

# SBI Graduate Programs

---

## **SBI Mission Statement**

The Mission of the School of Business and Industry (SBI) at Florida A&M University is to produce graduates capable of excelling as future leaders in global business, industry, and commerce. This is achieved by:

- Providing innovative academic, professional development, and internship experiences in an enlightened, ethical, and stimulating student-centered learning environment.
- Developing, supporting, and creating opportunities for a diverse qualified faculty and staff committed to “excellence with caring” through high quality teaching, relevant intellectual contributions, and meaningful service with an emphasis on teaching.
- Creating an environment in which shared governance, collegiality, openness, respect for others, and individual and mutual responsibility and accountability flourish.
- Embracing the University’s historic mission of educating African Americans while recruiting students of all races and ethnic origins with strong academic backgrounds committed to the pursuit of excellence.
- Developing new, and expanding existing, creative partnerships with alumni, and private and public stakeholders to maintain the relevance and currency of our academic programs.
- Promoting an environment of continuous improvement by acquiring and developing the necessary human, physical, financial, and technological resources to maintain our competitive edge.

## **SBI Vision Statement**

The School of Business and Industry aspires to be recognized nationally and internationally as a preeminent center of excellence in business.

## **SBI Values Statement**

We value a work and learning environment that is based on professionalism, responsibility, accountability, respect, trust, ethics, integrity, caring, excellence, knowledge, research, and service.

## **SBI Administration**

**Dean** School of Business and Industry: Friday-Stroud, Shawnta

**Assistant Dean:** Davis, Bobby

**Department Chair,** Accounting and Finance: Bates, Ira

**Department Chair,** Management and Marketing: Nwakanma, Hudson

**Department Chair,** Information Systems and Operations Management: Nkansah, Paul

**Department Chair,** Economics and Professional Leadership Development: Wilson, Richard

**Director,** Office of Student Services: Williams, Felicia

## **Graduate Academic and Professional Faculty**

Ashley, Clyde  
Bailey, Kelley  
Bates, Ira  
Black, Jason  
Campbell, Michael  
Charles, Atira  
Cole, Dwayne  
Collins, Jennifer  
Daniels, Rudolph  
Davis, Bobby  
Drumming, Sandra  
Etienne, Eisenhower  
Farmer, Errick  
Friday-Stroud, Shawnta  
Hightower, Roscoe  
Hill, Aretha  
Holloman, Derek  
Islam, Mazhar  
Jackson, Annette  
Johnson, Nathaniel  
Murphy, Angela  
Nkansah, Paul  
Nwakanma, Hudson  
Oguledo, Victor  
Okoye, Ifeakandu  
Osagie, Johnston  
Ravenell, William  
Ridley, A. Denis  
Shabazz, Daa'im  
Shrestha, Nanda  
Smith, Wilbur  
Sutterfield, J. Scott  
Swirsky, Steven  
Williams, Deedra  
Wilson, Richard

## **SBI Graduate Programs**

### **Professional MBA**

The objective of the Professional MBA program is designed to transform students who are admitted as undergraduate freshmen into consummate professionals, capable of assuming leadership roles in global business, industry, and commerce. These professionals are highly versed in both academic and professional competencies, have extensive corporate internship experiences, and are ready to meet the demands of leadership in the dynamic global economy.

## **Course Requirements**

- Professional MBA

(Visit: <http://www.famu.edu/index.cfm?sbi&CurriculumRequirements>)

## **Admission Requirements from the Lower Division of the Professional MBA Program**

Students formally enrolled in SBI's Pre-Business program and have transitioned into the BS programs who elect to pursue the Professional MBA must apply to the University graduate school for admission. To be accepted, they must satisfy the following criteria:

- At least 90 hours of university course credit,
- Cumulative University GPA of 3.0 or higher,
- At least two (external) internships, and
- Take the GMAT\* (for students applying for fall 2010 or subsequent admission).

Those students whose efforts to gain acceptance into the Professional MBA prove unsuccessful retain their otherwise satisfactory standing in the BS program.

**Note:** Students transferring into the Professional MBA program may be required to take additional courses to satisfy certain business related prerequisites and competencies for entering the program. These “additional” courses will not count toward fulfilling any of the other requirements of the Professional MBA Program.

## **One-Year MBA**

The one-year Master of Business Administration (MBA) program accepts students who hold an undergraduate degree in business or non-business disciplines and equips them with managerial and behavioral skills for leadership positions in global business, industry, and commerce. The program is broad in approach; it integrates the functional areas of business with carefully tailored behavioral skills enhancement programs to develop holistically competent managers. Through the use of elective courses, students can develop depth in one or more areas, e.g., accounting, finance, marketing, supply chain management, or information systems.

## **Course Requirements**

### **One-Year MBA Curriculum**

(Visit: <http://www.famu.edu/index.cfm?sbi&CurriculumRequirements>)

The program is intended for full-time students; students may enter the program at any semester.

## **Admission Requirements to the One-Year MBA Program**

### **School of Business and Industry (SBI) preferred requirements**

1. Baccalaureate degree from an accredited college or university
2. 1100 point requirement: last 60 hours of BS degree GPA x 200 GMAT\* score
3. Minimum upper division GPA of 3.00
4. Evidence of maturity and leadership

**OR**

### **School of Graduate Studies and Research (SGSR) minimum requirements**

1. A “B” (3.0) average or higher for the last 60 semester hours (or equivalent) of undergraduate work attempted, OR
2. A score of 600 on the Graduate Management Admission Test (GMAT\*)

\*GMAT test score is required for admission to the One-Year and Professional MBA programs.

### **Online MBA**

Earn an online Masters of Business Administration degree from Florida A&M University (FAMU), and advance your career goals with the ultimate credential for securing an upper-management position in global business, industry or commerce. The FAMU MBA program’s strength is evidenced by a job placement rate of over 85%, with the remaining 15% going on to pursue a Ph.D. or J.D.

### **Key Benefits of a FAMU Online MBA**

Impressive Employment Connections and Placement Services to Help You Succeed

Boasting an extensive cache of over 100 corporate partners, including Accenture, John Deere, JPMorgan, Edward Jones, Disney, Ford, Burger King, and the Department of the Navy, the School of Business and Industry works hard to give our MBAs access to the best national and global employment connections for post-graduation career opportunities. Our staff helps SBI graduates-to-be schedule interviews for full-time positions, supports your employment search with workshops on resume writing and interviewing techniques, along with two University Career Fair Expos each academic year. Plus:

The program is designed with the working professional in mind.

The sequential course load helps you maintain business and personal obligations.

The program combines stimulating lectures with innovative opportunities for team collaboration.

Recognition – FAMU’s MBA program students continue to draw recognition (recently placing second in the national supply chain case competition).

Included in your tuition for the FAMU online MBA are:

All textbooks and course materials, delivered in e-book format.

A laptop for each student during the first semester. (However, students also are required to have another computer to use as a backup).

An impressive competitive advantage with participation in graduate case competitions.

A short-term international residency that includes interaction with executives from multinational corporations in places such as Brazil, China and Chile.

Candidates are encouraged to apply a semester in advance of starting the program. Interested candidates should also meet the following requirements:

Hold a bachelor's degree earned from an accredited college or university.

Completed a minimum of five years of post-baccalaureate work experience with at least two years at the managerial level.

Demonstrate academic potential: (a) cumulative GPA of 3.0 or higher in upper-division coursework completed for the baccalaureate degree (and submit a GRE or GMAT score) or (b) a score of at least 300 on the GRE or (c) a score of at least 600 on the GMAT.

Beyond satisfying these requirements, international applicants whose first language is not English may be required to present a passing score on the TOEFL (500 paper-based, 213 computer-based, and 80 internet-based).

Prior to starting coursework, students will be required to achieve passing scores on SBI's adaptive assessments in spreadsheets, accounting, finance, and statistics. SBI's adaptive assessments (with embedded tutorials) ensure that students have the prerequisite skills needed to succeed in the MBA curriculum.

### **PharmD / MBA Dual Degree**

Beginning Fall 2010, pharmacy students interested in pursuing the PharmD/MBA dual degree must apply to and comply with the independent requirements of the College of Pharmacy and Pharmaceutical Sciences, of the School of Graduate Studies and Research, and of SBI. Collectively, these schools and colleges require that applicants satisfy the following admission criteria:

- Complete the University's Gordon Rule Requirements,
- Complete the prerequisites in the PharmD curriculum with a GPA of 3.25 or higher,
- Earn at least 90 hours of university course credit with a cumulative University GPA of 3.0 or higher, and
- Sit for the GMAT (during the summer following the second pre-professional year of the pharmacy curriculum).

## **Academic Progress Policy—Graduate Students (SBI)**

### *Grades, Probation, and Suspension*

The academic standing and progress of students pursuing graduate degrees are guided by specific grade requirements:

- A. A cumulative GPA of 3.0 must be maintained regardless of course/credit hour load.
- B. Only a grade of “B” or higher is acceptable for required courses. A required course must be repeated if a grade lower than a “B” is received. For all other courses (electives), the grade of “C” or better is acceptable.
- C. If a student’s GPA falls below a 3.0 for one semester, he/she will be placed on probation. If a student’s GPA falls below a 3.0 for two consecutive semesters, he/she will be suspended from further graduate study. The student will be notified of probation and suspension through their iRattler account and indicated on the bottom of their unofficial transcript.
- D. With the prior approval of the Graduate Council, individual schools, colleges, and institutes may implement more restrictive grade requirements.

Each school, college, or institute is responsible for monitoring its graduate students’ academic progress and performance (including eligibility to receive financial aid) and must report to the graduate dean all actions or recommended actions for any student whose academic progress is unsatisfactory.

### *Grade Appeals*

Graduate students are permitted to appeal (grieve) course grades. Before the appeal can move forward, it must receive the formal, documented approval of the graduate faculty of the college, school, or institute in which the student is studying. Upon receiving that approval, the appeal is presented to the Graduate Council Florida A&M University, by student’s chief advisor (or any voting member of the Graduate Council from the student’s school or college), not by the student. To be successful, the appeal must have been presented to the Council within one month of the “grade variance” and must garner at least two-thirds affirmative support from the voting members of the Graduate Council.

### *Repeat Courses*

Any graduate student enrolled at Florida A&M University who receives a C, D, or F grade in a course may petition the Program Dean or Graduate Director to retake the course. The course must be retaken at Florida A&M University, unless the course is offered at Florida State University under the FAMU/FSU cooperative program. A graduate student may repeat no more than two courses in any graduate program at Florida A&M University, and may repeat each course only once. Effective the beginning of the fall semester of 2013, there is no forgiveness for any course taken, while a student is in graduate status.

## **Graduate Student Success**

The administrators, faculty and staff of the School of Business and Industry support a regularized system for monitoring individual students’ academic performance. Students’ grade point

averages are monitored by a centralized system that is designed to ensure that exceptionally strong or weak performance is noticed and receives timely recognition and attention. But, it is the Office of Student Services that coordinates academic advising, which is the backbone of the retention and persistence to graduation activities of the School.

#### *Academic Advising*

All SBI students are required to meet with their academic advisor 2-3 times a semester to obtain course advisement, to map out an academic plan to graduate, to stay abreast of University policies and procedures, and obtain advice and recommendations for various domestic and international programs, scholarships, and opportunities that will enhance their academic experiences in SBI. As previously stated, academic advisement is an integral part of the retention and graduation of students. Automatic, system generated advisement holds are placed on every SBI student each semester to ensure they are properly guided. Only the student's advisor can remove an advisement hold.

During the individual advisement process, advisors meet more frequently with "at-risk" students that are on academic probation and suspension, as well as those that have been identified or self-identified as "at-risk" because of various challenges. The advisors refer "at-risk" students to the appropriate university-wide counseling center to address the mental, health, psychological, and learning challenges.

### **Graduate Student Assistance**

The Graduate Financial Assistance application process is different from the Admission to Graduate Status application. You *must* first be admitted to graduate status through Graduate Studies. The university must have a transcript on file with a GPA of 3.5 or, above as a graduate student in order to qualify for the Graduate Fellowship, offered by the School of Business & Industry.

Financial assistance is offered in the form of a fellowship combined with an assistantship. This assistance is also based on the availability of funds. The maximum assistance per student equates to 9 in-state graduate credit hours, tuition only. The Fellowship portion of the student's award is paid directly to the University Student Financial Aid Office, whereas with the Graduate Assistantship, the student receives a paycheck every two weeks for work performed and is responsible for paying their own tuition. Both Assistantship and Fellowship would equate to the 9 in-state graduate credit hours. Students must first fulfill their graduate assistant obligations for the previous year in order to be considered for future assistance.

Blank applications are available at Suite 104, SBI South Wing or via FAMU email. Please email request for form to [paulette.mcfarlane@famuedu](mailto:paulette.mcfarlane@famuedu), or [lisa.kong@famuedu](mailto:lisa.kong@famuedu).

Incomplete applications will not be processed. It is the student's responsibility to complete their application. Applications are incomplete if they do not have the required documents (currently this includes a copy of the student's Graduate Admission Status Report/acceptance letter) attached to the Certification of Eligibility form.

### *Payroll Process*

Please note that payroll documentation must be complete along with a copy of a picture identification and signed social security card. These are needed by the payroll office in order to generate pay checks. This package can be obtained at the time of submitting the **typed application**. It is the student's responsibility to ensure that human resource has all the required documentation for generating payroll checks.

### *Graduate Tuition*

Students are responsible for paying any difference in the amount owed to the University. Each student is responsible for paying his or her own late registration fee.

Please note that SBI does not double fund for a course; i.e., if SBI funded a course that has to be retaken, the second attempt will not be funded by SBI.

Announcements will be emailed via FAMU email for any matters pertaining to the graduate fellowships. This includes due dates for submission of applications, as well as any student that may have a problem with their application. Please have your completed typed application submitted by the due date. SBI is not responsible for any delays via delivery service (i.e., postal office, Federal Express, etc.) or technical difficulties. The completed application is to be turned in to Suite 104, SBI South Wing or by email.

### **Once admitted to graduate status, the requirements to receive the combined fellowship-assistantship are:**

1. Student must have at least a 3.50 cumulative grade point average.
2. Student in the five year MBA Professional program must have completed two internships. SBI does not pay for graduate-level internships.
3. Only students enrolled as full-time (9 graduate credit hours, not including a graduate internship) graduate student is eligible.
4. Any "I"s, "D"s, or "F"s in the previous semester will disqualify the student. A "B" or higher is acceptable for graduate (5000) level required courses. For all other courses the grade of "C" or better is acceptable. A "C" in a required graduate (5000) level course will disqualify the student for funding.
5. Providing funds are available, students will be limited to a maximum of two years of assistantship funding for a master's degree. Students must have a current FAFSA on file in the Financial Aid Office to receive any funding. Starting fall 2013, there is no forgiveness for any course taken, while a student is in graduate status.

Timesheets should be submitted by the specified deadlines. Additionally, each graduate student will be required to fill out an annual survey for the School of Graduate Studies and Research

Please note that the summer semester is *not* considered as part of the normal funding year.



## Graduate Program Learning Goals

*SBI's seven (7) mission-driven graduate learning goals are achieved in and integrative, interdisciplinary fashion.*

Learning Goal	Learning Objectives
<b>Critical Thinking Skills</b> – Our students will be able to analyze, evaluate and integrate relationships among concepts or problems and draw sound inferences from multiple perspectives.	<ol style="list-style-type: none"> <li>1. Synthesize and integrate information and ideas</li> <li>2. Distinguish between fact and opinion</li> </ol>
<b>Communication Skills</b> – Our students will be able to communicate effectively in oral presentations, writing and graphic expressions.	<ol style="list-style-type: none"> <li>1. Develop and deliver professional quality oral presentations.</li> <li>2. Prepare professional quality written business documents.</li> </ol>
<b>Content /Discipline Knowledge and Skills</b> – Our students will be able to demonstrate discipline-specific knowledge.	Our students will recognize and apply concepts, principles and theories in the Master of Business Administration program from the following disciplines: Accounting, Finance, Information Systems, Operations Management, Management and Marketing.
<b>Multicultural and Diversity Understanding</b> – Our students will understand the importance of multicultural and diversity issues in business.	<ol style="list-style-type: none"> <li>1. Demonstrate the ability to identify multicultural and diversity concepts as they relate to business.</li> <li>2. Critique a multicultural/diversity scenario and present plausible solutions for the scenario.</li> </ol>
<b>Ethical Understanding</b> – Our students will be able to identify ethical issues in business and point out the implications.	<ol style="list-style-type: none"> <li>1. Know and behave according to the code of conduct for the School of Business and Industry and FAMU</li> <li>2. Analyze ethical issues in a business situation.</li> <li>3. Solve ethical issues in business in a business situation.</li> <li>4. Design an ethical decision making model to address implications of an ethical dilemma.</li> </ol>
<b>Team Skills</b> – Our students will demonstrate skill in working collaboratively in achieving shared objectives of a group.	<ol style="list-style-type: none"> <li>1. Demonstrate the ability to listen to others</li> <li>2. Demonstrate the ability to question team mates without attachment and judgment</li> <li>3. Offer assistance to other team members Exchange, defend, and rethink ideas with team members</li> </ol>
<b>Leadership Skills</b> – Our students will be able to influence the activities of an individual or group in efforts toward goal achievement.	<ol style="list-style-type: none"> <li>1. Demonstrate understanding of leadership concepts and practices. Influence the attitudes and behaviors of others to accomplish a team goal.</li> <li>2. Outline strategies for leading an individual or a team</li> </ol>

## **Academic Grievances**

Students may grieve grades if they can provide proof of miscalculation, omission, or other actions posing a negative impact on grade received. The process is as follows:

### **ACADEMIC GRIEVANCE PROCEDURES**

The steps in the Academic Grievance process are:

1. The student must provide proof that he or she has met with the faculty member and was not successful in resolving the problem.
2. The student then meets with the Chair of the faculty member's department and presents the issue. The Chair has the responsibility of meeting with the faculty member and the student to determine the facts. The Chair has 15 days to render a decision to the student and faculty member.
3. If the student does not agree with the findings of the Chair, the student then meets with the Associate Dean of Academics and presents the issue. The Associate Dean of Academics has the responsibility of meeting with the Chair and/or faculty member and the student to determine the facts. The Associate Dean of Academics has 15 days to render a decision to the student, Chair, and faculty member.
4. If the student does not agree with the findings of the Associate Dean of Academics, the student may then appeal the decision to the SBI Dean. The Dean has 15 days to review the request and render a decision to the student, Associate Dean, Chair, and faculty member.
5. After the decision of the Dean, the student has an additional recourse of filing a written grievance by submitting a completed Academic Grievance Form and supporting documentation with the SBI Grievance and Student Behavior Committee. The Grievance Committee has 30 days to conduct due diligence and render a decision to the student, Dean, Associate Dean of Academics, Chair, and faculty member.
6. The undergraduate student has one final appeal to the Provost and Vice President for Academic Affairs. This should be in the form of a letter.

The graduate student can appeal to the Dean of Graduate Students in the form of a written letter before the final appeal to the Provost and Vice President for Academic Affairs in the form of a written letter.

All academic grievances *must* be submitted the semester following the semester in which the disputed grade occurred.

*Adopted May 2009  
Updated April 2012 per Graduate Student Policy*

## **Graduate Student Policies and Procedures (University)**

*SBI adheres to the University Policies and Procedures governing graduate programs.*

Each graduate program has a different mission, and some programs may have requirements additional to or different from those in the Graduate School. The Doctor of Physical Therapy (DPT), the Occupational Therapy (OT), the Juris Doctorate (JD), and the Doctor of Pharmacy (PharmD) programs have different criteria. Please refer to the respective section of the University catalog for the details.

### **A. A Degree-seeking Student**

A degree-seeking student is a student, who has been admitted formally to a master's or doctoral program.

### **B. Non-degree Seeking Students**

Students are classified as non-degree seeking students if they have not been formally admitted into a graduate degree. Non-degree seeking graduate students are limited to earning 12 credit hours. Courses taken as a non-degree seeking student may be used to fulfill degree program requirements, with the approval of the appropriate academic unit.

*Note: Any student, who attempts to exceed the 12 credit hour limit without being accepted into a degree-seeking program at the University, will be placed on a registration hold. The hold can only be cleared upon producing evidence of admission to a degree seeking program.*

### **C. Transfer Credit**

At the discretion of the appropriate academic unit, a maximum of six (6) semester hours for the master's level and twelve (12) semester hours for the doctoral level of graduate coursework taken prior to the term of admission into a graduate program may be accepted by the University at the master's and Ph.D. levels, respectively, from another accredited graduate school in the United States, provided that the grades are "B" or better and the subjects are acceptable to the department or program concerned, as a part of the student's graduate program.

Transfer credits that are not counted toward a previously earned degree within Florida A&M University is limited to twelve semester hours, except when the credit hour requirement for the graduate program exceeds the University-wide minimum requirement of thirty-six (36). In this case, additional transfer credit up to a maximum of fourteen semester hours may be allowed to the extent of the additional required hours by the program. The University does not accept experiential learning for transfer credit.

A Transfer Credit form must be completed by the student and approvals must be obtained from the program, and the college/school, and then by the Graduate Dean, no later than the end of the second semester that the student is in the program.

#### **D. Graduate GPA**

Upon admission into each degree or certificate program, a graduate GPA will be calculated based on the graduate courses taken at Florida A&M University (FAMU). The University requires that students maintain a graduate GPA of 3.0 or higher, in order to maintain regular graduate status, receive financial assistance, and to qualify for graduation.

A graduate GPA will be calculated for non-degree students, based on the graduate courses they take at FAMU while in the non-degree status. Non-degree seeking students whose graduate GPA falls below a 3.0, will not be allowed to continue taking more graduate courses.

The graduate GPA does not carry forward from one academic program to another.

If a graduate student is considering applying to a different graduate degree program, the student may apply to have the student's graduate grade point average (GPA) reset. If the request is approved by the Graduate Dean, then the Graduate Dean will request the Registrar to reset the GPA. The Registrar will annotate the student's permanent academic record to indicate that the GPA has been reset. However, all course work and grades will remain on the record, ensuring a true and accurate academic history.

The resetting of the GPA may be effected only **once** during a student's graduate academic career and it is not available for degrees already earned.

#### **E. The minimum grade requirements for all graduate programs and degrees, except for the Doctor of Physical Therapy (DPT), the Occupational Therapy (OT), the Juris Doctorate (JD), and the Doctor of Pharmacy (PharmD) programs. Students should refer to the program requirements related to their respective degree program.**

##### **1. Minimum grade requirements**

**a.** Only a grade of "B" or higher is acceptable for required courses in a graduate program. A student must repeat a required course if the student earns a grade lower than a "B".

**b.** Exceeding six semester hours or two courses with unsatisfactory grades ("C", "D", "F", or "U") in courses or in comprehensive and qualifying examinations is grounds for dismissal from a program for all degree-seeking and non-degree seeking students.

**c.** Effective the beginning of the fall semester of 2013, there is no forgiveness for any course taken, while a student is in graduate status.

A course in which a student has received an unsatisfactory grade may be repeated only once. The course must carry the same course prefix, number, and description and may be taught at Florida A&M University (FAMU) or at Florida State University (FSU), under the FAMU-FSU cooperative program. Both grades will be used in computing the student's graduate GPA.

If the same course is neither available at FAMU or at FSU at the time the student needs to repeat the course, then a substitute course may be approved as a transfer course by the student's advisor and taken from any institution within the State University System (SUS). Please note that this transfer credit will not be factored into the FAMU graduate GPA.

## **2. Probation and Dismissal Policies and Procedures**

### **a. Academic Probation and Dismissal**

A student will automatically be placed on probation, if the student's graduate cumulative GPA falls below 3.0. Any student on academic probation can only remain on probation for a maximum of nine semester hours (usually one semester) of letter-graded coursework. Documentation of the Academic Probation status will be imprinted on the student's university transcript by the Registrar at the beginning of the term in which the sanction is given, and this will serve as the official notification of probation to the student.

If a student is placed on probation, then the student will continue on probation until the student has completed nine (9) credit hours (usually one semester), after which the student's status will be reviewed. If the student's graduate cumulative GPA is above a 3.0, the student will be taken off probation. If the student's graduate cumulative GPA is below a 3.0, the student will be dismissed from the academic program.

A student, who is on Academic Probation, will be required to meet with the program director or the student's advisor, prior to the start of the following term, to review the student's educational plan in order to increase the student's chance of success in the program. Modifications of the plan may be made, as necessary, so that the student and the director will know exactly what conditions are required for the continued enrollment of the student in the program. Both the student and the program advisor/director should sign the plan.

After dismissal from one degree program, a student always has the option to apply to another degree program, and this option requires a completely new application. Previously dismissed students, who are accepted into new academic programs, will have a new graduate GPA.

A graduate student whose cumulative GPA is less than 2.0 will be immediately dismissed from the degree program and will not be permitted to enroll in graduate courses, unless the student has been admitted into another graduate program or

admitted as a non-degree student.

**b. Appeal of Dismissal from an Academic Program**

Within the next semester following the dismissal, a student may appeal a dismissal decision to the College's or School's Graduate Committee. During this time, the student will not be allowed to take any coursework related to the program.

- i. If the College or School believes that the student has a high probability of succeeding, then the graduate program in which the student is enrolled may petition the Graduate Dean for a one semester extension.  
If the review and approval by the Graduate Dean occurs prior to the end of the drop/add registration period of the semester following the dismissal, then the student may be allowed to enroll that semester if the appeal is approved.
- ii. If after reinstatement, the student fails to earn a cumulative graduate GPA of 3.0 or better at the end of the semester following the readmission or in any subsequent semester, then the student will be issued a final dismissal from his or her program without any opportunity for further appeal for retention.
- iii. Students, with a graduate GPA less than 3.0, who are seeking re-admission into a new academic program, may be admitted under restricted conditions that are prescribed by the new department.
- iv. Dismissed students will not be allowed to enroll in graduate courses unless they have been admitted to another graduate program, or allowed to enroll as non-degree seeking students taking classes with permission from the new program.

With approval from the new graduate degree program, the student may transfer credits from courses with satisfactory grades ("B" grade or higher) into the new program, in accordance with the Transfer Credit policy stated previously.

**3. Grade Appeal Policy and Procedures**

It is imperative that the academic grievances of graduate students be processed in an expeditious manner. A student must appeal the assigned grade in the following manner.

- a. All appeals regarding grade assignments must be made on an individual basis.
- b. A student must follow the formal grade appeal process, as outlined in the student's college or school. If the student's appeal is unsuccessful in the school or college, then the student may follow the grade appeal process, as outlined by the Graduate Studies, to appeal the decision of the school or college to the Graduate Council.

- c. Decisions of all appeals at each stage of the appeal process should be made within thirty working days of the grade variance from established policy.
- d. A simple majority vote of the Graduate Council members present shall be required to make a grade exception.
- e. A grade appeal may be made in writing by the student by outlining the facts and justifications for the appeal.
- f. Normally, the student will be notified of the Graduate Council's decision, within thirty days of the receipt of the appeal.
- g. If the student disagrees with the decision of the Graduate Council, the student may appeal the decision to the Provost, who shall make the final decision.

#### **4. Specific grading policies of schools, colleges or programs**

- a. Individual schools or colleges may establish program specific grading policies. These grading policies must first be approved by a simple majority vote of the Graduate Committee in the individual school, college, or program, prior to the approval of the Graduate Council and before they are established.
- b. A simple majority by the Graduate Council members, who are present, is required for the approval of more restrictive grading policies.

*For SBI's Academic Grievance Process, visit:*

[http://www.famu.edu/sbi/UserFiles/SBIGrievanceProceduresOriginalWithUpdates\(UpdatedOn04092012\).pdf](http://www.famu.edu/sbi/UserFiles/SBIGrievanceProceduresOriginalWithUpdates(UpdatedOn04092012).pdf)

#### **5. Grades and Financial Assistance/Funding**

##### **Eligibility Requirements**

- a. Each graduate student, who receives any form of financial aid, must maintain the GPA stipulated above while carrying a full graduate load of credit hours. Only full-time, regularly admitted graduate students in good academic standing (cumulative graduate GPA of 3.0 or better) qualify for Financial Assistance (assistantships, fellowships, and/or tuition waivers).

Graduate student funding is time-limited and subject to the availability of funds.

These work assignments for these students will be determined by their respective departmental supervisors or designees. Departments may make priority funding decisions based on GPAs, standardized test scores, and/or related experience.

Any full-time degree seeking graduate student, whose cumulative GPA falls below 3.0, will be placed on probation. While on probation, such a full-time student may be eligible for

financial assistance (other than financial aid) for a maximum of one semester after being placed on probation.

**b.** It is the responsibility of each graduate program director or student advisor of the respective school or college, to monitor each graduate student's credit hour load, grades, grade point average (GPA), and overall progress toward the degree. This director/advisor must report promptly to the graduate dean all actions, or recommended actions that should be taken for any student, who violates or is in default of the above policies and standards.

**c.** A full-time graduate credit load consists of a minimum of nine (9) hours in the fall and spring semesters and six (6) hours during the summer. A reduced load may be approved as a full-time load by the Graduate School for the summer semester or for students, who are completing their theses or dissertations, and who are being supported by the school or college.

**d.** Any graduate student, who fails to maintain the minimum credit hour load required, must be immediately removed from financial assistance with prompt documentary notice by the program director to the graduate dean.

**e.** Students, who have incomplete or "I" grades, may be eligible for financial assistance (other than financial aid) for a maximum of one semester.

## **6. Incomplete Grades**

A grade of "I" (Incomplete) may be assigned by the instructor when a student is unable to complete a course due to extenuating circumstances, and when all requirements can be completed in a short time following the end of the term. The student is responsible for arranging with the instructor for the completion of the requirements of the course.

## **7. Continuous Registration**

Graduate students must maintain continuous enrollment in at least one credit hour in their respective academic programs and until all degree requirements have been completed. Students are required to enroll in at least one credit hour during the last semester in which they expect to graduate.

Students, who are not in attendance during two consecutive semesters (exclusive of the summer semester), must re-apply for re-admission to the university.

## **8. Re-admission**

To request re-admission, a student must complete a re-admission application, which must be supported by the chair of the major department, the Graduate Program Coordinator and the Dean of the school or college offering the academic program, and then approved by the Dean of the Graduate School. There is no guarantee that the student will be re-admitted.

The re-admission applications of students with permanent university holds will not be processed.



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

## **9. Time Limitation for Completion of Degrees**

A student is allowed a maximum time period of five (5) years to complete a master's degree, and a maximum time period of seven (7) years to complete a Ph.D. degree from the date of admission. Students exceeding these time limits may be required to initiate new courses of study.

It should be noted that the normal time for completing a master's degree is approximately two years from the bachelor's degree, and approximately four years for the Ph.D. degree from the master's degree, depending on discipline. Funding for students will be based on these projections.

## **Conduct**

### **PURPOSE**

To ensure that the integrity of the academic process is maintained and protected.

### **AUTHORITY**

University Regulation 2.012 - Student Code of Conduct, Student Handbook (FANG) and SBI policy manual.

### **DEFINITION**

Disruption of the academic process is defined as the act or words of a student in a classroom, teaching environment or office setting that which in the reasonable estimation of a faculty or staff member does the following:

- a.) directs attention away from the academic matters at hand, such as noisy distractions; profane language, persistent, disrespectful or abusive interruptions of lecture, examinations, academic discussions or office settings and hostile behavior
- b.) presents a danger to the health and/or safety of the faculty or staff member or other students
- c.) reveals acts forgery, defiance of authority and tactics to force services to be rendered

### **PROCEDURES**

Alleged violation of the disruption of the academic process will be handled as follows:

#### **STEP #1**

The faculty or staff member (being the first line of contact and the observer of the incident) will have a meeting with the student(s) to discuss the incident immediately or at a time convenient for the student(s) and the instructor. Prior to or during the discussion

meeting with the student, the faculty or staff member will complete the incident reporting form. If the disruption requires immediate removal of the student (s) from the class or office environment, the faculty or staff member will wait until the student is safely removed/leave the class and then immediately or as soon as possible write up the incident on the Student Conduct Form. If the student refuses to leave the classroom or office environment, Campus police should be called immediately.

Afterward, the Division Director for Academic Support and the Dean's office (to include the Assistant Dean) will be notified (a copy of the completed Student Conduct Form will be provided) of the incident. A copy of the Student Conduct Form will be maintained in the student's permanent cumulative file. If the campus police was involved and assisted with the removal of the student, then a copy of the police report and/or the arrest report should be placed in the student's permanent cumulative file in the Office of Student Services and a copy sent to the Director for Academic Support Services and one to the Dean's office (to include the Assistant Dean).

#### **STEP #2**

After the meeting between the faculty or staff member and the student, and if a mutual agreement for a solution has been agreed upon, the faculty or staff member shall note the solution on the Student Conduct Form, place a copy of the form in the student's cumulative file, send a copy of the form to the Director for Academic Support Services and one to the Dean's office (to include the Assistant Dean).

The incident and the solution will be documented and maintained by the Office of Students Services in SBI.

A copy will be provided to the student.

#### **STEP #3**

If no solution is reached during the meeting between the instructor and the student and the Student Conduct Form is completed, and then a copy of the form should be forwarded to the Director for Academic Support Services and one to the Dean's office (to include the Assistant Dean). The Assistant Dean or Director of Academic Support Services or will meet individually with the instructor and the student. If deemed necessary, the Assistant Dean or Director of Academic Support Services may meet jointly with the instructor and the student. If a solution is agreed on, the Assistant Dean or Director of Academic Support Services shall have the instructor note the solution on the Student Conduct Form, after which a copy will be placed in the student's cumulative file, and a copy forwarded to the Dean's office. A copy of the Student Conduct Form will be provided to the student.

#### **STEP #4**

If no solution can be reached by the Assistant Dean or Director of Academic Support Services, then the incident will be referred to the Dean's office for resolution. The Dean or designee will meet individually with the Assistant Dean or Director of Academic Support Services, the instructor and/or the student(s). If deemed necessary, the Dean or designee

may meet jointly with the Assistant Dean or Director of Academic Support Services, the instructor, and the student. If a solution is agreed to, the Dean will ask the Assistant Dean or Director of Academic Support Services to have the instructor note the solution on the Incident Reporting Form and place a copy in the student's cumulative file and forward a copy to the Dean's office. A copy of the form will be provided to the student (s).

### **CONSEQUENCES**

The consequences for the disruption of the academic process will depend on the severity of the disruption and will be reported to Dr. Shawnta Friday-Stroud, Dean of the School of Business, and if necessary, FAMU Police and the Office of Judicial Affairs. Judicial Affairs will issue the appropriate sanction based on the behavior displayed if an arrangement is not rendered between the instructor, administration and the student. Particularly serious instances of rowdiness, fighting or other continuous disruptions of the academic process may result in immediate removal from the class and a mandatory report issued to Judicial Affairs which may result in a possible suspension or permanent expulsion from the school.