

OA Admissions and Related Matters

GENERAL POLICIES

Florida A&M University uses the common application form required for admission as an undergraduate to any one of the ten state universities. Contact guidance offices for applications at any Florida high school or Florida community college. Students may also obtain applications by writing the Office of Admissions, Florida A&M University, Tallahassee, Florida 32307-3200.

Each applicant must attach a \$20 non-refundable fee with application for admission. Acceptances of fee waivers are 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 12 months prior to the anticipated enrollment date and by the deadline stated in the university calendar.

The selection of students for admission is within the jurisdiction of the university but subject to minimum standards promulgated by the Board of Regents. In all admission actions, the university will give attention to the need to satisfy equal opportunity/affirmative action goals.

Each person admitted, enrolled, or matriculated must have graduated (received a diploma) from high school or its equivalent (e.g., GED).

Each student accepted for admission shall, prior to enrolling, submit a medical history form signed by the student. The Board of Regents requires all entering students born in or after 1957 to provide proof of rubeola and rubella immunization. Documented proof of immunization is mandatory prior to enrollment. Admission and/or registration is subject to denial for any student whose health record or report of medical examination indicates the existence of a condition that may be harmful to members of the university community.

An application or residency affidavit submitted by or on behalf of a student that contains false, fraudulent, or incomplete statements may result in denial of admission or denial of further registration and/or invalidation of FAMU credit.

Admission to FAMU shall be on a selective basis within curricula, space, and fiscal limitations. The selection process includes, but may not be limited to, grades; test scores; educational objectives; pattern of courses completed; past conduct; recommendations; and personal records. Admission is often 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. Failure to submit such documents will result in cancellation of admission or registration.

Notifications to denied applicants are in writing within a reasonable period of time following the admission decision.

Being the recipient of financial aid, a scholarship, fellowship, or grant-in-aid do not guarantee admission to the university.

The university does not have sufficient facilities to guarantee on-campus housing for all students admitted and who enroll. Housing contracts are available at the time of admission and assigned on a "first come first served basis" (i.e., early housing applicants).

When a former student attends another post-secondary institution since last attending FAMU the admission status requires evaluation.

Any undergraduate student admitted without two years of one foreign language or American sign language or the equivalent of such instruction at the postsecondary level (except those exempted in Rule 6C-6.004(1)(C), FAC), must complete eight semester hours in one foreign language prior to graduation.

Application Deadlines

Fall Term	May 13
Spring Term	November 11
Summer Sessions	March 27

Transfer Applicants

Pharmacy	February 1
Physical Therapy	February 10
Architecture	February 1
Occupational Therapy	February 15

Freshman Applicants (First-Time-in-College)

Applicants seeking admission as beginning freshman require a diploma from a Florida public or regionally accredited high school, an accredited out-of-state high school or, if foreign, its equivalent. Students admitted under accelerated mechanisms are exempted from this requirement.

Students applying for admission will 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 of at least 500 on the TOEFL if native language is not English.

An applicant applying for admission who has a satisfactory high school record, including 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. Applicants receive additional credit for IB, honors, and advanced placement courses when computing the grade point average.

Academic Subject	Units Required
English ¹	4
Math ²	3
Natural Science ³	3
Social Science ⁴	3
Foreign Language ⁵	2
Additional Academic electives to be 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 and the Board.	4
TOTAL	19

¹Three of which must have included substantial writing requirements.

²At the Algebra I and above levels.

³Two of which must have included substantial laboratory requirements.

⁴Includes: history, civics, political science, economics, sociology, psychology and geography.

⁵Both credits must be in the same language. American sign language will be accepted in place of a foreign language.

A student applying for admission who has less than a “B” average in the required academic units described above must present a combination of high school GPA and entry-level test scores as indicated on the list below. Academic eligibility for admission will be determined according to the following admissions scale:

If the high school GPA in the required academic courses equals any entry in this column **the SAT/ACT Score must be equal or exceed the corresponding entry in the appropriate column below.**

GPA	SATI	ACT
2.0	1140	25
2.1	1110	24
2.2	1090	23
2.3	1060	22
2.4	1030	21
2.5	1010	21
2.6	1000	21
2.7	990	20
2.8	980	20
2.9	970	20

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 that institution.

The Admissions Committee may consider any applicant who does not meet requirements but has other important attributes or special talents. If determined from appropriate evidence the applicant can do successful academic work the committee may recommend admission.

In determining eligibility for admission, reasonable substitution for any course or night school unit may be accepted for applicants who are hearing impaired, visually impaired, or dyslexic. Applicants must provide documentation indicating failure to meet the admission requirement related to the disability or who has a specific learning disability. Documents required include, but not limited to, a physician’s statement, vocational rehabilitation records, and school records maintained as a result of the exceptional child provisions.

Applicants denied admission to the university may appeal the admissions decision to the Admissions Committee if it is felt that there are extenuating circumstances or information not revealed. Appeals for exception should be in writing and directed to the Office of Admissions. In addition, submit a minimum of three letters of recommendation from teachers, counselors, or principal. Petitioning for admission to the university is no guarantee of approval. The decision of the Admissions Committee is final.

Undergraduate Transfer Applicants

A transfer is any student who has attended a college or university and has earned 12 or more semester hours (except as high school dual enrolled students).

Undergraduate transfer applicants who enter FAMU with junior class standing must have satisfactorily completed the College Level Academic Skills Test (CLAST) in order to be admitted to the upper level and a degree program. For additional information on the CLAST, refer to the index of this catalog.

In addition to the guidelines listed herein, an international transfer applicant, whose native language is not English, must present a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or a certificate from an English Language Institute.

To meet graduation requirements for the baccalaureate degree, FAMU requires a student to earn at least 30 semester hours in residency.

Transfer students entering FAMU must have completed two (2) years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment.

Some academic programs have limited enrollment based on student demand exceeding available resources. Due to instructional facilities, laboratory space, equipment, faculty, etc., these programs use

selective admission to limit enrollment. Architecture, Journalism, Nursing, Occupational Therapy, Physical Therapy, and Pharmacy are Board of Regents approved limited access programs. The latter three programs require applicants to complete departmental applications.

The university subscribes to the Articulation Agreement between the State University System and the State Community/Junior College System. Under this agreement, graduates of Florida public community colleges are eligible for readmission to non-limited access programs at a state university if the students have completed the university parallel program and have received the associate of arts degree and shall receive priority for admission over out-of-state students. In accordance with the Articulation Agreement, the AA degree must be awarded on the basis of the following:

1. At least 60 semester hours of academic work exclusive of occupational courses;
2. An approved general education program of at least 36 semester hours;
3. Overall grade point average of at least 2.0 on a 4.0 system;
4. Satisfactory completion of the CLAST in order to be admitted to the upper division.

Undergraduate transfer students 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 a Florida public community/junior college.

Undergraduate transfer applicants who have not earned the AA degree from a Florida community college or from a state university in Florida must meet the following requirements:

1. Must be in good standing and eligible to return to the last institution attended;
2. Must have completed two years of one foreign language in high school or eight semester hours of postsecondary level instruction in one foreign language or American sign language;
3. Must 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;
4. Must present passing scores on the CLAST prior to admission into the upper division of the university. Students entering FAMU must take the CLAST the first time it is offered after initial enrollment;
5. Transfer applicants with less than 60 semester hours must meet first-time-in-college admission requirements in accordance with Florida Board of Regents Admission Rules. Alternative admission standards do not apply.

FAMU requires provisionally admitted transfer students to provide proof of 60 semester hours from previous institutions prior to registration.

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. Request military service school course credits at the time of admission.

The associate of science (AS) degree is a two-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.

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 statement of recommendation from the principal (or designated representative) is required. Additional requirements are as follows:

- a. A “B” or better high school average in the academic subjects.
- b. A minimum score of 1010 on the SATI or 21 on the ACT.

Transient Students

Students from other colleges and universities may be permitted to enroll for one term only. Each applicant is required to furnish a statement of approval from 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.

International Applicants

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

- 1) Application for admission with a non-refundable application fee of \$20;
- 2) A statement of finances;
- 3) A statement of health from a medical doctor;
- 4) Academic credentials (credentials must be certified true copies from high school, college or university);
- 5) Scores resulting from the SAT or ACT (College Entrance Examination—no exceptions or waivers);
- 6) Scores resulting from the TOEFL (minimum of 500 for undergraduate and graduate).

An applicant transferring from another college or university in the United States must submit an official transcript(s) of final grades reflecting at least 60 semester or 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).

In addition to the TOEFL, an applicant applying for graduate studies must submit official undergraduate transcript(s) and scores resulting from the Graduate Record Examination (GRE).

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 and must be valid for one year from the date of first enrollment and each year thereafter. Coverage must be valid in the United States.

Readmission of Former Students

Students not in attendance during two consecutive terms of enrollment (exclusive of the summer term), must apply for readmission to the university. Such students should secure an application for readmission from the Office of Admissions. Returning students do submit application fee. Students with permanent university holds or who are not in good standing with the university applications are not processed.

Graduate Admissions

Admission to graduate programs requires the applicant to submit the application for admission to the Office of Admissions along with \$20. Returning students do not submit application fee. Submit official college or university transcripts indicating baccalaureate or master’s degree. The Office of Admissions will retrieve copies of native FAMU graduates transcripts. The respective department receives a copy of the file for evaluation. Although the University has minimum requirements, departments can set admission standards higher. Consult the graduate catalog or specific department for details.

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COLLEGE OF EDUCATION

The College of Education regulates and monitors the admissions policies for all undergraduate teacher education programs. Admission to teacher education is a formal process in which certain criteria must be met and the *Application for Admission to Teacher Education* must be completed and filed. This process must not be confused with admission to the university or acceptance into certain academic units to take courses since students may take up to five courses in teacher education prior to being officially admitted to a specific teacher education program.

Students seeking admission to any undergraduate teacher education program must meet the following criteria:

- Have a score of 20 or higher on the American College Test (ACT) or 960 or higher on the Scholastic Aptitude Test (SAT I);
- Have a cumulative grade point average (GPA) of 2.50 or higher;
- Have a grade of a “C” or better in the required courses taken as a part of the General Education Preparation Program;
- Have evidence of meeting the existing College Level Academic Skills Test (CLAST) requirements;
- Have met all “Gordon Rule” requirements; and
- Have demonstrated proficiency in speaking in professional situations.

Since it is possible for students to apply for admission to teacher education at several points in their academic career, the following policies have been adopted for these variations:

- Students completing their freshman and sophomore years at Florida A&M University should apply the first semester of their sophomore year or after having completed at least thirty (30) semester hours of coursework.
- Students transferring from a community or junior college or another four-year institution should apply the first semester they are enrolled at Florida A&M University.
- Students who change their majors to teacher education after enrolling in other programs at Florida A&M University for one or more semesters should apply at the same time that they request approval of a change of major.

Students seeking admission will be classified as:

- *Regular Teacher Education Major*: a student who is fully-admitted to a designated teacher education program.

Students who are interested in majoring in teacher education but do not meet all of the criteria for admission may petition the Admission Committee to be considered under the ten percent (10%) exception policy. This policy allows the College of Education to admit 10% of the students who do not meet all of the requirements for admission to teacher education.

Student Teaching

Student teaching is a supervised classroom teaching experience in an accredited elementary or secondary school, of at least twelve weeks duration, that is required of all teacher education majors. Prerequisites, including the completion and filing of an *Application to Student Teaching*, for participation in this culminating experience are as follows:

- Admission to teacher education (for students seeking a baccalaureate degree from Florida A&M University);
- A minimum cumulative grade point average (GPA) of 2.50;
- Completion of all prerequisite courses; and
- Evidence of having passed both subtests (professional and subject area) of the Florida Teacher Certification Examination (FTCE).

Application for student teaching must be made during the semester preceding the semester in which the student desires to complete the student teaching experience, with one exception. Students who desire to participate in student teaching during the Fall Semester of any academic year must apply during the preceding Spring Semester. Deadline dates are as follows: March 1 for the next Fall Semester and October 1 for the next Spring Semester.

Admission to teacher education and student teaching is administered through the College of Education’s Center for Teacher Preparation and Career Development. Application forms and information concerning these processes may be obtained through that office, which is located in the Gore Education Center, Unit B, Room 203.

COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES

B.S. Pharmacy and Pharm. D. (entry-level)

Freshman Information—The freshman application period is September 30 through June 30. However, all freshmen are encouraged to apply early in order to enhance their chances for acceptance.

Applicants must have an overall average of 2.5 or better for all academic subjects and must have acceptable test scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

- a. A 1010 SAT I, (21) composite ACT score is considered acceptable. However, those students with good academic records whose test scores are lower should still apply. A combination of past academic performance and test scores will be used in making final admissions decisions.
- b. All students must be approved by the College of Pharmacy’s Admissions and Academic Standards Committee.

Transfer Information—Students should inquire not later than October of the year prior to the expected date of admission in order to receive specific information concerning the application period and deadline dates. Official transcripts are needed from all schools attended.

It is impossible to accommodate all of the qualified transfer applicants to our program. Therefore, it is strongly suggested that alternate plans be made in order to facilitate career objectives if admission is not granted for this academic period. All completed applicant folders are reviewed by the College of Pharmacy Admissions and Academic Standards Committee. In recognizing its responsibility to impact upon the shortage of health professions, the committee considers the applicant’s academic background, character, motivation, commitment, extra curricular activities, and other factors that it feels are important.

Requirements:

1. An applicant must have a minimum cumulative GPA of 2.5 (4.0 scale), based on all college work completed.
2. An applicant must submit transcripts from all colleges/universities attended. Transcripts must be official and mailed directly from the registrar of the college/ university attended. (Hand-carried transcripts are not acceptable.) If a pharmacy school/college has been attended, a letter of recommendation from the dean of the school/college of pharmacy is also required, indicating eligibility to return to its pharmacy program in good standing.
3. A student must spend a minimum of six (6) semesters as a full-time pharmacy student at Florida A&M. A minimum twelve (12) semester hour course load, including required pharmacy courses as outlined in our curriculum, must be taken each semester.

***False or Fraudulent Statements**—In addition to any other penalties which may be imposed, an individual may be denied admission or

further registration, and the university may invalidate transferred college credit work done by a student at an SUS institution and invalidate the degree based upon such credit if it finds that the applicant has made false or fraudulent or incomplete statements (omissions) in his other application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, his or her application for admission to or graduation from one of the SUS institutions.

Specific inquiries concerning admission to the B.S. Pharmacy or Doctor of Pharmacy Program should be sent to Director of Pharmacy Careers Information, Florida A&M University College of Pharmacy, Tallahassee, Florida 32307.

NOTE: It must be understood that admission to the College of Pharmacy is not determined solely on the basis of a superior academic record or a cumulative G.P.A. in previously completed college work. While academic achievements are of utmost importance, the Admissions Committee will also consider the career objectives of the applicant and, in some instances, a personal interview with the applicant will be required.

Failure to accurately, completely, and truthfully execute the application for admission to the College of Pharmacy at Florida A&M University, or the omission of any information, will result in the cancellation of admission and/or expulsion from the College of Pharmacy.

Pharm.D. (Post Baccalaureate)

Admission Requirements—Graduates holding the degree of bachelor of science in pharmacy from an A.C.P.E. accredited institution are eligible to apply for admission to the Doctor of Pharmacy Program. A cumulative grade point average of 3.0 (on a 4.0 scale) in the final sixty (60) semester hours of college work completed will constitute the basic academic requirement for consideration for admission to the program. Applicants are required to have three (3) letters of recommendation sent to the admissions committee and must appear before the committee for a personal interview if invited. Classes begin the fall semester of each year. Appointments to these classes are made each spring. Positions in each class are limited and are awarded on a competitive basis. Application deadline is March 1 for the program that begins the following fall.

Other Requirements—A 3.0 grade point average must be maintained for all doctor of pharmacy course work. The academic program of study of each candidate will be planned by the candidate and a supervisory committee to meet the candidate's career objective in addition to the primary requirements.

Upon completion of the didactic work, candidates may be required to pass a comprehensive written and oral examination.

All doctor of pharmacy students are required to have professional liability insurance prior to entering the clerkship component of the curriculum.

Specific inquiries concerning post B.S. Pharm.D. admissions should be sent to Director of Pharmacy Careers, Doctor of Pharmacy Program, Florida A&M University College of Pharmacy, Tallahassee, Florida 32307.

SCHOOL OF ALLIED HEALTH SCIENCES

Admission to the School of Allied Health Sciences is a two-step process. An applicant must first be accepted by the university and then must apply for admission to the professional division of his/her choice. Admission to the university does not guarantee acceptance into any of the professional divisions. The requirements and procedures for admissions to the university are outlined under the heading "Special Admissions, Requirements of the Colleges and Schools."

A student seeking admission to a professional division in the School of Allied Health Sciences must:

1. Have completed and maintained a grade point average of 2.5 or better in all pre-professional course work.
2. Secure and complete an application for admission to the professional division of his or her choice within deadline as prescribed by each division.
3. Submit an autobiographical essay of at least 300 words to the division director, along with the completed application.
4. Provide evidence of a minimum of fifty (50) hours of inquiry into the

profession or work experience in a health care setting (Divisions of Physical Therapy and Occupational Therapy only).

Admission to a professional division in the School of Allied Health Sciences is based on an applicant's selection by the appropriate admissions committee. Selection will be based on the evaluation of a number of factors, including the student's overall grade point average, grade point in all science courses, work experiences, grade trends, a personal interview, leadership activities, and the mission of the university.

SCHOOL OF ARCHITECTURE

The School of Architecture is a professional school with limited enrollment and selective admissions described in the outline below. Admission to the school is by application only. All applications are reviewed by an admissions committee. The committee evaluates the merit of each application and reviews the applicant's academic achievements. Additional consideration may be given for work experience in the field of architecture, design and graphic ability evidenced in a portfolio, and written and oral communication skills. As a limited access program with a fixed facility, admission to the school is competitive.

Applications will be considered by the admissions committee according to the following calendar:

Summer semester admission Applications received by February 1.
Fall semester admission Applications received by February 1.
Spring semester admission Applications received by November 1.

Late applications may be considered on a space-available basis.

I. UNDERGRADUATE ADMISSIONS

A. Freshman Admissions—In addition to the university requirements for admission, a freshman who wishes to be considered as an architecture major must have achieved a minimum GPA of 2.5 in academic course work and a 900 on the SAT, 1010 on the SAT I, or 19 (21 ENA) on the ACT. Applicants with lower scores may be considered on a special basis as space is available.

B. Transfer Applicants—All applicants who wish to transfer into the School of Architecture will be evaluated individually for admission. Transfer students must have an overall 2.50 GPA and a minimum 2.50 GPA in all architecture courses. Previously earned college credit will be transferred if it is equivalent to the architectural curricula and carries a grade of "C" or better.

No credit for architecture course work can be granted if completed at a vocational-technical school or institute. If appropriate, other course work may be used toward general education or elective credit. Applicants must send curricula and course descriptions to the School of Architecture for evaluation. Only those transfer students who have received an associate of arts degree from a "pre-architecture" program with approved articulation will be considered for admission to the third-year level.

C. Admission to the Professional Bachelor of Architecture Program—Transfer students and FAMU students applying for admission to the bachelor of architecture program must have a minimum GPA of 2.75 in upper division courses, and a review of prior work. All students currently enrolled at FAMU School of Architecture must complete all third- and fourth-year course work prior to entering the fifth year. Transfer students must have completed the equivalent of FAMU's bachelor of science in architectural studies degree.

II. GRADUATE STUDIES IN ARCHITECTURE—The School of Architecture has two graduate degree programs:

A. Master of Architecture (professionally accredited program)

B. Master of Science in Architectural Studies

The admission requirements vary for these degree programs. Applicants should write or call the School of Architecture for details about the curriculum, areas of graduate emphasis, and admission requirements.

Also see the School of Architecture section in this catalog under the "School of Graduate Studies, Research, and Continuing Education."