Office of the University Registrar
Program Brochure (Catalog Information)
Policies and Procedures (Operational Manual)
Graduation Requirements and Procedures

**Associate Degree Requirements** — The associate in arts (A.A.) certificate may be granted upon formal written application to the school of general studies, to students who have completed a minimum of 60 semester hours with a 2.0 average or better and successfully completed the College Level Academic Skills Test (CLAST), General Education sequence, Gordon Rule courses. The last 30 semester hours must have been earned at FAMU. The A.A. certificate will be awarded upon the recommendation of the Dean, School of General Studies.

**Baccalaureate Degree Requirements** — To qualify for a bachelor’s degree in an academic discipline specified in this catalog, the student must have completed a minimum of 120 semester hours, of which the State of Florida requirements, institutional undergraduate requirements, and curriculum requirements have been met. The university requires at least two semesters of residence for any degree and the last 30 hours must be earned in residence. If the term of residence is only two semesters, that period must be the student’s senior year, provided at least 30 semester hours are earned at FAMU during this period. General and special degree requirements are listed elsewhere in this catalog. Students must make formal written application to the department or division Chairperson immediately prior to or at the beginning of the term in which degree requirements are expected to be met. Successful applicants must have earned at least a “C” average in all work attempted toward the degree. A maximum of one-fourth of the hours presented may be earned in correspondence, workshops, clinics, institutes, extension courses, or any combination of these. The applicable degree with the appropriate major will be awarded, upon the recommendation of the faculty, through the dean of the college or school in which the student is enrolled. Some academic areas require more than 120 hours for graduation. In addition, a student who changes his or her major may have to earn more than 120 hours in order to meet requirements for graduation.

**Foreign Language Requirements**—Students are required to have two years of Foreign Language study prior to graduation in Florida A&M University. Two years of Foreign Language study is defined as two years in high school or eight to ten semesters’ credits in college of sequential credits in one Foreign Language or American Sign Language. Transfer students are exempt from Foreign Language requirement if:

1. They received an Associate in Arts degree prior to September 1, 1989, or
2. If they enrolled in a program of study leading to associate degree from a Florida Community College and maintained continuous enrollment until they are admitted to a university prior to August 1, 1989.

**Graduate Degree Requirements**—Specific degree requirements for the master’s doctor of pharmacy, and doctor of philosophy degree are listed in the applicable graduate programs. Graduate program requirements are determined by the college or school within which the degree is offered. The minimum number of hours required for a master’s degree is 30 semester hours; the maximum number of hours that maybe transferred into a master’s program is 6 semester hours. This policy indicates at least 80% of the program must be taken at FAMU. The minimum number of hours required for the specialist degree is 83 with a maximum of 9 semester hours that maybe transferred into this program. The doctorate and professional degree programs have a minimum of 90 semester hours with a maximum of 12 semester hours that maybe transferred into these programs. Thus, for all graduate programs, at least 80% of the program hours must be taken at FAMU. Upon the recommendation of the division Chairperson and Dean, a maximum of six semester hours of 4000 level courses may be included in the requirements for a graduate degree. Normally, 5000 level courses or higher may be counted toward a master’s degree.

**Regency of Credit**—The requirements for the master’s and doctoral degrees should be met within seven (7) calendar years. For work that has extended beyond the seven-year period, the student should contact his or her program director for a re-evaluation of his or her entire program. In this re-evaluation, additional courses may be required that will provide a well-rounded program.
Transfer Credit—Graduate Degrees
I. Six semester hours may be allowed for extension credits, provided such credits were earned through an accredited Florida institution; or
II. Six semester hours may be allowed for workshop participation, in keeping with the regulation above; or
III. Six semester hours may be allowed for credits earned while in residence at another university; or
IV. Up to six semester hours in any combination of the three categories above may be allowed. A maximum of six credit hours from other institutions approved by their regional accrediting agency, with B grades or better may be allowed. Acceptance of such credit does not reduce the period of required residence for the master's degree. Workshops are not normally classified as residence work on or off campus. Credit toward the master's degree is not allowed for courses taken through correspondence.

Repeat Course Surcharge
In accordance with Florida Statues, beginning in Fall 1997, any student who registers for the same Florida A&M University undergraduate course more than two times will be charged a Repeat Course Surcharge for the third and subsequent enrollments in the course. An undergraduate level course is numbered at the 1000, 2000, 3000 or 4000 level. All courses that are fee-liable will be counted as a registration. The amount of the charge will be determined each term, but is expected to represent the full cost of instruction. Exceptions to the Repeat Course Surcharge are individualized study courses that are repeated as a requirement of a major and courses that continue over multiple semesters. Courses repeated more than two times to increase the grade point average or meet minimum course grade requirements will be eligible for the surcharge.

Comprehensive Examination— As partial fulfillment of the requirements for the master’s or doctoral degree, a candidate may be required by the division chairperson to pass a comprehensive examination in his or her major field. At the option of the division concerned, the examination may be written and oral or written only. Doctoral students should consult with their academic department and/or refer to specific degree requirements listed elsewhere in this catalog.

Residence—
I. The residence requirements for the master’s degree will be determined by the college or school within which the degree is offered.
II. Students completing theses or dissertations must register each term until the degree is awarded.

Thesis/Dissertation—All candidates for the master of science degree and doctor of philosophy are required to submit an acceptable thesis or dissertation.

The master of applied social sciences degree offers two types of programs: the thesis-type and the internship-type. With departmental approval, the student may choose the option they wish to follow.

Application for Graduation—Application for graduation must be turned in immediately prior to or at the beginning of the term in which a student expects to complete all requirements for a degree. The student must apply in the office of the department/division chairperson for graduation. Application for graduation forms is available in the department/division chairperson’s office. The university calendar designates the deadline dates on which this action must be taken. Applications received after the deadline dates indicated in the calendar will be processed with the applications received for graduation the next term. If the student fails to graduate, he or she should consult with his or her department or division chairperson or dean and reapply for a subsequent term.

Graduation Honors—Eligibility for graduation with honors by students of Florida A&M University requires the following cumulative grade point averages: 3.70-4.00—Summa Cum Laude; 3.30-3.69—Magna Cum Laude; 3.00-3.29—Cum Laude. Transfer students must earn a minimum of 60 semester hours at FAMU in order to be eligible to graduate with honors. Students receiving the masters and doctor of philosophy degrees are excluded.
Summer Term

The Summer Term may consist of two or more sessions. Courses offered during the summer sessions are organized to make them equivalent in content, method, and credit to those of a full semester.

During the Summer Term the university supplements the regular instructional program with credit and non-credit activities such as institutes, workshops, and conferences.

Summer Semester Attendance Rules — Florida Administrative Code, Chapter 6C-6.16, mandates that students entering a university in the State University System after September 1, 1976, who have less than 60 hours credit upon admission must earn 9 credit hours prior to graduation by attending one or more summer terms.

The objective of this rule is to more efficiently utilize system facilities and the state’s investment in them by encouraging year-round attendance and thereby reducing peak load demands normally incident to the fall term of each academic year.

INFORMATION TO VETERANS

Florida A&M University is approved for the education and training of veterans, disabled veterans, and dependents of deceased and disabled veterans.

A prospective student who may be eligible for educational benefits under any Veterans Administration Program is urged to contact the Veterans Administration Regional Office, P.O. Box 1437, St. Petersburg, Florida 33731, at least three months before his or her enrollment at Florida A&M University. Once the Veterans Administration has approved the educational benefits, and the student has received a “Certificate of Eligibility,” the student should then contact the Veterans Affairs office at FAMU prior to enrollment at FAMU.

All students receiving VA Educational Benefits are required to attend classes regularly, in accordance with the university attendance policies. When a veteran is found in violation of the class attendance regulation, the veteran’s affairs office will be notified that the training period has been interrupted or discontinued. All students receiving veteran’s benefits are required to take only those courses leading to a specific degree program. Students are required to request certification for VA benefits, as this is not an automatic process. Veterans needing assistance with fee payment should contact the FAMU Veterans Affairs Office during the registration period.

Any changes in the number of hours being carried (particularly any courses dropped) may affect the rate of educational allowance payable and must be reported in the month in which such changes occur. No benefits are paid for a “W” grade. When a veteran completes, drops out, or interrupts his or her course of training, he or she is required to notify the Veterans Affairs Office. Failure to do so in a timely manner could result in a payback to the Veterans Administration because of an overpayment.

P.L. 634 War Orphan Educational Assistance Act of 1956 — This law applies to those children whose parent(s) dies or is 100% disabled as a result of service connected disability. Students should contact their local VA Office in order to make application for admission under Public Law 634.

Physical Education — Veterans who have had basic training in the regular Armed Services may receive credit for physical education as a required course. Application must be made to the university registrar. Sufficient evidence of having served in a branch of the service must be shown (DD-214 form).

Veterans’ training, conduct, and progress must at all times conform to the university standards.