Academic deans may determine if a course/courses may be waived for a student in technical areas of studies based on documented life experience and/or proficiencies.

Military Services Schools
Florida A&M University recognizes the recommendations for college level credits published by the American Council on Education (ACE); The Guide to the Evaluation of Educational Experiences in the Armed Services. Students with military experiences are encouraged to forward their military transcripts to the Registrar's Office or the Department of Military Service for evaluation. Credits may be awarded for completed Military Service School Courses on the basis of the ACE guide. Recommendations by ACE are not binding on the University. By submitting DD Form 214 or its equivalent, students may receive Health and Physical Education credits.

International Students: Florida A&M University may award credits for student's prior academic course work from a recognized institution in their parent country.

Credits may also be awarded as credit by examination from the General Certificate of Education Advanced Level (A-level G.C.E.), if a student earned a grade of "C" or better for introductory courses.

*No credit is awarded for "general papers"

Graduate
Transfer of graduate level courses, must be determined by the individual academic departments. A maximum of six graduate level credit hours with a grade of "B" or better may be accepted from an accredited institution. Additionally, 6 credit hours of elective credits shall be granted to students who are fully admitted to degree status in the College of Education for possession of a National Board Teacher Certification.

Acceptance of Academic Credits
Undergraduate/Professional (Pharmacy Doctorate) Students-
According to FAMU's mission, "the University seeks and supports a faculty and staff of distinction dedicated to providing outstanding academic preparation at the undergraduate, graduate, and professional school levels." FAMU defines a transfer student as any student who has attended any regionally accredited college or university and has earned 12 or more semester hours (except as high school dual enrolled students). The University subscribes to the Articulation Agreement between the State University System and the State Community College System. Under this agreement, graduates of Florida public community colleges are eligible to non-limited access programs at a state university if the students have completed the university's parallel program and have received the Associates of Arts degree (AA) and will receive priority admission over out-of-state students. Additionally, the agreement allows for students who hold an AA degree from a Florida public community college or university to have satisfied the University's general education requirement. Credits may also be awarded as credit by examination from the General Certificate of Education Advanced Level (A-level G.C.E.), if a student earned a grade of "C" or better for introductory courses.

Transfer credits are accepted from institutions that are accredited by the appropriate regional accrediting agencies recognized by FAMU at the time the credits are earned provided that the course was completed with a minimum grade of "C" (or equivalent). Within Florida, all state and post secondary institutions and some private post secondary institutions are members of the statewide course numbering system. Through this system, institutions are assured that courses with the same course prefix and number have equivalent content and may transfer among the member institutions. FAMU also recognizes the recommendations for credits published by the American Council on Education (ACE). However, recommendations by ACE are not binding on the University. Students may receive Health and Physical Education credits by submitting DD Form 214 or its equivalent.

FAMU utilizes and recognizes official evaluations for International students prepared by Foreign Credentialing Agencies like Silny and Associates or World Educational Services. Such evaluations must be submitted directly to the University.

FAMU Students-FAMU students complete a Transient Form (Study Abroad) that is approved by the students' academic department. This document ensures prior approval of courses that students will be registered for at the foreign institution. The approved transient form serves as record of the students' enrollment at the foreign institution and allows students to have access to financial aid while studying abroad. Once the courses are completed and the official transcript is received from the foreign institution; the grades are processed using the approved grade change forms to place the grades on the students' transcripts.

Non-FAMU Students-Non-FAMU students enrolling in the FAMU- sponsored CCIS program are enrolled at host institution, Pontificia Universidad Católica Madre y Maestra (PUCMM). Students submit the FAMU Course Request Form (CRF), which must be signed by their appropriate home institution's administrators and faculty advisor. The approved CRF serves as record of the students' enrollment at the foreign institution and allows students to have access to financial aid while studying abroad. Transfer credits are awarded by FAMU for equivalent courses taught by the host institution. The education abroad coordinator forwards the official transcript from the host institution along with an OIED Grade Verification Form to the student's home institution's study abroad office. The courses are evaluated by FAMU for award of credit.

Exchange Students-Exchange students' enrollment is governed by the stipulations of the established Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) between FAMU and the foreign institution.

Credit by State/National Examination-Public universities in Florida are required by Florida Statute Section 1007.27 [7] to award designated credit. State Advanced Placement (AP), College Level Examination Program (CLEP), Defense Activity for Non-traditional Education Support (DANTES), Excelsior College Examinations (ECE), The Cambridge Advanced International Certificate for Education (AICE) and International Baccalaureate Program (IB) when a student meets the approved scores. FAMU also adheres to this policy. Applicability of some transfer credits toward a degree program is determined by the individual school or college. Additional policies regarding undergraduate transfer credits are noted in the University Catalog.

Graduate/Professional (Law) Students-FAMU also accepts transfer credits for graduate students where the transfer of graduate level courses, must be determined by the individual academic departments. A maximum of six graduate level credit hours with a grade of "B" or better may be accepted from a regionally accredited institution. Additionally, 6 credit hours of elective credits shall be granted to students who are fully admitted to graduate degree status in the College of Education for possession of a National Board Teacher Certification. Additionally, a maximum of six semester hours of 4000 level courses may be included in the requirements for a graduate degree of Education. The above also applies to students enrolled in the Specialists, Law and Doctoral Programs (excluding the Pharm.D).

Experiential Learning-The University considers experiential learning as learning that occurs outside its own educational programs. Other than awarding credit through mechanisms such as nationally recognized credit by exams such as CLEP (see above) and departmental exams denoted below and the award of credits for attainment of credit through the National Board Teacher Certification, FAMU does not award credit for experiential learning.

The only experiential learning for which the University grants credit is for formal learning experiences that are part of the curriculum of a degree program, such as internships, clinical courses, cooperative education and practicums. These experiences are supervised by program faculty in collaboration with supervisors at the internship/clinical site and are evaluated if credit is to be awarded.

Professional Certification/Departmental Exams/Deans Waiver-Academic departments may offer students opportunities to receive credits through departmental course examinations. Individual departments determine if and when a student can take advantage of this opportunity. Academic deans may determine if course/courses may be waived or if credit may be awarded for students based on professional certification and documented proficiency in an area of study. Such waiver and/or credit must be approved by the academic department Chair, Dean, Registrar and Provost. In the case of academic credit being awarded to students with National Board Teacher Certification, the department chair and dean of the College of Education must evaluate the certificate and portfolio for the National Board Teacher Certification. The Dean and Department Chair will make a formal recommendation to the Registrar who will award elective credit in a specific academic area within the College of Education. The recommendation from the College of Education must contain a statement that attests to the fact that the National Board Teacher Certification certificate and portfolio have been evaluated by appropriate officials within the College of Education.
important. Students are urged to apply in the fall of their senior year. This
time-line allows the evaluation and award process to begin by January of
each academic year. Additional evaluation and award processes are con-
ducted in March and May annually. However, late applications diminish
opportunities for admission and financial awards.

**Admission Application Fees**

The Admission Application fee of $20 must accompany the Non-
FAMU Graduate application. The check or international money order must
be made payable to Florida A&M University. The applicant should indicate
their name, social security number and address on personal checks and
international money orders.

**Non-FAMU Graduate Admission**

Non-FAMU applicants must complete the Graduate Admissions
Application and forward it to the School of Graduate Studies, 400 Tucker
Hall, Tallahassee, FL 32307. An official copy of the undergraduate tran-
script and Graduate Record Examination scores must be submitted to be
considered for admission.

**FAMU Graduate Admission**

Admission procedures for FAMU graduates and former students fol-
low the same procedures. FAMU graduates or any student who was offi-
cially admitted and attended FAMU for at least one term must complete the
Re-Admission Application. The following is also required:

1. The student must complete the graduate re-admission application and
   mail to the School of Graduate Studies and Research, 400 Tucker
   Hall, Tallahassee, FL 32307.
2. The transcript will be retrieved from the University’s files for FAMU
   students. The applicant will not have to request a transcript.
3. If the applicant previously attended FAMU but graduated from an-
   other institution, the applicant will be required to request that an official
   transcript be forwarded to the School of Graduate Studies and
   Research.
4. FAMU graduates and former students are not required to pay the $20
   application fee.

**Formerly Admitted Graduate Students**

Any student who was admitted to a program, attended the University
for at least one semester, and has not enrolled for two consecutive terms
will need to complete the Re-admission Application. Follow the admis-
sions procedures for the FAMU Graduate Admissions.

**International Students**

FAMU encourages international students with superior scholastic
records, adequate English proficiency, and an earned bachelor’s degree
from a recognized college or university to apply for admission to a design-
nated program in the School of Graduate Studies and Research. Such stu-
dents must have a grade point average of 3.0 or above at the undergradu-
ate level or the equivalent, as determined by the Admissions Office. Other
admission requirements are listed in the descriptions of each of the degree
programs offered by the University.

Although international students must show sufficient financial
resources to complete a program prior to admission, financial assistance
may be given to students who are invited to enroll on the basis of accade-
mic performance, promise, leadership qualities, and special talents. This is
based upon the recommendation of the graduate admissions committee of
the school or area offering the degree and the approval of the dean of grad-
uate studies.

**Transfer Students**

Students transferring from another institution must be in good acade-
mic standing at the previous institution and eligible to return.

**Post-Baccalaureate Non-Degree Students**

A person who holds a bona fide baccalaureate degree but who is not
officially admitted to or approved for graduate study may be permitted to
take a limited number of graduate courses for teacher certification, re-cer-
tification, or other special interests or needs. Successful completion of such
post-baccalaureate coursework shall have no affirmative bearing on the
student’s admissibility to graduate study, and may, or may not, at the dis-
ccretion of the appropriate officials of the University, be used for graduate
degree credit when/if such student subsequently gains admission to gradu-
ate study.

**Admission of Special Students**

A person who does not have the required 3.00 GPA or GRE scores
for unqualified admission to graduate study may be admitted to graduate
degree study, pending achievement of a satisfactory GRE score within one
semester of admission date. Such special students shall be limited to 12
semester hours of coursework until they are fully admitted without qualifi-
cation. Course credits exceeding the 12-hour limit by the student in the
“special” admission category will not be accepted for degree credit.
Special students are not eligible for financial assistance.

**Transfer of Credit**

At the discretion of the appropriate academic unit, a maximum of six
(6) semester hours of graduate coursework may be accepted by the
University at the master’s level. The maximum permissible transfer credits
at the Ph.D. level is twelve (12) semester hours. In both of the above
instances, credit transfers must be from bona fide, properly accredited col-
leges and universities.

**Time Limitation for Completion of Degrees**

A maximum of five (5) years and seven (7) years is permitted for the
completion of master’s and Ph.D. degrees, respectively. Students exceeding
these time limits from first matriculation to graduation may be required to
initiate new courses of study.

**Grading Policy**

**Grading Policy**

**for Graduate Degree Students**

1. Minimum grade requirements for all graduate programs and degrees
   a. A cumulative GPA of 3.00 must be maintained regardless of
course/credit hour load.
   b. Only a grade of “B” or higher is acceptable for required cours-
es. A required course must be repeated if a grade lower than a
   “B” is received. For all other courses the grade of “C” or better
is acceptable.
   c. A grade of “U” in any phase of the thesis/research/dissertation
process shall require the student to be placed on probation for
one semester. A second “U” grade in the thesis/research/dissertation
process may warrant termination of the student’s degree-
seeking status.
   d. The student’s chief advisor is responsible for informing the stu-
dent of grade requirements and the need to adhere to the grad-
ing standards.

2. Appeals of grade assignments
   a. All appeals regarding grade assignments must be made on an
individual basis.
   b. Each appeal must have formal, documented approval of the
graduate faculty of the college, school, or institute in which the
student is studying.
   c. All appeals must be made to the Graduate Council within one
month after the grade variance from established policy has
occurred.
   d. A two-thirds (2/3) affirmative vote of the entire voting member-
ship of the Graduate Council shall be required to make a grade
exception.
   e. Grade appeals may be made by a student’s chief advisor or any
voting member of the Graduate Council from the student’s
school or college.
   f. No graduate student, regardless of degree sought, or time in
study, shall be permitted to appeal directly, or in person to the
Graduate Council regarding his or her grade(s).
   g. Grade appeals may be made orally, but must be accompanied
by a written statement which outlines the appeal facts and jus-
tifications and produced in sufficient quantity for the entire
Graduate Council membership.

3. More restrictive grading policies by individual schools or colleges or
   programs

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