Florida A&M University
Course Designation and Credits

Courses are identified with an alphabetic and numeric coding system. The alphabetic abbreviation (which is composed of three letters) identifies the FAMU academic area (i.e., ENC = English), and the numbers have the following meaning: 1000 series-freshman level courses; 2000 series-sophomore level courses; 3000 series-junior level courses; 4000 series-senior level courses; 5000 series and above- professional or graduate level courses.

Credits for all courses are expressed in semester hours. All courses offered by Florida A&M University, whether on campus or off-campus, are considered residence credit. One semester hour is the amount of credit earned for the satisfactory completion of one hour a week lecture or recitation or two hours a week laboratory practice throughout one semester. One semester hour is the equivalent of one and one-half quarter hours.

Classification of Students

Undergraduate students not enrolled as special students are grouped in four classes according to total credits earned in semester hours on their record in the Office of the University Registrar:

I. Freshmen-earned less than 30 semester hours
II. Sophomores-earned 30 to 59 semester hours
III. Juniors-earned 60 to 89 semester hours
IV. Seniors-earned 90 or more semester hours
V. Professional students must be fully admitted to the pharmacy and law program
VI. Graduate Students-earned the bachelor's degree from an accredited institution and/or meet the university’s requirements for admission to graduate studies (for further details, see graduate admissions requirements elsewhere in this catalog for admission to the department under guidance of which students intend to study).
VII. Non Degree Seeking-those not admitted to a regular degree program.

Grading System and Grade Point Average - Main Campus

The quality of work done by students is indicated by the letter of the alphabet as follows: A grade of “A”-exceptional; “B”-superior; “C”-average; “D”, passing but poor; “S”, satisfactory; “N”, no grade reported; “U”, unsatisfactory; “W”, withdrew; “F”, failure; “I”, incomplete; “X”, audit; “TP”, thesis pending; “DP”, dissertation pending; and “P”, pass. An “N”, preceding the aforementioned grades denotes failure of the student to complete payment of registration fees.

A grade of “A” earns four grade points for each hour of credit; “B” earns three grade points; “C” earns two grade points; “D” earns one grade point; “F” earns no grade points; and “X” earns no grade points. A student's term GPA is determined by dividing the total number of hours attempted for GPA into the number of grade points earned. Similarly, the cumulative GPA is determined by dividing the total number of hours attempted for GPA into the total number of grade points earned.

A grade of “W” is used only to denote that a student withdrew (or was withdrawn) from the course or from the university.

A student who is passing a course but has not completed all of the required work by the end of the term may, with the permission of the instructor, be assigned a grade of “I”. Grades of “I” are not assigned to any course that a student fails to attend, or if a student withdraws from the university. A student should not register for a course(s) in which incomplete grades are considered. A grade of “I” may be assigned by the instructor for the removal of an incomplete grade. All incomplete grades must be removed by the last day of classes of the term in which the student is next enrolled, or the grade will be changed to “F”.

Certain courses may be approved by the academic dean for satisfactory-unsatisfactory (S-U) grades. Such courses would normally be outside a student's major and minor fields and would not be included in the grade point average. An “N” grade will be changed to a permanent grade upon receipt of an official grade from the instructor.

Graduate students who are writing a thesis or dissertation may receive the grade of “TP” (Thesis Pending) or “DP” (Dissertation Pending) if approved by their major professor. Once the Thesis or Dissertation is successfully defended, the assigned grade must be an “S” (Satisfactory).

Forgiveness Policy and Procedures

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 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, at the appropriate time, in writing, to the Office of the Registrar. All attempts for a given course and all grades will remain on the student's transcript.

When a student repeats an undergraduate course (1000-4999) in which the grade of “D” was previously received, the first attempt is forgivable under certain conditions:
I. The course is repeated because it is a major course or a course required by the major where the minimum grade of “C” is required.
II. The course is repeated under Rule 6C3-4.09 of Florida A&M University where the minimum grade of “C” is required.

A student must petition the advisor, department or division chairperson, dean or university registrar in order to have this policy applied. Courses with numbers 5000-8999 are specifically excluded. Graduate students and former students who had earned bachelor degrees are excluded.

Grade Forgiveness Policy for Graduate Students

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 than 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.

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 and 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.

Bachelor’s 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, which must include satisfactory completion of all State of Florida requirements, institutional undergraduate requirements, and curriculum requirements. At least 25% of the credits hours required for an undergraduate degree program must be earned through instruction offered by FAMU. 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.

The university requires that the last 30 semester credit hours be taken in residence at FAMU. Petitions for a waiver of up to six hours of the last 30 hours in residence, due to a documented hardship or unusual circum-
Foreign Language or American Sign Language. Transfer students are exempt if they have completed 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 must be met, in addition to completing 12 semester hours in the (same) foreign language.

Second Bachelors degree – A student who wishes to receive two baccalaureate degrees in the same semester must have declared double majors, (2) complete the prescribed degree requirements of each program, and (3) complete a minimum of 150 semester hours (30 hours must be taken in residence). Departments and colleges may have additional requirements. Students are advised to consult their academic advisor or department chair for departmental requirements. Students must complete an application for graduation for each major. If a student holding a bachelor's degree from FAMU wishes to obtain a second bachelor's degree the student must earn a minimum of 30 semester hours after the requirements for the previous bachelor's degree.

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 semesters hours in one Foreign Language or American Sign Language. Transfer students are exempt from Foreign Language requirements 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.

Professional/Graduate Degree Requirements—Specific degree requirements for the Master's, Doctor of Pharmacy, Doctor of Philosophy, and Juris Doctor (JD) are listed in the applicable graduate programs. Normally, 5000 level courses or higher may be counted toward a master's degree. 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. Students seeking a second master's degree must complete 18-24 graduate semester hours beyond what is required for the first master's degree.

Recency 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 a Florida Institution with regional accreditation; 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.

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

Some master's degree programs offer 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 academic department/division chairperson. Application 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 may 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 seeking the Bachelor/Doctor of Pharmacy degree 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 master's and doctor of philosophy degrees are excluded. The cumulative grade point average on file at the time of application for graduation will be used to designate honor graduate in commencement program. The cumulative grade point average listed above will be used to determine eligibility.

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 Atlanta Regional Office, P.O. Box 100022, Decatur, Georgia 30033-7022, 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.