August 21, 2008

10:00 a.m. – 10:10 a.m. Welcome/Greeting
Mr. Kevin Jenkins, Interim Director
Graduate Feeder Program
Dr. Donald Palm
Assistant Vice President of Academic Affairs

10:10 a.m. – 10:20 a.m. Making the Transition to Graduate School
Dr. Chanta Haywood, Dean
School of Graduate Studies

10:20 a.m. – 12:00 noon Academic/Administrative/Student Support Services

Financing Graduate Education
Mrs. Phyllis Green, Coordinator
School of Graduate Studies
Ms. Carita Evans, Coordinator, Student Financial Aid
Office of Financial Aid

Administrative Services
Mr. Michael Smith, Director of Auxiliary Services

Library Resources
Mr. Dale Thomas, Instructor Librarian
Coleman Library

Graduate Student Survival
Dr. Reginald Perry, Associate Dean
College of Engineering

Human Subject Research
Dr. Gwedolyn Singleton, Psychology Department

Writing Resources
Dr. Veronica Yon, Associate Professor &
Ms. Ester Spencer, Coordinator of Academic Support Services
College of Arts & Sciences

Registration Policies and Procedures
Mrs. Janet Johnson, Registrar
Ms. Vernese Wade, Asst. Registrar
University Registrar Office

Question and Answer
Wrap-Up
Mr. Kevin Jenkins

12:00 noon – 1:30 p.m. Lunch/Reception (Second Floor of New Pharmacy Building)
An opportunity to meet and greet graduate students, administrators, faculty and staff.

1:30 p.m. – Time determined Breakout with College/Schools/Institutes
By college/school/institute
August 1, 2008

Dear Graduate Student:

Florida A&M University School of Graduate Studies and Research will host the Fall 2008 New Graduate Student Orientation. The orientation will provide an opportunity for you to obtain valuable information on resources, services, and academic policies and procedures that will ensure a smooth transition to graduate school at FAMU.

When: Thursday, August 21, 2008

Location: Florida A&M University
New Pharmacy Building
Room 104

Time: 10:00 a.m. – 4:00 p.m.
Lunch will be provided

Find out about:

- Policies of Graduate Education
- Library Services
- Auxiliary Services
- Financial Assistance
- Research Opportunities
- Registration
- Thesis and Dissertation Process

We strongly encourage you to attend and look forward to seeing you at the New Graduate Student Orientation. If you have further questions, please call Mrs. Linda Knight at (850) 599-3505.

Sincerely,

Chanta M. Haywood, Ph.D.
Dean
NEW GRADUATE STUDENT ORIENTATION
New Pharmacy Building – Room 105
Agenda

August 21, 2008

10:00 a.m. – 10:10 a.m. Welcome/Greeting
Miss Alecia Burnette, President
Graduate Student Association
Dr. James Ammons
President
Dr. Barbara Barnes
Interim Provost
And Vice President of Academic Affairs

10:10 a.m. – 10:20 a.m. Making the Transition to Graduate School
Dr. Chanta Haywood, Dean
School of Graduate Studies, Research & Continuing Education

10:20 a.m. – 12:00 noon Academic/Administrative/Student Support Services
Financing Graduate Education
Mrs. Phyllis Green, Coordinator
School of Graduate Studies
Administrative Services
Mr. Michael Smith, Director
Auxiliary Services
Library Resources
Ms. Alyse Jordan, Reference Librarian
Coleman Library
Graduate Student Survival
Dr. Reginald Perry, Associate Dean
College of Engineering
Human Subject Research
Dr. C. Perry Brown, Professor
College of Pharmacy and Pharmaceutical Sciences
Institute of Public Health

SCHOOL OF GRADUATE STUDIES, RESEARCH & CONTINUING EDUCATION

Writing Resources
Dr. Veronica Yon, Associate Professor
College of Arts & Sciences

Registration Policies and Procedures
Ms. Vernese Wade, Interim Registrar
University Registrar Office

Question and Answer
Wrap-Up
Mrs. Linda Knight, Director
School of Graduate Studies, Research & Continuing Education

12:00 noon – 1:30 p.m. Lunch/Reception (Second Floor of New Pharmacy Building)
An opportunity to meet and greet graduate students, administrators, faculty and staff.

Door Prizes

1:30 p.m. – Time determined Breakout with College/Schools/Institutes
By college/school/institute.

Meeting Locations for breakout with colleges/schools/institutes:

Allied Health Sciences – Dr. William Hudson, Ware Rhaney Building

Architecture – Mr. Andrew Chin, School of Architecture, Dean’s Conference Room, A232

Arts and Sciences – Dr. Ralph Turner, New Pharmacy Building, Room 105

Business and Industry – Mrs. Karen Lewis, School of Business and Industry Building

Education – Dr. Newton Jackson, Jr., New Pharmacy Building, Room 105

Engineering – Dr. Reginald Perry, New Pharmacy Building, Room 105

Engineering Sciences Technology and Agriculture (CESTA) – Dr. Oghenekome Onokpise, New Pharmacy Building, Room 105
Environmental Sciences Institute – Mrs. Jacqueline Hightower, Frederick Humphries Science Research Center Building, Room 214

Journalism and Graphic Communication – Ms. Diane Hall, New Pharmacy Building

Nursing – Dr. Doris Ballard-Ferguson – School’s orientation is scheduled for _________ in the Ware Rhaney Building. For additional information, please contact Dr. Ballard-Ferguson at 412-7067.

Pharmacy and Pharmaceutical Sciences – Dr. Fran Close – School’s orientation will be conducted the week of August 20, 2007. For additional information, please contact Dr. Close at 599-3053.
August 13, 2008

Dear Graduate Student:

Florida A&M University School of Graduate Studies and Research will host the Fall 2008 New Graduate Student Orientation. The orientation will provide an opportunity for you to obtain valuable information on resources, services, and academic policies and procedures that will ensure a smooth transition to graduate school at FAMU.

When: Thursday, August 21, 2008

Location: Florida A&M University
New Pharmacy Building
Room 104

Time: 10:00 a.m. – 4:00 p.m.
Lunch will be provided

Find out about:

- Policies of Graduate Education
- Library Services
- Auxiliary Services
- Financial Assistance
- Research Opportunities
- Registration
- Thesis and Dissertation Process

We strongly encourage you to attend and look forward to seeing you at the New Graduate Student Orientation. If you have further questions, please call Dr. Linda Knight at (850) 599-3505.

Sincerely,

Chanta M. Haywood, Ph.D.
Dean
2007 New Graduate Student Orientation Follow-Up Report

Submitted by

Mrs. Linda Knight

August 22, 2007

Total Admitted Graduate Students Invited: 277
Total Students Registered: 93
Total Evaluations Receive: 76

The averages of the Evaluative Items are as follows:

<table>
<thead>
<tr>
<th>Possible Rating</th>
<th>Rating Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>The location of the orientation was convenient.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>The orientation was held at a convenient time.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>The length of the orientation was sufficient.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>The presenters were knowledgeable and competent on the subject areas they presented</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>The presenters focused on the most important issues that were relative to me.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>My participation in the orientation, I feel will be beneficial to my successful matriculation.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>I felt that there was enough time and opportunity for me to ask any questions.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>The presenters presented the information in an interactive and engaging manner.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Overall the information was beneficial to my learning more about graduate education policies and procedures at FAMU.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>I would recommend that all graduate students attend this orientation.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Overall Conference Rating</td>
<td></td>
</tr>
</tbody>
</table>

Overall the conference was a great success, however there are a few issues which will be given great consideration during the planning of next year’s event, such as presentation time/match, location and notification procedures.
August 7, 2007

Dear Graduate Student:

Florida A&M University School of Graduate Studies and Research will host the Fall 2007 New Graduate Student Orientation. The orientation will provide an opportunity for you to obtain valuable information on resources, services, and academic policies and procedures that will ensure a smooth transition to graduate school at FAMU.

When: Wednesday, August 22, 2007

Location: Florida A&M University
New Pharmacy Building
Room 105

Time: 10:00 a.m. – 4:00 p.m.
Lunch will be provided
(Go to www.famu/graduatestudies/orientation to see the complete agenda.)

Find out about:

- Policies of Graduate Education
- Library Services
- Auxiliary Services
- Financial Assistance
- Research Opportunities
- Registration
- Thesis and Dissertation Process

We strongly encourage you to attend and look forward to seeing you at the New Graduate Student Orientation. If you have further questions, please call Mrs. Linda Knight at (850) 599-3505.

Sincerely,

Chanta M. Haywood, Ph.D.
Dean
NEW GRADUATE STUDENT ORIENTATION
New Pharmacy Building – Room 105
Agenda

August 22, 2007

10:00 a.m. – 10:10 a.m. Welcome/Greeting
Miss Alecia Burnette, President
Graduate Student Association

Dr. James Ammons
President

Dr. Barbara Barnes
Interim Provost
And Vice President of Academic Affairs

10:10 a.m. – 10:20 a.m. Making the Transition to Graduate School
Dr. Chanta Haywood, Dean
School of Graduate Studies, Research & Continuing Education

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College of Pharmacy and Pharmaceutical Sciences
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SCHOOL OF GRADUATE STUDIES, RESEARCH & CONTINUING EDUCATION

Writing Resources
Dr. Veronica Yon, Associate Professor
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Ms. Vernese Wade, Interim Registrar
University Registrar Office

Question and Answer
Wrap-Up
Mrs. Linda Knight, Director
School of Graduate Studies, Research & Continuing Education

12:00 noon – 1:30 p.m.  Lunch/Reception (Second Floor of New Pharmacy Building)
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Door Prizes

1:30 p.m. – Time determined Breakout with College/Schools/Institutes
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Pharmacy and Pharmaceutical Sciences – Dr. Fran Close – School’s orientation will be conducted the week of August 20, 2007. For additional information, please contact Dr. Close at 599-3053.
Florida A&M University

School of Graduate Studies & Research

Academic Policies & Procedures

By

Mrs. Linda G. Knight
Director, Fellowship Programs, Recruitment and Academic Policies

August 22, 2007
Graduate Policies and Procedures

- Grading
- Course Load
- Course Withdrawal
- Thesis and Dissertation
- Time to Degree
- Grievance Policy & Procedures
- Application for Graduation
Grading Policies

• **Minimum Grade Requirement**
  - A cumulative GPA of 3.0 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 a grade lower than a “B” is received.

  - For all other courses (Electives, undergraduate courses) the grade of “C” or better may be acceptable based upon the requirements of the college/school/institute.
Grading Policies Cont.

• Probation and Suspension
  • If your cumulative GPA falls below a 3.0 for one semester, you will be placed on probation.
  • An academic advisement hold will be placed on your record. Notification will be sent to you, your department chair and the dean of your college/school/institute.
  • If your GPA falls below 3.0 for two consecutive semesters, you will be suspended from your graduate program.
  • Written notification will be sent of suspension.
Grading Policies Cont.

• **Thesis and Dissertation**
  - Passing “P”, and unsatisfactory “U” grades are awarded to students completing their theses and dissertations.
  - If you have not satisfactorily completed the requirements for your thesis or dissertation, you will receive a grade of “U”.
  - A student is placed on probation for one semester for earning a grade of “U” at any phase of their thesis or dissertation process.
  - A second “U” may warrant dismissal from the program.
Grading Policies Cont.

• “I” Incomplete Grades
  • If you are passing a course but have not completed all of the required work by the end of the term, with the permission of the instructor, you may 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 have been received. If he or she does, the original “I” will automatically be changed to a permanent grade of “F”.
Grading Policies Cont.

• **Grade Forgiveness Policy**
  
  • If you receive a “C”, “D”, or “F” grade, which fails to meet the requirements of a specific graduate program, you may petition the Program Dean or Graduate Director to retake the course.
  
  • The course must be taken at FAMU, unless offered at FSU through the FAMU/FSU cooperative program and the course must carry the same course number and description.
Grading Policies Cont.

- **Grade Forgiveness Policy**
  
  - 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.
  
  - You may repeat no more than two courses in any graduate program at FAMU, 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.
Course Load

- A full credit load consists of a minimum of nine (9) hours in the Fall and Spring Semesters, and six (6) hours in the Summer Term.

- The load may increase to twelve (12) hours depending on the college/school/institute in question.

- Recommendation to withdraw from a course (s) after the deadline for drop/add must be accomplished through your advisor who will forward the appropriate documents to the Registrar’s Office.
Course Withdrawal

- Recommendation to withdraw from a course (s) after the deadline for drop/add must be accomplished through your advisor who will forward the appropriate documents to the Registrar’s Office.

- Appropriate follow-up with your department is advisable.
Thesis and Dissertation Tips

• Must complete Comprehensive or Qualifying Exams prior to registering for or working on the thesis or dissertation.

• Must be continuously registered for thesis or dissertation hours until the completion of the degree.

• Each college/school/institute dictates the number or required thesis or dissertation hours for degree completion.

• If working with human subjects, must complete the Human Subjects Review Application prior to beginning the research.
Time to Doctoral Degree

• All requirements for the doctoral degree must be completed within seven (7) years from the term you first registered as a doctoral student.

• Time may be extended based on requirements of individual college/school/institute.

• If time is extended, the student may be required to initiate a new program or complete special requirements by the program.
Time to Master’s Degree

• All requirements for the master’s degree must be completed within five (5) years from the term you first registered as a master’s student.

• Time may also be extended based on requirements of individual college/school/institute.

• If time is extended, the student may be required to initiate a new program or complete special requirements by the program.
It is the goal of the School of Graduate Studies and Research to provide students with an expeditious, fair, equitable, and consistent procedure for resolving their academic grievances.

This policy includes procedures and rules to guide the student through the process.

The intent is to resolve issues informally before filing a complaint, or seeking redress beyond the unit in which the alleged offense occurred.
• The student shall submit his/her grievance in writing within 30 days or 10 days into the next semester by using a form provided by the graduate coordinator or academic dean of the college. This form should be stamped to indicate the date and time the grievance was initiated.

• The grievance process can start/stop at any level. However, the graduate coordinator should act as the facilitator.
• If the professor and graduate coordinator cannot find a satisfactory solution, the matter will be forwarded to the graduate committee/graduate faculty within the college.

• The graduate committee/graduate faculty will forward a report indicating their decision to the dean of the college.

• If the dean is not able to resolve the matter, the issue is forwarded to the graduate council committee on graduate student grievance.
The graduate council committee should submit a report to the dean of the school of graduate studies and research.

The dean of the school of graduate studies and research will review all the documents provided on the issue and make a decision.

The dean of the school of graduate studies and research will refer the matter to the Provost if a satisfactory solution is not reached.
• The Provost shall make the final decision.

• A written recommendation is required at each step.

• The student, professor, the graduate coordinator, the dean of the college and the dean of graduate studies and research should be provided copies of the written recommendation at each step.

• The entire process should not last more than sixty (60) days.
Application for Graduation

• If all program requirements are completed, it is the responsibility of the student to complete the Graduation Application within the first two (2) weeks of the semester in which the degree is expected to be conferred.

• This form may be obtained from the advisor or department chair.

• The department will then forward the information to the Registrar’s Office.

• It again is the responsibility of the student to ensure that all steps are completed.
THANK YOU!

For additional information, please visit our website at www.famu.edu/graduatestudies

or contact us at

400 Tucker Hall
(850) 599-3505