

# SCHOOL OF ALLIED HEALTH SCIENCES



## FACULTY HANDBOOK

# TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>5</b>
<b>ABOUT FAMU .....</b>	<b>6</b>
MISSION STATEMENT.....	6
TRADITIONS.....	6
<i>Mascot</i> .....	6
<i>University Colors</i> .....	6
FAMU ORGANIZATIONAL CHART.....	7
<b>ABOUT SCHOOL OF ALLIED HEALTH SCIENCES .....</b>	<b>8</b>
HISTORY.....	8
GENERAL INFORMATION.....	9
MISSION STATEMENT.....	9
VISION STATEMENT.....	10
MANTRA.....	10
PRACTICAL/CLINICAL EXPERIENCE.....	10
LIVING LEARNING COMMUNITY (LLC).....	10
HONOR SOCIETIES.....	11
<i>Membership Eligibility</i> .....	11
<i>Colors</i> .....	11
<i>Motto</i> .....	11
<i>Service</i> .....	11
<i>Logos</i> .....	11
SOAHS ORGANIZATION CHART.....	12
<b>FAMU’S OPERATING SYSTEM - IRATTLER.....</b>	<b>13</b>
IRATTLER SYSTEM.....	13
FACULTY PROCEDURE FOR ACCESSING IRATTLER TO RECORD ATTENDANCE AND POST GRADES.....	14
<b>FACULTY RESPONSIBILITIES/EVALUATION.....</b>	<b>15</b>
HIRING PROCESS.....	15
ASSIGNMENT OF RESPONSIBILITY.....	15
EVALUATION PROCESS.....	15
<i>Evaluation by Students</i> .....	16
<i>Evaluation by Division Director</i> .....	16
<b>GENERAL POLICIES AND PROCEDURES REGARDING THE CLASSROOM .....</b>	<b>17</b>
CANCELLATION OF CLASS.....	17
MEETING AND/OR CHANGING A SCHEDULED CLASS MEETING DAY AND TIME.....	17
CANCELLATION OF A COURSE BY DIVISION.....	17
CLASS ATTENDANCE.....	17
<i>University Class Attendance Regulations</i> .....	17
<i>Summer Term Attendance Rules</i> .....	18
<i>Recording Attendance</i> .....	18
<i>Class Roster</i> .....	18
CANVAS.....	19

OFFICE HOURS .....	19
EMAIL.....	19
<b>GENERAL POLICIES AND PROCEDURES REGARDING GRADING/GRADES.....</b>	<b>20</b>
POSTING/ASSIGNMENT OF GRADES .....	20
ASSIGNING INCOMPLETE GRADES/"I" GRADES .....	20
PROCEDURE FOR ASSIGNING AN (I) INCOMPLETE GRADE.....	21
DOCTOR OF PHYSICAL THERAPY (DPT) INCOMPLETE COURSEWORK .....	21
CHANGE OF GRADE.....	22
PROCEDURE GOVERNING GRADE CHANGES .....	22
GRADING SYSTEM .....	23
OTHER GRADE NOTES .....	23
CALCULATION OF GPA.....	23
<b>GENERAL POLICIES AND PROCEDURES REGARDING REGISTRATION/WITHDRAWAL .</b>	<b>24</b>
REGISTRATION .....	24
CANCELLATION OF REGISTRATION .....	24
REINSTATEMENT OF REGISTRATION .....	24
REGISTRATION HOLDS.....	24
CLASS SCHEDULE CHANGES (ADD/DROP).....	25
NON-DEGREE SEEKING STUDENTS AND REGISTRATION .....	25
STATE EMPLOYEE REGISTRATION (FEE WAIVER) .....	25
TUITION FREE COURSES FOR AGE 60 YEARS AND OLDER.....	26
AUDITING COURSES.....	26
WITHDRAWAL FROM THE UNIVERSITY .....	27
<b>GENERAL INFORMATION REGARDING CHANGE OF MAJOR AND CURRICULUM.....</b>	<b>28</b>
CHANGE OF MAJOR.....	28
CURRICULUM CHANGES .....	29
COURSE SYLLABUS.....	29
ACADEMIC LEARNING COMPACTS .....	29
<b>UNDERGRADUATE STUDENT ACADEMIC ADVISEMENT .....</b>	<b>30</b>
ACADEMIC ADVISEMENT .....	30
<i>Lower Division Advisement</i> .....	30
<i>Upper Division Advisement</i> .....	30
<b>FAMU STUDENT RESOURCE CENTER.....</b>	<b>32</b>
COUNSELING CENTER .....	32
STUDENT HEALTH SERVICES .....	32
CAREER CENTER.....	32
CEDAR (THE CENTER FOR DISABILITY ACCESS AND RESOURCES) .....	33
<b>GRADUATE STUDENT POLICIES.....</b>	<b>34</b>
GRADUATE STUDENT PROBATION AND DISMISSAL POLICIES AND PROCEDURES .....	34
GRADUATE STUDENT GRADE APPEAL POLICY AND PROCEDURES .....	35
GRADUATE ACADEMIC REGULATION APPEALS PETITION .....	36

**MISCELLANEOUS INFORMATION..... 38**

CAMPUS EMERGENCIES ..... 38  
FAMU BOOKSTORE..... 38  
SAMUEL H. COLEMAN MEMORIAL LIBRARY ..... 38  
LOGISTICS..... 38

**OFFICE OF STUDENT AFFAIRS POLICIES AND PROCEDURES..... 39**

INTRODUCTION ..... 41  
    *Mission* ..... 41  
    *Purpose* ..... 41  
ACADEMIC HONESTY ..... 42  
COMPLAINT POLICY AND PROCEDURE..... 45  
DISRUPTION POLICY ..... 55  
DRESS CODE ..... 60  
EMERGENCY MEDICAL/ILLNESS POLICY ..... 62  
EXCUSED ABSENCE POLICY ..... 65  
HEALTH STATUS CHANGE ..... 69  
FAMU INCIDENT REPORTING..... 71  
SOAHS INCIDENT REPORTING ..... 82  
SATISFACTORY ACADEMIC PROGRESS..... 85  
SEXUAL MISCONDUCT RESOURCES GUIDE..... 92  
ACADEMIC ADVISEMENT FORM..... 97

**APPENDICES**

**2017-2022 SOAHS STRATEGIC PLAN..... 99**  
**OTHER IMPORTANT LINKS FOR FACULTY ..... 113**  
**ASSIGNMENT OF RESPONSIBILITY FORM ..... 116**  
**FACULTY EVALUATION FORM ..... 118**  
**ANNUAL PROGRESS TOWARD TENURE APPRAISAL FORM..... 121**  
**SIMULATION LABORATORY SPACE UTILIZATION PROTOCOL ..... 122**  
**REQUEST FOR TRAVEL FORM ..... 124**  
**COMPLIMENTARY TRAVEL APPROVAL FORM..... 125**  
**FACULTY LEAVE REQUEST FORM ..... 126**

**SCHOOL OF ALLIED HEALTH SCIENCES  
FLORIDA A&M UNIVERSITY**

# FACULTY HANDBOOK



## **Introduction**

- **Welcome to Florida A&M University, also affectionately known as FAMU! You have been hired as a faculty member because of your educational background and professional expertise.**
- The Faculty Handbook is an information resource guide for faculty. It is designed to provide resource and policy information related to Florida A&M University (FAMU), the School of Allied Health Sciences (SOAHS), and the Divisions in which you will be working. This publication does not supersede any federal, state, or local law, nor the University policies or catalog. It is released for general guidance. Specific questions regarding current policies, interpretation of policies or information not covered in this document should be directed to the Office of the Dean or the Division Director for your hiring Division. Suggestions for revisions of this document should be directed to the Dean of SOAHS or your respective Division Director.
- This handbook covers significant policies, procedures, and practices that will be important to your successful tenure here.
- In addition, this SOAHS Faculty Handbook was created to acknowledge and support the significant role of the University's faculty in our classrooms and on our campus.



## **About FAMU**

- **FAMU is recognized for its Academic Excellence, Affordability, and Diversity.**
- FAMU's academic achievements are what set it apart as a unique learning experience. In 2014, FAMU was recognized among the 2014 U.S. News & World Report's "Best National Universities." The U.S. News & World Report Lists FAMU as the top public historically black college or university in the nation for 2015. It is also among The Princeton Review's "Best in the Southeast" colleges and is one of the top picks for providing a high quality education at an affordable price in Florida, according to The College Database (2013).
- FAMU values diversity in thought, perspective, and culture. The University enrolls nearly 10,000 students hailing from across the United States and more than 70 countries including several African countries, the Bahamas, Brazil, Indonesia, China and the United Arab Emirates, to name a few. The student body includes representatives from all ethnic, socio-economic, and religious backgrounds.

## ***Mission Statement***

Florida Agricultural and Mechanical University is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills, and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces all persons of all races, ethnic origins, and nationalities as life-long members of the university community.

## ***Traditions***

- **Mascot**  
The Rattler mascot is based on popular folklore. When the school relocated to Highwood Plantation in 1891, the rural landscape had an abundance of snakes, especially rattlesnakes. This is how the mascot name, "The Rattlers," was chosen.
- **University Colors**  
Florida A&M University's colors were selected because of the green from agricultural plants and the orange from the Florida's citrus industry.

## ***Organizational Chart***

The Organizational Chart representing the hierarchical structure for the Florida A&M University is found on page 7.



## **About the School of Allied Health Sciences**

### *History*

- In the 1970s, the United States Court of Appeals for the District of Columbia ruled that Florida's Desegregation Plan for public higher education was unacceptable. In a 1977 Supplemental Order, Florida was called upon to renew and recommit its efforts toward full equalization of educational opportunity in public higher education. In response, the State University System (SUS) reaffirmed its commitment to the continued enhancement of Florida Agricultural and Mechanical University.
- Among enhancement actions was the former Board of Regents (BOR) approval of baccalaureate degree programs in Health Care Management, Medical Record Administration, Physical Therapy, and Respiratory Therapy for implementation at FAMU.
- It was the intent of the BOR to demonstrate a "good faith effort" in fulfilling its stated commitment to the "enhancement" of FAMU. It was decided that this enhancement strategy would not only provide access to high-demand professional programs for African Americans and other minorities, but also would be attractive to non-African American students.
- The establishment of a SOAHS was in keeping with the legacy of FAMU.
- The School of Allied Health Sciences enrolled its first class of thirty-five students in 1982 into the Divisions of Physical Therapy and Medical Record Administration (currently known as Health Informatics and Information Management) and these students comprised the first graduating class of students in 1984.
- In 1983 the Divisions of Health Care Management and Respiratory Therapy (currently known as Cardiopulmonary Science) enrolled its first class of students who then graduated in 1985 which constituted the second graduating class of students from the SOAHS.
- A baccalaureate degree program in Occupational Therapy was subsequently authorized by the former BOR and was implemented in 1989. The Occupational Therapy program transitioned to a graduate master's degree program (MSOT) in 2006 and graduated its first student in 2007.
- The Division of Physical Therapy transitioned to offer the clinical doctorate degree in physical therapy (DPT) in 2006. The first DPT class graduated in 2009.
- When the Divisions of Occupational Therapy and Physical Therapy transitioned to graduate programs, the undergraduate Division of Health Science was established in the fall of 2017 for those students who were pre-occupational therapy and pre-physical therapy majors.
- The Division of Health Science was also established to for those students who prefer to work in other health related professions besides Occupational Therapy and Physical Therapy and not continue to graduate school.



### *General Information*

- Historically, Florida A&M University has contributed significantly to the production of minority health care providers.
- The School of Allied Health Sciences is organized into six divisions, through which degree programs are offered.
- The Division of Occupational Therapy offers the Master of Science in Occupational Therapy degree, the Division of Physical Therapy offers the Doctor of Physical Therapy degree, and the Division of Health Care Management offers degrees at both the master's and baccalaureate levels.
- The remaining three divisions, Cardiopulmonary Science, Health Informatics and Information Management, and the newest division, Health Science, offer degrees at the baccalaureate level.
- The SOAHS sponsors two honor societies for students to join, Alpha Eta and Epsilon Tau Sigma.
- The SOAHS staff is currently comprised of 32 full-time faculty (including the Dean and Associate Dean), one Director of Student Affairs, four Advisors, and ten support staff members.
- All of the programs are accredited or seeking initial accreditation (the master's program in Health Administration is seeking initial accreditation).
- The SOAHS currently enrolls more than 1,200 students in its undergraduate and graduate programs.
- The SOAHS, on average, graduates approximately 215 undergraduate students and 65 graduate students per year.
- Overall, FAMU ranks as the number one producer of African-American allied health professionals in the State of Florida.

### *Mission Statement*

The mission of the School of Allied Health Sciences is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student-centered environment for the purpose of educating individuals to become competent allied health professionals who are capable of:

- Critical thinking
- Comprehensive communication skills
- Interdisciplinary collaboration
- Analysis and involvement in research processes
- Improving the health status of under-represented and underserved populations
- Lifelong learning

This mission will be accomplished through the contributions of dedicated faculty and staff that are capable of meeting student needs through inspired and creative teaching, exemplary scholarship, and meaningful public, community, and professional service at local, state, national, and global levels. As a result, students will be prepared to meet existing and emerging health care needs that will benefit the citizens of Florida, the nation, and the world

### *Vision Statement*

The School of Allied Health Sciences, as an exemplary health professions entity within the Florida A&M University, views itself as a provider of the highest quality academic experiences at graduate and undergraduate levels, through excellence in student advising, teaching, research, and service, in existing and emerging health care arenas, for the benefit of the citizens of Florida, the nation, and the world.

### *Mantra*

The SOAHS is ever evolving and always striving to provide students with “**Academic Excellence, Affordability, and Diversity.**” Given this duty, we here in the SOAHS proclaim that “Allied Health is On the Move” and it is proclaimed in the call and response mode. Therefore, when someone asks (and it is usually the Dean) “Allied Health is what?” the expected response is “On the move!” which is said with robustness and strength.

### *Practical/Clinical Experience*

A unique characteristic regarding the preparation of students entering several of the various programs in the School of Allied Health Sciences is a learning activity known as professional practice experience if you are part of the Health Informatics and Information Management program, clinical practice for the Cardiopulmonary Science program, internship (undergraduate program) or residency (graduate program) for the Health Care Management program, fieldwork for the Occupational Therapy program and clinical education for the Physical Therapy program. The primary purpose of this mode of learning is to provide the student an opportunity to apply what has been learned in the classroom to the professional setting (i.e., hospitals, clinics, rehab facilities, classrooms, and long term care facilities to name a few). Moreover, the goal of the practical/clinical experience is to provide the student opportunity to gain additional clinical or managerial skills beyond that learned in the classroom in their respective future professional arenas.

### *Living Learning Community (LLC)*

The School of Allied Health Sciences, working in conjunction with the University Undergraduate Success Center, has established a Living Learning Community (LLC) for first year (freshman) students who have an interest in either one of its undergraduate majors: Cardiopulmonary Science, Health Care Management, Health Informatics and Information Management, Health Science General, Health Science/Pre-Occupational Therapy or Pre-Physical Therapy. The LLC is located in The FAMU Village. The School of Allied Health Sciences Living Learning Community will provide a unique experience for students pursuing studies in professional health fields by affording them an opportunity to live together in an enriching environment supporting their academic, personal, and professional success. Mrs. Yvonne Nelson-Langley, Director, Office of Student Affairs in the SOAHS, has the direct responsibility for overseeing the activities of the LLC.

### *Honor Societies*

The SOAHS sponsors two professional national Allied Health honor societies: a) Alpha Eta Honor Society, and b) Epsilon Tau Sigma Honor Society.

The following is an overview of these honor societies:

**Membership Eligibility:**

***Students***

- Enrolled in an Allied Health degree program for two consecutive semesters or one year.
- Be recommended by the Dean or designee.
- Demonstrate leadership and achievement in field of study.
- Alpha Eta requires a 3.5 GPA or better on a 4.0 scale (undergraduate) and a 3.8 GPA or better for graduate students.
- Epsilon Tau requires a 3.2 GPA to join and student must maintain a 3.0 each semester thereafter to remain in the honor society.

***Faculty***

- Alpha Eta – must have 3 years of academic experience in the school or have attained tenure. Principal duty is instructing students, hold clinical, research or administrative appointments including the dean and divisions directors (waived at the discretion of the dean).
- Epsilon Tau – Faculty eligibility is not noted in the constitution of the society. Therefore, the same criteria as listed for Alpha Eta will be utilized.

**Colors:**

- The colors for Alpha Eta are light green and white.
- The colors for Epsilon Tau are black and red.

**Motto:**

- The motto for Alpha Eta is “**Together We Serve.**”
- The motto for Epsilon Tau Sigma is “**Excellence Through Service.**”

**Service:**

- Each honor society requires the members to participate in community activities and service.

**Logos:**

- The following are the logos for each honor society:



The National Scholastic Honor Society for  
The Allied Health Professions



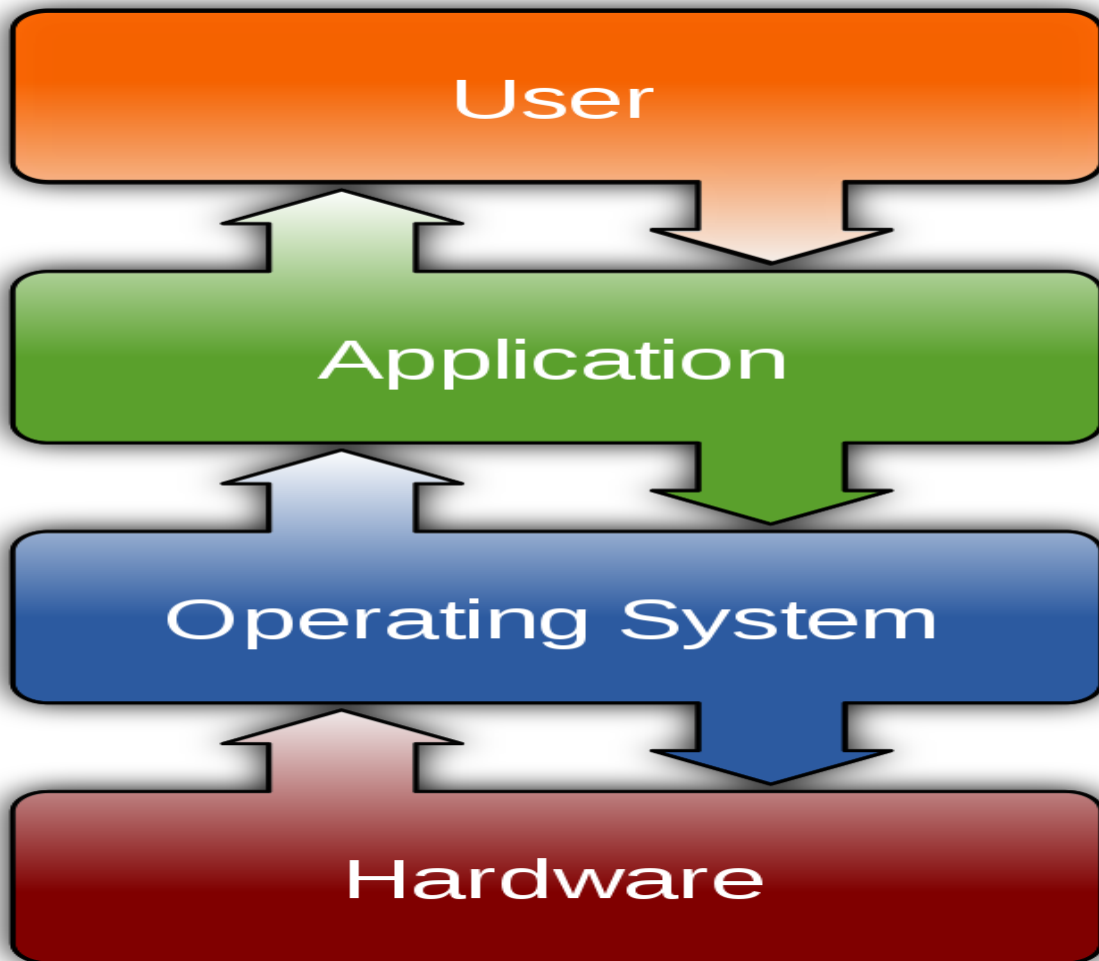
***Organization Chart***

The Organization Chart representing the hierarchical structure for the School of Allied Health Sciences is on page 12.



## FAMU's Operating System – iRattler

- **iRattler System** – Faculty and students utilize iRattler system to view academic holds, access academic records, campus finances, academic planning, enrollment services, and personal account information.
- As a faculty member, you will have authorized limited access to the system to also perform administrative and academic tasks.
- Please see your Division Director for training and access to the following:
  - FAMU Wireless Net
  - FAMMail
  - iRattler
  - Canvas



Florida A&M University  
School of Allied Health Sciences

**FACULTY PROCEDURE FOR ACCESSING IRATTLER  
TO RECORD ATTENDANCE AND POST GRADES**

1. Complete, sign, and submit the *iRattler Access Request Form* to your Division Director or designee. The Division Secretary will email the form to Organizational Development and Training (ODT) and copy the Division Director and you.
2. **Check your FAMU email** for communication from ODT regarding access to iRattler training.
3. Follow instructions for training in the email.
4. Pass course(s) with the required grade.
5. Screenshot evidence of passing score.
6. Email screenshot with score to ODT at [odttraining@famuedu](mailto:odttraining@famuedu). Copy your Division Director.
7. ODT will send authorization to Information Technology Services for you to access iRattler.
8. Notify Division Director immediately if any problems are encountered.

Notes:

- **It is the faculty member's responsibility to perform the training and submit evidence of passing the course(s) to ODT immediately upon receipt of email from ODT.**
- ODT maintains these forms on file for only 6 months.

Contact Information:

Organizational Development and Training  
(850) 412-5150  
Perry Paige, 105 North  
[odttraining@famuedu](mailto:odttraining@famuedu)

## **Human Resources**

### ***Hiring Process***

In order to be hired as a faculty member, you had to meet the following educational criteria outlined by the Southern Association of College and Schools Commission on Colleges (SACSCOC) which requires one to have:

- 18 hours of graduate coursework in the discipline for teaching undergraduate students
- terminal degree in the subject area for teaching graduate students
- As part of your hire, you were **REQUIRED** to provide an official transcript.
- The following documents which are found in the New Employee Packet (OPS) were needed to complete your hire as a faculty member and to be submitted to the SOAHS Coordinator of Academic Support:
  - OPS Personnel Action Form
  - Direct Deposit Authorization Form
  - W-4 Form
  - A properly and fully completed application form
  - Official transcript(s) from all college and university experiences
  - Resume
  - Three letters of recommendation from persons qualified to address applicant's ability, experience, and professional preparation to teach at the University level
  - Photocopies of applicant's driver license and social security number
  - Personal Information Sheet
  - Notarized Loyalty Oath
  - A completed I-9 form
  - Confidentiality and Security Agreement
  - If applicant is state employee, a Request for Additional Employment Form must be completed
- **The failure to submit any of these documents completed in entirety will result in the faculty member not getting paid timely.**
- Every effort will be made to cancel classes prior to the first class meeting when there is low enrollment (undergraduate classes must have a minimum of 15 students enrolled and graduate classes must have a minimum of 9 students).

### ***Assignment of Responsibility Terms and Forms***

See the Appendix for the *Assignment of Responsibility Form*.

### ***Evaluation Process***

- Faculty are evaluated each semester by the students enrolled in the class(es) taught by the instructor, as well as annually by the respective Division Director, to determine the quality of instruction provided.

- **Evaluation by Students:** The State University System Student Assessment of Instruction (SUSSAI) is mandated to allow students the opportunity to assess the quality of instruction received in the classes you have been retained to teach.
  - The assessment is administered every semester through a survey that is provided to each enrolled student for all instructors of record during the term. The survey is administered during the last three weeks of instruction for the semester. The Likert scale is used to rate each question. Students may also make comments on the survey.
  - Surveys are completed electronically.
  - Electronic surveys are course and instructor specific and can be completed at the student's leisure using a laptop, mobile device, or computer.
  - The surveys are made available to students through links sent to each enrolled student's FAMU email inbox.
  - Students can also access the survey links for enrolled classes and instructors via a dashboard in the FAMU Blackboard account.
  - Periodic reminders for surveys not yet completed are sent to the FAMU email address.
  - Instructors are also emailed a response rate notice midway of the survey period.
  - Once a student completes a survey for an instructor of a course via the email link or Blackboard, all links to that survey are deactivated.
  - Student responses are anonymous.
  - Results of the surveys are emailed to instructors three to four weeks after the survey period closes.
  - The results show the response rate and the composite ratings by the students for each course, along with any comments made by students.
  - An instructor may request copies of his/her FAMSAI survey results on file by submitting an email (famutesting@famuedu) or office request. Division directors and academic deans may also request copies of survey results for faculty in their respective academic units through an email or office request.
  
- **Evaluation by Division Director** – **The purpose of this evaluation is to assess the faculty's effectiveness in teaching, research, and scholarly activities.** In evaluating teaching effectiveness, the evaluation shall be related to the approved written objectives found in the course syllabus which shall be given to the faculty member. The Division Director shall conduct an evaluation at the end of the academic year. The faculty member will be provided an opportunity to respond to the evaluation and sign. Upon completion, the evaluation will be filed in the personnel file. See the Appendix for the *Faculty Evaluation Form*.



## **General Policies and Procedures Regarding the Classroom**

### ***Cancellation of Class by the Instructor***

- If an instructor finds it impossible to meet a scheduled class because of an emergency, the instructor is directed to contact the Division Director of the respective Division to which the course belongs.
- If an instructor teaches courses in more than one division and will be absent from all courses, the instructor is directed to contact the Division Director for all involved divisions.
- A phone call or email is sufficient communication.
- Every effort should be made to contact the students prior to the cancelled class meeting.

### ***Meeting and/or Changing a Scheduled Class Meeting Day and Time***

- Faculty are expected to meet assigned classes on the day and time defined by the Division Director.
- Faculty must get approval from the respective Division Director to change the day and time of a scheduled class.

### ***Cancellation of a Course by Division***

- Courses can be cancelled by the Division Director or the Office of the Dean.
- Faculty will be notified by Division Director when a course is cancelled.
- Maximum and minimum class sizes are set by the University and may vary according to the nature of the course.
- In cases where the class size is too small to make the course economically feasible, the course may be cancelled.

### ***Class Attendance***

- **University Class Attendance Regulations**
  - Students are expected to make the most of the educational opportunities available by regularly attending classes and laboratory periods. The university reserves the right to address individual cases of non-attendance.
  - Students are responsible for all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete the assignments or for permission to take make-up examinations or quizzes.
  - Absence from class for cause: (a) participation in recognized university activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no immediate control may be excused by the dean or division director in which the student is enrolled.

- Specifically, the class attendance regulations will apply to all students (except for MSOT and DPT students who should refer to the program requirements related to their respective degree program) as follows:
  - A student will be permitted one unexcused absence per credit hour of the course he/she is attending. A student exceeding the number of unexcused absences may be assigned the grade of “F.”
- **Summer Term Attendance Rules**
  - Students entering a university in the State University System with fewer than 60 credit hours shall be required to earn at least 9 semester hours prior to graduation by attendance at one or more summer session. University presidents or their designees may waive the application of this regulation in cases of unusual hardship to the individual. [BOG 6.016]
  - Summer terms 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 summer term, the university supplements the regular instructional program with credit and non-credit activities such as institutes, workshops and conferences.
- **Recording Attendance**
  - As prescribed by University regulations, class attendance is compulsory for all students. In addition, in order for the student to receive his/her financial aid, the student must attend class, especially in the first few days of the beginning semester. Receipt of student financial aid is contingent upon class attendance. Given this, all faculty are required to record student’s attendance in iRattler. To comply with this directive, refer to instructions found at <http://www.famu.edu/eit/irattler9.pdf>
  - **Once access has been granted, follow the steps below to record attendance:**
    - **Go To:** iRattler
    - **Enter:** Username/password
    - **Select:** Self-service
    - **Select:** Attendance recording
    - **Enter:** Student attendance
    - **Click:** Save
    - **Recheck regularly for updates.**
  - For help, call 850-412-HELP (4357).
- **Class Roster**–Another responsibility that relates to recording attendance is checking the class roster.
  - Faculty must check the student class roster(s) at the first class meeting for all courses they have been assigned.
  - This process can only be accomplished by having access to the iRattler system. If you do not have access, please see your Division Director to arrange for training.
  - All students who are in attendance and not on the roster must be notified that they must bring proof of registration to the next class meeting.
  - If a student is unable to correct his/her registration problem, instruct the student to immediately notify his/her Academic Advisor or Division Director.

- The student should not be allowed to continue attending the class until proof of registration is provided or a letter is provided by the Division Director or Academic Advisor.

### *Canvas*

- Canvas is an online application and may be accessed from any computer with internet access. **To access Canvas at the University a user must log in using their FamNet ID and password.** Link to :<https://famui.instructure.com/login/canvas>
- Please see your division director for additional information about accessing Canvas.
- Tech support may be found at the Institutional Media Center located on the first floor of Coleman Library. The telephone number is (850) 599-3276.

### *Office Hours*

According to the *FAMU Faculty Handbook*:

Teaching faculty are expected to include their office hours in the course syllabus and post their office hours in a conspicuous place in order that students may have access to their professors, outside of the regularly scheduled class. Faculty should post actual hours and not operate entirely by appointments. Faculty are expected to maintain a minimum of one (1) office hour per week for each course taught. Normally, these hours should be scheduled for both morning and afternoon sessions, distributed across more than one day. Individual exceptions to the office hour policy may be approved by the dean/director because of the level and type of class. Faculty office hour schedule and any changes to the schedule must be submitted to the dean/director for the college/school/academic unit.

### *Email*

Faculty are required to use their famu.edu email address in all University communications, including emails with students.



## General Policies and Procedures Regarding Grading/Grades

### *Posting/Assignment of Grades*

- Faculty must post grades each semester by the date indicated in the official university calendar.
- This process can only be accomplished by having access to the PeopleSoft system. If you do not have access, please see your Division Director to arrange for training.
- Once access has been granted, refer to instructions found at <http://www.famu.edu/eit/irattler9.pdf>
- **Steps for posting/assigning grades:**
  - **Go To:** iRattler
  - **Enter:** Username/password
  - **Select:** Self-service
  - **Select:** Faculty center
  - **Select:** My schedule
  - **Select:** Grade roster
  - **Enter:** Student grades
  - **Click:** Save
  - **Click:** Approve
  - **Print screen of successful submission**
- For help, call 850-412-HELP (4357).
- Due to extenuating circumstances beyond the control of the student, a grade of “I” (incomplete) may be only assigned if the student is passing the course, but has not completed all of the required work by the end of the term. The student is responsible for the completion of the Request for a Grade of Incomplete form. Once approved, the student must then successfully complete the necessary course requirements by the end of the subsequent semester for the “I” grade to be removed.
- Grades of “I” may not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.

### *Assigning Incomplete Grades /“I” Grades*

Due to extenuating circumstances beyond the control of the student, an incomplete grade may be assigned if the student was passing as determined by the instructor. A student who is passing a course, but has not completed all of the required work due to extenuating circumstances 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.

Before an incomplete grade is assigned, the instructor determines exactly what work remains to be completed and inputs this information in the system when he/she assigns the grade. FAMU has established a grade control operation such that when an instructor enters final grades at the end of the semester, and selects incomplete grade, the system prompts him/her to select the reason for the

incomplete grade and to enter additional information in a provided field (comment box) briefly describing the work to be completed by the student in order to have the incomplete grade converted to a letter grade.

### *Procedure for Assigning an Incomplete (I) Grade*

- A student who is passing a course but has not completed all of the required work due to extenuating circumstances 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.
- Student request for an incomplete grade is documented on the SOAHS incomplete grade request form. Faculty member submits completed form to the Division Director for signature. The Division Director submits it to the Director of Student Affairs.
- Before an incomplete grade is assigned, the instructor determines exactly what work remains to be completed and inputs this information in the system when he/she assigns the grade. FAMU has established a grade control operation such that when an instructor enters final grades at the end of the semester, and selects incomplete grade, the system prompts him/her to select reason for incomplete grade, enter the last date the student attended, and to enter additional information in a provided field (comment box) briefly describing the work to be completed by the student in order to have the incomplete grade converted to a latter grade.
- A student should not re-register for a course(s) in which incomplete grades have been received.
- Incomplete 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 date specified by the Registrar of the term in which the student is next enrolled, or the grade will be changed to “F.”**
- At the end of the semester after grades are posted, the Registrar’s Office runs a report listing all incomplete grades assigned, reasons for assigning them, and outstanding work for the student as stated by the instructor. This will assist the academic deans and department chairs in tracking and monitoring grade changes.

### *Doctor of Physical Therapy Incomplete Coursework*

A student may receive an “Incomplete” grade only if she/he is in good academic standing and has personal problems or extenuating circumstances that prevent the student from completing the course. If this occurs, the course must be completed by the Registrar’s due date of the subsequent semester or the “Incomplete” grade will become a failing grade.

1. A grade of "I" may only be assigned if the student is passing the course, but has not completed all of the required work by the end of the term because of extenuating circumstances beyond the control of the student a. Grades of "I" may not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.

2. A student receiving an "I" grade will not re-enroll in the course until after the "I" grade has been permanently changed to a letter grade. An "I" grade that is not changed by the end of the subsequent semester will convert to an "F" grade.

### *Change of Grade*

- To change the grade of a student after a grade has been submitted, a “Change of Grade” form must be complete by the faculty (regular or adjunct). The form can be obtained from the Director of Student Affairs for the SOAHS. After the form has been completed and signed by the faculty, it is submitted to the Division Director who signs and then submits it to the SOAHS Director of Student Affairs who in turn will secure the signature of the Dean and subsequently forward the form to the Office of the University Registrar. **If a grade change is made after a year or more has passed, a letter of justification must be submitted along with the “Change of Grade” form to the Division Director. This request for a change will require approval by the Provost.** However, if a student receives a grade of “I,” the grade change will have to be submitted the following semester or the student’s grade will automatically change to an “F.”
- Changes of grades may only be accomplished under special circumstances and are governed by the following guidelines:
  1. Grade changes pertaining to a grade of “I” must be submitted by the end of the next term in which the student is enrolled. An “I” grade that is not changed by the specified time will revert to a grade of “F.”
  2. All grade changes resulting from a grade appeal must be submitted within one semester of the issuance of the grade.
  3. Any other grade changes must be made within one semester of when the grade was initially assigned.

### *Procedures Governing Grade Changes*

- Grade changes can only be made for the following reasons:
  1. When it is determined that a grade was recorded in error;
  2. When removing an “I” grade; or
  3. As a result of a student’s successful appeal of a grade.
- Academic units wishing to request grade changes must submit a “Grade Change and Academic Record Update Form” to the SOAHS Director of Student Affairs who will obtain the signature of the Dean and subsequently forward the form to Registrar’s Office for processing. The form must be initiated by the course instructor and contain the signature of the Division Director and Dean in order to be processed by the University Registrar.

## *Grading System*

- The quality of work done by students is indicated by the letter of the alphabet as follows:
  - A (Exceptional)
  - B (Superior)
  - C (Average)
  - D (Passing but poor)
  - F (Failure)
  - S (Satisfactory)
  - N (No grade reported)
  - U (Unsatisfactory)
  - I (Incomplete)
  - IP (In progress)
  - X (Audit)
  - TP (Thesis pending)
  - DP (Dissertation pending)
  - P (Pass)
  - W (Withdrew)
  - WF (Walked-away failure)

## *Other Grade Notes*

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

## *Calculation of GPA*

- The Student Information System (PeopleSoft) is coded to calculate a student’s term GPA by dividing the number of grade points earned by the number of hours attempted for GPA. Similarly, the cumulative GPA is determined by dividing the total number of grade points earned by the total number of hours attempted for GPA. The system performs this function automatically each time any change is made to a student’s grade in PeopleSoft.
- 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; “WF” and “F” earn no grade points; and “X” earns no grade points.

## **General Policies and Procedures Regarding Registration and Withdrawal**

### ***Registration***

- Registration dates/deadlines are noted on the university calendar found at <http://www.famu.edu/index.cfm?Registrar&Calendars>. Students are responsible for complying with all regulations governing registration, change-of-schedules, tuition payment, etc.
- Students will not be permitted to register after the noted university deadline.
- The payment of all expenses and fees is part of registration. A student is not officially enrolled or registered until all necessary fees are paid and validated by the Office of Student Accounts.
- Please contact the Registrar's Office at (850) 599-3115 if you have questions or need additional information.

### ***Cancellation of Registration***

The university registrar shall cancel the registration of a student whose registration fees have not been paid in full by the deadline as indicated in the university calendar. Students whose registration is so cancelled may apply for reinstatement, but must do so no later than the fourth week of classes. A student whose registration is cancelled is not entitled to a refund beyond the circumstances covered under the refund policy. Cancellation, however, does not include students who have received approved deferred payment status, but such students must have submitted deferred payment notices (i.e. scholarships, veteran 60-day deferments, third party billing, etc.) to the Office of Student Accounts.

### ***Reinstatement of Cancelled Registration***

Students whose registration has been cancelled due to their failure to pay registration fees by the deadline may be reinstated upon the payment of all tuition and fees and a late payment fee of \$100.00. Students who fail to reinstate their registration by the end of the fourth week of classes shall be dismissed from the university, including university housing, and shall be denied those benefits which are offered to students who are officially enrolled.

### ***Registration Holds***

A student's registration is placed on hold based on a variety of financial and administrative reasons. Students are notified of registration holds on their student self-service center (iRattler) prior to each registration period and are required to clear all holds before being allowed to register. Please see the University website for a detailed description of all hold codes. Students can view the holds applied to their records in iRattler ([www.famu.edu](http://www.famu.edu)) by clicking on the 'Details' link on the Student Center to obtain additional information.



### *Class Schedule Change (Add/Drop)*

- Changes in a student's class schedule may be made only with consent of the advisor, instructor, director, and/or the dean of the school in which the student is registered. No changes in class schedules may be made after the date stipulated in the University calendar for making changes. After the published date for add and drop, students are fee liable for registered courses.
- No student will receive credit for any course for which the student is not properly registered, though the student may have attended class and a grade was reported to the university registrar.
- For more information, refer to <http://www.famu.edu/index.cfm?Registrar&Registration>
- For graduate student, see Graduate Academic Regulation Appeal Petition found at [http://www.famu.edu/graduatestudies/Graduate%20Academic%20Appeals%20Petition\\_6\\_5\\_17%20Revised1.pdf](http://www.famu.edu/graduatestudies/Graduate%20Academic%20Appeals%20Petition_6_5_17%20Revised1.pdf)

### *Non-degree Seeking Students and Registration*

- An individual interested in taking course(s) but not working toward a degree may register as a non-degree seeking student provided he/she has not been denied admission to the university.
- The non-degree seeking student is required to follow the regular registration procedures and pay the same fees as other students. In addition, a non-degree seeking Student Registration form must be completed and submitted before or at the time of registration. A non-degree seeking undergraduate student is limited to earning 30 credit hours and on a space available basis.
- Credits earned by non-degree seeking students are not considered degree credits. In order to receive degree credits, the student must submit an application for admission and the required \$30.00 fee and qualify for the admissions degree program. To qualify, all non-degree seeking students registering for undergraduate courses must have graduated from a high school or received a G.E.D. Exceptions will be considered on an individual basis.

### *State Employee Registration (Fee Waiver)*

- As an instructor, you may have students enrolled in your class who are state employees, and in order to enroll in your class, the state employee may have used a fee waiver. All state employees who are granted fee waivers are welcome to Florida A&M University to register for six credit hours on a "space available basis only." (F.S. 1009.265)
- All state employees must obtain and complete a "State Employee Tuition Waiver-Intent to Apply" and a "State Employee Tuition Waiver Registration" form by the required deadline. State employees may only register for courses approved by their immediate supervisor, agency head, and the University.

- Fee waivers may not be used for thesis, applied music courses, internship, courses requiring individual instruction, courses offered in the colleges and schools of Architecture, Journalism, Law, Nursing, online Courses for Distance Learning, and Pharmacy.
- State employees using fee waivers must:
  1. Present the approved tuition waiver forms to the registration representative.
  2. Complete the one-page Non-Degree Seeking Student Application form. The form may be obtained from the Registrar's website at [www.famu.edu/registrar](http://www.famu.edu/registrar) (this form will not be necessary if the student was enrolled the previous semester or have been admitted to a degree program).
  3. Complete a class schedule request form provided by the registration representative.
  4. Submit the class schedule request form provided by the registration representative.
  5. Pick up the class schedule printout and check for accuracy.
  6. Request the late fee waiver from the registration representative and attach to your schedule printout.
  7. Go directly to Student Financial Services and turn the approved tuition waiver form for fee validation in Foote-Hilyer Administration Center (G-7).
  8. If your fees are not validated by the end of the payment deadline, you will be assessed a \$100.00 late payment fee.
- Depending on the schedule, these students may not be present during the first class meeting.

### *Tuition Free Courses for Age 60 Years and Older*

- Individuals who are 60 years of age and older and are residents of the State of Florida are permitted to take courses on a tuition-free basis. All fees are waived for this group of citizens who attend credit classes for non-degree purposes. Registration will be processed upon presentation of a proof of residency and of age.
- Under this option, registration is allowed on a space available basis only and does not include thesis, dissertation, applied music courses, internship, courses requiring individual instruction, courses offered in the colleges and schools of Architecture, Journalism, Law, Nursing, Online Courses for Distance Learning, and Pharmacy. Certain courses require permission from the department for enrollment. Individuals who wish to register in permission courses must go to the department offering the class and get permission via signature prior to going to the registration center.
- Registration dates and procedures are the same as those listed for state employees and non-degree seeking students.
- Depending on the schedule, these students may not be present during the first class meeting.

### *Auditing Courses*

A student may register to audit a course on a space available basis. Admission to Florida A&M University is not required, and no credit will be given for audited courses. To audit a course, the student must (1) fill out a class schedule request form and enter an "A" in the "AUD" column of the form and (2) obtain approval of the instructor of the course. The instructor must sign in the permission/signature column opposite the course. The student must register and pay the appropriate fee for the course(s). Registration for audit may not be changed from audit to credit, or vice versa, after the first week of classes.

### *Withdrawal from the University*

- When withdrawal takes place before the last day for registration, no grade will be recorded. After the last registration date, a grade of “W” will be reported by the instructor. If a student leaves his/her classes without official withdrawal, automatic grades of “F” will be recorded by the Registrar.
- For Regulation of Florida A&M University 2.007 on Voluntary and Involuntary Withdrawal from University, refer to

<http://www.famu.edu/regulations/2.007VoluntaryandInvoluntaryWithdrawalfromtheUniversity.pdf>

(1) Voluntary Withdrawal-- A student who desires to voluntarily withdraw from the University must report to his or her assigned academic advisor and explain the circumstances which he/she feels necessitates the withdrawal. If the request is approved, a Request for Voluntary Withdrawal Form, which is incorporated herein by this reference, will be completed and signed by the student, academic advisor, academic department chair, and academic dean. The Voluntary Withdrawal forms are available in the academic area.

(2) Once the voluntary withdrawal process has been initiated, the student is required to complete the Housing and Rattler Card Office cancellation forms. The student must relinquish all residence hall keys to the Residence Hall Director and his/her meal plan card to the Office of Auxiliary Services after completing the appropriate cancellation forms. The withdrawal form must then be submitted to the Office of the Registrar. Advisors should also refer students to the Office of Financial Aid for an exit interview if the student receives Financial Aid.

(3) No student will be permitted to file a Voluntary Withdrawal Form within the last five weeks of the semester without receiving failing grades, unless unusual circumstances, as determined by the University Voluntary Withdrawal Committee, are established.

(4) Any student who voluntarily withdraws from the University during the registration or late registration period will not receive grades at the end of the semester. Those who officially withdraw after the last day to register will receive a grade of “W” at the end of the semester. A grade of “F” for each course will be assigned to any student who leaves the University without filing the Voluntary Withdrawal Form with the University Registrar.

(5) Advisors should refer students to Counseling Services for post-enrollment treatment referral if the student shows evidence of psychological distress.

(6) Involuntary Administrative Withdrawal --A student will be subject to involuntary administrative withdrawal from the University, or from University housing, if it is determined by the Dean of Students that the student is suffering from a mental disorder as defined by the current edition of the American Psychiatric Association’s Diagnostic and Statistical Manual.

## General Information Regarding Change of Majors and Curriculum Matters

### Change of Major

- Within the SOAHS, students may transfer from one major to another with written approval of the advisor or Division Director (Director of program leaving and Director of receiving program) and the Dean of SOAHS.
- Student may also transfer from a program within the SOAHS to a program outside the SOAHS with the written approval of the SOAHS advisor or Division Director and the Dean of SOAHS.
- In either of the above situations, the student must first meet with his/her current advisor and complete a Change of Major Form, then meet with an advisor in the SOAHS. If accepted by the new College/School, the new Dean or his/her designee will complete the Change of Major Form. The designated Major Change person in the academic area will complete the process in the system. If the student has not been accepted into the new department by registration time, the student must seek advisement from his/her current advisor or faculty advisor.
- See below Change of Major form:

### FLORIDA A&M UNIVERSITY SCHOOL OF ALLIED HEALTH SCIENCES CHANGE OF MAJOR FORM

<b>Students Name Printed</b>						<b>Student's Student ID number</b>									
<b>Last</b>		<b>First</b>		<b>MI</b>											
<b>Change From</b>						<b>Change To</b>									
<b>Old Major</b>						<b>New Major</b>									
<b>Old Major Code</b>						<b>New Major Code</b>									
<b>Current GPA</b>															
<b>Student Signature</b>						<input type="checkbox"/> <b>Approved**</b> <input type="checkbox"/> <b>Denied*</b>									
<b>Advisor or Department Chairman</b>						<b>Date</b>		<b>Advisor or Department Chairman</b>						<b>Date</b>	
<b>Dean</b>						<b>Date</b>		<b>Dean</b>						<b>Date</b>	

\*If the change of major is denied, please indicate the reason(s): \_\_\_\_\_

\*\*The change of major has been approved, and the file shown now be forwarded to the new department.

## *Curriculum Changes*

- In response to changes in education and consistent with occasional changes in certification requirements, the curriculum of one or several divisions may change; such changes may extend the normal time of course requirements for a degree. A student who has been in regular attendance and has taken and passed the prescribed program of work each term may expect to obtain a degree normally in eight semesters. Any other student may be required to spend longer periods of time and must meet any added requirements introduced in the curriculum, including but not limited to non-credit requirements, grade point average and total number of credit hours required.
- The curriculum in the catalog of the year in which the student enters a university of a Florida public college is the one under which he or she should normally obtain the degree if there has been no break in enrollment. Students are encouraged to consult their academic advisor or division director for more information.

## *The Course Syllabus*

The School of Allied Health Sciences faculty utilize a course syllabus template infused with required components for inclusion of alignment to national, state, and local standards. The Division Director will provide faculty with a course syllabus or syllabus template for each course assigned.

## *Academic Learning Compacts*

The Academic Learning Compacts (ALCs) for the Bachelor of Science degrees offered by the School of Allied Health Sciences identify the core content/discipline knowledge and skills, communication skills, and critical thinking skills students will acquire upon successfully completing the program. Additionally, faculty have identified examples of how student progress in attaining these skills and knowledge will be assessed in a given program. Additionally, the ALCs provide valuable references and roadmaps for students in choosing, planning, and implementing their programs of study. A student should refer to the ALC for a chosen program often and use it as a guide for understanding the degree requirements, for relating learning activities to expected outcomes, and for monitoring one's own progress toward graduation. More information on ALCs can be obtained from the Florida Board of Governors website. ALCs for each degree program are available on the specific Division website.



## **Undergraduate Student Academic Advisement**

### *Academic Advisement*

**ACADEMIC ADVISEMENT** is the process of meeting with an assigned academic advisor or faculty member who will counsel, assist with planning of courses and/or major, and provide guidance for matriculation.

Academic advising is one of the most important aspects of a student's college experience. A student's advisor can be an important resource for him/her beyond helping with the selection of courses each semester. However, it is up to the student to get the most out of his/her relationship with the advisor.

It is strongly encouraged that students contact his/her advisor during the semester to discuss career options, graduate school plans, as well as other items important to the student's undergraduate experience. Because advisors are very busy, the student will need to call to set up an appointment.

The formal advisement period consists of about two weeks, during which time the student will need to schedule an appointment to plan his/her courses for the next semester. The student will receive notification from the department informing him/her of the dates for advisement and the steps which need to be followed. It is the responsibility of the student to make sure all contact information is current and up-to-date. There are two different advising processes for Lower and Upper Division majors and they are as follows.

### **LOWER DIVISION ADVISEMENT**

As a new School of Allied Health Sciences major, the student will be placed in the Lower Division. The student will need to learn about pre-requisites, major requirements, and related information listed under Schools and Colleges.

There are certain prerequisites which must be completed during the freshman and sophomore year before a student is considered eligible to enter the Upper Division. Once these prerequisites are completed, the student will be moved into the Upper Division via a change of major form. While in the Lower Division, the student will be assigned to an Academic Advisor for the School of Allied Health Sciences.

### **UPPER DIVISION ADVISEMENT**

After successful completion of the prerequisites, the student will submit a change of major for admission to the Upper Division. Prior to the advisement period, the student will need to sign up for an appointment session. The student will need to contact via email, phone, or go the office of his/her advisor and sign up for an appointment on the calendar. The advisor will have the student's records and the necessary forms. The key to a successful advisement appointment is being prepared. It is very important for the student to **SIGN UP EARLY AND KEEP HIS/HER APPOINTMENT!** Rescheduling is up to the advisor and usually only occurs in the case of emergencies.

The following are the undergraduate majors offered in the **School of Allied Health Sciences**:

- Cardiopulmonary Science
- Health Care Management
- Health Informatics and Information Management
- Health Science, General
- Health Science, Pre-Occupational Therapy
- Health Science, Pre-Physical Therapy

The following individuals serve as the undergraduate Academic Advisors for the SOAHS:

- **Bobby Lolley**  
bobby.lolley@famuc.edu  
Lewis-Beck Building Suite 207A  
(850) 561-2963
- **John Harris**  
john.harris@famuc.edu  
Lewis-Beck Building Suite 207B  
(850) 412-5407
- **Keishia Mackey**  
keishia.mackey@famuc.edu  
Lewis-Beck Building Suite 207C  
(850) 412-7848
- **Doyin Smith**  
doyin.smith@famuc.edu  
Lewis-Beck Building Suite 207D  
(850) 412-7850



## **FAMU Student Resource Center**

The following services are offered by the University to address the various needs of the students:

### ***Counseling Center***

Assist students with academic and personal issues to include concerns with roommates, relationships, study skills, procrastination, depression, and test anxiety. (Free to enrolled FAMU students)

Dr. Anika Fields, Director  
Location – 636 Gamble Street  
Telephone (850) 599-3145

Hours of Operation  
Monday – Wednesday: 8:00 am – 5:00 pm  
Thursday: 10:15 am – 5:00 pm  
Friday: 8:00 am – 5:00 pm

Note: For after hour emergencies, call 911 or 599-3256  
<http://www.famu.edu/index.cfm?Counseling&Welcome>

### ***Student Health Services***

Assist students with all their healthcare needs to include physicals, lab work, HIV testing, among other services.

Tanya Tatum, MHA, Director  
Location - 116 Foote Hilyer Administration Building  
Telephone (850) 599-3777  
Email: tanya.tatum@famu.edu

Hours of Operation  
Monday – Thursday: 8:00 am - 4:30 pm  
Friday: 10:00 am - 4:30 pm

### ***Career Center***

To assist students to understand how to make an informed decision about choosing their major, exploring career options, and developing skills necessary for success in a global economy.

Shereada Harrell, MS, Director  
Office Number: (850) 599-3700  
Email: shereada.harrell@famu.edu



*CeDAR (The Center for Disability Access and Resources)*

The CeDAR provides comprehensive services and accommodations to FAMU students with disabilities. As an advocate for students with disabilities, the CeDAR collaborates with faculty, staff, and community partners to provide accommodations for the unique needs of students both in and out of the classroom.

Deborah Sullivan, MA, Interim Director  
deborah.sullivan@fam.u.edu  
640 Gamble Street  
(850) 599-3180



## Graduate Student Policies

### *Graduate Student Probation and Dismissal Policies and Procedures*

Refer to -

[http://www.famu.edu/graduatestudies/Approved\\_Graduate\\_Academic\\_Policies\\_and\\_Procedures\\_8\\_22\\_17.pdf](http://www.famu.edu/graduatestudies/Approved_Graduate_Academic_Policies_and_Procedures_8_22_17.pdf)

Refer to individual graduate programs for further information regarding matriculation through the program.

1. **Academic Probation and Dismissal** - A student will automatically be placed on probation, if the student's graduate cumulative GPA falls below 3.0. Any student on academic probation can only remain on probation for a maximum of nine semester hours (usually one semester) of letter-graded coursework. Documentation of the Academic Probation status will be imprinted on the student's university transcript by the Registrar at the beginning of the term in which the sanction is given, and this will serve as the official notification of probation to the student.

If a student is placed on probation, then the student will continue on probation until the student has completed nine (9) credit hours (usually one semester), after which the student's status will be reviewed. If the student's graduate cumulative GPA is above a 3.0, the student will be taken off probation. If the student's graduate cumulative GPA is below a 3.0, the student will be dismissed from the academic program.

A student who is on academic probation will be required to meet with the program director or the student's advisor, prior to the start of the following term, to review the student's educational plan in order to increase the student's chance of success in the program. Modifications of the plan may be made, as necessary, so that the student and the director will know exactly what conditions are required for the continued enrollment of the student in the program. Both the student and the program advisor/director should sign the plan.

After dismissal from one degree program, a student always has the option to apply to another degree program, and this option requires a completely new application.

Previously dismissed students, who are accepted into new academic programs, will have a new graduate GPA. However, a graduate student whose cumulative GPA is less than 2.0 will be immediately dismissed from the degree program and will not be permitted to enroll in graduate courses, unless the student has been admitted into another graduate program or admitted as a non-degree student.

### 2. **Appeal of Dismissal from an Academic Program**

Within the next semester following the dismissal, a student may appeal a dismissal decision to the College's or School's Graduate Committee. During this time, the student will not be allowed to take any coursework related to the program.

- a. If the College or School believes that the student has a high probability of succeeding, then the graduate program in which the student is enrolled may petition the Graduate Dean for a one semester extension. If the review and approval by the Graduate Dean occurs prior to the end of

the drop/add registration period of the semester following the dismissal, then the student may be allowed to enroll that semester if the appeal is approved.

b. If after reinstatement, the student fails to earn a cumulative graduate GPA of 3.0 or better at the end of the semester following the readmission or in any subsequent semester, then the student will be issued a final dismissal from his or her program without any opportunity for further appeal for retention.

c. Students, with a graduate GPA less than 3.0, who are seeking readmission into a new academic program, may be admitted under restricted conditions that are prescribed by the new department.

d. Dismissed students will not be allowed to enroll in graduate courses unless they have been admitted to another graduate program, or allowed to enroll as non-degree seeking students taking classes with permission from the new program. With approval from the new graduate degree program, the student may transfer credits from courses with satisfactory grades ("B" grade or higher) into the new program, in accordance with the Transfer Credit policy stated previously.

### *Graduate Student Grade Appeal Policy and Procedures*

It is imperative that the academic grievances of graduate students be processed in an expeditious manner. A student must appeal the assigned grade in the following manner:

a. All appeals regarding grade assignments must be made on an individual basis.

b. A student must follow the formal grade appeal process, as outlined in the student's college or school. If the student's appeal is unsuccessful in the school or college, then the student may follow the grade appeal process, as outlined by the Graduate Studies, to appeal the decision of the school or college to the Graduate Council.

c. Decisions of all appeals at each stage of the appeal process should be made within thirty working days of the grade variance from established policy.

d. A simple majority vote of the Graduate Council members present shall be required to make a grade exception.

e. A grade appeal may be made in writing by the student by outlining the facts and justifications for the appeal.

f. Normally, the student will be notified of the Graduate Council's decision within thirty days of the receipt of the appeal.

g. If the student disagrees with the decision of the Graduate Council, the student may appeal the decision to the Provost, who shall make the final decision.

### *Graduate Academic Regulation Appeal Petition*

The Graduate Council considers petitions from graduate students seeking exceptions to the academic regulations stated in the FAMU catalog. Appeal applications must be filed and considered prior to graduation. The form should be used for the following types of appeal:

1. Waiver of Academic Suspension
2. Late or retroactive course withdrawal (limited to one year after course enrollment)
3. Late add/swap of registration (limited to the next semester)
4. Administrative drop(s) – Department error
5. Late application for graduation (limited to four weeks after the published term deadline)
6. A total withdrawal for the semester cannot be processed using this form.

Students should contact the Dean's Office for the proper procedure for obtaining the Petition for a Retroactive Term Withdrawal form.

**NOTE:** All supporting documentation must accompany all appeal petitions. This action could affect the student's current and future financial aid award(s); therefore, it is suggested that the student check with the Office of Student Financial Aid for their status before submitting this petition.

#### **Graduate Grades and Financial Assistance/Funding (Eligibility Requirements)**

- Each graduate student, who receives any form of financial aid, must maintain the GPA stipulated above while carrying a full graduate load of credit hours. Only full-time, regularly admitted graduate students in good academic standing (cumulative graduate GPA of 3.0 or better) qualify for Financial Assistance (assistantships, fellowships, and/or tuition waivers).
- Graduate student funding is time-limited and subject to the availability of funds. These work assignments for these students will be determined by their respective departmental supervisors or designees. Departments may make priority funding decisions based on GPAs, standardized test scores, and/or related experience.
- Any full-time degree seeking graduate student, whose cumulative GPA falls below 3.0, will be placed on probation. While on probation, such a full-time student may be eligible for financial assistance (other than financial aid) for a maximum of one semester after being placed on probation.
- It is the responsibility of each graduate program director or student advisor of the respective school or college, to monitor each graduate student's credit hour load, grades, grade point average (GPA), and overall progress toward the degree. This director/advisor must report promptly to the graduate dean all actions or recommended actions that should be taken for any student, who violates or is in default of the above policies and standards.
- A full-time graduate credit load consists of a minimum of nine (9) hours in the fall and spring semesters and six (6) hours during the summer. A reduced load may be approved as a full-time

load by the Graduate School for the summer semester or for students who are completing their theses or dissertations and who are being supported by the school or college.

- Any graduate student, who fails to maintain the minimum credit hour load required, must be immediately removed from financial assistance with prompt documentary notice by the program director to the graduate dean.
- Students, who have incomplete or “I” grades, may be eligible for financial assistance other than financial aid) for a maximum of one semester.



**Doctor of Physical Therapy Graduating Class with Faculty**

## Miscellaneous Information

### *Campus Emergencies*

- **How to Identify a Campus Security Authority**
  - Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party, or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In “good faith” means there is reasonable bias for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.
  - What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic.
  - Source: [The Handbook for Campus Safety and Security Reporting Campus Security Authority \(CSA\) Incident Report Form](#)

### *FAMU Bookstore*

- Faculty shall confer with the respective Division Director concerning textbooks, eBooks, and/or course supplements for assigned course.
- The campus bookstore is located at:
  - Florida A&M University
  - Student Service Center
  - 601 Gamble Street
  - Tallahassee, FL 32307
- Bookstore telephone: (850) 599-3070

### *Samuel H. Coleman Memorial Library*

- Coleman library is located in the heart of campus in the quadrangle. The library faces Lee Hall.
  - Contact the library by phone at (854) 599-3330.
  - Access the library online with this link: <http://www.famu.edu/index.cfm?Library>

### *Logistics*

- Please see the respective Division Director for the following:
  - Classroom assignments
  - Equipment access
  - Course syllabus
  - Access to the building or classroom
- Parking
  - The following link provides information about FAMU Parking Services
    - <http://www.famu.edu/index.cfm?parking&FrequentlyAskedQuestions>

## **Policies and Procedures Regarding SOAHS Office of Student Affairs**

The following policies, procedures, and forms relevant to issues and actions related to the SOAHS Office of Student Affairs are found in the accompanying Office of Student Affairs Manual.

- Academic Advisement Form
- Academic Honesty
- Change of Major
- Complaint Policy and Procedure
- Disruption Policy
- Dress Code
- Emergency Medical/Illness Policy
- Excused Absence Policy
- Health Status Change
- Incident Reporting (FAMU)
- Incident Reporting (SOAHS)
- Satisfactory Academic Progress
- Space Utilization Protocol and Form



# SCHOOL OF ALLIED HEALTH SCIENCES FLORIDA A&M UNIVERSITY



## OFFICE OF STUDENT AFFAIRS POLICIES AND FORMS



# **Office of Student Affairs**

## **School of Allied Health Sciences**

### **Introduction**

The Office of Student Affairs (OSS) in the School of Allied Health Sciences (SOAHS) recognizes the need to offer support services to its students. More importantly, SOAHS recognizes the need for entering and returning students to be successful both academically and personally, thus, the need for a viable and active Office of Student Affairs. More specifically, the OSS provides students service in the following areas: 1) transient forms; 2) drop/add; 3) withdrawal from a course, program or the university; 4) change of major; 5) excused absences; 5) advising; 6) personal and emotional support; 7) grievances and complaints; and 8) student support services (tutorials, special accommodations for students with disabilities) to list a few. The OSS provides a one stop approach in assisting students.

### **Mission**

The mission of the Office of Student Affairs is to provide services that will enrich the student's collegiate experience and assist the student in achieving his/her educational as well as professional goals while matriculating in the SOAHS at FAMU.

### **Purpose**

The purpose of the Offices of Student Affairs is to:

1. provide efficient and effective services to students.
2. serve as the advocate for students in the academic, professional, and personal arenas of their lives.
3. cultivate and foster healthy relationships among all students, faculty, and staff.
4. create a climate which nurtures and support student life and learning within the SOAHS specifically and across FAMU generally.
5. provide services contributing to the retention and matriculation of students within the SOAHS.

I ask that whenever you have an issue, question, or comment, please visit the Office of Student Affairs located in Room 306H of the Lewis-Beck Building, or go to its web site, to obtain the desired information.

The following pages outline the various student policies and procedures that may be relevant to your matriculation in the School of Allied Health Sciences.

Sincerely,

Yvonne Nelson-Langley, MSW  
Director, Office of Student Affairs

# *Academic Honesty*

# Florida A&M University

## School of Allied Health Sciences

### ACADEMIC HONESTY POLICY

#### **PURPOSE:**

To ensure that the concepts of honesty, truth and integrity are noted and established as essential values to be held by students at the university and in the School of Allied Health Sciences.

#### **AUTHORITY:**

SOAHS Division Student Handbooks and Policy Manuals  
University Regulation 2.012 – Student Code of Conduct  
University Regulation 2.013 - Due Process, Other Rights and Responsibilities  
University Catalog - Student Responsibility Section  
Student Handbook - FANG, Item (S) - Academic Honesty Violations

#### **DEFINITION:**

An academic honesty violation is providing or being dishonest in action, words, deeds, and/or documents provided to the university, SOAHS administration, faculty, and staff.

#### **POLICY:**

This policy applies to any student who gives or takes information or material and wrongfully use it to aid himself/herself or another student in any academic endeavors or activities. Academic dishonesty includes cheating, plagiarism, and receiving unauthorized written, oral information from a fellow student or other parties in the act of illegal access or possession. Academic dishonesty may include stealing, buying, selling, or referring to unauthorized written, oral or electronic information. Academic dishonesty activity may include circumstances that may arise during clinical, internships or other professional activities including the violation of HIPAA laws, regulations and all other conduct unbecoming a student in a professional program (i.e. ethical, moral, and/or legal). A student assisting in any of the academic violations listed above (see Authority section) shall be considered as equally responsible as the student accepting such assistance.

#### **PROCEDURES:**

Alleged violations of the academic honesty policy may be resolved as follows:

**Step #1** - The instructor or designee (being the first line of contact, and/or the observer/recorder of the incident) will meet with the student(s) to discuss the incident. If possible, this meeting will occur immediately following the occurrence of the incident or at a mutually agreed to time. If after this meeting, a resolution to the issue has not been found, then the instructor or designee will refer the student to the Division Director. The instructor will

**Page Two**  
**Academic Honesty Policy**

complete and sign the Disruption of the Academic Process Incident Reporting Form. A copy of this form will be forwarded to the Division Director and to the SOAHS Office of Student Affairs.

**Step #2** - The student will meet with the Division Director to discuss the issue. If no resolution is reached, the Division Director will place comments about the discussion with the student on the Incident Reporting Form and forward the form to the SOAHS Office of Student Affairs. The Director of Student Affairs will meet individually with the Director, the instructor or designee and the student. If deemed necessary, a joint meeting may be held. If a resolution is agreed upon, the Director of Student Affairs will note the resolution on the Incident Reporting Form and obtain proper signatures. The Incident Reporting Form will be distributed as follows: one copy will be placed in the student's division folder, one copy will be maintained in the SOAHS Office of Student Affairs and a copy will be provided to the student.

**Step #3** - If the student does not agree with the resolution, the student has the right to appeal (See SOAHS Grievance Policy).

**NOTE:** If deemed necessary, at any step during the appeal or resolution process, the incident of the academic honesty act may be forwarded to the University Judicial Committee within the University's Division of Student Affairs.

Any student who has more than two incidence of violating the academic honesty policy will begin the resolution process at step #3.

**PENALTY:**

All academic honesty violations will result in the issuance of penalties according to the University's regulations as outlined in the documents listed in the authority section of this policy. Penalties for academic honesty violations shall include but not be limited to: reprimand, reduction of grade, denial of academic credit, invalidation of university credit or the degree based upon such credit, probation, suspension, dismissal or expulsion. **See University Catalog – Student Responsibility Section, for additional penalties.**

**Implementation Date Policy:** 6/28/07, Updated: 7/26/18  
**Incident Reporting Form:** Approved 9/8/05, *implemented:* 9/8/05, Updated 6/20/18

# *Complaint Policy and Procedure*

# Florida A&M University School of Allied Health Sciences

## Student Complaint and Grievance Policy

### **PURPOSE:**

To assist the student in the resolution of a complaint or a grievance of a grade, academic decision/action, a non-academic issue or process. This process will be achieved or a solution obtained by providing the student with an opportunity for a fair and objective consideration and review of their issue

### **AUTHORITY:**

University Catalog: Student Consumer Rights and Responsibilities  
University Regulations: 2012 (Student Code of Conduct)  
University Regulations: 2.013 (Due Process, Other Rights and Responsibilities)  
SOAHS Division Student Handbooks

### **DEFINITION:**

A complaint or a grievance is defined as any request by a student for re-consideration or a disagreement of facts or judgement in the calculation of a grade, awarding of a grade or any academic decision affecting a grade or performance in a class or actions taken during a class or for any non-academic issue.

### **POLICY STATEMENT:**

All students at the undergraduate and the graduate level in the School of Allied Health Sciences (SOAHS) have the right to complain/grieve a grade, an academic decision/action, or any non-academic issue. Students must provide evidence of error, miscalculation, omission, or other action negatively impacting the grade received or the student individually. Students are expected to follow established procedural guidelines.

**NOTE:** Specific application and procedures summary documents are available online or they can be obtained from the SOAHS Office of the Director of Student Affairs.

Rev Summer 2017 Student Affairs

**School of Allied Health Sciences**  
**STUDENT COMPLAINT and GRIEVANCE POLICY and PROCEDURES SUMMARY**

**Complaint/Grievance**

All students – both undergraduate and graduate, in the School of Allied Health Sciences (SOAHS) have the right to complain/grieve a grade, an academic decision or any non-academic issue. Students must provide evidence of error, miscalculation, omission, or other action negatively impacting the grade received or the student. The purpose of the complaint/grievance process is to provide students with an opportunity for fair and objective consideration and review of their issue. Students are expected to follow established procedural guidelines for academic and/or non-academic complaints or issues.

**A. Scope**

This regulation shall apply to:

Undergraduate and graduate student complaints relative to:

- a) Alleged deviation from established and announced grading policy;
- b) Alleged errors in application of grading procedures and/or
- c) Alleged lowering of grades for non-academic reasons, including bias
- d) Alleged non-academic issues such as: harassment, discrimination, disability accommodations

**B. Chain of Command:** Students must adhere to the appropriate steps in order to effectively resolve issues and concerns. The SOAHS Student Complaint Process Settlement form should be utilized to document the progression of the complaint. This should be accompanied by the student's submission of relevant documentation in support of their complaint for review and discussion at the following levels:

- Course Instructor or relevant University Staff
- Division Director or appropriate University Official/Administrator
- Director of Student Affairs or appropriate University Official/Administrator
- Dean, School of Allied Health Sciences or University Official/Administrator
- Dean, School of Graduate Studies or University Official/Administrator
- Provost, VP of Academic Affairs or VP of Student Affairs

**\*Note:** In the case of a non-academic complaint/grievance student should first seek assistance and guidance from the SOAHS Director of Student Affairs.

**C. Process:** *In the case of a non-academic complaint/grievance; student will utilize the SOAHS Student Complaint and Grievance Process Settlement form, following the steps as outlined there.*

The detailed steps indicated below are specifically relevant for academic complaint/grievance process.

Prior to entering the formal complaint/grievance process, the student must attempt to resolve the issue with the course instructor. The established procedures must be adhered to and initiated by student *within 30 business days of the grade or decision*, which is being appealed. However, it is recommended that students initiate this process immediately in order to facilitate prompt resolution.

**1. Step 1**

- Student must:
  - a. Email course instructor to request a meeting to discuss concerns
    - Copy (cc) the Division Director and the SOAHS Director of Student Affairs
  - b. Present a clear statement of circumstances with relevant documentation
  - c. Provide grounds for the complaint request
  - d. State the desired outcome
  - e. Present the SOAHS Complaint Process Settlement form to document Step 1

- Course instructor must:
  - a. Meet with student *within 5 business days* of their email request
  - b. Explain and review relevant methods and process of evaluation
  - c. Provide student with feedback relative to concerns presented
  - d. Provide rationale for maintaining or changing grade/decision made
  - e. Complete and sign the Step 1 section of the SOAHS Complaints Process Settlement form, noting what was discussed and decided

If the issue is not resolved as a result of Step 1, and the student still believes there are grounds to pursue the complaint/grievance/issue further, the student must within *2 business days* of the decision, initiate Step 2 with the Division Director.

❖ **If the Division Director is the course instructor, the student may proceed immediately to Step 3.**

## 2. *Step 2*

- Student must:
  - a. Email Division Director to formally request meeting within 2 business days of notification of Step 1 decision
    - Copy (cc) the SOAHS Director of Student Affairs
  - b. Provide evidence of Step 1 meeting with faculty member via SOAHS complaint/grievance Process Settlement form
  - c. Present a clear statement of circumstances with relevant documentation
  - d. Provide grounds for the complaint/grievance request
  - e. Identify the desired outcome
  - f. Present the SOAHS Complaint and Grievance Process Settlement form to document Step 2
- Division Director must:
  - a. Gather and review all information within 5 business days to facilitate resolution
  - b. Request faculty member and/or student provide any relevant documentation (within 3 days of official request from Director)
  - c. Hold meeting/communicate with student and faculty member to discuss facts
  - d. Render a decision to student and faculty/course instructor within 2 business days of meeting/communication
  - e. Complete and sign Step 2 section of the SOAHS Complaint and Grievance Process Settlement form, noting what was discussed and decided

If the issue is not resolved as a result of Step 2, and the student still believes there are grounds to pursue the issue further, the student must within 2 business days of the decision, initiate Step 3 with the SOAHS Director of Student Affairs.

## 3. *Step 3*

- Student must:
  - a. Email the Director, Student Affairs to formally request meeting within 2 business days of notification of Step 2 decision (or *within 30 business days of the grade or decision* if skipping Steps 1 & 2 because the Division Director is the course instructor.
  - b. Provide evidence of Step 2 meeting with Division Director via SOAHS Complaints Process Settlement form
  - c. Present a clear statement of circumstances with relevant documentation



- d. Provide a summary explanation of all that has transpired at Steps 1 and 2, including any correspondence with course instructor or Division Director
  - e. Provide grounds for the complaint request
  - f. Identify the desired outcome
  - g. Present the SOAHS Complaints Process Settlement form to document Step 3
- SOAHS Director of Student Affairs must:
    - a. Gather and review all information within 5 business days to facilitate resolution
    - b. Request faculty member, Division Director, and/or student provide any additional relevant documentation (within 3 business days of official request from Director, Student Affairs)
    - c. Document any issues with timeline requirements
    - d. Consult with the Dean who may direct the SOAHS Grievance Committee to formally review and consider the student's complaint
    - e. Complete and sign the Step 3 section of the SOAHS Complaints Process Settlement form, noting additional documents needed etc.
  - SOAHS Grievance Committees (Undergraduate or Graduate ) must:
    - a. Convene to consider the facts of the complaint/grievance within 5 business days of the Dean's request
    - b. Request additional information/documentation if required, from any of the parties involved who must return within 3 business days. Any issues with timeline requirements should be noted.
    - c. Render a decision within 5 business days of final meeting - in the form of a written recommendation to the Dean (this is then communicated to the student by the Director of Student Affairs)

❖ *Extenuating circumstances which may affect this process will be addressed by the Director of Student Affairs*

If the issue is not resolved as a result of Step 3, and the student still believes there are grounds to pursue the complaint/grievance further, he or she must complete the following steps:

- Undergraduate students may seek a review by the office of the University Provost/Vice President, Academic Affairs
- Graduate students may follow the School of Graduate Studies' Appeals and grievance process.

### **GRADUATE ACADEMIC SUSPENSION**

**Graduate Appeal of Suspension:** Graduate students must maintain the required graduate academic standing of a minimum 3.0 cumulative grade point average. Students are subject to the application of academic standing policies as warranted by their failure to meet the required minimum cumulative grade point average as indicated by:

- Warning
- Probation
- Suspension, and
- Permanent dismissal

## A. Scope

This regulation shall apply to:

Graduate students' appeal of suspension from a SOAHS graduate program.

**B. Chain of Command:** Graduate students must adhere to the appropriate steps in order to effectively resolve issues and concerns. This includes the student's submission of documentation in support of their complaint for review and discussion at the following levels:

- Division Director/Designee or Committee
  - Master of Health Administration (MHA) students – MHA Academic Progression Committee
  - Master of Science Occupational Therapy (MSOT) students – MSOT Student Progress Committee
  - Doctor of Physical Therapy (DPT) students – DPT Student Progress Committee
- Dean, School of Graduate Studies
- Provost, VP of Academic Affairs

**C. Process:** The established procedures must be adhered to and initiated by student within 2 business days of notification of suspension. However, it is recommended that students initiate this process immediately in order to facilitate prompt resolution.

### 1. Step 1

- Student must:
  - a. Submit an complaint of suspension to the appropriate Division Director/designee or committee within 2 business days of notice of suspension
  - b. Document and present a clear statement of circumstances
  - c. Grounds for the request and relevant evidence (if any)
  - d. Desired outcome
- Division Director/Designee or Academic Progression Committee
  - a. Considers the student's documented complaints request
  - b. Meets with the student to discuss the request
  - c. Reviews and evaluates all pertinent facts and circumstances
  - d. Committee - Renders decision as a recommendation to the Division Director
  - e. Informs student within 2 business days of rendering a decision
  - f. Each of the above steps (a-d) to be completed within 5 business days of receipt of student appeal.

- ❖ If a student is granted an approval of waiver of suspension from their graduate program, they may not seek to appeal a subsequent suspension/dismissal from the program.
- ❖ The SOAHS graduate student appeals process has been exhausted at this point.
- ❖ If the student's complaint of suspension is not approved, they may seek to complaint to the School of Graduate Studies Graduate Complaints Council. The procedures for the Graduate Studies complaints process can be accessed at : <http://www.famu.edu/index.cfm?graduatestudies&Students>

Rev Sum 2017 Student Affairs

**School of Allied Health Sciences**  
**STUDENT COMPLAINT and GRIEVANCE PROCESS SETTLEMENT FORM**

The purpose of this form is to document steps taken to address and resolve School of Allied Health Sciences (SOAHS) student concerns during the complaint process. The form should be completed at each level of the complaint process with signatures of student and party designated at that step. Please review and utilize the SOAHS Student Complaint and Grievance Policy Procedures Summary document for guidance as you complete the process.

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

**Check one:**

\_\_\_\_ **Academic Issue**                      \_\_\_\_ **Non-Academic Issue**  
**(e.g., Harassment, Discrimination, Disability Accommodation)**

**STEP 1 – Course Instructor or Staff Member in Relevant University Office**

Meet with the course instructor or staff member to discuss the issue or complaint. In the case of non-academic issues, the student may seek initial guidance from the SOAHS Director of Student Affairs.

1. Explain in detail the nature of the complaint. (Attach your narrative summary with stated grounds for the complaint, relevant evidence/documentation, as appropriate and the desired outcome to remedy the issue).
2. Was the matter resolved at this Step (1)? Yes  No
3. If “No,” please explain the rationale and what was discussed in the section below, and proceed to Step 2.
4. If “Yes,” please explain below, the action that was taken to resolve this complaint at Step 1. You may attach additional pages as needed.

---

---

---

---

_____ Student Signature	_____ Date
_____ Professor or Staff Signature	_____ Date

**STEP 2 - Division Director or Official/Administrator in Relevant University Office**

If the issue/complaint was not resolved at Step 1, the student may proceed to Step 2. The student must seek resolution at the next level by requesting a meeting and submitting the results of Step 1 to the Division Director or relevant university official.

1. Have you met with the course instructor or university official to discuss the complaint/issue?  
Yes  No
2. Explain in detail the nature of the complaint. (Attach your narrative summary with stated grounds for the complaint, relevant evidence/documentation, as appropriate and the desired outcome to remedy the issue).
3. Was the matter resolved at this Step (2)? Yes  No
4. If "No," please explain the rationale and what was discussed in the section below and proceed to Step 3.
5. If "Yes," please explain the action that was taken to resolve this complaint at Step 2. You may attach additional pages, as needed.

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director or University Official Signature

\_\_\_\_\_  
Date

**STEP 3 – SOAHS Director of Student Affairs or Official/Administrator in Relevant University Office**

If the matter was not resolved at Step 2, the student may proceed to Step 3. The student must seek resolution with the assistance of the SOAHS Director of Student Affairs or the appropriate next level university official by requesting a meeting and submitting the results of Step 1 and 2.

1. Have you met with the Division Director or relevant university official to discuss the complaint?  
Yes  No
2. Explain in detail the nature of the complaint. (Attach your narrative summary with stated grounds for the complaint, relevant evidence/documentation, as appropriate and the desired outcome to remedy the issue).
3. Was the matter resolved at this Step (3)? Yes  No
4. If “No,” and you are a graduate student, proceed to “Graduate Students Only” instructions. If no, and you are an undergraduate student proceed to “Undergraduate Students” instructions.
5. If “Yes,” please explain the action(s) that was taken to resolve this complaint at Step 3. You may attach additional pages, as needed.

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Student Affairs/University Official Signature

\_\_\_\_\_  
Date

❖ **Graduate Students Only – Dean, School of Graduate Studies and Research or Official/Administrator in Relevant University Office**

If the academic matter was not resolved at Step 3, the graduate student may seek resolution further at the Graduate Dean’s level, by submitting the results of Steps 1 – 3, along with any other requested documentation, to the Graduate Studies Graduate Council, for review and consideration.

The student may appeal further to the Provost if the matter is not settled at the Graduate Dean’s level.

In the case of a non-academic matter, the student may continue to seek resolution with the assistance of appropriate university officials (e.g. Office of Equal Opportunity, Center for Disability Access, Ombuds). The student may appeal further to the office of the Vice President of Student Affairs.

❖ **Undergraduate Students – Provost, Vice President – Academic Affairs or Official/Administrator in Relevant University Office**

If the academic matter was not resolved at Step 3, the student may seek resolution further with the office of the Provost, Vice President – Academic Affairs by submitting the results of Steps 1 – 3, along with any other requested documentation, to that office for review and consideration.

In the case of a non-academic matter, the student may continue to seek resolution with the assistance of appropriate university officials (e.g. Office of Equal Opportunity, Center for Disability Access, Ombuds). The student may appeal further to the office of the Vice President of Student Affairs.

**FOR OFFICE USE ONLY**

Notification mailed and emailed to student by the School of Allied Health Sciences on:

\_\_\_\_\_ (date) by: \_\_\_\_\_

and/or

Notification received by student in office on \_\_\_\_\_

Student Signature:

\_\_\_\_\_

Acknowledgement of Final Decision

Copy Issued to:  Division Director  Academic Dean  University Administrator

# *Disruption Policy*

# FLORIDA A&M UNIVERSITY

## SCHOOL OF ALLIED HEALTH SCIENCES

### DISRUPTION OF THE ACADEMIC PROCESS POLICY

#### **PURPOSE**

To ensure that the integrity of the academic process is maintained and protected.

#### **AUTHORITY**

University Regulations: 2.012 - Student Code of Conduct

University Regulations: 2.013 - Due Process, Other Rights and Responsibilities

Student Handbook (FANG)

Division Student Handbooks and Policy Manuals

#### **DEFINITION**

Disruption of the academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member is: a) directs attention away from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, examinations or academic discussions, or b.) presents a danger to the health and/or safety of the faculty member or other students, c.) bullying, d.) sexual harassment, e.) drug or alcohol abuse, or f.) need for a referral to specialized services (i.e. disability or mental health evaluation).

#### **PROCEDURES**

Alleged violation of the disruption of the academic process policy will be implemented as follows:

##### **STEP #1**

The instructor (being the first line of contact and/or the initial person to observe the incident) will have a meeting with the student(s) to discuss the event immediately after the class or at a time convenient for the student(s) and the instructor. Prior to or during the discussion meeting with the student, the instructor will complete an Incident Reporting Form.

If the disruption requires immediate removal of the student(s) from the class, the instructor will wait until the student is safely removed/leaves the class, then immediately or as soon as possible document the event on an Incident Reporting Form. After the Incident Reporting Form has been completed, the Division Director and the SOAHS Office of Student Affairs will be contacted and provided a copy of the completed and signed Incident Reporting Form. The completed Incident Reporting Form will be maintained in the SOAHS Office of Student Affairs and a copy will be placed in the student's folder maintained by the division).

If the campus police were involved and assisted with the removal of the student, a copy of the police report and/or the arrest report will be obtained, reviewed and placed in the student's folder and a copy sent to the Division Director and to the SOAHS Office of Student Affairs.



## **STEP #2**

After the meeting between the instructor and the student, and if a mutual agreement for a solution has been agreed upon, the instructor shall note the solution on the Incident Reporting Form, place a copy of the form in the student's folder, and send a copy of the form to the Division Director, and to the Office of Student Affairs. The incident and the solution will be formally documented and maintained by the Office of Students Affairs in the School of Allied Health Sciences. A copy will be provided to the student.

## **STEP #3**

If no solution is reached during the meeting between the instructor and the student, the Incident Reporting Form will be completed with a notation of non-agreement signed by all parties. A copy of the form will be forwarded to the Division Director and a copy placed in the student's folder. The Director will meet individually with the instructor and the student. If deemed necessary, the Director may meet jointly with the instructor and the student. If a solution is agreed on, the Director will have the instructor note the solution on the Incident Reporting Form. The document will then be signed by all parties. A copy of the incident form will be placed in the student's folder, a copy forwarded to the SOAHS Office of Student Affairs, and a copy will be provided to the student.

## **STEP #4**

If no solution can be reached by the Division Director, the incident will be referred to the SOAHS Office of Student Affairs for resolution. The Office of Student Affairs will meet individually with the Division Director, the instructor and/or the student(s). If deemed necessary, the Dean or designee may meet jointly with the Director of Student Affairs, Division Director, instructor, and student. If a solution is agreed to, the Dean will ask the division director to have the instructor note the solution on the Incident Reporting Form, obtain signatures, and copy the document. A completed signed copy of the approved Incident Reporting Form will be placed in the student's folder, a copy forwarded to the Office of Student Affairs and a copy provided to the student.

## **CONSEQUENCES**

The consequences for the disruption of the academic process will depend on the seriousness of the disruption. It may range from a private discussion (step #1) between the student and the instructor to (step #4) a meeting with the Dean or designee or it may progress to dismissal from the affected class. Particularly serious instances of rowdiness, verbal interruptions, fighting or other continuous disruption of the academic process may result in immediate removal from the class and a mandatory meeting with the Dean or a member of the Dean's Executive Committee which may result in a possible suspension or permanent expulsion from the degree program or the school.

**Implementation date:** 11/4/05  
**Revised:** 12/4/07, **Updated:** 6/28/18

**FLORIDA A&M UNIVERSITY  
School of Allied Health Sciences**

**Incident Reporting Form  
DISRUPTION OF THE ACADEMIC PROCESS (Please Print Legibly)**

Course: \_\_\_\_\_ Instructor/Faculty/Other: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Student's Name: \_\_\_\_\_ SID#: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Witness: \_\_\_\_\_ / \_\_\_\_\_

#1 #2

Cell # \_\_\_\_\_ Cell # \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Home Telephone # \_\_\_\_\_

**Type(s) of Disruption: Check all that apply - For additional/specific comments use attached form.**

- Talking       Use of profanity       Fighting       Verbal altercation  
 Use of cell phone       Chronic habitual lateness       Inattentiveness       Medical (Describe) \_\_\_\_\_  
 Reading/passing non-course related items to others       Academic dishonesty (cheating, plagiarism, etc. \_\_\_\_\_) (List)  
 Other (Describe) \_\_\_\_\_

**Response to Disruption/Incident: Check all that apply**

- Student left class as requested by instructor       Campus Police responded       Referral (medical/mental/emotional) List: \_\_\_\_\_  
 Student issued a verbal warning       Student forcibly removed       Issue Referred to Academic Affairs  
 Student issued a written warning       Issue resolved by instructor       Issue resolved by Division/SOAHS Student Affairs  
 Campus Police called       Issue referred to Div Dir/SOAHS Student Affairs       Issue referred to Univ Student Affairs  
 Other (explain) \_\_\_\_\_

- If Campus Police was involved, was a police report completed?  Yes       No  
Did you receive/request a copy of the police report?  Yes       No  
Was the student arrested?  Yes       No  
Did you receive a copy of the arrest report?  Yes       No  
If there were injuries, did you observe them?  Yes       No  
Were there any injuries (to student or instructor) reported?  Yes       No

**Injuries observed/reported:** \_\_\_\_\_

Results of meeting with student - Resolution: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Director/Designee**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student (if in agreement with resolution)**

**DISRUPTION OF THE ACADEMIC PROCESS**  
**INCIDENT REPORTING FORM (Attachment – Please Print Legibly)**

**ADDITIONAL COMMENTS - Student (Optional)**

---

---

---

**Student's name:** \_\_\_\_\_ **Classification:** \_\_\_\_\_  
(Please Print)

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADDITIONAL COMMENTS - Faculty/Staff/Other (Optional)**

---

---

---

**Faculty/Staff/Other Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Please Print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADDITIONAL COMMENTS - Division Director/Student Affairs or Dean (Optional)**

---

---

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Please Print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resolution Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Dean/Designee

Implementation Date: 9/8/05  
Updated: 6/28/18

# *Dress Code*

**FLORIDA A&M UNIVERSITY**  
**SCHOOL OF ALLIED HEALTH SCIENCES (SOAHS)**  
**DRESS CODE POLICY**

**PURPOSE**

To ensure that appropriate dress standards are observed and maintained within the School.

**AUTHORITY**

SOAHS' Division specific student handbooks and policy manuals

University Student Handbook Fang - Dress Standards, Fang pages 76 - 77

University Regulations: 2.012 – Student Code of Conduct, Fang page 52

University Regulations: 2.013 – Due Process, Other Rights and Responsibilities, Fang - page 41

**DEFINITION**

Dress code is defined as the act of wearing clothing, hair style or shoes which conform to the professional standards as outlined in the university, school or divisions' student handbooks or standards outlined as part of the requirement of an accreditation authority.

This dress code is intended to contribute to the overall professional development of the students in the School. The purpose of this code is to make the student aware that there is a standard of professional dress that should be adhered to in order for the student to have a more effective transition into the professional work place. In addition, the dress code seeks to improve the overall appearance of students enrolled in SOAHS. This dress code is designed to encourage acceptable attire and encourage students who otherwise would not dress appropriately in an educational setting. Students should consult with instructors if there are questions pertaining to this code.

**PROCEDURES**

Students in violation of the dress code will be required to bring their dress into compliance; repeat violators may face other disciplinary consequences.

Students are reminded that SOAHS is a professional school and as such, it is expected that students display an appropriate level of judgment with regard to personal hygiene, grooming and dress. At no time will the following items of clothing or clothing style be acceptable for students in SOAHS.

1. Wearing hats, caps or other head wear (hoods, hoodies or scarves) in the building (unless for religious, cultural, ethnic or gender related reasons)
2. Wearing sunglasses in the building (unless for medical reasons)
3. Wearing fish net and other see-through clothing
4. Crop tops and other bare midriff tops including spaghetti strap blouses
5. Short shorts
6. Athletic type shirts, wide armhole tank tops that expose chest, back or midsection
7. Any clothing with holes and cuts (i.e. jeans, shirts, tops, etc.)
8. Bare feet and flip flops (i.e. beach or shower shoes)
9. Suggestive, revealing or tight fitting clothing (i.e. leggings, jeggings and tights unless worn with an appropriate top) or clothing with inappropriate pictures or slogans
10. Pants worn below the waistline and/or dragging the floor
11. Wrinkled, dirty or unsafe attire

The above dress code will be in place on a daily basis for all pre-professional and professional students in SOAHS. A stricter code may be adopted by each division based on requirements for clinical and internship experiences. In addition, certain classes may have a specific dress code requirement, which will be outlined in the course syllabus.

**Implementation Date 10/18/04; Revised and Approved by Executive Committee 5/24/18; Revised and Approved by Executive Committee 9/26/19**

# *Emergency Medical/Illness Policy*

**Florida A&M University**  
**School of Allied Health Sciences**  
**Emergency Medical/Illness Policy**

**PURPOSE:**

To ensure that the health of the student is adequately monitored and preserved during the academic process or during participation in classroom or program related activities. Any issue (s) related to an emergency medical issue or illness will be promptly and properly addressed.

**AUTHORITY:**

Student Handbook (Fang) - Student Health Services  
University Catalog – Student Health Services  
SOAHS Division Student Handbooks and Policy Manuals

**DEFINITION:**

Emergency/Medical Illness is defined as any sudden, unexpected, and unexplainable change in the physical or emotional condition of a student or faculty, which in a reasonable estimation: a) directs attention away from the academic matters at hand (such as noisy distractions, persistent moaning, collapsing or vomiting); b) creates a possible life affecting change in the classroom; and c) presents a danger to the health, safety, of the student, faculty member and/or other students.

**PROCEDURES:**

When an individual experiences an emergency/medical illness during a class, the following should occur:

1. Immediately stop the class, assess the emergency situation and then determine the action to be taken.
2. Immediately make the student or faculty member comfortable.
3. Call (or have a student call) 911 first. As appropriate, also notify Campus Police, Student Health Services and/or the SOAHS Dean's Office including the SOAHS Office of Student Affairs. Contact the campus operator if emergency numbers are not readily available.
4. Never leave the student or faculty member, even when there are other students in the area.
5. Keep the student or faculty member talking by asking simple direct questions (such as: What is wrong? Where does it hurt? Do you have any known medical conditions? Who do you want us to notify?)
6. Gather specific information for documenting the incident such as:
  - a. Name (other demographic information such as: address, home telephone number, SID (if SID is not available, obtain major, classification, etc.) as appropriate.
  - b. Record the time and location of incident; circumstances surrounding the incident.
  - c. Record if there was a noticeable injury.
  - d. Record who was notified (911, dean, relative, campus police, etc.).
  - e. Record witnesses (obtain names, addresses, telephone numbers, etc.).
7. Contact the SOAHS Office of Student Affairs after occurrence and provide verbal and written documentation of the event (complete Incident Reporting Form and obtain signatures)

**NOTE:** School-wide policies and procedures will not circumvent University Policy and Procedures.

Implementation Date: 9/1/06, Updated: 8/23/18

**Florida A&M University  
School of Allied Health Sciences**

**Emergency Medical/ Illness Incident Report Form**

**Instructions:**

- This form is to be completed immediately following the incident by the faculty member witnessing the event.
- Please print legibly.

Name of Individual Involved in Incident \_\_\_\_\_

If Student, ID Number \_\_\_\_\_ Major \_\_\_\_\_ Classification \_\_\_\_\_

Contact Phone \_\_\_\_\_ Address \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ Location \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Name of Witness \_\_\_\_\_ Witness is:  Student  Faculty Member

Contact Phone \_\_\_\_\_ Address \_\_\_\_\_

**Injury/Illness Information:** (check all that apply)

- No apparent injury or illness
- Slight injury or illness not requiring professional medical attention
- Injury or illness requiring professional medical attention
- Pre-existing condition

Does individual have a significant medical history?  Yes  No If yes, describe:

\_\_\_\_\_

Did an injury occur as a result of an illness?  Yes  No If yes, describe:

\_\_\_\_\_

Was medical treatment given?  Yes  No If yes, describe:

\_\_\_\_\_

Was corrective action taken to prevent the incident from occurring again?  Yes  No. If yes, describe \_\_\_\_\_

\_\_\_\_\_

**Form Completed By:**

**Name/Title** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



# *Excused Absence Policy*

**Florida A&M University**  
**School of Allied Health Sciences**  
**EXCUSED ABSENCE POLICY**

**PURPOSE**

To help ensure students are informed regarding requirements for submission and approval when seeking a valid excuse for class absence (s).

**AUTHORITY**

University Catalog, page 34 - Class Attendance Regulations  
University Catalog: Student Consumer Rights and Responsibilities  
University Regulations: 2.013 – Due Process, Other Rights and Responsibilities  
Division Student Handbooks and Policy Manuals

**DEFINITION**

An excused absence is defined as written authorization/approval from the Dean's Office of Student Affairs for a student's absence from an academic class/function without penalty.

**POLICY/PROCEDURE**

Excused absences are issued to students in order to prevent academic repercussions as a result of a legitimate life event. It is not designed to accommodate students who have not acted responsibly. Per University policy, students can be excused for the following reasons:

- (a) Illnesses
- (b) Participation in activities, programs, and business as a University representative, and
- (c) Circumstances or emergencies that are deemed beyond the student's control.

The following procedural guidelines will be utilized in determining the appropriateness of a requested excused absence:

1. Students will notify their instructor concerning an event that may cause their absence from class, lab, clinical, or other related classroom activity. Notice will occur as soon as the student is aware of the event. Notice should be given in person when possible and by telephone and/or e-mail, if necessary.
2. All requests for excused absences must be made within five (5) school days after a student is physically able to return to school. Requests made after this period may not be considered.
3. In order to receive an excused absence from any class or related classroom activity (i.e. exam, quiz, or assignment) due to illness, appropriate documentation or statement on official letterhead from a health care provider is required. This statement must be clearly dated and signed by the health care provider, or designee. However, if the illness does not require medical service, the student must notify verbally or electronically the instructor as soon as possible if he/she is ill and is unable to attend class(es) or related classroom activity (i.e. exam, quiz, or assignment).

4. The student requesting an excuse for participating in University related activities, programs, or business will submit valid documentation (memo/letter/email/fax, etc.) from the appropriate department) prior to being excused for missing class.
5. Student with a valid university business excuse should submit documentation for this event directly to the instructor for acceptance.
6. An instructor and/or director should be notified as soon as the student becomes aware that he/she will be absent from a class. In situations involving a student missing multiple class(es) for reasons beyond his/her control, instructors are encouraged to assess the legitimacy of student's reason for missing class before directing the student to the Dean's Office of Student Affairs.
7. All requests for excused absences must be submitted directly to the Dean's Office of Student Affairs for approval. After review and if approved, the student will receive an excused absence form to submit to appropriate instructors. A copy of this form will be placed in the student's folder maintained by the appropriate division.
8. An excuse for a class absence (for a reason not listed in this policy) will not be approved without valid, written documentation.
9. Instructors will assist the student with any academic and/or personal arrangements (if requested) related to attendance. Such assistance will serve to facilitate continued positive academic performance.

**Implementation date: 10/18/2004**  
**Revised: 8/21/17, 5/31/18**

**SCHOOL OF ALLIED HEALTH SCIENCES  
STUDENT EXCUSE REQUEST**



**PLEASE COMPLETE THIS ENTIRE SECTION**

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Address: \_\_\_\_\_ Home # \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell # \_\_\_\_\_  
 Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Name of Professor(s) / Instructor(s)	Name of Class(es) Missed	Class Meeting Day(s)	Class Meeting Time
		Ex: M, T, W, R, F	Ex: 8am – 10am

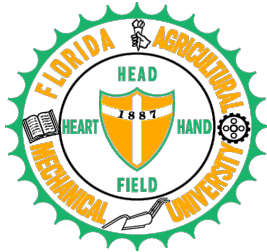
Excuse dates: \_\_\_\_\_  
 Explanation for requesting excuse: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 The number of unexcused absences requested this semester prior to this request: \_\_\_\_\_

**\*\*PLEASE ATTACH YOUR DOCUMENTATION\*\***  
 NOTE: Only requests with documentation will be considered for approval. Please request an official excuse NO MORE THAN 5 business days after the event. \*Any request over 5 days can be denied.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> Excuse request granted	<input type="checkbox"/> Excuse not granted – Justification not verified	
<b>APPROVED EXCUSE DATES →→</b>		
Signature of Dean _____	Excuse Approval Date _____	Excuse Expiration Date _____

# *Health Status Change*



*Florida Agricultural and Mechanical University*

**Tallahassee, Florida 32307-3100**

*Excellence with Caring*

SCHOOL OF ALLIED HEALTH SCIENCES  
OFFICE OF THE DEAN

Telephone: (850) 599-3818  
Fax: (850) 561-2457

School of Allied Health Sciences  
Health Status Change

I, \_\_\_\_\_, **DO** \_\_\_\_ **DO NOT** \_\_\_\_ have significant, acute or chronic changes in my physical and /or mental status, requiring continued medical monitoring (examples of conditions include surgery, pregnancy, accidents, severe anxiety, etc.).

My condition that requires monitoring is \_\_\_\_\_.

I understand that participating in a course related practicum, didactic clinical experience or lab may pose a hazard to my condition or health. I further understand that I must submit **physician documented medical clearance** to the School of Allied Health Sciences (SOAHS) Office of Student Affairs in order to participate in the practicum, didactic clinical experience or lab.

I acknowledge I must report any significant changes in my physical and/or mental status, either acute or chronic requiring continued medical monitoring within seven (7) days of my knowledge. I understand that I must then submit **physician documented medical clearance** to the FAMU SOAHS, Office of Student Affairs before further participation in practicums, didactic clinical experiences or labs.

FAMU Student ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact – Name & Relationship to Student \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# *FAMU Incident Reporting*



## Incident Reporting Form

If you need to report an emergency, please call the FAMU Police Department at 850-599-3256 or dial 911.

The Office of Student Conduct and Conflict Resolution at Florida Agricultural and Mechanical University (FAMU) is focused on student success and development through responsible community conduct. This is achieved through education and implementation of the Student Code of Conduct, which establishes the community standards of behavior for all students, on and off campus. If you have knowledge of a student violating the Student Code of Conduct, you are encouraged to report the incident.

Reports may involve Student Code of Conduct violations, a student who you feel may be struggling physically or psychologically, or any other behaviors of concern that you would like to see addressed. Please note that anonymous reports may limit the University's ability to effectively address the misconduct or other concerning behavior.

By submitting this report, you acknowledge that all information contained in the report is true and correct to the best of your knowledge. Submitting a false report is a violation of the Student Code of Conduct and will lead to disciplinary action. Furthermore, individuals involved may be afforded certain privacy rights under the Family Educational Rights and Privacy Act (FERPA), which established requirements regarding the privacy of student records. Students have the right to inspect any information submitted regarding this matter.

If you have any questions regarding filing an incident report, please contact the Office of Student Conduct and Conflict Resolution at (850) 599-3541 or (850) 599-3281.

### Background Information

Your full name:



Your position/title:

Your phone number:

Your email address:

Your physical address:

Nature of the report (required):

Urgency of this report:

Date of incident (required): (YYYY-MM-DD)

Time of incident:

Location of incident:

Specific location:

**Involved Parties**

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please list a SSN or Driver's License number in the block labeled SID (Student ID#) if available.

Name of Organization

Gender

Role

ID Number

DOB (MM-DD-YYYY)

Phone number

Email address

Hall/Address

Add another

## Questions

**Please indicate the relevant category/categories that pertain to this incident report.**

## **CLUBS AND ORGANIZATIONS**

- Alcohol – Clubs/Organizations
- Club/Organization Assault and/or Fight
- Conduct Unbecoming – Clubs/Organizations
- Disorderly Conduct – Clubs/Organizations
- Event Attendance
- Membership Infraction
- Membership Recruitment /Intake/Initiation
- Miscellaneous
- Misuse of University Space/Property
- Organizational Bashing/Cyber-Bullying/Harassment
- OSA Required Paperwork
- Reckless Endangerment
- Social Policy Infraction
- Unrecognized or Affiliate Group Sponsorship
- Vandalism

## **CONCERNING BEHAVIOR**

- Bizarre or Erratic Behavior
- Depression/Displays Persistent Sadness/Unexplained Crying
- Disconnected from reality
- Disturbing Written Material/Drawings/Class Discussion

- Domestic /Family Violence
- Eating Disorder/Change in eating habits
- Excessive Worry or Fear/Anxiety
- Extreme mood swings
- Extreme withdrawal from social groups, regular activities
- Feels that he/she has been treated unfairly or are being targeted
- Flat affect or extreme lack of responsiveness
- Hostility or Aggression
- Incoherent Speech
- Medial Issues or Concerns
- Other Concerning Behavior
- Overly Stressed/Dealing with Multiple Stressors
- Preoccupation with ammunition or weapons
- Preoccupation with fire or bombs
- Self-Destructive Behavior (cutting, burning, etc.)
- Significant change in academics, behavior of self-care/appearance
- Substance Abuse Issues
- Suicidal Remarks or Attempts
- Threats (Direct/Veiled/Written/Verbal)

## **INFORMATIONAL**

- Adjustment Concern
- Family Issues

- Housing Concern
- Missing Student
- Other
- Roommate Conflict

## **STUDENT CONDUCT**

- Academic Dishonesty – Cheating
- Academic Dishonesty – Other
- Academic Dishonesty – Plagiarism
- Alcoholic Beverages – Possession/Consumption
- Alcoholic Beverages – Underage
- Conspiracy
- Demonstrations/Riots
- Destruction of Property
- Disorderly Conduct
- Disruptive Behavior
- Drugs
- Extortion
- Felony or Federal Conviction
- Gambling
- Harassment
- Hazing
- Identification Violation
- Mail

- Misuse of Computer Facilities
- Misuse of Safety Equipment
- Noncompliance with a University Official's Directive
- Obstruction of the Student Conduct System
- Other Misconduct
- Providing False Information and/or Falsification of University Records
- Sexual Misconduct
- Sexual Misconduct – Lewd and Lascivious Behavior
- Sexual Misconduct – Non-Consensual Sexual Conduct
- Sexual Misconduct – Non-Consensual Sexual Intercourse
- Sexual Misconduct – Other
- Sexual Misconduct – Relationship Violence
- Sexual Misconduct – Sexual Exploitation
- Sexual Misconduct – Sexual Harassment
- Stalking
- Theft
- Unauthorized Use of Facilities and Grounds
- Violation of Prior Disciplinary Action
- Violation of Residence Hall Policies
- Violation of University Intellectual Property
- Violent Behavior
- Weapons

Please provide a detailed description of the incident/concern using specific concise, objective language (who, what, where, when, why and how).

Was a police report filed? (Required)

Yes

No

If yes, what agency responded?

If yes, list the case number/s:

Was alcohol involved? (Required)

Yes

No



Were drugs involved? (Required)

Yes

No

If yes, list all drugs used.

### Supporting Documentation

Photos, video, email and other supporting documents may be attached below. 1GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

Choose files to upload	Choose Files
------------------------	--------------

### One last step ...

**Help us prevent spam reports** by completing this captcha.

**Note:** If you do not see a gray box with a checkbox that says “I’m not a robot”, please try a different web browser.

I’m not a robot

reCAPTCHA  
[Privacy](#) - [terms](#)

**Submit report**

# *SOAHS Incident Reporting*

## School of Allied Health Sciences Florida A&M University

**Incidents** are occurrences that cause disruption of the Academic Process within the SOAHS.

The following types of incidents are considered disruptions/disruptive behavior within the SOAHS and should be reported to the Director of the Office of Student Affairs using the form provided below.

- Excessive Talking
- Use of Profanity
- Fighting
- Use of Cell Phone
- Chronic Habitual Lateness
- Inattentiveness
- Academic Dishonesty (cheating, plagiarism, etc.)



**School of Allied Health Sciences  
Florida Agricultural and Mechanical University  
Incident Reporting Form**

<b>Background Information</b>			
<b>Reporter's Name:</b>		<b>Contact Number:</b>	<b>Email:</b>
<b>Date Incident Reported:</b>			
<b>Parties Involved:</b>			
<b>Date(s) and Time(s) of Incident(s) Occurred:</b>			
<b>Nature of Incident and Primary Concern(s):</b>			
<b>Location of Incident:</b>			
<b>Parties Involved</b>			
Name or Organization	Role/Status	Phone Number	Email Address
<b>Detailed, concise explanation of the incident including steps taken to document, report and resolve.</b>			
<b>Other Campus Office Notified</b>			
<b>External Agencies Contacted and Actions Taken</b>			
<b>Supporting documentation/evidence (including photos, emails, and/or video clips)</b>			

\_\_\_\_\_  
*Name of Individual Reporting*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature of Individual Reporting*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School of Allied Health Sciences*  
Director, Student Affairs or Dean's Designee

\_\_\_\_\_  
*Date*

# *Satisfactory Academic Progress*

**Florida A&M University  
Tallahassee, Florida**

**Office of Financial Aid**



**“Excellence with Caring”**

## Satisfactory Academic Progress Effective July 1, 2011

### **Maintaining Eligibility**

Federal guidelines for the continued receipt of student financial assistance funds require that standards of satisfactory academic progress (SAP) be applied to all students who are enrolled the university. These standards must be equal or stricter than the standards required of students who are not receiving financial assistance. Florida A&M University is required by federal regulations to institute standards of satisfactory progress for students receiving Title IV assistance.

SAP is a measure of whether a student is progressing adequately toward completion of his or her course of study. It is determined in terms of grade point average and course completions. For a student to be eligible for Title IV assistance after the student's second academic year of attendance at an institution, the student must have a cumulative "C" average or its equivalent or have academic standing at that point in the program that is consistent with the institution's requirements for graduation.

### **Frequency of Monitoring and Evaluation**

Florida A&M University will review a student's academic progress at the end of the spring semester of each academic year. For this purpose Florida A&M University's academic year is defined as a 15 week course of study occurring between August and May. If you were cited for not maintaining SAP, your status will be reviewed during the next payment period before disbursement (i.e. Spring Semester).

### **Qualitative Measurement (Grade Point Average)**

Florida A&M University uses a graduated qualitative standard. Federal student aid recipients must have earned the following minimum cumulative retention/graduation grade point average.

<b>Undergraduate Student Status</b>	<b>Hours Completed</b>	<b>Undergraduate Cumulative G.P.A.</b>
Freshman	0 through 29	1.8
Sophomore	30 through 59	2.0
Junior/Senior	60 and above	2.0

<b>Law Student Cumulative G.P.A.</b>	<b>Pharmacy Professional Cumulative G.P.A.</b>	<b>Graduate Student Cumulative G.P.A.</b>
2.0	2.5	3.0

The cumulative grade point average is calculated by dividing the total number of earned hours into the total number of grade points (A-4, B-3, C-2, D-1, and F-0). Only grades of A, B, C, D or P are considered acceptable for purposes of determining the number of hours successfully completed during an academic term. Grades of E, I, F, W, NR or X will be counted towards total hours attempted but will not count towards credits successfully completed. Incomplete grades (I's) will be counted as successful completion if that final grade is a D or better. Otherwise, those grades (I's) will be counted only in the attempted hour's calculation.

The law specifies that at the end of the second academic year (regardless of how many credits the student has accrued) the student must have a “C” average or its equivalent or have an academic standing consistent with the requirement for graduation from the program.

### **Quantitative Measurement**

All students (full-time or part-time) must successfully complete a minimum number of semester hours attempted. To remain eligible for financial aid, students must earn or successfully complete each semester, the number of hours shown below:

Cumulative Hours Attempted	Minimum Hours (%) to Complete
0 through 29	67%
Greater than 29	67%

All hours attempted at Florida A&M University plus other post-secondary institutions are included in the maximum time frame of 180 hours to complete the first undergraduate degree. This includes all grades of A, B, C, D, F, I, P, NP, W, AW, X and N, even if courses are repeated.

Attempted hours are defined as the hours for which the student is enrolled and charged at the end of the drop/add period.

### **Maximum Timeframe**

Student Status	Average Program Hours	Percentage	Maximum Timeframe
Bachelor’s Degree	120	150%	180
Second Bachelor’s Degree	30	150%	45
Graduate	36	150%	45

Some academic areas require more than 120 hours for graduation. For those academic areas, the maximum timeframe to complete the degree will be the specific to program requirements x 150%.

### **Remedial, Incompletes, Transfer Credits and Withdrawals**

Transfer students must meet the same satisfactory academic progress requirements and maximum enrollment limits as other students. Only transfer hours needed to complete the declared degree will be accepted. Remedial and non-credit courses, incomplete courses, and courses from which a student have withdrawn after drop and add periods are also included as semester hours attempted. Failing grades (f) are included in the GPA calculation. Withdrawals (W) are not used in the GPA calculations. Incomplete grades (I) are not factored in to the GPA until a letter grade is recorded. Grade changes will be recognized when they occur. Retroactive reinstatement of aid will not be considered unless the grade change is officially posted by the last day of classes and funds are still available.



## **Repeated Courses and Academic Forgiveness in Maintaining Satisfactory Academic Progress**

By definition, satisfactory academic progress is the successful continued movement toward the completion of an educational program. Repeated courses for which a passing grade has already been earned **will not** be considered in the determination of satisfactory progress as those hours have already been applied.

## **Reinstatement of Academic Standards**

Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. Students cannot re-establish academic standards if they have exceeded the maximum timeframe to complete their degree. This work may be at FAMU or another institution or a combination thereof as long as the courses completed will apply toward the student's degree.

## **Appeal Procedures**

Students who fail to meet the Satisfactory Academic Progress standards may appeal the suspension of their student financial assistance funds. Letters of appeal should be based on some type of mitigating circumstances that impacted negatively upon the student's ability to meet the required standards. Examples of such circumstances are: 1) death/prolonged illness of an immediate family member; 2) medical illness (student) that created undue hardship; 3) losses due to a natural disaster (i.e. hurricanes, storms, etc.) If you were cited for not maintaining SAP, your status will be reviewed during the next payment period before disbursement (i.e. Spring Semester).

## **Appeal Process**

Students must submit a written petition form, with acceptable documentation, must be completed by the student and returned to the Office of Financial Aid within 10 days of receipt of the financial aid SAP denial letter. The Office of Financial Aid, after reviewing the letter of petition and supporting documentation, will make a final decision. The student will be notified in writing of this decision. If you were cited for not maintaining AP, your status will be reviewed during the next payment period before disbursement (i.e. Spring Semester).

## **Steps to the Appeal Process**

1. Students must submit a written letter of appeal to the Office of Financial Aid, 101 Foote-Hilyer Administration Center, Tallahassee, FL 32307.
2. Students must attach all necessary documents (grade change, current grade report, doctor's statement, death certificate, accident report, etc.) to the written appeal request.
3. Students classified as freshmen and sophomore must submit an IEP form with -their appeal. All Junior's and Senior's must have a letter from their department.
4. The students' letter of appeal will be reviewed within two weeks of receiving the request and all necessary documents.
5. The student will be notified in writing of the decision to reinstate or deny the financial aid eligibility.
6. If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement.

7. If the appeal is approved, the student will be reviewed again at the end of the following Spring Semester and will be subject to the same required standards as previously stated unless otherwise stated so in the letter of reinstatement.
8. **ALL APPEALS MUST BE SUBMITTED TO THE OFFICE OF FINANCIAL & SCHOLARSHIP AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS!**



*Florida Agricultural and Mechanical University*  
**Tallahassee, Florida 32307-3100**

---

*Excellence with Caring*

DIVISION OF STUDENT AFFAIRS  
OFFICE OF FINANCIAL AID

Telephone: (850) 599-3730

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

I certify that all the information submitted is accurate and complete:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT SECTION**

What circumstances have led to your not maintaining satisfactory progress (less than required GPA, exceeded maximum hours, and/or failure to maintain the required 67%)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS SECTION**

Date Received \_\_\_\_\_ Decision: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date letter sent to student \_\_\_\_\_ GPA \_\_\_\_\_ Percentage Hrs. Earned \_\_\_\_\_ Hrs. Att \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

## *Sexual Misconduct Resources Guide*



Excellence with Caring

## Florida Agricultural & Mechanical University Sexual Misconduct Resource Guide

Florida A&M University is committed to providing an educational and work environment free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression. Sexual misconduct is any sexual activity that occurs without the clear, knowing and voluntary consent prior to and during such sexual activity, or occurs when a person is unable to give consent. Sexual misconduct of all forms, including, but not limited to: sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation and stalking are all prohibited by Florida A&M University whether by faculty, staff, administration, students, visitors, or others.

Title IX protects all students from sex-based discrimination, including sexual violence. University Regulations protect male and female students, undergraduate, graduate and professional students, students with disabilities, students that are gay, straight, lesbian, bisexual and transgender, part-time and full-time students, students of different races, and international students.

University Regulations pertaining to sexual harassment and sexual violence:

- Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Compliant Procedures <http://www.famu.edu/regulations%20of%2010.103.pdf>, and
- Regulation 2.012 Student Code of Conduct,
- <http://www.famu.edu/regulations/2.012%20Student%20Code%20of%20Conduct%20%20%20%20%20%20%20%204-14-14.pdf>

### University Resources

**Department of Public Safety** 850-599-3256 <http://www.famu.edu/publicsafety>  
The FAMU Police are available to respond to emergency calls, to report a crime and for crime investigation

**Office of Counseling Services** 850-599-3145 <http://www.famu.edu/counseling>  
The Office of Counseling Services provides confidential counseling services and referrals. They also provide a victim advocate available to support students that have been victims of a crime, including sexual assault, Victim advocates can be reached after hours through the FAMU Department of Public Safety.

**Office of Equal Opportunity Programs** 850-599-3076 <http://www.famu.edu/EOP>  
The Office of Equal Opportunity Programs investigates complaints of discrimination and harassment, including sexual assault for the university community.

**Title IX Coordinator** 850-599-3076 <http://www.famu.edu/EOP>  
Mrs. Carrie Gavin is the Title IX Coordinator at FAMU. This office is responsible for investigation of sex based discrimination, harassment, and violence.

**Student Health Services** 850-599-3777 <http://www.famu.edu/shs>  
SHS provides medical services to students. With a sexual assault nurse examiner (SANE) on staff the clinic will address health concerns related to an assault including STI/STD testing, and emergency contraception.

**Dean of Students** 850.599-3098

The Dean of Students has oversight for many areas including housing, student organizations and the Office of Judicial Affairs.

**Office of Judicial Affairs**

850-412-5667

[www.famu.edu/juducalaffairs](http://www.famu.edu/juducalaffairs)

Judicial Affairs had the responsibility of enforcing the Student Code of Conduct to ensure that all students have an opportunity to live and learn in a safe and scholarly environment.

**FAMU Compliance and Ethics Hotline**

866-445-4968

<http://www.compliance>

[helpline.com/famu.jsp?reloadPage=1](http://helpline.com/famu.jsp?reloadPage=1)

The FAMU Compliance hotline allow you to anonymously report by phone or website suspected issues of misconduct or violations of university regulations.



## Florida Agricultural & Mechanical University Sexual Misconduct Resource Guide

*Excellence with Caring*

---

To eliminate sexual misconduct in our community, everyone must take an active interest and responsibility. Together we need to change our attitudes about sexual misconduct and be clear about our own responsibility to ensure that we are engaging in consensual sexual activity.

### What is Consent?

- ✓ Consent is an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is not inferred from silence, passivity, lack of resistance, lack of active response.
- ✓ A current or former dating or sexual relationship, by itself, does not imply consent.
- ✓ Consent cannot be obtained from intimidation, use or threat of physical force, or coercion.
- ✓ There is no consent from an individual that is unconscious, incapacitated due to alcohol or drugs, asleep, or otherwise unaware of where they are or how they became engaged in sexual activity.

### What to Do if You Believe You Experienced Sexual Misconduct?

- ✓ Do not blame yourself. It is never the victim's fault that another person decided to commit sexual misconduct.
- ✓ Seek safety.
- ✓ It is normal to experience a range of emotions.
- ✓ You may contact the police, the University's Title IX Coordinator, file a complaint with the Office of Judicial Affairs for student disciplinary action, or talk confidentially with the University's Counseling Center.

### Step Up!

- ✓ If you see a situation that you feel may lead to sexual misconduct, intervene.
- ✓ If someone is being sexually aggressive, possessive, or threatening, get help. Alert your friends, the authorities of the establishment or the police.
- ✓ Be aware excessive alcohol consumption is often associated with sexual misconduct, Remember that alcohol and drug use are not a green light for sexual contact and never excuse engaging in non-consensual sex.
- ✓ Boycott media and challenge assumptions that promote sexual violence.

### Community Resources

Tallahassee Police Department 911 (in case of emergency) or (850) 891-4200 (non-emergency)  
Leon County Sheriff's Office 911 (in case of emergency) or (850) 606-3300 (non-emergency)  
Refuge House (888) 956-7273 (24 hour hotline)  
Tallahassee Memorial Hospital (850) 431-1155 (general)  
Capital Regional Medical Center (850) 325-5000 (general)



## Florida Agricultural & Mechanical University Sexual Misconduct Resource Guide

*Excellence With Caring*

### **Filing a Report**

Any member of the University community may file a report of sexual misconduct and the University strongly urges any community member impacted by sexual misconduct to file a report. By reporting you make the University aware of the behavior so that prompt action can be taken to address the situation. The University will take seriously every allegation or report of sexual misconduct received. The University's response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

### **Bringing a Formal Complaint**

A formal complaint is written compliant with the Title IX Coordinator in the office of Equal Opportunity Programs., Office of Judicial Affairs, and/or Department of Public Safety. A written complaint will lead to an investigation of the sexual misconduct and can result in disciplinary action. The individual bringing the complaint retains considerable, although not total, control as the process unfolds.

### **Informal Remedies**

Remedies may include safety planning, academic accommodations, housing relocation, safety, planning, and/or issuing a no contact order. Requesting informal remedies are handled through the University's office of Judicial Affairs, Title IX Coordinator, and/or the Victim Advocate. Informal remedies do not preclude filing a formal complaint or formal discipline.

### **Retaliation**

The University strictly prohibits retaliation against and intimidation of any person because of his or her reporting and incident of sexual misconduct. Complaints of retaliation or intimidation may be reported to the Office of Equal Opportunity Programs, Office of Judicial Affairs or the Department of Public Safety.

### **Request of Confidentiality**

Anyone filing a complaint may request the Office of Equal Opportunity Programs or the Office of Judicial Affairs not disclose his or her identity to anyone else. While such a request may limit the University's ability to investigate and respond to the reported misconduct, the Office of Equal opportunity Programs and the Office of Judicial Affairs will consider the request in light of the University's commitment to provide a safe and non-discriminatory environment for all students and will honor the request whenever possible. **Whether or not the University is able to grant a request for confidentiality, University personnel will only reveal information about the matter to those who need to know in order to carry out their duties and responsibilities.**

### **Confidential Sources**

With few exceptions, every employee at the University is considered a "Responsible Employee." A Responsible Employee must report any incident, in detail, of sexual misconduct with they become aware to the Title IX Coordinator. A Confidential Source is not required to report, with identifying information, any incident of sexual misconduct to the Title IX Coordinator. Therefore, the University will not investigate the reported incident. Confidential Sources available at the University are any employees at:

### **Student Health Services**

1700 Lee Hall Drive, 116 Foote-Hilyer Administration Center, Tallahassee, FL 32307

**(850) 599-3777**

### **Office of Counseling Services**

101 Sunshine Manor, Tallahassee, FL 32307

**(850) 599-3145**

August 29, 2014



# *Academic Advisement Form*

# Florida A&M University

## ACADEMIC ADVISEMENT FORM

<b>FAMU STUDENT ID#</b>	<b>NAME</b>	<b>TERM/YEAR</b>

(PLEASE DO NOT ENTER YOUR SOCIAL SECURITY NUMBER)

1. To avoid an error in receiving your class place and (A) for Add and (D) for Drop.
2. Class numbers are required and may be obtained from the online schedule of classes.
3. In order to register for class please follow procedures established by the department offering the course.
4. Lower level courses are designated as 1000 and 2000 (i.e., ENC 1101 AND SPC 2600) and are normally taken by freshmen and sophomores. Upper level courses are designated as 3000 and 4000 and are normally taken by juniors and seniors. Courses designated as 5000 and above are graduate level courses. Therefore, undergraduate students should not register for 5000 level courses unless they have the permission of

**DATE**

**MAJOR**

A/ D	COURSE			CLASS NUMBER (REQUIRED)	UNITS / CR HRS	VAR	AUD	MEETING TIME		MEETING DAY						PERMISSION NUMBER (IF NEEDED)	
	PREFIX	NUMBER	SECTION					BEGIN	END	M	T	W	R	F	S		
	1.																
	2.																
	3.																
	4.																
	5.																
	6.																
	7.																
	8.																
	9.																

**TOTAL HOURS**

**ALTERNATE COURSES (ONLY ONE)**

A/ D	COURSE			CLASS NUMBER (REQUIRED)	UNITS / CR HRS	VAR	AUD	MEETING TIME		MEETING DAY						PERMISSION NUMBER (IF NEEDED)	
	PREFIX	NUMBER	SECTION					BEGIN	END	M	T	W	R	F	S		
	1.																
	2.																
	3.																
	4.																
	5.																
	6.																
	7.																
	8.																
	9.																

List alternate courses in the event the first choice is closed. This course which an alternate is identified by placing the course number in the alternate course column that corresponds with the course in the course selection column.

**CLASSIFICATION**

**STUDENT SIGNATURE**    **DATE**

**ADVISOR SIGNATURE**    **DATE**

# Florida A&M University

## SCHOOL OF ALLIED HEALTH SCIENCES



## Strategic Plan

### 2017 – 2022

Cynthia Hughes Harris, PhD, Dean

## Message from the Dean

The School of Allied Health Sciences is positioned to be recognized as “On the Move” because Florida A&M University is “Rising!” We would not be able to move were it not for the strength and the vision that emanates from the support of Florida A&M University. Our ability to “move” is the direct result of “FAMU Rising!” Our past accomplishments are not ones on which we will rest instead, what we have successfully accomplished in the past are the stepping stones that will allow us to “Rise” as we move forward. The University is the catalyst for our moves and for our ongoing movement. We are able to build on our strengths and address the challenges that lay ahead while we strategically address the goals that are outlined and described in this Plan.

The Goals and related Strategies and Metrics of the 2017-2022 School of Allied Health Sciences Strategic Plan are consistent with the University Plan in every respect. Strategic Priority 1 reinforces the fact that an Exceptional Student Experience is not something to be taken for granted. Allied Health students must be prepared to meet the demands of the health professions they have chosen to enter. Their knowledge and skills must be evident in the classroom, clinical arenas and through performance on licensure/certification examinations. Strategic Priority 2, Excellent and Renowned Faculty in the School of Allied Health Sciences, will provide the basis for insuring that our students are prepared, well beyond minimal expectations. It is our expectation that over the next several years we must identify approaches to insure that we maintain and recruit strong and competent faculty and that we assess needs related to the possibility of clinical faculty. Additionally, I am personally committed to doing whatever we can to enhance professional development opportunities for allied health faculty so that they too, are rising to success in teaching, research and service arenas.

High Outreach Research, Strategic Priority 3, is an essential focus of the School of Allied Health Sciences just as it is for the entire university. Although structured and funded research initiatives are not yet hallmarks of allied health activity, over the next several years, we are committed to increasing our involvement in research through internal and external collaborations and partnerships. Strategic Priority 4, Transformative Alumni, Community and Business Engagement, is triggering allied health involvement in multiple clinical and management arenas that are both within and outside of our current environment. Through this priority, we will focus on making connections with entities that reflect goals and values that are consistent with who we are and what we do. Similarly, the School of Allied Health Sciences will address Strategic Priority 5, a First-Class Business Infrastructure as our opportunity to increase funding to meet critical needs based on documentation and requirements for successful next steps. As I reflect on Strategic Priority 6, I envision the School of Allied Health Sciences emerging as a leader in the arena of Customer Service. This is already one of our strengths and it is our intention to build and develop relationships with our students, as well as our internal and external communities, to even higher levels of success.

The School of Allied Health Sciences will work tirelessly to address and achieve our Strategic Priorities, over the next 5 years. That is our challenge – one that we intend to face immediately and directly. Additionally, there are a few short-term goals that should not take as long but which require considerable attention. The short-term immediate goals are as follows:

1. Identify strategies that will improve graduates performance on licensure exams.
2. Seek consistent and adequate funding for faculty and student development.
3. Seek resources to ensure academic success through funding for more smart classrooms, teaching equipment and supplies, as well as upgraded hardware and software in laboratories.
4. Explore the establishment of non-tenure track faculty lines and staff positions to incorporate contemporary practice issues to meet accreditation standards.

# Florida A&M University

## Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.

## Vision Statement

*Florida Agricultural and Mechanical University will be recognized as a premier land-grant, doctoral-research university that produces globally competitive graduates.*

## Core Values

*Scholarship • Excellence • Openness • Fiscal Responsibility • Accountability • Collaboration • Diversity • Service • Fairness • Courage • Integrity • Respect • Collegiality • Freedom • Ethics • Shared Governance*

# SCHOOL OF ALLIED HEALTH SCIENCES

## Mission Statement

The mission of the School of Allied Health Sciences is to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student-centered environment for the purpose of educating individuals to become competent allied health professionals who are capable of:

- Complex critical thinking
- Comprehensive communication skills
- Interdisciplinary collaboration
- Analysis and involvement in research processes
- Improving the health status of under-represented and underserved populations
- Lifelong learning

This mission will be accomplished through the contributions of dedicated faculty and staff that are capable of meeting student needs through inspired and creative teaching, exemplary scholarship and meaningful public, community, and professional service at local, state, national, and global levels. As a result, students will be prepared to meet existing and emerging health care needs that will benefit the citizens of Florida, the nation, and the world.

## Vision Statement

The School of Allied Health Sciences, as an exemplary health professions entity within the Florida A&M University, views itself as a provider of the highest quality academic experiences at graduate and undergraduate levels, through excellence in student advising, teaching, research and service, in existing and emerging health care arenas, for the benefit of the citizens of Florida, the nation and the world.

## Core Values

The School of Allied Health Sciences considers the following to be core values for students and faculty: Scholarship, Ethics, Excellence, Openness, Collaboration, Diversity, Service Fairness, Integrity, Respect, Collegiality, Freedom, Fiscal Responsibility, Accountability, Courage, and Honesty.



# SCHOOL OF ALLIED HEALTH SCIENCES

## Strategic Overview

### External Scan

One of the major threats to the overall operations of the academic programs with the School of Allied Health Sciences is the availability of strong and varied clinical sites to meet the practice needs of our students. We are fortunate to have a new Simulation Laboratory for students to engage in “hands-on” learning prior to entering clinical and management environments. In addition to simulated learning, accrediting agencies require students to have extended time in real environments to demonstrate their ability to apply classroom knowledge to real experiences. Currently, there are an insufficient number of clinical sites to accommodate allied health students both locally and through the state. Unfortunately, an increasing number of our existing clinical sites are requiring fees as a condition of them accepting students for clinical rotations internships, or fieldwork experiences. There will be significant budgetary implications if this trend continues and expands. The faculty of the SOAHS is exploring the possibility of a FAMU Allied Health Clinic, in or around the FAMU community that allows faculty to practice, students to learn from faculty, while also meeting the health needs of members of the community. This is a long-term goal but initial feedback indicates that it is one that we should continue to explore.

Graduate student success is also impacted by the high number of credits our students are required to take given the lack of financial support. Students accumulate significant amounts of debt as they matriculate through our allied health programs. As a result, their concern about finances is a potential distraction from their ability to perform at optimal levels. We are fortunate to have established a developing partnership with the Office of University Advancement. Through the Office of Advancement, we are increasing and in some situations establishing stronger ties with the many alumni who have graduated from our School over the past 35 years. It is anticipated that through our alums, we will benefit from additional scholarship funding as well as opportunities for outreach and support in other critical health and community arenas.

### Internal Scan

The School of Allied Health Sciences is organized into six divisions, through which degree programs are offered. The Division of Occupational Therapy offers the Master of Science in Occupational Therapy degree, the Division of Physical Therapy offers the Doctor of Physical Therapy degree and the Division of Health Care Management offers degrees at both the master’s and baccalaureate levels. The remaining three divisions, Cardiopulmonary Science, Health Informatics and Information Management, and the newest Division, Health Science offer degrees at the baccalaureate level.

The SOAHS currently has a staff of 28 faculty (including the Dean and Associate Dean), five Advisors, and seven support staff members. The morale within the SOAHS can be described

as good although there are occasional periods of low and high frustrations from individual faculty members as well as within the faculty sub-groups.

Also the SOAHS currently enrolls over 1100 students in its undergraduate and graduate programs. Overall, FAMU ranks as one of the top producers of African-American allied health professionals in the State of Florida and in the nation. The SOAHS, on average, graduates approximately 200 undergraduate students and 40 graduate students per year.

All of the programs in the School of Allied Health Sciences are fully accredited by their respective accrediting agency. The master's program in Health Administration is in the process of seeking initial accreditation with a final site visit tentatively scheduled for 2020. It must also be noted that the Master of Science in Occupational Therapy (MSOT) has been placed on probation due to licensure exam pass rate. The program has a two-year time period to increase the overall pass rate for three years to 80%. The occupational therapy program, along with all program that require a licensing or certification examination are actively engaged in implementing strategies to improve or enhance their respective pass rates.

Resources to support faculty development, technology needs, additional faculty lines, and other strategic initiatives are being discussed with University administration.

## Strategic Priority 1 - Exceptional Student Experience

**Goal 1.1:** Ensure students are adequately prepared for credentialing examinations.

Strategy 1.1.1: Reassess current admissions criteria

Strategy 1.1.2: Employ more structured recruitment initiative

Strategy 1.1.3: Support faculty attendance at item writing workshops

Strategy 1.1.4: Decrease student-faculty ratio

Strategy 1.1.5: Facilitate students understanding and access to available resources for success on certification/licensure exams

**Goal 1.2:** Investigate and implement best practices used at top performing programs.

Strategy 1.2.1: Decrease student to faculty ratio

Strategy 1.2.2: Enforce academic progression policies

Strategy 1.2.3: Increase partnerships with clinical affiliates

Strategy 1.2.4: Increase utilization of graduate assistants with teaching and research

Strategy 1.2.5: Enhance the use of discipline relevant and current best text books

**Goal 1.3:** Identify leading indicators of success on program certification/licensure exams.

Strategy 1.3.1: Review and assess the currency of division comprehensive exams

Strategy 1.3.2: Implement strategies to increase students' self-confidence

Strategy 1.3.3: Incorporate intrinsic motivation strategies and positive reinforcements.

Strategy 1.3.4: Investigate current examination software provided by vendors and testing agencies

Strategy 1.3.5: Continuously revise (programmatic) annual comprehensive examinations to assure they are current and resemble national certifications/licensure examinations

Strategy 1.3.6: Employ statistical analysis to identify each program's strongest predictors of success on the certification/licensure exams

Strategy 1.3.7: Emphasize and reinforce the importance and value of credentials and taking certification/licensure examination immediately upon graduation

Strategy 1.3.8: Establish procedures which require students to consent to the release of exam results to their respective programs

**Goal 1.4:** Strengthen curriculum offerings of each program.

Strategy 1.4.1: Engage in continuous gap analysis, curriculum mapping, and remapping

Strategy 1.4.2: Enhance didactic, laboratory, and clinical courses to reflect critical analysis and application activities

Strategy 1.4.3: Identify core classes for academic progression

Strategy 1.4.4: Design curricula to foster success for all students and graduates.

### Metrics

Metric 1: Achieve pass rate of 85% or above

Metric 2: Each program director will communicate with at least five top performing institutions with similar programs as well as aspirational peers to ascertain strategies for success.

Metric 3: Conduct a comparative analysis of students who have passed or not passed the certification/licensure exam

Metric 4: Each program will perform an annual curriculum analysis.

## **Strategic Priority 2 - Excellent and Renowned Faculty**

**Goal 2.1:** Recruit and retain competent faculty.

Strategy 2.1.1: Conduct salary analysis and adjust salaries as appropriate.

Strategy 2.1.2: Develop and strengthen networking relationships at statewide, national, and international professional conferences.

Strategy 2.1.3: Establish a mentoring program between senior and junior instructional and research faculty.

**Goal 2.2:** Establish the clinical faculty position.

Strategy 2.2.1: Investigate best practices for use of clinical faculty at peer institutions

Strategy 2.2.2: Develop criteria for the clinical faculty position

**Goal 2.3:** Enhance Faculty Professional Development

Strategy 2.3.1: Provide adequate resources for faculty attendance at one professional meeting each year.

Strategy 2.3.2: Develop activities to increase collaboration between faculty members in the various programs in the SOAHS.

Strategy 2.3.3: Increase the number of faculty who seek state and/or national office or committee assignment.

## **Strategic Priority 3 - High Impact Outreach, Research, and Extension Services**

**Goal 3.1:** Expand and enhance faculty and student involvement in scholarly research activities.

Strategy 3.1.1: Foster inter- and intradisciplinary collaborations

**Goal 3.2:** Increase research productivity, external funding and commercialization efforts.

Strategy 3.2.1: Establish intra-professional seminar series utilizing case studies, simulations, and active learning techniques.

Strategy 3.2.2: Develop and solidify collaborations to facilitate funding efforts

**Goal 3.3:** Elevate national recognition of SOAHS graduate programs

Strategy 3.1: Formalize documentation and communication of the accomplishments of SOAHS graduate programs as well as SOAHS graduate involvement in outstanding outreach activities and extension services

**Metrics**

Metric 1: 60% of SOAHS faculty will participate in inter-disciplinary collaborations in support of scholarly research activities

Metric 2: 40% of SOAHS faculty research activities will include students

Metric 3: SOAHS will develop and offer an intra-professional seminar series within 12 months of implementation of its strategic plan

Metric 4: 40% of SOAHS faculty will publish in referred journals as defined by their respective disciplines and provider community

Metric 5: 40% of SOAHS faculty will pursue collaborative external funding opportunities

Metric 6: SOAHS will offer at least two annual events highlighting graduate programs

Metric 7: SOAHS will utilize digital media to feature graduate programs

Metric 8: SOAHS will gather data to confirm the impact of involvement in outstanding outreach activities and extension services

## **Strategic Priority 4 - Transformative Alumni, Community and Business Engagement**

**Goal 4.1:** Expand SOAHS-driven fundraising infrastructure

Strategy 4.1.1: Align SOAHS Fundraising Committee goals with university fundraising activities

**Goal 4.2:** Enhance public-private partnerships to support teaching, research, and service

Strategy 4.2.1: Expand and develop organizational partnerships

**Goal 4.3:** Develop and sustain strong networks of supporters and partners, including the

establishment of an integrated multidisciplinary clinic to enhance student learning and faculty practice

Strategy 4.3.1: Establish a long-term initiative to strengthen networks of supporters and partners

**Goal 4.4:** Implement effective communication and marketing initiatives to increase visibility

and promote the SOAHS brand

Strategy 4.4.1: Formalize a method for documenting, communicating and marketing SOAHS initiatives to promote the SOAHS brand

**Goal 4.5:** Leverage the distinctive capabilities of SOAHS programs to strengthen the SOAHS brand and economic viability

Strategy 4.5.1: Strengthen and promote SOAHS programs

**Metrics:**

Metric 1: Establish a fundraising goal and plan within 12 months of implementation of the strategic plan

Metric 2: Secure partnerships with at least one new entity within 12 months of implementation of the strategic plan

Metric 3: Document the establishment of a long-term initiative to strengthen networks of supporters and partners within 12 months of implementation of the strategic plan

Metric 4: Utilize an electronic platform for marketing SOAHS initiatives and promoting signature programs within 12 months of implementation of the strategic plan

## **Strategic Priority 5 - First-Class Business Infrastructure**

**Goal 5.1: Recruit, develop, and retain diverse and excellent staff.**

Strategy 5.1.1: Provide consistent and adequate funding for faculty and staff to support clinical placements and instructional technology.

Strategy 5.1.2: Provide training to support best business practices for faculty and staff development

Strategy 5.1.3: Increase multidisciplinary team approaches for faculty and staff.

**Goal 5.2: Seek adequate funding to more effectively support school and division strategic priorities more effectively.**

Strategy 5.2.1: Document specific funding needs of School.

Strategy 5.2.2: Confirm that budget needs are consistent with strategic priorities and performance metrics.

**Goal 5.3: Acquire and maintain up-to-date technology to enhance student learning and establish a data-driven culture.**

Strategy 5.3.1: Ensure academic success through funding for more smart classrooms, teaching equipment and supplies, as well as upgraded hardware and software in classrooms and laboratories.

Strategy 5.3.2: Secure appropriate technology and databases to enhance student learning to establish and maintain a data-driven culture.

**Key Performance Metrics**

Metric 1: Require staff member annual attendance at two professional development training sessions related to position responsibilities.

Metric 2: Acquire funding for instructional technology staff in computer and simulation laboratories.

Metric 3: Submit comprehensive budget needs and justifications consistent with the strategic plan and performance metrics

Metric 4: Annually assess and report instructional technology needs of the School

## **Strategic Priority 6 - Outstanding Customer Experiences**

### **Goal 6.1: Develop and maintain a School-wide culture of service excellence.**

Strategy 6.1.1: Enhance customer service to students.

Strategy 6.1.2: Enhance customer service to internal communities of interest.

Strategy 6.1.3: Enhance customer service to external communities of interest.

### **Goal 6.2: Sustain superior service levels with ongoing monitoring, accountability, and recognition of excellent customer service.**

Strategy 6.2.1: Monitor student complaints, grievances and resolutions.

Strategy 6.2.2: Review results of the Exit Survey administered at graduation and implement changes as appropriate.

### **Key Performance Metrics**

Metric 1: 80% of students will report satisfaction with customer service in the School based on Exit Survey findings

Metric 2: 80% of internal and external communities of interest will report satisfaction with outreach activities of the School and divisions.

# **SWOT ANALYSIS**

## **STRENGTHS**

- Quality and commitment of Program faculty and staff
- Supportive and dedicated administrative leadership
- Accreditation of all programs
- Incorporation of creative teaching methods
- State-of-the-Art Simulation Laboratory
- Exceptional support from clinical community
- High employment rate of graduates
- Positive satisfaction rates from employers of graduates
- Ability to engage in intrusive advising of students
- Strong student enrollment

## **WEAKNESSES**

- Support for implementation of focused recruitment strategies
- Limited resources: salaries; equipment; faculty development
- Student to faculty ratio is too high
- Faculty complement is less that of other SUS's
- Difficulty recruiting faculty with terminal degrees
- Over reliance on adjunct faculty

## **OPPORTUNITIES**

- New degree programs and certificate offerings
- Additional online programs and courses
- Partnership with the Office of Advancement
  - Alumni engagement
- Development of a Faculty Practice/Community-Based Clinic
- Increase collaborations to facilitate research
- Increased number of transfer students through bridge programs and articulation agreements

## **THREATS**

- National shortage of experienced faculty with terminal research degrees
- Diminishing number of varied and quality clinical sites
- Inconsistent performance on licensure exams
- High student debt; limited access to funds to cover the high number of required credits



**OTHER IMPORTANT LINKS FOR FACULTY:**

(To access, use the Ctrl button and click on websites/titles listed below)

**Clery Act**

<https://www.famu.edu/index.cfm?PublicSafety&JeanneCleryAct>

**Collective Bargaining**

Collective Bargaining Negotiations - May 19, 2016

2014-2017 UFF Collective Bargaining Agreement

**Faculty Handbook**

**Faculty Senate**

<http://www.famu.edu/index.cfm?facultysenate&ArchiveMinutes>

**Faculty Travel Grant Guidelines**

Faculty Travel Grant Application

**Human Resources**

<http://www.famu.edu/index.cfm?hr>

**Institutional Review Board Guidelines**

[http://www.famu.edu/index.cfm?DOR\\_division\\_of\\_research&IRBGuidelines](http://www.famu.edu/index.cfm?DOR_division_of_research&IRBGuidelines)

**Interfolio**

[www.interfolio.com/](http://www.interfolio.com/)

Help Guides:

[Accepted File Types](#)

[Candidate's Guide to By Committee](#)

[Create Collections of Your Materials](#)

[Organization of the Dossier](#)

[Request Letters of Recommendation Using Your Interfolio Account](#)

[Share Access to a Protected YouTube or Vimeo Video](#)

[Upload Materials to Your Dossier Account](#)

[Use Filters to Quickly Find Materials in Your Dossier](#)

[Use Tags to Organize Your Dossier Materials](#)

## **Personnel Information**

Assignment of Responsibility

Courtesy Appointment

Faculty Credentials Form

Faculty Employment Checklist

Faculty Evaluation Form

Graduate Assistant Recommendation

OPS Personnel Action Form

Phased Retirement

Recommendation for Faculty Employment

## **Registrar – Official University Academic Calendars**

<http://www.famu.edu/index.cfm?Registrar&Calendars>

## **Sabbatical and Professional Development Leave**

2018-2019 Sabbatical\_and\_Professional Development Leave\_Schedule

Application for Sabbatical Leave

Application for Professional Development Leave

## **Strategic Plan for 2017-2022**

[http://www.famu.edu/Strategic/FAMU%20Strategic%20Plan%202017-2022%20Final\\_reduced%20size.pdf](http://www.famu.edu/Strategic/FAMU%20Strategic%20Plan%202017-2022%20Final_reduced%20size.pdf)

## **Tenure and Promotion**

[2019-2020 Tenure and Promotion Schedule](#)

[Tenure and Promotion Appraisal Form](#)

[Tenure and Promotion Administrative Action Form](#)

[Tenure and Promotion Criteria for Colleges and Schools](#)  
(SOAHS Tenure and Promotion Criteria is included here)

## **Textbook Best Practices**

Textbook Adoption Process  
1004.085 Florida Statutes

Original

Revision Date:

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

**ASSIGNMENT OF RESPONSIBILITY FORM**

Term:  Summer  Fall  Spring Year: \_\_\_\_\_ Courtesy Appointment?  Yes  No

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Name of School/College: School of Allied Health Sciences

Working Dept. Account #: \_\_\_\_\_ Working Dept. Name: \_\_\_\_\_

Paying Dept. Account # (if different from Working Dept): \_\_\_\_\_ Paying Dept. Name \_\_\_\_\_

Position Number: \_\_\_\_\_ CIP: \_\_\_\_\_ Overload Position # \_\_\_\_\_ Total Effort: 100%

Pay Plan (Check all applicable):  22  06  05  Other Pay Plan (Please specify) \_\_\_\_\_

Budget Entity (Check all applicable):  E&G  C&G Project # \_\_\_\_\_  Other (Please specify) \_\_\_\_\_

**CREDIT GENERATING ACTIVITIES**

Course Prefix	Course #	Course Section #	Course Name	Contact Hours	Credit Hours	Lab (Y/N)	Summer (A, B, or C)	Enrollment	Percent Effort

Subtotal \_\_\_\_\_ %

**NON-CREDIT GENERATING ACTIVITIES** (Complete the Activity Report Form with Documentation Attached)

Type of Activity	% Effort	Type of Activity	% Effort	Type of Activity	% Effort
Academic Advisement		Collective Bargain Release Time		Public/Institutional Service	
Academic Admin/Support Services		Leave of Absence with Pay		Supervision of Coop. Education	
Clinical Activity		Other Instructional Efforts		University Governance	

Subtotal \_\_\_\_\_ %

**RESEARCH and other SPONSORED ACTIVITIES** (Complete the Research Activity Report Form with Documentation Attached)

Project #	Title of Award	Dept. Acct. # for In-Kind	Percent Effort			
			In-Kind not Required by Grant (E&G)	In-Kind Required by Grant (E&G)	Release (C&G)	Total
	<b>E &amp; G Research (not project Related)</b>					

Subtotal \_\_\_\_\_

TOTAL DESIGNATED EFFORT: 100%

**OVERLOAD**

Course Prefix	Course #	Course Section #	Course Name	Contact Hours	Credit Hours	Lab (Y/N)	Summer (A, B, or C)	Enrollment	Percent Effort

Total Overload \_\_\_\_\_

I CERTIFY THAT ABOVE EFFORT HAS BEEN ASSIGNED:

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_ Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 10-10-2007

Original

Revision Date:

---

**NON-CREDIT GENERATING AND RESEARCH ACTIVITY REPORT FORM**

---

Term:  Summer       Fall       Spring      Year: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

School/College: School of Allied Health Sciences      Department: Dean's Office

---

**Example of Attached Documentation:**

- \*\*Advisee Names and Advisee Sign in Sheet(s)
  - \*\*Academic Administration/Support Services Appointment Letter(s)
  - \*\*University Governance Appointment Letter(s)
  - \*\*Public/Institutional Service Letters of Support from Chairs/Directors
  - \*\*Research Titles and Abstracts, Award Letters, Progress Reports, Current Manuscript(s)
- 

Type of Activity and % Effort:      Academic Admin/Support Services (%)

Summary of Activity:

---

Type of Activity and % Effort:      University Governance (%)

Summary of Activity:

---

Type of Activity and % Effort:      Public/Institutional Service (%)

Summary of Activity:

---

I CERTIFY THAT ABOVE EFFORT HAS BEEN ASSIGNED:

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

*Revised 10-10-2007*

**FLORIDA A&M UNIVERSITY  
FACULTY EVALUATION FORM**

**FROM**

\_\_\_\_\_

(College/School)

\_\_\_\_\_

(Division)

\_\_\_\_\_

(Department)

**FACULTY  
MEMBER**

**EVALUATION  
PERIOD**

<b>PART A. <u>Teaching Effectiveness:</u></b>	<u>Not Applicable</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
1. Organization and planning of courses.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Evidence of careful preparation documented by current course outlines, syllabi, or other appropriate methods distributed at the beginning of class meetings.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Ability to make course(s) challenging, inspire interest and thought in subject matter, and encourage students to understand all phases of the course(s).	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Quality of scholarship and professionalism; mastery and currency in principal subject area and related disciplines.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Ability to maintain professional classroom decorum, and to project an atmosphere of friendliness and concerns for students.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Punctuality with respect to classroom attendance, adherence to announced schedule; grading of tests and assignment; and submitting required reports.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
7. Accessibility and openness to questions; maintenance of office hours and availability for student consultation.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. Appropriateness, relevance and fairness of examinations or student evaluations.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

**COMMENTS: Immediate Supervisor:**

**Faculty Member:**

Revised – 5/80

<b>PART B. <u>Research and Creative Ability</u></b>	<u>Not Applicable</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
1. Evidence of presentation of papers or creative works at professional meetings/societies or exhibitions.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Evidence of papers or articles published in professional journals and/or of books published.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Evidence of recognized creative work in his/her field such as musical compositions, paintings, product design, sculptures, dance, theatre, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Extent of on-going research or creative endeavors.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Extent of development of research projects or submission of proposals relative to research or creative ability.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

COMMENTS:    **Immediate Supervisor:**

**Faculty Member:**

<b>PART C. <u>Performance in Service</u></b>	<u>Not Applicable</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
1. Performance on departmental college/school, and university-wide committees, councils and task forces.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Contribution to faculty meetings and regular program activities.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Membership in appropriate professional organizations and contributions to these.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Involvement in activities leading to professional development, continuing education, certification, or licensure.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Performance in community activities on a local, state, national or international level.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

COMMENTS:    **Immediate Supervisor:**

**Faculty Member:**

**PART D. Other University Duties**

	<u>Not Applicable</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>
1. Performance as an academic advisor.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Performance as a counselor/advisor to clubs or organizations, direction of interns, or other university related groups.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Performance in administrative duties.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

COMMENTS: **Immediate Supervisor:**

**Faculty Member:**

**SIGNATURES AND GENERAL COMMENTS**

**Signature of  
Department  
Chairperson:** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Signature of  
Faculty Member:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of  
Division Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of  
Dean:** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*I HAVE HAD A CONFERENCE WITH MY SUPERVISOR AND HAVE BEEN DULY APPRISED OF THIS EVALUATION.**



**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY  
ANNUAL PROGRESS TOWARD TENURE APPRAISAL FORM**

Date: \_\_\_\_\_

Name of Tenure Candidate: \_\_\_\_\_  
 School/College/Department: \_\_\_\_\_  
 Rank: \_\_\_ Tenure-earning Option/Track: \_\_\_ Option One \_\_\_  
 Effective Date of Tenure Criteria: \_\_\_\_\_  
 Years Earned Toward Tenure: \_\_\_\_\_  
 Tenure Application Date: \_\_\_\_\_

I. Percent of Effort (Rating Scale\* - Circle your selection)  
 \_\_\_\_\_ Teaching Effectiveness: 5 4 3 2 1

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

II. \_\_\_\_\_ Research/Scholarly/Creative Activities: 5 4 3 2 1

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

III. \_\_\_\_\_ University/Public/Community Service: 5 4 3 2 1

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IV. \_\_\_\_\_ Other Criteria, Please Specify 5 4 3 2 1

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

V. **Suggestions for Improvement:**

\_\_\_\_\_  
 \_\_\_\_\_

\*Rating Scale: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, and 1 = Poor. Improvement plan required for ratings of 1 or 2.

Print Faculty Name	Faculty Signature	Date
Print Department Chair/Evaluator Name	Department Chair Signature	Date
Print Dean/Director Name	Dean/Director Signature	Date

**Florida A&M University  
School of Allied Health Sciences**

**Simulation Laboratory  
Space Utilization Protocol**

- 1. All requests must be made in writing using the attached form. If request is made by faculty/staff outside the SOAHS, the requestor must go to his/her Dean to submit the form. That Dean will then forward the request to the SOAHS Dean for approval.**
- 2. Requested length of lab space utilization will not exceed 4 hours.**
- 3. Purpose of lab space utilization must be clearly stated on the request form, focusing on demonstration and/or experiential learning.**
- 4. Request for lab space utilization must be submitted 5 days prior to the requested date of use (unless the exception has been approved by the Dean).**
- 5. Once approved, confirmation of space request will be officially reflected on the SOAHS space reservation Google calendar.**
- 6. Individual requesting lab space utilization will accept full responsibility for the security and physical condition of the equipment, furniture, and software within the restricted space.**
- 7. If any equipment or any technology is brought into the restricted lab space, such items must be approved by the Dean or her designee prior to utilization. All items must be compatible with existing technology in the simulation laboratory.**
- 8. Restrictions:**
  - a. No food or drink allowed at any time.**
  - b. No use of unauthorized equipment or instructional technology.**
  - c. All lab activities must be monitored by appropriate SOAHS faculty/staff.**
  - d. Students must be supervised at all times by SOAHS faculty/staff when utilizing the lab space.**
  - e. The lab space must remain clear of all debris and trash.**
  - f. Doors should never be propped open.**
  - g. When exiting, doors must be locked, appropriate equipment must be turned off, and lab space must be in a neat, orderly condition.**

SOAHS 2/7/19 - Approved

**Florida A&M University  
School of Allied Health Sciences**

**Simulation Laboratory  
Space Utilization Request Form**

Name of Requestor \_\_\_\_\_ Title \_\_\_\_\_  
(Print)

School/College \_\_\_\_\_ Division \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date of Utilization \_\_\_\_\_ Time of Utilization - From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Utilization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Dean or Dean's Designee)

**A completed and signed copy of this form must be submitted to the Dean's Office.**

**Note: Individual requesting space utilization accepts full responsibility for the security of instructional technology and the physical condition of the simulation laboratory.**

**SOAHS 2/7/19 - Approved**



Controller's Office  
Florida Agricultural & Mechanical University

*\*For Departmental Internal Request Only*

## REQUEST FOR TRAVEL

TRAVELER NAME  EMPLOYEE ID

DESTINATION (CITY, STATE)  TRAVELER SIGNATURE

BUSINESS PURPOSE \_\_\_\_\_

BENEFIT TO STATE \_\_\_\_\_

Date From:  Date To:  Departure Time:  Return Time:

funding source:  C&G  E&G Department #  Fund #  Program #  Project #

Meals per day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
<b>Breakfast @ \$6.00</b> <small>Departure before 6 a.m.</small>										
<b>Lunch @ \$11.00</b> <small>Departure before 12 noon</small>										
<b>Dinner @ \$19.00</b> <small>Departure before 6 p.m.</small>										
<b>Per Diem</b>										
<b>TOTAL Per day</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please check if **cash advance** requested yes  no

**TOTAL FOR MEALS**

**Hotel/Lodging:** # of Days  Amount / Per day

**= TOTAL FOR LODGING**

**Transportation:** Auto Rental  Airfare

**= TOTAL FOR TRANSPORTATION**

**Mileage:** Map  Vicinity  X Rate

**= TOTAL FOR MILEAGE**

**Incidentals:** Parking/Tolls:  Registration:

**= TOTAL FOR INCIDENTALS**

\_\_\_\_\_  
Director/Chair/Supervisor Date

\_\_\_\_\_  
Dean Date

**TRAVEL AUTHORIZATION TOTAL**

\*Complete and provide to Departmental Travel Representative to assist with the completion of the Travel Authorization in the Travel & Expense Module\*

Print Form

Controller's Office  
Florida Agricultural & Mechanical University

Travel Department  
201 Foote-Hilyer Administration Building  
Tallahassee, FL 32307  
Ph: (850) 561-2978 Fax: (850) 412-6602  
Email: [traveldocs@fam.u.edu](mailto:traveldocs@fam.u.edu)

### Complimentary Travel Approval Form

Traveler's Name	<input type="text"/>	Traveler's Employee ID	<input type="text"/>
-----------------	----------------------	------------------------	----------------------

#### General Information

Description:	<input type="text"/>	Comment :	<input type="text"/>	
Business Purpose:	<input type="text"/>		Benefit To State:	<input type="text"/>
Default Location:	<input type="text"/>			
Date From:	<input type="text"/>	Time From:		<input type="text"/>
Date To:	<input type="text"/>	Time To:	<input type="text"/>	

*This form is hereby incorporated to be used by all employees and authorized persons when requesting approval of travel that is being paid in it's entirety by an outside funding source.*

*This form shall be signed by the Traveler, Travel Approver, and Budget Approver stating that the travel is incurred in connection with official university business.*

*A copy of this completed form shall be provided to the Controller's Office, and become the official document for approval of complimentary travel.*

Approvals below indicate the above named traveler has been approved for Travel.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Printed Name of Traveler

\_\_\_\_\_  
Department Approver

\_\_\_\_\_  
Printed Name of Department Approver, PI, DEAN

Email completed form to the Travel office ([traveldocs@fam.u.edu](mailto:traveldocs@fam.u.edu)) for scanning into Image Now.

TRV - REV.11/17

[Print Form](#)



FLORIDA  
AGRICULTURAL AND  
MECHANICAL  
UNIVERSITY

# LEAVE REPORT FORM

*School of Allied Health Sciences*

(Complete the information requested below)

Employee Name:		Employee ID:	
Position Type	<input type="checkbox"/> A&P <input type="checkbox"/> F09 <input type="checkbox"/> F10 <input type="checkbox"/> F12 <input type="checkbox"/> USPS	Department Name	
Supervisor Name		Department#	

CHECK THE APPLICABLE BLOCKS UNDER POSITION TYPE AND CONTRACT PERIOD.

**TYPE OF LEAVE (CHECK ALL THAT APPLY):**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Annual Leave          | <input type="checkbox"/> Sick Leave          | <input type="checkbox"/> Personal Holiday (USPS) | <input type="checkbox"/> Disability Leave                           |
| <input type="checkbox"/> Annual Leave for FMLA | <input type="checkbox"/> Sick Leave for FMLA | <input type="checkbox"/> Sabbatical Leave        | <input type="checkbox"/> Military Leave                             |
| <input type="checkbox"/> Administrative Leave  | <input type="checkbox"/> Bereavement Leave   | <input type="checkbox"/> FAMU DRS Personal Day   | <input type="checkbox"/> Leave w/o Pay<br>(Authorized/Unauthorized) |

**RECORD OF LEAVE REQUESTED/TAKEN**

Employee - In the appropriate column, indicate the beginning and ending dates, total hours and type of leave that is requested or taken.

Supervisor - In the approval date column, indicate the date leave is approved.

Beginning		Ending		Total Hrs	Type of Leave	Supervisor's Initials	Date
Date	Time	Date	Time				

I hereby certify that this a true and accurate record of all leave requested/taken during the period(s) specified.

**ATTENTION FACULTY and STAFF**  
 Will your leave interfere with class time or administrative responsibilities?  
 Yes  No  
 If yes, please indicate below how you intend to cover class and/or other responsibilities. Responsibilities include but are not limited to: classes; assignments from supervisor; Faculty/Staff Meetings; Forums, Commencement; Pinning; Convocations; Faculty Planning.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Dean's Signature Date

\*Attach a copy of jury summons for jury duty and/or official orders for military duty.

REVISED - 02/07/2020