

Regulations of Florida A&M University



2.015 Admissions

(1) General Policies

- (a) Admission of students to Florida Agricultural and Mechanical University (University or FAMU) is within the jurisdiction of the University, but subject to the minimum standards adopted by the Board of Governors. Applications may be located at www.famu.edu/admissions. Each applicant must submit an admission application along with the requisite nonrefundable fee. Fee waivers are accepted from First-Time-in-College Florida residents who can document that they have received a fee waiver based on economic need as determined by the College Board or the American College Testing Program. Submission of applications may be as early as twelve (12) months prior to the anticipated enrollment date and by the deadline stated in the university calendar.
- (b) No person shall be admitted, enrolled, or matriculated who does not meet the standards set by the University, which include but are not limited to having received a high school diploma or its equivalent (e.g., GED), except as provided in Section 1007.271, F.S., as now or as hereafter amended.
- (c) Prior to registration, each student must complete a FAMU Health History and Immunization form signed by the applicant. All entering applicants born in or after 1957 must provide proof of immunizations which is mandatory prior to enrollment. FAMU Student Health Services is responsible for oversight of student immunization compliance

and reserves the right to require immunizations based on recommendations from the Centers for Disease Control and Prevention (CDC), the Florida Department of Health, the Florida Board of Governors, or the FAMU Board of Trustees. FAMU reserves the right to refuse registration to any applicant, former student, or student whose health record indicates the existence of a condition which may be harmful to the members of the University community.

- (d) An application, application fee, residency affidavit, or supporting documentation submitted by or on behalf of a student which contains false, fraudulent, misleading, or incomplete statements may result in denial of admission, denial of further registration, invalidation of FAMU credits or degree earned, and/or disciplinary action up to and including expulsion.
- (e) Admissions shall be on a selective basis within curricular, space, and fiscal limitations. The selection process shall include, but is not limited to, consideration of multiple factors such as grades, test scores, educational objectives, class rank, pattern of courses completed, past conduct, school recommendations, personal recommendations, character, talent, and personal records.
- (f) All applicants for admission or readmission to the Florida A&M University, including applicants for post-baccalaureate or non-degree-seeking attendance, and regardless of program of study, are required to disclose on the application prior criminal conduct, pending criminal charges, and prior educational misconduct. The University reviews all applications in which a student discloses prior criminal conduct or prior educational misconduct to determine whether the admission of the applicant is in the best interest of the University. Applicants who fail to disclose prior criminal misconduct, pending

criminal charges, or any prior educational misconduct are in violation of the disclosure requirements of this paragraph and may be subject to appropriate action by the University, including denial of admission or readmission, revocation of admission, or other academic and/or disciplinary action prescribed by the University, up to and including dismissal. Criminal conduct which must be disclosed includes all felony and misdemeanor convictions and any driver's license revocation or suspension, regardless of the jurisdiction. This includes cases in which the applicant pled *nolo contendere* and also cases in which adjudication was withheld. Applicants are also required to disclose any pending criminal charges. Applicants are not required to disclose a conviction or charges which were expunged or sealed by the court. Applicants are not required to disclose traffic citations which result only in a fine

(g) Admission to the University does not guarantee admission to a specific school, college, or limited access program that may have additional or higher requirements that the applicant must meet. Admission requirements to a specific school, college, or limited access program is published in the General Catalog of the University.

(2) Undergraduate Admission of First-time, Degree-seeking Freshman.

(a) Applicants for admission as first-time, degree-seeking freshman (FTIC) must meet the minimum requirements set forth in Florida Board of Governors Regulation 6.002 as well as any admissions criteria set by the University. A first-time, degree-seeking freshman is a student who has earned a high school diploma from a Florida public or regionally accredited high school, or equivalent and who has earned fewer than twelve (12) semester hours of transferable college credit since receiving a high school diploma or its equivalent.

(b) Admission to the University shall be on a space available basis. Students judged to have a greater probability of academic success at the University will be given priority in admissions when FTIC enrollment must be limited.

(c) The Office of Undergraduate Admissions will consider all appeals based on newly submitted academic or personal information that was not present in an applicant's initial admission application. The Office of Undergraduate Admissions conducts a holistic review of applicants who do not meet out automatic admissions requirements. Applicants who do not meet our automatic requirements are reviewed for admission in the spring and for the Summer Bridge Program. If an applicant does not meet the minimum requirement of the Florida Board of Governors and the University's Summer Bridge requirements, will be redirected to participate in the University's IGNITE Program In addition, the University's Summer Bridge Program has a limited enrollment cap and when the enrollment cap is satisfied, students will be encouraged to participate in the IGNITE Program. As a result of our holistic review process, it is unusual for the University to reverse an admission decision unless the applicant is able to show an increase in GPA, High School Units, and/or Test Scores.

(3) Admission of Undergraduate Transfer Students.

(a) The admission of Florida College System institutions Associate in Arts and state articulated Associate in Science transfer students is governed by the Articulation Agreement between the state universities and the Florida College System, the Florida A&M University general admissions policy and, as applicable, the appropriate FAMU international student admission policy. Within curricular, space, and fiscal limitations,

Associate in Arts and state articulated Associate in Science degree recipients of the State University System and Florida College System shall be admitted.

(b) Undergraduate transfer students who have not earned the Associate in Arts or state articulated Associate in Science degree from a state university or Florida College System institution must meet the general admission requirements of the University and the following requirements:

1. Transfer applicants for admission must meet the minimum requirements set forth in Florida Board of Governors Regulation 6.004 as well as any admission criteria set by the University.
2. Applicants must be in good standing with and eligible to return to the last institution they attended.
3. Applicants must have a grade point average of at least 2.0 on a 4.0 point scale for all college level course work attempted as well as at the last institution attended.
4. Applicants whose native language is not English must demonstrate English proficiency by successfully completing one of the approved methods outlined by the International Education Office.

(c) Exceptions may be made on an individual basis when, in the judgment of the Admissions and Standards Committee, a student can reasonably be expected to do satisfactory academic work.

(d) The Office of Undergraduate Admissions will consider all appeals based on newly submitted academic or personal information that was not present in an applicant's initial admission application. The Office of Undergraduate Admissions conducts a holistic review of applicants who meet our automatic admissions requirements. In most cases, if a

student is redirected, the student fell below the Florida Board of Governors minimum requirements and it is unusual for us to reverse an admission decision unless the applicant is able to show an increase in GPA or can prove the student will complete the necessary courses prior to the start of the applicant's desired term of entry.

(4) Admission of International Students.

(a) Admission of international students to FAMU is governed by the University Admission Regulation, Florida Board of Governors Regulation 6.009 and the following regulations based on applicant type: Has to meet 6.002 if First-Time In College or 6.004 If Transfer

(b) Eligible international students may be accepted at the appropriate level subject to curricular, space, and fiscal limitations. International applicants can only be admitted in a status that is appropriate for the visa category designated on the application.

(c) International student applicants are obligated to follow the laws and regulations set by the United States Citizenship and Immigration Services and the United States Department of State. International students must submit the following for admission to the University:

(d) Application for admission with the requisite non-refundable application fee.

(e) In order for the University to issue a Certificate of Eligibility (Form I-20) to an international applicant, the student must provide documentation showing sufficient resources to cover tuition, fees, books, room and board, health insurance, and other living expenses while enrolled at the University. The documents must be certified by a financial institution or if the international student is awarded a scholarship from the University, an official letter is required indicating the amount and duration of the scholarship.

(f) Each international applicant determined to be academically and financially eligible for admission must submit a medical/health history form including proof of immunizations as required by the University prior to enrollment at the University.

1. Official transcripts from all high schools and/or colleges attended.

a. Academic credentials (credentials must be certified true copies from high school; college or University). Original transcripts from all institutions must be submitted from the foreign institutions directly to the Office of Admissions.

b. To determine academic eligibility for admissions, academic credentials must be: (1) translated into English and (2) evaluated course by course by an evaluation service. It is the responsibility of the applicant to contact the evaluation agency directly and provide

2. FAMU with an original evaluation of all academic credentials.

a. Acceptable evaluators can be found at the web pages of the National Association of Credential Evaluation Services (NACES) National Association of Credential Evaluation Services.

(g) Scores resulting from the SAT or ACT College Entrance Examination;(no exceptions or waivers will be accepted;

(h) Test of English as a Foreign Language (TOEFL= 550/paper-based; 80 internet-based) or International English Language Testing System (IELTS) scores (6.0) sent directly to FAMU from the Testing Service if an applicant is from a country in which English is not the official language, or if an applicant's degree is not from an accredited U.S. institution, or if an applicant did not earn a degree in a country in which English is the only official

language, or if the applicant is from a university where English is the only official language of instruction;

- (i) An applicant transferring from another college or university in the United States must submit an official transcript(s) of final grades reflecting at least sixty (60) semester or ninety (90) quarter hours and at least a “C” average. In addition, the applicant must have been interviewed and filed Form I-538 (application for school transfer).
 - (j) Each international student accepted for admission shall, prior to registration, submit proof of compliance with the mandatory health and accident insurance requirement. Written proof of insurance must be provided from an American-based company and valid for one year from the date of first enrollment and each year thereafter.
 - (k) The Office of International Education and Development is responsible for administering special programs for all sponsored international students. There is a requisite administrative cost per student per semester to the sponsoring agency for these required programs.
- (5) Readmission as Undergraduate Student.
- (a) A student must apply for readmission to the Registrar's Office when:
 - 1. the student has not enrolled at FAMU for two consecutive semesters (not including the Summer term);
 - 2. the student has been academically suspended from FAMU;
 - 3. the student failed to enroll or withdrew from all classes during the readmitted term; or
 - 4. the student has previously attended, or is currently enrolled at FAMU, as "degree seeking" and desires to pursue a second bachelor's degree.

(b) Students can apply on-line by visiting the website at www.famu.edu/admissions and paying the applicable application fee.

(c) Applications from students who have permanent University holds or who are not in good standing with the university will not be processed.

(d) Even where a student is eligible to apply for readmission, readmission is within the discretion of the University and is not automatic. A student who is ineligible for readmission may not apply for readmission, and any such application submitted will not be considered; there is no appeal for a student who is ineligible for readmission.

(e) Readmission for Servicemembers.

1. Servicemembers who are required to stop attending classes because of military service will be granted readmission in accordance to 34 C.F.R. § 668.18.

(6) Inter-Institutional Transient Registration

(a) A student, by mutual agreement of the appropriate Dean or designated academic authorities at both the parent and host institutions, may be allowed to register as non-degree seeking transient student. Transient applicants may receive a waiver of regular admission requirements of the host institution if credit earned will be accepted by the parent institution.

(b) Interinstitutional transient status is normally limited to one term. Enrollment as a transient student in no way implies future admission as a regular student at FAMU.

(7) Early Admission

(a) The University provides an early admission program for outstanding high school students who demonstrate potential to do college-level work. Applications for early admission should be submitted during the junior year along with high school transcripts and SAT or

ACT scores. A recommendation from the principal (or designated representative) is required. Additional requirements are as follows:

1. A “B” or better high school average in the core academic subjects;
2. Meet the minimum SAT or ACT test score requirements for undergraduate FTIC admission; and
3. Eighteen (18) core academic units as indicated under paragraph (2)(e) of this regulation

(8) Special Provisions for Veterans and Active Duty Military Students.

(a) FAMU will grant college credit to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE). Military training, experience or coursework is subject to FAMU’s regular transfer practices including limitations on amount and level of transfer credit.

1. FAMU will utilize the ACE Guide to the Evaluation of Educational Experiences in the Armed Services to determine equivalency and alignment of military coursework with appropriate university courses.
2. If the military training or coursework equivalency fulfills a general education or degree program requirement, FAMU will apply the credit accordingly. For courses deemed college equivalency that FAMU does not offer or does not meet a general education or program course requirement, the student will receive elective course credit.
3. Credit that was previously evaluated and awarded by another SUS Institution or other Florida degree granting college or institution and that is appropriate to the transfer student’s major will be accepted subject to institution transfer limitations.

4. Credit awarded for military education and training will be noted on the transcript and documentation of the credit equivalency evaluation will be maintained.
 5. Credit awarded for military education and training shall not be counted in the excess hours fee per Board of Governors Regulation 7.003 Fees, Fines and Penalties due to the credit being based on work accomplished while serving on active duty.
- (b) Priority course registration will be provided for each veteran of the United States Armed Forces who is receiving GI Bill educational benefits and for the spouse or dependent children of a veteran to whom the GI Bill education benefits have been transferred.
- (c) Any student enrolled in a college credit course at FAMU will not incur academic or financial penalties by virtue of performing military service on behalf of our country. Students in this situation are encouraged to withdraw and will be provided any eligible refund without academic penalty, unless the student and faculty member agree that completion is imminent and possible. If the course is no longer offered when the student seeks to resume study, an equivalent course may be selected. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. This section applies to:
1. Students who are currently on active duty with any unit of the United States Armed Forces who receive orders that require reassignment to a different duty station or absence from class for an extended period of time during the semester in which they are enrolled;
 2. Students who are members of a National Guard, Air National Guard, or other military reserve unit who receive orders calling them to active duty for operational or training

- purposes during the semester in which they are enrolled, excluding any regularly scheduled weekend and annual training duty;
3. Students who are veterans of the United States Armed Forces and who are recalled to active duty during the semester in which they are enrolled; and
 4. Students who enlist in any branch of the United States Armed Forces and whose induction date falls within the semester in which they are enrolled.
- (9) College Credit for Nontraditional Courses Prior to Initial Enrollment.
- (a) Undergraduate students who are admitted to the University and who have completed nontraditional courses, including online and short college level courses, prior to initial enrollment in undergraduate education may request that the University evaluate that work to determine if credit might be awarded. Sufficient time must be allowed for the University to evaluate the course material for transferability.
 - (b) Award of credit for that work must meet the following conditions:
 1. The request is made prior to the initial term of enrollment and as soon as practicable.
 2. University faculty members determine the nontraditional course content and learning outcomes to be comparable to a course offered at the institution;
 3. Nontraditional courses meet the quality and accreditation standards intended for a transfer course as determined by the College of Undergraduate Studies in consultation with other units, as appropriate;
 4. If the course is intended to meet a specific requirement for the student's degree program, the department offering the program determines that the nontraditional course is relevant to the student's intended program of study; and

5. If the coursework was delivered by a foreign institution, the coursework and accreditation status of the institution must be evaluated by an appropriate service provider acceptable to the University.
- (c) Students wishing to have such nontraditional coursework evaluated for the purpose of receiving credit should inform the FAMU Office of Undergraduate Admissions as soon as practicable. If credit for the nontraditional coursework was awarded by another accredited institution of higher education meeting university transfer eligibility requirements, the student must submit an official transcript reflecting the award of credit and the transferability of that work will be determined with the same processes and criteria for other transferred courses.
- (d) If the nontraditional coursework did not result in credit awarded by a previous institution, the student may request a review for the awarding of credit by providing the following information directly to the academic department that is qualified to evaluate the subject matter:
1. A syllabus for the course;
 2. Credentials of the faculty member(s) teaching the course;
 3. Course objectives and learning outcomes for the course;
 4. Confirmation that the course was satisfactorily completed; and
 5. Other information requested by the subject area faculty member(s) in order to determine demonstrated mastery of course learning outcomes. This may include a proctored testing requirement. To ensure there is sufficient time for review, all required documentation must be submitted no later than three months prior to the start of the initial term of enrollment. Assuming all requested information is provided,

- normally a decision regarding the awarding of credit shall be made within the first term of enrollment.
- (e) To be eligible for credit, short courses for credit shall have the same number of contact hours as do regularly scheduled courses. Other nontraditional courses must have an appropriate substitute(s) for the associated contact hours. The review of nontraditional course(s) must document equivalency with traditional course(s) when such traditional courses exist.
 - (f) Courses may be evaluated on the basis of the recommendations of the American Council of Education (ACE) when official credentials have been properly presented. While credit may be granted when courses are equivalent to those offered by the University, recommendations by ACE are not binding upon the University. Even though records may have been evaluated by another accredited institution, it is important to have official credentials sent to FAMU for evaluation.
 - (g) Credit for coursework taken prior to the initial term of enrollment will be noted on the student's transcript.
 - (h) An undergraduate student wishing to appeal the University's redirect of credit for nontraditional courses may submit an appeal, in writing, to the College of Undergraduate Studies within thirty (30) days of the date that the redirect is sent to the student.
- (10) Acceleration Mechanisms.
- (a) The use of acceleration mechanisms shall be governed by the articulation agreement between the state universities and the public State Colleges of Florida, Florida Board of Governors Regulations and Sections 1007.23 and 1007.27, F.S.

- (b) A maximum of forty-five (45) semester hours in any combination of extension, College Board Advanced Placement Program (AP), International Baccalaureate Program (IB), correspondence, College Level Examination Program (CLEP), Armed Forces Services School Credits, and University Credit by Examination credit will be accepted by the University and may be applied toward an undergraduate degree. Credit earned by acceleration mechanisms also applies towards satisfaction of the Summer Attendance Requirement. The acceptance of credit for degree purposes shall be subject to state statutes and review by the appropriate college academic standards committee.
- (c) The University shall award credit for specific courses identified by the Florida Department of Education for which competency has been demonstrated by successful passage of examinations of the CLEP, AP, IB, Cambridge AICE exams, DANTEs, and Excelsior College Examinations. Credit is awarded only if exam scores are sufficiently high at the time the score is received at FAMU. Credit will not be awarded if it duplicates credit already awarded.
- (d) Regularly enrolled degree-seeking undergraduate students at the University may participate in the FAMU course credit by examination program. Prior approval to participate in the program must be obtained from the chair of the department in which the course is offered. Credit by examination shall not be given for any course lower in content than courses in the same discipline in which a student is currently enrolled or has completed.
- (e) Credit by examination cannot be used to raise a grade in a course previously completed or to meet the twenty-five percent residency hours requirement.

(11) Graduate Studies.

(a) Minimum University requirements for admission to graduate degree program: Applicants must:

1. Hold a baccalaureate degree from an accredited institution of higher education and have earned a Grade Point Average (GPA) of 3.0 or higher in the last 60 credit hours of undergraduate work taken while enrolled as an upper-division student working towards a bachelor's degree, OR
2. Hold a graduate degree in a related field from an accredited institution of higher learning with a cumulative GPA of 3.0 or better. Hold a graduate degree in a related field from an accredited institution of higher learning with a cumulative GPA of 3.0 or better.
3. Demonstrate potential for successful graduate study;
4. Submit Graduate Record Examination (GRE) or General Management Admission Test (GMAT) scores; GRE scores are required for doctoral applicants and for those applying to master's programs that require admissions test scores.
5. Submit Test of English as a Foreign Language (TOEFL = 550/paper-based; 80 internet-based) or International English Language Testing System (IELTS) scores (6.5) sent directly to FAMU from the Testing Service, if an applicant is from a country where English is not the official language or when an applicant's degree is not from an accredited U.S. institution, or if an applicant did not earn a degree in a country where English is the only official language or from a university where English is the only official language of instruction; and
6. Submit three letters of recommendation;

7. Submit a résumé, an essay, or other materials, if required by the program; and
8. Submit a completed medical/health history form including proof of immunizations. .

(12) Post-baccalaureate Non-degree Students.

- (a) A person who holds a bona fide baccalaureate degree but who is not officially admitted to or approved for graduate study may be permitted to take a limited number of graduate courses up to 12 semester hours. Successful completion of such post-baccalaureate coursework shall have no affirmative bearing on the student's admissibility to graduate study, and may, or may not, at the discretion of the appropriate officials of the University, be used for graduate degree credit when or if such student subsequently gains admission to graduate study. *Any student, who attempts to exceed the 12 credit hour limit without being accepted into a degree-seeking program at the University, will be placed on a registration hold. The hold can only be cleared upon producing evidence of admission to a degree seeking program.*

(13) Transfer of Credits.

- (a) At the discretion of the appropriate academic unit, a maximum of six (6) semester hours at the master's level and twelve (12) semester hours at the doctoral level of graduate course work taken prior to the term of admission into a graduate program may be accepted by the University at the master's and Ph.D. levels, respectively, from another accredited graduate school in the United States, provided that the grades are "B" or better, the subjects are acceptable to the department or program concerned, as a part of the student's graduate program, and the courses are not counted toward a previous degree at the accredited university.

(b) Transfer credits that are not counted toward a previously earned degree within the University are limited to twelve (12) semester hours, except when the credit hour requirement for the graduate program exceeds the University-wide minimum requirement of thirty-six (36). In this case, additional transfer credits up to a maximum of fourteen (14) semester hours may be allowed to the extent of the additional required hours by the program. The University does not accept experiential learning for transfer credit.

(14) College of Law Admissions.

(a) The following admission requirements apply to all applicants to the College of Law:

1. All applicants for admission must have a bachelor's degree from an accredited institution of higher education prior to enrollment or have credentials consistent with ABA Standard 502(a).
2. All applicants must submit a completed Application for Admission, along with the requisite non-refundable application fee.
3. All applicants must take the Law School Admission Test (LSAT). For admission purposes, LSAT scores are valid for five (5) years from the test date. Applicants are encouraged to take the LSAT no later than December for admission in the following fall semester.
4. All applicants must register for the Credential Assembly Service (CAS) of the Law School Admission Council (LSAC). CAS information and registration materials may be obtained from LSAC's website at <https://www.lsac.org/applying-law-school/jd-application-process/credential-assembly-service-cas> or by calling (215) 968-1001.
5. All applicants are required to submit two personal statements and two letters of recommendation.

(b) For admission to the fall entering class, applicants must submit their applications by the published deadline in the LSAC website. Application files cannot be reviewed until the files are complete. Admissions decisions will be made on a rolling basis after all required materials have been received.

In accordance with section 487 (a) (20) of the Higher Education Act and with Federal Regulation, Florida Agricultural and Mechanical University does not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any individual or entity in recruiting or admissions activities or in making decisions about awarding Federal Student Aid program funds.

Specific Authority: Article IX, section 7, Florida Constitution, Board of Governors Regulations 1.001, 6.001, 6.002, 6.003, 6.004, and 6.009. History – New October 1, 1975, Amended July 12, 1976, November 4, 1979, November 10, 1982, September 14, 1987, January 26, 2004, June 29, 2006, September 16, 2013, July 23, 2015; Substantial Rewording Amendment September 9, 2020.