

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: June 18, 2015

REGULATION CHAPTER NO.: Chapter 2

REGULATION CHAPTER TITLE: Student Affairs

REGULATION TITLE AND NUMBER: Admissions (2.015)

SUMMARY OF REGULATION: This Regulation is being revised to include that all applicants for undergraduate admission to the University (i.e., first time in college students; undergraduate transfer students; returning students) who fail to give complete and accurate responses or otherwise provide false, fraudulent or misleading information on their admissions application, residency affidavit or supporting documentation may be subject to denial of admission or if already admitted, may be subject to disciplinary action up to and including expulsion, denial of further registration or invalidation of credits or degrees earned.

AUTHORITY FOR REGULATION: Section 7, Article IX, Florida Constitution and Board of Governors Regulations 1.001

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Dr. William Hudson, Jr., Vice President for Student Affairs.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Dr. William Hudson, Jr., Vice President for Student Affairs, 308 Foote-Hilyer Administration Center, Tallahassee, Florida 32307-3100, (850) 599-3183 (phone), (850) 561-2674 (fax), william.hudsonjr@famuedu or Nigel Edward, Assistant Vice President for Enrollment Management, 308 Foote-Hilyer Administration Center, Tallahassee, Florida 32307-3100, (850) 599-3183 (phone), (850) 561-2674 (fax), nigel.edwards@famuedu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of this amended regulation follows:

Regulations of Florida A&M University



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(1) General Policies

- (a) Florida A&M University uses the common application form for undergraduate admission to any one of the state universities. Applications may be located at www.famu.edu/admissions.
- (b) 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.
- (c) The selection of applicants for admission to the University is within the jurisdiction of the University subject to the minimum standards adopted by the Board of Governors.
- (d) No student shall be admitted, enrolled, or matriculated who has not received a high school diploma or its equivalent (e.g., General Education Diploma (GED)), except as provided in Section 1007.271, F.S., as now or as hereafter amended.
- (e) Each student applicant accepted for admission shall, prior to enrolling, submit 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

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enrollment. The University reserves the right to refuse admission and/or registration to any applicant whose health record indicates the existence of a condition that may be harmful to members of the University community.

(f) All applicants applying for admission are required to disclose on the admission application prior criminal conduct and prior educational misconduct. The University reviews all applications in which a student discloses misconduct at an educational institution as outlined in BOG Regulations 6.001(7), and (8) in which a student discloses prior criminal conduct as to determine whether the admission of the applicant is in the best interest of the University.

~~(1.)~~ Misconduct at a previous educational institution which must be disclosed by applicants includes behavioral misconduct (such as fighting) and academic misconduct (such as plagiarism or cheating on an exam) whether it occurred on or off campus. For purposes of this requirement, misconduct includes conduct that resulted, or if still pending, could result in probation, suspension or expulsion from an educational institution but does not include conduct which resulted in or could result in only high school level detention. Misconduct at a previous educational institution does not include academic dismissal, suspension or probation that was due entirely to poor grades.

~~(2.)~~ 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.

(3.) Applicants who fail to give complete and accurate responses to the conduct section or otherwise provide false, fraudulent, or misleading information regarding ~~of~~ their admissions application, residency affidavit, or supporting documentation may be subject to denial of admission, or if already admitted, may be subject to disciplinary action up to and including expulsion, denial of further registration, or invalidation of credits or degrees earned.

- (g) Admission to the University shall be on a selective basis within curricula, space, and fiscal limitations. The selection process shall include consideration of multiple factors including, but is not limited to: grades; test scores; educational objectives; college preparatory courses completed; past misconduct; recommendations; and other substantiating documentation for admissions. Admission is contingent upon the subsequent receipt of official high school and college or university transcripts and verification of high school diplomas, baccalaureate and master's degrees. Applicants who are dual enrolled in any course work at a college or university or as a special student must submit an official transcript from the institution attended. If these documents are not received, it will result in cancellation of admission or registration.
- (h) 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 to a specific school, college, or limited access program is published in the General Catalog of the University.

- (i) Applicants who are denied admission will be notified in writing within a reasonable time period following the admission decision.
 - (j) Applicants denied admission to the university may appeal the admissions decision to the Admissions Committee if there are extenuating circumstances or information not revealed during the initial application. Appeals for exception shall be in writing and directed to the Office of Admissions and a minimum of three letters of recommendation from teachers, counselors or principal are required. Petitioning for admission does not guarantee approval and the decision of the Admissions Committee is final.
 - (k) Confirmation of financial aid, a scholarship, fellowship, or grant-in-aid does not guarantee admission to the University.
 - (l) Any undergraduate applicant admitted without two years of one foreign language or American sign language or the equivalent of such instruction at the post-secondary level (except those exempted in Florida Board of Governors Regulation 6.004(2)(e) and 6.002 (1)(h), must complete eight semester hours in one foreign language prior to graduation.
 - (m) Application Deadlines:
 - Fall Term (end of second week in May)
 - Spring Term (end of second week in November)
 - Summer Sessions (end of third week in March)
 - (n) Transfer Applicants Deadlines:
 - Pharmacy Fall Semester, February 1
- (2) Freshman Applicants (First-Time-in-College).

- (a) For purposes of this Regulation, a Freshmen or First-Time-In-College (FTIC) applicant is defined as an applicant who has earned a standard high school diploma from a public or regionally accredited high school, or its equivalent, and has earned fewer than twelve (12) semester hours of transferable college credit since receiving a high school diploma or its equivalent.
- (b) Applicants seeking admission as beginning freshmen require a diploma from a Florida public or regionally accredited high school, an accredited out-of-state high school or, if foreign, its equivalent. Applicants admitted under accelerated mechanisms are exempted from this requirement.
- (c) Applicants applying for admission must submit test scores from the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or from the American College Testing (ACT) program. International applicants must present scores from the Test of English as a Foreign Language (TOEFL) if the native language is not English as indicated: Paper based examination – 550; computer-based – 213; Internet based – 79-80.
- (d) Applicants who have at least a “B” average (3.0 on a 4.0 scale) in core academic units completed in grades 9 through 12, and who submits other appropriate evidence that indicates successful academic progress is academically eligible for admission. When computing the grade point averages, applicants receive additional credit for International Baccalaureate (IB), honors, advanced placement courses, and dual enrollment when indicated on the transcript.
- (e) An applicant applying for admission, who has less than a “B” average (2.5 – 2.99 on a 4.0 scale) in the required academic units described herein, must present a combination

of the minimum high school grade point average (GPA) and entry-level test scores as indicated on the list below. Academic eligibility for admission will be determined according to the following criteria:

1. Applicants Entering High School July 1, 2007, or Later -

Academic Subject	Core Academic Units Required
English (Three of which must have included substantial writing requirements)	4
Math (At the Algebra I and above levels)	4
Natural Science (Two of which must have included substantial laboratory requirements)	3
Social Science (Includes: history, civics, political science, economics, sociology, psychology and geography)	3
Foreign Language <i>Both credits must be in the same language. American sign language will be accepted in place of a foreign language.</i>	2
<i>Additional Academic electives from the above five subject areas and courses to be recommended by the Florida Association of School Administrators, or other groups, and approved by the Articulation Committee of the Department of Education</i>	2
TOTAL	18

2. In addition to achieving the minimum GPA, a student must achieve the minimum scores for each SAT Reasoning Test or ACT section as outlined below:

SAT – Critical Reading ≥ 460 or ACT – Reading ≥ 19 ,

SAT – Mathematics ≥ 460 or ACT – Mathematics ≥ 19 , and

SAT – Writing ≥ 440 or ACT – English/Writing ≥ 18

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(g) The Admissions Committee, which is appointed by the Vice President for Student Affairs, may consider any applicant that does not meet the above requirements but has other important attributes or special talents. If, in the judgment of the Admissions Committee, it is determined from appropriate evidence that the applicant can be expected to do successful academic work, the committee may recommend admission. The University must also comply with any Alternative Admissions Regulations, if any, as approved by the Board of Governors.

(h) Home Education or Other Non-Traditional High School Program

A student applying for admission who has participated in a non-traditional high school program must present credentials determined to be equivalent to those described in this regulation. A student whose high school educational program is not measured in Carnegie Units must present a test score of at least 1010 on the SAT I, a combined test score of at least 1010 on the SAT Reasoning Test Critical Reading and Mathematics portions, a minimum composite score of 21 on the ACT Plus Writing, or an overall combined test score of 1450 on the SAT Reasoning Test (all three portions). Applicants presenting a GED must present official GED results, official transcripts of any partial high school completion, and ACT Plus Writing and/or SAT results. Each university shall determine equivalencies to university minimum standards.

(i) In determining eligibility for admission, reasonable substitution or modification for any requirement for admission into the university requires approval from the Center for Disability Access and Resources. Documents required include, but are not limited

to assessments administered and interpreted by a licensed psychologist or interns supervised by a licensed psychologist; a physician or other qualified professional's statement; vocational rehabilitation records; school records maintained as a result of the exceptional child provisions of Public Law 94-142; military/Veterans Administration records; Board of Governors regulations; or statewide articulation documents.

(3) Undergraduate Transfer Applicants.

- (a) A transfer is any student who has attended a college or university and earned twelve (12) or more semester hours (except as high school dual enrolled students).
- (b) All transfer applicants must submit a complete official academic transcript from each postsecondary institution attended, as well as a complete official transcript of all secondary work when applicable.
- (c) Transfer applicants are required to be in good standing and eligible to return to the last postsecondary institution attended as a degree-seeking student and have a grade point average of at least 2.00 on a 4.00 scale on all college-level academic courses attempted.

Applicants who fail to give complete and accurate responses to the conduct section, submit transcripts from all schools previously attended or otherwise provide false, fraudulent, or misleading information regarding their admissions application, residency affidavit, or supporting documentation may be subject to denial of admission, or if already admitted, may be subject to disciplinary action up to and including expulsion, denial of further registration, or invalidation of credits or degrees earned.

- (d) An international transfer applicant, whose native language is not English, must present a satisfactory score on the TOEFL or a certificate from an English Language Institute.
- (e) To meet graduation requirements for the baccalaureate degree, a student must earn at least thirty (30) semester hours at the University.
- (f) Transfer students entering the University must have completed two (2) years of foreign language in high school or eight (8) semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment.
- (g) Some academic programs have limited enrollment and student demands exceed available resources. Due to instructional facilities, laboratory space, equipment, faculty, etc., these programs use selective admission criteria to limit enrollment. Architecture, Journalism, and Nursing are Florida Board of Governors approved limited access programs. In addition, Pharmacy and Nursing require applicants to complete departmental applications. Therefore, admission to the University does not guarantee admission to any specific school, college, or limited access program.
- (h) Any transfer applicant with a disability shall be eligible for reasonable substitution or modification of any requirement for admission as stated in Board of Governors Regulation 6.018.
- (i) The University subscribes to the Articulation Agreement between the State University System and the State Community College System. Under this agreement, graduates of Florida public community colleges are eligible for admission to non-limited access upper-division programs if the students have completed the university parallel program and have received the Associate of Arts (AA) degree and will receive priority

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admission over out-of-state transfer students. In accordance with the Articulation Agreement, the AA degree must be awarded on the basis of the following:

1. At least sixty (60) semester hours of academic work exclusive of occupational courses;
2. Approved general education program semester hours as determined in section 1007.25, Florida Statutes, and BOG Regulation 6.004;
3. Twenty-four (24) semester hours consisting of appropriate common program prerequisite courses and electives; and
4. Overall grade point average of at least 2.0 on a 4.0 system.

(j) Undergraduate transfer applicants who receive the AA degree from a state university in Florida must meet the same minimum requirements as undergraduate transfers who receive the AA degree from the Florida State College System.

1. Transfer applicants who have earned at least 60 semester hours and at least a “C” average (2.0 on a 4.0 scale) in all college work attempted from an accredited institution
2. Must submit official college transcripts from all regionally accredited institutions attended. Submission of the high school transcript and SAT/ACT scores are not required.
3. Transfer applicants with less than sixty (60) semester hours must meet first-time-in-college admission requirements in accordance with Admission regulations and policies.

(k) The University requires provisionally admitted transfer students to provide proof of sixty (60) semester hours from previous institution(s) prior to registration.

(l) Awarding of credit for military service school courses is based on recommendations of the American Council of Education (ACE Manuals) when official credentials have been properly presented. However, recommendations by ACE are not binding upon the University. Applicants should request military service school course credits at the time of admission.

(m) The Associate of Science (AS) degree is a two (2) -year terminal degree and does not assure admission or certify the applicant as having completed the general education requirements, or qualify for upper division status. Accordingly, final determination of AS degree credits rests with the dean of the college or school as applicable.

(4) Early Admission.

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:

(a) A “B” or better high school average in the core academic subjects;

(b) Meet the minimum SAT or ACT test score requirements for undergraduate FTIC admission; and

(c) Eighteen (18) core academic units as indicated under paragraph (2)(e) of this regulation.

(5) Transient Students.

Students from other colleges and universities may be permitted to enroll for one term only.

Each applicant is required to complete a Special Student Application approved by the parent

institution at the time of registration. Enrollment as a transient student in no way implies future admission as a regular student at Florida A&M University.

(6) International Applicants.

(a) 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.

(b) International students must submit the following for admission to Florida A&M University:

1. Application for admission with the requisite non-refundable application fee.

2. 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 a scholarship from the University, an official letter is required indicating the amount and duration of the scholarship.

3. Each international applicant determined to be academically and financially eligible for admission must submit a health history form including proof of immunizations as required by the university prior to enrollment at the university.

4. Academic credentials must be certified true copies from the high school, college or university and bear the original signature of the certifying official. Credentials must also be certified by an official translation agency and documents submitted by the agency. The student should submit certified or attested credentials in the form of mark sheets or examination reports that detail results of all exams. The credentials

- should be certified by university personnel or government officials. An applicant may not certify his or her own credentials.
5. Scores resulting from the SAT or ACT (College Entrance Examination-no exceptions or waivers);
 6. Scores resulting from the TOEFL (i.e., paper based examination – 550; computer-based -213; internet-based – 79-80 for undergraduates).
- (b) 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).
- (c) 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.
- (d) 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.
- (7) Readmission of Former Students.

Students not in attendance during two consecutive terms (exclusive of the summer semester), must apply for readmission to the University. Students can apply on-line by visiting the website at www.famu.edu/admissions. An application fee is not required for returning students. Applications from students who have permanent University holds or who are not

in good standing with the university will not be processed. The file for students on final academic suspension must be completed six (6) weeks prior to the term of planned enrollment, except Florida State College System “AA” degree recipients. Returning students who fail to give complete and accurate responses or otherwise provide false, fraudulent, or misleading information on their application, residency affidavit, or supporting documentation may be subject to denial of readmission, or if readmitted, may be subject to disciplinary action up to and including expulsion, denial of further registration, or invalidation of credits or degrees earned.

(8) Graduate Studies

(a) Minimum University Admissions Requirements For Graduate Students

To be granted admission to a 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.
- ~~(3.)~~ Demonstrate potential for successful graduate study;
- ~~(4.)~~ Submit Graduate Record Examination (GRE) or General Management Admission Test (GMAT) scores; GRE 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 Immunization form.

(9) Post-Baccalaureate Non-Degree Seeking Students

A person who holds a bona fide baccalaureate degree but who is not officially admitted to or approved for graduate study may be permitted to take a limited number of graduate courses 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.*

(10) Transfer of Credits

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.

Transfer credits that are not counted toward a previously earned degree within Florida A&M University are limited to twelve 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.

(11) 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. CAS information and registration materials may be obtained from Law School Admission Services, Box 2000, Newton, PA 18940 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.

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; 2015.