

The student must then complete a change of Major Form and meet with an advisor in the department of his/her intended major. If accepted by the new College/School, the new Dean must complete the Change of Major form. This form must then be sent to the Registrar's Office to complete the process. If the student has not been accepted into the new department, by registration time, the student must still seek advisement from this current faculty advisor.

**Double Major**-Students are permitted to declare double majors by obtaining a memorandum from the second major department signed by the department chair indicating that the student has been accepted in the program. Students must satisfy requirement for graduation in each major in order to receive degrees in both majors. See requirement for double major elsewhere in this publication.

**Academic Load**-Some colleges/schools have a maximum or minimum load which is stated in the respective curriculum sections of this catalog. The normal load for a student is 15-18 credit hours.

**Academic Status**-For the Fall and Spring Terms, undergraduate students are considered full-time if they are enrolled for 12 hours or more. For the Fall and Spring Terms, graduate students are considered full-time if they are enrolled for 9 hours or more. During the Summer Term, undergraduate students are considered full-time if enrolled for 9 hours or more; graduate students are considered full-time if enrolled for 6 hours or more.

All students who are recipients of financial may be required to maintain full-time loads as indicated above. The minimum load for full-time benefits from the Veterans Administration is 12 credit hours.

## Academic Progress Policy- Undergraduate

A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns a 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student's cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal. Minimum standards for academic progress are as follows:

### Lower Level Students

- A. (0-29 hours attempted) A freshman student whose cumulative average is less than 2.0 will be permitted to remain at the university under continuous counseling and academic advisement. The student will receive a warning each period of enrollment that his or her term average falls below 2.0. If the cumulative average is below 2.0 after 29 hours attempted, the student will be placed on academic probation and must earn a minimum of a 2.0 term average during the next period of enrollment. Failure to do so will result in academic suspension from the university.
- B. (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

### Upper Level Students (60 hours and above attempted)

At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

### Academic Probation, Suspension, and Dismissal

The first time a student fails to meet the minimum standards of progress, he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.

## Procedures for Petitioning for Readmission

A student who has been permanently suspended (dismissed) from the university for academic reasons must remain out for two (2) terms and may petition the office of admissions for readmission during the second term of his or her suspension. Any petition for readmission must be filed at least (6) weeks prior to the beginning of the term in which the student wishes to re-enroll.

The student's readmission petition file will be made up by the office of admissions and must contain:

1. A letter of petition for readmission from the student
2. Letters of recommendation for readmission from:
  - a. The student's academic adviser
  - b. The student's department head
  - c. The student's dean
  - d. Any other letter(s) of support the student wishes to submit. The student must request that these individuals send letters on his or her behalf to the Director of Admissions, Room G-9, Foote Hilyer Administration Building, Florida A&M University.
3. A copy of the student's academic record obtained from the university registrar.

The student's readmission petition file will be forwarded to the university Admissions Committee for review. This committee will recommend approval or disapproval to the Vice President for Academic Affairs. The decision made on the student's readmission will be final.

## Transfer of Credits

A student who has attended any regionally accredited college or university and has earned 12 or more semester hours is considered a transfer student when applying to enter Florida A&M University. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office prior to evaluation. Credits are transferred based on the following:

1. The institution from which the student wish to transfer is regionally accredited.
2. The overall grade point average is 2.00 or better on the transfer transcript.
3. The grades of individual courses to be transferred are "C" or better, or "S" or "P".

Transfer students academic records will be evaluated prior to the student's arrival on the University Campus, if admitted prior to three weeks of the term beginning.

Credits earned from Florida public institutions will be evaluated on the basis of the Florida Statewide Course Numbering System. Those courses considered equivalent will be accepted for transfer credit at the level at which the course was classified by the institution originally awarding the credit. Courses are considered equivalent when the prefix and the last three numerical digits of the course number are the same.

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system.

- I. **Transient Students:** Florida A&M University students who are permitted to attend other institutions for a term must obtain a transient form from their academic area and secure appropriate signatures prior to leaving FAMU. Students who attend other institutions without permission from their academic area, may not have their credits accepted. Transient forms are approved based on the following:
  - \* The institution the student wishes to attend is regionally accredited or includes requirements as stipulated above.
  - \* Student is in good standing at FAMU (G.P.A. 2.00 or better; not administratively suspended)
  - \* Transient application is turned in prior to term for which the student is applying
- II. **Correspondence Courses:** Correspondence course work may be accepted if the credits appear on the transcript of a regionally accredited institution and the earned grade is "C" or better. The State University System of Florida offers courses by correspondence through the division of Continuing Education of the University of Florida.

**NOTE:** Applicability of transferred credits toward a degree program will be determined by the individual school or college.

**III. Acceleration Programs:** Florida A&M University encourages students to take advantage of opportunities to reduce the usual length of time it takes to complete a degree program. These opportunities include the following:

1. **Dual Enrollment**  
This program allows eligible high school students to earn college level credits in a college or university.
2. **Credit by Examination**  
Students who are enrolled or planning to enroll at FAMU may earn credit for certain introductory courses through the following credit by examination programs:
  - A. Advanced Placement Program (AP)
  - B. College Level Examination Program (CLEP)
  - C. International Baccalaureate Program (IB)
  - D. DANTES
  - E. Department Examinations and Dean Waivers
  - F. Military Service School
  - G. Excelsior

### Florida A&M University Credit-By-Examination List (AP, CLEP, IB, DANTES, Excelsior)

Advanced Placement Exam	Passing Score	FAMU Equivalent	Min. # Credit Hours Acc.
Art History	3 4	ARH 2000 ARH 2050/ARH 2051	3 6
Biology	3 or 4  5	BSC 1005C or BSC 1005/1005L BSC 1010C or BSC 1010/1010L and BSC 1011C or BSC 1011/1011L	4 8
Calculus (AB)	3 or higher	MAC 2311	4
Calculus (BC)	3 4 or higher	MAC 2311 MAC 2311/MAC 2312	4 8
Chemistry	3  4 5	CHM 1020C or CHM 1020/1020L CHM 1045C or CHM 1045/1045L CHM 1045C or CHM 1045/1045L and CHM 1046 or CHM1046/1046L	4 4 4 8
Computer Science (A)	3	CGS 1075	3
Computer Science (AB)	3	CGS 1076	3
Economics: Macro	3	ECO 2013	3
Economics: Micro	3	ECO 2023	3
English Lang. & Comp.	3 4 or higher	ENC 1101 ENC 1101 & ENC 1102	3 6
English Lit. & Comp.	3 4	ENC 1101 ENC 1101 and either ENC 1102 or LIT 2005	3 6
Environmental Science	3 or higher	ISC 3051	3
European History	3 4	EUH 2009 EUH 2000 & 2001	3 6
French	3 4 or 5	FRE 1100 FRE 1100 & 1101	4 8
French Literature	3-4 5	FRE 3300 FRE 3300 & 3 credits of Introductory Lit.	3 6
German	3	GER 1100	4
German	4 or 5	GER 1100 & GER 1101	8
German Literature	3-4 5	GER 3300 GER 3300 & 3 credits	3

Govt. & Politics:		of Introductory Lit.	6
Comparative	3	CPO 2002	3
Human Geography	3	GEO 2400	3
Latin (Vergil)	3 or higher	LNW 1660	3
Latin (Literature)	3 or higher	LNW 1700	3
Music Theory	3 or higher	MUT 1001 or MUT 1111 & MUT 1241 (oral/non-oral = 3 or higher)	3
Physics B	3  4 or higher	PHY 2053C or PHY 2053/2053L PHY 2053C or PHY 2053/2053L and PHY 2054C or PHY 2054/2054L	4 8
Physics C:			
Electricity /Magnetism	3  4 or higher	PHY 2054C or PHY 2054/2054L PHY 2049C or PHY 2049/2049L	4 4
Physics C: Mechanics	3  4	PHY 2053C or PHY 2053/2053L PHY 2048C or PHY 2048/2048L	4 4
Psychology	3 or higher	PSY 2012 or PSY 2013	3
Spanish	3 4 or 5	SPN 1100 SPN 1100 & SPN 1101	4 8
Statistics	3 or higher	STA 2014	3
Studio Art:			
Drawing Portfolio	3 or higher	No direct equivalent	3
2-D Design Portfolio	3	No direct equivalent	3
3-D Design Portfolio	3	No direct equivalent	3
United States History	3 4	AMH 2000 AMH 2010 & AMH 2020	3 6
World History	3 or higher	WOH 1022	3
<b>CLEP</b>	<b>Passing Score</b>	<b>FAMU Equivalent</b>	<b>Min. # Credit Hours Acc.</b>
Accounting, Principles of	50	ACG 2001	3
Algebra, College	50	MAC 1105	3
Algebra-Trig., College	50	MAC 1147 or MAC1114	4
American Government	50	POS 2041	3
American Literature	50 >50	AML 2000 AML 2010 & AML 2020	3 6
Analyzing and Interpreting Literature	50 or higher	No direct equivalent. Recommend American or English Literature exams	
Biology, General	≥ 50	BSC 1005 (No lab credit)	3
Business Law, Intro. to	≥ 50	BUL 2241	3
Calculus w/Elem. Func.	≥ 50	MAC 2233	3
Chemistry, General	≥ 50	CHM 1020 or CHM 1025 (No lab.)	3
Educ. Psy., Intro. to	≥ 50	EDP 2002	3
English Comp. w/ Essay	≥ 50	ENC 1101	3
English Literature	50	ENL 2000	3
English Literature	≥ 50	ENL 2011 or ENL 2012 and ENL 2022	3
French	50	FRE 1100	4
French	52	FRE 1100 & FRE 1101	8
Freshman Composition		No direct equivalent. Recommend English Composition with Essay instead.	
German	50	GER 1100	4
German	63	GER 1100 & GER 1101	8
History of the U.S. I: Early			

Colonizations to 1877 History of the U.S. II: 1865 to Present	>50	AMH 2010	3			lower-level History elective	6
Human Growth & Dev. Humanities	>50 ≥ 50	AMH 2020 DEP 2004 No direct equivalent. Interdisciplinary exam: 50% literature and 50% fine arts	3 3 3	Math Methods Math Methods Math Methods	4* 5 6-7	MAC 1105 MAC 1105 & MAC 1140 MAC 1140 & MAC 2233	3 6 6
Info. Systems and Computer Applications	≥ 50	CGS 1077	3	Math Studies Math Studies	4* 5 or higher	MAT 1033 & MGF 1106	3 6
Macroeconomics, Prin. of Management, Prin. of Marketing, Principles of Mathematics, College Microeconomics, Prin. of Natural Science	>50 ≥ 50 ≥ 50 ≥ 50 >50 ≥ 50	ECO 2013 MAN 3021 MAR 3011 MGF 1107 ECO 2023 Interdisciplinary exam: 50% Biological Science and 50% Physical Science	3 3 3 3 3	Mathematics Mathematics Mathematics Music Philosophy Philosophy Physics	4* 5 5 4* 4* 5 4*	MAC 1147 & MAC 2233 MAC 2233 & MAC 2311 MUL 1010 No direct equivalent No direct equivalent	4 7 7 7 3 3 6
Psychology, Introductory Social Science and History	>50 ≥ 50	PSY 2012 or PSY 2013 Interdisciplinary exam: 40% History and 60% Social Sciences	3 3	Physics Physics	4* 5	PHY 2020C or PHY 2020/2020L PHY 2020C or PHY 2020/2020L & PHY 2009	4 4 8
Sociology, Introductory Spanish Spanish Trigonometry Western Civilization I: Ancient Near East to 1648 Western Civilization II: 1648 to Present	≥ 50 50 54 ≥ 50 >50 >50	SYG 2000 SPN 1100 SPN 1100 & SPN 1101 MAC 1114 EUH 2000 EUH 2001	3 4 8 3 3 3	Physics Psychology Psychology	6-7 4* 5-7	PHY 2053C or PHY 2053/2053L & PHY 2054C or PHY 2054/2054L PSY 2012 or PSY 2013 PSY 2012 or PSY 2013 & one additional PSY course	3 3 8 3 6 3
<b>International Baccalaureate</b>	<b>Passing Score</b>	<b>FAMU Equivalent</b>	<b>Min. # Credit Hours Acc.</b>	Social Anthropology Social Anthropology Spanish Spanish Theatre Arts Theatre Arts Visual Arts Visual Arts	4* 5-7 4* 5-7 4* 5-7 4* 5-7	ANT 2410 ANT 2410 & one additional ANT course SPN 1100 & SPN 1101 SPN 1100, SPN 1101 & SPN 2200 THE 2000 or THE 2020 THE 2000 or THE 2020 & 3 hrs. elective credit No direct equivalent No direct equivalent	6 6 8 12 3 6 3 6
Biology	4*	BSC1005C or BSC 1005/1005L	4				
Biology	5 or higher	BSC 1005C & BSC 1010C or BSC 1005/1005L & BSC 1010/1010L	8				
Chemistry	4*	CHM 1020C or CHM 1020/1020L	4				
Chemistry	5 or higher	CHM 1020C & CHM 1045C or CHM 1020/1020L & CHM 1045/1045L	8				
Computer Science Computer Science	4* 5 or higher	CGS 1078 CGS 1078 & one CGS elective course	3 6				
Design Engineering Design Engineering	4* 5 or higher	ETI 2410 ETI 2410 & one ETI elective course	3 6				
Economics Economics	4* 5 or higher	ECO 2000 ECO 2013 & ECO 2023	3 6				
English A1 English A1	4* 5 or higher	ENC 1101 ENC 1101 & ENC 1102	3 6				
Environmental Systems Environmental Systems	4* 5 or higher	ISC 2050 ISC 2050	3 6				
French French	4* 5-7	FRE 1100 & FRE 1101 FRE 1100, FRE 1101 & FRE 2200	8 12				
Further Mathematics (Advanced Mathematics) Further Mathematics (Advanced Mathematics)	4* 5 or higher	MHF 1202 MHF 1202 & MHF 1209	3 6				
Geography Geography	4* 5 or higher	GEA 2000 GEO 2200 & GEO 2400	3 6				
German German	4* 5-7	GER 1100 & GER 1101 GER 1100, GER 1101 & GER 2200	8 12				
History History	4* 5 or higher	WOH 2030 WOH 2030 and 3 credits of	3				
				4* = Diploma holders only			
				<b>DANTES Subject Standardized Tests 3 sem. hrs./per exam</b>		<b>Minimum Score</b>	<b>FAMU Equip.</b>
				Business Math		48	QMB 2001
				Criminal Justice		49	CCJ 3020
				Environment and Humanity		46	EVR 3017
				Foundations of Education		46	EDF 2000
				Fundamentals of Counseling		>45	PCO 2202
				General Anthropology		47	ANT 2000
				Here's to Your Health		48	HSC 1100
				Human Resources Mgt.		46	MAN 3300
				Human/Cultural Geography		48	GEO 2400
				Introduction to Business		46	GEB 2011
				Intro. to Law Enforcement		45	CCJ 3100 or CCJ 3000
				Lifespan Dev. Psychology		>46	DEP 2004
				Money and Banking		48	BAN 2501
				Physical Geology		46	GLY 2000
				Prin. of Financial Accounting		49	ACG 2001
				Prin. of Physical Science I		>47	PSC 2121 or PSC 2341
				Prin. of Statistics		48	STA 2014
				<b>Check at <a href="http://www.getcollegetcredit.com/materials.html">http://www.getcollegetcredit.com/materials.html</a> for more information</b>			

Excelsior College Exam	Minimum Score	FAMU Equiv.
Abnormal Psychology	**	CLP 4140
English Composition	**	ENC 1101 for C ENC 1101 & ENC 1102 for B (6 credits)
Ethics: Theory and Practice	**	PHI 3630
Foundations of Gerontology	**	GEY 2000
Human Resources Management	**	MAN 2300
Life Span Developmental Psychology	**	DEP 2004
Microbiology	**	MCB 3000
Psychology of Adulthood and Aging	**	DEP 2401

\*\* Scores are based on the CLEP cut score for subject examinations.

Note: A maximum of 30 semester hours of credit by-examination may be transferred. Credits earned on similar courses taken at FAMU or other examinations (e.g., AP, CLEP, IB, DANTES, or Excelsior) may not be accepted or duplicated.

### Department Examinations and Dean Waiver

Academic departments may offer students opportunities to receive credits through departmental course examinations. Individual departments determine if and when a student can take advantage of this opportunity. Interested students are encouraged to contact the appropriate departments.

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

### Military Services Schools

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

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

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

\* No credit is awarded for "general papers"

### Graduate

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

### Academic Progress-Graduate

Graduate students are required to maintain a grade point average of 3.00 "B" or better. Failure to maintain the required "B" average could result in termination of a graduate student's status. Monitoring of academic progress of graduate students occur in the academic department.

## Policy on Transfer of Credit for the Florida Engineering Education Delivery System (FEEDS) at FAMU

FEEDS was established by an act of the Florida Legislature to provide opportunity for graduate work from all SUS Engineering programs for Florida Professional Engineers so that they can earn Master's degree in Engineering while employed.

Admitted graduate students in the FAMU/FSU College of Engineering who wish to participate in the Florida Engineering Education Delivery System (FEEDS) program must adhere to the following guidelines:

1. Student shall earn at least fifty percent (50%) of all credits applied to the Masters program in the FAMU/FSU College of Engineering.
2. A maximum of six hours can be transferred from universities outside the State University System (SUS).
3. Student is in good academic standing i.e., GPA 3.00, not on suspension.
4. Consult with the FEEDS Coordinator

## Honors-Undergraduate

- A. Honor Roll-The honor roll listing shall include those students who are enrolled full time, who have attained a 3.00 to 3.49 semester average, and whose cumulative average is 2.0 or above.
- B. Dean's List-The Dean's List shall include those students who are enrolled full time, who have attained a 3.50 or above semester average, and whose cumulative average is 2.0 or above.
- C. Graduation with Honors-Eligibility for graduation with honors by students of Florida A&M University requires the following cumulative grade point averages: 3.70-4.00-Summa Cum Laude; 3.30-3.69-Magna Cum Laude; 3.00-3.29-Cum Laude. All grades earned up to the submission of the application for graduation will be used to compute grade point averages for awarding 'graduate with honors'. Only students who are candidates for bachelors and professional degrees are eligible for graduation with honors.

Transfer students must earn a minimum of 60 credit hours at Florida A&M University in order to be eligible to graduate with honors.

## Class Attendance Regulations

Students are expected to make the most of the educational opportunities available by regularly attending classes and laboratory periods. Therefore, the university reserves the right to deal with 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 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 will be excused by the dean or director of the unit in which the student is enrolled.

Specifically, the class attendance regulations will apply to all students as follows:

A student will be permitted one unexcused absence per credit hour of the course he or she is attending. A student exceeding the number of unexcused absences may be dropped from the course and assigned the grade of "F." Students may be readmitted to the class with the dean's and the instructor's permission.

## University and Course Withdrawals

**Withdrawal from the University**-A student who desires to withdraw from the university must contact to the director of the Center for Human Development and explain the circumstances which he or she feels require him or her to withdraw from the university. Upon approval by the director, the withdrawal form will be completed and signed by the director and the student. The student is required to turn in all residence hall keys, if applic-