The purpose of the Handbook for Off-campus Students is to provide policies and procedures that address the matriculation of students taking courses at off-campus instructional sites under the Division of Continuing Education. Many of the policies and procedures for off-campus students are the same as students taking courses on-campus. All policies and procedures are subject to change by the appropriate administrators. The information contained in this handbook does not supersede the information printed in the Florida A&M University Catalogue, with the exception of those policies and procedures that only pertain to off-campus students. Students are responsible for knowing the content of this publication and the University Catalog. The FAMU Catalog can be found on the internet at http://www.famu.edu.
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ACADEMIC DEGREE PROGRAMS

The Division of Continuing Education provides educational opportunities to individuals located outside of the main campus, Leon County. To meet the mission of the University, the Division of Continuing Education is the administrative unit charged with providing educational programs and services to non-traditional students and groups.

The Continuing Education staff serves as ombudsman and assists with issues related to student support services to students enrolled in Off-campus courses. Undergraduate and graduate degree programs are offered at five instructional sites in Florida:

**Chattahoochee, FL**
Counselor Education M.Ed.

**Madison, FL**
Criminal Justice B.S.
Elementary Education B.S
Educational Leadership M.Ed.

**Jacksonville, FL**
Elementary Education B.S.
Counselor Education M. Ed.

**Lakeland, FL**
Elementary Education B.S.

**Macclenny, FL**
Educational Leadership M.Ed.
ADMISSIONS PROCEDURES

Admissions Criteria
The admissions application process varies depending on the degree sought. Off-campus students are accepted into undergraduate and graduate admissions programs under the same standards as on-campus students. The admissions criteria can also be found at the undergraduate and graduate internet sites.

Students entering the bachelors program must have an A.A. degree or A.S. degree with the general education requirements completed. There is an admissions application fee of $25.

Graduate Admissions
The admissions application process for Master’s and Doctoral degree programs are processed through the School of Graduate Studies Admissions Unit. Students must have earned a bachelors’ degree from an accredited institution. Graduate applications can be obtained from the School of Graduate Studies Admissions Office, 400 Tucker Hall, Florida A&M University, Tallahassee, FL 32307 or via the internet at www.graduateschool.edu.

The Admissions Application fee of $25 must accompany the applications of students who are not graduates of FAMU. The check or international money order must be made payable to Florida A&M University. The applicant should indicate his/her name, social security number and address on personal checks and international money orders.

Undergraduate Admission
Application for admission to all bachelor’s degree programs are processed by the Undergraduate Admissions Office. Undergraduate applications are available from the Office of Admissions, Foote-Hilyer Administration Center, Room G-9, Florida A&M University, Tallahassee, FL 32307 and via the internet at www.famu.edu/admission

Re-Admission
Degree seeking students not in attendance during two consecutive terms (exclusive of the summer term), must apply for re-admission to the university. Undergraduate students can secure an application for re-admission from the Office of Admissions and Recruitment; apply online, or download the application from the FAMU website. Graduate students can complete the University’s Re-admission Application on-line and send it to the School of Graduate Students. An application fee is not required for returning students. Applications are not processed for students with university holds or who are not in good standing with the university. Students must be in good academic standing.
Procedures for Petitioning for Re-admission
Undergraduate students who have been permanently suspended (dismissed) from the university for academic reasons, must remain out for two (2) consecutive terms. Students may petition the Office of Admissions for re-admission during the second term of his or her suspension. Any petition for re-admission must be filed at least (6) weeks prior to the beginning of the term in which the student wishes to re-enroll.

FINANCIAL AID

How to Apply for Financial Aid
The Free Application For Student Financial Aid is available upon request from the Office of Student Financial Aid and Scholarships, Room 101 Foote-Hilyer Administration Center, Florida A&M University, Tallahassee, Florida 32307-3200, Telephone: (850) 599-3730, FAX: (850) 561-2730, E-mail: finaid@famu.edu. You may also apply via the Internet at www.fafsa.ed.gov. The University priority deadline is March 1st of each year.

Federal
To receive The Student Guide Booklet on Federal Programs, write to: Student Financial Aid, Room 101 Foote-Hilyer Administration Center, Florida A&M University, Tallahassee, Florida 32307-3200 or Federal Student Aid Information Center, Post Office Box 84, Washington, DC 20044-0084. You can also go to www.famu.edu/financial aid for further information.

State
To receive the State of Florida Financial Aid Programs, write to: Student Financial Aid, Room 101 Foote-Hilyer Administration Center, Florida A&M University, Tallahassee, Florida 32307-3200 or Florida Department of Education, Office of Student Financial Assistance, 1344 Florida Education Center, Tallahassee, Florida 32399-0400.

Financial Assistance for Graduate Students
Financial assistance is available to support graduate students through the various colleges, schools and institutes, and the Office of the Graduate Dean. The categories of financial aid include:

- Fellowships
- Assistantships
- Matriculation fee waivers
- Out-of-state fee waivers
- Thesis/dissertation incentive awards
Although the assistance provided via the Graduate Dean’s office is not based upon need, applicants must establish their eligibility to receive aid through their academic advisors, the respective college and school deans, and/or institute directors. Only fully-admitted, fulltime graduate students will be eligible to receive financial assistance from university funding sources. Most graduate students should be prepared to pay some of their graduate study costs utilizing their own funds. Go to www.famu.edu/index.cfm?=graduateschools for further information.

**TUITION AND FEE PAYMENT**

Registration and tuition fees are established by the State Board of Education, Board of Governors and the FAMU Board of Trustees as required by the Florida Legislature. Fees are subject to change without notice. Fees are designated for in-state graduate, undergraduate students and for out-of-state graduate and undergraduate and in-state and out-of-state law students.

**Fees**

As of July 1, 2005, registration and tuition fees are established by the State Board of Education and the FAMU Board of Trustees as required by the Florida Legislature. These fees are subject to change without notice. Check the schedule of fees each semester.

Please note that in addition to the course registration fee, a one-time $25.00 orientation fee will be assessed to first-time degree-seeking students (undergraduate and graduate) once full admission status is granted by the university. If applicable, please include this amount with your payment. Additionally, please be advised that once you register, you are liable for all registration fees incurred, unless you drop courses by the stated deadlines.

**State Employee Fee Waivers**

All State Employees are welcome to register for six credit hours on a “space available basis only.” The “State Employee Tuition Waiver-Intent to Apply” form and a “State Employee Tuition” form must be completed. State employees may only register for courses approved by their immediate supervisor, agency head and the University. Fee waivers may not be used for thesis, dissertation, applied music courses, internship, and courses requiring directed individual instruction.

If a student is registering for the first time, the FAMU Off-Campus Non-Degree Seeking Application must accompany the State Employee Tuition Waiver Form. After the student has been enrolled for at least one semester, the student will be able to register...
on-line and the State Employee Tuition Waiver Form can be mailed to Foot-Hilyer
Administration Building, Room 111, Tallahassee, FL or faxed to the
Senior/Admissions Registrar Officer at (850) 561-2428. Registration for students
with State Employee Fee Waivers is always scheduled the first week of class. See the
Academic Calendar for the date.

**Residency for Tuition Purposes**
At Florida A&M University there are two offices responsible for the initial review of
residency for tuition purposes. These offices are: The Office of Admissions, and The
Office of the University Registrar. The Office of Admissions determines the residency of
all first-time FAMU students. The Office of the University Registrar is the only office to
which students can apply for changes in residency once they are enrolled. First-time
FAMU students will be classified in accordance with the information on their
applications, including the “Florida Resident Affidavit” on the last page of the
application, providing no other information is available calling into question the
information on the application.

**Exemptions**
Students exempted from any fees indicated above shall not be entitled to any of the
privileges which the payment of such fee gives. Collections cost may be assessed to
student.

**REGISTRATION POLICIES AND PROCEDURES**

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 planning and executing academic policies and programs;
provide for administration of policies and regulations pertaining to the academic status
of students; provide for planning and executing orderly registration and graduation of
students; develop the academic calendar, semester schedule of classes and final
examination schedule; maintain and secure student records; and provide counseling
and certification to students and dependents of veterans receiving veteran benefits.

Registration in off-campus classes does not constitute admission to the University and
admission is not required for students who want to take an off-campus registration.
However, degree-seeking students must be admitted to the University and a degree
program. Students will not graduate from a program to which they have not been
formally admitted in writing.
Web Registration Instructions
Off-campus students also register through the university’s web registration via OURFAMU. Students are able to register for classes from home or anywhere in the world. Students may consult the online schedule of classes on the website: www.famu.edu for detailed instructions. Failure to register for a course or courses by the close of the formal registration period will result in the assessment of a late registration fee of $100.00. No student will be able to register after “the last day to register”, as listed in the university calendar unless appropriate approval is granted. The payment of all expenses and fees is a part of registration. Students are not officially enrolled or registered until all necessary fees are paid and validated by the Office of Student Financial Services.

The University has a web registration procedure. All students should follow these steps to ensure a successful experience through OurFAMU:

Enrolling in a Course

Registration for off-campus classes must be conducted via internet. The Non-degree Seeking Student Registration Form is only to be used by students who have never registered for a course at FAMU. The registration form should be mailed to the Registrar’s Office, Foot-Hilyer Administration Building, Room 111, Florida A&M University, Tallahassee, FL 32307 or faxed to the Senior/Admissions Registrar Officer at (850) 561-2428. Registration fees must be mailed in a separate envelope to the Controller’s Office/Cashier, FHAC Room 201, Florida A&M University, Tallahassee, FL 32307. Ensure that you are registered prior to sending your registration fees.

Listed below are detailed instructions for using OurFAMU to register for classes.

1. Logon to the FAMU Home Page (www.famu.edu)
2. Click on the “OurFAMU” link.
3. Login to your account using your Username and Password.
4. Click on “Personal Portfolio”.
5. Click on “Enroll in a Class”.
6. Click on “Search”.
7. Click on “2085” for Summer 2008.
8. Enter the class numbers of all of the courses you plan to enroll. (The class numbers for the off-campus courses are printed in this publication.)
9. After you have entered all of the class numbers of the courses you plan to enroll, click on “submit”.

Listed below are detailed instructions for using OurFAMU to register for classes.
Add and/or Drop a Course(s)
Follow the same instructions under “Enrolling in a Course” up to step #6. A list of the courses you have registered for will be displayed. Scroll to the bottom. Click on Drop/Update. This will allow you to add and/or drop a course.

Holds
Remember, before attempting to register, all holds must be cleared and students cannot attend a class until they are officially on the class roster. A student’s registration is placed on hold based on a variety of financial and administrative reasons. The instructor can remove attendance holds. Registration holds may be viewed prior to each registration period and must be cleared prior to registering. Please see the university website for a detailed description of all hold codes.

Posting of Grades
Students should always check his/her transcripts at the end of each semester to make sure grades have been posted and that it is the grade earned. Check with the instructor of the class if there is a discrepancy. If two semesters pass without contacting the appropriate official, a petition will have to be filed.

Help Desk
If the student is unable to log on because a password is needed, call the Help Desk at (850) 412-4357. If you are experiencing problems related to registering for a course, call the Registrar’s Office, (850) 599-3115; or the Division of Continuing Education Office at (850) 599-3474.

Non-Degree Registration
Any student interested in taking courses but not working toward a degree may register as a non-degree seeking student, provided that he or she has not been denied admission to the university. The non-degree seeking student is required to follow the regular registration procedures and pay the same fees as other students. In addition, non-degree seeking student registration forms must be completed and submitted before or at the time of registration. Non-degree seeking student undergraduates are limited to earning 30 credit hours, and graduate non-degree seeking students are limited to earning 12 credit hours. Registration is on a space available basis.

It should be remembered that credits earned by non-degree students are not to be considered degree credits. In order to receive degree credits, the student must submit an application for admission and the required $25.00 fee and qualify for admissions to a degree program. To qualify, all non-degree seeking students registering for undergraduate courses must have graduated from a high school or received a General Equivalent Diploma (G.E.D.). Exceptions will be considered on an individual basis.
Cancellation of Registration for Non-Payment
Students must make full payment of fees for each semester. No students will be permitted to register until all unpaid University accounts and fees have been satisfied. This includes delinquent short term loans, traffic and library fines, clinic charges, and other obligations to the University. All checks tendered for fee payment which are returned unpaid by the bank may cause the student’s registration to be canceled. However, the student remains liable and must take prompt restitution for the face amount of the check plus a service charge of ten dollars ($10) or 5 percent of the face amount, whichever is greater. Subsequent personal checks from the maker of the check will not be accepted by the university. Failure to pay for these fees, unless the student has an approved deferment, will result in the cancellation of the student’s registration/prohibit release of transcripts and diploma.

Class Roster
If a student is attending class and his/her name does not appear on the class roster, the student should check his/her registration to ensure registration in that course. The student will not receive a grade for the course.

Attendance Hold
The student should contact the instructor immediately if he/she receives an attendance hold. The instructor can remove the hold. An attendance hold will prevent the disbursement of financial aid.

Registration Hold
A student’s registration is placed on hold based on a variety of financial and administrative reasons. Registration holds may be viewed prior to each registration period and must be cleared before being allowed to register. Please see the university website for a detailed description of all holds codes.

Posting of Grades
Students should always check his/her transcripts at the end of each semester to make sure grades have been posted and that it is the grade earned. Check with the instructor of the class if there is a discrepancy. If two semesters pass without contacting the appropriate official, a petition will have to be filed.

Auditing Course(s)
A student may register to audit a course(s) on a space available basis. Admission to Florida A&M University is not required, and no credit will be given for audited courses. To audit a course the student must (1) fill out a class schedule request form and enter an “A” in the “AUD” column of the form, and (2) obtain the approval of the instructor of the course. The instructor must sign in the permission signature column opposite the
course. The student must register and pay the appropriate fees for the course(s). Registration for audit may not be charged from audit to credit, or vice versa, after the first week of classes.

**Cancellation of Registration Not Paid by Deadline**
The University may cancel the registration of a student whose registration fees have not been paid in full by the deadline as indicated in the university calendar. Students whose registration is cancelled may apply for reinstatement but must do so before the published deadline. Cancellation does not, however, include students who have received approved deferred payment status, financial aid, (i.e., scholarships, veteran 60 day deferments, third party billing, etc.) to the Office of Student Financial Services. Students whose registration is cancelled are not liable for registration fees for the applicable term.

**Registration Credit Hour Limit**
A registration hold will be placed on the student’s record once the limit below has been reached. The hold can only be cleared upon providing evidence of admission to a degree-seeking program. Address questions to the Office of Undergraduate Admissions at (850) 599-3796, and to the Office of Graduate Admissions at (850) 599-3505.

*Alert:* Non-degree seeking students are limited to the following:
1. Undergraduate students, 30 attempted credit hours
2. Graduate students, 12 attempted credit hours

**Schedule of Courses**
The University posts the courses to be offered each semester on OurFAMU. The list for courses offered off-campus through the Division of Continuing Education can also be found on the Continuing Education website address at www.famu.edu/continuinged.

**Transfer of Credits**
A student who has attended any regionally accredited college or university and has earned 12 or more semester hours is considered a transfer student when applying to enter Florida A&M University. Transfer students admitted to FAMU are required to have official copies of their transcript from previous institutions on file in the Admissions Office prior to evaluation.

**Class Attendance Regulation**
Students are expected to make the most of the educational opportunities available by regularly attending classes and laboratory periods. Therefore, the university reserves the right to deal with individual cases of non-attendance. Students are responsible for
all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete assignments or for permission to make-up examinations or quizzes. Absence from class for causes: (a) participation in recognized university activities, (b) personal illness properly certified, or (c) emergencies will be excused by the dean or director of the unit in which the student is enrolled. Specifically, the class attendance regulations will apply to all students as follow:

A student will be permitted one unexcused absence per credit hour of the course he or she is attending. A student exceeding the number of unexcused absences may be dropped from the course and assigned the grade of “F”. Students may be readmitted to the class with the dean’s and the instructor’s permission.

On-Campus Student Registration
Prior to registering, students who have been accepted into a program at the Main Campus, Tallahassee, and desire to register at an off-campus instructional site, must get approval from their department chairs.

Class Meetings
Off-campus credit classes begin and end at the same time as on-campus courses. Fall and spring classes meet for sixteen weeks and the summer semesters meet for thirteen weeks.

GRADING POLICIES

Forgiveness Policy

Undergraduate

An undergraduate student may improve his/her gpa by repeating an undergraduate course (1000-4999) in which a grade of “D” or “F” was received. Only the grade and the grade points received in the final attempt shall be used in computing the student’s cumulative grade point average. However, effective Fall 2004, only three such requests are available to the student during the student's undergraduate career. Such application for grade forgiveness must be made in writing, at the appropriate time, to the Office of the Registrar. All attempts for a given course and all grades will remain on the student's transcript.
Graduate

Effective Fall 2001, a graduate student enrolled at Florida A&M University who receives a C, D, or F grade, which fails to meet the requirements of a specific graduate program, may petition the Program Dean or Graduate Director to retake the course. The course must be taken at Florida A&M University (FAMU), unless the course is offered at Florida State University (FSU) under the FAMU/FSU cooperative program and the course must carry the same course number and description. Only the higher grade shall be used in computing the overall grade point average (GPA), but both grades will remain on the transcript. If both grades are the same, only the second will be counted in the GPA. A graduate student may repeat no more that two courses in any graduate program at Florida A&M University, and may repeat each course only once. A grade forgiveness form must be submitted by the student to the Registrar's Office after the course is retaken and prior to graduation.

Academic Progress

Undergraduate
A cumulative grade point average of 2.0 is required for graduation. It is desirable that students earn a 2.0 term average during each period of enrollment at the University. Students who maintain a cumulative grade point average of 2.0 or better will not be subject to academic suspension. However, in any term in which the students' cumulative average drops below 2.0, some appropriate action is taken, i.e., warning, probation, suspension, or dismissal.

Graduate
A cumulative grade point average (GPA) of 3.00 must be maintained regardless of course/credit hour load. Only a grade of “B” or higher is acceptable for required courses. A required course must be repeated if the grade received is lower than a "B". A grade of “C” or better is acceptable for all other courses. A grade of “U” in any phase of the thesis/research/dissertation process shall require the student to be placed on probation for one semester. A second “U” grade in the thesis/dissertation process may warrant termination of the students’ degree seeking status. Students may be placed on probation for one semester if their cumulative GPA falls below a 3.0.

GRADUATION REQUIREMENTS AND PROCEDURES

Bachelor of Science Degree Requirements
To qualify for a bachelor’s degree in an academic discipline, the student must have completed a minimum of 120 semester hours, which must include satisfactory completion of all State of Florida requirements, institutional undergraduate
requirements, and curriculum requirements. 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 specific 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. The applicable degree with the appropriate major will be awarded, upon the recommendation of the faculty, department and 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 from Florida A&M University with a bachelor’s degree. Two years of Foreign Language study is defined as two years in high school or eight to ten semester hours 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.

**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 or oral. Doctoral students should consult 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 and Dissertation

Students writing thesis and dissertations are required to be enrolled. All candidates for the Master of Science degree and Doctor of Philosophy degree are required to submit an acceptable thesis or dissertation.

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 academic department/division in which they belong. Applications for graduation are 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 academic department/division chairperson or dean and reapply for a subsequent term.

College-Level Academic Skills Test in State Universities

The College Level Academic Skills Test (CLAST) measures the level of achievement of communication and computation skills of students exiting their sophomore year. Beginning with the October 1982 administration of the CLAST, each state university shall require all applicants for upper division status, including individuals who were admitted to the university as freshman or sophomores, to present scores which have been earned on the College-Level Academic Skills Test. For any terms beginning on or after August 1 1984, the admission of all students to upper division status requires presentation of scores on the College Level Academic Skill Test to satisfy the minimum standards that are in effect at the time when the students first took the test. Contact the CLAST Office at (850) 599-3259 for additional information.

STUDENT SUPPORT SERVICES

University Libraries

http://www.famu.edu/library/

The University Libraries provide information access and services to learners at a distance comparable to those available on campus. Reference support is provided via “Ask a Librarian” 24-hour online service, real time online chat, telephone reference, and e-mail reference service. Information literacy/instruction can be delivered during a regular class session, via videoconferencing, or from the library website. Access to resources and inter library loan services are available through the online catalog and from the library website. Distance learners are afforded reciprocal borrowing privileges
from public universities and community colleges in the State of Florida. The Florida A&M University Rattler Card serves as a library card and authenticates students to use library resources electronically or at partner libraries. More information on services to distance participation can be found at http://www.famu.edu/library/distance.html.

**Note:** It may be necessary to contact the University Library’s distance Learning Coordinator to activate the card for library services.

**FaMMail**
Students are encouraged to set-up a FAMU e-mail account. FaMMail is the official communication service and first enterprise email system of Florida A&M University. It provides users email access from the Internet or from an email client their choice. Your email address will be `yourFAMNetID@famu.edu`. E-mail includes person-to-person messages, postings to newsgroups and list serves and any electronic messaging involving computers and computer networks. While using FaMMail and the online administrative systems, notifications and messages regarding your transactions will be sent to your FAMU e-mail account. To get assistance with FaMMail, you can contact the Helpdesk at (850) 412-HELP (4357) or helpdesk@famu.edu.

**Rattler Card**
The Rattler Card is the official identification card of the University. This card is used for many services, including library services. For off-campus students, the request for the Rattler Card can be made directly through the Division of Continuing. Faculty/adjuncts can also submit the requests to the Division of Continuing Education with the request of the student.

**Immunizations**
Proof of immunization is required of all students. Only students born on or after January 1, 1957 are required to submit proof of immunization and complete the FAMU Immunization Form. If born before January 1, 1957, students must complete the FAMU Immunization form and provide a copy of their driver’s license. No proof of immunization is needed. For more information, please contact Student Health Services at (850) 599-3777. The immunization forms can be faxed to (850) 599-3067.

**Student Orientation/Advisement**
Each semester, the academic units will visit the instructional sites to conduct a general orientation, information sharing, and academic advisement meeting. Off-campus students are also invited to participate in the University’s graduate and undergraduate orientations. Advisement is provided by the department in which one has been accepted. Students should contact the chair of the department to be assigned an advisor.
**Academic Grievances**

Each college, school and/or academic unit within the University has internal procedures for student grievances pertaining to academic matters. The student is normally expected to follow the procedures established by the college or school in which the student is pursuing a course of study; however, academic grievances regarding a course grade must be filed with the college or school in which the course is offered. The grievance procedures are available in the Office of the Dean of the respective school or college.

Graduate students must follow the grievance procedure outlined by the School of Graduate Studies. Go to [http://www.famu.edu/index.cfm?a=graduatestudies](http://www.famu.edu/index.cfm?a=graduatestudies) to obtain a grievance form and the procedures. Graduate students must follow the grievance procedure outlined by the School of Graduate Studies. Go to [http://www.famu.edu/index.cfm?a=graduatestudies](http://www.famu.edu/index.cfm?a=graduatestudies) to obtain a grievance form and the procedures or visit the School of Graduate Studies website.

**Textbooks**

MBS Textbook Exchange is the supplier of textbooks for students taking courses off-campus. To place an order, go [http://direct.mbsbooks.com/famu/htm](http://direct.mbsbooks.com/famu/htm).

**Blackboard**

Blackboard allows the instructor to deliver course materials using text, graphics, and sound as well as to administer tests and send scores to students. In order to get access, a student must obtain a password by calling the Help Desk at 412-HELP (4357).

**UNIVERSITY AND COURSE WITHDRAWALS**

**Withdrawal from the University**

A student who desires to withdraw for the university must contact the Office of the Registrar and explain the circumstances which he or she feels require him or her to withdraw from the university. Upon approval, the withdrawal form will be completed and signed by the Registrar’s Office. The student is required to turn in all residence hall keys, if applicable, to the counselor of the dormitory in which the student is residing and meet all other stipulations required by the university.

When the above signatures have been placed on the withdrawal form, the student must file the form with the university registrar by the deadline published in the University
calendar for the term in which the withdrawal is sought. This procedure is to be followed by all students both on campus and off-campus.

Any student who withdraws from the university during the regular or late registration periods will not receive grades at the close of the term. A student who officially withdraws after “the last day to register” but during the first eight weeks will receive W’s at the close of the term. For information on refunds, see Refund Policy in the University Catalogue. A grade of “F” for each course will be given to any student who leaves the university without filing a withdrawal form with the Registrar’s Office.

Withdrawal from a Course
Under exceptional circumstanced, it may be necessary for a student to withdraw from a course after deadline for add/drop. Such withdrawals are accomplished upon the recommendation of the student’s academic adviser to the dean. All degree seeking students (on campus and off campus) must complete a course withdrawal form and submit it to the Registrar’s Office on or before the course withdrawal deadline published in the University calendar. A “W” will appear on the class roll/grade roll for all courses for which a student has been withdrawn. No refund of fees is made.

Administrative Withdrawal
A Student may be administratively withdrawn with fee liability form a course(s) by the academic department if the student registered for the course without appropriate signature or permission. Students who are administratively withdrawn from the University for violation(s) of the University’s Students Code of Conduct are not entitled to any refund from any fees paid during the semester in which there is cause for withdrawal.

University Withdrawal Committee
The student may petition the University Withdrawal Committee for a retroactive (after the published term withdrawal deadline) term withdrawal based on documented circumstances beyond the student’s control within 12 months after the end of the course withdrawal is sought. Students seeking retroactive course withdrawal should report to the Registrar’s Office for further direction. Students should be aware that requests for withdrawal and retroactive term withdrawal will negatively impact the award of current and prior financial aid as well as enrollment status for the affected term.

OFF- CAMPUS INSTRUCTIONAL SITES

If there are questions concerning the opening or closing of an instructional site as it relates to a hurricane or other natural disasters, contact the Division of Continuing Education and/or the academic departments.
FAMU INSTRUCTIONAL SITES

If there are questions concerning the opening or closing of an instructional site, call the numbers listed below and/or the Division of Continuing Education (850) 599-3474.

LOCATIONS AND EMERGENCY NUMBERS

Chattahoochee, FL - Gadsden CO
Florida State Hospital
Landis Hall
Mrs. Marie Alday - FAMU Liaison (850) 663-7001
Parking – No parking decal needed.
Evening Emergency Contact – Security (850) 663-7445

Lakeland, FL - Polk CO
Rochelle School for the Arts
1501 Martin Luther King Jr. Ave.
Dr. Kenneth James, FAMU Coordinator (863) 499-2745
(3 p.m. to 7 p.m., Monday thru Friday)
Parking – No parking decal is needed.
Evening Emergency Contact – Night Head Custodian

Madison, FL - Madison CO
North Florida Community College
325 Northwest Turner Davis Dr.
(850) 973-1600 (NFCC)
Mr. Clyde Alexander, Coordinator (850) 973-1609
(5:00 p.m. to 8:00 p.m. Monday thru Thursday)
Parking – No decal needed for night classes
Evening Emergency Contact – Security (850) 973-0280

Jacksonville, FL - Duval CO
FAMU Pharmacy Building
2050 Art Museum Dr.
4800 Building Suite 200
Dr. Frank Emmanuel  (904) 391-3900
Parking – No decal is needed.
Evening Emergency Contact – Security (904) 591-6279

(Counselor Education Courses.)

Jacksonville, FL - Duval CO
Jacksonville Urban League Head Start Program
Northeast Springfield Center
1221 East 16th St.
Dr. Patty Ball-Thomas, Assistant Professor, FAMU  (850) 599-3107
Parking – No decal is needed.
Evening Emergency Contact – Security (904) 591-6279

(Pre-Kindergarten/Elementary Education Courses.)

Macclenney, FL - Baker CO
Baker County Middle School
Media Center
211 E. Jonathan St. 32063
(904) 259-2226
Sherry Barrett – FAMU Liaison (904) 259-0452
Mrs. Sherry Barrett, FAMU Liaison (904) 259-0452
Parking – No decal is needed.
Evening Emergency Contact – Sherry Barrett (904) 259-0452

FREQUENTLY CALLED TELEPHONE NUMBERS

Division of Continuing Education
Dr. Chanta Haywood, Dean, School of Graduate Studies  (850) 599-3505
Dr. Alice Rozier, Interim Director, Division of Continuing Education (850) 599-3474
Ms. Margaret Whitaker, Coordinator (850) 599-3474
Dr. Kenneth James, Coordinator, Lakeland Instructional Site (850) 499-2745
Mr. Clyde Alexander, Part-time Coordinator (850) 973-1609
Madison Instructional Site
University Administrators
Dr. Cynthia Hughes-Harris, Provost and Vice President (850) 599-3276
   Academic Affairs
Dr. Genniver Bell, Dean, College of Education (850) 599-3397
Dr. Ralph Turner, Interim Dean, College of Arts and Sciences (850) 599-3430
Dr. Newton Jackson, Associate Dean, College of Education (850) 599-3482
Dr. Ada Burnett, Chair, Department of Educational Leadership and Counseling (850) 599-3191
   Leadership and Counseling
Dr. Mary Newell, Chair, Elementary Education (850) 599-3397
Dr. Ralph Turner, Dean, Arts and Sciences
Dr. Narayan Persaud, Chair, Criminal Justice (850) 599-3316

University Departments
Admissions (850) 599-3796
Cashier/ Student Accounts (850) 561-2949
CLAST Office (850) 599-3259
Coleman Memorial Library (850) 599-3370
College of Arts and Sciences (850) 599-3515
College of Education (850) 599-3482
College of Engineering, Sciences, Technology and Agriculture (CESTA) (850) 561-2644
Counselor Education (850) 599-3425
Educational Leadership (850) 599-3191
Elementary Education (850) 599-3397
Engineering Technology (850) 599-3506
Financial Aid (850) 599-3730
General Studies (850) 599-3805
Graduate Studies (850) 599-3505
Help Desk (850) 412-4357
High School/Community College Relations (850) 599-3796
President’s Office (850) 599-3225
Presidential Scholars (850) 599-3796
Registrar’s Office (850) 599-3115
Student Health Center (850) 599-3777
<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Student Teaching</td>
<td>(850) 561-2145</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>(850) 599-3853</td>
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**Book Publishers**

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<tr>
<th>Publisher</th>
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<tbody>
<tr>
<td>Cengage Learning</td>
<td>1-800-487-5510</td>
</tr>
<tr>
<td>McGraw-Hill</td>
<td>1-800-338-3987</td>
</tr>
<tr>
<td>Pearson</td>
<td>1-800-922-0579</td>
</tr>
<tr>
<td>Wiley</td>
<td>1-800-225-5945</td>
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