Academic Progress-Graduate
Graduate students are required to maintain a grade point average of 3.00 “B” or better. Failure to maintain the required “B” average could result in termination of a graduate student’s status. Monitoring of academic progress of graduate students occur in the academic department.

Policy on Transfer of Credit for the Florida Engineering Education Delivery System (FEEDS) at FAMU

FEEDS was established by an act of the Florida Legislature to provide opportunity for graduate work from all SUS Engineering programs for Florida Professional Engineers so that they can earn Master’s degree in Engineering while employed.

Admitted graduate students in the FAMU/FSU College of Engineering who wish to participate in the Florida Engineering Education Delivery System (FEEDS) program must adhere to the following guidelines:
1. Student shall earn at least fifty percent (50%) of all credits applied to the Masters program in the FAMU/FSU College of Engineering. A maximum of six hours can be transferred from universities outside the State University System (SUS).
2. Student is in good academic standing i.e., GPA 3.00, not on suspension.
3. Consult with the FEEDS Coordinator.

Honors-Undergraduate

A. Honor Roll-The Honor Roll listing shall include those students who are enrolled full-time in college-level degree credit earning courses, who have attained a 3.0 or above semester grade point average (GPA), and whose cumulative GPA is 2.5 or above.
B. Dean’s List-The Dean’s List shall include those students who are enrolled full-time in college-level degree credit earning courses, who have attained a 3.5 or above semester GPA and whose cumulative GAP is 3.0 or above.
C. Graduation with 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. All grades earned up to the submission of the application for graduation will be used to compute grade point averages for awarding “graduate with honors.” Only students who are candidates for bachelors and professional degrees are eligible for graduation with honors.

Transfer students must earn a minimum of 60 credit hours at Florida A&M University in order to be eligible to graduate with honors.

Class Attendance Regulations
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 take make-up examinations or quizzes.

Absence from class for cause: (a) participation in recognized university activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no immediate control 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 follows:
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.

University and Course Withdrawals

Withdrawal from the University-A student who desires to withdraw from the university must contact to the director of the Center for Human Development and explain the circumstances which he or she feels require him or her to withdraw from the university. Upon approval by the director, the withdrawal form will be completed and signed by the director and the student. 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 at the close of the term. For information on refunds, see Refund Policy. 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(s)- Under exceptional circumstances, it may be necessary for a student to withdraw from a course after the deadline for add/drop. Such withdrawals are accomplished upon the recommendation of the student’s academic adviser to the dean, who will forward the appropriate form to the university registrar. Withdrawal from a course must be accomplished prior to the published deadline. A machine printed “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 from 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 Student 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 term for which the 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 withdrawals will negatively impact the award of current and prior financial aid as well as enrollment status for the affected term.

ACADEMIC REGULATION APPEALS COMMITTEE PETITIONS

The Academic Regulation Appeals Committee considers petitions from undergraduate students seeking exceptions to the academic regulations stated in the FAMU Catalog. Appeal applications must be filed and considered prior to graduation. The following type of appeals may be filed:

* Waiver of Academic Suspension
* Late or retroactive course withdrawal (limited to one year after course enrollment)
* Late add or registration (limited to the next semester)
* Late application for graduation (limited to four weeks after the published term deadline)

NOTE: Supporting documentation must accompany all appeal petitions.

Appeal requests must be picked up from college/school of your major. Non-degree (special) students must petition through the Registrar’s Office. Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representative. The Academic Regulation Appeals Committee normally meets monthly. In order for a petition to be reviewed by a college/school and to be heard at a regular meeting, it must be submitted by the end of the first week of each month. Petitions for re-admission (after academic suspension) must be submitted at least ten working days before the start of classes.