2.015 Admissions.

(1) General Policies.

(a) Florida A&M University (FAMU) uses the common application form for undergraduate admission to any one of the state universities. Applications may be obtained from any Florida high school or Florida community college, www.famu.edu, or students may write to the Office of Admissions, Florida A&M University, Tallahassee, Florida 32307-3200.

(b) Each applicant must submit an admission application along with the requisite non-refundable fee. Fee waivers are accepted from First-Time-in-College Florida residents who can document that they have received a fee waiver based on economic need as determined by the College Board or the American College Testing Program. Submission of applications may be as early as 12 months prior to the anticipated enrollment date and by the deadline stated in the university calendar.

(c) The selection of applicants for admission is within the jurisdiction of the University. However, all admission decisions by the university shall be pursuant to Section 1007.261, Florida Statutes, but subject to the minimum standards adopted by the Board of Governors. In all admission activity, the University will give attention to the need to satisfy equal opportunity affirmative action goals.

(d) No student shall be admitted, enrolled, or matriculated who has not received a high school diploma or its equivalent (e.g., General Education Diploma (GED)), except as provided in Section 1007.271, F.S., as now or as hereafter amended.

(e) Each student applicant accepted for admission shall, prior to enrolling, submit a FAMU medical history form signed by the applicant. All entering applicants born in or after 1957 must provide proof of rubeola and rubella immunization which is mandatory prior to enrollment. Admission and/or registration is subject to denial for any applicant whose health record or report of medical examination indicates the existence of a condition that may be harmful to members of the university community.
(f) An application or residency affidavit submitted by or on behalf of an applicant that contains false, fraudulent, or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of FAMU credits.

(g) Admission to FAMU shall be on a selective basis within curricula, space, and fiscal limitations. The selection process includes, but is not limited to, grades; test scores; educational objectives; pattern of courses completed; past conduct; recommendations; and personal records. Admission is contingent upon the subsequent receipt of official high school and college or university transcripts and verification of high school diplomas, baccalaureate and master’s degrees. If these documents are not received, it will result in cancellation of admission or registration. Admission to the University does not guarantee admission to a specific school or college that may have additional or higher requirements that the applicant must meet. These criteria are published in the General Catalog of the University.

(h) Applicants who are denied will be notified in writing within a reasonable time period following the admission decision.

(i) Confirmation of financial aid, a scholarship, fellowship, or grant-in-aid does not guarantee admission to the university.

(j) The admission status of a former student shall be reviewed if the student attended another postsecondary institution since last attending FAMU.

(k) Any undergraduate applicant admitted without two years of one foreign language or American sign language or the equivalent of such instruction at the post-secondary level (except those exempted in Florida Board of Governors Regulation 6C-6.004(1)(c)), must complete eight semester hours in one foreign language prior to graduation.

(l) Application Deadlines:

- **Fall Term** (end of second week in May)
- **Spring Term** (end of second week in November)
- **Summer Sessions** (end of third week in March)

(m) Transfer Applicants Deadlines:

- **Pharmacy** Fall Semester, February 1
- **Architecture** Fall Semester, May 1; Summer Semester, February 1; Spring Semester, November 1
- **Occupational Therapy** February 15
- **Nursing** Spring Semester, October 15
(2) Freshman Applicants (First-Time-in-College).
(a) Applicants seeking admission as beginning freshmen require a diploma from a Florida public or regionally accredited high school, an accredited out-of-state high school or, if foreign, its equivalent. Applicants admitted under accelerated mechanisms are exempted from this requirement.
(b) Applicants applying for admission will submit test scores from the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or from the American College Testing (ACT) program. International applicants must present scores from the Test of English as a Foreign Language (TOEFL) if the native language is not English as indicated: Paper based examination – 550; computer-based 213; Internet - 80.
(c) An applicant who has at least a “B” average (3.0 on a 4.0 scale) in core academic units completed in grades 9 through 12, and who submits other appropriate evidence that indicates successful academic progress is academically eligible for admission. When computing the grade point averages, applicants receive additional credit for International Baccalaureate (IB), honors, advanced placement courses, and dual enrollment when indicated on the transcript.
(d) An applicant applying for admission, who has less than a “B” average in the required academic units described above must present a combination of high school grade point average (GPA) and entry-level test scores as indicated on the list below. Academic eligibility for admission will be determined according to the following admissions scale:

<table>
<thead>
<tr>
<th>Academic Subject</th>
<th>Core Academic Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>(Three of which must have included substantial writing requirements)</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>(At the Algebra I and above levels)</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>(Two of which must have included substantial laboratory requirements)</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>(Includes: history, civics, political science, economics, sociology, psychology and geography)</td>
<td></td>
</tr>
</tbody>
</table>
Foreign Language

Both credits must be in the same language. American sign language will be accepted in place of a foreign language.

Additional Academic electives from the above five subject areas and courses to be recommended by the Florida Association of School Administrators, or other groups, and approved by the Articulation Committee of the Department of Education

TOTAL 18

If the high school GPA in the required academic courses equals any entry in this column, the SAT/ACT Score must be equal or exceed the corresponding entry in the appropriate column below.

<table>
<thead>
<tr>
<th>GPA</th>
<th>SAT (Verbal &amp; Math)</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.09</td>
<td>1140</td>
<td>25</td>
</tr>
<tr>
<td>2.10 – 2.19</td>
<td>1110</td>
<td>24</td>
</tr>
<tr>
<td>2.20 – 2.29</td>
<td>1090</td>
<td>23</td>
</tr>
<tr>
<td>2.30 – 2.39</td>
<td>1060</td>
<td>22</td>
</tr>
<tr>
<td>2.40 – 2.49</td>
<td>1030</td>
<td>22</td>
</tr>
<tr>
<td>2.50 – 2.59</td>
<td>1010</td>
<td>21</td>
</tr>
<tr>
<td>2.60 – 2.69</td>
<td>1000</td>
<td>21</td>
</tr>
<tr>
<td>2.70 – 2.79</td>
<td>990</td>
<td>21</td>
</tr>
<tr>
<td>2.80 – 2.89</td>
<td>980</td>
<td>20</td>
</tr>
<tr>
<td>2.90 – 2.99</td>
<td>970</td>
<td>20</td>
</tr>
</tbody>
</table>

Applicants who are dual enrolled in any course work at a college or university or as a special student must submit an official transcript from the institution attended.

(e) The Admissions Committee, which is appointed by the Vice President for Student Affairs, may consider any applicant that does not meet the above requirements but has other important attributes or special talents. If in the judgment of the Admissions Committee, it is determined from appropriate evidence that the applicant can be expected to do successful academic work, the committee may recommend admission. The University must also comply with any Alternative Admissions Rules, if any, as approved by the Board of Governors.

(f) In determining eligibility for admission, reasonable substitution for any course or night school unit may be accepted for applicants who are hearing impaired, visually impaired, or dyslexic. Applicants must provide documentation indicating failure to meet the admission requirement related to the disability or must have a specific learning disability. Documents required include, but are not limited to, a physician’s statement, vocational rehabilitation records, and school records maintained as a result of the exceptional child provisions.
(g) Applicants denied admission to the university may appeal the admissions decision to the Admissions Committee if there are extenuating circumstances or information not revealed during the initial application. Appeals for exception shall be in writing and directed to the Office of Admissions and a minimum of three letters of recommendation from teachers, counselors or principal are required. Petitioning for admission does not guarantee approval and the decision of the Admissions Committee is final.

(3) Undergraduate Transfer Applicants.
(a) A transfer is any student who has attended a college or university and earned 12 or more semester hours (except as high school dual enrolled students).
(b) Undergraduate transfer applicants who enter FAMU with junior class standing must have satisfactorily completed the College Level Academic Skills Test (CLAST) in order to be admitted to the upper level and a degree program.
(c) In addition to the guidelines listed herein, an international transfer applicant, whose native language is not English, must present a satisfactory score on the TOEFL or a certificate from an English Language Institute.
(d) To meet graduation requirements for the baccalaureate degree, FAMU requires a student to earn at least 30 semester hours at the University.
(e) Transfer students entering FAMU must have completed two (2) years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment.
(f) Some academic programs have limited enrollment and student demands exceed available resources. Due to instructional facilities, laboratory space, equipment, faculty, etc., these programs use selective admission criteria to limit enrollment. Architecture, Journalism, and Nursing are Florida Board of Governors approved limited access programs. In addition, Pharmacy and Nursing require applicants to complete departmental applications.
(g) The University subscribes to the Articulation Agreement between the State University System and the State Community College System. Under this agreement, graduates of Florida public community colleges are eligible for admission to non-limited access programs if the students have completed the university parallel program and have received the associate of arts
degree and will receive priority admission over out-of-state students. In accordance with the Articulation Agreement, the AA degree must be awarded on the basis of the following:

1. At least 60 semester hours of academic work exclusive of occupational courses;
2. An approved general education program of at least 36 semester hours;
3. Overall grade point average of at least 2.0 on a 4.0 system;
4. Satisfactory completion of the CLAST for admission to the upper division.

(h) Undergraduate transfer applicants who receive the AA degree from a state university in Florida must meet the same minimum requirements as undergraduate transfers who receive the AA degree from a Florida public community college.

(i) Undergraduate transfer applicants who have not earned the AA degree from a Florida community college or from a state university in Florida must meet the following requirements:
1. Must be in good standing and eligible to return to the last institution attended;
2. Must have completed two years of one foreign language in high school or eight semester hours of post-secondary level instruction in one foreign language or American sign language;
3. Must have earned at least 60 semester hours and at least a “C” average (2.0 on a 4.0 scale) in all college work attempted from an accredited institution;
4. Must present passing scores on the CLAST prior to admission into the upper division of the university. Transfer applicants entering FAMU must take the CLAST the first time it is offered after initial enrollment;
5. Transfer applicants with less than 60 semester hours must meet first-time-in-college admission requirements in accordance with Admission Rules. Profile Assessment admission standards do not apply.

(j) FAMU requires provisionally admitted transfer students to provide proof of 60 semester hours from previous institution(s) prior to registration.

(k) Awarding of credit for military service school courses is based on recommendations of the American Council of Education (ACE Manuals) when official credentials have been properly presented. However, recommendations by ACE are not binding upon the university. Applicants should request military service school course credits at the time of admission.

(l) The associate of science (AS) degree is a two-year terminal degree and does not assure admission or certify the applicant as having completed the general education requirements, or
qualify for upper division status. Accordingly, final determination of AS degree credits rests with the dean of the college or school as applicable.

(4) Early Admission.
The university provides an early admission program for outstanding high school students who demonstrate potential to do college-level work. Applications for early admission should be submitted during the junior year along with high school transcripts and SAT or ACT scores. A recommendation from the principal (or designated representative) is required. Additional requirements are as follows:
(a) A “B” or better high school average in the core academic subjects; and
(b) A minimum score of 1010 on the SAT (Verbal & Math) or 21 on the ACT; and
(c) 18 core academic units as indicated under paragraph (2)(c) of this regulation.

(5) Transient Students.
Students from other colleges and universities may be permitted to enroll for one term only. Each applicant is required to complete a Special Student Application approved by the parent institution at the time of registration. Enrollment as a transient student in no way implies future admission as a regular student at Florida A&M University.

(6) International Applicants.
(a) International students must submit the following for admission to Florida A&M University:
1. Application for admission with the requisite non-refundable application fee.
2. A statement of finances;
3. A statement of health from a medical doctor;
4. Academic credentials (credentials must be certified true copies from high school, college or university). Credentials must also be certified by an official translation agency and documents submitted through the agency. The student may submit certified or attested credentials in the form of mark sheets or examination reports that detail results of all exams. The credentials should be certified by university personnel or government officials; they should bear the original signature of the certifying official. An applicant may not certify his or her own credentials.
5. Scores resulting from the SAT or ACT (College Entrance Examination-no exceptions or waivers);
6. Scores resulting from the TOEFL (i.e., paper based examination – 550; computer-based - 213; Internet - 80 for undergraduates).

(b) An applicant transferring from another college or university in the United States must submit an official transcript(s) of final grades reflecting at least 60 semester or 90 quarter hours and at least a “C” average. In addition, the applicant must have been interviewed and filed Form I-538 (application for school transfer).

(c) Each international student accepted for admission shall, prior to registration, submit proof of compliance with the mandatory health and accident insurance requirement. Written proof of insurance must be provided from an American-based company and valid for one year from the date of first enrollment and each year thereafter.

(d) The Office of International Education and Development is responsible for administering special programs for all sponsored international students. There is a requisite administrative cost per student per semester to the sponsoring agency for these required programs.

(7) Readmission of Former Students.

Students not in attendance during two consecutive terms (exclusive of the summer term), must apply for readmission to the university. Such students should secure an application for readmission from the Office of Admissions or apply on-line. An application fee is not required for returning students. Applications from students who have permanent university holds or who are not in good standing with the university will not be processed. The file for students on final academic suspension must be completed six (6) weeks prior to the term of planned enrollment, except Florida Community College “AA” degree recipients.

(8) Graduate Admissions.

(a) In order to be admitted, a first-time graduate student or a student transferring from a graduate program at another university must have a bachelor’s degree or equivalent from an accredited university and meet at least one of the following criteria:

1. Shall have earned a “B” average or better in all work attempted while registering as an upper division student working for a baccalaureate degree, or
2. Shall have a total Quantitative-Verbal Graduate Record Examination (GRE) score of 1,000 or higher or an equivalent score on an equivalent measure approved by the State Board of Education, or
3. Shall have earned a graduate degree from an accredited institution.
(b) Each student who seeks admission as a first-time or transferring graduate student shall be required to present his or her score on the Aptitude Test of the GRE or an equivalent measure approved by the State Board of Education, to support the application for admission. The GRE may be waived in individual cases by the university.

(c) Each school/college may impose more restrictive admission requirements than the above established minimums for students to enter graduate programs. These criteria shall be published and the University Catalog shall give notice where copies of such criteria may be obtained.

(d) In admitting students for a given academic year, up to ten percent of the graduate students admitted for that academic year may be admitted as exceptions to the above criteria. Students admitted as exceptions need not meet any of the criteria listed above but should meet other criteria devised by the university: such as excellent letters of recommendation from trusted educators or satisfactory performance in a specified number of graduate courses taken as post-baccalaureate students or practical professional experience in the discipline for a specified period of time.

(e) A score of 550 or better on the TOEFL is required for international students whose native language is not English.

(f) Applicants denied admission shall be given reasonable notice and reason for their rejection in writing. Applicants denied admission may appeal their cases to the Application Review Committee (ARC) of the Graduate Council, which is the policymaking and governing body for all graduate programs. The Application Review Committee, after careful evaluation of each case will make appropriate recommendations to the Graduate Council which will make a final determination on each appeal. The Dean of the School of Graduate Studies and Research will then communicate the decision to the applicant.

(g) Applicants with bachelor’s degrees or equivalent who do not meet admissions requirements to the Graduate Studies Program and who wish to enroll in courses may apply and be considered for approval under the classification of special post-baccalaureate non-degree students. Such applicants will be limited to no more than 12 semester hours of post-baccalaureate course work. All applicants are required to sign a statement/affidavit affirming their non-degree status. (See subsection (9) below on post-baccalaureate non-degree students). An applicant who subsequently scores a total of 1000 on the Quantitative-Verbal portions of the GRE may request and be considered for reclassification as a degree-seeking student.
Post-baccalaureate Non-degree Students – A student with a baccalaureate degree or equivalent may seek admission as a post-baccalaureate non-degree student. Such students will be limited to no more than 12 semester hours of post-baccalaureate coursework. All students will be required to sign a statement/affidavit affirming their non-degree status. Admission shall be on a selective basis within curricula, space and fiscal limitations. The selection shall be based on academic records, educational objectives, career objectives, and a need for continuing educational opportunities. This category will accommodate, but shall not be limited to, schoolteachers seeking re-certification and employees of area industries as documented by the employer.

College of Law Admissions.

(a) The standards for admission in the Full-time Day and the Part-time Evening Programs are not the same. Greater demands of work and study for Evening Program students necessitate a different emphasis on admissions criteria than in the Day Program. While the entire application file is reviewed, Evening Program admission standards place a greater emphasis on the objective indicators of LSAT scores and undergraduate grade point average than the Day Program.

(b) Applicants have the option of applying to one or both programs at the time of application. Switching between programs after the initial application is made will not be permitted. For admission to the Part-time Evening Program, preference will be given to applicants whose circumstances are such that they can pursue a legal education only on a part-time basis.

(c) The following admission requirements apply to all applicants to the College of Law:

1. All applicants for admission must have a bachelor’s degree from an accredited institution of higher education prior to enrollment.
2. All applicants must submit a completed Application for Admission, along with the requisite non-refundable application fee.
3. All applicants must take the Law School Admission Test (LSAT). For admission purposes, LSAT scores are valid for three (3) years from the test date. Applicants are encouraged to take the LSAT no later than December for admission in the following fall semester.
4. All applicants must register for the Law School Data Assembly Service (LSDAS). LSDAS information and registration materials may be obtained from Law School Admission Services, Box 2000, Newton, PA 18940 or by calling (215) 968-1001.
5. All applicants are required to submit a personal statement and two letters of recommendation.

(d) For admission to the fall entering class, applicants must submit their applications by April 1st and must have their files completed with all required application materials by May 1st. Application files cannot be reviewed until the files are complete. Admissions decisions will be made on a rolling basis after all required materials have been received.

(11) Admissions Priority.

(a) The priority for admission to FAMU shall be as follows:
1. Upper division transfer students with an AA degree from a Florida community/junior college or from another institution within the State University System.
2. Graduate students.
3. First time in college Florida students.
4. Other upper division transfer students.
5. Other first time in college and lower division, non-Florida students.
6. Post-baccalaureate non-degree, unclassified and special students.

(b) Within each group listed in paragraph (a) above, the priority shall be as follows:
1. Students within the University service area, if applicable.
2. Florida students.
3. Non-Florida students.

Specific Authority 1001.74(10)(a) FS. Law Implemented 1007.261 FS. History—New 10-1-75, Amended 7-12-76, 11-4-79, 11-10-82, Formerly 6C3-2.15, Amended 9-14-87, 1-26-04, Amended June 29, 2006.