal deadline of November 9, 2017, you are advised to file an appeal for retroactive withdrawal. The form is available on the Registrar's website located at www.famu.edu/registrar under "Forms." You will need to

provide supporting documentation regarding your specific circumstances. Appeals are considered on a case-by-case basis.

Q6: What will be recorded on my academic record and transcript if I withdraw from a class?

A6. A grade of “W” will be recorded on your transcript.

Q7: What happens if I stopped attending classes because I was dealing with a significant personal hardship related to the storm?

A7. You are strongly encouraged to discuss such hardships and the opportunity to make up missed class work and time with your instructor(s). If this is not possible, please contact your academic advisor to consider withdrawal from the course. You will need supporting documentation.

The last day for regular withdrawal from classes is November 9, 2017. If you miss the November 9 deadline to withdraw due to reasons related to the hurricane, you are advised to file an appeal for withdrawal after the deadline (a retroactive withdrawal) and provide a statement and any documentation regarding your specific circumstances. Appeals are considered on a case-by-case basis.

Otherwise a “WF” will be recorded on your transcript for each course. “WF” grades have the same effect as “F” grades on your transcript. Be aware that this may affect your financial aid eligibility and excess credit hour surcharge.

Q8: Will FAMU consider reimbursement of my tuition and fees if I withdraw from classes?

A8. Students who are enrolled and then withdraw may not receive a refund. Refunds will be computed based on the actual withdrawal date certified by the Office of the Registrar. Refunds will not be made to students who do not attend class and have not completed the required withdrawal procedure.

Q9: Can Graduate Assistants take leave time with pay if they have a hardship related to the storm?

A9. Graduate Assistants can take personal time/leave with pay for up to five (5) days per semester appointment. Each assistant shall be credited with such five (5) days at the beginning of each semester and shall use leave in increments of no less than one (1) day. The personal time/leave provided under this article shall not be cumulative. Please refer to the UFF-GAU link on the Graduate Studies and Research website for additional information as it relates to this matter.

Q10: If I am an international student and have questions, whom do I need to contact?

A10. Please contact Ms. Agnes Coppin in the Office of International Education at 850-599-3295 or agnes.coppin@famu.edu.

Q11: If I withdraw from classes will the semester of financial aid use up a term of eligible aid I may be entitled to receive?

A11. Yes, currently there is no extension of Title IV maximum term limits.

Q12: Will withdrawing from classes as a result of the hurricane affect my academic eligibility for Title IV financial aid and/or my immigration status as an international student?

A12. For the purpose of Title IV, if a student fails to meet an institution's satisfactory academic progress standards due to the storm, upon appeal, the institution may use the exception provided in §668.34(c)(3) to find that because of "other special circumstances" the student is nevertheless meeting its standards. You must provide documentation to support that your inability to maintain satisfactory academic progress was due to the Hurricane. Consult the financial aid office for appeal process instructions.