PROVISIONS OF THE FLORIDA A&M UNIVERSITY STUDENT HANDBOOK
The "FANG"
2008-2010

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, or employee and Florida A&M University (FAMU) or the FAMU Board of Trustees. FAMU and the FAMU Board of Trustees reserve the right at any time, to change fees, calendars, procedures, services, programs, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students and to those already enrolled, as well as to organizations and/or entities.

While every effort is made to assure accurate and up-to-date information, Florida A&M University does not assume responsibility for any misrepresentation which might arise through error in the preparation of this student handbook, or through failure to give notice of changes in its requirements, policies, procedures, fees, services, programs and other matters affecting students or others, including but not limited to, organizations, entities, off-campus vendors, and other suppliers and/or contractors (commercial or non-commercial).

This handbook was compiled and updated, as appropriate, by the Office of Student Life in consultation with all University departments and areas noted herein. For further information or to obtain copies of the handbook, please call (850) 599-3098 or visit the Office of Student Life located in Suite 100 of the H. Manning Efferson Union on Martin Luther King Boulevard.

This student handbook supersedes all prior University student handbooks.

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Florida Agricultural and Mechanical University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4501; Telephone Number (404) 679-4501) to award the baccalaureate, masters professional and doctoral degrees. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information.

"THE FANG"

2008 - 2010

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General Information

A Historical Overview

***Florida Agricultural and Mechanical University**, founded on **October 3, 1887**, as the State Normal College for Colored Students, began classes with 15 students and two instructors. Its destiny -- to become an institution of higher learning, striving toward even greater heights of academic excellence. Today, Florida A&M University is one of 11 institutions in Florida's State University System, and excellence -"Excellence with Caring"- remains its goal.*

Leading the State Normal College through its infancy were two distinguished citizens and educators. They were ***Thomas DeSaille Tucker***, an outstanding attorney from Pensacola who was selected as the college's first president, and ***Thomas Van Rennasaler Gibbs***, a state representative from Duval County who was Tucker's top assistant. In 1891, the college received $7,500 under the Second Morrill Act for agricultural and mechanical arts education; thus, it became Florida's land grant institution for blacks. The college was moved from Copeland Street (now the site of Florida State University) to its present location, and its name was changed to the State Normal and Industrial College for Colored Students. It was at this new site that President Tucker initiated his plans for institutional growth and development.

In the **1900s**, this young institution flourished under the leadership of ***Nathan B. Young***. In 1905, management of the college was transferred from the Board of Education to the Board of Control. This event was significant because it officially designated the college as an institution of higher education. The name was changed in 1909 to Florida Agricultural and Mechanical College for Negroes (FAMC). The following year, with an enrollment of 317 students, the college awarded its first degrees. In spite of a setback caused by a tragic fire which destroyed Duval Hall (the main building which housed the library, administrative offices, cafeteria and other college agencies), progress was made when a gift of $10,000 was presented to the University by Andrew Carnegie for the erection of a new library facility. This facility held the distinction of being the only Carnegie Library located on a black land-grant college. President Young directed the growth of the college, with limited resources and expectations, to a four-year degree-granting institution, offering the Bachelor of Science degree in education, science, home economics, agriculture, and mechanical arts.

Under the administration of ***John Robert Edward Lee, Sr.***, Florida A&M College acquired much of the physical and academic image it has today. Buildings were constructed; more land was purchased; more faculty was hired; courses were upgraded, and accreditation was received from several state agencies. By 1944, Florida A&M College had constructed 48 buildings, accumulated 396 acres of land, and had 812 students and 122 staff members. In 1949, under the guidance of William H. Gray, Jr., expansion, along with reorganization, continued; the college obtained an Army ROTC unit, and student enrollment had grown to more than 2,000.

Perhaps the greatest achievement under the presidency of ***Dr. George W. Gore, Jr.***, was the elevation of the school to university status. In 1953, the college's name was changed by legislative action from Florida Agricultural and Mechanical College to Florida Agricultural and Mechanical University (FAMU). Obtaining university status meant restructuring existing programs and designing new academic offerings to meet the demands of producing quality students at the professional and graduate levels. Between 1953 and 1968, the Schools of Pharmacy, Law, Graduate Studies, and Nursing were created.

During the years 1950-68, the university experienced its most rapid growth. Twenty-three buildings were erected, with construction and renovation costs totaling more than $14 million. These facilities included: the Dairy Barn, Faculty Duplexes, Law Wing of Coleman Library; Gibbs, Tucker, and

Truth Halls; Agriculture and Home Economics Building (Perry Paige), Student Union Building, Demonstration School Building and Cafeteria; Health and Physical Education Building, Music and Fine Arts Complex, High School Gymnasium and Stadium. The hospital was completed and operative. The university's staff was increased by more than 500. At this time, the four-quarter plan was implemented, and the school became the first Negro institution to become a member of the Southern Association of Colleges and Schools. Enrollment increased to more than 3,500.

With ***Dr. Benjamin L. Perry, Jr***., at the helm, the ***1970s*** brought further growth to Florida A&M University. FAMU experienced a decade of rapid transition during a time when federal laws were demanding a desegregated unitary system. His administration is credited with the preservation of FAMU's autonomy. In 1971, FAMU was recognized as a full partner in the nine-university, public higher education system of Florida. The program and academic areas within the institution were extended to include the Black Archives Research Center and Museum, established as a state repository for black history and culture; the Division of Sponsored Research; the program in medical sciences, in conjunction with FSU and the University of Florida; the development of the School of Architecture; a Naval ROTC unit; establishment of the cooperative programs in agriculture; and a degree-granting program in Afro-American Studies. Enrollment at FAMU increased from 3,944 (1969) to 5,024 (1970). The university was reorganized into academic areas instead of departments. The physical plants were improved by the construction of the Women's Complex (apartment type dormitory), Clifton Dyson Pharmacy Building, new poultry building and dairy cattle resting shed and renovation of University Commons, Coleman Library, Tucker Hall and the FAMU Hospital into the presently named, Foote-Hilyer Administration Center.

The ***1980s*** served as a model for productive development at Florida A&M University. Under the administration of ***Dr. Walter L. Smith***, the university grew to eleven schools and colleges, and a division of graduate studies, research, and continuing education. In 1984, the university was granted the authority to offer its first Doctor of Philosophy degree, the Ph.D. in Pharmacology. The '80s also saw the expansion of the Gaither Athletic Center, which includes the construction of a new Women's Athletic Complex equipped with a track, an Olympic pool, men's and women's weight training rooms, and softball and baseball fields. Bragg Memorial Stadium was renovated and expanded to provide seating for some 25,500 spectators, and a modern field house was erected. The old laundry was converted into the Industrial Education Classroom-Laboratory. New facilities were constructed to house the Schools of Allied Health Sciences, Architecture, Business and Industry, and Nursing. Construction and renovation projects amounted to more than $34 million. Under the leadership of Dr. Smith, the university launched the Centennial Celebration Fund for establishment of a university endowment.

In ***1985***, construction of a new corridor of history was begun as ***Dr. Frederick S. Humphries*** became the eighth president of Florida A&M University. Under his leadership, FAMU experienced significant growth and unsurpassed accomplishments. President Humphries had the distinction of presiding over the University's Centennial Celebration: October 2, 1986-December 31, 1987. This commemorative event, which centered upon the theme, "A Legacy to Preserve-A Future to Design," was initiated with the president's inauguration, highlighted with many activities (lectures, concerts, convocations, etc.) and honors, and culminated with the burial of a time capsule.

Dr. Humphries' unique administrative initiatives heightened the appeal for FAMU to high school students, parents, and other members of the public. Some of the achievements made during President Humphries' administration include the following: Florida A&M University received national recognition for record-breaking enrollment. In 1985, enrollment was 5,100. By 1992 these statistics showed total enrollment had nearly doubled with at 9,551. The enrollment for the 1998/99 academic year reached approximately 12,000.

In addition to increased enrollment, the University consistently ranked nationally among the top five colleges and universities for enrolling National Achievement finalists. Due to an aggressive and competitive campaign to attract more talented students, FAMU climbed steadily from fourth place in 1989 to first place (1992, 1995, and 1997), and second place (1993 and 1994), surpassing institutions such as Harvard, Yale, and Stanford. Black Issues in Higher Education also cited FAMU, in 1999, for awarding more baccalaureates to African Americans than any institution in the nation.

FAMU successfully completed requirements for establishing eight Eminent Scholars Chairs through the State Major Gifts Program: the Warner-Lambert Chair in the College of Pharmacy and Pharmaceutical Sciences; the Garth Reeves and the Knight Foundation Chairs in the School of Journalism and Graphic Communication; the Anheuser-Busch, Centennial and Financial Services Chairs in the School of Business and Industry; the Carrie Meek Chair in the College of Education and the Foster Edmonds Chair in the College of Arts and Sciences.

At the 1989 Spring Commencement Exercises, the University awarded its first Ph.D. degree to Hyacinth Chi Akunne in the College of Pharmacy and Pharmaceutical Sciences. The University presented its second doctor of philosophy degree to Fred Foreman (FAMU/FSU College of Engineering) during the 1995 Spring Commencement Exercises. Presently, the University has 11 programs that offer the doctoral degree. They are: pharmaceutical sciences; physics; biomedical, chemical, mechanical, civil, industrial and electrical engineering; educational leadership; environmental science; and entomology - a cooperative program with the University of Florida.

The FAMU Marching "100" Band, under the direction of Dr. William P. Foster, Director of Bands, was invited by the French government to participate in the Bastille Day Parade as the official representative from the United States. This event was held in celebration of the Bicentennial of the French Revolution. The Marching "100" continues to perfect its legacy of excellence, which has resulted in it being labeled as the "Best Marching Band in the Nation" by Sports Illustrated (August, 1992). The band received national recognition, in January 1993, when it performed in the 52nd Inauguration Parade in Washington, D.C., by invitation of President-Elect William "Bill" Clinton.

Tremendous efforts have been made to upgrade facilities and construct new buildings during the past decade. Completed projects include construction of the Benjamin L. Perry General Classroom and Science Research Building; expansion of the School of Business and Industry's east and west wings; the FAMU/FSU College of Engineering; the new College of Pharmacy and Pharmaceutical Sciences building; expansion of the School of Allied Health Sciences; a new Student Services Center; a 400-car parking garage; a 360-bed expansion at Palmetto Housing; remodeling and expansion of the Foster-Tanner Complex; and construction of the Frederick S. Humphries Science Research Center. Recently completed projects include the new School of Journalism and Graphic Communication's building and the Campus Recreation Center. Projects currently under construction include the FAMU Developmental Research School (FAMU-DRS), the Multipurpose Gymnasium and the renovation of the Commons Building.

Most significantly, during the celebration of its 110th Anniversary, Florida A&M University was selected as the 1997-98 College of the Year by TIME Magazine-Princeton Review. FAMU was selected as the winner from among six finalist including: DePaul University, Chicago; DePauw University, Greencastle, Indiana; the University of Iowa, Iowa, City, Iowa; University of California, Los Angeles; Trinity College, Hartford, Connecticut; and the University of California State System. FAMU was the first institution in the country to receive this honor from this magazine.

In ***January 2002, Henry Lewis III, PharmD***, Dean of the College of Pharmacy and Pharmaceutical Sciences, was appointed interim president by the Board of Trustees.

May 17, 2002, the Board of Trustees named ***Fred Gainous, Ed.D***., an alumnus, the ninth president of FAMU. Prior to his presidency, Dr. Gainous was the chancellor of the State Community College System in Alabama.

On ***December 14, 2004***, the Florida A&M University Board of Trustees named ***Castell Vaughn Bryant, Ed.D.***, interim president.

In ***February 2007, Dr. James Ammons***, then chancellor of North Carolina Central University in Durham, N.C., was named the 10th president of Florida A&M University. Dr. Ammons served as provost and vice president for Academic Affairs for Florida A&M University from October, 1995 until becoming chancellor of North Carolina Central University in 2001. Dr. Ammons commenced his presidency at Florida A&M University on July 2, 2007.

FAMU can credit much of its present academic stature to the leadership of its **distinguished presidents**: *Thomas DeSaille Tucker (1887-1901); Nathan B. Young (1901-1923); John Robert Edward Lee, Sr. (1924-1944); William H. Gray, Jr. (1944-1949); George W. Gore, Jr. (1950-1968); Benjamin L. Perry, Jr. (1968-1977); Walter L. Smith (1977-1985); Frederick S. Humphries (1985-2001); Fred Gainous (2002-2004); and Dr. James H. Ammons (2007-present); and* ***acting presidents****: W.H.A. Howard (1923-24); J.B. Bragg (1944); and H. Manning Efferson (1949-50); Henry Lewis III, interim president (2002); and Castell Vaughn Bryant, interim president (2004).*

For more than 120 years, Florida A&M University has served the citizens of the State of Florida and the nation through its provision of preeminent educational programs...programs which were the building blocks of a legacy of academic excellence with caring. FAMU, "Florida's Opportunity University," is committed to meeting the challenges and needs of future generations.

Governance

Florida A&M University, a member of the State University System (SUS), is under the supervision of the FAMU Board of Trustees. The FAMU Board of Trustees is comprised of twelve citizens and one student representative.

The president of the university is appointed by the FAMU Board of Trustees and is confirmed by the Florida Board of Governors. The president administers the affairs of the university, with the assistance of administrative officers, faculty, and staff.

Vision Statement

Florida Agricultural and Mechanical University will provide the citizens of Florida, the nation, and the world with inspirational teaching, relevant research, and meaningful service by offering opportunities to enhance humankind.

Mission Statement

The mission of Florida Agricultural and Mechanical University (FAMU), as an 1890 land-grant institution, is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological and student-centered environment, conducive to the development of highly qualified individuals who are prepared and capable of serving as leaders and contributors in our ever-evolving society. The University seeks and supports a faculty and staff of distinction dedicated to providing outstanding academic preparation at undergraduate, graduate, doctoral and professional school levels, with a particular emphasis on integrity and ethical conduct. FAMU is committed to inspirational teaching, exemplary research and meaningful public and community service through creative partnerships at the local, state, national and global levels. The University is also committed to the resolution of complex issues that will enhance humankind.

While the University continues its historic mission of educating African Americans, persons of all races, ethnic origins and nationalities are welcomed and encouraged to remain life-long members of the university community. The University, through its diverse faculty and staff, provides a caring, nurturing, collegial and respectful environment.

Core Values

Florida Agricultural and Mechanical University holds the following values essential to the achievement of the University's mission:

* Scholarship
* Excellence
* Openness
* Fiscal Responsibility
* Accountability
* Collaboration
* Diversity
* Service
* Fairness
* Courage
* Integrity/Ethics
* Respect
* Collegiality
* Freedom

ALMA MATER

College of love and charity
We gather 'round thy noble shrine;
We lift our voice in praise to thee,
And ask a blessing all divine.

chorus

FAM-U! FAM-U! I love thee!
I'll fight and win whatever the battle be,
The orange and the Green thy sons shall e'er defend
And Loyal to thy voice of love attend
FAM-U! FAM-U! FAM-U! I love Thee!

On gridiron, diamond, track and field,
Thy sons thy victory never yield,
And while they tread a broader life
Thy love shall keep them in the strife.

(Repeat Chorus)

God ever keep us true to thee;
Thy faith that truth shall make men free,
Shall guide thy loyal sons aright
And fend them thru' the skeptic night.

(Repeat Chorus)

THE FLORIDA SONG

Dear old Florida we are yearning
We will fight for you
While our loyal hearts are burning
We'll be ever true.

REFRAIN

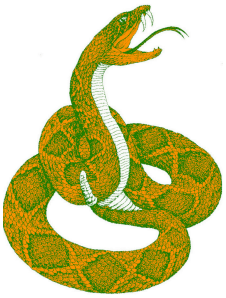
Florida, Florida, bless her name
Orange and Green we'll proudly wave;
We will honor and protect you,
Sons and daughters brave.

University Motto

"Excellence With Caring"

University Seal

University Mascot



The Rattler(s)

University Colors

Orange and Green

FLORIDA A&M UNIVERSITY
OFFICIAL FALL 2008 ACADEMIC CALENDAR

ACTIVITY GUIDE	MAIN CAMPUS AND OFF CAMPUS SITES	PHARMACY ROTATION/CLERKSHIP	LAW SCHOOL
Last Day to apply for Admissions	May 16	May 16	May 16
In-State Residency Classification Period	July 7 – August 8	July 7 – August 8	July 7 – August 8
Non-Degree Seeking Student Application Deadline	August 1	August 1	N/A
Early Web Registration (By Appt.)	April 15 – 18	April 15 - 18	TBA
Web Registration (Open to all degree seeking students)	April 19 – August 29	April 19 – August 29	TBA
Residence Halls Open	August 16	August 16	N/A
New Student Orientation	August 17 – 19	August 17- 19	August 4 – 9
On-Campus (Enrollment Centers) and Late Registration	August 18-29	August 18-29	August 18-29
Academic Advisement for New Students begins (Students will be given appointments)	August 19 – 22	N/A	N/A
Graduation Applications Due to Advisors	August 25	August 25	August 25
1st Class Meeting	August 25	September 1	August 12
State Employee/Non-Degree Seeking Student Registration	August 27	August 27	N/A
Last day to pay 100% of ALL fees	August 29	August 29	August 29
HOLIDAY (LABOR DAY) Classes Suspended	September 1	September 1	September 1
Repeat Surcharge Petitions Due	September 5	September 5	September 5
25% Refund for withdrawal from University	September 19	September 19	September 19
Graduation applications due from Deans	September 22	September 22	September 22
Last Day to Withdraw: Course/University	October 24	October 24	October 24
Early Spring 2009 Registration (By Appt.)	November 3	November 3	November 3
HOLIDAY (VETERANS DAY) Classes Suspended	November 11	November 11	November 11
HOLIDAY (THANKSGIVING) Classes Suspended	November 27 – 28	November 27 – 28	November 27-28
Last Day for Instructors to submit "I" Change of grade	December 5	December 5	December 5
Last day of classes	December 5	December 19	November 26
Legislative Monday	N/A	N/A	November 26
Final Examinations	December 8 – 12	December 8 – 12	December 2 – 12
Reading Period	N/A	N/A	Nov. 29 – Dec. 1
Commencement Civic Center @ 6:00 p.m.	December 12	December 12	December 12
Residence Halls Close **(9:00 A. M.)**	December 13	December 13	N/A
Grades due by 12:00 p.m.	December 15	December 23	December 15

Holiday Break -University Closed	December 24-January 1	December 24-January 1	December 24-January 1

NOTE: Dates and times listed above are subject to change. Please refer to the Registrar's Office on-line website @ www.famu.edu for updated information.

FLORIDA A&M UNIVERSITY
OFFICIAL SPRING 2009 ACADEMIC CALENDAR

ACTIVITY GUIDE	OFFICIAL CALENDAR	PHARMACY Rotation/Clerkship "ONLY"	LAW SCHOOL
Last Day to apply for admissions	November 14, 2008	November 14, 2008	November 14, 2008
Special Student Application Due	December 5, 2008	December 5, 2008	N/A
In-State Residency Classification Period	July 7 – August 8	July 7 – August 8	July 7 – August 8
Residence Halls Open	January 2	January 2	N/A
New Student Orientation	**January**	**January**	N/A
Regular Registration	January 5	January 5	N/A
Late Registration & Add/Drop Period	January 6 – 9	January 6 - 9	January 9 - 13
Graduation Applications Due to Advisors	January 6	January 6	January 9
1st Class Meeting	January 6	January 5	January 9
State Employee/Special Student Registration	January 7	January 7	N/A
Last day to pay 100% of ALL Fees	January 9	January 9	January 13
Holiday (Martin Luther King)	January 19	January 19	January 19
25% Refund for withdrawal from Univ.	January 30	February 20	February 6
Graduation applications due from Deans	February 23	February 23	February 23
Last Day to Withdraw: Course/University	March 27	March 27	March 31
SPRING BREAK	March 9 – 13	March 9 – 13	March 9 - 13
Last Day for Instructors to submit "I" Change of grade	April 17	April 17	April 17
Legislative Monday	May 1, 2009	May 1, 2009	May 1, 2009
Last day of classes	April 24	April 24	May 1, 2009
Reading Period	N/A	N/A	May 2 - 4
Final Examinations	April 27 – May 1	April 27 – May 1	May 5 - 15
Commencement Leon County Civic Center @ 6:00 p.m.	May 3	May 3	May 3
Residence Halls Close **(9:00 a. m.)**	May 3	May 3	N/A
Grades due by 12:00 p.m.	May 4	May 13	May 19

NOTE: Dates and times listed above are subject to change. Please refer to the Registrar's Office on-line website @ www.famu.edu for updated information.

FLORIDA A&M UNIVERSITY
OFFICIAL SUMMER 2009 ACADEMIC CALENDAR

ACTIVITY	TERM A	TERM B	TERM C	TERM D PHARMACY ROTATION/CLERKSHIP "ONLY"	TERM E (LAW)
In-State Residency Classification Period	Mar. 23 – April 17	May 12 – June 6	Mar. 24 – April 18	Mar. 24 – April 18	N/A
Non-Degree Seeking Student Application Due	April 17	June 19	April 18	April 18	N/A
Early Web Registration	Mar. 23 - May 8	Mar. 23 – July 2	Mar. 23 - May 8	Mar. 23- May 8	N/A
Residence Halls Open	May 9	June 26	May 9	May 9	N/A
New Student Orientation	May 10	June 27-28	May 10	May 10	N/A
Regular Registration	May 7-8	June 25-26	May 7 - 10	May 7 - 10	May 14 - 15
Late Registration	May 9-15	June 27 – July 2	May 11 - 14	May 11 - 14	May 16 - 21
Graduation Applications Due to Advisors	May 11	June 29	May 11	May 11	May 18
1st Class Meeting	May 11	June 29	May 11	May 11	May 18
State Employee/Non-Degree Seeking Registration	May 13	July 1	May 13	May 13	N/A
Last day to pay 100% of ALL fees	May 15	July 6	May 15	May 16	May 22
HOLIDAY (Memorial Day Observed) Classes Suspended	May 25	May 25	May 25	May 25	May 25
HOLIDAY (Independence Day) Classes Suspended	N/A	July 3	July 3	July 3	July 3
25% Refund for withdrawal from Univ.	May 29	July 17	May 29	May 29	June 19
Graduation applications due from Deans	June 1	June 1	June 1	June 1	June 1
Last Day to Withdraw: Course/University	June 5	July 24	June 5	June 5	June 25

Web Registration Fall '09' **(By Appt. ONLY)**	April 6 – April 10	April 6– April 10	April 6 – April 10	April 6 – April 10	N/A
Web Registration Fall '09' **(Open Enrollment)**	April 13 – Aug 28	April 13 – Aug 28	April 13 – Aug 28	April 13 – Aug 28	
Last Day for Instructors to submit "I" Change of grade	July 24	July 24	July 24	July 24	July 24
Last day of classes	June 19	August 7	August 7	August 21	July 23
Final Examinations	June 22-24	August 6-7	August 6-7	August 6-7	July 27 - 30
Commencement Leon County Civic Center @ 9:00 a.m. and 2:00 p.m.	August 7	August 7	August 7	August 7	August 7
Residence Halls Close **(9:00 A. M.)**	N/A	August 8	August 8	August 8	N/A
Grades due by 12:00 p.m.	June 26	August 10	August 10	August 28	August 21

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FLORIDA A&M UNIVERSITY
OFFICIAL FALL 2009 ACADEMIC CALENDAR

ACTIVITY GUIDE	OFFICIAL CALENDAR	PHARMACY ROTATION/CLERKSHIP "ONLY"	LAW SCHOOL
Web Registration	April 20 - August 24	April 20 - August 24	April 20 - August 24
Last Day to apply for admissions	May 15	May 15	May 15
Non-Degree Seeking Student Application Due	July 31	July 31	N/A
In-State Residency Classification Period	July 6 - August 7	July 6 - August 7	July 6 - August 7
Early Registration	April 6 - 10	April 6 – 10	April 6 - 10
Residence Halls Open	August 15	August 15	N/A
New Student Orientation	August 16 - 17	August 16 - 17	August 3 - 8
Regular Registration	August 17 - 21	August 17 - 21	N/A
Late Registration & Add/Drop Period	August 22 - 28	August 22 – 28	August 11 – 14
Graduation Applications Due to Advisors	August 24	August 24	August 24
1st Class Meeting	August 24	August 31	August 11
State Employee/Non-Degree Seeking Student Registration	August 26	August 26	N/A
Last day to pay 100% of ALL fees	August 28	August 28	August 28
HOLIDAY (LABOR DAY) CLASSES SUSPENDED	September 7	September 7	September 7
25% Refund for withdrawal from Univ.	September 18	September 18	September 18

Graduation applications due from Deans	September 21	September 21	September 21
Last Day to Withdraw: Course/University	September 25	September 25	September 25
Last Day for Instructors to submit "I" Change of grade	October 23	October 23	October 23
HOLIDAY (VETERANS DAY) CLASSES SUSPENDED	November 11	November 11	November 11
Legislative Monday	N/A	N/A	November 25
HOLIDAY (THANKSGIVING) CLASSES SUSPENDED	November 26 – 27	November 26 – 27	November 26 - 27
Last day of classes	December 4	December 18	November 25
Final Examinations	December 7 – 11	December 7 – 11	December 1 – 11
Reading Period	N/A	N/A	Nov. 29 – Dec. 1
Commencement Leon County Civic Center @ 6:00 p.m.	December 11	December 11	December 11
Residence Halls Close **(9:00 A. M.)**	December 12	December 12	N/A
Grades due by 12:00 p.m.	December 14	December 22	December 14

NOTE: Dates and times listed above are subject to change. Please refer to the Registrar's Office on-line website @ www.famu.edu for updated information on a regular basis.

FLORIDA A&M UNIVERSITY
OFFICIAL SPRING 2010 ACADEMIC CALENDAR

ACTIVITY GUIDE	OFFICIAL CALENDAR	PHARMACY ROTATION/CLERKSHIP "ONLY"	LAW SCHOOL
Last Day to apply for admissions	November 13, 2009	November 13, 2009	November 13, 2009
Special Student Application Due	December 4, 2009	December 4, 2009	N/A
In-State Residency Classification Period	July 6 – August 7	July 6 – August 7	July 6 – August 7
Residence Halls Open	January 2	January 2	N/A
New Student Orientation	January 3	January 3	N/A
Regular Registration	January 4	January 4	N/A
Late Registration & Add/Drop Period	January 6 -8	January 6 - 8	January 11 - 14
Graduation Applications Due to Advisors	January 6	January 6	January 11
1st Class Meeting	January 6	January 6	January 11
State Employee/Special Student Registration	January 8	January 8	N/A
Last day to pay 100% of ALL Fees	January 8	January 8	January 14
HOLIDAY (MARTIN LUTHER KING)	January 18	January 18	January 18

25% Refund for withdrawal from Univ.	January 29	February 19	February 5
Graduation applications due from Deans	February 22	February 22	February 22
Last Day to Withdraw: Course/University	March 26	March 26	March 30
SPRING BREAK	March 8 - 12	March 8 - 12	March 8 - 12
Last Day for Instructors to submit "I" Change of grade	April 16	April 16	April 16
Legislative Monday	N/A	N/A	April 30, 2010
Last day of classes	April 30	April 30	April 30, 2010
Reading Period	N/A	N/A	May 3 - 5
Final Examinations	May 3 – May 7	May 3 – May 7	May 6 - 16
Commencement Leon County Civic Center @ 9:00 a.m. and 2:00 p.m.	May 7	May 7	May 7
Residence Halls Close **(9:00 A. M.)**	May 8	May 8	N/A
Grades due by 12:00 p.m.	May 10	May 14	May 20

NOTE: Dates and times listed above are subject to change. Please refer to the Registrar's Office on-line website @ www.famu.edu for updated information on a regular basis.

FLORIDA A&M UNIVERSITY
OFFICIAL SUMMER 2010 ACADEMIC CALENDAR

ACTIVITY	TERM A	TERM B	TERM C	TERM D PHARMACY ROTATION/CLERKSHIP "ONLY"	TERM E (LAW)
In-State Residency Classification Period	Mar. 22 – April 16	May 10 – June 7	Mar. 22– April 16	Mar. 22– April 16	N/A
Non-Degree Seeking Student Application Due	April 16	June 18	April 16	April 16	N/A
Early Web Registration	Mar. 21 - May 7	Mar. 21 – July 2	Mar. 21 - May 7	Mar. 21- May 7	N/A
Residence Halls Open	May 8	June 26	May 8	May 9	N/A
New Student Orientation	May 9	June 26-27	May 9	May 9	N/A
Regular Registration	May 6-7	June 27-28	May 6-7	May 6-7	May 13-14
Late Registration	May 8-12	June 27 – July 2	May 8 – 14	May 8 - 14	May 15-21

Graduation Applications Due to Advisors	May 10	June 28	May 10	May 10	May 17
1st Class Meeting	May 10	June 28	May 10	May 10	May 17
State Employee/Non-Degree Seeking Registration	May 12	June 30	May 12	May 12	N/A
Last day to pay 100% of ALL fees	May 14	July 6	May 14	May 14	May 21
HOLIDAY (Memorial Day Observed) Classes Suspended	May 31	May 31	May 31	May 31	May 31
HOLIDAY (Independence Day) Classes Suspended	N/A	July 5	July 5	July 5	July 5
25% Refund for withdrawal from Univ.	May 28	July 16	May 28	May 28	June 18
Graduation applications due from Deans	June 1	June 1	June 1	June 1	June 1
Last Day to Withdraw: Course/University	June 4	July 243	June 4	June 4	June 26
Web Registration Fall '2010 **(Appt. ONLY)**	April 5 – April 9	April 5– April 9	April 5 – April 9	April 5 – April 9	N/A
Web Registration Fall '2010 **(Open Enrollment)**	April 12 – Aug 27	April 12 – Aug 27	April 12 – Aug 27	April 12 – Aug 27	
Last Day for Instructors to submit "I" Change of grade	July 23	July 23	July 23	July 23	July 23
Last day of classes	June 18	August 6	August 6	August 20	July 23
Final Examinations	June 21-23	August 9-13	August 9-13	August 9-13	July 26 - 29
Commencement Leon County Civic Center @ 6:00 p.m.	August 13	August 13	August 13	August 13	August 13
Residence Halls Close **(9:00 a. m.)**	N/A	August 14	August 14	August14	N/A
Grades due by 12:00 p.m.	June 25	August 16	August 16	August 18	August 18

NOTE: Dates and times listed above are subject to change. Please refer to the Registrar's Office on-line website @ www.famu.edu for updated information on a regular basis.

FLORIDA A&M UNIVERSITY
OFFICIAL FALL 2010 ACADEMIC CALENDAR

ACTIVITY GUIDE	OFFICIAL CALENDAR	PHARMACY ROTATION/CLERKSHIP "ONLY"	LAW SCHOOL
Web Registration	April 20 - August 24	April 20 - August 24	April 20 - August 24
Last Day to apply for admissions	May 15	May 15	May 15
Non-Degree Seeking Student Application Due	July 31	July 31	N/A
In-State Residency Classification Period	July 6 - August 7	July 6 - August 7	July 6 - August 7
Early Registration	April 6 – 10	April 6 – 10	April 6 - 10
Residence Halls Open	August 15	August 15	N/A
New Student Orientation	August 16 – 17	August 16 - 17	August 3 - 8
Regular Registration	August 17 – 21	August 17 - 21	N/A
Late Registration & Add/Drop Period	August 22 – 28	August 22 – 28	August 11 – 14
Graduation Applications Due to Advisors	August 24	August 24	August 24
1st Class Meeting	August 24	August 31	August 11
State Employee/Non-Degree Seeking Student Registration	August 26	August 26	N/A
Last day to pay 100% of ALL fees	August 28	August 28	August 28
HOLIDAY (LABOR DAY) CLASSES SUSPENDED	September 7	September 7	September 7
25% Refund for withdrawal from Univ.	September 18	September 18	September 18
Graduation applications due from Deans	September 21	September 21	September 21
Last Day to Withdraw: Course/University	September 25	September 25	September 25
Last Day for Instructors to submit "I" Change of grade	October 23	October 23	October 23
HOLIDAY (VETERANS DAY) CLASSES SUSPENDED	November 11	November 11	November 11
Legislative Monday	N/A	N/A	November 25
HOLIDAY (THANKSGIVING) CLASSES SUSPENDED	November 26 – 27	November 26 – 27	November 26 - 27
Last day of classes	December 4	December 18	November 25
Final Examinations	December 7 – 11	December 7 – 11	December 1 – 11
Reading Period	N/A	N/A	Nov. 29 – Dec. 1
Commencement Leon County Civic Center @ 6:00 p.m.	December 11	December 11	December 11
Residence Halls Close (9:00 A. M.)	December 12	December 12	N/A
Grades due by 12:00 p.m.	December 14	December 22	December 14

NOTE: Dates and times listed above are subject to change. Please refer to the Registrar's Office on-line website @ www.famu.edu for updated information on a regular basis.

Division of Academic Affairs

The Office of the Provost and Vice President for Academic Affairs has the overall responsibility for the growth, development and expansion of the various academic programs, teaching and research activities, educational support agencies and the effective and efficient administration of public service.

Office Location:
301 Foote-Hilyer Administration Center
1700 Lee Hall Drive
Tallahassee, Florida 32307-3200
Telephone and Fax numbers:
Tel: (850) 599-3276 **Fax:** (850) 561-2551

Academic Advising

Seeking academic advising is crucial to a student's success in selecting an appropriate academic major, making timely progress through the required curriculum, and graduating. Every student is provided advisement assistance by an academic advisor. Students who have not declared a major will be advised through the School of General Studies.

Academic Grievances

The purpose of an academic grievance is to give students a fair review and an opportunity to be heard. Students are normally expected to follow the procedures established by the college, school and/or academic unit in which they are pursuing a course of study; however, academic grievances regarding a course grade must be filed with the college, school and/or academic unit in which the course is offered.

Each college, school and/or academic unit within the University must establish internal procedures for addressing student grievances pertaining to academic matters. Academic grievance procedures shall be available in the Office of the Dean of the respective college or school, and in the office of the appropriate officer in charge of an academic unit.

Note: A uniform academic behavior standards policy is currently being developed, and will be available during Fall Semester 2008. For further information, contact the Office of the Provost and Vice President for Academic Affairs at (850) 599-3276.

University Catalog

The FAMU Catalog provides information about the programs of study, course descriptions, degree requirements, University calendar, admissions and related matters, registration and general regulations, financial information, academic affairs, student services, and much more. The catalog is the primary source of information crucial to your academic success and is available in the Admissions Office, Room G-9, Foote-Hilyer Administration Center.

Honors Program

The mission of the Florida Agricultural and Mechanical University Honors Program is to provide a series of challenging courses and extracurricular activities for undergraduate students who excel academically. The major objectives of the program are to encourage academic excellence and to provide a more challenging academic experience for high achieving students.

The program stresses four major areas of concentration: scholarship, leadership, community service and cultural enrichment. Students are encouraged to develop their intellectual, critical thinking, problem solving and ethical leadership skills through their involvement in these areas.

Office Location: 1523 South Martin Luther King Jr. Blvd., Tallahassee, Florida 32307
Telephone and Fax numbers: (850) 599-3540 - Fax: (850) 561-2125
Web: http://www.famu.edu/about/title3honors/index.htm
E-mail: honorsprogram@famu.edu
Telephone and Fax numbers: (850) 599-3562 - Fax: (850) 561-2587

The Office of International Education and Development

The Office of International Education and Development (OIED) is responsible for coordinating the University's international endeavors, namely: help foreign students obtain proper visas; systematize the employment of foreign nationals; organize study abroad and exchange programs; seek collaborative international grants; develop and implement international projects; facilitate the preparation and maintenance of all international agreements; prepare U.S. students and faculty to travel abroad; maintain a record of university faculty and staff traveling abroad; and prepare students and faculty for global competencies. The Office also serves as liaison between international students/scholars and officials at the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, and the U.S. Department of State. Its goals and objectives are met through the following OIED components.

International Students and Scholars Services

This unit has official responsibility for preparing and advising international students and scholars attending Florida A&M University on maintaining their U.S. government's immigration status while enrolled and/or employed through the following support services:

- academic advisement and referrals
- issuing of immigration forms I-20 and DS-2019
- providing extensions of forms I-20 and DS-2019
- practical training on employment policies and U.S. taxes
- obtaining social security numbers
- ensuring international insurance compliance
- processing change of status and reinstatement, and
- providing formal letters of invitation

Education Abroad and Exchanges

Professional international educators provide avenues to enhance our students' personal and professional development through meaningful international experiences that focus on learning other languages while acquiring knowledge of other countries and their diverse cultures. The staff works directly with faculty to coordinate education abroad experiences and to internationalize curricula content that prepare students for living and working in international and multicultural communities. Education abroad experiences for faculty and students include:

- semester or year-long study abroad programs
- departmental sponsored semester exchanges
- short-term service-learning and research projects

- international internships (US Department of State or USAID)
- teaching abroad (usually English as Second Language)
- faculty curriculum development seminars

Trained coordinators assist students in the study abroad application process and in securing competitive study abroad scholarships and internships. They also assist faculty and graduate students in applying for Fulbright fellowships and exchanges; as well as help faculty infuse international content, short-term research or field study into the classroom experience.

International Research and Development

This unit has the primary responsibility for assisting the colleges, schools, and institutes in the development and implementation of international research curriculum projects. It promotes the development of collaborative and interdisciplinary projects that increase international involvement of faculty in research, exchanges, professional development, and other partnerships.

In support of internationalizing the curriculum, this unit collaborates with university colleges, schools and institutes to expand international education and research through the development of linkages with international universities and governments. Trained staff works with the General Counsel's office to facilitate the development of international initiatives through Memoranda of Agreements or Understanding proposed by the college, school, or institute administrators. OIED serves as the designated University custodian of all international agreements.

This unit has responsibility for screening and processing all non-immigrant employment petitions for foreign nationals on the H-1B temporary specialty employment visa or the J-1 exchange visa to promote educational and cultural exchanges. This unit facilitates and promotes compliance of foreign employment policies for non-immigrant and immigrant visa holders.

Diplomat-In-Residence Program

The Diplomat-In-Residence (DIR) is a senior Foreign Service Officer who is appointed and funded by the U. S. Department of State. This person is responsible for increasing awareness of international issues and employment experiences related to U.S. foreign affairs; recruiting students for internships, fellowships and foreign service careers; and serving as a resource person on foreign affairs in classrooms throughout North and Central Florida and Southern Georgia. The DIR works with the OIED staff to coordinate State Department sponsored videoconferences on relevant world issues; makes embassy contacts abroad for visiting faculty and students; provides technical assistance for students preparing for the State Department's Foreign Service Officer Test; and advises the Model United Nations Program.

Office Location:

1740 South Martin Luther King Boulevard
Room 302-305 North Perry Paige Building
Tallahassee, Florida 32307
Phone: (850) 599-3562/3295
Fax: (850) 561-2587/2520

Libraries Services

The mission of the Florida A&M University Libraries is to provide information, technology, resources and services to our users whether on campus or across the globe. These services and resources will be provided in such a way that we positively meet and exceed all expectations.

The University Libraries consist of the main Samuel H. Coleman Memorial Library and four branch libraries; the School of Architecture Library, the FAMU/FSU College of Engineering Reading Room, the Journalism and Graphic Communication Resources Center, and the Science Research Center Library. The libraries hold over 850,000 cataloged volumes, 2,700 serial subscriptions, nearly 200,000 microforms, and 74,000 non-print items, and are a depository for select United States government publications. The libraries provide access to over 22,000 full text electronic journal titles and to nearly 55,000 electronic books. Library personnel are available in each library to assist users with library materials, databases and equipment, the Internet, and document delivery. The on-line catalog, Aleph, provides convenient access to the library catalog, databases and many electronic information resources. Virtual *Ask-A-Librarian* library assistance and further information about library services are available through the library website: http://www.famu.edu/library.

There is also a Law Library (http://www.famu.edu/law/law_library.php) located at the College of Law in Orlando, FL. The Law Library has 76,915 volumes and 226,226 microforms. Contact the library staff in any of the libraries and make FAMU Libraries the first choice for all of your information needs.

Testing and Evaluation

The general purpose of the Test Service Bureau is to facilitate service, and student support in relation to testing and evaluation activities.

FAMU is a leading institution for administering national tests through National Testing Programs: such as, the Allied Health Professions Admission Test (AHPAT), the American College Test (ACT), the Graduate Record Examinations (GRE), the Pharmacy College Admission Test (PCAT), the Scholastic Assessment Test (SAT), and various academic skills assessments of the PRAXIS Series. These tests are used for admission at either the undergraduate or graduate levels. The ACT and SAT National Tests are used for general admission purposes. The cut scores for the ACT are English - 17, Mathematics - 19, and Reading - 18. The cut scores for the SAT are Math (Quan) - 440 and Reading (Verbal) - 440. The Bureau serves the tri-state area of Florida, Georgia and Alabama for professional and licensure testing.

Among the many integrated services of the Bureau, there are five opportunities to reduce the length of time it takes to complete a degree program by obtaining credit via examination, through programs such as:

- **The Advanced Placement Programs (AP)** - sponsored by the College Board, provides students with the opportunity to complete college-level studies during secondary school.
- **The College-Level Examination Program (CLEP)** - an exam where students can receive college credit for learning outside the college classroom.
- **International Baccalaureate Program (IB)** - from the General Certificate of Education Advanced Level (A-level G.C.E.), awards credits for student's prior academic course work from a recognized institution in their parent country.
- **DANTES (Military Exam)** - published by the American Council on Education (the use of college level credits based on military experience). DANTES exams are not given on campus.
- **Dual Enrollment** - this program allows high school students to earn college level credits at the university.

Another responsibility of the Test Service Bureau is the Course and Teacher Evaluation of Faculty by students. These evaluations are conducted annually during the Fall and Spring semesters. The basic purpose of the evaluations is to reflect the relationship between faculty and students in a formal teaching environment. However, testing for student placement, student advancement and scoring examinations given by professors in the classroom remain the overriding function of the Test Service Bureau.

Location: Florida A&M University
110 Sunshine Manor Building
Tallahassee, Florida 32307
(850) 599-3333

DIVISION OF STUDENT AFFAIRS

The Office of the Vice President for Student Affairs has the overall responsibility of supporting the mission of the University by recruiting, admitting, and enrolling quality undergraduate students; providing exemplary out-of-classroom activities, programs, and services to improve student life; and developing outstanding and productive citizens who will provide public service and responsible leadership. (Note: The Division of Student Affairs is in the process of updating its mission statement, vision statement and core values, which may be obtained from the below office beginning October 24, 2008.

Office Location:
308 Foote-Hilyer Administration Center
1700 Lee Hall Drive
Tallahassee, Florida 32307-3200
Telephone: (850) 599-3183 **Fax:** (850) 561-2674

Admissions and Recruitment

The functions of this department include:

- Recruiting prospective applicants and conducting recruitment fairs and follow-up with prospects
- Recommending students for scholarship awards
- Processing undergraduate and returning students applications
- Counseling students, parents, and high school counselors regarding academic requirements for admission and the application process
- Distributing University catalogs, recruitment and application materials
- Maintaining Call Center to follow-up with incomplete and admitted applicants

The office is located at G-9 Foote-Hilyer Administration Center, contact 1-(866)642-1198 (Toll Free) or (850) 599-3796.

Career Development Services

The Career Center is an integral part of the total education process at Florida A&M University. It provides the following services:

- Individual and group career/employability skills counseling sessions
- Placement Services
- Job posting
- Career programs which include the Career Expo, Teacher Recruitment Day and numerous employer pre-recruitment presentations and receptions.

- Cooperative Education which allows students to gain work experience and earn competitive salaries, while completing their course of study.

The Office for Cooperative Education is located in The Career Center. Operating hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The telephone number is (850)599-3700. There is no charge to students for this service.

Office of Counseling Services

The mission of the Office of Counseling Services is to increase students' academic success, self-awareness, and knowledge of potential growth and challenges of collegiate experiences through outreach, counseling, consultation, and crisis intervention. The Office of Counseling Services exemplifies, and seeks to foster within those whom they serve the following values: courage, diversity, ethics, excellence, respect, scholarship, and service.

List of Services

- Counseling (individual, group, and career exploration)
- Academic support
- Workshops and presentations
- Self-help information
- Community outreach
- Psychiatric consultation
- Graduate Internship

All services offered by the Office of Counseling Services are free, and students may have up to twelve counseling sessions per semester. The office is located in Sunshine Manor and services are available Monday-Friday from 8:00 a.m.-5:00 p.m. with extended hours on Thursdays from 8:00-7:00 p.m. by appointment. Students may also access our online services at www.famu.edu/counseling. For more information, contact the office at (850) 599-3145.

Student Health Services

FAMU Student Health Services (SHS) is an outpatient primary care clinic that provides services to currently enrolled FAMU students. Students are assessed a health fee that is included with tuition each semester that allows unlimited office visits and reduced costs for procedures, specialty services, lab tests and pharmaceuticals. SHS is staffed with Florida licensed physicians, advance registered nurse practitioners and other health care professionals to provide high quality, convenient, and affordable services.

Available services include:

- Treatment of minor illness or injuries
- Immunizations
- Chronic disease management (diabetes, asthma, sickle cell disease)
- Gynecological and physical examinations
- Laboratory tests
- Family planning services
- Allergy shots
- Pharmacy

- HIV testing
- Health education and outreach services

FAMU recommends that all students have health insurance and offers an affordable university sponsored health insurance plan that is available to students taking 6 or more credits a semester. Students do not have to have insurance to use the clinic. SHS does not accept any insurance other than the university sponsored plan in payment for services. However, students may have charges placed on their financial account for payment prior to the next class registration period. Upon request, SHS will complete and submit insurance forms for reimbursement.

STUDENT HEALTH SERVICES
FOOTE-HILYER ADMINISTRATION CENTER
MONDAY – FRIDAY, 8:00 A.M. – 4:30 P.M.
CLOSED SATURDAY, SUNDAY AND UNIVERSITY HOLIDAYS
850-599-3777

Housing and Residence Life Department

The mission of FAMU Housing and Residence Life is to promote a safe, clean, service-oriented, efficiently managed, nurturing, living and learning environment that is conducive to students' academic pursuits and personal growth while fostering a sense of community, civic responsibility, and an appreciation of diversity.

All freshmen (first time in college students) and/or students with less than twelve (12) semester credit hours residing in excess of thirty-five (35) miles off campus are required to live in University owned and operated residential facilities. Exceptions are made for students residing with their parent or legal guardian whose permanent address prior to freshman move-in date must be within a 35-mile commutable radius of the campus. Other reasons for exceptions are students who are at least 21 years of age by the first day of class, students who are married, and students providing support to dependents. Failure to comply with this rule is a violation of University policy and will result in the student being charged two semesters of on-campus rent.

The FAMU Office of Housing and Residence Life is located at 1596 Gibbs Hall Trail (lower level of Gibbs Hall), Tallahassee, FL 32307, and the telephone number is (850) 599-3651.

Judicial Affairs

It is the desire of the Office of Student Judicial Affairs to work collaboratively with the Florida A&M University community to create a safe and secure scholarly atmosphere, where academic and personal pursuits are achieved through interpersonal care and respect for the academic mission of Florida A&M University. The office is located at 101 H. Manning Efferson Student Union Building, and the telephone number is (850) 599-3541.

Learning Development and Evaluation Center

The Learning Development & Evaluation Center (LDEC) at Florida A&M University provides unique and comprehensive services and accommodations for students with learning and physical disabilities who desire to pursue college level studies. The Center identifies participants' level of abilities and provides

services that include assessment, prescriptive plans of study, academic advisement, and individualized counseling. The office is located at 667 Ardelia Court, and the telephone number is (850) 599-3180.

New Beginning Child Development Center

New Beginnings Child Development Center's objective is to provide quality childcare services for the FAMU community, to enhance academic programs, support research projects, and to enhance exemplary support programs that facilitate students' adjustment to college life, improve quality of life, and promote cultural pride. The center provides childcare services for pre-school children between the ages of two and a half (2½) and five (5). There is also an after school program and summer camp for children ages five (5) to twelve (12). The center's operating hours are 7:30 a.m. to 5:30 p.m. Monday through Friday. The office is located at 459 FAMU Way, and the telephone number is (850) 599-3267.

New Student Orientation

The Office of New Student Orientation's mission is to provide programs and activities that aid in the successful transition of high school and community college students into the University setting. The Office of New Student Orientation facilitates programs to address every aspect of the new student's experience, through programs that promote awareness of university policies and procedures, the availability of student services, student life activities, organizations and University traditions. The overall purpose is to minimize the anxiety of incoming students and their parents as well as maximize the student's adjustment to college life. The office is located at H. Manning Efferson Bldg., Rm. 105, and the telephone number is (850)599-3869.

Ombuds Office

The Office of the University Ombuds provides confidential, impartial, independent and informal assistance to students, staff and faculty in addressing both academic and non-academic concerns at the University that established processes and procedures have not resolved. The office is located at 103 FHAC, and the telephone number is (850) 412-7379.

Public Safety Department

The Florida A&M University Department of Public Safety (FAMU DPS), as its name implies, is at the forefront in providing a safe and secure environment to proactively enhance the spirit and ambiance of the campus community. The support services provided by the Department of Public Safety are an inclusive endeavor designed to assist in promoting the goals and objectives of the University. FAMU DPS services/programs include, but are not limited to:

- 24/7 patrols of the campus reporting life, safety, and security issues
- Traffic and parking enforcement
- Parking decals/permits issuance
- Safety awareness programs, workshops/seminars, etc.

FAMU DPS Headquarters is located in the Plant Operations Building at 2400 Wahnish Way, and is operational 24 hours a day, 365 days a year. The full-service law enforcement agency is comprised of the police and parking services to more efficiently serve the university community. To place a call for service, or to report criminal activity, individuals should call 599-3256 where a police communications operator will provide assistance.

Traffic and parking regulations apply to all students, faculty, staff, and visitors to the university. The Department of Public Safety is responsible for the regulations and enforcement for traffic and parking at

the University. Vehicles operated on the campus grounds must be registered and bear the appropriate decal/permit Students, staff, and visitors may register for a parking decal or permit at DPS headquarters, or at the Welcome Center (formerly known as the Parking Information Center) located at the intersection of Wahnish Way and Gamble Street. Violators will be cited, immobilized and/or towed. Individuals having a vehicle immobilized or towed should report directly to DPS headquarters office.

A satellite DPS unit operates out of the FAMU College of Law, located at 201 Beggs Avenue in Orlando, to provide services to students, staff, and visitors to the college.

University Registrar

The University Registrar is the official custodian of academic records and the keeper of the university seal at Florida A&M University. The general functions of the University Registrar are to assist in the following areas:

- planning and executing academic policies and programs
- providing for administration of policies and regulations pertaining to the academic status of students providing for planning and executing orderly registration and graduation of students
- developing the academic calendar, schedule of classes and final examination schedule for each term
- maintaining and securing student records
- providing counseling and certification to students and dependents of veterans receiving veteran benefits

The office is located in Room 112, Foote-Hilyer Administration Center (FHAC), (850) 599-3115, Registrar@famu.edu.

Note: For information concerning the Office of Student Union and Activities, Student Government Association, and Campus Recreation and Intramural Sports, which are also in the Division of Student Affairs, please refer to the **Campus Involvement** section of this handbook.

STUDENT SUPPORT SERVICES

Student Support Services encompasses those areas with direct contact with the students, and its purpose is to provide quality services in a caring and nurturing atmosphere.

Athletics

Florida A&M University is a National Collegiate Athletic Association (NCAA) Division I Intercollegiate Athletics Program and offers a broad and comprehensive array of sports. Fifteen (15) of its eighteen (18) teams participate in the Mid-Eastern Athletic Conference (MEAC) and share in the benefit of having automatic berths to the NCAA Championship Competition. The three (3) remaining sports: golf, men and women's swimming compete in affiliate conferences as associate members.

The FAMU Rattlers Athletic Program awards grants-in-aid in each sport and is highly recognized nationally for its competitive nature.

For additional information pertaining to the sports program, please contact the Athletics Department online at www.thefamurattlers.cstv.com or telephone the office at (850) 599-3868.

Book Store

The University Bookstore is operated by an independent contractor (Barnes & Noble). Textbooks, study aids, general reading, gift items, clothing and a complete line of school supplies are available to students, faculty, staff, alumni and visitors.

The operating hours of the bookstore are as follows:

Monday–Friday - 8:30 a.m. – 6:00 p.m.

The bookstore is located in the Student Service Center, 501 Gamble Street, #753. The telephone number is 850) 599-3070.

Campus Ministry Board

The Campus Ministry Board of Florida A&M University exists for the purpose of challenging persons of the academic community to appreciate and integrate intellectual and spiritual formation. Services are open to all persons without regard to race or religious orientation. The following is contact information for the Campus Ministry Board:

c/o: Office of Student Activities
H. Manning Efferson Student Union Complex
Tallahassee, Florida 32307
(850) 599-3400 (Telephone)
(850) 599-2515 (Fax)

Computer Laboratories

School/College	Location	Users	Hours of Operation
Allied Health	Room 303, Ware Rhaney	Restricted to Allied Health students.	**Monday – Friday** 9:00 a.m. – 4:00 p.m.
Architecture	Room 235, Architecture Building	Architecture students with Rattler Card access. Users without card access use lab with limitations.	**Monday –Thursday** 7:30a.m.-10p.m **Friday** 7:30 a.m.- 9:00 p.m. **Saturday** 10:00 a.m.-7:00 p.m. **Sunday** 2:00 p.m.-11:00 p.m.
Education	201 GEC-C 101 GEC-C 202 GEC-B	General student population (unless classes are in session.)	**Monday – Friday** 9:00 a.m. – 4:00 p.m.
Engineering (FAMU/FSU)	Room 205-A Room 144-A Room 114-B Room 412-P (portable building near bldg., B) **Note:** A college of Engineering computer account is required to use the computers; a general FAMU/FSU Computer account, regardless of majors, will not allow access to these computers.	Restricted to Engineering students **only.** Computer classroom-25-Pcs running Microsoft Windows (Plus instructor's console) Computer classroom-60-Pcs running Microsoft Windows (Plus instructor's console) Computer classroom-50-Pcs running Microsoft Windows (Plus instructor's console) *There are 11pcs in the common areas of the first floor, bldg. A&B	Open lab use. Open for scheduled classes and special events (Not available for open lab use) Open for scheduled classes and special events Available for open lab (Unless classes are in sessions) 8:00am & 8:00pm (Fall & Spring), 8:00a.m & 5:00pm (Summer) Open for scheduled classes and special events Available for open lab (Unless classes are in session) 8:00am & 6:00pm (Fall & Spring), 8:00a.m. & 5:00pm (Summer)
Engineering Sciences, Technology & Agriculture (CESTA)	*Room 300 Perry-Paige **Banneker Bldg., Rm. 17 (basement level)	CESTA students **only.**	*TBA **Monday - Friday** 8:00 a.m. – 8:00 p.m.
Environmental Sciences Institute (ESI)	Room 307, FSH Research Center	ESI students **only.**	**Monday – Friday** 8:00 a.m. – 5:00 p.m.
General Studies	200 GEC-A	Freshmen/Sophomore Year Experience Program **only.**	**Monday – Friday** 9:00 a.m. – 4:00 p.m.
Journalism and Graphic Communication	Room 3012, Journalism Resource Center	Journalism/Graphic Arts Students	**Monday – Friday** 8:00 a.m. – 5:00 p.m.
Nursing	Room 302, Ware Rhaney	Nursing Students **only.**	**Monday – Thursday** 8:00 a.m. – 8:00 p.m. **Friday** 8:00 – 5:00 p.m.

Pharmacy& Pharmaceutical Sciences	Room 207, New Pharmacy Building	Restricted to Pharmacy students **only.**	**Monday – Friday** 8:00 a.m. – 5:00 p.m.

The Copy Center

The organizational goal of the FAMU Copy Center is to provide exceptional services to the FAMU faculty, staff, students and community with competitive pricing.

The following services are offered:

- Black & white high speed copying
- Booklet-making
- Comb, Coil, Velo, Tape and Unibind binding
- Color Copying
- Delivery Service
- Fax service
- Print system for student labs and libraries
- Paper drilling, folding and cutting
- Print from CD, disk, USB device and e-mail
- Pouch and roll laminating
- Transparencies (Black & White and Color)
- Self-serve copying
- Spot color printing
- Shredding
- Shrink wrapping
- Vinyl Sign/Banner Creation

Copy Center service hours are:

- 7:30 a.m. – 5:00 p.m. Monday through Friday - Summer sessions
- 7:30 a.m. – 6:00 p.m. Monday – Thursday and
- 7:30 a.m. – 5:00 p.m. – Fridays - Fall & Spring semesters

Contact information for the Copy Center:

- Telephone – 599-3824 or 599-8487
- E-mail - famucopycenter@famu.edu
- Fax – 599-8142

Dining Services

Dining Services are available to all members of the Florida A&M University community. Students residing in Cropper, Diamond, Gibbs, McGuinn, Paddyfoote, Sampson, Truth, Wheatley and Young Halls **are required to purchase the meal plan**. The Meal Plan Agreement is a Legal Binding Document for one year Fall/Spring on the Meal Plan.

The plans offered are: (19) w/ $ 25.00 Flex Bucks,
(15) w/ $125.00 Flex Bucks,
(12) w/ $225.00 Flex Bucks,
(9) w/ $325.00 Flex Bucks

Each student requesting housing in one of the above residential halls must select one of the plans listed. If not selected, a Default 19 Meal Plan will post to the student's account. Each plan listed above provides unlimited seconds for all meals eaten in the Dining Hall.

Meal Plan Description:

The number **19, 15, 12, or 9** represents the meal plan selected. This number also represents the amount of meals the student will receive **each week** until the end of the semester to eat in the Main Dining Hall only.

Flex Bucks are an addition to the meal plan selected. Flex Bucks give the student the option to go to **other retail outlets on campus only** such as KFC, Pizza Hut, The FAMU Deli, and the Rattlers Nest. This is the dollar amount the student will have for the **entire semester** they **do not** start over each week. Please use wisely. There is an option to purchase more Flex Bucks if the student runs out before the semester is over.

Additional plans are available for on Campus Apartment Students and Commuters who would like to participate in the Meal Plan Program.

Meal plan changes must be done within the first week of class for each semester. However, students are allowed to upgrade only after the first two weeks of each semester. Changes can be made at the Rattler Card Office and the Meal Plan window located in the Student Services Center.

A student may make a request to the Director of Auxiliary Services to be removed or released from the Meal Plan for the following reasons only:

1. Medical reasons verified by a physician.
2. Officially released from the housing agreement.
3. Intern or co-ops (letter from Department required).
4. Officially withdrawn from the University.
5. Religious reasons (e.g., Islamic, Jewish, Hindu, etc.)
6. Seeks a release from the Director of Auxiliary Services for compelling reasons not covered above.

(NOTE: It is the student's responsibility to arrange his or her class and/or work schedules in order to avoid conflict(s) with the meal plan schedule. Therefore a student shall not be released from the Meal Plan due to any conflict with a work or class schedule).

The deadline for being released from the meal plan is the Friday of the first week of classes for the given semester.

Meal plan participation with health-related dietary problems should request a special diet through their physician. A letter from a qualified physician must accompany the request. Participants whose diets are restricted for reasons other than health, i.e., religion, etc. must get special permission through the Office of Auxiliary Services.

Meals covered by the above mentioned plan will not begin until the first day of classes for each semester and will end with the last day of examinations for each term. All meal plan participants will be required to pay cash for meals taken prior to the week before classes and after the last day of examinations.

The Rattler Card (Official University ID) is used to access the Dining Hall for meals. If your Rattler Card is lost or stolen, report it immediately to the Rattler Card Office. A replacement fee of $15.00 will be charged for a new Rattler Card. Only the person whose name and photo appears on the Rattler Card is authorized to use the card.

The University Dining Services Committee - The University Dining Services Committee is open to all students, especially Meal Plan participants. The primary aims of the Dining Services Committee are:

1. To improve the dining service through increased communication between the student participant, Auxiliary Services and Dining Services personnel.

2. To foster cultural enrichment through dining.

3. To become a member of the Dining Services Committee, contact the Residence Hall Coordinator in your area or the General Manager of Dining Services.

Dining Services Locations and Hours of Operations

NAME/LOCATION	HOURS OF OPERATION		
Dining Hall (Café) Located at the Student Services Center. It offers an array of options in an all-you-can-eat format.	**Monday-Friday** Breakfast—6:30-9:30a.m. Lunch—11:00a.m. – 2:00p.m. Dinner—5:30-8:30 p.m.	**Saturday** Brunch—11:00 – 1:00 p.m. Dinner—4:30 - 6:30 p.m.	**Sunday** Brunch—11:00 – 2:00p.m. Dinner—4:30 – 6:30 p.m.
Food Court Located in the Student Services Center, the Food Court features Pizza Hut & KFC Express.	**Monday – Friday** 11:00 a.m.-4:00 p.m. Monday – Thursday 5:00 p.m. – 10:00 p.m.	**CLOSED**	**Sunday** 6:00 p.m. – 10:00 p.m.
The Orange Room The Orange Room is located in the heart of campus in the Commons Building. It features Grill 155 with unique style of Burgers and fries, and Sub Connection with warm, toasty subs, made just the way you like them.	**Monday – Friday** 8:00 a.m. – 5:00 p.m.	**CLOSED**	**CLOSED**
Jazzman's Café Smoother than Ella and hotter than Miles Jazzman's features Seattle's Best Coffee and Espresso drinks, gourmet sandwiches, salads and homemade muffins and pastries.	**Monday – Thursday** 8:30 a.m. – 9:00 p.m. **Friday** 8:30 a.m. – 2:00 p.m.	**CLOSED**	**CLOSED**
Rattler's Nest When you are looking for a fresh home cooked meal, the Rattler's Nest located in the Foote Hilyer Administration Center is the place to go. With a menu that changes daily, you will never get tired of our selection. The Rattler's Nest also offers juicy burgers, tasty salads and sandwiches.	**Monday – Friday** 11:30 a.m. – 2:00 p.m.	**CLOSED**	**CLOSED**
College of Engineering Snack Bar Located at 2525 Pottsdamer Road, the Snack Bar features hot off the grill favorites like burgers, sandwiches and fries as well as home-cooked meals and a variety of snacks.	**Monday – Friday** 11:30 a.m. – 2:00 p.m.	**CLOSED**	**CLOSED**

Note: The above hours of operation are subject to change.

Enterprise Information Technology (EIT)

The goal of the Enterprise Information Technology (EIT) Division is to provide cost effective, efficient and reliable access to Information Technologies of hardware, software, networking, and telephony) for students, faculty, staff, stakeholders, community and prospects. Through the use of such information technology resources, EIT supports the University's programs for instruction, research, student services, financial management and administration. The EIT Division manages the University's computer networks and accessibility to the Internet; E-Mail and Web services; OurFAMU Student Information System; Video and Web Conferencing; and Telephony Services.

Services Provided by Enterprise Information Technology

- FAMU email support and problem resolution
- Password support and problem resolution when accessing OurFAMU and/or FAMU email
- Connectivity to University Network for Internet
- Wireless setup for personal laptops
- Personal Computer Recommendations
- Computer Anti-Virus Software Protection

The Service Center staff is available to answer any questions regarding EIT supported software and services. They can be reached by phone at 850-412-4357 (HELP), or in person in Room 128 Dyson Pharmacy Building.

Student Rights & Responsibilities when Utilizing Computer Network Services

The Enterprise Information Technology Division adheres to University Rules and Regulations regarding the Student Code of Conduct, Acceptable Use of Technology and Usage of Computer related equipment while accessing University network services. There are many rules and laws governing how you, the student, conduct yourself on the University Network provided services. Do not jeopardize your college career by breaking copyright laws (e.g., illegal downloads). It is the responsibility of the student to view all University Policies.

Contact Information:
Office of the Chief Information Officer/Vice President for Enterprise Information Technology, Florida A&M University, 300 Lee Hall, Tallahassee, FL 32307-3100; 850-599-3560.

Service Center
128 Dyson Pharmacy Building
850-412-HELP (4357)
Email: helpdesk@famu.edu

FAMU Home Page

At www.famu.edu you can find information on the latest campus news, registration information and procedures, class schedules, and links to much more. Just Click On!

Lost and Found

From time to time, members of the university misplace and lose items such as keys, glasses, books, and other articles. The University expects found items to be taken to the Department of Public Safety (Police

Department). The main telephone number for questions about lost and found at the FAMU Department of Public Safety is 599-3256.

Minority Students

All activities, offices and programs at Florida A&M University are available to every student attending the University. Students, not of African-American descent, are particularly encouraged to become involved at the University by participation in student government; intramural activities; professional, social and service organizations; and other student programs and activities. Students who are interested in participating on University academic and administrative committees should contact their academic dean and/or the appropriate administrative offices.

Post Office Hours

- Monday-Friday
  Window Service: 9:00 a.m. – 4:30 p.m.
  Lobby: 9:00 a.m. – 5:00 p.m.

- Saturday Hours
  Lobby: 9:00 a.m. to 2:00 p.m.

Services available through the post office include window services of stamp sales, mail service for letters, parcels and overnight mail.

The Rattler Card Office

The function of the Rattler Card Office is to provide our card users with an enhanced access method to the products and services being offered by the institution on and off campus. The **Rattler Card** is Florida A&M University's Official University Identification Card. Your **Rattler Card** is a vital part of your ever day life. Each student ***must*** have their **Rattler Card** in their possession at all time. The following services are available ***only*** when the **Rattler C**ard is presented:

1. Athletic Events
2. Banking
3. Bookstore
4. Campus Vending
5. Fitness Center
6. Library Services
7. Off-Campus Transactions
8. Security
9. Student Financial Services
10. Student Health Services
11. University Dining Services

The Rattler Card office is located at 1510 Wahnish Way, Tallahassee, Florida 32307. The telephone number for the office is (850) 599-8366 and by fax (850) 599-8084.

Student Financial Aid

The primary goal of the Office of Student Financial Aid is to provide financial assistance to students and parents in a timely, effective, and customer friendly environment.
Business Hours: 8:30a.m.-4:30p.m.
Telephone#: (850) 599-3730

Student Financial Services

The Student Financial Services Section is composed of four sub-sections: University Cashier's Office, Student Accounts, Loans & Collections, and Student Refunds (Net Checks). The Student Financial Services is responsible for all monies collected by the University. This includes student's tuition & fees, grant revenues, auxiliary sales, agency receipts, and departmental collections. The delivery and collection of loans (Perkins, Short-Term Loans, etc.) that are awarded to students by Student Financial Aid, is managed through the Student Financial Services Section.

Location: Room G-7, Foote-Hilyer Administration Center
Business Hours: 8:30a.m.-4:30 p.m.
Contact Information: Loans & Collections: (850) 412-5030
Student Refunds/Net Checks: (850) 412-5031
University Cashier: (850) 561-2953, 2954&412-5043
Student Accounts: (850) 561-2949
Fax: (850) 599-8618

Tips for Students (Nine Steps to Getting Good Grades in College)

Step One – Attend Every Class. If you want to get good grades in college, you must attend every class—not almost every class—every class.

Step Two – Be Organized. Save all computer files on disk or jump drive. Keep all returned papers, quizzes, and tests. Get phone numbers of fellow rattler classmates. *"We are what we repeatedly do. Excellence, then, is not an act, but a habit."* – Aristotle

Step Three – Manage Your Time Well. Do not overextend yourself, plan ahead, be organized, make efficient use of your time, and do not become a professional extracurricular student.

Step Four – Be Successful in the Classroom. Learn how to adapt to different instructors. Be prepared and on time for each class. **Sit in front of the class whenever possible**.

Step Five – Take good notes. Be an active listener. Take notes that are easy to read. Go over notes as soon as possible.

Step Six –Know How to Read a Textbook. Scan by reading subtitles, words in bold and italic print, summaries, charts, and review questions. Read with purpose and review by scanning the material to check your comprehension.

Step Seven – Study Smart. Find a good place to study. Organize your study time and know your learning style. Know how to memorize and remember information.

Step Eight – Reduce Test Anxiety. While a little anxiety before a test improves concentration and alertness, excessive worry, or test anxiety, can lower one's test scores.

Step Nine – Use Available Services. Computer Labs, Academic Advisor, Career Center, Counseling Center, Disability Services, Honors Programs, Library, etc...

CAMPUS INVOLVEMENT

Campus Activities Board (CAB)

The electronic message board located at the intersection of Gamble and Wahnish Way, delivers information to students as well as the community about upcoming events on campus. If you would like to have a message displayed on the board, please contact the CAB manager at (850) 599-3624.

Campus Media

The FAMUAN - "The FAMUAN" serves as the campus newspaper for Florida A&M University. The mission of "The FAMUAN" is to provide news and information to the campus community. Housed in the School of Journalism and Graphic Communication, "The FAMUAN" is published three times each week during the fall and spring semesters. Funding for the newspaper is derived from advertising sales and an annual allocation from A&S fees. For further information, please call (850) 599-3158.

FAMU-TV 20 - FAMU-TV 20 is a cable educational access channel that is available to Comcast cable subscribers. The station is housed in the School of Journalism and Graphic Communication. It provides an opportunity for students studying broadcast journalism to develop the skills sets needed to compete in the profession. FAMU-TV 20 is a Title III funded activity. FAMU-TV 20 provides information for the University community and the Tallahassee community at-large. For further information, please call (850) 412-5418.

JOURNEY Magazine - "JOURNEY" magazine provides information on campus life and issues of interest to students at the University. "JOURNEY" is published four times each year, twice in the fall and twice in the spring. Funding for the publication principally comes from A&S fees. Magazine journalism majors typically comprise the editorial staff. Graphic design majors are responsible for the design of the magazine. However, all students are eligible to apply for staff positions on the magazine. For further information, please call (850) 599-3562.

The RATTLER - "The RATTLER" is the University's yearbook. It is expected to fulfill three functions:

- It should be a memory book;
- It should provide a meaningful learning opportunity for its staff;
- It should serve as a showcase of student and University achievements.

The yearbook is funded by A&S fees. Students from across the University are eligible to serve on the yearbook staff. For further information, please call (850) 412-5413.

WANM-FM - WANM-FM is a noncommercial educational radio station at Florida A&M University. The station began as a 10-watt radio in 1976. The station signed on as WAMF-FM; however, the call letters were changed to WANM-FM in the year 2000.

The station is an A&S agency and functions to fulfill three general responsibilities:

- To provide training and experiential learning situations for students studying broadcast journalism;

- To serve as a source of news, information and entertainment for the University community and community at-large; and
- To provide an opportunity to showcase talents and achievements of students and faculty.

WANM now broadcasts at 1,600 watts and programs 24 hours a day, seven days a week. Any student willing to complete the station's training program and abides by the station's policies and regulations, is eligible to compete for staff positions. For further information, please call (850) 599-3083.

Campus Recreation Center

Campus Recreation offers a wide variety of recreational activities designed with the University community in mind. The program has four basic areas: Intramural Sports, Fitness, Outdoor pursuits, and Club Sports. Participation in any of the four areas listed expose you to the ways that you can attain muscular strength, become proficient in specific physical skills, relieve stress, building friendships with people that share similar interests and, last, but not least, to have fun.

The Campus Recreation Center is located at the corner of Wahnish Way and Osceola Street, and the telephone number is (850) 599-3785. The Campus Recreation Center is easily accessible from the student parking lot on Martin Luther King Boulevard.

Hours of Operation: Monday – Thursday 6:15 a.m. – 10:00 p.m.
Fridays – 6:15 a.m. – 9:00 p.m.
Saturday – 10:00 a.m. – 6:00 p.m.
Sunday – 12:00 p.m. – 6:00 p.m.

Programs Offered: Intramural Activities, Fitness Activities, Outdoor Recreational Activities and Club sports.

Intramural Sports

Intramural Sports provides extracurricular activities to the University community to minimize stress and to enhance student interaction outside the classroom. Intramural Sports is a component of the Campus Recreation Center, which is located at the corner of Wahnish Way and Osceola Street, and the telephone number for the center is (850) 599-3785.

Hours of Operation: Monday – Thursday 6:15 a.m. – 10:00 p.m.
Fridays – 6:15 a.m. – 9:00 p.m.
Saturday – 10:00 a.m. – 6:00 p.m.
Sunday – 12:00 p.m. – 6:00 p.m.

Programs Offered: Flag Football, Basketball, Soccer, Volleyball, Bowling, Tennis/Racquetball, Kickball, Track Meets, Swim Meets, Softball, Mini Golf, and others as posted.

Mentorship

Mentorship opportunities are available through several student organizations; these organizations strive to be role models and encourage personal growth and development. Leadership development seminars and workshops are not only conducted in the academic arena, but also through peer group participation. For further information, please call (850) 599-3400 in the Office of Student Activities.

Volunteerism

Volunteerism is a fast growing opportunity to serve the community (university, local non-profit organizations, local school systems, parks/recreation, etc.) These services are encouraged by the University and the Office of Student Activities. In fulfilling the mission and vision of the University, several schools and colleges (majors) require their students to earn a required number of hours to fulfill their academic requirements. The University maintains a "Rattler Record" on all approved volunteer service as apart of their official transcript. For further information, please call (850) 599-3400.

Student Voter Registration

The University encourages all students 18 years and older to be registered voters and to exercise their civic responsibility by voting in local, state and federal elections. Students may register to vote during registration (voter registration table) and throughout the year in the following offices: Student Activities (850-599-3400), Student Government Association (850-599-3624) and Equal Opportunity Programs (EOP) for students with disabilities (850-599-3076).

Student Activities

The Office of Student Union and Activities (OSA) is located in the H. Manning Efferson University Union, "The Living Room" of the campus. OSA exists to provide students with leadership, service and co-curricular opportunities, and sponsors a continuous program of activities and events for the campus and community. OSA officially recognizes and supports over a 165 student organizations, **including** academic, departmental, professional, city/state, Greek Letter, honors, service, religious and fine arts **groups**. In addition to overseeing the registration and management of student organizations, the OSA staff members work closely with Campus Recreation, Greek Life, Homecoming, New Student Orientation, and the Student Government Association. Through a comprehensive co-curricular activities model, and student organization participation, the office combines its efforts to educate, entertain, as well as enrich campus life while students matriculate at Florida A&M University.

The Union is governed by the Director of Student Activities who is assisted by professional and support staff and the Campus Activities Board (CAB) which is comprised of appointed and elected officials from all University classifications. For more information, you may visit our office by logging onto the web site at www.famu.edu, call (850) 599-3400, or e-mail osua@famu.edu.

H. Manning Efferson Union -The Union is located in the center of the campus and houses the following services: Student Government Association Offices, U.S. Post Office, New Student Orientation Office, Rattler's Edge Barber Shop and Beauty Salon, Rattlers Den Game Room, Galimore Lanes and Pool Room, Faculty and Staff Dining Room, Career Center, Judicial Affairs Office, Grand Ballroom, Annie L. Cooper Meeting Room, Embassy Meeting Room, and the administrative offices for the Office of Student Union and Activities and the Office of the Associate Vice President for Student Life. For more information, please call (850) 599-3400.

William H. Gray Center and Plaza (Core) - The Gray Center, also known as the "CORE", is located in the center of the Freshman Women's Housing Complex and is considered an ideal place for students to relax, read and recharge. To reserve use of Meeting Practice Area and/or Patio Area(s) please call (850) 599-3400.

Galimore Lanes - The Galimore Bowling Lanes and Pool Room are open daily for individual student and community use during posted hours. Group rates are available. For reservations or more information, please call (850) 599-8081.

Student Government Association (SGA)

The Student Government Association of Florida A&M University is the overall student governing body which provides a wide variety of opportunities for students to gain experiences in self government. It is comprised of three main branches: the Legislative Branch (Senate), the Executive Branch, and the Judicial Branch. The Student Government Association is located at 202 Old Student Union Building, 1628 S. Martin Luther King Boulevard, Tallahassee, Florida 32307, (850) 599-3624, 850) 561-2453 (Fax), Website: www.famusga.org.

*The powers of the Student Government Association are stated in specific terms in the SGA Constitution and Statutes.

Student Organizations

Student organizations contribute greatly towards the educational, social and cultural enrichment of the University. **The University officially recognizes and supports over one-hundred sixty-five (165) organizations** and **encourages the creation of new organizations as needed.** They serve to enhance the University's growth and establish rapport vital to morale and communication among faculty, staff and students. All student organizations must be registered through the Office of Student Activities. Additionally, student organizations must develop policies and procedures that are consistent with the rules, regulations and policies set forth by the University.

Each student is challenged to participate and become involved in student organizations. **ONLY currently and officially registered students in good standing, with a minimum GPA of 2.0 shall be eligible for active membership status in student organizations. ONLY** full time, officially registered students shall be eligible to serve as appointed or elected officers in registered student organizations. It is the responsibility of the advisor to the organization to ensure compliance with this requirement. Additional requirements for joining an organization may be obtained from the Office of Student Activities or the respective organization.

Student organizations are provided mandatory leadership and training to assist with governance of their individual organizations. These sessions are provided during the fall and spring semesters. At least three (3) members of an organization must be in attendance, two of which must be officers. Additional sessions are provided for advisors. Agenda topics include but are not limited to Robert's Rules of Order (revised), Becoming a Leader, Risk Management, Security, Code of Conduct/Judicial Rules, Facility Request, Travel, Grant Writing, and other relevant topics.

The policies and procedures enumerated in this handbook are intended, in part, to clarify the University's relationship to registered student organizations and are also intended for promoting awareness, values and responsible behavior. It is important to note that when persons are functioning in the capacity of members of a registered student organization, they will be held accountable for their organizationally related conduct, individually and collectively.

Administrative clarification and interpretation of the policies and procedures can be obtained from the Associate Vice President for Student Life, the Director of the Office of Student Activities and designated staff members in the Office of Student Activities.

All registered organizations are held responsible for adhering to federal, state and local laws, as well as all University regulations. The University will not become involved in the off-campus conduct of registered organizations except when such conduct is determined to have a substantially adverse effect on the University or upon members of the University community.

No organization with restrictive membership clauses discriminating on the basis of age, ancestry, martial status, veteran status, color, disability, handicap, national origin, race, religion, or sex shall obtain or maintain university registration.

The purpose and/or mission of student organizations must not conflict with the educational functions or established policies of the University. No organization will be granted registered status if the University determines that its purpose and/or functions duplicate those of an already existing organization. Further, no student organization will be permitted to retain registered status if the University determines that it is not fulfilling its constitutionally stated purposes and/or functions.

Registration for Organizations - The Office of Student Activities requires registration of all organizations **annually.** All applicable information procedures/regulations and deadlines are posted through the University's web site. All previously registered organizations are notified through e-mail and currently active campus mail boxes (flyer notice). All policies and regulations of the University and nationally and/or state affiliated organizations are applicable in the registration process (i.e. purpose, constitution/by-laws, advisors letter of intent, officers/membership rosters, student ID, e-mail address, etc.). All required information is noted **annually** in a separate document available in the Office of Student Activities, and through the Coordinator for Student Organizations. Requirements for the National Pan-Hellenic Council and other Greek Organizations is governed and regulated by their national programs/policies, and the established policies of Florida A&M University, unless otherwise indicated. Please refer to the section on **Supremacy of University Policies, Procedures and Regulations of this handbook.**

Attendance at University Training Workshops for Clubs and Organizations/Advisors, Including Greek Letter Organizations - To assist advisors and their student organizations in having a successful year, the Office of Student Activities has instituted mandatory training workshops that are conducted during the fall and spring semesters. At least three (3) representatives of the organizations must attend these training workshops, two (2) of which, who must be officers. Agenda topics addressed include but are not limited to:

a. Current issues/and rules governing organizations
b. Robert's Rules of Order (revised)
c. Leadership Training
d. Facility Request/Approval
e. Risk Management
f. Security
g. Travel
h. Budgets (funding)
i. Event/Activity Planning
j. Other Relevant Topics

Advisor workshops are held separately from student workshops; however advisors are encouraged to attend all workshops.

Advisors - Advisors can be a valuable source of information. It is important to note that advisors devote a significant portion of their time to making the student's experience a rewarding one. A successful and effective organization has active advisors to assist at **all** times. All advisors, except advisors to departmental organizations, are appointed by the Associate Vice President for Student Life or his/her designee. Each advisor, including Greek letter advisors, must be an employee in good standing of the faculty, staff and/or administration. Advisors must be full-time employees who have been employed for

at least three years at the University. When there is more than one advisor of an organization, a primary advisor must be specifically designated.

General Responsibilities and/or Expectations of Advisors:

The responsibilities of the advisor to an organization and its officers and members shall be to:

- Provide counseling, leadership and direction regarding the interpretation of University policy and the mission of the club or organization.
- Ensure the membership eligibility of each student is in accordance with requirements of the club or organization and the University.
- Attend and remain present for the duration of all organizational meetings, official functions and sponsored activities.
- Assist the club or organization with the formulation and implementation of all academic, service and social activities.
- Ensure that members are made aware of and follow the regulations, policies, procedures, goals and objectives of the University.
- Report infractions of University procedures, policies and regulations.
- Review all programs/objectives of the organization to ensure compliance with applicable University rules, policies and regulations.
- Perform other duties and responsibilities that assist in the efficient and orderly operation of the organization.
- Assist with the development of organizational programs.
- Discuss the financial status of the organization including the identification of problems and potential solutions, and the identification of financial strengths and weaknesses.
- Discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with resolution of the difficulties.
- Be available to meet with the organization's officers and/or members when they request help.
- Be familiar with the organization's national structure and services, if applicable.
- Strongly encourage the organization to adhere to the policies and rules of the University as well as obeying local ordinances and the laws of the State of Florida and the nation.
- Provide constructive criticism when deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
- Be aware of the fact that at times, he/she will be called upon to serve as a personal confidant in organizational-related matters. This includes providing assistance with problematic situations as it pertains to the organization.
- Have access to the university-maintained financial records of the respective organization. These

records should be periodically reviewed.

- Engage in the discussion of organizational matters at meetings. However, the advisor normally should not dominate discussion or become the focus of attention.

- Ensure familiarity with the rules and regulations for student organizations as found herein.

- Generate and/or foster genuine enthusiasm and interest in the organization and its activities.

Supremacy of University Policies, Procedures and Regulations - All organizations, including Greek Letter organizations, must fully comply with the University policies, procedures and regulations, including the procedures and regulations of the department, school, college, or institute if the organization is affiliated with a department, school, college or institute of the University. Any provision of an organization's by-laws or constitution, whether locally or nationally, which is contrary or inconsistent with a University procedure, regulation or policy (including those of a department, school, college or institute), is superseded by said University procedure, regulation or policy.

Facility and Program Request Approval Requirements for Sponsoring Events and Activities On and Off-Campus - The Facility Request/Approval process allows for a unified collection, review and advertisement (posting) process which produces varied, safe approved events/activities held on and off-campus. The process requires, but is not limited to the following:

a. Brief proposals/agendas (detail description)
b. Building/venue clearance (location/capacity)
c. Registration for student organizations (approval signature of advisor)
d. University/or local telephone number
e. FAMU e-mail address (off-campus information acceptable as applicable)
f. Approval, Risk Manager or Designee (insurance policy or waiver as required)
g. Approval, FAMU Security (Police or security guard coverage as required)
h. Approval, Director of Student Activities or Designee (all events)
i. Approval, V.P. Student Affairs or Associate V.P. for Student Life (paid events only)
j. Approval, University Attorney or Designee (contractual events only)

Funds and Donations Received by Organizations - All duly qualified and approved Activity & Service (A&S) agencies must have assigned account numbers with the University Controller's Office. All A&S funds must be deposited with and expended through said accounts. Other clubs and organizations that have operating accounts should establish an account, in accordance with University Controller's regulations, in order to deposit and expend operating funds.

However, if any organization, person or corporation desires to make a charitable donation or contribution to an A&S agency or any organization for any lawful purpose, said money should be deposited in the University Foundation in the name of the A&S agency or organization. The Foundation is established to accept private contributions and donations on behalf of the University. This allows the person, organization, or corporation to receive allowable tax deductions for the contribution.

All officers and members of an organization are on notice through this publication that charitable donations to an organization should never be made payable in the name of an officer or member of an organization. When donations are solicited or received, please inform the donor to make the contribution in the name of the organization.

Freedom Of Assembly-Demonstration Policy - No one has the right to disrupt the operation of the University or to interfere with the rights of other members of the University community. It is also agreed that the legal rights of students or other members of the University body, as those of any citizen, must not be abridged. This policy statement shall not be used in any way to infringe upon the legitimate freedoms of any person or group of persons. This policy will be impartially enforced with due process afforded to all.

1. At Florida A&M University demonstrations, picketing, and speeches must not be in violation of the state or local statutes, Board of Governors policies, or University regulations governing unlawful assemblies.

2. Student organizations, individual students, or student groups with the University may hold or conduct demonstrations and protest meetings on designated University property provided that the Director of Student Activities is notified on the proper form at least 24 hours before the demonstration or protest meeting and it does not interfere with the orderly processes of the University.

3. Protest meetings must be held in Lee Hall Auditorium, Charles Winter Wood Theatre, Perry-Paige Auditorium, or the Grand Ballroom.

4. Demonstrations shall be limited to the University Quadrangle, parking lot south of the Student Union Building, stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union Building and Foster-Tanner Building. However, demonstrations must not interfere with normal operational processes of the University.

5. If a demonstration is impeding and/or obstructing normal University operations, and after the demonstrators have been officially notified of this three times, the act will be considered in violation of University Policy. Within a reasonable length of time, those who fail to disperse will be subject to civil as well as University disciplinary action.

6. Students, who participate in protest marches, protest picketing and demonstrating are hereby notified that each student is held accountable for any actions not in keeping with the regulations of the University and the laws of the State of Florida.

Policies for Issuance and Reporting of Tickets and Finance for Paid Events and Events and Activities Sponsored by Student Organizations - Tickets for all campus activities/events are to be secured from the Student Union Information Office, Coordinator of Student Organizations.

1. Upon securing tickets from the union ticket office, (Coordinator of Student Organizations or the designated business coordinator for the Student Activities Office), the ticket coordinator will furnish the organization's representative with a copy of the ticket issuance and accountability report. This report list tickets and price(s) for which the organization is responsible.

2. Upon completion of the event, the unused tickets are to be returned to the ticket manager/coordinator with a copy of tickets and accountability report showing the number sold and total returned, as well as an accounting of cash collected for tickets sold.

Report Must Be Made No Later Than Two (2) Work Days After Event - The accountability report will be retained on file by the Office of Student Activities for subsequent audit and review by appropriate officials.

3. Refund policy for Cancellations of Paid Events-**ALL** patrons who purchase a ticket for an event which is cancelled, **MUST** request a refund within fifteen (15) calendar days from the date of the cancellation of the event. Failure to request a refund within said period **SHALL** constitute a forfeiture of refund. Refunds will be made at the Student Ticket Office unless otherwise posted. Patrons **MUST** present ticket(s) and/or receipt(s) in order to obtain a refund. **NO EXCEPTIONS.**

Popular Concerts and Activities - The University sets specific requirements for students, organizations, and others who request to sponsor popular concerts in facilities administered by the University. Only students, organizations, and others who fully comply with these requirements will be granted approval to sponsor such concerts. The intent of this rule is to cover all such concerts except those sponsored by the University or one of its academic units. A complete listing of the specific requirements to be met is available in the Office of Student Activities, and the Director of Student Activities is responsible for the general administration of this rule. The basic requirements to be met are as follows:

1. Popular concerts will be limited to one per semester. The Vice President for Student Affairs or Associate Vice President for Student Life may waive this limitation for any given semester. A Screening Committee will approve the nature of any type of performance to be presented. The Screening Committee is appointed by the Associate Vice President for Student Life or his designee, the Director of Student Activities.

2. Popular concerts are not to disrupt scheduled classes. The set-up for such concerts may not commence before 5:00 p.m., on class days and all clean up must be completed prior to 8a.m. of the next scheduled class day. Exceptions may be granted by the Associate Vice President for Student Life or the Director of Student Activities.

Procedures Regarding Paid Events, Dances and Other Entertainment Events - Sponsors shall pay rental fees for use of University facilities in accordance with rate schedule as established by the University.

1. If an event does not make profit (less than 100 in attendance) another use day may be granted at no cost upon the approval of the Director of Student Activities or his/her designee.

2. All organizations must have at least one advisor at the event.

3. The seating capacity for the facility shall determine the number of security officers to be present, unless the Director of FAMU Police Department or his designee determines otherwise. See number six (6) below.

4. The sponsoring organization is solely responsible for the obtaining and paying of the security officers.

5. All applicants for activities for paid events that require security officers must have the approval of the Director of the Department of Law Enforcement or his designee.
6. The Director of the Department of Law Enforcement or his designee shall determine the number of Law Enforce Officers and/or security guards to be present at the event to control and monitor activities.

7. The use of metal detectors shall be required at any events as determined by the FAMU Director of Law Enforcement or his designee. Metal detectors may be coordinated through the Office of Student Activities.

8. Sponsors must have at least ten (10) student personnel to work and host the dance. Prior to the event, these students must attend a meeting with the Coordinator of Student Organizations to be briefed on guidelines for monitoring the event.

9. **UNDER NO CIRCUMSTANCE SHALL TICKETS BE SOLD AT THE DOOR.** Tickets may be sold at the Student Union Ticket Office up to one hour after the scheduled starting of the event. Organizations are encouraged to sell tickets prior to the day of the scheduled event.

10. Students attending the event must present bonafide college or university identification (ID), i.e., Florida A&M University (FAMU), Florida State University (FSU), Tallahassee Community College (TCC), along with an admission ticket in order to gain entrance to an event.

11. All signs, posters and other advertisements concerning the event must receive prior approval from the Office of Student Activities before posting.

12. All events MUST be reported to the FAMU Law Enforcement Department at least 48 hours in advance of the event in order for proper security arrangements to be made.

13. The maximum number of paid events held on any given night shall be two (2). Under NO circumstances shall two Greek Letter organizations hold paid events on the same night.

14. All events must end no later then 1:00 am.

15. Failure to adhere to any of the above guideline may result in automatic cancellation of the event.

16. The Associate Vice President for Student Life, or his designee, the Director of Student Activities, shall be responsible for determining whether an event shall be cancelled, unless there are overriding law enforcement considerations as determined by the Director of the Department of Law Enforcement or his designee that will automatically necessitate the cancellation of an event.

17. **REFUND POLICY FOR CANCELLATION OF PAID EVENTS. All** patrons who purchase a ticket(s) for an event that has been cancelled **MUST** request a refund within fifteen (15) calendar days from the date of the cancellation of the event. Failure to request a refund within said period **SHALL** constitute a forfeiture of refund. Refunds will be made at the Student Ticket Office unless otherwise posted. Patrons **MUST** present ticket(s) and/or receipt(s) In order to obtain a refund. **NO EXCEPTIONS.**

Commercial Solicitation on Campus - Commercial solicitation on the campus and posting of advertising material on campus bulletin boards is permitted with proper approval.

1. Salespersons, solicitors and tradesmen, including student, faculty, and other University personnel, are prohibited from entering the grounds and buildings of FAMU for the purpose of transacting or soliciting business with students, faculty, or other University personnel, unless they have been issued a permit for these purposes by the University President's designated representative(s).

Suspension or Expulsion of Any Organization - Any organization, including a Greek Letter organization, may be immediately suspended or expelled from the University by the Vice President of Student Affairs or the Associate Vice President for Student Life and/or Director of Student Activities, pending a hearing at a later date, if requested, for the following circumstances:

a. The continued presence of the organization on campus is likely to create interference with the educational process and the orderly operation of the University, or

b. The continued presence or operation of the organization is likely to endanger or has endangered the health, safety or welfare of members or prospective members of the organization or members of the University community or their property or that of the University, or

c. The offense committed by the organization or members of the organization is of such a serious, heinous or repulsive nature, as to adversely affect any member(s) or prospective member(s) of the organization or member(s) of the University community. Also refer to Regulation 2.028 on Hazing.

Imposition of Inactive Status or Suspension of an Organization by a School, College, Department or Institute - Organizations associated/affiliated with, or under the auspices of a school, college, department or institute at the University must adhere to any and all regulations and policies imposed by said school, college, department or institute. Failure to adhere to such regulations and policies may result in the organization being placed on inactive status or suspension by the school, college, department or institute until the deficiencies are completely corrected and/or until the imposed period of inactive status or suspension has expired. The avenue for a hearing or appeal in such cases shall be solely in accordance with the procedures or policies of the respective school, college, department, or institute. The final decision shall rest with the dean/director of the school, college, department or institute.

Hearing of Cases Involving Organizations, Excluding Greek Letter Organizations and Clubs & Organizations Affiliated With a School, College, Department or Institute - The Associate Vice President for Student Life may appoint a Small Clubs and Organizations Review Board to hear any case arising from clubs and organizations. However, cases involving the Greek letter organizations and those relating to the violation(s) of the regulations and policies of a school, college, department or institute by a club or organization affiliated with same, shall be held in accordance with provisions for hearing such cases as stated elsewhere in the Student Handbook.

The University reserves the right to refer all matters or cases of a disciplinary nature to the University Judicial Office for adjudication under the Student Code of Conduct.

Removal of Advisor(s) to Organizations - The Vice President for Student Affairs or Associate Vice President for Student Life may remove an advisor to an organization, including a Greek Letter organization, when it is in the best interest of the organization and/or University. Advisors to departmental affiliated organizations may only be removed by the dean of the school, college, department or institute.

SOCIAL AND SERVICE GREEK LETTER ORGANIZATIONS

The FAMU Pan-Hellenic Council is comprised of nine (9) historically African-American fraternities and sororities. Its purpose is to serve as the coordinating agent of the constituent members in the furtherance of their national programs. Additionally, they promote unity on college and university campuses and within the communities where graduate and/or alumni chapters are located.

There are also additional Greek-letter organizations that operate outside of the Pan-Hellenic Council. These Greek-letter organizations are comprised of service, professional and academic organizations, as well as honor societies. The organizations will be governed and regulated by their national policies and the established policies of Florida A&M University.

Advisory Councils for National Pan-Hellenic Greek Organizations and Other Greek Organizations
Both of these advisory councils are composed of students, faculty, staff and personnel from the Office of Student Activities. These committees/councils are known as:

a. National Pan-Hellenic Council (Divine Nine)
b. Greek Advisory Council (Other Greek organizations)

The primary concern of the advisory councils/committees is with the conduct and activities of student organizations in accordance with the University policy relative to student organizations. They serve as an advisory and recommending board/committee to the Director of Student Union and Activities who makes appointments to these committees.

THE ROLE OF GREEK LETTER ORGANIZATIONS

The role of Greek of Greek Letter organizations on the campus of **Florida Agricultural and Mechanical University** shall enhance the academic, cultural, and social climate of the **University** through formalized campus and community activities. To fulfill this role, Greek letter organizations shall:

1. Promote academic excellence through the sponsorship of activities such as tutorial services and academic competition.

2. Promote African-American and other cultures by emphasizing the histories and achievements of the respective organizations.

3. Serve as role models and sponsor activities that promote appropriate behavior, conduct, dress, as well as sound moral and ethical values.

4. Promote unity between all Greek lettered organizations (social & service) through collaborative activities.

5. Work to accomplish established institutional goals for the Greek community.

UNIVERSITY MEMBERSHIP REQUIREMENTS

The following criteria for membership shall govern:

1. In order to participate in the in-take process, a student must have earned a minimum of 30 semester hours. Transfer students must have earned at least 15 of the 30 semester hours at **FAMU.**

2. The minimum GPA for social fraternities and sororities to participate in a single in-take process shall be 2.50 and the same for service, honorary and professional fraternities and sororities.

3. The maximum number of students allowed to participate in a single in-take process shall be seventy-five (75). The maximum number increase from 55 to 75 becomes effective fall, 2009. An intake process may occur only once during each semester/session.

4. In order to participate in the in-take process, a student shall not have received any form of disciplinary action pursuant to the **Student Code of Conduct.** No student shall be allowed to participate in the intake process until he/she is cleared by the Judicial Office.

5. A student may appeal the decision of non-participation one (1) year after the completion of disciplinary action/infraction.

6. No student will be eligible to participate in the in-take process in any Greek letter organization until the student's average has been compiled from the official grade records in the Office of the University Registrar, pursuant to the guidelines established under the University's policy on access to records.

7. The names of all persons and their grade point averages must be submitted to the Director of Student Activities seven (7) days before the actual in-take initiation process begins.

RULES AND REGULATIONS GOVERNING THE IN-TAKE PERIOD

The following rules and regulations shall govern the In-Take process for all Greek letter organizations:

1. The **University** shall designate the beginning and ending of the in-take period which shall not exceed twenty-eight (28) calendar days. The first fourteen (14) calendar days will be used to process administrative paperwork only. The other fourteen (14) days shall be used to complete the remaining allowable in-take activities. The in-take process shall commence at the same time for each organization.

2. Each Greek letter organization shall designate an appropriate on-campus location for the purpose of classroom study for its in-take participants. The designated location shall be reported to the Director of Student Activities or his/her designee. Student sessions shall be held from 7:00 p.m. to 10:00 p.m., Monday through Friday. No activities will commence before 6:30 a.m., and all activities will cease and desist at 12 midnight throughout the designated period.

3. All Greek letter organizations shall strictly adhere to and enforce the University policy which prohibits hazing. Moreover, all organizations will be responsible for providing each of its in-take participants with a copy of said policy.

4. The Vice President of Student Affairs, the Dean of Students or the Director of Student Activities may summarily suspend the in-take period for a Greek letter organization if he/she has reason to believe any provisions of the University student code of conduct, the anti-hazing regulation, or state and/or federal laws have been violated.

5. All Greek letter organizations shall participate in the **Student Union All Greek** information meetings/training workshops during fall and spring semesters.

Responsibilities

In addition to adhering to all guidelines governing advisors in general, the following guidelines shall apply to advisors of Greek letter organizations:

1. Provide counseling, leadership and direction regarding the interpretation of **University** policy, role and mission of Greek letter organizations.

2. Ensure the adherence to **University** policy and guidelines regarding Greek letter organizations.

3. Certify the membership eligibility of each student and submit the list of eligible students to the Director of Student Activities or his designee.

4. Attend and remain present for the duration of all organizational meetings and sponsored activities.

5. Assist the respective organization with the formulation and implementation of all academic, service, and social activities.

6. Ensure that the governing bodies of the Greek letter organization (local, regional, and national) are made aware of the rules, policies, goals, and objectives of the University.

7. Monitor the study sessions during the in-take process.

8. Report infractions of University rules and regulations to the Director of Student Activities or his/her designee.

9. Review all programs/objectives of the organization and the academic standings of its members and report the assessment to the Director of Student Activities or his/her designee at the end of each academic school year.

10. Know the chapter and national policies and regulations of their organization as the University policies and regulations govern Greek letter organizations.

11. Perform other duties and responsibilities that maybe designated by the Vice President for Student Affairs or his/her designee, the Dean of Students.

OTHER REGULATIONS REGARDING GREEK LETTER ORGANIZATONS ARE AS FOLLOWS:

1. There shall be **no "GREEK WEEK"** at the **University;** however, each organization may observe a Greek Day. In addition, a "Greek Extravaganza", may be held.

2. Greek Letter organizations on campus may collectively sponsor a semi-annual service oriented activity that demonstrates the **University's** motto, **"Excellent with Caring"**.

3. All Greek Letter organizations on campus are required to participate in an annual Greek Unity

Workshop to be conducted **by the Director of Student Activities or his/her designee.**

4. The Vice President for Student Affairs and/or the Dean of Student Affairs reserve the right, when extenuating circumstances exist, to temporarily waive and/or add requirements governing Greek Letter organizations after giving appropriate notice to the affected party or parties.

The University's approved Anti-Hazing Regulation is required to be a part of ALL registered student organizations Constitution and By-laws. Refer to the Student Rights and Responsibilities Section of this Handbook for a copy of the Anti-Hazing Regulation.

Traditions

- **Homecoming**
  Homecoming, traditionally held during the fall semester, is a time for special celebrations filled with memories and traditions, linking the past with the present. During homecoming week, festivities unite the University and the community, forming a sense of family that keeps spirit alive throughout the generations. Major activities include the Fashion Show, Comedy/Talent Show, Block Party, Battle of the Bands, Step Shows and much more.

- **Convocations**
  Convocations are University gatherings of students, faculty, staff and community, in observance and/or recognition of note worthy accomplishments that occur yearly (i.e., President's; Homecoming; Martin Luther King, Jr.; Black History; Founder's; and Honors). These gatherings feature renown speakers, guest, and University musical/theatrical renditions performed by students, faculty/or staff. The majority of these observances require that **ALL** regular classes are cancelled to allow University-wide attendance.

- **Founder's Observance**
  Steeped in rich tradition, former **FAMUANS** from all over the world return to the campus for rededication to the memory of those who were instrumental in the development of and who made significant contributions to the founding and promotion of FAMU as an institution of higher education.

For further information concerning "Traditions", please contact the Office of Student Union and Activities at (850) 599-3400.

Please refer to University Regulation 2.030, Student Activities, for additional details and requirements regarding most of the subject matter covered under this section of this handbook, i.e., **Campus Involvement**.

Student Records Management Procedures

Family Educational Rights and Privacy Act (FERPA)

The Purpose

The Family Educational Rights and Privacy Act of 1974, most often referred to as "FERPA", deals specifically with the educational records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

1) Directly related to a student and
2) Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution the right to inspect and review their own education records. Furthermore, students have other rights, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to the education records of persons who are or have been in attendance in post secondary institutions, including students in cooperative and correspondence study programs. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution. Furthermore, rights are not given by FERPA to students enrolled in one component of an institution who seek to be admitted in another component of an institution.

The Policy

Florida Agricultural and Mechanical University (FAMU) shall comply with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment) – 20 U.S.C. ~ §1232g – of 1974, which gives enrolled students the right to:

1) Review and inspect their education records;

2) Challenge and seek to amend education records that a student believes are inaccurate or misleading;

3) Consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA allows disclosures without consent; and

4) Complain to the U.S. Department of Education concerning alleged violations by FAMU of any such rights.

Pursuant to FERPA requirements, some personally identifiable student information, designated by law as "directory information," may be released to third parties by FAMU without prior consent of a student unless the student files a written request with the FAMU Office of the Registrar to restrict directory information access.

FAMU has designated the following as directory information:

- The name of a student who is in attendance or who has been in attendance
- The local, home address of a present or former student
- The telephone number of a present or former student

- Date and Place of Birth of a present of former student
- The major field of study of a present or former student
- Dates of attendance
- Enrollment Status
- Participation in Officially Recognized collegiate sports
- Weight and height of athletes
- Degrees and academic honor awards received and pertinent dates
- Most recent educational institutions attended prior to FAMU

The following information is not considered directory information and may not be released or disclosed in any way (except to a school official with a legitimate interest, or to a third party with signed and dated consent from the student or former student):

- Student Identification Number
- Social Security Number
- Ethnicity/Nationality
- Gender

An enrolled student may select Privacy (refuse to permit disclosure of "directory information"). To do so, the student must notify the Office of the Registrar in writing if he/she refuses to permit the University to disclose such information. The University will not release any further disclosures of directory information about the student without the student's prior written consent except to the extent authorized by FERPA or other State or Federal laws.

All custodians of a student's education records and all University employees/agents shall comply with FERPA and follow strict practice that information contained in a student's education record is confidential and shall not be disclosed without the prior written consent of the student except as otherwise provided by FERPA. FERPA exceptions are outlined in the policy and procedures herein.

Regarding the disposition of records held pertaining to a deceased student, in accordance with FERPA, it is the policy of FAMU that the privacy interests of an individual expire with that individual's death.

FAMU publishes annually a notice of primary rights for enrolled students.

All University employees who manage or have direct or indirect access to student education records are held responsible for reading and understanding the policy. Furthermore, all employees who manage or have direct or indirect access to student education records are responsible for following security practices established by the University, Colleges, or departments.

The University Registrar has been designated as the FERPA Compliance Officer for the University. Further information about FAMU's policy and procedures with respect to privacy of student records may be obtained from the Office of the Registrar.

Location of Education Records

All information provided by a student to the University for the use in the educational process is considered part of the student's education record. Information may fall into one of the following categories:

- Admission records are located in the Office of Admissions and Recruitment, Foote-Hilyer Administration Center, and the custodian of such records is the Director of Admissions and

Recruitment, Florida Agricultural and Mechanical University, Foote-Hilyer Administration Center, Suite G-9, Tallahassee, FL 32307.

- Cumulative academic records are located in the Office of the Registrar, Foote-Hilyer Administration Center, and the custodian of such records is the University Registrar, Florida Agricultural and Mechanical University, Foote-Hilyer Administration Center, Room 112, Tallahassee, FL 32307.

- Financial aid records are located in the Office of Student Financial Aid, Foote-Hilyer Administration Center, and the custodian of such records is the Director of Student Financial Aid, Florida Agricultural and Mechanical University, Foote-Hilyer Administration Center, Suite 101, Tallahassee, FL 32307.

- Student financial records are located in the Office of Student Financial Services, Foote-Hilyer Administration Center, and the custodian of such records is the Director of Student Financial Services, Florida Agricultural and Mechanical University, Suite G-7, Tallahassee, FL 32307.

- Student placement records are located in the Career Center, Student Union Plaza and the custodian of such records is the Director, Career Center, Florida Agricultural and Mechanical University, Student Union Plaza Suite 118, Tallahassee, FL 32307.

- College-based testing records are located in the Counseling and Assessment Center, and the custodian of such records is the Director, Counseling and Assessment, Florida Agricultural and Mechanical University, University Counseling Center, Tallahassee, FL 32307.

- College records are located in the college dean's office and/or departmental offices of each college and in faculty offices at each college or department and the custodian of such records is the appropriate dean, department chairperson, professor, instructor or advisor.

- Disciplinary records are located in the Office of Judicial Affairs, Student Union Plaza, and the custodian of such records is the Director of Judicial Affairs, Florida Agricultural and Mechanical University, Suite 101, H. Manning Efferson Union, Tallahassee, FL 32307.

- Disability records are located in the Learning Development Evaluation Center, and the custodian of such records is the Director, LDEC, Florida Agricultural and Mechanical, 667 Ardelia Court, Tallahassee, FL 32307.

- International student records are located in the Office of International Services, HFFM, and the custodian of such records is the Provost, Florida Agricultural and Mechanical University, 301 Foote-Hilyer Administration Center, Tallahassee, FL 32307.

Excluded Records

While most student records maintained by the University are considered to be education records, those listed below are specifically **excluded:**

- Sole possession records or memory aids created and maintained for private use with limited access to anyone other that the creator;
- University Police records maintained solely for law enforcement purposes;
- University employment records for employment not dependent on student status and does not result in academic credit or a grade;

- Records created by a physician; psychologist or similar paraprofessional to be used only for providing treatment to a student;
- Alumni records if they contain only information related to an individual after the individual is no longer a student.

Legitimate Educational Interest

University officials shall have access to student education records for legitimate educational purposes when a need to know has been demonstrated by those officials who act in the student's educational interest. This includes, faculty, administration, student employees, clerical and professional employees and other persons who manage student records information. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory or administrative duties has a legitimate educational interest.

Exceptions to Student Consent for Release of Records

All custodians of a student's education records and other University employees/agents may not disclose student information to third parties without the student's prior written consent except as provided in this section:

- Under the following circumstances, University officials may make disclosures of personally identifiable information contained in the student's education records without the consent of the student:

  a) To officials of another college or university where the student seeks or intends to enroll on the condition that the institution makes a reasonable effort to inform the student of the disclosure unless the student initiates the transfer.
  b) To certain federal and state officials who require information in order to audit or enforce legal conditions related to programs at the University supported by federal or state funds.
  c) To parties who provide or may provide financial aid to the student.
  d) To an individual or organization under written contract with the University or FLDOE for the purpose of conducting a study on the University's behalf for the development of tests, the administration of student aid, or the improvement of instruction.
  e) To an outside contractor who is a "party acting on behalf of the University" and is performing a service which the University would otherwise have to perform for itself.
  f) To accrediting organizations to carry out their accrediting functions.
  g) To parents of an enrolled student if the parents claim the student as a dependent under the Internal Revenue code of 1954. The University will exercise this option only on the condition that the evidence of such dependency is furnished to the University Registrar.
  h) To comply with a lawfully issued subpoena or judicial order of a court of competent jurisdiction. The University will make reasonable effort to notify the student before the disclosure – unless otherwise noted by the judicial document.
  i) The result of a disciplinary proceeding may be released to the victim on the student's crime of violence.
  j) To comply with an ex parte order from the Office of the Attorney General (or designee).
  k) To state or local officials in compliance with state laws adapted prior to November 19, 1974.

- University officials are authorized to make necessary disclosures from student education records without the prior consent of the student in a health or safety emergency if the University official deems:

a) The disclosure to be warranted by the seriousness of the threat to the safety or health of the student or other persons; or
b) The information disclosed is necessary and needed to meet the emergency; and
c) Time is an important and limiting factor in dealing with the emergency.

All requests for disclosure under the above circumstances, where the University may disclose personally identifiable information without the student's prior consent to third parties other than its own officials, will be referred to the University Registrar or the appropriate records custodian.

Parental Access

At the post secondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances:

a) Through the written consent of the student; or
b) In compliance with a subpoena; or
c) By submission of evidence that the parent declares the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954)

Written Consent

- University officials may not disclose personally identifiable information contained in a student's education record except directory information or under the circumstances listed above, except with the student's prior written consent. Written consent must include the following:

  a) A specification of the information the student consents to be disclosed;
  b) The person or organization or the class of persons or organizations to whom the disclosure may be made;
  c) The purpose of the disclosure; and
  d) The student's signature and date (within the last calendar year) of consent.

- The student may obtain a copy of any records the University disclosed pursuant to the students prior written consent.

The University will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those third parties agree in writing that they will not re-disclose the information without the student's prior written consent.

Additional Guidelines for Faculty

- The posting of grades by the student's name, institutional student identification number or social security number is not allowed. Grades cannot be posted via paper source or electronic source unless the instructors and others who post grades use a system that ensures FERPA requirements are met.

- Prohibition on disclosure of personally identifiable information from an education record of a student applies to any kind of non-directory information. Examples include performance in class, grades, attitude, motivation, abilities and background that are conveyed in writing, in person or over the phone to third parties.

Challenge of Contents of Education Records

Florida A&M University provides any student with an opportunity to challenge and amend the contents of their education records which the student considers to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. Challenge requests must be submitted to the University Registrar.

Protocol for Records Storage and Disposal

University officials who are designated custodians of student records have established the following protocol for ensuring that student records being collected accessed, stored, printed, destroyed or otherwise used are physically secure from unauthorized access.

Each person using electronic systems to access records must have a unique account with a password assigned for their own use. The account name and passwords used to access these systems must not be written down, told to others, or made available in any way for use by other persons. Account holders must change their passwords frequently.

Computers used to access electronic records systems must not be left unattended. Computers located in public areas must be positioned so that visitors cannot view.

Printers must not be publicly accessible and must be attended so that printed materials cannot be seen or taken by unauthorized persons. To reduce this risk, printed materials must be retrieved from the printer promptly.

Printed or copies of records stored on electronic media must be kept in locked drawers or cabinets when not being used. Records being used must be returned to locked storage areas overnight. Central filing systems must be secured behind locked doors when they are not attended.

Printed records must be shredded prior to recycling. Copies of records stored on electronic media, such as computer hard drives, CD-ROM, or diskette must be permanently deleted from these media before the media is disposed of. If this is not possible the media itself should be destroyed and made unusable prior to its disposal.

Definition of Terms

Student – An individual for whom the educational institution maintains records. The term refers to a person who is receiving or has received academic credit from the University. "Student" does not include an individual who is or has been enrolled in non-credit, Continual Learning programs.

Enrolled Student – For the purpose of this document, this term refers to a student who has satisfied all the institutions requirements for attendance in course(s) offered for academic credit at the institution and is statistically represented in federal, state and/or local reports maintained by the educational institution.

Education Records (Academic Records) – Any records maintained by the University and employees/agents of the University which contain personally identifiable information directly related to a student record, and used herein, includes any information or data recorded in any medium, including but not limited to handwriting, print, magnetic tapes and disks, film, microfilm and microfiche.

Student Records – Any information or data collected, recorded, or maintained in any medium (e.g., handwriting, print, tapes, films, files, microfilm, microfiche, and any other form of electronic data storage).

Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Items that can never be identified as directory information are a student's social security number, citizenship, gender, religious preference, grades and GPA.

Personally Identifiable Information – Data or information which includes:

- The name of the student, the student's parents, or other family members;
- The student's addresses;
- A personal identifier such as a social security number or any generated student number; or
- A list of personal characteristics or other information that would allow the student's identity to be traced.

School Officials (University Officials) – Those members of an institution who act in the student's educational interest within the limitations of their "need to know." Officials may include faculty, administration, clerical, and professional employees and other persons, including student employees or agents, who manage student education record information.

The University has also defined a school official to be any person currently serving as:

- A member of the Florida Department of Education (FLDOE);
- Under contract to the FLDOE of FAMU in any faculty or staff position;
- As a temporary substitute for a staff member or faculty member at FAMU for the period of his/her performance as a substitute member; and
- A member of the FLDOE or under contract to the University to perform a special administrative task. Such persons shall be considered to be school officials for the period of their performance as an employee or contractor.

Student Rights and Responsibilities

Anti-hazing - Regulation 2.028

(1) It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students, or student organization(s) affiliated with the Florida Agricultural and Mechanical University are prohibited from engaging in any form(s) of hazing activities**.**

(2) The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a university sanctioned organization, shall be presumed to be hazing and a "forced" activity, the willingness or consent of an individual to participate in such activity notwithstanding.

(3) Penalties – Any student(s), student group(s), or student organization(s) which are affiliated with the Florida Agricultural and Mechanical University, on campus or off-campus, that are found responsible for hazing will be subject to appropriate sanctions by the university, which may include the imposition of fines; withholding of grade(s), transcripts and/or diplomas pending payment of fines or pending compliance with the current Student Code of Conduct, Regulation 2.012, of which this Regulation becomes a part of; the imposition of counseling, probation, suspension, dismissal or expulsion of said person(s) or organization(s), and/or the rescission of permission for the University sanctioned organization(s) to operate on the Florida A&M University campus or to otherwise operate under the sanction of the University.

(4) All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in s. 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other university Regulation(s) to which the violator(s) may be subject. It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity that resulted in the death or injury of the person was not part of an official university organizational event or was not otherwise sanctioned or approved by the university organization or the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to a university organization.

(5) All existing university sanctioned organizations are required to amend their existing by-laws to include an anti-hazing section, and all future university sanctioned organizations must include the same in their by-laws. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a university sanctioned organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

Specific Authority 1001.74(4) FS. Law Implemented 1001.74(10)(d),(e), 1006.60, 1006.61, 1006.62, 1006.63 FS. History–New 4-3-83, Formerly 6C3-2.28, Amended 1-26-04.

Due Process, Other Rights and Responsibilities - Regulation 2.013

(1) The due process requirements contained below shall be applicable in all cases involving academic dishonesty and matters involving alleged violations of the Student Code of Conduct. Due process as applied by the University and its schools and colleges shall include, as a minimum, the following:

(a) The student shall be provided with written notice of the charges against him/her in sufficient detail and in sufficient time to prepare for a hearing before an appropriate committee or hearing body, as established by the University or its colleges, schools, or institutes, or before the appropriate University official;

(b) The University or its colleges and schools shall establish a minimum number of days in advance of the hearing to present the written notice of charges, but in no case will this notice be less than three days, except in cases of emergency as specified below;

(c) The Student shall be entitled to a prompt hearing before an appropriate committee or hearing body, as established by the University or its colleges, schools or institutes; or the student shall have the option to request adjudication of the matter by an appropriate official designated by the University or its colleges, schools or institutes;

(d) The student and his/her advisor may inspect all of the evidence that will be presented against the student at least three (3) workdays before the student disciplinary hearing. The University shall also have the right to inspect any information the student intends to use at least three (3) workdays before the student disciplinary hearing;

(e) The student may present evidence on his/her own behalf;

(f) The student may hear and question adverse witnesses;

(g) The student shall not be forced to present testimony which would be self incriminating; however, the university and/or its colleges and schools is not required to postpone the proceedings pending the outcome of any outside prosecution and a disciplinary penalty or sanction imposed under the university's code of conduct is in addition to any penalty imposed by the courts for the criminal system;

(h) The student may have an advisor of the student's choice present at the hearing;

(i) The decision of responsible or not responsible on the charges shall be based solely on the evidence presented at the hearing;

(j) The decisions of any committee or hearing body, or of any university official, shall be presented to the student in writing and within fourteen business days following the hearing;

(k) The student may appeal the decision of any committee or hearing body or of any university official, within a period specified by the university or its colleges, schools or institutes in the written procedures, to the president or the president's designee; and

(l) The student's status will remain unchanged pending the university's final decision in the matter, except where the president or president's designee determines that the safety, health or general welfare of the student or the university is involved. A student's enrollment status may be changed only in cases where the president or president's designee determines that an emergency exists, which affects the safety, health or general welfare of the student or other students or the university and/or its employees.

(m) At the conclusion of the appeals process, the decision of the president or the president's designee shall be final.

(2) Additional due process protections as may be provided by regulation or policy of the Board of Governors shall also be applicable to cases involving academic dishonesty or violations of the Student Code of Conduct as indicated by said regulation. Refer to Board of Governors Regulation 6C-6.0105(5).

(3) All students enrolled at the university shall be accorded the basic rights as set forth below.

(a) The right of respect for personal thoughts; the right of freedom from indignity of any type; the right to expect an education of the highest quality; and the right to make the best of one's talents and time toward the objectives which brought him/her to the University.

(b) The right to inquire about and to recommend improvements in University policies, regulations and procedures through established protocol.

(c) The right to participate in the self-governing process of student organizations pursuant to the procedures of the University and affected organizations.

(d) The right to be represented on University-wide committees in accordance with University procedures.

(e) The right of freedom of expression and peaceful assembly as defined and governed by the constitutions of the United States and the State of Florida and the regulations of the University.

(f) The right to participate in dialogue during public discussions that provide a diversity of opinions.

(g) The right to join University clubs and organizations for educational, political, social, religious and cultural purposes in accordance with the guidelines, procedures and regulations of the University and the respective clubs and organizations.

(h) The right of due process.

(i) The right of freedom of press and media to publish and distribute materials in accordance with the constitutions of the United States and the State of Florida and the regulations of the University.

(4) Florida A&M University encourages its students to help maintain a healthy academic climate where students can intellectually grow and develop as mature and responsible individuals. Concomitant with student rights are student responsibilities. These responsibilities include but are not limited to the following:

(a) The responsibility of making the most of their educational opportunities by attending classes and laboratory periods on regular basis and by completing all academic requirements, in a satisfactory manner, as stated in each course syllabus while taking advantage of the many opportunities provided in a University environment for all around personal growth, development, and maturation.

(b) The responsibility of knowing and observing all published university policies, procedures and regulations (e.g. the General Catalog of the University and Student Handbook, etc.) as well as state and federal laws and requirements.

(c) The responsibility of taking the initiative in exercising the democratic processes to include, but not be limited to, voting and performing community or volunteer services.

(d) The responsibility of ensuring the orderly operation of the university through appropriate conduct in and out of the classroom.

(e) The responsibility of assuming the consequences of one's own actions, and to avoid conduct detrimental in its effect upon fellow students and members of the university community.

Specific Authority 1001.74(4) FS. Law Implemented 1001.74(4) 1006.60, 1006.61, 1006.62FS. History–New 10-1-75, Formerly 6C3-2.13, Amended 9-14-87,_Amended June 29, 2006.

Policy Statement on Non-Discrimination

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to the University Equal Opportunity Programs/Equity Officer/Title IX Officer as follows:

Director
Florida A&M University
Equal Opportunity Programs
Ardelia Court, Unit 5
Tallahassee, Florida 32307
Telephone: (850) 599-3076 (Voice)
(850) 561-2784 (TDD)
(850) 561-2997 (FAX)

Student Code of Conduct - Regulation 2.012

(1) All student conduct regulations of the University shall be printed in a form or forms which make them available to all students and shall be applicable only upon publication in the Student Handbook, FANG, or other reasonable means of written or electronic notification such as the FAMU Website. The Student Code of Conduct shall hereinafter be referred to as the "Code".

(2) As members of the academic community, students enjoy the rights and privileges that accrue to such membership including, but not limited to, academic freedom and participation in the decision-making processes of the University. Additionally, students are subject to the obligations and duties that accompany this membership and are responsible for compliance with the requirements of law and with all governance by students, faculty, and staff. It is incumbent upon members of the campus community to notify the appropriate judicial body or officials of a violation of these regulations, to encourage all to comply with them, and assist in their enforcement by testifying as witnesses when called upon to do so. Accordingly, all alleged violations of the Code shall be referred to the University Judicial Officer. Students, faculty and staff members may allege violations of the Code and make their report in writing to the Judicial Office. If the Judicial Officer or his/her designee believes after an investigation of the allegations that the allegations have merit, the student will be issued, in writing, an administrative request to appear at an information briefing before the Judicial Officer or his/her designee. At the information briefing, the Judicial Officer or his /her designee will explain to the students the elements of due process that will be afforded to the student.

(3) Discipline may be imposed for offenses against the Code occurring at any of the following locations or activities:

(a) University campus;

(b) University owned or controlled property;

(c) University premises, including but not limited to fraternities, sororities, and organizations property;

(d) Activities sponsored by the University wherever they may occur;

(e) Activities officially approved by the University that are conducted by University chartered organizations wherever they may occur;

(f) Activities occurring off campus, either university or non-university related.

(4) Felony – a serious offense against the University for which a student, upon a finding of responsible, shall be punished by:

(a) Expulsion from the University; or

(b) Dismissal from the University for a period not to exceed five years; or

(c) Suspension from the University for a period not to exceed three years; or

(d) Community service, not to exceed 15 hours per week and not to exceed a total of 11 weeks; or

(e) Probation for a specified period, or for a period not to exceed a total of time needed by the student to complete requirements for graduation; or

(f) Restitution for the loss, damage or injury; or

(g) Discretionary sanctions; or

(h) Counseling—The University can require the student to seek professional counseling in order to remain at the University; or

(i) Any combination of the foregoing that the majority of the hearing body or the University Judicial Officer may, under the circumstances, consider fair and appropriate.

(5) Misdemeanor – an offense against the University for which the student, upon a finding of responsible, shall be punished by:

(a) Suspension from the University for a period not to exceed two semesters; or

(b) Community service, not to exceed 15 hours per week and not to exceed a total of 11 weeks; or

(c) Probation for a specified period, or for a period not to exceed one year; or

(d) A letter of reprimand; or

(e) Restitution for the loss, damage or injury; or

(f) Discretionary sanctions; or

(g) Counseling—The University can require the student to seek counseling from a professional counselor in order to remain at the University; or

(h) Mediation; or

(i) Any combination of the foregoing that the hearing body or judicial officer may, under the circumstances, consider fair and appropriate.

(6) Definition of student conduct terms – The following terms are defined as follows:

(a) Expulsion – a student shall be deprived of his/her opportunity to reenter the University. The student is permanently separated from the University.

(b) Dismissal – separation of the student from the University for a period not to exceed five years. Readmission is conditioned by the recommendation of an ad hoc review board appointed by the President or Vice President for Student Affairs.

(c) Suspension – separation of the student from the University for a definite period of time. The duration of the period of suspension shall not exceed three years and shall be in direct proportion to the degree of seriousness attached to the misconduct.

(d) Probation – an official warning that the student's conduct violated the code of conduct of the University and requires the withdrawal of special privileges, participation in inter-collegiate activities, and others. The student may not be elected to office during the period of probation. If the student is holding an office, he/she must vacate the office for the term of probation. The penalty of probation may also include a specified monetary fine from $100.00 to $350.00.

(e) Reprimand – a formal rebuke and official recognition by letter to the student of misconduct as charged by the University.

(f) Community service – hours the student may be required to perform in specified areas of service.

(g) Restitution – Compensation for loss, damage, or injury. This may be in the form of monetary or material replacement.

(h) Discretionary sanctions – Work assignments, essays or other related discretionary assignments.

(i) Student - Any person matriculated to the University; any person who enrolls in any course or program in any school, college, institute or unit of Florida A&M University; or any person who has enrolled in any course or program at the University and continues to be associated with the University because he/she has not completed the course or program at the University. The term "student" will also refer to student clubs and organizations.

(j) University official – Any person employed by the University, performing administrative or professional responsibilities.

(k) Faculty member—Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.

(l) University—The Florida A&M University whose main campus is located in Tallahassee, Florida and any of its satellite or branch campuses.

(m) University premises—All buildings, land, facilities, and any other property owned, leased, operated, controlled or supervised by the University.

(n) University sponsored activity—Any activity on or off campus which is initiated, aided, authorized or supervised by the University.

(o) Hearing body—Any person or persons who have been authorized by the University to determine whether a student has violated the Code and to recommend sanctions that may be imposed when a Code violation has been committed.

(p) Club and/or organization—Any number of students who have complied with the University requirements for recognition or registration. The term "club or organization" also will refer to student.

(q) Accused Student –The student accused of violating this Code.

(r) Complainant—Any person who submits a charge alleging that a student violated this Code.

(s) The word, "Shall", is used in the imperative sense.

(t) The word, "Will" is used in the imperative sense.

(u) The word, "May" is used in the permissive sense.

(v) Mediation—This is the actual mediation in which all parties involved in a dispute seek to reach a resolution with the aid of neutral mediators. Agreements reached are based on the interests of all parties so that everyone reaches a satisfactory compromise or settlement of the dispute.

(w) Judicial hold—This prevents the student from conducting any form of registration.

(x) Sanction—A penalty imposed upon a student after the student has admitted that he/she is responsible or has been determined responsible by the Judicial Officer or a hearing body for violating a provision(s) of the Code.

(y) Preponderance of Evidence—The term "preponderance of evidence" means that evidence considered as a whole indicates the fact sought to be proved is more probable than not .

(z) "Responsible"—The term "responsible" means that the Accused Student has been found responsible or accepted responsibility for violating a provision(s) of the Code.

(aa) "Not responsible"—The term "not responsible" means that the Accused Student has not been found responsible or did not accept responsibility for the alleged violation(s) of a provision(s) of the Code.

(bb) All code of conduct definitions not included in this Code are in accordance with definitions found in the most recent edition of Blacks Law Dictionary in effect at the time of the violation of the Code.

(7) A student convicted of a second misdemeanor while on probation shall be liable for punishment of a felony.

(8) The hearing body or judicial officer may recommend suspension of sanction(s) for a specified period of time where circumstances warrant. A probationary period must be imposed.

(9) The President of the University or the Vice President for Student Affairs may expel, dismiss or suspend any student when the student's conduct is detrimental to the University and involves disruption of the University process or is dangerous to the health, safety and morals of the University community.

(10) Offenses Classified as Felonies and Their Definitions.

(a) The offense affray is defined as the fighting of two or more students in a public or private place, voluntarily or not, to the disturbance of others. Penalty: Probation up to expulsion.

(b) The offense assault and battery is defined as the unlawful and intentional application of force to the person of another. This includes physically contacting another person without his/her consent and causing or intending to cause injury or imminent fear of injury. Penalty: Probation up to expulsion.

(c) The offense assaulting a University official is defined as the unlawful attempt or offer to do bodily harm to an official of the University when the official is in the execution of his office. Penalty: Probation up to expulsion.

(d) The offense disobeying a University official is defined as an intentional defiance of authority. The offense includes disobeying orders of the University official or the use of contemptuous words toward the University official. Penalty: Probation up to expulsion.

(e) The offense breaking and entering is defined as the unlawful breaking into of a building or structure of another, with intent to commit an offense therein. The word building includes a room, classroom, office, store, or modular unit. A break includes any removal of any part of the building

designed to prevent entry. Opening a closed door or window or other similar fixture, or cutting out the glass or the netting of a screen is defined as breaking. Penalty: Probation up to expulsion.

(f) The student who knowingly, with the intent to deceive, falsifies records or gives misleading information, oral or written, is subject to charges of deliberate deception. Penalty: Probation up to expulsion.

(g) The offense destruction of property is defined as willful and malicious defacement, damage or destruction of University property or the private property of another. It includes vandalizing, misusing or intentional losses of University or private property. In addition to being subject to disciplinary action, students or student organizations responsible for such damage may be financially liable. The value of the property referred to must be $100.00 or more. Penalty: Probation up to expulsion.

(h) The offense hazing is defined as noted in FAMU Regulation 2.028. Penalty: See subsections (3) and (4) of said regulation.

(i) Stealing is defined as the intent to deprive or defraud the true owner of his/her property or to appropriate the same to the use of the taker or someone other than the true owner. It is taking from the possession of another or obtaining from a person value of any kind, appropriating the same to personal use or to the use of another person other than the true owner. The property alleged as being stolen must be of a value of $100.00 or more. Penalty: Probation up to dismissal.

(j) Lewd and Lascivious Behavior is defined as such behavior as indicated under Section 800.03, Florida Statutes. Penalty: Probation up to expulsion.

(k) Use and/or possession of firearms, ammunitions, explosives, knives, firecrackers, fireworks or any other instrument as a weapon in a reckless manner is prohibited. Firecrackers or fireworks may be used only when approved by appropriate University officials.

1. "Firearm" means any weapon (including a starter gun, BB gun, and) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a riot; the inciting or encouraging of a riot; or the commission of any felony under this Rule.

2. "Fireworks" means and includes any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, incense, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. The term "fireworks" does not include sparklers; toy pistols, toy canes, toy guns.

3. The term "sparkler" means a device which emits showers of sparks upon burning, does not contain any explosive compounds, does not detonate or explode, is hand-held or ground based, and cannot propel itself through the air. Penalty: Probation up to expulsion.

(l) The opening and removing of the mail of another person without authority is a violation of Federal law. University penalties may also be imposed for such a violation. Penalty: Probation up to expulsion.

(m) The student convicted of a felony by an off-campus court of competent jurisdiction may be subject to sanctions by the University. Penalty: Probation up to expulsion.

(n) Violations of the terms of disciplinary action imposed as a result of previous disciplinary proceedings under the provision of this Code will subject the student to additional sanctions. Penalty: Probation up to dismissal.

(o) The offense conspiracy is defined as planning with one or more fellow students to commit an act or acts that violate(s) the University Code of Conduct. Penalty: Probation up to expulsion.

(p) Identification violations include:

1. To fail to present identification when requested by a University Law Enforcement Officer or other university official who identifies him/herself. Penalty: Probation up to dismissal.

2. To alter, illegally use or attempt to illegally use an identification card, library card, decal or other means of identification not issued to the student. Penalty: Probation up to dismissal.

3. The student who knowingly, with intent to deceive, allows another to use his/her student identification card, decal or other means of identification. Penalty: Probation up to dismissal.

(q) Stalking:

1. Any person who willfully, maliciously, and repeatedly follows or harasses another person commits the offense of stalking. Penalty: Probation up to suspension.

2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, and who makes a credible threat with the intent to place that person in fear of bodily injury or loss of life; or who fails to comply with an off-campus court order to cease and desist with any such conduct toward subject person or that person's property commits the offense of aggravated stalking. Penalty: Suspension up to expulsion.

(r) Sexual Battery – The non-consensual oral, anal or vaginal penetration by, or union with the sexual organ of another or the anal or vaginal penetration with an object by another; however, sexual battery does not include an act done for a bona fide medical purpose. Penalty: Suspension up to expulsion.

1. "Victim" means a person who has been the object of a sexual battery.

2. "Alleged Offender" means the person who has been accused of committing sexual battery.

3. Unless expressly prohibited by law, the University is committed to affording the victim of a sexual assault the following rights:

a. To not require the corroboration of the victim's testimony.

b. To prohibit the victim's past sexual history from being admitted as testimony in university proceedings.

c. To allow the victim to submit to the Hearing Body during the penalty phase a victim impact statement.

d. To authorize the Vice President for Student Affairs or Associate Vice President for Student Affairs or Director of Housing to modify living arrangements in cases where the victim and alleged offender live in the same housing complex.

e. To authorize the Vice President for Student Affairs or Associate Vice President for Student Affairs, or the University Judicial Official to issue an immediate administrative restraining order, forbidding the alleged offender from all contact with the victim.

f. To authorize the University provost and/or the academic deans to establish an immediate reassignment of classes for the alleged offender when both alleged offender and victim attend the same classes.

g. To provide on-campus counseling services to victims of sexual assault.

h. To close the proceedings from the public as provided in all other disciplinary proceedings.

(s) Academic Honesty Violations:

1. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors.

It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.

2. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a written assignment.

3. A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.

4. For procedural information regarding academic honesty violations, students should consult with the academic dean or director in the respective school or college.

5. The penalties for academic honesty violations shall include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration, and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

(t) Theft or other abuse of computer facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

2. Unauthorized transfer of a file.

3. Use of another's individual's identification and/or password.

4. Use of computing facilities and resources to send obscene or abusive messages.

5. Use of computing facilities or resources to interfere with normal operation of the University computing system.

6. Penalties—Written reprimand up to suspension.

(u) Abuse of the Student Judicial System, including but not limited to:

1. Failure to obey the notice from the University Judicial Officer to appear for a information briefing or hearing as part of the student judicial system.

2. Falsification, distortion, or misrepresentation of information before a hearing body.

3. Disruption or interference with the orderly conduct of a judicial hearing.

4. Attempting to discourage an individual's proper participation in, or use of, the student judicial system.

5. Attempting to influence the impartiality of a member of a hearing body prior to, during, and/or after a judicial hearing.

6. Harassment, verbal or physical, and/or intimidation of a member of the hearing body or a witness prior to, during, and/or after a judicial hearing.

7. Influencing or attempting to influence another person to commit an abuse of the student judicial system.

8. Penalties—Written reprimand up to suspension.

(v) Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts or obstructs the normal operations of the University and/or infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. Penalty: Probation up to Suspension.

(w) Obstruction of the free flow of pedestrian or vehicular traffic on University premises. Penalty: Written reprimand up to suspension.

(x) Use, possession, manufacturing, or distribution of illegal drugs and/or substances.

1. The University has a Zero Tolerance Policy for the use, possession, manufacturing or distribution of illegal drugs and/or substances.

2. Zero Tolerance means that the student may be removed form University housing, and up to suspension or expulsion from the University.

(y) Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication. Penalty: Probation up to dismissal.

(z) Harassment—Words, conduct or action of a repeated nature being directed at a male or female, that annoys, alarms or causes substantial emotional distress to the male or female. Penalty: Probation to Suspension.

aa) Extortion – The act or practice of obtaining something or compelling some action by force, coercion, intimidation or threat.

(11) Offenses Classified as Misdemeanors and Their Definition.

(a) The offense assault is defined as an unlawful offer or attempt to do bodily harm toward the person of another. Penalty: Letter of reprimand up to suspension.

(b) The student who gives or takes any information or material with the intention of wrongly using it to aid himself/herself or another student in academic endeavors shall be subject to the charge of cheating. This includes falsifying, tampering, altering, forging, or misusing any University record or official document or knowingly supplying false or misleading information to a University official. Penalty: Letter of reprimand up to suspension.

(c) The offense destruction of property is defined as willful and malicious defacement, damage or destruction of University property or the property of another. It includes vandalizing, misusing or intentional loss of University or private property. In addition to being subject to disciplinary action, students or student organizations responsible for such damage may be financially liable. The value of the property referred to must be less than $100.00. Penalty: Letter of reprimand up to suspension.

(d) The offense disorderly conduct encompasses the act or acts, disorders and neglect which affect the peace, harmony, and well being of the University community to the prejudice of good order and discipline. Disorderly conduct includes, but is not limited to the use of profanity in public, drunkenness in University buildings and grounds and the use of insulting or defamatory language. Penalty: Letter of reprimand up to suspension.

(e) The offense stealing is defined as the intent to deprive or defraud the true owner of his/her property or to appropriate the same to the use of the taker or someone other than the true owner. It is taking from the possession of another or obtaining from a person value of any kind, appropriating the same to personal use or to the use of another person other than the true owner.
The property alleged as being stolen must be of a value of less than $100.00. Penalty: Letter of reprimand up to suspension.

(f) The possession of firearms, ammunitions, explosives, firecrackers or fireworks, or the possession of a knife or other discharges or weapons of whatever kind or character is in violation of the code of conduct. Penalty: Letter of reprimand up to suspension.

(12) The time limit for filing a charge against a student for violation of the Code should be filed within twenty days of the date the violation was committed or discovered, whichever is later. The University Judicial Officer may exercise professional discretion when applying the time limit for filing a charge against a student when there are circumstances that warrant a waiver of the twenty days from the date of discovery. Circumstances that may warrant a waiver include but are not limited to: stalking, sexual battery, or relationship violence, in which the delay may be related to issues of victimization. The written notice of the charge of violation to the accused student should proceed the actual hearing date or information briefing with the accused student by no less than three workdays, except in an emergency. A hearing shall normally be scheduled with ten workdays of the date of the notice of the charge of violation to the accused student, unless the accused student and the Judicial Officer or his/her designee agree in writing to a later hearing date or unless there are extenuating circumstances. Extenuating circumstances that may warrant a delay of a hearing include, but not limited to: unavailability of witnesses, illnesses, death, pending civil or criminal proceedings which might prejudice University findings, an on-going related law enforcement investigation, and written requests for continuance from an attorney secured by the accused student or from university attorney.

(13) The University may summarily dismiss or expel any student or group of students, pending a hearing at a later date if requested, under the following circumstances:

(a) The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University; or

(b) The continued presence of the student on campus is likely to endanger the health, safety, welfare or property of the University community.

(c) The offense or conduct committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the University community and the student's suitability as a member of the academic community.

(14) Violation of residence hall policies and procedures are punishable as misdemeanors. Violation of the Visitation Policy as found in the Residence Life Handbook shall carry either an arrest for trespassing, suspension or probation and the removal from residing in University housing facilities.

(15) The President or Vice President for Student Affairs may summarily dismiss or expel any student, pending a hearing at a later date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the educational orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the academic community.

(16) A student who fails to respond to an administrative request to appear shall be prohibited from attending classes and participating in extra-curricular activities until compliance with the administrative request to appear is effected.

(17) If a student charged with a violation of the Student Code of Conduct, regardless of which judicial body may hear the matter, wishes to have the hearing postponed because there is pending or possible civil or criminal litigation which he/she feels might be prejudiced by the findings of the University hearing, such postponement may be granted provided the student requests it in writing and agrees to accept the imposition of probation, suspension or withdraws from the University voluntarily, depending upon the gravity of the offense. Such probation, suspension or withdrawal will be determined and activated by the University Judicial Officer with recommendations to the Vice President for Student Affairs. Action taken shall remain in force until such time as the student requesting a hearing appears before the appropriate hearing body and a hearing is held. The student shall be informed whether he/she would be placed on probation or would be suspended prior to his making a decision to postpone the hearing.

(18) Students are required to carry a Florida A&M University picture identification card at all times. Failure to do so, may subject them to a reasonable detention by appropriate University authorities.

(19) In addition to the right of University officials to enter a student's room in University housing pursuant to the terms of the Housing and Board Agreement, officials may enter when an emergency exists, where there is reasonable cause to believe there is a clear and present danger or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety and morals of the University community are in imminent and apparent danger.

(20) In the event a student charged with an offense wishes to waive, in writing, his/her right to a hearing and/or an appeal of a hearing to the appropriate official or hearing body and the University Judicial Officer wishes to accept jurisdiction, the University Judicial Officer may make a determination of facts and, if the student is found responsible for the offense, make a recommendation of penalty. The student's written waiver shall be obtained after being given an explanation of the charges against him/her and of his/her rights to a hearing and appeal under the Student Code of Conduct. The student shall have two (2) workdays from the date of signing the waiver to rescind, in writing, his/her waiver and request a hearing. In the absence of a rescission of waiver, the student shall be informed in writing of the decision of his/her case within ten (10) workdays from the date of the waiver.

(21) When a student is accused of a violation, which in the opinion of the University Judicial Officer, if proven, would not warrant a penalty in excess of probation, the University Judicial Officer may channel the case to the Student Government Association Supreme Court.

(22) In the event the offense charged is within the jurisdiction of more than one primary hearing body, the University Judicial Officer shall determine which primary hearing body shall hear the charge.

(23) Decisions of the Student Supreme Court pursuant to subsection (21) above, Residence Life informal hearing panels and administrative hearing panels are appealed to the Associate Vice President for Student Affairs. The final appeal within the University is to the President or Vice President for Student Affairs.

(a) The student has ten (10) workdays from the date of the written notification of the decision by the hearing body to make his/her appeal in writing and file same with the Office of the Dean of Students.

(b) The written appeal must specify reason(s) why consideration should be granted and should only deal with matters of record, procedure, testimony and/or evidence.

(c) No student's final penalty shall begin to run until all University appeals are exhausted or denied, except as specified under (13) above.

(24) A tape/video recording or verbatim recording of each hearing will be made and preserved until the appeal process has been exhausted. Deliberations shall not be recorded. During the appeal period the accused, with or without the company of legal counsel, and/or advisor, and/or parent with the written authorization of the Accused Student will be granted permission to listen to the recorded testimony under arrangements as determined by the University Judicial Officer, with the express understanding that the record is to remain confidential to the extent provided by law. The student may, at his/her own expense, arrange for the making of a full transcript of the hearing by employment of a stenographer and/or videographer. Other than the above modes of recording the hearing, other mechanical, electronic devices for recording or broadcasting shall be excluded from the hearing. If the student chooses to appeal, the record shall be made available to the accused and the President or Vice President for Student Affairs or his designee. Refer to University Regulation 2.012 for additional information regarding disciplinary records.

(25) The President of the University or Vice President for Student Affairs reserves the right to appoint an ad hoc committee to hear matters regarding, but not specifically limited to, the subject matter of subsections (9), (13), and (15) above. The chairperson of the committee, who may be an academic dean or director, shall be appointed by the President or Vice President for Student Affairs.

(a) The student shall have five workdays from the date of the notice to request in writing an emergency hearing at which the student may show cause why his or her continued presence on the University campus is not a threat pursuant to Section (13) of the Student Code of Conduct.

(b) The emergency hearing shall be held within five workdays of receipt of the written request from the student for an emergency hearing. The emergency hearing shall not abrogate the right of the student to request in writing a regular (non-emergency) hearing on the merits of the case, i.e., whether the student committed the alleged offense or offenses under the Student Code of Conduct. The written request form the student for a regular (non-emergency) hearing on the merits of the case must also comply with the specified time period for requesting a regular (non-emergency) hearing as stated in the notice to the student.

(26) The hearing body, ad hoc committee or University Judicial Officer shall afford the accused student with due process as, provided by FAMU Regulation 2.013, and/or Board of Governors Regulation 6C-6.0105(5). The regulations or codes implementing the due process provisions as well as other matters referenced in said rules but not included herein shall be printed in the student handbook, the FANG, under the section entitled "Student Rights, Responsibilities and Code of Conduct."

(27) Students who have a change of address after registration must file a change of address form at the Office of the University Registrar and/or via the Our FAMU. All notices, decisions and outcomes of judicial matters connected with the disciplinary process will be mailed to the student's last known local address as filed with the Registrar's Office and/or via Our FAMU. All notices, decisions and outcomes of judicial matters connected with the disciplinary process will be mailed to the student's permanent home address when there is no local address furnished to the Office of the Registrar and/or via Our FAMU by the Accused Student. This method shall constitute proper notification to the Accused Student.

(28) Disciplinary hearings shall be conducted in accordance with the following guidelines:

(a) All hearings shall be closed to the public unless required by law.

(b) The Complainant, Accused Student and his/her advisor, if any, shall be allowed to attend the entire portion of the hearing at which information is received, excluding deliberation.
Admission of any person to the hearing shall be at the discretion of the University Judicial Officer or chairperson of the hearing body.

(c) In judicial hearings involving more than one Accused Student, the University Judicial Officer or the chairperson, in his or her discretion, may permit the hearing concerning each student to be conducted separately or jointly.

(d) The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The Complainant and/or the Accused Student are responsible for presenting his or her own information and, therefore advisors are not permitted to speak or participate directly in any hearing before a judicial hearing body. A student should select an advisor whose schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student must provide, in writing, to the University Judicial Officer or the chairperson of the hearing body, the name, mailing or email address, and phone number of his/her advisor at least three workdays days prior to the hearing date.

(e) The Complainant and the Accused Student may arrange for witnesses to present pertinent information to the hearing body. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible and who are identified by the Complainant and/or the Accused Student at least three workdays prior to the judicial hearing. Witnesses will provide information to and answer questions from the hearing body and the Accused Student. No witness may be compelled to provide self-incriminating information.

(f) If the Accused Student fails to appear at the hearing after being properly notified, the hearing body may hear the case on the basis of evidence accumulated as a result of witnesses and shall notify the Accused Student of the decision. In the absence of the Accused Student, the plea of not responsible shall be entered on the student's behalf by the chairperson of the hearing body.

(g) An Accused student may request only one postponement of a judicial hearing by contacting in writing the University Judicial Officer at least three workdays prior to the hearing.
Postponement of the hearing shall be at the discretion of the University Judicial Officer or his/her designee.

(h) Witnesses shall not serve as advisors at any judicial hearing. At the time of the hearing, an automatic postponement shall be granted if the composition requirements of the hearing body are not met.

(i) If any member of the hearing body feels that he or she had previous contact with the case or with the students involved so that a fair judgment cannot be rendered, the member must request that he or she not serve for the hearing. The Accused Student may request that any member of the hearing body be excused whenever the student can show a bias on the part of the member. The chairperson of the hearing body will decide on such challenges and, if appropriate, ask the member to excuse him or herself. If the chairperson of the hearing body is challenged by the student, the hearing body will decide by a majority vote whether or not the chairperson should be requested to excuse him or herself, notwithstanding that the chairperson does not vote on whether the Accused Student is responsible or not responsible for violating the Code.

(j) An Accused student may be diverted from the disciplinary process or hearing if prior to or during the disciplinary process or hearing, it is determined by Associate Vice President for Student Affairs pursuant to Sections (6-13) of University Regulation 2.007, Voluntary and Involuntary Withdrawal, that the Accused student has a mental disorder and the objectionable behavior appears to be a result of the mental disorder.

(k) Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the hearing body.

(l) All procedural questions are subject to the final decision of the chairperson of the hearing body.

(m) After the portion of the judicial hearing concludes in which all pertinent information has been received, the hearing body shall determine by a majority vote whether the Accused Student is responsible or not responsible for violating each section of the Code which the Accused Student is charged. The chairperson of the hearing body cannot vote.

(n) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings, are not used in Student Code of Conduct hearings.

(o) The burden of proof in all judicial hearings shall be on the accuser. A "preponderance of evidence" shall constitute the burden of proof standard in all judicial hearings.

(p) The University Judicial Officer and/or the chairperson of the hearing body, under extraordinary circumstances, may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or witnesses during the hearing by providing separate waiting rooms and/or by permitting participation, when feasible, by video conferencing, videotape, audio tape, or other means.

(q) The disciplinary hearing body is comprised of faculty members, staff members, administrators and students. The composition is variable from 3 to 5 persons, depending upon the nature of the violation. At least one of the members must be a student.

(r) The above guidelines for conducting a judicial hearing are not exhaustive. Therefore, the University Judicial Officer may adopt additional guidelines for the conduct of judicial hearings that are not inconsistent with the provisions of this Code. Such procedural guidelines must be approved by the Vice President for Student Affairs or his/her designee and must be in writing and made available to the Accused Student and all witnesses at least three workdays prior to the hearing.

(29) Victim Rights- Victim is defined as the person harmed by a violation of the Code by the Accused Student. Victims of violations of the Code have the following rights in accordance with all federal and state laws:

(a) To have an advisor of the alleged victim's choice accompany him/her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.

(b) To submit a victim impact statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the Accused Student is found responsible for the violations/charges. If the Accused Student appeals the decision on the basis of severity of the sanction imposed, he/she will have the right to view the victim's impact statement upon written request.

(c) To have unrelated past behavior excluded from the hearing. The University Judicial Officer or chairperson of the hearing body will decide if such information is unrelated.

(d) To submit questions to the Judicial Office at lease three workdays prior to the hearing. The University Judicial Officer will decide whether the questions are relevant and should be presented at the hearing.

(e) To be present throughout the hearings, or portions thereof, at the discretion of the University Judicial Officer.

(f) To have personal property returned to them if in the current possession of the University. The determination of when this property may be returned is left to the University Judicial Officer and/or University Department of Law Enforcement.

(g) To be notified of the outcome, including both the decisions and the sanctions of the disciplinary process.

(h) For victims of sexual battery, refer to additional rights noted under Section (10) r above.

(30) Unless specifically stated otherwise herein, the provisions of this Code should be read and interpreted broadly, and are not intended to define misconduct in exhaustive terms.

Specific Authority 1001.74(4) FS. Law Implemented 1001.74(10)(e), 1006.60, 1006.61, 1006.62, 1006.63 FS. History–New 10-1-75,Repromulgated 3-8-76, Amended 8-6-78, 12-22-83, Formerly 6C3-2.12, Amended 9-14-87, 1-26-04, Amended June 29, 2006.

Cf. BOR University Rule 6C3-2.028, F.A.C., on anti-hazing

Other Policies and Expectations

Children on Campus

Unsupervised children are not allowed on campus. Students are expected to arrange for their personal child care in such a manner as to prevent the involvement of the University. The University assumes no responsibility for the supervision of the children of students. Students may not bring to class or leave children unattended on the University campus. Students failing to comply with this policy will not be admitted to classes, and may be asked to leave campus until child care arrangements can be made. Children may be allowed on campus when the best interest of the University is served (i.e. to meet requirements of instructional programs, to attend University-scheduled events and/or activities open to the public or other approved functions).

Drug Free Workplace Policy

The Florida A&M University recognizes the serious nature and potentially harmful effects of using controlled or illegal substances and alcohol in the workplace and academic setting. Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of controlled or illegal substances and alcohol in **all** facilities, property and grounds owned or operated by Florida A&M University is strictly prohibited. **[Please note**: Florida A&M University is considered a **"DRY CAMPUS"**. Therefore, the sale, use or possession of alcohol or alcoholic beverages on the campus of Florida A&M University, regardless of age, is prohibited.**]** Those found in violation of this policy will be subject to sanctions under the Student Code of Conduct and/or University Personnel Regulations as well as any applicable local ordinances, and state or federal civil or criminal laws. This policy is subject to Section 1213 Higher Education Act of 1965 and amended by the Drug-Free School and Communities Act of 1989 (P.L. LOL-226) (20 U.S.C. §1145g).

HIV/AIDS Policy

Statement of Concern and Mission

It is our intention to comply with the State of Florida to balance the education and employment rights of university students and employees with education on the nature, transmission, and protection against HIV/AIDS and the legal rights of individuals with HIV/AIDS.

A University committee representing a wide spectrum of university interests (religious, counseling, legal, medical, academic) has been organized and is responsible for acting upon and administering the University's policy on HIV/AIDS in specific cases, and coordinating the University's efforts to provide information on the nature of transmission and prevention of HIV/AIDS. The medical director of the University Student Health Services chairs this committee. All inquiries and referrals should be directed to the medical director at 850/599-3777.

Policy

- The FAMU AIDS Committee will evaluate each known patient with HIV/AIDS on a (individual) case-by-case basis.
- Appropriate measures reflecting official policy outlined by the Board of Governors will be taken to insure legal safeguards, confidentiality, and emotional support.

- Committee recommendations will be consistent with the welfare of both the individual and the University community.

- All efforts by university organizations, including academic units, to educate the University community on the nature of HIV/AIDS should be coordinated through the Committee.

- Education materials on HIV/AIDS can be obtained at the Student Health Services. In addition, a videotape of information on HIV/AIDS is available for viewing in the Student Health Services Center.

INFORMATION

AIDS Counseling and Confidential Testing
Student Health Services
Florida A&M University
Tallahassee, Florida 32307
Telephone: 850-599-3777
8:00 a.m. - 4:30 p.m. Monday - Friday
Anonymous Testing
Leon County Health Department
Tallahassee, Florida
850-487-3186

Parental Notification of Alcohol and Drug Violations

The policies and procedures of the University as related to Alcohol and Drug Use and Disclosure are as follows:

- The unlawful possession, use or distribution of drugs and alcohol by students or employees affiliated with the University are prohibited.

- It is the policy of Florida A&M University to notify the parents of **dependent students** under the age of twenty-one (21) who violate laws governing the use of possession of alcohol or other controlled substances. This includes federal, state and local laws, rules and regulations

- The parents of any **dependent student** under the age of 21 violating the alcohol and drug policy will be notified by the Associate Vice President for Student Affairs. The notification of parents is an intervention that is based upon assisting students in making safe and healthy lifestyle choices.

Pets and Other Animals on Campus

For safety and health reasons, all pets—including, but not specifically limited to dogs, cats, birds, snakes/reptiles, horses and other animals, are not allowed on the campus of Florida A&M University. Any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animals can be arranged. Pets and other animals may be allowed on campus when the University determines it is in its best interests, i.e., to meet the requirements of an instructional program and/or as a federal land grant institution; to comply with local, state and federal requirements concerning disabled or physically challenged individuals who require seeing eye dogs, etc.; and to allow certain officially approved events/activities on campus wherein the use of animals is integrated into the events/activities, e.g., a circus, dog/kennel club show, etc.

Policy on Observance of Religious Holy Days by Students

All University students shall be allowed to observe holy days of their religious faith. The University shall reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Accordingly, the University requires:

1. A student who wishes to observe a religious holy day of his or her religious faith shall notify, in writing, all of his or her instructors and the appropriate academic dean, in order to be excused from class to observe the religious holy day. This written notice should be provided at the beginning of each semester but no later than ten (10) days prior to the observed religious holy day.
2. The student shall be held responsible for any material covered during the excused absence, but shall be permitted a reasonable amount of time to make up any work missed. Where practical, major examinations, work assignments, and/or university ceremonies, will not be scheduled on a major religious holy day.

3. Students who are absent from academic or social activities because of religious observances, shall not be penalized by his or her instructors and/or university administrators.

4. Any student who feels that he or she has been unreasonably denied educational benefits because of his or her religious belief or practice may informally seek redress by presenting, in writing, the nature of his or her grievance to the Provost and Vice President for Academic Affairs or the Vice President for Student Affairs who will investigate and document each occurrence (grievance) and ensure that appropriate corrective action is taken to assure compliance with this policy.

5. If the matter is not resolved satisfactorily at step 4, the student may file a complaint pursuant to Regulation 10.103, with the Office of Equal Opportunity Programs.

6. This Policy shall be included in the student handbook, and/or other similar documents regularly provided to the faculty and students.

Use of Cellular Phones, Pagers and Other Electronic Devices

Cellular phones, pagers and other electronic devices are important means to communicate. These electronic devices, however, can be disruptive for the user and others when activated in classrooms, laboratories, libraries, business offices, convocations, forums and assemblies. Therefore, electronic devices should be not be activated or operated in classrooms, laboratories, libraries, business offices, convocations and assemblies unless express written permission to activate or operate the devices have been authorized by the classroom instructor or the University administrator and/or supervisor in charge of the facility/area in question.

Use of Tobacco Products

The use of tobacco and tobacco-related products is prohibited in **all** facilities owned or operated by Florida A&M University.

University Regulations

All University regulations may be viewed on-line. Go to the FAMU Home Page at www.famu.edu and click on the link for University Regulations.