

# It's All Academic for Parents

## THE DEAN'S OFFICE

A freshman or sophomore student's home base for all academic issues is the:

**Office of Undergraduate Studies**  
**A3400 University Center**  
**Florida State University**  
**Tallahassee, FL 32306-2360**  
**(850) 644-2451**

The head of a school or college is called a dean. The dean's office is a good place to go to get clarification about academic requirements. Students admitted into Music or a BFA program directly enter their graduating college. They may still use Undergraduate Studies services, but anything requiring "Dean's Approval" must go through their college. The people in Undergraduate Studies can help your student by:

- Evaluating transfer credit to see if courses meet some or all of the following requirements:
  - Liberal Studies
  - Gordon Rule
  - Oral Competency
  - Multicultural Requirement
- Providing "Dean's Approval" and/or guidance regarding:
  - Course Overload/Underload
  - Dropping or adding a course
  - Illness and other situations affecting academic performance
  - Required enrollment in English and math
  - Removal or clarification of registration stops
  - Special needs such as academic remediation or learning disabilities

## CONFIDENTIALITY

FSU is very serious about the confidentiality of a student's academic record. Most of the FSU policies about access to academic information are determined by federal law. The rules are fairly simple:

- We can share all academic information with the parents of students under the age of 18.
- We can share academic information with parents of an 18 or older student with the signed written permission of the student. That written permission must be in the possession of the FSU employee sharing the information.
- We can share academic information with parents without the permission of the student if the student is a legal dependant of the parent. This option is only available through a Dean's Office and requires extensive documentation of legal status.

Different offices have pre-printed release forms. For example, the Registrar's Office has a release form, but it is only good for academic information and only good for talking with the Registrar's Office. It will not grant access to financial information, and it will not allow the Dean's Office to discuss the student's academic record.

Parents should discuss this issue with their student prior to the start of college. Students may allow their family to see their FSU academic and financial information by defining a Parent/Third Party Access Account. In order to do this you must have your own e-mail address. The student goes into his/her Secure Applications and selects Parent/Third Party Access. The student enters your email address and defines what information you may view. Typical parent access includes: Account Statement, Make a Payment, My Class Schedule, My Grades (Most Recent Term), My Unofficial Transcript, and Tax Information. You will receive an e-mail to the address entered in the system which contains a hotlink to a site where you define your own password. You may then go to <https://campus.fsu.edu> and log in to view the data on your student.

Students may go to the Registrar's Office and be declared a "privacy student." This action flags the student's records and stops the release of *any* information concerning the student including directory information such as address, phone number, and whether or not the student is enrolled.

## STUDENTS WITH LEARNING DISABILITIES

Having a learning disability is treated with extreme confidentiality at FSU. Your student may have declared his/her disability status as part of the admission process, but that information is not forwarded to the Student Disability Resource Center. Students are urged to contact this office and have their case reviewed for accommodations and services at FSU.

The student is not required to use the services and no other office at FSU will learn of the learning disability designation unless the student chooses to share the information with the office or faculty member. This “pre-certification,” however, will hasten the ability to use services if the student elects to do so at a later date.

## ACADEMIC ADVISING

New students are required to have an advising session before registering for classes during orientation. The goal for this meeting is to introduce the academic advisor and prepare to register for the first semester. There are several rules that apply to the first semester on campus, so most students take very similar courses. The advisor at orientation may or may not be the person the student will work with during the year. The academic advisor is assigned based on the student’s major. An advisor may be a faculty member, a full-time departmental advisor, and/or a member of an advising team working through an office dedicated to academic advising. It is imperative that your student find out how to contact his/her permanent advisor during the first semester. Some majors require advising every semester; others do not. Some prefer students to schedule appointments, and others work on a walk-in basis. Meeting with an advisor later in the first semester will provide the opportunity to talk in depth about academic goals and develop a long-range plan.

There are three main providers of academic advising to undergraduates:

- Students who chose a major on arrival at FSU *go to their major departments* for advising.
- Students who have not indicated an interested in a particular major go to the William Johnston Bldg. Advising First Center (106 WJB). Students with declared majors but who are wavering in their decision may also use this office as a place to investigate their options.
- Students considering changing their major may go to the University Center Advising First Office (A3200) to discuss their eligibility for various majors.

Students in special programs such as CARE, ROTC, Athletics, and Honors may be required to meet with advisors in these programs instead of, or in addition to, meeting with the major advisor.

There is no such thing as a pre-med major at FSU. Pre-med students need to select one of the many majors available to FSU undergraduates and use that major’s advising services. To identify the best major for individual career and personal interests, contact the Pre-Health Professions Advising Office which provides supplemental academic advising to students interested in careers related to medicine (2140H, College of Medicine, 644-7678). You can get more information at <http://med.fsu.edu/PreHealthAdvising/Manuals.asp>.

There is also no pre-law major at FSU but, unlike pre-med, there are no specific courses that must be taken to qualify for admission into Law School. Go to <http://prelaw.fsu.edu> for more information and a list of prelaw advisors to supplement the advising received from the major department.

## STRUCTURE OF DEGREE PROGRAMS

The following are the possible components that make up a degree program. A typical program requires 120 hours or around 40 classes although a few programs may require more. Not all degrees will include all of these components and some programs may allow a single course to satisfy requirements in more than one component.

- **Major** This is an academic area in which a student plans to take a concentration of courses. The size of a major will vary from as little as 30 hours (approximately 10 courses) to as high as 90 hours. Some majors such as Business, Communication, and Education are called limited-access majors and may require a certain grade point average, test score, special applications, and/or coursework prior to formal admission. There also may be a special time to apply to the major. Competition for acceptance into these programs (usually at the end of the sophomore year) is generally high.
- **Minor** Not all degree programs require a minor. Some not only *require* you to complete a minor, they also *dictate* which minor will be done. Typically the majors that require more hours either have the minor embedded within the major requirements or do not require a minor at all. Most minors require from 4 to 6 courses. A minor can be an important part of a degree program and can help target a specific job field. Consider the minor as an opportunity to develop the knowledge, skills, and talents that are not normally a part of the major.
- **Liberal Studies** These are a set of requirements that must be completed by every student graduating from FSU. Liberal Studies courses develop general academic skills and knowledge that can be applied across academic and career fields. They are also an excellent way to sample the great variety in subjects taught at FSU. *How* students meet Liberal Studies Requirements and *when* they meet the requirements will be different for each student depending on the major and personal interests. Some majors require all Liberal Studies to be completed by the end of the sophomore year. Others prefer that students take all four years to complete their Liberal Studies Requirements.
- **University-Wide Requirements** FSU has a set of requirements applicable to all students that are separate from our Liberal Studies requirements. Students must complete a specified number of hours at senior-level institutions and a specified number of hours at the 3000/4000 level. Most of these types of requirements are not covered in advising sessions until students enter their junior year.

- **School or College Requirements** The school or college offering a major may also have specific courses that are required of all their students. An example of this is the College of Arts and Sciences' foreign language requirement. College-wide requirements are often covered at your student's dean's meeting during orientation.
- **Electives** Electives are courses taken just for fun or to make yourself more competitive in the job market. The number of electives in a degree program will vary from none to 45. Some students use electives to complete more than one minor or a second major. Research shows that students enrolling in an elective during their first term at college report higher levels of satisfaction and success. How to use electives is a good topic for your student to discuss with the academic advisor and/or faculty during the first semester. Some degree programs will ask students to complete all electives during the first two years, so developing a plan on how to use electives is an important early step in advising.
- **Special Program Requirements** Participation in special programs such as Honors, ROTC, Living-Learning Centers, or any program leading to certification to teach in the State of Florida may require additional courses or activities. If a meeting is not already a regular part of the Orientation program, your student should meet with the special program office during free time or contact them early in the first semester.

## **UNIVERSITY BULLETIN**

All of the rules and regulations for FSU are found in a publication called the Bulletin. Your student may have received a CD version in the bag received at orientation check-in. Parents may access the Bulletin on-line at <http://registrar.fsu.edu/>.

## **MAPPING**

Each major has developed an academic map that should be provided at orientation. This map includes a sample schedule to illustrate one of the many ways to satisfy all requirements in four years. More important are the *Milestones* identified for the major. Milestones are courses and/or GPAs that must be achieved by specified points within the college career. Failure to achieve a milestone identifies a student as off-course for the major, places a hold on the student's registration, and forces a meeting with an advisor. Failure to get back on-course the next semester will result in another registration hold and removal from the current major.

Students will not be able to change into a major unless they are on-course for the new major. To see more information on the milestones for majors at FSU go to [www.fsu.edu](http://www.fsu.edu) Students / Current Students go to the Student Quick Link on the right hand side of the screen and select Majors & Academic Maps. From there selecting the M button will get you to the map for that major; the P button goes to a more detailed description of the major and includes a e-mail link to an advisor; the D button links to the department webpage for that major.

## **LIMITED ACCESS MAJORS**

Some majors at FSU require special applications and entrance criteria that must be met prior to the junior year. These are called Limited Access or Limited Enrollment Programs. Limited Access Programs at FSU include: Psychology, everything in Business, Economics, most programs in Education, everything in Music, the BA in Theatre, Dance, Studio Art, and Graphic Design. Admission into these programs is based on taking a defined set of courses and earning a defined GPA. Some programs may require an audition or portfolio review. Limited Enrollment Programs may have the same types of admission criteria but differ from Limited Access Programs in that they only admit a specific number of students each year. Limited Enrollment Programs at FSU include: Acting, Athletic Training, everything in Communication, Early Childhood Education, Elementary Education, Film, Musical Theatre, Nursing, and Interior Design. Information on application procedures and deadlines for Limited Access and Enrollment Programs is best found by going to the Majors & Academic Maps webpage and selecting the D button for the department webpage for the major.

Not being admitted to the Limited Access Program of choice is not the end of your student's career in that field. Most professions have alternative ways of entering the field. Students wishing a career in business may want to look into English with a business emphasis, merchandising, or any of our foreign languages with a concentration in business. Combining any major with a business minor is also an alternative route to a business career. Encourage your student to go to the FSU Career Center to research the chosen profession early in the college career. Students may be surprised and thrilled at the variety of academic directions that lead them to where they want to be.

## **SATISFACTORY ACADEMIC PROGRESS**

Some majors, most often in the sciences, are not Limited Access but have criteria for satisfactory academic progress. This will typically include a specified GPA in introductory or major courses and/or a limit on the number of low grades in these courses. Programs applying progress criteria have researched student performance and set the criteria to keep students from reaching their senior year where they are unable to pass the final courses required for their major. Many programs restrict your student's ability to register for higher-level courses until a defined set of introductory courses have been completed. This is also designed to ensure a student does not register for a course without the foundation of knowledge required to be successful.

## THE FIRST SEMESTER SCHEDULE

A normal semester schedule includes 14 - 16 hours. Many freshmen enroll for the minimum 12 hours to be considered a full-time student during their first term on campus. Because of the time commitments these activities require, a lighter first semester load is particularly recommended for freshmen planning to work more than 10-15 hours per week, participate in Marching Chiefs, or become involved in student organizations. Students wishing to enroll for a 12 hour schedule will need to make up those hours during the summer if they expect to graduate in four years. Summer terms are slightly different. A six week term load should be limited to 6 or 7 hours (half a normal load for half a term).

The actual difficulty of a schedule has more to do, however, with the *nature of the courses taken* rather than the *number of hours*. The level of a course does not always indicate the degree of difficulty. A 1000-level course is not necessarily less challenging than a 3000-level. How much a student can handle in a semester is one of the most difficult decisions facing both the student and the advisor. The advisors will work with your student to make the best possible decisions for this first semester.

### Sample First Term Schedule

English Composition	3 hours
Math or Elective	3 hours
History or Humanities	3 hours
Natural Science	3 - 4 hours
Social Science or Elective	3 hours
FIG/FYE/Honors Seminar/Colloquium/PE Activity	1 hour

A major may require a first-term schedule that differs considerably from the above sample. Some majors may require a student to take more than one course from a particular Liberal Studies area during the first semester such as two Natural Sciences or two Math courses. Only students with strong writing skills should take more than one History or Humanities course in addition to English Composition.

## FRESHMAN INTEREST GROUPS - FIGS

FIGS are designed for students who are *not* participating in a living-learning program and are only available in the fall. It provides a way for new students to connect with a group of students sharing similar interests. Registering for a FIG will place your student in a set of classes that have a common theme such as Business or the Middle East. Some classes will contain only FIG members while others have other students in addition to the FIG participants. The FIG courses will constitute only part of the first term schedule. Your student will need to fill out the rest of the schedule, usually with math and/or other liberal studies courses. The FIG seminar is an opportunity for your student and the other students in the FIG to meet and discuss the academic ideas generated in the FIG and other Liberal Studies classes.

## THE FIRST DAY OF CLASS

***ALL classes require students to attend the first day of classes. Failure to attend will result in being removed from the class roster.*** Students must contact the professor prior to class if they are unable to attend the first day but wish to remain enrolled in the class. If a class is missed, the student must verify that the course has been dropped by looking at his/her schedule that night and dropping the course if it has not been dropped by the professor. Failure to do so puts the student at risk of being dropped at a later date *and* charged the tuition for the course.

On the first day of class, the professor usually goes over the course syllabus in detail and explains the expectations of the course. The syllabus is a contract with the professor, so it's very important to understand the requirements of the course. The syllabus will cover course topics, readings, papers and testing.

## DROPPING OR ADDING A CLASS

Students may add a class or change sections on a space available basis through the end of the fourth day of classes. This period is called Drop/Add. Fees will be charged for any class on the student's schedule at the end of the fourth day. *Effective with the first day of class, students may not drop the last class on their schedule without requesting an official cancellation of schedule or withdrawal from the university. Students needing to do so should start with their Dean's Office.*

Students may still drop a class until the end of the seventh week of classes *provided* they still have *at least 12 hours left*, but fees will be charged for all courses dropped after the Drop/Add period. However, students may not drop English Composition or any required preparatory classes. These deadlines are adjusted for shorter summer terms. See the Academic Calendar for all deadlines. Courses dropped prior to the seventh week will not appear on the student's transcript.

A cumulative maximum of two courses may be late dropped between the eighth and twelfth week of classes (see calendar for dates in summer terms) during the semesters in which the student has earned fewer than sixty hours of

college credit. Tuition charges will remain. Approval by the academic dean is required. Courses dropped during this period will appear on the transcript with the notation "W."

Students may be allowed to drop a class after the first week and/or beyond the limit on late drops with dean's special approval in extraordinary circumstances and beyond the control of the student. These circumstances typically include: documented medical condition that has impeded the ability to reasonably engage course requirements, verified family crises/extraordinary circumstances, or death in the immediate family. The student must be passing the course prior to the onset of the situation. Medical/mental health course drops that have been recommended for approval by Thagard Health Center or the Student Counseling Center may include a refund of fees. *The dean may not allow your student to drop a class because of a change of major or because the student is not doing well in the class.*

## **IMPORTANT DEADLINES**

FSU is serious about deadlines - especially the ones listed below. (NOTE: dates are adjusted in short summer terms.)

2nd Day of Classes	Last day to register (a late fee of \$100 will be charged).
4th Day of Classes	Drop/add ends. After midnight students are liable for all course fees.
10th Day of Classes	Last day to pay fees or make payment arrangements. Last day to withdraw from school without fee liability.
End 7th Week of Classes	Last day to withdraw from school without receiving a "W" or "F". Last day to drop a class. Last day to change a course to S-U (Satisfactory-Unsatisfactory) grade option.
End 12th Week of Classes	Last day to late drop a class. A grade of "W" will appear on the transcript.

## **THE LIBERAL STUDIES PROGRAM REQUIREMENTS**

The Liberal Studies Program at FSU provides a broad range of courses to help develop a spirit of free inquiry, broaden horizons, and define values. At the same time, Liberal Studies coursework will develop skills in problem solving, logical thinking, and human relations. The combination of courses taken provides a foundation for lifelong learning, as well as new perspectives about yourself and society.

Students must take 36 hours of Liberal Studies and achieve at least a minimum 2.0 average in Liberal Studies coursework.

- English Composition: six semester hours; *must be completed by the end of the freshman year*
- Mathematics: six semester hours; *must be completed by the end of the sophomore year*
- History: three semester hours
- Social Science: three semester hours
- Humanities (literature): three semester hours
- Humanities (general): two semester hours
- Natural Science: seven semester hours including one laboratory that accompanies a lecture course
- Six additional hours selected from History, Humanities, and/or Social Science

Students need a "C-" or higher in the two math courses, the two English composition courses, and four of the other Liberal Studies courses that list a "w" after the course number. These courses are used to meet the statewide requirement for English and math called the "Gordon Rule."

## **MULTICULTURAL REQUIREMENT**

Learning about cultures around the world and diversity in western culture will develop a broader base of knowledge for understanding self and the world. Therefore, FSU students are required to select two courses, one designated as "cross-cultural studies" (courses marked with an "x") and one designated as "diversity in the western experience" (courses marked with a "y"). These courses must be taken on a letter grade (not S-U) basis. A grade of "C-" or higher must be earned. There are many multicultural courses that also meet major requirements and other majors such as business and engineering that prefer students meet this requirement through Liberal Studies courses.

## **COMPUTER COMPETENCY REQUIREMENT**

FSU undergraduates must demonstrate basic computer competency prior to graduation. Each major has defined the computer skills needed for success in the discipline and designed a course or series of courses to hone these abilities. Many will use CGS2060 Computer Literacy I, CGS2064 Computer Literacy II, or CGS2100 Microcomputer Applications for Business/Economics.

## **ORAL COMPETENCY REQUIREMENT**

All FSU students must demonstrate competency in public speaking. This may be accomplished in one of two ways.

- Earn a grade of “C-” or higher at FSU in a course that has been approved for oral competency credit. SPC1017, Fundamentals of Speech, and SPC2608, Public Speaking, are popular options to meet this requirement. Some major requirements include courses that meet this requirement.
- Students may have met this requirement in one of the following ways: with a grade of “B” or higher in a high school oral communication or speech class, through verified successful participation in a forensic or debate program in high school, or by passing a course in public speaking or argumentation at another college with a “C-” or higher. Students wishing to use this option should contact Undergraduate Studies during their first full semester at FSU.

## **GORDON RULE REQUIREMENTS**

The Gordon Rule is a State of Florida requirement that each student complete two mathematics courses and a minimum amount of writing prior to graduation. These requirements are normally met by careful selection of courses that will meet the Liberal Studies requirements. Two mathematics courses and two freshman composition courses are required of all students. In addition, students must select four other courses in Liberal Studies listings that are identified by a “w” after the course number. The history course and humanities literature course will be two of these four. Earning a minimum grade of “C-” in each math, English composition, history, literature, and two other writing courses will satisfy requirements of the Gordon Rule. Business and engineering majors need to pay special attention to satisfying the Gordon Rule to avoid taking additional courses to meet this requirement since their majors require specific Liberal Studies courses that do not carry Gordon Rule credit.

## **SUMMER RESIDENCY REQUIREMENT**

The Florida Board of Governors requires students entering a state university as a freshman or sophomore to complete nine hours of credit during the summer. These credits do not necessarily have to be at FSU but they must be earned at a Florida public 4-year institution. Courses taken during the summer at any of our International Program locations will also count towards the summer residency requirement. Students do not need to take all nine hours at the same time. Students are urged to talk with their academic advisor if this requirement places an unusual hardship on their academic progress. Students who have 9 hours of accelerated credit (i.e. AP, IB, CLEP, AICES, and/or high school dual enrollment) are exempt from this requirement.

## **FOREIGN LANGUAGE THROUGH TESTING**

*Many majors require completion of a foreign language through the intermediate level.* Students may gain up to 12 hours of college credit towards this requirement based on earlier work in high school or elsewhere through AP, CLEP or other tests in French, German, and Spanish. The Classics Department offers a Latin exam for credit.

*To receive credit, students must take the test before enrolling in any college level course for the language.* Students should contact Ms. Mary LePoer, 369 Diffenbaugh, or call 644-2606 to set up an alternative means of certifying competency if they have mastery of a language for which no exam is available.

A mandatory, free placement test is required for all students who plan to continue in French, German, or Spanish. Contact the Assessment Services Test Center in 1200 UCC (644-3017) to arrange testing. No credit is granted through this test. Students who wish to continue in a foreign language other than French, German, or Spanish should contact an advisor in Modern Languages (644-3728) for proper placement.

## **THE COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)**

The College Level Academic Skills Test is designed to make certain every graduate from a public institution of higher learning in Florida has basic knowledge in the four areas tested: Grammar, Reading, Computation, and Essay. Liberal Studies Requirements prepare students to take the CLAST, which must be passed (or satisfied by alternative means) by the beginning of the junior year.

There are several alternative ways to satisfy all or part of the CLAST requirement for graduation:

- Achieve an SAT math score of 500 or higher or ACT math score of 21 or higher to complete requirements for the computation portion of the test.
- Achieve an SAT verbal score of 500 or higher to complete Reading, English Language Skills and Essay portion of the test or achieve an ACT English score of 21 or higher to satisfy the requirement for English Language Skills and Essay and a score of 22 or higher in Reading to satisfy Reading.
- Earn a GPA of 2.5 or higher on the two English composition courses and/or the two math courses. If this method is used, the student must go to the Registrar’s Office (A3900 University Center) and request the records be changed to show the CLAST requirement has been met.

## SATISFACTORY/UNSATISFACTORY GRADES (S/U)

Students may choose to take a course on a satisfactory/unsatisfactory grading scale if the course is taken as an elective or to meet a foreign language requirement. Students should discuss this option with their academic advisor and be sure to complete the required paperwork by the end of the seventh week of classes.

## “NG” NO GRADE ASSIGNED AND “I” INCOMPLETE GRADES

Students should contact the instructor immediately to complete missing work as early as possible during the next term. They should *not* re-register for the class. The professor will submit a grade change to assign a regular letter grade once the coursework is completed. The “I” or “NG” will expire and count as an “F” in the GPA if the student re-registers for the class or does not finish the work by the end of the next term of enrollment.

## CALCULATING FSU AND OVERALL GPAS

A number value is assigned to each letter grade. These numbers are called quality points. Four quality points are earned for each hour of “A”; a “B” carries three quality points; a “C” carries two; a “D” carries one; and an “F” none. A plus (+) grade adds .25 to the quality point total. For example, a “B+” carries 3.25 quality points. A minus (-) grade subtracts .25 points. A grade of “B-” carries 2.75 quality points. Credits earned through AP, IB, CLEP, AICES, and SAT/ACT are posted to the student’s transcript with a grade of “ED” or “EC” and are not used in GPA calculations.

An “A” in a three hour class would produce a total of 12 quality points (three hours X 4 quality points) while a three hour course with a “D” grade would only give 3 quality points (three hours X 1 quality point). There is no “weighting” of courses in college.

To find out an FSU GPA, add up all the graded FSU hours and divide them into the total number of quality points. “S-U”, “I”, “ED”, “EC”, or “NG” grades and transfer work are not used to compute an FSU GPA.

Every student also has an Overall GPA, which is calculated using *all* graded college-level courses regardless of where the credit was earned. All courses taken at FSU, college-level courses taken at another institution, and college-level courses taken as dual enrollment courses while in high school count in the Overall GPA. Graduate schools, law schools, medical schools, limited access programs, and GPA’s for earning degrees of distinction upon graduation all use the Overall GPA in their decisions.

The following example illustrates calculation of a GPA.

Course	Hours	Grade		Quality Points
EAL1101	3	C+	(3 X 2.25)	6.75
SZP1000	3	B	(3 X 3.00)	9
MLQ1102	3	D-	(3 X 0.75)	2.25
APG1000	3	A	(3 X 4.00)	12
APR1111	1	F	(1 X 0.00)	0
Total hours = 13		Total Quality Points = 30		

Divide 13 hours into 30 quality points. This student’s GPA for the term is 2.308, or slightly above a “C”.

## ACADEMIC STANDING

Students who make very good grades can be recognized by being on the Dean’s List, being in the Honors in the Major Program, having the best opportunities to enter limited access majors, and graduating from college with honors. These successes lead to expanded job opportunities after graduation. High grades are harder to earn in college so you should expect a drop in GPA from what your student is used to earning in high school. Look at your student’s weighted high school GPA and remove all the art, chorus, music, theatre, physical education, and all other non-core subject courses. The typical first-term freshman GPA is 0.75 points below that. So, if your student was a good, strong “B” student in high school, the student will likely be a “C” student in college.

## GPA AND SCHOLARSHIPS

Many scholarships have a GPA requirement to retain the award. For example, the Florida Bright Futures Scholarship requires a 2.75 Overall GPA to retain the scholarship at the 75% level. All scholarships will certify eligibility at a specified time within the academic year. Certification of Bright Futures eligibility is during the summer term so the grades used to determine eligibility will include all transfer and dual enrollment courses and the courses taken at FSU during the Summer, Fall, and Spring Terms. If necessary, Bright Futures will also allow next summer’s grades to be used to retain the award. Don’t be overly alarmed if your student’s initial GPA is below the level required to retain a scholarship. Your student should contact the Financial Aid Office to learn when eligibility is certified and then develop a plan to reach that goal by that deadline. It is the student’s responsibility to know GPA, course, and enrollment requirements of their financial aid packages and enroll in a schedule that meets these specifications.

## DEAN'S LIST

Any student who is registered for at least 12 graded hours of coursework is eligible for the Dean's List. The required grade point average is 3.5 for all colleges and schools for any given term. Students earning a 4.0 are placed on the President's List.

## THE RETENTION TABLE

Students must perform academically or they will be told to leave FSU. This decision is based on the student's FSU GPA and the total numbers of hours the student has attempted. Although all AP, IB, CLEP, and AICES credit as well as courses taken from other institutions do not count in the FSU GPA, they do count as attempted hours. Failed courses will also count as attempted hours. The following table defines the criteria for being placed on Warning, Probation, and Dismissal.

ATTEMPTED HOURS	WARNING GPA RANGE	PROBATION GPA RANGE	DISMISSAL
1 – 15	1.5 – 1.999	Less than 1.5	Failure to remove Probation by end of next term
16 – 30	1.75 – 1.999	Less than 1.75	Failure to remove Probation by end of next term
31 or more		Less than 2.0	Failure to remove Probation by end of next term

## ACADEMIC WARNING

A student will be placed on Warning if the FSU GPA is slightly below a 2.0 *and* the student has less than 30 attempted hours. The student needs to take immediate steps to improve his/her grades to avoid probation.

## ACADEMIC PROBATION

Academic Probation is a severe warning indicating that the student is in danger of being dismissed from FSU at the end of the next semester. Be aware that the more hours accumulated, the higher the grades needed to raise the FSU GPA.

## ACADEMIC DISMISSAL

A student who fails to get off Probation after one semester will be dismissed from FSU. Dismissal at FSU does not carry a time limit. Students are dismissed *forever* unless they do one of the following:

- Freshmen and sophomores can earn an Associate in Arts Degree from an accredited Florida post-secondary institution. Contact Undergraduate Studies prior to attempting this option at a non-Florida institution.
- The dean might reinstate a student for the next term, but only if there is reason to believe performance will improve enough to bring the GPA up to a 2.0 *in one semester*. Students are not eligible for readmission after a second dismissal.
- With dean's approval, students may take State University System of Florida correspondence courses until enough "A" and "B" grades have been earned to achieve a 2.0. The grades will count in computing the GPA, but the *credit will not count* toward the hours required for graduation.

## RESPONDING TO ACADEMIC PROBLEMS

Your student should be directed to talk to the professor as soon as he/she encounters trouble in a class. Faculty members are impressed by a student who recognizes a problem and takes steps to improve a bad situation. They are not impressed when family members contact them. This makes your student look weak and immature in the eyes of the person assigning the grade. Your role is to get the student to meet with the faculty member and serve as a sounding board to help process the results of the discussion.

Students experiencing problems with reading and/or writing should contact the Reading & Writing Center for additional support in their writing classes. Students struggling in their introductory math classes should go to the Math Help Center for additional tutoring. Both services are free.

Students with test anxiety issues may benefit from joining one of the many free test anxiety support groups offered through the Counseling Center. The Adult Learning & Evaluation Center also provides study skills workshops and a more intensive approach to test anxiety reduction. These services are for a fee.

## ACADEMIC DISHONESTY

Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples of academic dishonesty have been provided for the purpose of illustration and are not intended to be all-inclusive.

- **PLAGIARISM.** Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical examples include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source.
- **CHEATING.** Improper application of any information or material that is used in evaluating academic work. Typical examples include: Copying from another student's paper or receiving unauthorized assistance during a test; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
- **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating with others. Typical examples include: Working with another person on any activity that is intended to be individual work.
- **FALSIFICATION AND MISREPRESENTATION.** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; lying to an instructor.
- **MULTIPLE SUBMISSIONS.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. Typical examples include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper and submitting it again as if it were new work.
- **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, or stealing academic resource material. Typical examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments.
- **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another to commit an act of academic dishonesty. Typical examples include: Knowingly allowing another to copy from one's paper during a test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

## STUDENT PERCEPTIONS OF TEACHING (SUSSAI)

The SUSSAI is the most common of three official forms used for evaluating FSU courses and instructors. Reports generated by SUSSAI surveys are useful for gauging how student perceptions vary over time or across disciplines, levels, and classes. The university uses SUSSAI data to identify instructors in need of additional support to improve their teaching. Low-performing instructors are placed in a teaching improvement program. Failure to improve SUSSAI scores results in the instructor being banned from the classroom.

## SCHOLASTIC HONOR SOCIETIES

FSU recognizes several university-wide Honor societies. To be university-recognized the organization has submitted an application outlining the admission requirements and financial operations. A faculty committee reviews each application and decides which qualify for official university recognition. The societies listed here are scholastic and leadership/scholastic societies. You and/or your student may be contacted by other groups that, although not university-recognized, are affiliated with FSU as a student club. Others may not be affiliated with FSU in any way. To see the full list of university-recognized societies go to: <http://honors.fsu.edu>.

- **Garnet and Gold Key** recognizes the spirit of service, leadership, and loyalty. Juniors and seniors are able to apply twice a year for membership. Membership is granted on the basis of outstanding academic achievement and a diversified leadership experience.
- **Golden Key International Honour Society** honors undergraduate academic achievements. Every fall the chapter automatically invites those students with at least sixty semester hours (twenty-five of which must be at The Florida State University) and in the top 15% of the junior or senior class.
- **Mortar Board National College Senior Honor Society** sponsors activities to provide service, advance the spirit of scholarship, and facilitate cooperation among honor societies. Juniors in the upper thirty-five percent of their class are invited to apply every Spring. Members are selected on the basis of scholarship, leadership, and service.
- **National Society of Collegiate Scholars** is an organization that recognizes academic achievement among first and second year college students and encourages members to develop leadership skills through community service. Every fall the chapter invites students who rank in the 20th percentile with a minimum GPA of 3.4.

- **Omicron Delta Kappa** The society recognizes achievement in scholarship; athletics; social, service, and religious activities; campus government; journalism, speech, and mass media; and creative and performing arts. Applications are sought twice a year, and members are chosen on the basis of scholarship (upper thirty percent of junior, senior, or graduate class), leadership, and service.
- **The Oscar Arias Sanchez Hispanic Honor Society** recognizes the academic excellence of Hispanic/Latino students and students seeking to learn about Hispanic/Latin culture in all fields of study. Membership into the OASHHS is granted to qualified sophomores, juniors, seniors, and transfer students who have attained a 3.3 GPA or above, and who have fulfilled the required service projects.
- **Phi Beta Kappa** is a scholastic honor society for students majoring in the liberal arts and sciences. New members are automatically invited each fall and spring based on major, grades (minimum 3.9 GPA for juniors and 3.6 GPA for seniors), foreign language study, and other criteria.
- **Phi Eta Sigma** is a national honor society whose goal is to encourage and reward academic excellence among freshmen in institutions of higher learning. All students who have a cumulative grade-point average of at least 3.5 at the end of any full-time curricular period during their first year are eligible for membership. Eligible students will be notified in the spring.
- **Phi Kappa Phi** recognizes academic excellence among undergraduates, graduate students, and faculty in all disciplines. New members are automatically invited each spring. Second-term juniors must rank in the upper 7.5% of their respective colleges or schools. Seniors must be in the upper 10% of their respective colleges or schools. Graduate/professional students must rank in the upper 10% of their respective colleges or schools.
- **The W.E.B. Du Bois Honor Society** is named for the black scholar, editor, and author of "The Souls of Black Folk," who set high standards for educating African-Americans in the late 19th and early 20th centuries. The purpose of the society is to recognize the academic excellence of African-American students and those interested in learning about African-American contributions in all fields of study. To qualify, candidates must have earned at least thirty (30) semester hours at Florida State University and have achieved a 3.3 cumulative GPA; transfer students are considered on an individual basis. Eligible students are automatically invited to join the society each fall.

## **WHAT TO DO IN AN EMERGENCY**

Tallahassee and the FSU campus are safe places to be in an emergency. Students in residence halls will be trained in the proper response to any type of emergency. Students living in apartments usually elect to stay there during a weather emergency but are welcome to come to campus if they do not feel safe in their current residence. In any type of campus-wide emergency, FSU will provide a link on [www.FSU.edu](http://www.FSU.edu) containing the most current information and instructions. The same information will be available by contacting the university's special condition hotline at (850) 644-INFO.

If you find yourself facing a family emergency, your first priority is to deal with the crisis at hand. Contact your student's Dean's Office as soon as possible. The Dean's Office will contact your student's instructors in cases where the student missed classes due to the emergency. The Dean's Office can also discuss whether or not withdrawal from the semester, dropping a course, and/or taking incompletes grades should be considered. Contact the Dean's Office even when months have elapsed after the emergency. With proper documentation, it may be possible to retroactively apply some policies.

## **ACADEMIC CONTACTS**

### **FSU Information - 644-2525**

Any time you don't know the number for the office you want to call, dial this number and ask.

### **Admissions - 644-3420**

2500 UCA. Contact Admissions about issues relating to posting of transfer credit including dual enrollment, AP, IB, AICES, and CLEP credit.

### **Adult Learning & Evaluation Center – 644-3611**

214 Stone Bldg. Provides study skills workshops and individual assistance to improve academic performance.

### **Advising First Offices**

3200 University Center A. Advising for students who are changing majors. **644-3430**

106 William Johnston Bldg. Advising for students experiencing indecision about their major. **645-2847**

### **Career Center - 644-6431**

1200 DSB. At the Career Center you can get information on how to choose a major, find lists of internships, and take workshops on resume writing, job search strategies, and job interviewing.

**Counseling Center - 644-2003**

201 Student Life Bldg. This center provides individual and group counseling services as well as programs for stress management, test anxiety, alcohol or substance abuse, and eating disorders.

**Disability Resource Center - 644-9566**

Student Services Bldg. For students with a learning or physical disability (permanent or temporary). The Center provides academic support services at no cost.

**Fees/Tuition - 644-9452**

Student Financial Services, 1500 UCA. Check tuition and fees on-line at <http://fees.fsu.edu>.

**Financial Aid Office - 644-0539**

4400 UCA. Financial Aid at FSU includes both need-based programs as well as merit-based scholarships.

**University Honors Program - 644-1841**

3600 UCA. Serves academically talented students and offers special courses, workshops, and seminars. Also coordinates the Honors in the Major Program.

**International Programs - 644-3272**

5500 UCA. The University operates study centers in Florence, Italy and in London, England and summer programs in Costa Rica, France, Netherlands, Switzerland, Russia, Spain, France, Vietnam, and Greece.

**International Student Center - 644-1702**

107 WID. Provides assistance to all international students attending FSU.

**Liberal Studies - 644-2451**

Office of Undergraduate Studies, 3400 UCA. They work with all aspects of your academic program.

**Mathematics Help Center - 644-3768**

115 Carothers Bldg. The center offers assistance to students in all introductory-level mathematics courses.

**Reading and Writing Center - 644-6495**

222C Williams Bldg. Provides individualized programs in reading and writing for students at all levels and in all major areas. To ensure time with a tutor, students should enroll in ENC1905r (1-3).

**Registration Information - 644-1050**

Registrar's Office 3900 UCA. Along with registration, this office handles most academic publications, schedules rooms on campus, coordinates graduation, veterans' affairs, state residency, CLAST, special students, and the FSU-FAMU co-op.

**Testing-Assessment Services Test Center - 644-3017**

1200 University Center Building C (UCC). Offers CLEP, CLAST, and Modern Language departmental testing.

**Victim Advocate Program – 644-7161**

4<sup>th</sup> floor UCA. Provides advocacy to victims of crime or any other person who is victimized on our campus. Services offered include emotional support, instructor notification, referrals, and educational programming.

**Withdrawal Office – 644-1741**

4<sup>th</sup> floor UCA. Assists students and their parents by exploring alternatives before facing the interruption of University enrollment. Centrally facilitates all paperwork through appropriate University officials if the decision is made to withdraw for the semester.

This information may be provided to you in an alternative format. Anyone who anticipates difficulties with the content or format due to a physical or learning disability should make their needs known to the Student Disability Resource Center as soon as possible. The Student Disability Resource Center (SDRC) is located on the main floor of the Student Services Building, Room 108, 850-644-9566 or email them at [sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu).