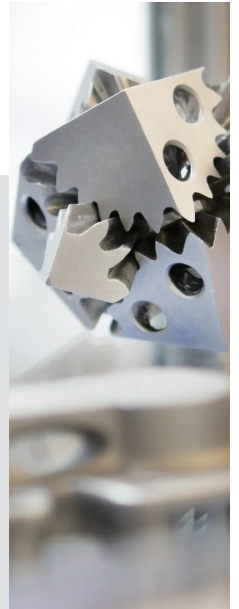


FAMU-FSU
Engineering

UNDERGRADUATE



ENGINEERING STUDENT



HANDBOOK

2022
2023

Rattlers and **'Noles**
together, **engineering**
a better **tomorrow.**



FAMU-FSU
Engineering

Office of Student Services and Undergraduate Affairs (SSUA)
(850) 410-6423
studentsupport@eng.famu.fsu.edu

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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, over 2,300 engineering students are enrolled in our seven undergraduate degree and pre-engineering programs. The seven undergraduate degree programs are:

- Bachelor of Science in Biomedical Engineering
- 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 (except Biomedical Engineering) are accredited by the Engineering Accreditation Commission of ABET, www.abet.org. Bachelor of Science in Biomedical Engineering is our newest degree program, introduced in Spring 2019, and is currently undergoing the accreditation process. For more information on our accredited programs, please visit: www.eng.famu.fsu.edu/about/accreditation.

All our undergraduate degree programs satisfy Professional Engineer (P.E.) licensure requirements in the state of Florida.

The Office of Student Services and Undergraduate Affairs is responsible for the administration of undergraduate 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 2022-2023 academic year. Please don't hesitate to contact us if you have questions, need assistance, or need more information.

Our office is located in Room B111. We can also be reached by phone at (850)410-6423, via email at studentsupport@eng.famu.fsu.edu, or on the web at www.eng.famu.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 Student Services and Undergraduate Affairs provides advising services to pre-engineering students. All other engineering students should contact their major department for advising information. Contact information for each major is given in Table I.

Table I: College of Engineering Academic Advisors

Please check with your advisors to clarify the best way to contact them, policies regarding advising appointments and whether your advising sessions will be face-to-face or through video calls. Updated advisor information can also be found on <https://www.eng.famu.fsu.edu/students/pre-engineering-and-engineering-advisors>.

Major	Advisor	Phone Contact	Email Contact	Room#
FAMU Pre-Engineering	Teresa Berger	(850) 599-8674	teresa.berger@fam.u.edu	202-K CASS (FAMU)
FSU Pre-Engineering	Nichole Craig	(850) 645-7940	ncraig@eng.famu.fsu.edu	HCB 320 (FSU)
FSU Pre-Engineering	Willy Leparulo	(850) 410-6120	leparulo@eng.famu.fsu.edu	B111
Chemical and Biomedical Engineering	TBA	(850) 410-6149	chemical@eng.famu.fsu.edu	A131
Civil and Environmental Engineering	Carrie Nelson	(850) 410-6136	cnelson@eng.famu.fsu.edu	A129
Electrical and Computer Engineering	Julia Marshall	(850) 410-6461	jjmarshall2@eng.famu.fsu.edu	A362
Industrial and Manufacturing Engineering	John Taylor	(850) 410-6341	industrial@eng.famu.fsu.edu	A231
Mechanical Engineering	Natalie Alday	(850) 410-6155	nalday@eng.famu.fsu.edu	A238

b. Academic Learning Compacts

Academic Learning Compacts (ALCs) for all undergraduate degree programs can be found at www.eng.famu.fsu.edu/about/accreditation/outcomes-alc-sacs.

c. Career Services and Recruiting Fairs

Satellite FAMU and FSU career services offices are in Rooms A141 and A143 at the college. They provide information on career advising, resume writing, interviewing skills, internship opportunities and career fairs.

The college hosts the STEM Career & Internship Fair every Fall and Spring semester. These fairs provide students 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.

d. Dean's Signature

For forms and permissions that require the academic dean's signature, you may go to Room B111 at the college or email studentsupport@eng.famu.fsu.edu. For most documents, you will also need a signature from your departmental academic advisor. Use Table I 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 your home university gives you. To obtain an account, you must first complete a verification form (available in Room B111 at the college) and have it signed by a departmental representative or your academic advisor (see Table I). Bring your signed form and a valid university ID to Room A332, and you will be issued an engineering computer account.



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Students have access to computers in Rooms A205, A144, A337, and B114, as well as in the atrium and connector. Visit www.eng.famu.fsu.edu/ccs/computing-services/computer-labs for details, real-time usage maps, and printer information.

For information on accessing engineering software remotely, visit myfswlab.its.fsu.edu; FAMU students who do not know their FSU credentials may contact CCS at (850)410-6446 or CCS_Request@eng.famu.fsu.edu.

f. Engineering Library

The College of Engineering Library is in Rooms A225 and A248. Hours of operation are at www.eng.famu.fsu.edu/library. Students have access to databases, full-text e-journals and e-books, and the library catalog. The library staff is available to assist students with locating materials needed for coursework and research. The library can be reached at (850)410-6328.

g. Excused Absences

Pre-engineering students should come to Room B111, Office of Student Services and Undergraduate Affairs, 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 makeup 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 against the student. [Refer to section III-q. for more information about an "Official Student Excuse"].



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 those used at FAMU and FSU. The COE final exam schedule can be found at www.eng.famu.fsu.edu under **Students>Student Resources>Final Exam Schedule**, typically near the beginning of each semester. Students should follow the main campus final exam schedule for all their main campus courses and the engineering final exam schedule for all engineering courses. Students are encouraged to check their final exam schedule prior to making any end of 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 for the student. 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 your 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 the expected graduation date, students should request a “Graduation Check” from their departmental academic advisor. Both FAMU and FSU students must apply for graduation by their respective deadlines during the semester in which he or she is graduating. College deadlines can be found at www.eng.famu.fsu.edu and follow the link: **Students>Student Resources>Academic Deadlines**.

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 apply for graduation online via iRattler.

k. Scholarships

The college provides a limited number of scholarships to qualified engineering students. Students may visit the college’s scholarship website at www.eng.famu.fsu.edu and follow the link: **Students>Student Resources>Scholarships and Fellowships** for more information.

l. 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 campus to the two main university campuses. Two separate buses run the routes: one route has stops at FAMU and the College of Engineering, and the other route, U26 Innovation, is between FSU and the College of Engineering.

FAMU and FSU students, faculty and staff can ride for free on any StarMetro bus, including the Seminole Express service, or the Dogwood 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.

With your smart phone, download the bus route app “**TransLoc Rider**” in your mobile device’s app store. This app will give you information on real-time bus locations. Have your FAMU or FSU ID card with you to ride the bus.

FAMU Bus Instructions

Follow these steps to track and travel on the **Dogwood Route**:

1. Go to www.talgov.com/starmetro.

2. Go to “Maps & Schedules.”

3. For weekdays, select “Weekday Routes”, and click on “D” for “Dogwood”.

4. **Please note:** STOP # with **Paul Dirac Dr. / Levy Ave.** represents FAMU-FSU College of Engineering while STOP # with **Gamble St. / Wahnish Way** represents one of the main stops at FAMU.

5. To travel from FAMU to the College of Engineering, refer to the **Dogwood-Southbound** bus.

6. To travel from College of Engineering to FAMU, refer to the **Dogwood-Northbound** bus.

FSU Bus Instructions

Follow these steps to track and travel on the **Innovation Route**:

1. Go to www.tal.gov.com/starmetro.

2. Go to “Maps & Schedules.”

3. Click on “Campus Routes” and select “Seminole Express”.

4. Loop near **E Paul Dirac Dr.** on the “**Innovation**” bus route map represents the area near the FAMU-FSU College of Engineering.

m. 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 at 636 Gamble Street. The building is across from FAMU Village residential hall, (850)599-3145. FSU engineering students may go to the FSU Counseling and Psychological Services located on the 2nd floor, in the Student Life Center

on FSU’s main campus, (850)644-8255. Both FAMU and FSU students can access digital services at <https://strong.fsu.edu>. FAMU students will use their FSU ID for access.

n. Physical and Learning Disability Student Support Services

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

Florida A&M University Center for Disability Access and Resources (CEDAR)

1735 Wahnish Way, Suite 102
Tallahassee, FL 32307
(850)599-3180
cedar@famu.edu

Florida State University Office of Accessibility Services (OAS)

874 Traditions Way, Suite 108
Tallahassee, FL 32304
(850)644-9566 or (850)644-6083
oas@fsu.edu

o. Event Reservations at the College of Engineering

Requests regarding event reservations at the FAMU-FSU College of Engineering involve a two-step process: the internal COE Event Reservation and the online Event Permit Request. Please refer to the list below for further details:

1. Student organizations and individuals must complete the internal COE Event Reservation form prior to each event that either requires reservation of space at the College of Engineering or requests the Dean’s presence. The COE Event Reservation form is available online at www.eng.famu.fsu.edu/events/request-form. Completed forms are due at least 15 business days prior to the event date (for space reservation/event review and approval). This event description form must be done prior to submitting the online Event Permit Request.

2. The online Event Permit Request form must be submitted for ALL events at least 10 business days prior to the event. You may search for “Event Permit Request” on the union.fsu.edu website or use the web link: union.fsu.edu/sac/eventplanning/event-permit.

3. If a similar event will be held several times over the semester (e.g., General Body Meetings), all the dates can be included in just one COE Event Reservation form, and in one online Event Permit Request, submitted before the first scheduled event. However, it will be important to submit a new online Event Permit Request if additional activities requiring approval are incorporated into future events (like music, amplified sound, food, invitation of an outside speaker, invitation of general public, etc.). Refer to the “Event Permit and Food Permit” flowchart at the website: union.fsu.edu.

4. Please make reservations at the college as early as possible if you are requesting the Dean’s presence at your event (See Step 1).

p. 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 Office of Student Services and Undergraduate Affairs in Room B111. Others seeking after-hours





access to the engineering facility should contact the Office of Student Services and Undergraduate Affairs, (850)410-6423 or studentsupport@eng.famu.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 in section f, he or she may visit Room B111 at the college or email studentsupport@eng.famu.fsu.edu 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 College of Engineering Course Drop/Withdrawal policy is different from the policy 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 consult 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 (Fall and Spring semesters only):

- All pre-engineering students and students classified as Lower Division (less than 60 hours) by FSU are limited to a total of two (2) “late drops” only. 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 Lower Division. Unused late drops may not be “banked”.
- Students who are coded in a degree granting engineering major and are classified as Upper Division by FSU are permitted a total of three (3) “late drops” while coded as such.

No drops will be approved after the late drop deadline of the semester except in documented cases of administrative error, personal illness, death of an immediate family member, military service obligation, or other extenuating circumstance. Dropping a course does not remove fee liability. Students are not permitted to drop a course if there are pending charges or imposed sanctions for an Academic Honor Policy violation.



d. Mandatory First Day and Add/Drop Policy

FSU's university-wide policy requires all students to attend the first day of class for all classes in 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 tuition and fees have been adjusted correctly. Otherwise, the student may be held liable for grade and/or tuition and fees.

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 Office of Student Services and Undergraduate Affairs, (850)410-6423 or studentsupport@eng.famu.fsu.edu, if they have a question regarding an "Attendance Hold".

Any student (FAMU or 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.

e. 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 if 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.

Refer to section III-r for more information on student grievance and grade appeal procedures. All grade changes must be made within one year of the course attempt, or the request for the change of grade will be denied.

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.

f. Pre-Engineering Program Requirements Academic Advisement

Pre-engineering students are strongly encouraged to contact an academic advisor prior to enrolling in any pre-engineering course to ensure they

have completed the proper course prerequisites. Table II summarizes the eligibility requirements for pre-engineering.

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 requirements:

- A. An overall GPA of 2.0 or better
- B. Achieve a grade of 'C-' or better, from any institution attended, in First-Year Engineering Laboratory (FYEL), Calculus I, Calculus II, and General Physics I. For intended chemical or biomedical engineering majors, General Physics I is replaced with General Chemistry I. See Table II for pre-engineering eligibility requirements and number of repeated attempts allowed.

- C. Complete the FYEL by the end of the third semester (excluding summers), and

- D. Achieve Conditions (A) and (B) by the end of the Spring semester of their sophomore year.

These requirements also apply to students desiring to transfer into the College of Engineering.



Conditional Status

Any student who falls under conditional status according to Table II may be considered for continuation in engineering, if additional grade and course requirements are satisfied. See Table III for details.

A student may request to extend Condition C above to the end of Spring semester of their sophomore year and Condition D above to the end of Summer semester of their sophomore year or to the end of their next enrolled term to complete the additional conditional coursework listed in Table III or to complete a single repeated attempt in one of the four courses.

Dismissal Conditions

Any student who (a) needs more than two repeated attempts to complete the four courses listed above, (b) does not complete FYEL or receive a waiver (see below) or extension by the third semester (excluding summers), (c) does not attempt all of the pre-engineering courses by the end of the Spring semester of their sophomore year, or (d) based on the prerequisite sequence cannot complete the four courses by the end of Spring semester of their sophomore year does not satisfy pre-engineering program requirements and will not be allowed



to continue in the engineering program. There are NO exceptions. Grades of “W” are not considered as a repeated attempt.

First Year Engineering Laboratory Exemption

Transfer students who meet the following conditions may be eligible to receive an exemption from the First Year Engineering Laboratory course: (1) students who are seeking a second bachelor's degree, (2) student veterans who have received an honorable discharge from the U.S. military, (3) students who have transfer credit for a similar course taken at a higher education institution, and (4) students who transfer into the college having already received credit for all other pre-engineering courses listed above. Please note that First Time in College (FTIC) students cannot use (4) to be exempt from First-Year Lab.

Students who are eligible for a FYEL exemption and have completed all other pre-engineering courses listed above, prior to starting at the college, must declare their intended engineering major during their first semester at the college or they lose their eligibility for the exemption. Students should contact the Office of Student Services and Undergraduate Affairs, B111, or

email studentsupport@eng.famu.fsu.edu, if they feel they qualify for the exemption.

g. 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.

h. The Use of FSU Approved Correspondence Courses (Flexible Learning Program) for Academically Dismissed Students

The College of Engineering does not allow the use of courses in Flexible Learning Program 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 and Undergraduate Affairs, B111, or email studentsupport@eng.famu.fsu.edu for more information.

i. Retroactive Course Withdrawals

A student may apply for a retroactive withdrawal from a course in which he or she received a grade of “D” or “F” for extenuating circumstances beyond the student’s control. 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 university email accounts. Additionally, applications received more than one year after the original course attempt will not be accepted. Applications and more information can be found online at www.eng.famu.fsu.edu/student-resources.

j. Grade Forgiveness Policy (Effective Spring 2019)

Engineering students may not use grade forgiveness for courses with an engineering prefix, which includes BME, CCE, CEG, CES,

CGN, CWR, EAS, ECH, EEE, EEL, EES, EGM, EGN, EIN, EMA, EML, ENV, EOC, ESI, and TTE. Effective Spring 2019, for non-engineering courses, students at the FAMU-FSU College of Engineering will follow their respective university's grade forgiveness policy.

k. 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 the time of readmission, their major department will review their application to determine whether 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 www.eng.famu.fsu.edu/student-resources. If you have any questions, please go to the Office of Student Services and Undergraduate Affairs, 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.famu.fsu.edu for more information.

l. Residency Requirements Last 30 Credit Hours

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

Per university requirements, students are required to complete nine (9) hours of courses during the summer. They do not have to be taken at the same time, in the same summer, 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 or employment) must be approved by the Office of Student Services and Undergraduate Affairs.

m. 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 (www.eng.famu.fsu.edu) of the summer class schedule

Table II. Summary of Pre-Engineering Eligibility Requirements

Number of repeated attempts in the four courses*	Eligibility Status
3 or more	Not eligible to continue (Dismissal from Engineering)
2	Conditional (Must satisfy additional course requirements) – see Table III
0 or 1	Eligible to continue

* FYEL, Calculus I, Calculus II, and Physics I. For intended ChE or BME majors, Physics I is replaced with Chemistry I for the purpose of declaring the major.

Table III. Additional Course and Grade Requirements*

INTENDED DEGREE	ADDITIONAL COURSE(S)	GRADE REQUIREMENT
Biomedical Engineering	ECH 3023 Mass and Energy Balances	C or better
Chemical Engineering	ECH 3023 Mass and Energy Balances	C or better
Civil Engineering	EGM 3512 Engineering Mechanics	C or better
Computer Engineering	EEL 3705 Digital Logic	C or better
Electrical Engineering	EEL 3111 Circuits I	C or better
Industrial Engineering	MAC X313 Calculus III	C- or better
	EGN 3443 Statistical Topics in IE	B or better
Mechanical Engineering	EML 3102 Engineering Thermodynamics or EML 3004 Engineering Statics	One B (or better) & one C (or better)

*** Students must satisfy the requirement on their first graded attempt. Withdrawal or course drop after first week Add/Drop deadline will count as an attempt.**

by midterm of the preceding Spring semester. Students may contact the Office of Student Services and Undergraduate Affairs, (850)410-6423 or email us at studentsupport@eng.famu.fsu.edu, if they have questions.

n. Transfer Credit Evaluation

A pre-engineering student wishing to transfer course credits from another higher education institution should contact Student Services and Undergraduate Affairs. The office will arrange 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.

o. Withdrawing from the University

Any student who wishes to withdraw from the University in the current semester by dropping all courses must first obtain permission from the Office of Student Services and Undergraduate Affairs.

All withdrawals must be approved by the College of Engineering.

p. 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. See section q, below. 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.

q. Official Student Excuse

Students may request an "Official Student Excuse" from Student Services and Undergraduate Affairs, B111. The following reasons are considered eligible for an excuse: (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.

For an "Official Student Excuse" concerning reasons (a), (c), (d) and

(e), students will be responsible for all assignments, quizzes and examinations missed during the absence, and must consult the instructor with regard to "missed work" policy.

Students who wish to be excused from class to observe a religious work-restricted holy day of their faith (refer to (b) above) must inform instructors within two weeks after start of the semester, and a special "Official Student Excuse" must be requested from the Office of Student Services and Undergraduate Affairs, B111. This special excuse form will make the student eligible for extension of time to complete assignments and to take make-up examinations or quizzes missed during the time of absence.

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 by faculty or staff — for example, by contacting the physician who supplied a letter. 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.

r. Student Grievance and Grade Appeal Procedure

Procedures at the FAMU-FSU College of Engineering are designed to resolve student grievances and grade appeals as justly and as effectively as possible. To get started, please visit www.eng.famu.fsu.edu/students/grievance-appeals-process. The steps must be followed in order:

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

Step 2.* Student must complete an intent to appeal form available at the college website under **Student Resources >> Grievance/Appeals** (www.eng.famu.fsu.edu/students/grievance-appeals-process) within 30 working days of the final grades being posted or the occurrence of the grievance. Information needed for attempting informal resolution through the Associate Dean's office (Student Services and Undergraduate Affairs) will be provided at the website. If the issue cannot be resolved by the Academic Dean's Office, student will be requested to fill a formal engineering appeals form within 60 days of the final grades being posted or occurrence of grievance (whichever is later). This formal appeals application with all the supporting documentation will then be transferred from the Associate Dean's office to the department which is offering the course that the student has submitted appeal for. The department chair's decision must be given within two weeks. If dissatisfied with the chair's decision, the student may 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 two 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 two 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.**

All matters pertaining to grade appeals, general academic appeals, the Academic Honor System, and student conduct must be handled in accordance with the procedures outlined in the current FAMU or FSU Bulletin and Student Handbook, as the case may be.

In the case of an appeal by a group of students, one person may be designated to represent the entire group during the appeals process. The decision of the review process will be final and binding on all members of the group.

s. Statement Regarding Illegal Downloading of Copyrighted Material

Downloading and distribution of copyrighted music, movie and 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) (I) (2) “Unauthorized Transfer of a File”, and 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 Office of Student Services and Undergraduate Affairs. 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.

t. Sign Policy Posting of Materials

At the College of Engineering, signs and fliers may be posted only at four (4) locations: 1) IN (NOT ON) the student organization display cases outside B111, 2) on cork boards in A205 Computer Lab, 3) on public cork boards outside B111, 4) in department offices and on department cork boards with department's permission and 5) on a 1080x1920 pixel poster, saved as a PNG file, for posting on the digital displays. Submit all digital materials by email to vtolliver@eng.famu.fsu.edu and herring@eng.famu.fsu.edu for approval and posting. The digital displays and the display cases near Student Services, B111, are preferred.

The Office of Student Services and Undergraduate Affairs 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!

Signs, poster boards and fliers (including personal fliers like rent, books, etc.) must be approved by the Office of Student Services and Undergraduate Affairs, B111, prior to being posted. To gain approval, signs must include the event date and be removed within 3 business days after the event.



Approved material may be posted **ONLY with Scotch 3M removable double-sided poster tape**, push pins or staples.

Large Signs or Posters

A 1080x1920 pixel poster, saved as a PNG file, can now be posted on the digital displays. Submit all digital materials by email to vtolliver@eng.famu.fsu.edu and herring@eng.famu.fsu.edu for approval and then posting.

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 Office of Student Services and Undergraduate Affairs, studentsupport@eng.famu.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, i.e., every other week. In such cases a one-time approval for the sign will be sufficient.

Chalking

Powder chalk-sticks may be used on outside walkways. Materials such as liquid or spray chalk material shall not be used.

Chalking may be done only on concrete surfaces that are open to the sky and can be washed off completely by rainwater.

Chalking will be permitted on the concrete portions at the A and B sides of the college entrances. 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, and locations for that activity including name of the sponsoring FAMU-FSU entity.

Chalking may be done up to one (1) week before the event and is to

be removed within one (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.

The responsible organization may be fined if the chalking cannot be removed.

For approval of signage that uses “chalking” on concrete floors as the medium, a picture of the sign must be e-mailed to the Office of Student Services and Undergraduate Affairs, studentsupport@eng.famu.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, i.e., 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 Office of Student Services and Undergraduate Affairs.

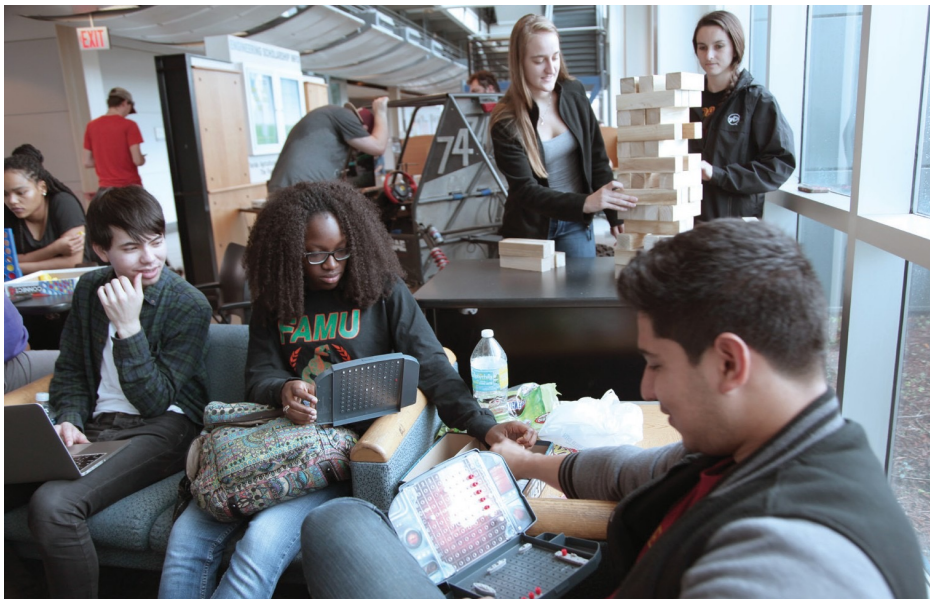
2nd offense - Person or group will lose posting privileges for eight (8) weeks from the time the person or group is notified of their 2nd offense.

Notifications will be sent via email to student’s campus email address and/or to the student organization’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 student organizations with three (3) offenses will be able to post signs, pending approval, at the beginning of the following Fall semester.

IV. What’s New for 2022-2023

Additional course for conditional admit students in Mechanical Engineering, Table III, page 12.



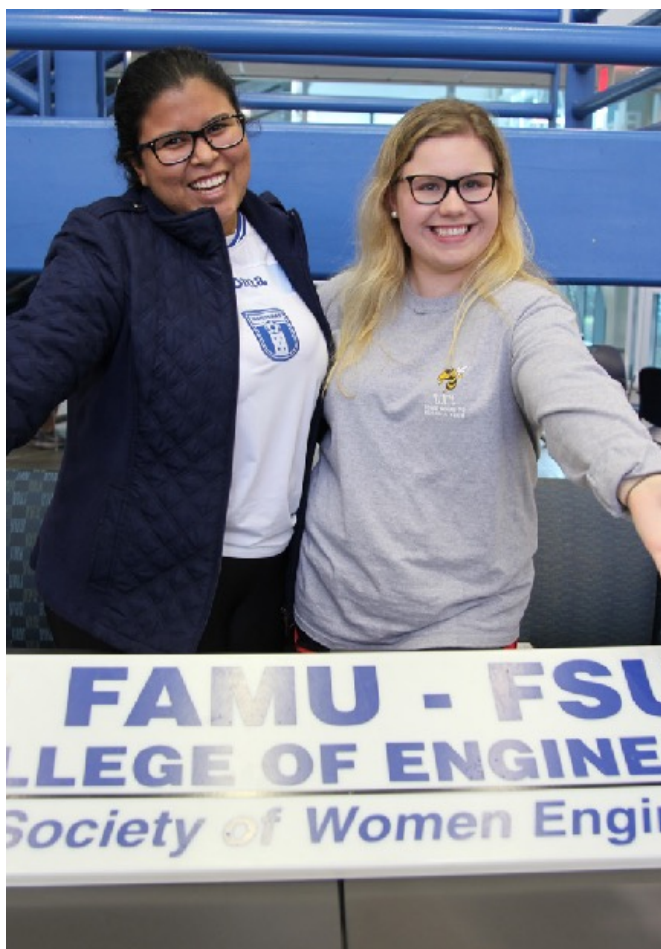
Student Life @ FAMU-FSU Engineering

Student organizations

We have over 25 student organizations at the college. Students can join anytime but are encouraged to join their freshman or sophomore year. Why?

Our student organizations represent many engineering disciplines and areas of interest. They give students extra access to industry employers and create opportunities for social activities, study groups, and travel to conferences and competitions.

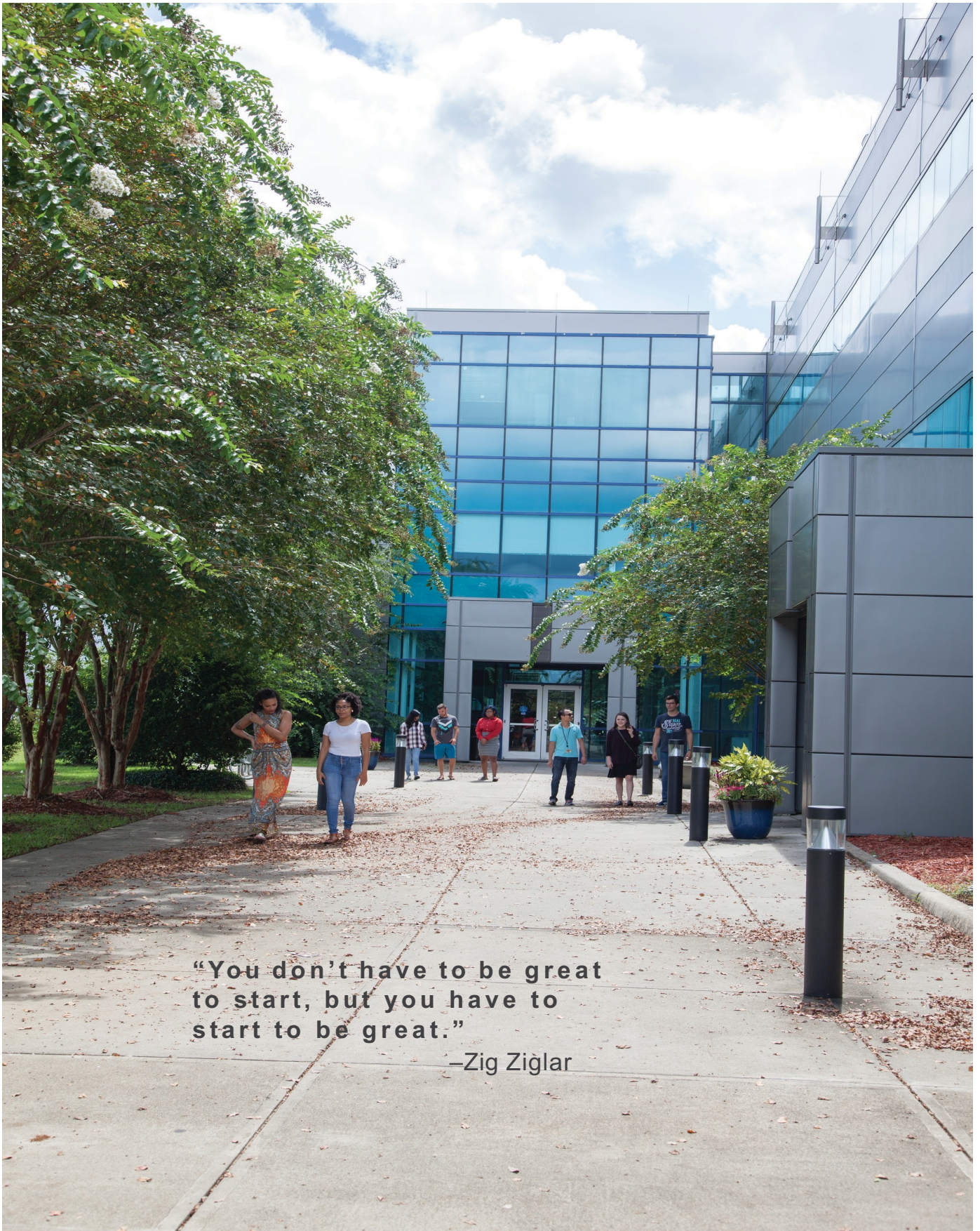
For a current list of student organizations at the college, visit www.eng.famu.fsu.edu/student-organizations.



Peer mentorship program

Our peer mentorship program serves as a peer-to-peer resource for new and rising engineering students. The program provides a peer network to help students succeed both socially and academically. Upper-division students serve as mentors, helping their peers navigate the ins and outs of the engineering college and student life. Mentors can help answer questions about their experiences in their courses, major, and engagement activities in the college and community – in support of academic success and overall wellbeing. The mentors serve as a complimentary resource to academic advising; they are not a replacement for official advising on course scheduling and academic policies.

The first year of college can be tough, but surrounding yourself with people who've been where you're going can be invaluable. In the program, students from all engineering majors are matched with mentors based on academic interest and similar goals. For more information about student life at the college, contact Maribel Amwake, Director of Student Engagement, mamwake@eng.famu.fsu.edu.



**"You don't have to be great
to start, but you have to
start to be great."**

—Zig Ziglar

Rattlers and **'Noles**
together, **engineering**
a better **tomorrow**.



FAMU-FSU
Engineering

Office of Student Services and Undergraduate Affairs (SSUA)
(850) 410-6423
studentsupport@eng.famu.fsu.edu



FAMU-FSU
Engineering

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