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I. Introduction

Welcome to the Florida A&M University-Florida State University (FAMU-FSU) College of Engineering. We are very pleased that you have chosen to study engineering at our College. As you may know, the College is a joint program between Florida A&M and Florida State universities. Between the two institutions, we have over 2500 engineering students enrolled in one of our six undergraduate degree or pre-engineering programs. The six undergraduate degree programs are:

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering

All of our undergraduate degree programs are accredited by the Engineering Accreditation Commission of ABET, www.abet.org. The Office of Associate Dean for Student Affairs and Curriculum is responsible for the administration of academic policies and procedures at the College and for providing academic services to students. We have published this guide to provide new and returning students with essential information you will need for the 2015-2016 academic year. Please don’t hesitate to contact us if you have questions or need more information. Our office is located in Room B-223, with many student services also available in Room B-111. Both locations are on the “B” side of the College of Engineering building. We can also be reached by phone at (850) 410-6423, via email at studentsupport@eng.fsu.edu, or on the web at www.famu.edu/engineering or www.eng.fsu.edu.

II. Academic Resources and Student Support Services

a. Academic Advisement

Students are strongly encouraged to seek academic advising each semester. The Office of Associate Dean for Student Affairs and Curriculum provides advising services to pre-engineering students in Room B-111 at the Engineering College. All other engineering students should contact their major department for advising information. Contact information for each major is given below.
Table I: College of Engineering Academic Advisors

<table>
<thead>
<tr>
<th>Major</th>
<th>Email Contact</th>
<th>Phone Contact</th>
<th>Room Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-engineering</td>
<td><a href="mailto:studentsupport@eng.fsu.edu">studentsupport@eng.fsu.edu</a></td>
<td>850-410-6423</td>
<td>B-111</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td><a href="mailto:chemical@eng.fsu.edu">chemical@eng.fsu.edu</a></td>
<td>850-410-6149</td>
<td>A-131</td>
</tr>
<tr>
<td>Civil</td>
<td><a href="mailto:civil@eng.fsu.edu">civil@eng.fsu.edu</a></td>
<td>850-410-6136</td>
<td>A-129</td>
</tr>
<tr>
<td>Computer</td>
<td><a href="mailto:computer@eng.fsu.edu">computer@eng.fsu.edu</a></td>
<td>850-410-6455</td>
<td>A-341</td>
</tr>
<tr>
<td>Electrical</td>
<td><a href="mailto:electrical@eng.fsu.edu">electrical@eng.fsu.edu</a></td>
<td>850-410-6455</td>
<td>A-341</td>
</tr>
<tr>
<td>Industrial</td>
<td><a href="mailto:industrial@eng.fsu.edu">industrial@eng.fsu.edu</a></td>
<td>850-410-6345</td>
<td>A-244</td>
</tr>
<tr>
<td>Mechanical</td>
<td><a href="mailto:mechanical@eng.fsu.edu">mechanical@eng.fsu.edu</a></td>
<td>850-410-6335</td>
<td>A-229</td>
</tr>
</tbody>
</table>

**b. Academic Learning Compacts**

Academic Learning Compacts (ALC) for all undergraduate degree programs can be found at [http://www.eng.fsu.edu/outcomes](http://www.eng.fsu.edu/outcomes).

**c. Career Services**

Satellite FAMU and FSU career services offices are located in Room B-226F at the College. Students may obtain information on career advising, resume writing, interviewing skills, and internship opportunities.

**d. Dean’s Signature**

You may go to Room B-111 at the College to obtain the signature of the academic dean. For most documents, you will also need a signature from your departmental academic advisor. Use Table I given above to locate your advisor.

**e. Engineering Computer Account**

Engineering students should obtain an engineering computer account to receive important information from the College and to utilize computing resources at the College. This is a separate account from the one given to you by your home university. To obtain an account, you must first complete a verification form (available in Room B-111 at the College) and have it signed by a departmental representative or your academic advisor (see Table I given above). Bring your form and a valid university ID to Room A-332 and you will be issued an engineering computer account.

**f. Engineering Library**

The College of Engineering Library is located in Room A-225 and is open 24/7. Students have access to databases, full-text e-journals and e-books, and the library catalog. The Library Staff is available to assist students in locating materials needed for coursework. The Library can be reached at 850-410-6328 or via email at library@eng.fsu.edu.
Pre-engineering students should come to Room B-223, Office of the Associate Dean, to request an excused absence. All other majors should see their departmental advisor listed in Table I. An excused absence does not necessarily excuse you from any missed course work. You must contact your course instructor to determine if you are eligible for any make-up assignments. Students should request an excused absence immediately upon their return to campus and must bring verifiable documentation to justify the excuse. Excessive delay in requesting an excused absence or providing appropriate documentation may result in the request being denied. Deliberately providing false, forged, or misleading documentation may result in academic sanctions applied against the student.

h. Final Examination Schedule

The College of Engineering (COE) publishes its own final examination schedule for all courses taken at the engineering campus. This schedule may be different from that used at either FAMU or FSU. The COE final exam schedule can be found under Quicklinks, Final Exam Schedule located at www.famu.edu/engineering or www.eng.fsu.edu typically near the beginning of each semester. Students should follow the main campus final exam schedule for all of their main campus courses and the engineering final exam schedule for all of their engineering courses. Students are encouraged to check on their final exam schedule prior to making any end of the semester travel arrangements.

i. Final Examination Scheduling Conflict

By agreement with both universities, any engineering final exam that conflicts with a main campus final exam must be rescheduled. You must notify your engineering course instructor no later than 10 business days prior to your engineering final exam. Failure to provide proper notice may result in you receiving an incomplete grade for the course and having to take a make-up final during the following semester.

j. Graduation Check and Graduation Application Procedure

Two semesters prior to a student’s expected graduation date, he or she should request a “Graduation Check” from his or her departmental academic advisor. Both FAMU and FSU students must apply for graduation by their respective deadlines during the semester that the student is graduating. Deadlines can be found under Quicklinks, Academic Deadlines, located at www.famu.edu/engineering or www.eng.fsu.edu. FSU students must apply for graduation online through Student Central. FAMU students must complete and submit a Student Intent to Graduate form to their academic advisor. The intent form can be found on the FAMU Registrar’s website under Forms. Once approved, students will be able to submit an application for graduation online via iRattler.
k. Recruiting Fairs

The College hosts a recruiting fair called Engineering Day every fall and spring semester. These fairs provide students with an opportunity to explore full-time, co-op and internship employment or obtain information to pursue advanced degrees at graduate schools. Dates regarding upcoming recruiting events are posted on the College website.

l. Scholarships

The College provides a limited number of scholarships to qualified engineering students. Students may visit the College’s scholarship website at Quicklinks, Scholarships and Fellowships at www.famu.edu/engineering or www.eng.fsu.edu for more information.

m. Transportation to the College of Engineering

Florida A&M University, Florida State University and StarMetro, the city of Tallahassee’s transit service, offer routes to and from the College of Engineering’s campus to the two main campuses. Two separate buses will run the routes, one route with stops at FAMU and the College of Engineering and the other route between FSU and the College of Engineering. Students who are travelling from FAMU to the COE must take the southbound bus.

StarMetro provides services to FAMU and the College of Engineering via the Dogwood (D) route. The D route will operate Monday-Friday from 6:36 am to 7:16 pm. We suggest students taking the D route bus to the College of Engineering get on the south bound bus at the Gamble Street and Wahnish Way stop. Bus services between FSU and the College of Engineering is available through the Seminole Express - Innovation Route. During Fall and Spring semesters, FSU’s Innovation route, will operate Monday through Friday 7:00 am to 8:00 pm. For more information, view Quicklinks, Bus Routes at www.famu.edu/engineering or www.eng.fsu.edu.

FAMU and FSU students, faculty and staff can ride for free on any StarMetro bus, including the Seminole Express service, or the D route bus, with a valid FAMU or FSU ID card. A complete list of StarMetro routes and times is available online at www.Talgov.com/starmetro.
FAMU Bus Instructions

Did you know you can use Tallahassee Star Metro’s website to plan your trips and get information about where each bus is? Follow these steps to track the Dogwood Route:

2. Click on “Schedules.”
3. Click the “D - Dogwood” option under “Select a Route.”
4. Click "Get Schedule."
5. You can change the direction of the route by clicking "Reverse," You should see Northbound switch to Southbound, and Southbound switch to Northbound.
6. You can view a table of stops the bus makes, by clicking on "View Schedule." You can review the map again by clicking "View Map."
7. You can also see where any bus is, by clicking on "View Bus Real Time."

Having provided some basics, we encourage you to explore the different functionalities of “StarMetro Trip Planner” on the www.talgov.com website.

For a complete Schedule, go to http://www.talgov.com/starmetro ---> Maps & Schedules --> Weekday Routes "D"

Dogwood Route:
FSU Bus Instructions

FSU's Seminole Express [Innovation Route] is available from University Center C to the College of Engineering, M-F, 7:00 am to 8:00 pm during the Fall and Spring semesters.

You can look at a map of the Innovation route by following the link: https://transportation.fsu.edu/bus-service. Additionally, you can use Star Metro's trip planner to map your route and view Innovation's schedule and where the bus is on its route in real time!

2. Click on “Schedules.”
3. Click the "U26-Innovation" option.
4. Click "Get Schedule."
5. You can change the direction of the route by clicking "Reverse," You should see Northbound switch to Southbound, and Southbound switch to Northbound.
6. You can view a table of stops the bus makes by clicking on "View Schedule." You can review the map again by clicking "View Map."
7. You can also see where any bus is by clicking on "View Bus Real Time."
8. Make sure to download the FSU Bus app for mobile use! To download the bus app search "TransLoc" in your mobile device's app store or go to the following address and scan the appropriate QR code: https://obs.fsu.edu/mobile-apps

When the app is done downloading, allow your mobile device to use your location. It will automatically find all of the nearest FSU bus routes. By clicking on left-most icon, you can view the stops for each route. You can search for a particular stop as well.

By clicking on the icon second-from-the-left, you can view all of FSU's bus routes. Here you may select which ones are visible on the app and which ones remain hidden. By clicking on the "i" to the right of the route name, you will be notified of an estimate of when the bus will arrive at the stop nearest you. You can change what location the estimate will be for by clicking on "stops" in the upper left-hand corner of your screen. You can also choose to be notified of the bus's arrival by clicking on "notify me" in the bottom right-hand corner of your screen.

The heart icon, which can be found at the top-middle of your screen, is used to quickly access your favorite routes. Be sure you favorite Innovation!

The caption bubble, which can be found to the right of the heart, is used by Florida State University to make transportation announcements that concern issues like parking lot and road closures.

Finally, the gear in the upper right-hand corner of your screen is used for app settings, selecting transit systems manually, ride reporting, information about the developing company, and ride comments/suggestions/ratings.
n. Counseling Services at Florida A&M University and Florida State University

Both universities provide a confidential and safe environment for students to explore and resolve issues and concerns which may affect their mental health. FAMU engineering students may seek counseling support by visiting the Office of Counseling Services located in the Sunshine Manor on FAMU's main campus (phone number: 850-599-3145); while FSU engineering students may go to the University Counseling Center located on the 2nd floor, in the Student Life Building on FSU’s main campus (phone number: 850-644-2003).

o. Physical and Learning Disabled Student Support Services

Both universities offer disability access and resource services. This support is available at:

FAMU:  Center for Disability Access and Resources (CEDAR)
        667 Ardelia Court
        Tallahassee, FL 32307
        (850) 599-3180 voice

FSU:  Student Disability Resource Center (SDRC)
        97 Woodward Ave, South, #108 SSB
        Tallahassee, FL 32306-4167
        (850) 644-9566 (VOICE) | (850)644-8504 (TDD)

p. After Hours and Weekend Room Reservations

For events only involving students, faculty, and staff from the College of Engineering

Each student organization or individual must complete the Event Description Proposal and the Event Support request form prior to each external event. Both forms can be obtained from the Office of Student Services (Room B-111) or Office of the Associate Dean (Room B-223). Once the forms are completed and signed by an advisor/ faculty member, they must be taken to the following offices in order: Student Services (for room reservation), Office of the Associate Dean (for event review/approval), and the Dean’s Office (for final approval and submission to FAMU Facilities). Completed forms are due in the Dean’s Office at least 10 working days prior to the event date.

For events involving participants not associated with the College of Engineering

Each student organization or individual must complete the Event Description Proposal and the Event Support request form prior to each external event. Both forms can be obtained from the Office of Student Services (Room B-111) or Office of the Associate Dean (Room B-223). Once the forms are completed and signed by an advisor/ faculty member, they must be taken to the following offices in order: Student Services (for room reservation), Office of the Associate Dean (for event review/approval), and the Dean’s office (for final approval and submission to FAMU Facilities).

Student Organizations hosting events which involve participants not associated with the College of Engineering will be charged a facility usage fee. The fee varies based on the size of your event and materials rented (i.e. chairs, tables, podium, etc.). The Associate Dean’s Office will provide student organizations $50 towards the cost of using the facilities (i.e. cleaning and grounds). Environmental Health and Safety (EH&S) and the Dean’s Office will assist groups in coordinating with Campus Police.

Student organizations who wish to sell or provide food to non-members must receive a temporary food permit in addition to submitting an event request form. Temporary food sales are defined as the sale or offering of food to the general public, which includes the general student body, not to exceed 18 days in conjunction with a single event or celebration. Temporary food sales do not include concessions associated with athletic events. They include, but not limited to, soft drink sales, lemonade stands, snow cones, and the like. Temporary food sales are conducted at portable booths, stands, or tables. EH&S conducts the random inspection of temporary food sales. Permits may be requested online at: www.studentgroups.fsu.edu. An FSU online permit must be completed for ALL events.
q. COE Decals

The FAMU-FSU College of Engineering issues COE decals to be placed on student ID cards for the purpose of identifying engineering students and authorized guests. These decals are used to verify that college resources are being properly allocated to engineering students. Additionally, decals are used to verify that only authorized individuals are in the engineering facility after hours. Individuals without an engineering decal may be asked to leave the engineering facility until it reopens during regular business hours. Decal enforcement begins after the second week of classes each semester.

Students coded as an engineering major (including pre-engineering students) may pick-up their decal in the Associate Dean’s Office in room B-223 or in Student Services, room B-111. Others seeking after-hour access to the engineering facility should contact the Associate Dean’s Office (850-410-6423 or studentsupport@eng.fsu.edu) for more information.
III. Undergraduate Academic Policies and Requirements

a. Admission to an Engineering Major

After a pre-engineering student satisfies pre-engineering requirements (listed below in Section e), he or she may visit Room B-111 at the College to initiate a change of major to his or her intended engineering major.

b. Course Prerequisite and Co-requisite Policy

It is the policy of the College of Engineering that a student must achieve a satisfactory grade (“C-” or better) in all prerequisites to an engineering course prior to enrolling in it. Concurrent registration in an engineering course and its prerequisite is not permitted unless special permission has been received from the student's academic department. All co-requisites of an engineering course must be taken concurrently or prior to enrolling in the engineering course. Students are responsible for knowing the prerequisites for each engineering course in which they are enrolled. They may request this information from the course instructor or departmental academic advisor. A student, therefore, may not use “lack of proper prerequisites” as a justification for a grade appeal or retroactive course withdrawal. Engineering academic departments also reserve the right to administratively cancel the course enrollment of any student who does not meet course prerequisites at any time during the semester with no refund of tuition and fees.

c. Dropping or Withdrawing from a Course

The Course Drop/Withdrawal policy at the College of Engineering is different from the policy used at either university. Undergraduate engineering students may “drop” (or withdraw) from any course in the current semester for any reason up to and including the 7th week of classes. There may be financial aid and other implications for dropping a course, so you should always contact with your academic advisor first. Engineering "Late Drop" Period goes into effect after the 7th week and up-to the late drop deadline of each semester. Depending on your academic classification, there are restrictions on the number of times you will be permitted to “late drop” a course during this period.

They are as follows: (a) all pre-engineering students and those classified as Basic Division by FSU are limited to a total of two (2) “late drops” during their tenure in the pre-engineering or FSU Basic Division programs. Students who reach their “two late drops” limit will NOT be permitted another late drop until they enter their intended engineering major and for FSU students leave Basic Division. Students who are coded in a degree granting engineering major and are classified as IE (FSU only) are permitted an unlimited number of “late drops” between the 7th week and late drop deadline.

No drops will be permitted after the “late drop” period except in documented cases of administrative error, death in the immediate family, personal illness, or military service obligation. The drop/withdrawal deadlines are posted on the College of Engineering webpage each semester and provided in an email sent to all students with engineering accounts. Students will be responsible for the grades they receive in all courses enrolled in the semester after the course drop/withdrawal deadline.

Students wishing to withdraw from the university by dropping all of their courses should see the Item n below labeled “Withdrawing from the University.”
Mandatory First Day and Add/Drop Policy

FSU’s university-wide policy requires all students to attend the first day of class in all classes for which they are registered. Students who do not attend the first class meeting of a course may be dropped from the course by the academic department that offers it. This policy applies to all levels of courses and to all campuses and study centers. However, students should NOT assume that non-attendance will automatically result in their being dropped in the course. It, therefore, remains the student's responsibility to verify course drops and check that fees have been adjusted correctly. Otherwise, the student may be held both grade and/or fee liable for the course.

FAMU students are required to attend classes during the first week in order to remove their “Attendance Hold.” Students must attend all classes for this hold to be removed. Student financial aid will be withheld if a student is on “Attendance Hold.” Students may contact the Associate Dean’s Office (850-410-6423 or studentsupport@eng.fsu.edu) if they have a question regarding an Attendance Hold.

Any student (FAMU and FSU) who fails to confirm a course drop and removal of fees prior to the end of Add/Drop deadline will be held fee liable, NO exceptions.

d. Grading Policies:

Grade Changes and Grade Appeals
Students should immediately contact their course instructor if they feel there is an error in their final course grade. If the course instructor is not available, the student should contact the academic advisor of the department offering the course. A change of grade may be granted due to a calculation or recording error. A student may also appeal a grade if they feel the course grading policy was not applied correctly, and they are unable to resolve the discrepancy with the course instructor. Students have up to 60 days after a grade has been awarded to appeal a grade. Students may contact the Associate Dean’s Office for more information. All grade changes must be made within one year of the course attempt, or the request for the change of grade will be denied. For more information, go to: eng.fsu.edu/current/grievance-appeals-process.html.

Minimum Course Grade Requirement
The College requires that all engineering students earn a grade of “C” or better in all engineering courses that apply toward the degree. A waiver of one course grade of “D” may be requested. See your departmental academic advisor for more information.

Use of plus or minus (+/-) grades It is the policy of the College not to assign “plus and minus (+/-)” grades for undergraduate engineering courses.
### e. Pre-Engineering Program Requirements

All first-year engineering students (first year in college or first-year transfer students) are initially coded as pre-engineering students until they satisfy the following pre-engineering requirement: Students must have an overall GPA of 2.0 or better and achieve a grade of ‘C’ or better, from any institution attended, in First Year Engineering Laboratory, Calculus I, Calculus II, General Chemistry I and General Physics I to be admitted to an engineering major. Intended chemical engineering students shall replace General Physics I with General Chemistry II. A single repeated attempt in only one of the five (5) courses listed above with no more than one grade of “C-” is allowed. Students who meet the following conditions may be eligible to receive an exemption from having to complete the First-Year Engineering Laboratory course: (1) students who are seeking a second bachelors, (2) students who have completed a similar course as the First-Year Engineering Laboratory course at another institution, (3) students who transfer into the College having already received credit for all of the other pre-engineering courses listed above. Students who receive the exemption based on the third condition above (transfer to the College with credit for all of the other pre-engineering courses) must declare major during their first semester at the College or they may lose their eligibility for the exemption. Students should contact the Office of Student Services in Room B-111 if they feel they qualify for the exemption.

Any student who needs two repeated attempts to complete the five courses or has two or more grades of ‘C-’ may be considered for continuation in engineering if additional grade and coursework requirements are satisfied. See (e.3) below. Any student who needs more than two repeated attempts to complete the five courses listed above does not satisfy this requirement and will not be allowed to continue in the engineering program. There are NO exceptions to this requirement. Grades of “W” are not considered as a repeated attempt.

Pre-engineering students are strongly encouraged to contact an academic advisor prior to enrolling in any of the five pre-engineering courses to ensure they have completed the proper course prerequisites. Table II below provides a concise summary of this requirement:

#### Table II Summary of Pre-Engineering Requirements

<table>
<thead>
<tr>
<th>Number of repeated attempts in the five courses*</th>
<th>Number of grades of C- obtained in the five courses*</th>
<th>Eligibility Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 or more</td>
<td>N/A</td>
<td>Not eligible to continue</td>
</tr>
<tr>
<td>2</td>
<td>0 or more</td>
<td>Conditional (Must satisfy additional course requirements)</td>
</tr>
<tr>
<td>1</td>
<td>1 or more</td>
<td>Conditional (Must satisfy additional course requirements)</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Eligible to continue</td>
</tr>
<tr>
<td>0</td>
<td>2 or more</td>
<td>Conditional (Must satisfy additional course requirements)</td>
</tr>
<tr>
<td></td>
<td>0 or 1</td>
<td>Eligible to continue</td>
</tr>
</tbody>
</table>

* FYE Lab, Calculus I, Calculus II, Chemistry I, and Physics I. Intended ChE majors shall replace Physics I with Chemistry II.
A student who needed two repeated attempts to complete the five courses or has two or more grades of “C-” may be considered for continuation in engineering if additional grade and coursework requirements are satisfied. These additional requirements are determined by each academic program. They give the student a final opportunity to demonstrate that he or she may have the academic ability to successfully complete an engineering program. The additional course and grade requirement will depend on the student’s intended major. Table III provides a listing of the additional requirements. Students must satisfy the requirement on their first graded attempt.

Table III Additional Course and Grade requirements*

<table>
<thead>
<tr>
<th>INTENDED MAJOR</th>
<th>ADDITIONAL COURSE(S)</th>
<th>GRADE REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering</td>
<td>ECH 3023 Mass and Energy Balances</td>
<td>C or better</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>EGM 3512 Engineering Mechanics</td>
<td>C or better</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>EEL 3111 Circuits I</td>
<td>C or better</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>EEL 3111 Circuits I</td>
<td>C or better</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>MAC X313 Calculus III</td>
<td>C or better</td>
</tr>
<tr>
<td></td>
<td>EGN 3443 Statistical Topics In IE</td>
<td>B or better</td>
</tr>
<tr>
<td>Mechanical</td>
<td>EML 3002 ME Tools and EML 3004 Intro to ME</td>
<td>one B (or better) &amp; one C (or better)</td>
</tr>
</tbody>
</table>

* Students must satisfy the requirement on their first graded attempt.

Pre-Engineering Program Completion Lapel Pins
The College of Engineering would like to recognize those students who have met all of the pre-engineering program requirements listed below with a FAMU-FSU College of Engineering Pre-Engineering Program Completion lapel pin.

In order to be eligible to receive a pin, you must meet ALL of the following criteria:

1. Completion at the FAMU-FSU College of Engineering of the course EGN-1004L First-Year Engineering Laboratory course with a grade of C or higher on the first attempt,

2. Completion at FAMU or FSU of at least one of the remaining pre-engineering program requirements,

3. Matriculation into one of our degree granting engineering programs, and

4. Be currently enrolled as a FAMU-FSU College of Engineering student.

Qualified students can pick-up their lapel pin with photo ID in the Office of Student Services (B-111).

f. Engineering Degree Progression Policy
Any engineering student who has been academically suspended or dismissed must petition to resume taking courses as an engineering major. Reinstatement back into the engineering program will depend on the grade point deficit and number of previous suspensions. Please see an engineering academic advisor for more information.
g. The Use of FSU Approved Correspondence Courses for Academically Dismissed Students
The College of Engineering does not allow the use of correspondence courses to raise GPA for students who have been academically dismissed. However, since this option is available for FSU non-engineering students, the College of Engineering will allow FSU engineering students who have been dismissed to enroll in FSU approved correspondence courses to raise their GPA if they sign a Memorandum of Understanding committing to change their major out of engineering once they are back in a good standing status. Please visit the Office of Student Services, Room B-111, or email studentsupport@eng.fsu.edu for more information.

h. Retroactive Course Withdrawals
A student may apply for a retroactive withdrawal from a course in which the student received a grade of “D” or “F” for extenuating circumstances beyond the control of the student. Extenuating circumstances must fall into one of these four categories: (1) medical, (2) death of an immediate family member, (3) military service, or (4) other. Each application is reviewed by a committee of engineering faculty to determine the merit of the request. Applications must be submitted before the deadline set each semester. This deadline will be emailed to students via their engineering computer accounts. Additionally, no application will be accepted for a course that was attempted more than one year from the date the application was submitted. Applications and more information can be found online at Quicklinks, Appeals Process at www.famu.edu/engineering or www.eng.fsu.edu.

i. The Use of Grade Forgiveness (Effective Spring 2007)
Effective with the spring 2007 semester, engineering students may not use grade forgiveness. Students transferring into the College of Engineering from another non-engineering program with excessive use of grade forgiveness may need to relinquish previously approved grade forgiveness prior to their acceptance within the engineering program.

j. Readmission to an Engineering Major
Students who wish to be readmitted to an engineering major will need to first complete an application request for readmission at their home university. For students in good academic standing at time of the readmission, their major department will review their application to determine if the student will be readmitted.

Any student who is not in good academic standing (e.g. suspension, dismissal, expulsion, etc.) at the time of readmission may need to complete an “Engineering Appeals Application” to be reviewed by the College. This form is available online at Quicklinks, Appeals Process at www.famu.eng/engineering or www.eng.fsu.edu. If you have any questions, please go to Student Services, room B111.

Please note it may take up to one semester to review requests for readmission. So, students are encouraged to apply early. Please email studentsupport@eng.fsu.edu more information.

k. Residency Requirements
The last thirty (30) semester credit hours must be completed in residence at your home institution which includes the College of Engineering. A maximum of six (6) credit hours of the final thirty (30) hours may be completed at another university with approval from your departmental academic advisor and the academic dean.

Summer Residency Requirement
Students are required to complete nine hours of courses during the summer semester. They do not have to be taken at the same time or at FAMU or FSU. However, summer courses must be taken at a public university in Florida. Courses taken at a community college will NOT fulfill the summer residency requirement. Requests for waivers of the summer residency requirement (for reasons of financial hardship/employment) must be approved by the Dean’s Office.
I. Summer Class Schedule

In the event FAMU and FSU have different summer course schedules. The College of Engineering will follow the course schedule of the university with the later start date. The College of Engineering will notify students on its website (http://www.eng.fsu.edu or http://www.famu.edu/engineering) of the summer class schedule by midterm of the preceding spring semester. Students may contact the Associate Dean’s Office (850-410-6423 or studentsupport@eng.fsu.edu) if they have questions.

m. Transfer Credit Evaluation

A pre-engineering student wishing to transfer course credits from another higher education institution should contact the Office of the Associate Dean. The Office will make arrangements for the credits to be evaluated by the appropriate academic department and transferred to the student’s transcript. All other students should contact their departmental academic advisor.

n. Withdrawing from the University

Any student who wishes to withdraw from the University in the current semester by dropping all of his or her courses must first obtain permission from the Office of the University Registrar (FAMU students; Room 112 FHAC, 599-3115) or Withdrawal Services (FSU students; University Center A4329, 644-1741). If the engineering dean’s signature is required, students should bring their withdrawal form to Room B-111 at the College. All retroactive withdrawals must be approved by the College of Engineering.

o. Suspension of Classes

Classes are not suspended at the College of Engineering unless they are suspended at both institutions. If you are required to attend a university event, you can receive an excused absence. Otherwise, your absence is considered unexcused. In either case, you are still responsible for contacting the course instructor regarding any missed assignments. In the event of an emergency, for example a severe weather event, the College of Engineering will follow the FSU schedule to determine hours of operation. In this case, please follow alerts.fsu.edu for details. See Item p below.

p. Official Student Excuse

Absence from class for cause: (a) participation in recognized university activities, (b) observance of religious holy days, (c) personal illness that is certified, (d) death of an immediate family member, or (e) emergencies caused by circumstances over which the student has no immediate control will be excused by the Associate Dean for Student Affairs and Curriculum. Students are responsible for all assignments, quizzes, and examinations missed during the absence. Students who notify faculty in advance for absences due to (a) and (b) above will be given a reasonable amount of time to make-up missed work. Students with excused absences for reasons (c), (d), and (e) must follow the course instructor’s “missed work” policy.

Excessive delay in requesting an excused absence or in providing documentation of an approved absence to a course instructor may result in the request being denied or approval being rescinded. The proof provided by the student may be verified. Student must understand that deliberately providing false, forged, or misleading documentation or information for the purpose of obtaining the excused absence is a violation of the Student Code of Conduct and may result in academic sanctions against the student including but not limited to probation, suspension or dismissal from the university.
q. Student Grievance and Grade Appeal Procedure

The procedures for addressing student grievances and grade appeals at the FAMU/FSU College of Engineering are designed to resolve student grievances and grade appeals as justly and as effectively as possible. There are several steps to the procedure which must be followed in order.

Step 1  Student shall meet with instructor (if it is an academic grievance) or the other party and try to verbally resolve the grievance. If there is not a resolution at this step, the student may proceed to step 2.

Step 2*  Student must file an engineering appeals form with the program head or department chair within 60 days of the disputed grade or occurrence of the grievance. If the teacher is the chair, appeal may be filed with the Associate Dean. Either way, a decision should be given to the student within 2 weeks. If dissatisfied with the chair's decision, the student may (after filing the appeal with the program head or department chair explaining the basis for the appeal) appear before a board composed of three students nominated by the departmental student advisory committee or an officer of the department’s national student organization.

The person filing the grievance and the person whom the grievance is against may appear at this board. Each party may take a maximum of 10 minutes to explain their side of the issue, if they wish. After these explanations, these 2 persons will leave the room while the Student Board makes its decision. This board shall render its decision to the program head or department chair who shall then, in turn, submit a written summary of the decision to the student.

Step 3*  A negative decision (majority vote) by this board will end the appeal. With any other decision, the appeal will be referred to the Departmental Board (described in step 3). The Student Board must be appointed and its decision made within three weeks of the time that the written statement has been filed with the program head or department chair.

A Departmental Board composed of three faculty members and two students appointed by the chairperson or academic dean must be selected for each case. The Departmental Board must be appointed and a decision made within three weeks of the time the Student Board has reached a favorable decision on the grade appeal or grievance. Again, both parties involved in the grievance may be present to explain their side of the issue. A unanimous decision shall be final and binding on all parties concerned. A majority opinion, however, may be appealed by the student to the college wide board at the engineering school. This board is called the ‘Ombudsman Committee.’ This board is appointed by the dean of the college from nominees supplied by the faculty and student advisory committees. The appeal (of the decision of the Departmental Board) must be made by the dissatisfied party to the dean of the college within 2 weeks from the decision of the Departmental Board. The majority decision of this college wide appeal board shall be final and binding on all parties concerned.

* The applicant must authorize student peers to serve on the review panel(s) for Step 2. Otherwise, the appeal process skips Step 2 and goes directly to Step 3. The Department Board and Ombudsman Committee mentioned in Step 3 are reconfigured to contain only engineering faculty members. The rest of the process remains the same.
Illegal downloading and file sharing of copyrighted music, movies or other entertainment files from online distribution sites that offer these items free of charge is illegal, in direct violation of the federal Digital Millennium Copyright Act, the Florida A&M University Student Code of Conduct, and The Florida State University Student Conduct Code. (Florida A&M University Student Code of Conduct 2.012 (10) (T) (2) “Unauthorized Transfer of a File”, Florida State University Policy OP-H-6 “Use of University Information Technology Resources”).

Illegal downloading and file sharing of copyrighted music, movies or other entertainment files is intellectual property/copyright infringement. Illegal downloading and file sharing activities maliciously expose the University’s network, computing systems and personal computers to destructive computer malware (viruses, spyware, worms, Trojan horses, rootkits, keystroke loggers, etc.), and denial of service attacks. Illegal downloading activity significantly increases the risk of exposure to personal identity theft and irreparable or costly damage to both university and personally owned computing devices.

The potential consequences of illegal downloading and file sharing are extremely serious. There are both civil and criminal penalties for illegal downloading and file sharing.

The College of Engineering takes reports of illegal downloading using College resources very seriously. Anyone discovered to be engaging in such activities will be subject to the following actions:

1. First offense: a hold will be placed on all engineering computer activity until you come in for counseling with the Associate Dean of Engineering. You will be required to sign a statement expressing your understanding of the illegal nature of this activity and the consequences for continuing this behavior.

2. Second offense: Your engineering computer account will be revoked. You will be formally charged, with a violation of your Student Code of Conduct. Only a recommendation from your university’s Dean of Students can restore your engineering account.
s. Sign Policy

Posting Regulations

*Posting of materials*

At the College of Engineering, signs and fliers may be posted only at five (5) locations: 1) IN (NOT ON) the student organization display cases; 2) On the glass wall dividing the A&B Buildings (Registered Student Organization (RSO) signs only, no apartments for rent, books for sale, etc.); 3) In general purpose display cases (in the center of the atrium); 4) On public cork boards, and 5) In department offices and on department cork boards with department’s permission.

The Associate Dean’s Office will post approved fliers for students not associated with an organization in one of the general purpose display cases. Any sign not in one of these areas will be removed!

Materials may be posted using a good quality transparent tape, such as scotch tape. When signs are removed, all tape and glue must be removed. Duct tape, electrical tape, masking tape, or packing tape MUST NOT be used for posting materials.

Signs, poster boards and fliers (including personal fliers like rent, books, etc.) must be approved by the Associate Dean’s Office prior to being posted. To gain approval, signs must include date of the event and be removed within 3 business days after the event.

Large Signs or Posters

RSOs may hang large signs/posters on the stair railings in the atrium of Building ‘A’. Larger posters may include multiple dates and times. Posters CANNOT be glued to the railings using tape. Students must use methods like zip-ties to tie the poster to the railings.

Large Signs or posters must be approved by the Associate Dean’s Office prior to being posted. To gain approval, signs must include date of the event and be removed within 3 business days after the event.

Free-Standing Signs

For approval of signs on non-paper/unconventional mediums (like chalkboards and white boards) a picture of the sign must be e-mailed to the Associate Dean’s Office (ADO_studentaffairs@eng.fsu.edu). Students may include details in the e-mail on whether the exact same sign (with updated date, time and venue) will be repeated regularly (for ex: every other week). In such cases, a one-time approval for the sign will be sufficient.
Chalking

Policies for chalking outside on the College walkways

For the purpose of chalking, powder chalk-sticks may be used. Materials like liquid or spray chalk material cannot be used.

Chalking can be done only on concrete surfaces (that are open to the sky and can be washed off completely by rain water).

As a trial this year, chalking will be permitted on the concrete portions at the A and B side of the College entrance. For each event only one concrete square may be chalked on the A side and one square on the B-side.

Chalked messages will contain dates/times/locations for that activity including name of the sponsoring FAMU/FSU entity.

Chalking may be done up to 1 week before the event and are to be removed within 1 week after the event. Also, multiple squares may not be chalked for the same event. If not honored, responsible parties may not be able to chalk again.

Responsible organization may be fined if the chalking cannot be removed.

For approval of signage that uses “Chalking” on cement floors as the medium, a picture of the sign must be e-mailed to the Associate Dean’s Office (ADO_studentaffairs@eng.fsu.edu). Students may include details in the e-mail on whether the exact same sign (with updated date, time and venue) will be repeated regularly (for ex: every other week). In such cases, a one-time approval for the sign will be sufficient.

Penalties

Failure to remove signage after an event, using prohibited types of tape, posting signs that have not been approved and/or posting signs in unauthorized places will result in the following penalties:

1st offense - Written warning from the Associate Dean’s Office.

2nd offense - Person or group will lose posting privileges for 8 weeks from the time the person or group is notified of their 2nd offense. Notifications will be sent via email to student’s campus email address and/or to the RSO’s president and advisor.

3rd offense- Person or group will not be permitted to post signs for the remainder of the academic year. Individuals and RSO’s with 3 offenses will be able to post signs, pending approval, at the beginning of the following fall semester.
IV. What's New for 2015-2016

There have been a few changes in policies and procedures since last academic year. Here are a few of them:

1. Some academic major conditional requirements have changed:
   a. The conditional requirement for Civil Engineering is now a C or better in EGM 3512, Engineering Mechanics.
   b. The conditional requirements for Mechanical Engineering are now one B (or better) & one C (or better) in EML 3002 and EML 3004.

2. Please note the changes made to the College's sign policy.

3. Star Metro's Dogwood Route has slightly modified their times. Please follow the instructions in section m. to get the most up-to-date information.