

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED NEW REGULATION

DATE: August 14, 2013

REGULATION CHAPTER NO.: Chapter 2

REGULATION CHAPTER TITLE: Student Affairs

REGULATION TITLE AND NUMBER: Admissions (2.015)

SUMMARY OF REGULATION: This amended regulation includes changes to the undergraduate admissions policy. The regulation is more transparent to include statements that are in alignment with and mirroring the BOG Regulations. Statements were added to the general policies regarding criminal and prior educational conduct and denial of admission and appeal process. Programs with deadline dates for admission were removed. The Freshman Applicants section clearly defined a beginning freshman. Changes to the admissions criteria resulted in the removal of the admissions sliding scale and adding current admission requirements. Requirements were added for Home Education or Other Non-traditional High School students. General information for applicants applying for admission requesting special consideration based on a learning disability was revised. The definition of an Undergraduate Transfer applicant has been clearly defined. Changes include the removal of all language in reference to the CLAST requirement for students. Additional changes include the removal of the requirement for the required hours of meeting general education program requirements. The wording community college has been changed to the Florida State College System. The Early Admission section required the deletion of SAT/ACT test scores due to changes in the admissions criteria. The section on International Applicants has been revised to include more detailed information of required documents for an admissions evaluation.

Changes to the Graduate Admission Policy include the removal of the Graduate Record Examination required score of 1000 for admission. The number of hours a Florida A&M University post-baccalaureate non-degree seeking student can transfer is increased. The re-admission policy is included.

The College of Law removed statements (a)(b) referring to full-time day and part-time evening programs and the students. Standard ABA 501(a) was added regarding; LSAT scores valid for five (5) rather than three (3) years; Law School Data Assembly Service (LSDAS) was changed to Credential Assembly Service (CAS) of the Law School Admission Council; and the April 1st deadline was replaced with the published deadline on the College of Law's website.

AUTHORITY FOR REGULATION: Section 7, Article IX, Florida Constitution and Board of Governors Regulations 1.001, 6.001, 6.002, 6.003, 6.004, 6.009, and 6.018.

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@famu.edu.

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

Regulations of Florida A&M University



2.015 Admissions

(1) General Policies: Undergraduate Admissions

- (a) Florida A&M University (~~FAMU~~University) ~~uses the common application form for undergraduate admission to any one of the state universities. Applications may be obtained from any Florida high school or Florida community college, on-line at www.famu.edu ~~www.famu.edu/admissions~~. , or students may write to the Office of Admissions, Florida A&M University, Tallahassee, Florida 32307-3200.~~
- (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 Florida Board of Governors (öBOGö) Regulation 6.002~~University~~. ~~However, all admission decisions by the university shall be pursuant to Section 1007.261, Florida Statutes, but~~ subject to the minimum standards adopted by the Board of Governors. ~~In~~

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~~all admission activity, the University will give attention to the need to satisfy equal opportunity affirmative action goals.~~

- (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 Medical Health History and Immunization form signed by the applicant. All entering applicants born in or after 1957 must provide proof of ~~rubeola and rubella~~ immunizations which is mandatory prior to enrollment. The University reserves the right to refuse admission and/or registration is subject to denial for to any applicant whose health record ~~or report of medical examination~~ 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(7,8) 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.
 - i. 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.

ii. ~~(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.

iii. ~~(f) An applicantsion or residency affidavit submitted by or on behalf of an applicant that contains false, fraudulent, or incomplete statements may result in denial or revocation of admission and/or or denial of further registration and/or invalidation of University FAMU credits. Applicants who fail to give complete and accurate responses to the conduct section of the admissions application may be subject to denial of admission, or if already admitted, may be subject to disciplinary action up to and including expulsion or invalidation of credits or degrees earned.~~

(g) Admission to ~~the University~~FAMU shall be on a selective basis within curricula, space, and fiscal limitations. The selection process shall include consideration of multiple factors includinges, but is not limited to; grades; test scores; educational objectives; ~~pattern of~~ college preparatory courses completed; past misconduct; letters of

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recommendations; and ~~personal records~~ 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, or 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 ~~These criteria are~~ 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.

~~(j) When a former student attends another post-secondary institution since last attending FAMU the admission status requires evaluation if it has been for more than two consecutive semesters excluding the summer.~~

(~~l~~k) 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)~~ ~~6.004(1)(e)~~ and 6.002 (1)(h), must complete eight semester hours in one foreign language prior to graduation.

(~~l~~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)

(~~m~~n) Transfer Applicants Deadlines:

Pharmacy Fall Semester, February 1

~~Architecture Fall Semester, May 1; Summer Semester, February 1; Spring Semester, November 1~~

Occupational Therapy February 15

Nursing ~~Spring Semester, October 15~~ (is this correct?)

(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~~ ~~Students~~—applying for admission must ~~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 from the Test of English as a Foreign Language (TOEFL) if the native language is not English as indicated: Paper based examination \geq 550; computer-based \geq 213; Internet based \geq 79-80.

(d) ~~An~~ Applicants who has at least a \geq 3.0 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 \geq 3.0 average (2.5 \geq 2.99 on a 4.0 scale) in the required academic units described herein, above 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 ~~admissions-scale~~ criteria:

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i. 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)	3 <u>4</u>
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>	3 <u>2</u>
TOTAL	18

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

GPA	SAT(Verbal & Math)	ACT
2.00 6 2.09	1140	25
2.10 6 2.19	1110	24
2.20 6 2.29	1090	23
2.30 6 2.39	1060	22
2.40 6 2.49	1030	22

2.50-2.59	1010	21
2.60-2.69	1000	21
2.70-2.79	990	21
2.80-2.89	980	20
2.90-2.99	970	20

~~i. The high school grade point average requirement is 2.50-2.99 on a 4.0 scale. 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 ó Critical Reading >= 460 or ACT ó Reading >= 19,~~

~~SAT ó Mathematics >= 460 or ACT ó Mathematics >= 19, and~~

~~SAT ó Writing >= 440 or ACT ó English/Writing >=18~~

~~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.~~

~~(fe) 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 ~~Rules~~ Regulations, if any, as approved by the Board of Governors.~~

~~(gf) 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.

(h) 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. ~~course or night school unit may be accepted for applicants who are hearing impaired, visually impaired, or dyslexic. 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. Applicants must provide documentation indicating failure to meet the admission requirement related to the disability or must have a specific learning disability. Documents required include, but are not limited to, a physician's statement, vocational rehabilitation records, and school records maintained as a result of the exceptional child provisions.~~

(hg) 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.~~

(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 students and have a grade point average of at least 2.00 on a 4.00 scale on all college-level academic courses attempted.
- ~~(b) 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.~~
- ~~(d) In addition to the guidelines listed herein, 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, FAMU requires a student must earn at least thirty (30) semester hours at the University.~~

(fd) Transfer students entering ~~the University~~FAMU 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.

(ge) 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.

(if) 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 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. An approved general education program of at least thirty six (36+) semester hours as determined in section 1007.25, Florida Statutes, and BOG Regulation 6.004;

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3. Twenty-four (24) semester hours consisting of appropriate common program prerequisite courses and electives; and

34. Overall grade point average of at least 2.0 on a 4.0 system;

~~4. Satisfactory completion of the CLAST for admission to the upper division.~~

(jg) 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 a the Florida State College System ~~public~~-community college.

~~(h) 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 post-secondary level instruction in one foreign language or American sign language;~~

~~31. Transfer applicants who Must have earned at least 60 semester hours and at least a 2.0 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.~~

~~4. Must present passing scores on the CLAST prior to admission into the upper division of the university. Transfer applicants entering FAMU must take the CLAST the first time it is offered after initial enrollment;~~

~~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. Rules. Profile Assessment admission standards do not apply.~~

~~(k)~~ The UniversityFAMU 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:

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- (a) A 3.0 or better high school average in the core academic subjects; ~~and~~
- (b) ~~A minimum score of 1010 on the SAT (Verbal & Math) or 21 on the ACT; and~~ Meet the minimum SAT or ACT test score requirements for undergraduate FTIC~~regular~~ admission; ~~and~~
- (c) Eighteen (18) core academic units as indicated under paragraph (2)(~~e~~ d) 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. ~~A statement of finances;~~ 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. A statement of health from a medical doctor; 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) and

6. Scores resulting from the TOEFL (i.e., paper based examination ó 550; computer-based -213; internet-based ó 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 õCõ 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

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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 Undergraduate Students

Students not in attendance during two consecutive terms (exclusive of the summer ~~term~~ semester), must apply for readmission to the University. ~~Such students should secure an application for readmission from the Office of Admissions or apply on-line. 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 Community State College System "AA" degree recipients.

(8) Graduate Admissions

- (a) In order to be admitted, a first-time graduate student or a student transferring from a graduate program at another university must have a bachelor's degree or equivalent from an accredited university and meet ~~at least~~ one of the following criteria:

1. Shall have earned a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale ~~or better~~ average or better in all work attempted while registering ~~as an upper division student working for a baccalaureate degree, or~~

~~2. Shall have a total Quantitative-Verbal Graduate Record Examination (GRE) score of~~
23. Shall have earned a graduate degree from an accredited institution.

- (b) Each student who seeks admission as a first-time or transferring graduate student shall be required to present his or her score on the Aptitude Tests of the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT) or an equivalent measure approved by the State Board of Education, to support the application for admission. The GRE, GMAT or approved nationally standardized graduate admission test scores must be acceptable to the individual academic program to which the applicant is applying in individual cases by the university.
- (c) Each school/college may impose more restrictive admission requirements than the above established minimums for students to enter graduate programs. These criteria shall be published and the University Catalog shall give notice where copies of such criteria may be obtained.
- (d) In admitting students for a given academic year, up to ten percent of the graduate students admitted for that academic year may be admitted as exceptions to the above criteria. Students admitted as exceptions need not meet any of the criteria listed above but should meet other criteria devised by the university: such as excellent letters of recommendation from trusted educators or satisfactory performance in a specified number of graduate courses taken as post-baccalaureate students or practical professional experience in the discipline for a specified period of time.
- (e) A minimum TOEFL score of 550 (Paper-based) or 80 (computer-based), or 6.5 on the International English Language Testing System (IELTS) ~~better on the TOEFL~~ is required for international students whose native language is not English.

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(f) Applicants denied admission shall be given reasonable notice and reason for their rejection in writing. Applicants denied admission may appeal their cases to the Application Review Committee (ARC) of the Graduate Council, which is the policymaking and governing body for all graduate programs. The Application Review Committee, after careful evaluation of each case will make appropriate recommendations to the Graduate Council which will make a final determination on each appeal. The Dean ~~for the School of~~ Graduate Studies and Research will then communicate the decision to the applicant.

(9) Post-baccalaureate Non-degree Seeking Students

A student with a baccalaureate degree or equivalent may seek admission as a post-baccalaureate non-degree seeking student. Such students will be limited to no more than 12 semester hours of post-baccalaureate course work. All students will be required to sign a statement/affidavit affirming their non-degree status. Admission shall be on a selective basis within curricula, space and fiscal limitations. The selection shall be based on academic records, educational objectives, career objectives, and a need for continuing educational opportunities. This category could accommodate, but shall not be limited to, schoolteachers seeking re-certification and employees of area industries as documented by the employer.

(10) Transfer Credit

At the discretion of the appropriate academic unit, a maximum of six (6) semester hours for the master's level and twelve (12) semester hours for 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 credit 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) Re-admission of Former Graduate Students

Students not in attendance for two consecutive semesters (exclusive of the summer semester) must apply for readmission into the University. There is no guarantee that the student will be re-admitted. An application fee is not required for returning students.

This policy does not apply to students who have been called for military duty. In this case, the student would be required to submit a copy of the military orders and complete the process, as outlined by the Registrar's office.

(12) College of Law Admissions.

~~a) The standards for admission in the Full-time Day and the Part-time Evening Programs are not the same. Greater demands of work and study for Evening Program students necessitate a different emphasis on admissions criteria than in the Day Program.~~

~~While the entire application file is reviewed, Evening Program admission standards place a greater emphasis on the objective indicators of LSAT scores and undergraduate grade point average than the Day Program.~~

~~(b) Applicants have the option of applying to one or both programs at the time of application. Switching between programs after the initial application is made will not be permitted. For admission to the Part-time Evening Program, preference will be given to~~

~~applicants whose circumstances are such that they can pursue a legal education only on a part-time basis.~~

(ea) 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 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 ~~three (3)~~ 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 ~~Law School Data Assembly Service (LSDAS)~~ Credential Assembly Service (CAS) of the Law School Admission Council. ~~LSDAS-CAS~~ 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 ~~a~~ two personal statements and two letters of recommendation.

(db) For admission to the fall entering class, applicants must submit their applications ~~by April 1st and must have their files completed with all required application materials by May 1st~~ the published deadline date contained on 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.

(12) Admissions Priority.

(a) The priority for admission to FAMU shall be as follows:

1. Upper division transfer students with an AA degree from a Florida community/junior college or from another institution within the State University System.
2. Graduate students.
3. First time in college Florida students.
4. Other upper division transfer students.
5. Other first time in college and lower division, non-Florida students.
6. Post-baccalaureate non-degree, unclassified and special students.

(b) Within each group listed in paragraph (a) above, the priority shall be as follows:

1. Students within the University service area, if applicable.
2. Florida students.
3. Non-Florida students.

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, _____.