

Academic Policies and Regulations

This Academic Policies and Regulations section is divided into the following subsections and the subsections appear in the following order: Policies for All Students, The Grading System, Additional Policies for Undergraduates, Additional Policies for Graduate Students, Acceleration Mechanisms for Undergraduates, and Student Behavior Regulations.

Policies for All Students

Course Credits and Levels

The Semester System

Since fall 1981, credits for courses taken at FAU are based on the semester system, with the fall and spring semesters each comprising about 16 weeks and the summer semester comprising about 13 weeks. The summer semester is divided into three terms: summer A is the first six weeks of the summer semester, summer B is the last six weeks of the summer semester, and summer C is the entire summer semester. Courses are offered in all three summer terms. All credits awarded by FAU are semester credit hours. Quarter credits may be converted to semester credits by multiplying the quarter credits by 2/3 (i.e., 90 quarter credits = 60 semester credits.)

The Trimester and Quarter Systems

FAU began offering courses in fall 1964 with credit based on the trimester system. In fall 1967, when the State University System of Florida switched to the quarter system, FAU began offering courses in quarter credits and did so through summer 1981. Transcripts printed during this period were in quarter credits using this formula: quarter credit = 3/2 trimester/semester credit (i.e., 90 quarter credits = 60 trimester/semester credits).

Course Levels

The level of a course determines whether it is an undergraduate or graduate course, whether it is an upper-division or lower-division course.

Courses at the 1000, 2000, 3000, and 4000 levels are undergraduate courses. Those at the 1000 and 2000 levels are considered lower-division courses; those at the 3000 and 4000 levels are upper-division courses. Courses at the 5000, 6000, and 7000 levels are graduate courses.

Course Numbering System

For detailed information, refer to Florida's Statewide [Course Numbering System \(Appendix C\)](#) at the end of this catalog.

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absence and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Communication Devices

In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions.

Exceptional Circumstance Withdrawal (Medical Withdrawal)

Students withdrawing from **all** classes in the current semester due to exceptional circumstances, such as illness of the student, military conscription, call to active duty, or death of an immediate family member (parent, spouse, child, sibling, or grandparent), may receive a full refund, less nonrefundable fees. Students seeking Exceptional Circumstance withdrawals should contact the Office of the Dean of Student Affairs at 561-297-2656 for the appropriate paperwork or visit www.fau.edu/student/dean.

Drop/Add and Withdrawal

Schedule changes may be made by accessing OASIS (Owl Academic Student Information System), FAU's online registration system at <https://myfau.fau.edu> by the appropriate deadlines. Drop/add requests and withdrawals also may be made through OASIS.

For fall and spring semesters, the end of the eighth day of the semester (see Academic Calendar at www.fau.edu/registrar/acadcal.htm) is the last day for

adding/dropping courses and changing sections without incurring a fee and without receiving a “W” on the transcript for dropped courses. Students may continue dropping courses without receiving a “W” on the transcript from the ninth through the 15th day of the semester, but they are fee-liable for the courses during this time.

If a student drops or withdraws from a course from the 16th day of the semester through the eighth week of classes, the student will receive a grade of “W” on the transcript and will be fee-liable for the course. The student may use OASIS during this period to drop or withdraw from a course.

Beyond the eighth week of classes, drops or withdrawals from courses can only be arranged in person in the Office of the Registrar. After the eighth week of classes, a drop or withdrawal incurs an “F” on the student’s transcript and the student remains fee-liable.

The extended drop period does not apply during summer terms. To drop or withdraw from courses during summer terms, students should follow the procedures above, but note the shorter time frames in which to complete the drops: the end of the first week of classes is the last day for adding/dropping courses and changing sections. Courses are fee-liable after this date. Refer to the Academic Calendar at www.fau.edu/registrar/acadcal.htm for specific deadlines (and consequences) to drop summer courses after the first week of classes.

Proportionate dates for dropping and withdrawing will be established for courses that are offered in less than the normal semester.

Dropping or withdrawing from courses in which the student is involved in academic irregularities is not permitted.

The subsections Refund of Registration Fees and Repeated Enrollment Fee in the [Tuition, Fees, and Refunds section](#) of this catalog may be of interest.

Reading Day

One day, generally a Wednesday or Thursday, during the last week of classes prior to the start of final examinations is a designated reading day. No classes or examinations are held on this day; instead, students are encouraged to use this day for study and review and to meet with faculty during scheduled office hours. Faculty is encouraged to hold some office hours on reading day. There are no reading days in the summer terms because final examinations are given during regular class periods.

Final Exam Period

Fall and spring term final course examinations will be scheduled during the week following reading day. Some final examinations may be scheduled on Saturdays and Sundays. The summer semesters do not have final examination periods; course examinations may be given at the discretion of the faculty member teaching the course.

Religious Accommodation

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations and work assignments.

Students who wish to be excused from course work, class activities, or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University’s established grievance procedure regarding alleged discrimination.

Admission to Professional Programs

Certain courses of study at the University prepare students for entry into a profession, such as architecture, education, nursing, and social work. Admission and retention in these programs may require adherence to a professional Code of Ethics. For the requirements of these degree programs, refer to the specific program’s information in this catalog or to other materials provided by these programs.

Intellectual Property Policy

As a condition of enrollment, students agree that the FAU Intellectual Property Policy applies to University personnel as defined in that policy in section C.1.b., which includes students involved in research who use appreciable University support. These individuals may be involved in research that could result in valuable intellectual property in which FAU may assert its rights. Students agree to abide by the Intellectual Property Policy of FAU (www.fau.edu/research/ott/ipp.php) regarding the assignment of intellectual property rights to FAU and the ownership of this intellectual property by FAU. Students further agree that all records that are generated as a part of their research will remain the property of FAU, and upon termination of their research or assistance in research, they will return all such records to their FAU supervisor.

In the event that students are employed by an entity or perform research for an entity other than FAU, which may result in intellectual property, they agree to obtain appropriate prior consent from that entity to the above stated terms.

Honors Convocation

An Honors Convocation is held each year to recognize high scholastic attainment by individual students and superior teaching by individual faculty members. The program consists of the presentation of various awards to outstanding scholars, the Distinguished Teacher of the Year, the Distinguished Researchers of the Year, and Distinguished Service Award recipients.

Graduation Procedure

A student must apply for a degree by the end of the third week of the semester in which the student expects to graduate. The Application for Degree form is available at www.fau.edu/registrar/forms.htm#graduation or in the Office of the Registrar.

It is the student's responsibility to meet all requirements for the degree. For the deadlines to apply for a degree during the 2007-2008 academic year, consult the Academic Calendar at www.fau.edu/registrar/acadcal.htm.

Commencement

A commencement ceremony is held at the end of each fall, spring, and summer semester. Candidates for graduation will be mailed specific information regarding participation in the ceremony and tickets for guests.

The Grading System

Florida Atlantic University has a plus/minus (+/-) grading system. Grades for the undergraduate and graduate courses are reported by the symbols indicated in the following table:

<u>Grade</u>	<u>Grade Points per Credit</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
S (Satisfactory)	Credit only
U (Unsatisfactory)	No credit
I	Incomplete
AU (Audit)	No credit
CR (Credit by Exam)	Credit only
W (Withdrawal)	No credit
WM (Withdrawal— Exceptional Circumstance)	No credit
NR	No reported grade
P (Pass)	Undergraduates only, Credit only

Administrative Notations

The following notations are not grades and are not assigned by instructors, but are entered administratively on the transcript when appropriate:

AU	Audit
CR	Credit only
W	Withdrawal
WM	Withdrawal (Exceptional Circumstance)
NR	No reported grade

The "AU" notation carries no credit and indicates that the student registered for the course only as an auditor.

A "CR" notation indicates that the student received credit for the course by examination (see Credit by Examination later in this section).

A "W" notation indicates that the student withdrew from the course during the third to eighth week of the semester (see Drop/Add and Withdrawal in this section). The course appears on the transcript, but no credit is awarded and the course is not included in the grade point average.

The "WM" notation indicates that the student was granted an Exceptional Circumstance withdrawal.

When an instructor does not turn in a grade for a student in a particular course by the deadline for submission in the semester the course was taken, the Registrar will temporarily enter the notation "NR" on the transcript. The "NR" is not a grade, and courses so marked are not included in the grade point average. When the instructor submits a grade to the Registrar's Office, it will replace the "NR."

Incomplete Grades

A student who registers for a course but fails to complete the course requirements, without dropping the course, will normally receive a grade of "F" from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "I" (incomplete). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average. It indicates a grade deferral and must be changed to a grade other than "I" within a specified time frame, not to exceed one calendar year from the end of the semester during which the course was taken.

Students cannot graduate with a grade of incomplete ("I") on their FAU record. Before certification for graduation, every incomplete designation must be resolved at both undergraduate and graduate levels. Possible ways to resolve "I" grades are:

1. Complete the work required in the agreement with the instructor for the "I" grade (noted on the Report of Incomplete form).

2. Request that the default grade suggested by the instructor on the faculty Report of Incomplete form be immediately recorded. With approval of either the instructor or department chair, a grade of “F” may be recorded if the instructor did not submit the required documentation with the “I” grade.

3. Petition to withdraw from the course, if exceptional circumstances show merit.

The “I” grade is used only when a student has not completed some portion of the work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term. The instructor is required to record on the appropriate form, and file with the Registrar, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student’s responsibility to make arrangements with the instructor for the timely completion of this work.

Changes of Grade Policy

Instructors may, for appropriate reasons, change the grade awarded to a student in a given course within one year of the end of the semester in which the course was taught. If the student received an Incomplete (“I”) grade at the conclusion of the course and a letter grade was subsequently assigned, that grade may be changed within one year of the date it was assigned. The new grade must be submitted to the Registrar on the appropriate form, with the approval of the department in which the course was taught and the dean of that college.

If a grading error is discovered or a student wishes to challenge a grade after more than one year has passed, an appeal must be submitted to the provost for an exception to the one-year deadline. This appeal must be endorsed by the dean of the college in which the course was taught and must include documentation of the error that resulted in the assignment of an incorrect grade.

Grade changes other than “I” to a grade (e.g., “A” to “B,” or “C” to “B”) are documented in college records indicating the reason for the change (error in grading test, miscalculation, etc.).

Academic Actions are recalculated and updated as a result of grade changes; **however, no grade changes are processed after graduation for courses used for that degree.**

Grading Information Specifically for Undergraduate Students

The grades of “A” through “D-,” “P,” and “S” are passing grades, and credit is earned for courses in which they are awarded. Grades of “D+,” “D” or “D-,” while considered passing for undergraduate students, indicate weak performance. While the credits count toward graduation, some programs require certain courses to be passed with a “C” or better, or some other specific grade,

to fulfill requirements for the major. No lower grade, such as a “C-” in this example will satisfy these program requirements. (See the [Degree Requirements](#) section of this catalog or other requirements, such as Gordon Rule courses). The grades of “F” and “U” are failing grades and do not earn credit.

From fall 1991 through summer 1997, the plus-only system was used in which “B+” = 3.50, “C+” = 2.50, and “D+” = 1.50. Grades earned at FAU during this period will receive grade points according to that system.

Pass/Fail Grading Option

In certain designated undergraduate courses, undergraduates may elect to receive a grade of Pass (“P”) or Fail (“F”) rather than a standard grade. When undergraduates choose this option, they participate in the course the same way as students enrolled for a letter grade. The instructor is not informed that they have chosen the P/F option until the course is completed. At that time, students who would receive a passing letter grade receive a “P” instead; a “P” grade will be awarded credit but will not be counted in calculating the grade point average. Students who do not achieve passing work receive a grade of “F,” which represents failing work and will be counted when calculating the grade point average.

This option is available only to undergraduate students and requires the approval of the college of the student’s major; it is not available for courses in the student’s major or to students on probation. The maximum credit available to any student on the pass/fail option is one course per term, with a maximum of 12 credits during a student’s entire course of study.

Undergraduates wishing to take a course as pass/fail (provided the course is available for P/F option) must select this grading option by the end of the first week of classes. During the second and third weeks of classes, students must file a petition with their colleges to select the P/F option or vice versa. Such changes will not be considered beyond the third week of classes unless students have not taken a test in the class, not had an assignment graded, or not had any other assessment of class work. The only exception to this policy is if the student has transferred to another institution or program that requires a letter grade.

Satisfactory/Unsatisfactory Grading

Certain courses are designated by the department offering them to be graded on a Satisfactory/Unsatisfactory (S/U) basis. Unlike P/F grading, S/U grading is not an option for the student, but applies to all students in the course. In such courses, the grade of “S” indicates passing work and will be awarded credit for the course, but the course will not be included in the grade point average. The grade of “U” indicates failing work. The “U” is not awarded credit and is not included in the grade point average.

University Forgiveness Policy (Repeated Courses)

The University Forgiveness Policy permits an undergraduate student to repeat a 1000- to 4000-level FAU course and allow only the last grade to count in the grade point average. The policy permits undergraduate students in a five-year baccalaureate program to repeat a 5000-level course in that program and allow only the last grade to count in the grade point average.

Undergraduates will be permitted to apply the forgiveness policy at any time prior to graduation to a grade earned in a course taken during the completion of their degree program at FAU. Students will be permitted to apply the forgiveness policy to any grade earned in a course taken at FAU and repeated at FAU. This policy may be applied only twice during a student's study at the University and must be requested by the student for each course repeated.

Forgiveness Policy Request forms are available in the Office of the Registrar and should be submitted prior to or during registration for the term in which the course is to be repeated. The policy does not remove the previous grade, but eliminates the effect of that grade on the FAU cumulative GPA by removing it from the computation. Grades awarded due to academic irregularities cannot be repeated under the Forgiveness Policy. (See University Regulation 4.001 for Honor Code, Academic Irregularities, and Student's Academic Grievances at www.fau.edu/regulations.) For transferred courses, grade forgiveness by the prior institution will be honored by Florida Atlantic University.

In the event that a student chooses to repeat a course that is no longer offered by the University, it is the prerogative of the academic unit that offered the original course to either deny the student's request or to designate an appropriate, related substitute course.

Repeat Course Surcharge

In accordance with Florida Statutes, beginning in fall 1997, any student who registers for the same Florida Atlantic University undergraduate course more than two times will be charged a Repeat Course Surcharge for the third and subsequent enrollments in the course. An undergraduate-level course is numbered at the 1000, 2000, 3000 or 4000 level. All courses that are fee-liable will be counted as a registration. The amount of the charge will be determined each term, but is expected to represent the full cost of instruction. Exceptions to the Repeat Course Surcharge are individualized study, courses that are repeated as a requirement of a major, and courses that continue over multiple semesters. Courses repeated more than two times to increase the grade point average or meet minimum course grade requirements will be eligible for the surcharge.

Grade Point Average (GPA) Computation

Except as provided by the University Forgiveness Policy, an undergraduate student's grade point average is computed by dividing the sum of all grade points earned at FAU by the total number of credits in all courses for which the grades of "A" through "F" have been received.

Courses in which grades of "AU," "CR," "W," "WM," "S," "U," "I," or "P" have been received will not be used in computing a student's grade point average.

Grading Information Specifically for Graduate Students

The grades of "A" through "C," and "S" are passing grades. The grades of "B-," "C+," and "C," while considered passing for undergraduate students, are indicative of unsatisfactory work for graduate students and may not be accepted for some courses. The grades of "C-," "D+," "D," "D-," "F," and "U" are failing grades.

No credits are earned in courses in which grades of "AU," "CR," "F," "I," "U," "W," or "WM" are received. The grades "S" and "U" are used to indicate satisfactory or unsatisfactory performance in courses approved for such grading. The Pass/Fail (P/F) option is not available for graduate courses. All thesis/dissertation grading will be "S" or "U."

A student who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of "F" in the course. See Drop/Add section. In extraordinary circumstances, the faculty may record "NR," which will appear on the transcript as "NR" until the situation is resolved.

Additional Policies for Undergraduates**Undergraduate Student Classification**

Undergraduate student classification is determined by the number of credits completed at all institutions as follows:

<u>Classification</u>	<u>Credits Completed</u>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

Freshmen and sophomores are lower-division students, whereas juniors and seniors are upper-division students. Students who have not received a baccalaureate degree and students who are seeking a second baccalaureate degree are undergraduates.

Deadline for Declaring a Major

Students who have not chosen a major must declare a major during the semester in which they reach 72 credits. Upon earning 72 credits, students will not be able to register for courses until a major is declared. Once approved by the college in which the chosen major is housed, students should complete an Application for Undergraduate Change of College/Change of Major form and submit the form to the Registrar's Office for final action. Forms are available at the Registrar's Office and in most college offices.

Continuous Enrollment/Catalog Year

A student who has completed at least 1 credit during each academic year is considered to have satisfied the minimum requirements for “continuous enrollment.”

Catalog year determines the set of academic requirements (general education and the major) that must be fulfilled for graduation. A student who has been continuously enrolled at FAU may be awarded a degree by satisfying the degree requirements defined in any catalog in effect during the period of continuous enrollment leading up to graduation. Students must follow a single catalog, not a combination of catalogs, to meet graduation requirements.

For students who earned an A.A. degree from a Florida public community college or another Florida public university, the period of continuous enrollment may be extended to include a contiguous period of continuous enrollment at the former institution. Such students may use the FAU catalog in effect at the time they began their most recent period of continuous enrollment at any of the Florida public institutions.

If a required course ceases to be offered prior to a student’s graduation, appropriate adjustments should be recommended by the student’s academic advisor and approved by the dean of the college offering the student’s major. The University will make every reasonable effort to honor the curriculum requirements appropriate to each student’s catalog year.

Acceleration Mechanisms

Several accelerated programs are available to undergraduates. To learn about these, refer to Acceleration Mechanisms for Undergraduates, appearing later in this section.

Double Majors

A double major means two majors in the same degree, such as a B.A. or a B.S. (See the [Degree Programs section](#) of this catalog for majors in each degree.) To graduate with double majors, undergraduate students must first declare the primary college and major of their choice on the application for admission. Then, undergraduates must inform the second college and department of their intent by completing a Second Major form, available in the [Office of the Registrar](#). Undergraduates must consult with both departments to ensure that all courses needed for graduation are completed. After successful completion of all requirements for both majors, undergraduate students will be awarded one degree with both majors listed.

Students wishing to pursue majors in two different degrees should refer to the requirements for a Second Baccalaureate Degree, appearing in the [Degree Requirements section](#) of this catalog.

Change of Major

Undergraduate students contemplating a change of major should consult with their advisor. Changing the major requires permission of the new department and

satisfaction of the same academic qualifications as for new applicants for admission to that department (see Lower-Division College and Department Requirements and Recommended Courses in the [Degree Requirements section](#) of this catalog). To change the major, an undergraduate must satisfy the prerequisite course work required for the new major. Other restrictions may apply for admission to certain programs. Undergraduates who change their major are subject to the degree requirements in the new major in effect at the time of the change.

Changing the major to a department in a different college requires the Application for Undergraduate Change of College form, which is available at the [Office of the Registrar](#) and in most college offices. The form needed to change the major to a department in the same college is available in the college office.

Good Academic Standing

At Florida Atlantic University, students are in good standing if they are eligible to continue or re-enroll at the University, even if on probation.

Satisfactory Academic Record

To graduate from Florida Atlantic University, an undergraduate must achieve a satisfactory academic record. A satisfactory academic record is defined as an average of “C” or better on all work attempted (2.0 on a 4.0 scale). Certain majors may require higher standards.

Freshman Warning and Academic Probation

At Florida Atlantic University, freshman warning and academic probation mean that either a student’s cumulative grade point average or grade point average in any specific term has fallen below a 2.0. These designations are intended to alert students of the need to improve their academic performance.

Freshman Warning

Freshman warning applies only to freshmen who fail to earn a 2.0 average in their first semester. Students on freshman warning are required to meet with their advisors in Freshman Academic Advising Services for special assistance in improving their academic performance.

Academic Probation

Except for first-semester freshmen, all other undergraduate students whose grade point average in a given term is below a 2.0 or whose cumulative grade point average is below a 2.0 are placed on academic probation. Undergraduates on academic probation should seek assistance from their academic advisors in improving their academic performance.

Academic probation is removed when an undergraduate student earns at least a 2.0 average in all work attempted during the next period of enrollment **and** has a cumulative grade point average of 2.0 or higher at Florida Atlantic University.

Suspension and Dismissal

An undergraduate student on academic probation who fails to earn a 2.0 average in all work attempted in any term **and** who has a cumulative average of lower than 2.0 at Florida Atlantic University will be suspended from the University. The undergraduate is eligible to apply for re-admission after a minimum of one semester and, if permitted to return, will be on academic probation. If at any time after having once been suspended an undergraduate on probation has a term and cumulative average below 2.0, the student will be dismissed from the University. A dismissed student may not re-enter the University except through the approval of the student's college. If a student is seeking to be admitted to a college different from the original college, the consent of the college into which the student seeks to be re-admitted is required. Appeals for re-entry are not considered unless the student has been out of the University for at least one year.

Deferred Probation, Suspension and Dismissal

If an undergraduate student takes a single course (or a single course and linked laboratory) in a term and earns a semester GPA of less than a 2.0, **and** if this would result in the student being placed on probation or being suspended or dismissed, the action will be deferred until the end of the next term in which the student is enrolled. At that time, any academic action will be based on the grades earned in the "next term" and/or the cumulative GPA. In the event of deferred action, the student's academic status will remain the same action that was in place at the end of the semester preceding the "single course" semester.

Dean's List

The University recognizes superior academic performance at the end of each semester by the publication of a Dean's List for each college of the University. To be included in this list, an undergraduate student must complete a full-time load (at least 12 credits) with a grade point average of 3.0 or higher and must rank in the upper 10 percent of the students enrolled in the college. The selection of Dean's List students is based on grades reported on the official grade reporting date for each semester. No changes are made to the list as a result of grade changes and removal of "I" grades. Grades of "NR," "P," "S," and "AU" are not used in determining eligibility for the Dean's List.

President's List

In recognition of superior academic achievement, the President's List is published at the end of each semester of the academic year. This list includes the names of all undergraduate students who have completed 12 or more credits and who have attained a grade point average of 4.0. The selection of President's List students is based on grades reported on the official grade reporting date for each semester. No changes are made to the list as a

result of grade changes and removal of "I" grades. Grades of "NR," "P," "S," and "AU" are not used in determining eligibility for the President's List.

Baccalaureate Degrees of Distinction

FAU recognizes superior academic performance by granting baccalaureate degrees of distinction to undergraduates who have earned at least 45 credits at FAU as follows:

Cum Laude for an FAU average of 3.50;

Magna Cum Laude for an FAU average of 3.70;

Summa Cum Laude for an FAU average of 3.90.

An undergraduate transfer student may qualify for a degree of distinction based on all work taken at the upper division (other institutions and FAU), a minimum of 45 credits, if the student has not completed 45 credits at FAU.

An undergraduate earning a second baccalaureate may qualify for a degree of distinction based on all work completed at FAU, a minimum of 30 credits.

All undergraduates receiving degrees of distinction must be recommended for that distinction by the faculty granting that degree.

Petitions

Academic Petitions Process

Students are expected to be familiar with and to conform to the regulations of the University. An academic petition may be filed when a particular academic requirement or regulation causes undue hardship for the student. Please note that this process does not concern itself with grievances against instructors (see University Regulation 4.001 for Honor Code, Academic Irregularities, and Student's Academic Grievances at www.fau.edu/regulations) nor does it act on any financial matters, including refunds for dropped classes or withdrawals (see Fee Petitions and Other Petitions below).

Degree-seeking undergraduate students with declared majors submit their petitions to their college's student services office. Degree-seeking students with undeclared majors submit their petitions to Freshman Academic Advising Services.

Nondegree-seeking students should direct their petitions to the college, department, or program to which their request applies.

A nondegree-seeking student wishing to withdraw from a course(s) must submit a separate petition for each course.

The procedures to file an academic petition are as follows:

1. Petitioner must fill out an Undergraduate Petition form. The form may be picked up at the college's student services office or at Freshman Academic Advising Services. Once the form is filled out, the petitioner must

attach any pertinent information in support of the petition (i.e., medical reports, records, verifying letters, memos from instructors, etc.).

Important Note: Petitioner must provide documentation supporting the request. The petition will be deferred until the required documentation is received.

2. A typewritten statement describing the extenuating circumstances of the petitioner's request must be submitted with the Undergraduate Petition form.

3. An updated copy of the petitioner's transcript must be submitted with the Undergraduate Petition form.

4. Petitioner must return, signed and dated, the original page of the completed petition form to the college's student services office or Freshman Academic Advising Services, whichever applies.

5. The decision of the college representatives will be communicated to the petitioner in writing by mail or by email.

6. No petitions will be accepted after the student has graduated.

Academic Appeals

Appeals of petition decisions also may be heard in the colleges, at their discretion, by individuals or groups not involved in the original findings.

Fee Petitions

Contact the Controller's Office if the petition relates to refunds, waivers, or withdrawal from courses for other than exceptional circumstances.

Other Petitions

Withdrawal for exceptional circumstances is a type of petition for which the Office of Student Affairs is responsible. This type of petition is discussed in detail in two sections of this *University Catalog*: on the first page of this [Academic Policies and Regulations section](#) and in the [Tuition, Fees, and Refunds section](#).

Additional Policies for Graduate Students

Continuous Enrollment

Graduate students are required to enroll for at least 1 credit during at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for the degree. Students who have been admitted to candidacy normally should enroll in the Thesis (6971) or Dissertation (7980) course in their departments. Those who have not yet been admitted to candidacy, but do

not need to take additional courses, should enroll in an appropriate Directed Independent Study course or Advanced Research course.

Students who fail to maintain continuous enrollment, as defined above, lose their eligibility for the degree. In such cases, students are required to submit a new application and pay a new \$30 application fee. In addition, students may be required to register for additional credits of Directed Independent Study, Thesis, or Dissertation, in an amount equal to the number of such credits missed while not continuously enrolled.

Graduate students who find it necessary to temporarily suspend their studies may apply for leave of absence from graduate study. Leave of absence is intended for students who are unable to pursue their studies at all, rather than for students who are actively working on a thesis or dissertation after completing course work. Leave of absence is approved by the Office of Graduate Admissions and Graduate Studies on the basis of the recommendation of the student's faculty advisor, department chair, and college dean. To apply for a leave of absence, students may use a Graduate Petition to Waive a University Regulation form or submit a memorandum with the appropriate approvals from the following: student's faculty advisor, department chair, and college dean.

Degree-seeking students returning after an absence of more than one year will be subject to the following:

1. File a new graduate admissions application with appropriate documentation.

2. Show proof of Florida residency by filing the appropriate paperwork for re-establishing Florida residency.

3. Be in good standing (eligible to return) at FAU and at any institution attended since the last period of enrollment at FAU.

4. Request that official transcripts be forwarded directly to the Office of Graduate Admissions and Graduate Studies from any institution attended since the last period of enrollment at FAU.

5. Submit proof of conformity to the Measles Immunization Policy of the State University System if they are under the age of 40 and have not already submitted this information.

6. Students who were enrolled without being fully approved for admission by the Office of Graduate Admissions and Graduate Studies will not be eligible to return. They must first be admitted to the University by that office. Students whose admission has been denied must contact the Office of Graduate Admissions and Graduate Studies for re-evaluation of their status and must be admitted before they can return.

7. Returning students will be admitted under the catalog guidelines in place at the time of re-admission.

Transfer Credits

Master's programs may accept a **maximum of 6 graduate credits** earned from another institution beyond a baccalaureate degree. Doctoral programs may accept a **maximum of 36 credits** earned elsewhere in an approved graduate program. A **maximum of 6 graduate credits** earned from another institution in a nondegree-seeking status may be transferred.

Acceptance of transfer credits for a course is dependent upon the following provisions:

1. The student received a grade of 3.0 or better on a 4.0 scale in the course to be transferred.
2. The course was taken at a regionally or nationally accredited institution.
3. The course is relevant to the graduate program in which the student is accepted, as judged by the admissions committee of the department or program.
4. The course is listed on the official transcript received by the Office of Graduate Admissions.
5. The course was completed within the six years preceding admission to the program.

Since many graduate programs do not accept transfer credits that have been applied to a completed degree, the student should consult the department offering the degree. See individual departments for particular degree requirements.

Recency of Credits

No credit that is more than seven years old at the time the Florida Atlantic University graduate degree is awarded may be counted toward that degree. Credits transferred into or applied to an FAU program are considered earned in the first semester of enrollment at FAU.

Change of Major

Degree-seeking graduate students who change from one major to another must complete a new application and pay a new \$30 application fee.

Residence Requirements

Students completing theses or dissertations must register in the term in which the degree is to be awarded.

Master's Degree:

The residence requirement for the master's degree will be determined by the college offering the degree.

Specialist in Education:

A student must complete at least one semester of full-time resident graduate study beyond the master's at FAU.

Doctor of Education or Doctor of Philosophy:

A student must have at least two semesters of full-time resident graduate study beyond the master's at FAU.

Note: For purposes of the academic residence requirements, which are unrelated to Florida residency for tuition purposes, full-time study is defined as 6 credits in summer term, 9 credits in the fall term and 9 credits in the spring term.

Satisfactory Academic Performance

To remain in good academic standing, each graduate student at Florida Atlantic University must maintain a satisfactory record. For all graduate students a satisfactory record is defined as an average of "B" or higher on all work attempted (3.0 on a 4.0 scale) at Florida Atlantic University by the end of the second term of enrollment and all subsequent terms. This is the minimum quality necessary for a graduate degree at Florida Atlantic University.

Dismissal

A graduate student who ceases to be in good standing must attain a 3.0 cumulative average within the next two semesters in which the student is enrolled, including summer semesters. Further registration as a degree-seeking student will not be permitted. With the approval of the program, however, dismissed graduate students may continue to take courses as nondegree students.

Individual departments and programs may have stricter standards of satisfactory scholarship than the above University standards. Descriptions of such standards are included in the programs' sections in this catalog or in other materials provided to all students in the program. If students fail to maintain satisfactory scholarship with respect to these program standards, they may be dismissed by the program.

Academic Appeals

Exceptions to graduate policies and procedures must be approved on the Graduate Request to Waive a University Regulation form (available in the college dean's office) and by the degree-granting department, the appropriate academic dean, and the Office of Graduate Studies. Graduate students may contest a ruling by the Office of Graduate Studies by submitting an appeal through their college's representative to the University Graduate Programs Committee for final review. The **Student's Academic Grievance Procedure** is detailed in University Regulation 4.001, available at www.fau.edu/regulations. Students have the right to appeal decisions that affect them academically, according to established University policies and procedures.

Acceleration Mechanisms for Undergraduates

FAU participates in numerous programs that afford students the opportunity to accelerate their degree programs if they so desire. The accelerated programs and policies are the following:

Correspondence Courses

Credit by Examination, including:

- Advanced International Certificate in Education (AICE)
- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- International Baccalaureate (IB)

Military Service School Credit

Undergraduate Enrollment in Graduate Courses

Correspondence Courses - Undergraduates

The University may award up to 10 credits of correspondence course work toward admission provided the credit earned was “C” or higher and appears on the transcript of a regionally accredited college or university. Acceptability of such credit for advanced standing and/or degree credit will be determined by the individual college. Credit earned in this manner will be treated as transfer credit.

The State University System of Florida offers a program of about 80 courses by correspondence through the Division of Continuing Education of the University of Florida. Courses are offered in each of the following departments: Advertising, Anthropology, Art, Business, Criminology and Law, Economics, Education, English, English as a Second Language, Geography, Geology, Germanic and Slavic Languages, History, Journalism, Latin, Linguistics, Mathematics, Philosophy, Political Science, Psychology, Public Relations, Religion, Romance Languages, Sociology, Statistics, Study Skills, and Textiles. Correspondence courses are also offered in the professional programs of Dietary Management, Insurance Pre-Licensing, Legal Assistant, and Water Management. Program information and course details may be obtained at www.CorrespondenceStudy.ufl.edu or by calling the Division of Continuing Education at the University of Florida: 352-392-1711 or 1-800-327-4218,

Credit by Examination - Undergraduates

Credit by Examination may be earned from the Advanced International Certificate in Education (AICE), Advanced Placement (AP) Policy, College Level Examination Program (CLEP), and International Baccalaureate (IB) Program. Credit will not be awarded for examinations covering the same areas or for comparable college courses already completed. Students are urged to consult with the dean of their college in order to ascertain which

examinations would be appropriate for their degree program. A maximum of 45 credits may be earned by examination. Note that although college credit may be earned from AICE, AP, and IB examinations, this credit may only be earned while the student is in high school.

Credit earned in this manner will be treated as transfer credit.

Advanced International Certificate in Education (AICE) Policy - Undergraduates

The AICE program is an international, advanced secondary curriculum and assessment program equivalent to the British system of “A-Levels.”

Examination	FAU Course	Passing Score	Credits
Accounting (AS)	ACG 2021	A-E	3
Accounting(A)	ACG 2021, ACG 2071	A-E	6
Art and Design (AS, A)	Discretion of faculty	A-E	3
Biology (AS)	BSC 1005, BSC 1005L	A-C	3
Biology (A)	BSC 1010, BSC 1010L	A-C	4
Business Studies (AS)	GEB 2011	A-E	3
Business Studies (A)	GEB 2011, MAN 1930	A-E	6
Chemistry (AS)	CHM 2083	A-C	3
Chemistry (A)	CHM 2045, CHM 2045L, CHM 2046, CHM 2046L	A-C	8
Design & Technology (AS)	Elective	A-E	3
Design & Technology (A)	Electives	A-E	6
Economics (A)	ECO 2013, ECO 2023	A-E	6
English (AS)	ENC 1101	A-E	3
English (A)	ENC 1101 or ENC 1102*	D-E	3
English (A)	ENC 1101, ENC 1102	A-C	6
Environmental Science (AS)	EVR 2017	A-E	3
Geography (AS)	GEA 2000	A-E	3
Geography (A)	GEA 2000, GEO 2200C	A-E	6
Foreign Language (AS)	1120	A-E	4
Foreign Language (A)	1120, 1121	A-E	8
History (AS, A)	Discretion of faculty	A-E	3 or 6
Mathematics (AS)	MAC 1147	A-C	4
Mathematics (A)	MAC 2311	A-C	4
Physics (A)	PHY 2053	D-E	4
Physics (A)	PHY 2053, PHY 2054	A-C	8
Psychology (AS)	PSY 1012	A-E	3
Sociology (A)	SYG 1000	A-E	3

* Award credit for ENC 1102 if student has credit for ENC 1101.

Advanced Placement (AP) Policy - Undergraduates

Advanced Placement (AP) examinations are given at the end of the year in high school Advanced Placement courses. Students may earn credits for Advanced Placement examinations taken in high schools as specified below. Credit will not be awarded for both AP and CLEP examinations covering the same course material. Official test scores sent directly from the testing center to Florida Atlantic University are required in order to award credit. To request official scores and for information visit www.collegeboard.com/student/testing/ap/about.html or call 888-225-5427 or 609-771-7300.

Examination	FAU Course	Passing Score	Credits
Art History	ARH 2000	3	3
Biology	BSC 1005, 1005L	3	3
	BSC 1010, 1010L	4	4
	BSC 1010, 1010L, 1011, 1011L	5	8
Calculus AB	MAC 2311	3-5	4
Calculus BC	MAC 2311	3	4
Calculus BC	MAC 2311, 2312	4-5	8
Chemistry	CHM 2083	3	3
	CHM 2045, 2045L	4	4
	CHM 2045, 2045L, 2046, 2046L	5	8
Computer Science A	COP 2220	3-5	3
Computer Science AB	COP 2220, COT 3002	3-5	6
Economics/Macro	ECO 2013	3-5	3
Economics/Micro	ECO 2023	3-5	3
English (Lang./Comp.)	ENC 1101, 1101, 1102	3, 4-5	3, 6
English (Lit./Comp.)*	ENC 1101, 1101, 1102	3, 4-5	3, 6
Environmental Science	EVR 2017	3-5	3
European History	WOH 2022	3	3
European History	WOH 2012, 2022	4-5	6
French	FRE 1120, 1120, 1121	3, 4-5	4, 8
German	GER 1120, 1120, 1121	3, 4-5	4, 8
Govt./Politics Comparative	INR 2002	3-5	3

Govt./Politics U.S.	POS 1041	3-5	3
Human Geography	GEA 2000	3-5	3
Italian	ITA 1120, 1120, 1121	3, 4-5	4, 8
Latin	LAT 1120, 1120, 1121	3, 4-5	4, 8
Music Theory	MUT 1001**, 1111, 1241***	3-5, 3-5	2, 4
Physics B	PHY 2053, 2053, 2054	3, 4-5	4, 8
Physics C/Electrical	PHY 2054, 2049	3, 4-5	4, 4
Physics C/Mechanical	PHY 2053, 2048	3, 4-5	4, 4
Psychology	PSY 1012	3-5	3
Spanish	SPN 1120, 1120, 1121	3, 4-5	4, 8
Statistics	STA 2023	3-5	3
U.S. History	AMH 2010	3	3
U.S. History	AMH 2010, 2020	4-5	6
World History	WOH 2022	3-5	3

* Credit for one course only.

** MUT 1001 if composite score is 3 or higher.

*** MUT 1111 and MUT 1241 if both aural and nonaural subscores are 3 or higher.

College Level Examination Program (CLEP) Policy - Undergraduates

Undergraduate students may earn credits from the CLEP examinations provided they have not received comparable college credit in the CLEP examination area or have not completed a more advanced course in which the accumulation of knowledge or skills in the examination is essential. Minimum scores are subject to change at any time. Official scores must be sent to FAU from the testing center. Scores cannot be posted from other institutions' transcripts. To obtain official scores, visit www.collegeboard.com/student/testing/clep/scores.html for a Transcript Request form and other pertinent information or call 800-257-9558.

Examination	FAU Course	Passing Score	Credits
Accounting	ACG 2021	50	3
Algebra, College	MAC 1105	50	3
American Govt.	POS 1041	50	3
American Literature	AML 2010	50	3
Biology	BSC 1005	50	3
Business Law, Introductory	BUL 4421	50	3
Calculus	MAC 2233	50	3
Chemistry	CHM 2083	50	3

English Composition with Essay	ENC 1101	50	3
English Literature	ENL 2012		
	ENL 2022	55	6
College French Language	FRE 1120	50	4
	FRE 1120, 1121	54	8
	FRE 1120, 1121, 2220	58	12
	FRE 1120, 1121, 2220, 2221	62	16
German Language	GER 1120	50	4
	GER 1120, 1121	63	8
History of U.S. 1	AMH 2010	50	3
History of U.S. 2	AMH 2020	50	3
Human Growth and Development	DEP 3053	50	3
Macroeconomics, Principles of	ECO 2013	50	3
Marketing, Principles of	MAR 3023	50	3
Mathematics, College	MGF 1107	50	3
Microeconomics, Principles of	ECO 2023	50	3
Precalculus	MAC 1140	50	3
Psychology, Introductory	PSY 1012	50	3
Sociology, Introductory	SYG 1000	50	3
College Spanish Language	SPN 1120	50	4
	SPN 1120, 1121	55	8
	SPN 1120, 1121, 2220	60	12
	SPN 1120, 1121, 2220, 2221	66	16
West. Civilization 1	WOH 2012	50	3
West. Civilization 2	WOH 2022	50	3

Chemistry	CHM 2083 (no L or C)	4	3
	CHM 2083 (no L or C), CHM 2045, 2045L	5-7	7
Computer Science	ISM 2000	4-7	3
Economics	ECO 2013, 2023	5-7	6
English A1	ENC 1101*	4	3
	ENC 1101*, 1102*	5-7	6
Environmental Systems	EVR 2017	4-7	3
Film Studies	FIL 2000	4	3
	FIL 2000, Elective	5-7	6
French	FRE 1120	4	4
	FRE 1120, 1121	5-7	8
Geography	GEA 2000	4	3
	GEA 2000, GEO 2200C	5-7	6
German	GER 1120	4	4
	GER 1120, 1121	5-7	8
History (all)**	WOH 2022	4	3
	WOH 2022, 2012 or AMH 2010, 2020	5-7	6
Information and Tech. for a Global Society	Elective	4	3
	Electives	5-7	6
Islamic History	Elective	4	3
	Electives	5-7	6
Math Methods	MAC 1105*	4	3
	MAC 1105*, 1140	5	6
	MAC 1140, 2233	6-7	6
Math Studies	MAC 1105*	4	3
	MAC 1105*, MGF 1106	5-7	6
Mathematics	MAC 1147	4	4
	MAC 1147, 2233	5	7
	MAC 2233, 2311	6-7	7
Music	MUL 2010	4	3
	MUL 2010 and additional lower-level course determined by institution	5-7	6
Philosophy	PHI 2010	4	3
	PHI 2010 plus one other PHI course	5-7	6
Physics	PHY 2053, 2053L	4	4
	PHY 2053, 2053L, PHY 2054, 2054L	5-7	8
Psychology	PSY 1012	4	3
	PSY 1012 and a 1000- or 2000-level course determined by institution	5-7	6
Social Anthropology	ANT 2410	4	3
	ANT 2410 and a 1000- or 2000-level course determined by institution	5-7	6
Spanish	SPN 1120	4	4
	SPN 1120, 1121	5-7	8

International Baccalaureate (IB) Policy - Undergraduates

Florida Atlantic University will award credit based on scores achieved on IB Diploma program examinations.

Students will be awarded up to 30 credits. Students with a score of 4 on subject areas will receive 3-4 credits for each examination. Students with a score of 5 or above will receive 6-8 credits.

Students who are awarded IB credit for ENC 1101, ENC 1102, or MAC 1105 will receive Gordon Rule credit for these courses.

Examination	FAU Course	Passing Score	Credits
Biology (Life Sciences)	BSC 1005, 1005L	4	3
	BSC 1005, 1005L, BSC 1010, 1010L	5-7	7
Business & Mgmt.	GEB 2011	4	3
	GEB 2011, MAN 1930	5-7	6

Theatre Arts	THE 2000	4	3
	THE 2000 and a 1000- or 2000-level, one semester (min. 3 credits) elective course***	5-7	6
Visual Arts	ART 1300C	4	3
	ART 1300C, ARH 2000	5-7	6

* Students who are awarded IB credit will receive Gordon Rule credit for these courses.

** All students study 20th century world history. Students also study a 100-year period between 1750 and the present in one of several regions. The second course for which credit is awarded is dependent on the area of specialization.

*** The elective course must be in theatre history, performance, stagecraft, theory, or literature, depending on student's strengths.

Military Service School Credit - Undergraduates

The University may award up to 10 credits of Military Service School credits toward admission, as evaluated and recommended in the American Council on Education publication, *Guide to the Evaluation of Educational Experiences in the Armed Services*. Acceptability of such credit will be determined by the individual college. Alternatively, up to 8 credits of the maximum 10 may be granted for ROTC credit. Credit earned for ROTC courses will be acceptable for advance standing or degree credit and such credit will be considered free electives.

To apply for such credit, military veterans or active duty service members should submit the following documentation and evidence of appropriate test scores on DANTES (Defense Activity for Traditional Education Support) subject matter examinations in college and technical subjects.

Required Documentation:

United States Army

Active duty status on or after October 1, 1981, must request an Army/American Council on Education Registry Transcript from:

AARTS Operation Center
415 McPherson Avenue
Fort Leavenworth, KS 66027-1373
866-297-4427

Active duty status prior to October 1, 1981, submit:
DD214/DD295 Course Completion Certificates

United States Air Force

Request a Community College of the Air Force (if applicable) transcript from:

Community College of the Air Force
Maxwell-Gunter Air Force Base
Montgomery, AL 36112-6655
800-646-1858

Submit:

DD214/DD295 Course Completion Certificates

United States Navy, Coast Guard, Marine Corps

Submit:

DD214/DD295 Course Completion Certificates

Department of Defense

Request a Defense Language Institute Transcript (if applicable) from:

Defense Language Institute
Presidio of Monterey, CA 93944

Submit: Course Completion Certificates

Undergraduate Enrollment in Graduate Courses

Undergraduate students within 20 credits of fulfilling their baccalaureate degree requirements and who have at least a 3.0 average may enroll in certain graduate courses for credit with permission of their department chair and the instructor of the course. A maximum of 10 graduate credits, taken before the student has fulfilled the baccalaureate degree requirements, may be applied to a graduate program with the approval of the department. No credits applied toward the undergraduate degree may be used to fulfill requirements for the graduate degree unless specifically approved.

Undergraduate students who do not meet the above stated criteria may petition to enroll in graduate courses. The form, Graduate Request to Waive a University Regulation, is obtainable in the Office of the Registrar or the Office of Graduate Studies and requires the signature of the student's advisor, department chair, college dean, and dean of Graduate Studies. A transcript must be attached to the form.

Student Behavior Regulations

Responsibility and Discipline

Florida Atlantic University is dedicated to the intellectual, social, and moral development of students in order to provide responsible leaders who can work effectively in a democratic society.

Under the authority granted by the Florida Board of Governors, the University has the right and responsibility to determine who shall be admitted to the institution, the conduct or behavior acceptable to the institution, and under what conditions one may continue as a student. As a condition for admission to the University, students agree to abide by the policies and regulations of the institution. The president of the University has responsibility for student conduct and discipline. That responsibility shall be exercised through these procedures.

Every student is subject to federal and state law, respective county and city ordinances, and all Florida Board of Governors and University rules and regulations. Violations of these laws, ordinances, or rules and regulations may subject the violator to appropriate disciplinary action by University authorities.

The president or approved designee shall have the authority, after notice to the student of the charges and a hearing thereon, to expel or otherwise discipline any student who shall be found to have violated a rule or regulation of the Florida Board of Governors or the University or any law or ordinance.

The president or approved designee shall have the authority to order any student to cease and desist any activity, which in the president's or designee's judgment, disrupts the orderly operation of the institution. Any student failing to abide by the cease and desist order shall be subject to suspension pending a hearing. The conviction of a student for a criminal offense of a kind that interferes with the educational or orderly operation of the University or of a kind which, if the student were allowed to remain enrolled, would endanger the health, safety or property of members of the academic community, shall be sufficient grounds for expulsion or other disciplinary action against such student.

Except as provided above, in all student violations of nonacademic rules and regulations, a student shall be afforded adequate notice of charges, a reasonable time to answer, a fair and impartial hearing, and a decision. The final administrative appeal shall be to the president or approved designee who may make or accept determination of punishment.

University Regulations

Additional rules regarding student responsibility and discipline and a host of other regulations are set out in the Florida Atlantic University Regulations. University Regulations are subject to change without notice. For the University Regulations in effect at any given time, visit www.fau.edu/regulations.