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 main 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 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.

The 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 “T”. 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 “T” will automatically be changed to a permanent grade of “F”.

Incomplete “I” grades will not count as hours attempted in computing cumulative grade point averages. It is the responsibility of the student to make arrangements with 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 credit 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-