Florida A&M University
tained full-time loads as indicated above. The minimum load for full-time benefits from the Veterans Administration is 12 credit hours.

**Academic Progress Policy—Undergraduate**

A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns a 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student’s cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal. Minimum standards for academic progress are as follows:

**Lower Level Students**

A. (0-29 hours attempted) A freshman student whose cumulative average is less than 2.0 will be permitted to remain at the university under continuous counseling and academic advisement. The student will receive a warning each period of enrollment that his or her term average falls below 2.0. If the cumulative average is below 2.0 after 29 hours attempted, the student will be placed on academic probation and must earn a minimum of a 2.0 term average during the next period of enrollment. Failure to do so will result in academic suspension from the university.

B. (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

**Upper Level Students (60 hours and above attempted)**

At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

**Academic Probation, Suspension, and Dismissal**

The first time a student fails to meet the minimum standards of progress, he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.

**Procedures for Petitioning for Readmission**

A student who has been permanently suspended (dismissed) from the university for academic reasons must remain out for two (2) terms and may petition the office of admissions for readmission during the second term of his or her suspension. Any petition for readmission must be filed at least (6) weeks prior to the beginning of the term in which the student wishes to re-enroll.

The student’s readmission petition file will be made up by the office of admissions and must contain:

1. A letter of petition for readmission from the student
2. Letters of recommendation for readmission from:
   a. The student’s academic adviser
   b. The student’s department head
   c. The student’s dean
   d. Any other letter(s) of support the student wishes to submit.
   The student must request that these individuals send letters on his or her behalf to the Director of Admissions, Room G-9, Foote Hilyer Administration Building, Florida A&M University.
3. A copy of the student’s academic record obtained from the university registrar.

The student’s readmission petition file will be forwarded to the University Admissions Committee for review. This committee will recommend approval or disapproval to the Vice President for Academic Affairs. The decision made on the student’s readmission will be final.

**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 transcripts from previous institutions on file in the Admissions Office prior to evaluation. Credits are transferred based on the following:

1. The institution from which the student wish to transfer is regionally accredited.
2. The overall grade point average is 2.00 or better on the transfer transcript.
3. The grades of individual courses to be transferred are “C” or better, or “S” or “P”.

Transfer students academic records will be evaluated prior to the student’s arrival on the University Campus, if admitted prior to three weeks of the term beginning.

Credits earned from Florida public institutions will be evaluated on the basis of the Florida Statewide Course Numbering System. Those courses considered equivalent will be accepted for transfer credit at the level at which the course was classified by the institution originally awarding the credit. Courses are considered equivalent when the prefix and the last three numerical digits of the course number are the same.

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate state course numbering system.

I. **Transient Students:** Florida A&M University students who are permitted to attend other institutions for a term must obtain a transient form from their academic area and secure appropriate signatures prior to leaving FAMU. Students who attend other institutions without permission from their academic area, may not have their credits accepted. Transient forms are approved based on the following:

   * The institution the student wishes to attend is regionally accredited or includes requirements as stipulated above.
   * Student is in good standing at FAMU (G.P.A. 2.00 or better; not administratively suspended)
   * Transient application is turned in prior to term for which the student is applying

II. **Correspondence Courses:** Correspondence course work may be accepted if the credits appear on the transcript of a regionally accredited institution and the earned grade is “C” or better. The State University System of Florida offers courses by correspondence through the division of Continuing Education of the University of Florida.

   **NOTE:** Applicability of transferred credits toward a degree program will be determined by the individual school or college.

III. **Acceleration Programs:** Florida A&M University encourages students to take advantage of opportunities to reduce the usual length of time it takes to complete a degree program. These opportunities include the following:

   1. **Dual Enrollment**
      This program allows eligible high school students to earn college level credits in a college or university.

   2. **Credit by Examination**
      Students who are enrolled or planning to enroll at FAMU may earn credit for certain introductory courses through the following credit by examination programs:
      A. Advanced Placement Program (AP)
      B. College Level Examination Program (CLEP)
      C. International Baccalaureate Program (IB)
      D. DANTES
      E. Department Examinations and Dean Waivers
      F. Military Service School
      G. Excelsior

   **Awarding Credit on a Non-Credit Basis**

   The University offers credit for the following noncredit courses:

   1. **Military Service School**
      The University awards academic credit for the completion of the following courses:
      A. Advanced Placement Program (AP)
      B. College Level Examination Program (CLEP)
      C. International Baccalaureate Program (IB)
      D. DANTES
      E. Department Examinations and Dean Waivers
      F. Military Service School
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