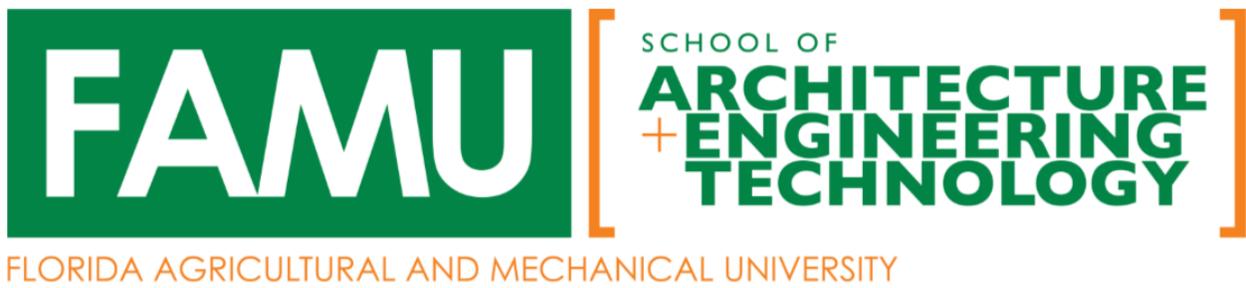


FLORIDA A&M UNIVERSITY

SCHOOL OF ARCHITECTURE AND ENGINEERING TECHNOLOGY (SAET)

STUDENT HANDBOOK



A Letter to the State University System Community

State University System of Florida, June 2, 2020

The shocking and horrific event of this past week in which George Floyd lost his life in Minneapolis, at the hands of sworn police officers, has both angered and saddened all Americans. Similar tragic and senseless acts involving African Americans in recent years are particularly painful as there have been far too many other examples of racism and violence against people of color from all across our nation. It is time for everyone to examine the inequities in our society, recognize the conditions that have created those inequities, and work to repair the racial divide and restore equal justice for all Americans.

The State University System of Florida respects and appreciates all races, diverse cultures, nationalities, and communities and is committed to addressing ongoing societal problems and enhancing diversity and inclusion.

Everyone in the University Community condemns the deplorable act that caused the death of George Floyd. Our anger, sadness, and frustration over Mr. Floyd's death, however, must give us resolve to take action. As a powerful and influential voice in Florida, it is time for the State University System, including students, faculty, staff, and alumni, to actively engage in finding solutions to peacefully eliminate racism and discrimination. This will be a critical mission of our twelve state universities, as it is our duty as societal leaders to help end prejudice and to promote social justice for all.

Our universities will draw upon the wisdom and leadership of our students, faculty, and staff to strengthen our campus communities and our State. Together, we must move forward with greater resolve to battle racism and systemic inequities wherever they exist.

Please take care of yourselves, your families, and your communities during this difficult time.

Sincerely,



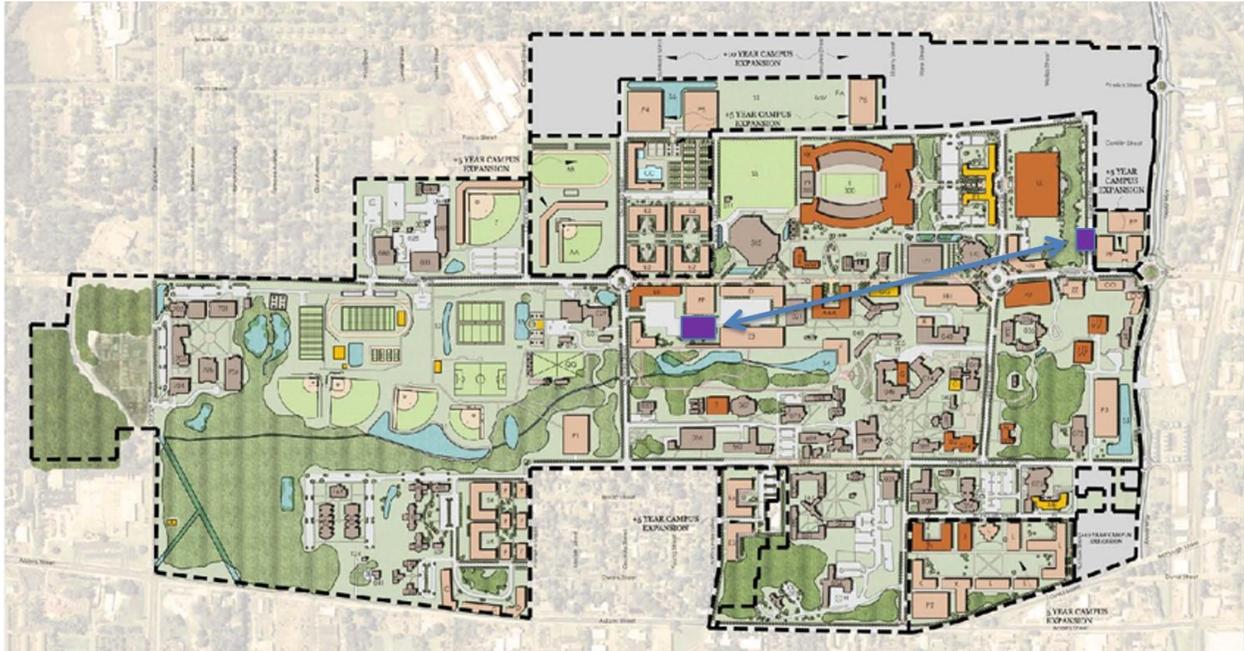
Sydney Kitson, Chair | Board of Governors



Brian Lamb, Vice Chair | Board of Governors



Marshall M. Criser III, Chancellor | Board of Governors



The School of Architecture & Engineering Technology (SAET) is housed in two facilities. The Division of Architecture is housed in the Walter L. Smith Architecture building and the Division of Engineering Technology is housed in the Benjamin Banneker complex.



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www.famu.edu/architecture

This Student Handbook is a quick reference to the policies of Florida Agricultural and Mechanical University (FAMU) and the School of Architecture + Engineering Technology (SAET) as related to student matriculation. It is to be used as a supplement to the Florida A&M University Catalog, the official document that contains general University policies. While every effort is made to assure that the information is accurate and up-to-date, revisions may periodically be made to keep information current. Check with the Director of Student Services to make sure you have the most recent edition. Students are responsible for knowing the material in this manual.

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Covid-19

The COVID-19 pandemic of 2020 sparked significant change to the world, United States, Florida and our beloved Florida A&M University (FAMU). As noted by Joyce A. Ingram, Chief of Staff for Finance and Administration, and Associate Vice President for Human Resources, “What has remained constant is our mission and vision as an institution of higher learning for our students, faculty and staff”. As a result, changes, including but not limited to, facilities and employees were implemented to reduce the likelihood of transmission of germs and to expand online or remote learning





STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

Non-Discrimination Policy Statement

It is the policy of Florida A&M University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, creed, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by State and Federal statutes. This shall include applicants for admission to the University and employment.

Harassment shall include: Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, or handicapping condition which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely effects an individual's employment or educational opportunities.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to:

*University EOP Officer
Equal Opportunity Programs
401 Lee Hall
Tallahassee, FL 32307
(850) 599-3076*

I. SAET Overview

Because of FAMU's 2012 Reorganization, bachelors' degrees in Construction Engineering Technology and Electronic Engineering Technology were added to the School of Architecture. May 2014, the school was renamed the School of Architecture and Engineering Technology (SAET). The SAET comprise a Division of Architecture and a Division of Engineering Technology. The following degrees are offered through the Division of Architecture:

- Bachelor of Science in Architectural Studies (B.S.),
- NAAB professionally accredited Bachelor of Architecture (B.Arch.);
- NAAB professionally accredited Master of Architecture (M.Arch.); and
- Facility Management Accreditation Commission (FMAC) Master of Science in Architecture-Facility Management.

The Division of Engineering Technology offers ETAC-ABET accredited baccalaureate degrees in

- Construction Engineering Technology, and
- Electronic Engineering Technology
- Master of Science in Construction Management and Engineering Technology

The Board of Governors for the State University System of Florida has identified all degree programs in the SAET as Programs of Strategic Emphasis. The importance of designation follows as articulated at http://www.flbog.edu/pressroom/strategic_emphasis:

Targeting academic programs for strategic emphasis is one of several tools used to better align the degree production goals of the State University System with the economic and workforce needs of Florida. Periodically the Board of Governors' office conducts an environmental scan to identify labor market demand for university graduates. A number of economic and workforce related reports are reviewed and trends are identified and categorized to create a new list of academic programs for strategic emphasis. This process identifies existing business, economic, and occupational areas with high demand for postsecondary graduates. The process also provides an opportunity to identify emerging and evolving business sectors and occupations.

In addition, the Board of Governors updated its list of Programs of Strategic Emphasis and further designated SAET's majors in Architecture, Electronic Engineering Technology, and Construction Engineering Technology as Science, Technology, Engineering, and Mathematics (STEM) disciplines. As a STEM discipline, these programs are recognized as critical to the economic development of the state of Florida and the nation. Electronic Engineering Technology (15.0303) is also a federally recognized STEM program. For a complete list of STEM Designated Degree Programs please go to <https://www.ice.gov/sites/default/files/documents/Document/2014/stem-list.pdf>.

Division of Architecture

NAAB Statement

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The Florida A&M University, School of Architecture & Engineering Technology, Division of Architecture offers the following NAAB-accredited degree programs:

- B. Arch. (150 undergraduate credits)
- M. Arch. (pre-professional degree 55 graduate credits)
- M. Arch. (non-pre-professional degree 89 credits)

Next accreditation visit for all programs: 2026

What is Architecture

Architecture as a product may be a room, a building, or a complex of buildings. Architecture may be new construction or the re-design of an existing building for a new use. Any built structure maybe called architecture, even though someone who was called an “architect” may not have produced the design. Significant structures built during ancient times and by primitive cultures still marvel present scholars.

Each work of architecture is a unique expression of its social, physical, and environmental context; its period in history; and the technological and human resources available to construct the structure. The architecture of neighborhoods, towns, and cities should reflect the needs of its residents, their values and their lifestyles. To plan and design these successful communities, the expertise of highly trained and broadly educated professionals is solicited. It is the architect who is responsible for researching, organizing, planning, and delineating spaces, in which people will live and work.

Architect’s Role

Architects are the creative problem solvers of the built environment. An architect has many roles. An architect must be an artist, sensitive to the relationship of forms and spaces to the effects of colors and textures, and to the overall aesthetic quality of a building. The architect must be an engineer, knowing what will work in construction (materials, stresses, dimensions) and how to transcribe that into a built facility.

An architect must also be an environmentalist, concerned with a positive role of the building in its context. As an architect, one must be sensitive to space, light, traffic, energy efficiency, landscape, and air quality and how the building affects these, and is affected by them. An architect must also be a humanitarian, concerned that buildings be healthy, safe, aesthetically enjoyable places for people.

The Process of Design

Architectural design begins with a step often-called **problem seeking or pre-design**. During this step, the architect gathers and organizes information to accurately define and describe the requirements of the project **-the program**. Client or owner needs; site and location; legal and/or code restraints; budget; and time schedule are some of the constraints that may be identified in the program. When the program has been completed the **problem-solving** phase or design of the building can begin. A balance of aesthetics (the appearance of the structure), economy (cost of design and construction), technology (construction type), and function (the way the structure will work) is the architect’s goal.

Solutions to the problem (building, structure) are presented in graphic form through sketches, drawings, diagrams, and models. After the final solution is determined, the architect prepares detailed drawings and written specification **-construction documents-** that will guide the contractor during construction. Laymen usually refer to these documents as “blueprints.” The computer maybe used to generate these documents.

During construction, the architect works closely with the contractor and owner to make sure that the final product satisfies the requirements of the construction documents. The architect may return to the completed project after occupancy to study how well the project has fulfilled the goals of the program. This step is commonly referred to as **post-occupancy evaluation**.

Internship

An architect is a licensed professional. Most states require a NAAB-accredited professional degree and completion of an internship period. This structured internship program is called the Architectural Experience Program (AXP). It is typically 3,740 hours across six experience areas (Practice Management, Project Management, Programming & Analysis, Project Planning & Design, Project Development & Documentation, Construction & Evaluation). Half of the experiences must be completed under the supervision of a qualified architect. All states require applicants to pass an intensive architect registration exam.

AXP is a profession-wide, comprehensive program that contributes to the development of competent architects who can provide exemplary architectural services. A comprehensive internship program is necessary to acquire and reinforce the discipline, integrity, judgment, skills, knowledge, and quest for learning that must serve the registered architect for a lifetime.

Once licensed, architects must continue their education either through study, in-office research, or coursework offered by schools of architecture and professional organizations to maintain licensure. For more information about AXP, refer to [Intern Development Program Guidelines](#) on reserve in the SAET Resource Center.

Affiliated National Organizations

All aspiring architecture majors should be familiar with these professional organizations. Additional information can be found on their respective web sites.

The American Institute of Architects (AIA) is the professional society that represents architects.

American Institute of Architecture Students (AIAS) is the organization that represents the students in schools offering professionals, pre-professional, and technical/vocational degrees in architecture.

National Organization of Minority Architects (NOMA) is a national organization for the purpose of minimizing the effect of racism in the architecture professions.

National Organization of Minority Architects Students (NOMAS) is an organization dedicated to the needs of minority design professionals and to improving the built environment.

Association of Collegiate School of Architecture (ACSA) is the membership organization that represents US schools offering accredited first-professional degree programs in schools of architecture.

National Architectural Accrediting Board (NAAB) is the organization that establishes the criteria and procedures for accreditation of first-professional degree programs in US schools of architecture.

National Council of Architectural Registration Boards (NCARB) is the organization of state boards that license architects, prepares of the national Architect Registration Examination, and the overseer of the certification process that facilitates reciprocity of individual license between states.

National Institute for Architectural Education (NIAE) is a non-profit organization devoted to the enrichment of architectural education and active in sponsoring career outreach programs, competitions, prizes, grants for travel, study, and research.

Career Opportunities

A general listing of career opportunities is listed below for your information:

- Traditional practice
- Facilities planning and programming
- Construction management and administration
- Development, preservation, research
- Interior architecture, landscape architecture, urban design, city planning, architecture illustration, education, history, codes and regulations administration, facilities management

Outlook

Employment opportunities for architects are closely related to the health of the economy. Currently, the economy of the US and Florida is healthy. Graduates receive lucrative job offers in government, industry, and private practice, or were accepted into graduate programs. As in most occupations, salary levels in urban areas will be higher than those in suburban and urban localities. Regions with growing economies and substantial construction activity will offer the greatest opportunity for new graduates.

Division of Engineering Technology

ABET Accreditation

Accreditation is a review process to determine if educational programs meet defined standards of quality. Once achieved, accreditation is not permanent—it is renewed periodically to ensure that the quality of the educational program is maintained.

In the United States, academic accreditation is voluntary, decentralized, and carried out by many non-governmental, non-profit organizations. The process of academic accreditation typically culminates in an external quality review by a team of professional experts from academe or industry. These experts volunteer their time, professional knowledge, and experience to this process of quality assurance and ongoing improvement to education in their disciplines.

ABET accreditation is not a ranking system. It is a form of quality assurance for programs in the areas of applied and natural science, computing, engineering, and engineering technology. Our accreditation is recognized globally as evidence that a program meets the standards set by its technical profession.

ABET accreditation assures confidence that a collegiate program has met standards essential to prepare graduates to enter critical STEM fields in the global workforce. Graduates from an ABET-accredited program have a solid educational foundation and are capable of leading the way in innovation, emerging technologies, and in anticipating the welfare and safety needs of the public.

*Our Engineering Technology Accreditation Commission (ETAC) accredits **engineering technology programs** at the following levels: associate (two-year degree) and bachelor (four-year degree).*

The Florida A&M University, School of Architecture & Engineering Technology, Division of Engineering Technology offers the following ETAC ABET accredited degree programs:

- Bachelor of Science in Construction Engineering Technology (124 undergraduate credits)
- Bachelor of Science in Electronic Engineering Technology (124 undergraduate credits)

Next accreditation visit for all programs: 2022

What is Engineering Technology

The Division of Engineering Technology at Florida A&M University offers students a broad spectrum of academic opportunities to continue their education and professional development. The academic programs of the Division offer unique experiences for our students, while promoting teaching, research, conference participations, networking with industry, and outreach into the community. The National Institute for Certification of Engineering Technologies (NICET, a division of National Society of Professional Engineers [NSPE]) defines technologists as follows:

“Engineering technologists are members of the engineering team who work closely with engineers, scientists, and technicians. Technologists have a thorough knowledge of the equipment, applications, and established state-of-the-art design and implementation methods in a particular engineering area.” See more at:

<https://www.nspe.org/>

The Division of Engineering Technology offers the Engineering Technology Accreditation Commission of the Accrediting Board for Engineering and Technology, Inc. (ETAC-ABET)-professionally accredited Bachelor of Science degrees in Electronic Engineering Technology and Construction Engineering Technology. Engineering Technology Programs prepare students for positions in business, government and other agencies requiring graduates with high-level technological and managerial competencies. The curricula prepare techno-scientifically oriented graduates for key roles in professional engineering practice and for supervision of productive processes and personnel. A wide variety of elective courses are offered within the various disciplines of Engineering Technology. These are intended to serve the individual preferences of the students and to prepare them to undertake graduate work. According to the NSPE website, graduates can seek registration as a Professional Engineer (PE) in the US except in the following states: Alabama, Arkansas, Florida, Iowa, Illinois, Indiana, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Missouri, Mississippi, Nebraska, Rhode Island, Tennessee, and Wyoming. Please check with the appropriate licensure agency in each state for current information.

Electronic Engineering Technology

The Electronic Engineering Technology (EET) degree program has received continuous accreditation by ETAC-ABET since 1974. This program was the first ABET accredited program at FAMU. It offers a curriculum that focuses on electrical and electronic devices, circuits, systems, and equipment; with emphasis on applications, design and hands-on experience. The field of electronic engineering technology is the largest engineering technology discipline as it is critical in today’s high technology growth industries such as wireless communications, computer networking, RF and microwave circuits and systems, automatic control systems and robotics, audio and video systems, and medical electronics. New courses in Robotics and Mechatronics were added in 2019.

Most courses have a required laboratory component in which skills in the use of computers for problem solving, application and use of modern electronic test equipment and microprocessors are developed. Students completing the four-year program receive a B.S. degree in Electronic Engineering Technology. The graduates of the program will be able to work as engineering technologists and as supervisors and junior managers in manufacturing, communication, control, computer, power, and electronic industries. Opportunities are also available in areas such as engineering contractors, consulting, and marketing and sales and with federal, state, and local governments.

Councils

Members of the council are as follows:

Association of Collegiate School of Architecture & Engineering Technology (ACSA) is the membership organization that represents US schools offering accredited first-professional degree programs in US schools of architecture.

Engineering Technology Accreditation Commission of the Accreditation Board of Engineering and Technology (ETAC-ABET) accredited college and university programs in the disciplines of applied science, computing, engineering, and engineering technology at the associate, bachelor, and master degree levels. With ABET accreditation, students, employers, and the society can be confident that a program meets the quality standards that produce graduates prepared to enter a global workforce.

Career Opportunities

Graduates of the EET program can find employment in the development and testing of new communication devices; designing specialized electronics; supervision of the manufacturing of the electronic devices; the field of instrumentation and automation; and the computing industry as hardware or software technologists. Furthermore, graduates of the program are equipped to pursue graduate studies in such fields as Engineering, Engineering Technology, Computer Science and Management.

Outlook

As a high demand industry, employment is projected to be stable. According to the BLS employment of electrical and electronics engineering technicians is projected to show little or no change from 2018 to 2028.

Construction Engineering Technology

The Construction Engineering Technology (CET) degree program has received continuous ETAC-ABET accreditation since 1992. The program offers specialized instruction in modern techniques of the construction practice. The mission of the program is to produce highly competent and technically trained graduates who possess a solid understanding of the fundamental of engineering and construction/civil concepts. The program prepares graduates to work with architects, engineers, contractors and other entities concerned with construction (vertical and horizontal).

Typically, program graduates perform work associated with project estimating, erection, supervision or management. This ability is derived from thorough exposure to construction techniques and materials, surveying, estimating methods, computer applications, contractual relationship and legal issues. All students are required to develop skills in technical writing and public speaking. In addition, students may complete courses in GI system, landscape, surveying, engineering and technology through the Construction Engineering Technology program and other academic units at FAMU. All graduates are encouraged to become Occupational Health and Safety (OSHA) certified, complete at least two (2) internships, and demonstrate competency in computer programming and software application.

Councils

Members of the council are as follows:

Association of Collegiate School of Architecture & Engineering Technology (ACSA) is the membership organization that represents US schools offering accredited first-professional degree programs in US schools of architecture.

Engineering Technology Accreditation Commission of the Accreditation Board of Engineering and Technology (ETAC-ABET) accredited college and university programs in the disciplines of applied science, computing, engineering, and engineering technology at the associate, bachelor, and master degree levels. With ABET accreditation, students, employers, and the society can be confident that a program meets the quality standards that produce graduates prepared to enter a global workforce.

Career Opportunities

Graduates of the CET program are prepared to work with contractors, architects, engineers and other entities concerned with construction. A wide range of career opportunities are available to graduates to work as Safety Engineers, Project Engineers, Job Superintendents, Construction Engineers, Engineer Technicians, Scheduling Engineers, Construction Estimators, Field Engineers, Construction Managers, and Residential, Building and General Construction. Also, graduates are prepared to pursue graduate degrees in a wide variety of areas such as civil engineering, construction management, business administration, or law.

Outlook

Salaries of construction engineering technologists vary depending on geographical location, employer, current economic conditions, job title, and duties. According to the BLS, employment of construction managers is projected to grow 10 percent from 2018 to 2028, faster than the average for all occupations. Construction managers are expected to be needed to oversee the anticipated increase in construction activity over the coming decade. Those with a bachelor's degree in construction science, construction management, or civil engineering, coupled with construction experience, will have the best job prospects.

II. History of the School of Architecture & Engineering Technology



From Beginning to FAMU Restructuring

1950 (s)

- The Electronic Engineering Technology Program begins.
- Two electronics faculty recruited from industry as engineering technicians at FAMU.

1969

- First graduate of the Electronic Engineering Technology (EET) program
- Construction Engineering Technology began as an option within the Civil Engineering Technology program

1974

- The FAMU EET program was accredited by the Accreditation Board for Engineering and Technology ABET.
- The EET program was the first to receive ABET accreditation at FAMU.
- The Architectural Engineering Technology (AET)—precursor of the Construction Engineering Technology program—received degree-granting status
- The Associate of Arts in AET is offered

1975

- Two desegregation plans, Federal & State established the School of Architecture (SOA) at FAMU. Mission to (1) increase the number of non-African American students at FAMU, (2) increase the number of architects in Florida, and (3) consequently, contribute to the African American pool of architects in Florida.
- Richard K. Chalmers appointed Dean. Melissa Nash, Grant Genova, and Michael Alfano, were first faculty, and Piccola Randolph was first secretary. SOA enrolled fifty (50) students and was housed on the third floor of Banneker “B”.

1976

- The last Associate of Arts degrees in Architectural Engineering Technology were offered

1977

- First graduate option: Experimental Low-Cost Construction in the SOA was established.

1978

- Center of Excellence designation by the Board of Regents to the SOA.
- Initial National Architectural Accrediting Board (NAAB) Advisory visit.
- National Organization of Minority Architects Students was chartered and became the first student chapter in the country
- The AET program was offered as the construction option under the Civil Engineering Technology program resulting in the creation of the Architectural/Construction Engineering Technology (A/CET)
- Construction related courses in the A/CET program were assigned the Building Construction (BCN) prefix by the State of Florida
- Three options were offered in the A/CET program: architecture, construction, and a combined A/CET focus; program codes were developed accordingly

1979

- The SOA receives Quality Improvement Program designation by the Board of Regents.
- Graduate Option: Architectural Programming and Design established.

1980

- Graduate option: Architects in Government and Industry established.
- Opening of the Washington, DC Center.
- NAAB accreditation of the Master of Architecture (M.Arch.) program.
- A/CET program growth and expansion resulting in new faculty hires.

1981

- Institute for Building Sciences (IBS) approved by Board of Regents.
- FAMU converts from the quarter to the semester system
- Construction offerings expanded to include construction documentation, building construction, and contract specifications.

1983

- NAAB re-accreditation of the M.Arch.
- Construction Engineering Technology (CET) born out of a reduction in architectural-related foci to construction.

1984

- Program start: Bachelor of Architecture (B.Arch.) and Master of Science in Architectural Studies (M.S. Arch.).
- Florence Program involvement started.

1985

- SOA moves into newly constructed Florida American Institute of Architects award winning facility on S. Martin Luther King Blvd.
- NAAB reaccreditation of the M.Arch.
- Dean Richard Chalmers resign; Enn Ots appointed Interim Dean.

1986

- Program start: FAMU/USF M.Arch. Cooperative Program. Thor Mann, Ph.D. appointed Interim Director of the FAMU/USF Program.

1987

- Washington, DC Study Center moved to Alexandria consortium of schools.
- Alex Ratensky appointed as Director of the FAMU/USF Program.
- Construction Engineering Technology seeks initial ABET accreditation

1988

- Roy F. Knight appointed Dean.

1990

- NAAB reaccreditation of M.Arch. and initial accreditation of the B.Arch.

1991

- The CET establishes an off-campus site at Miami-Dade Community College

1992

- Title III funding for student retention program received.
- NAAB accreditation of FAMU/USF M.Arch. Cooperative Program.
- Construction Engineering Technology receives initial ABET accreditation.

1993

- FAMU gives independence to USF M.Arch. Program.

1994

- IBS tops \$2 million in sponsored research support.

1995

- The Florida Board of Regents (BOR) mandated of all baccalaureate programs to 120 credit hours
- The Bachelor of Science in Architectural Studies curriculum shifted from 128 to 120 credit hours
- The BOR granted a waiver to the Bachelor of Science in Construction Engineering Technology and Bachelor of Science in Electronic Engineering Technology and other technology programs around to state to adjust their curriculums from 136 to 124 credit hours.

1996

- Roy F. Knight resigns; Rodner B. Wright appointed Dean.
- IBS tops \$4 million in sponsored research support.
- The 120 hour Bachelor of Science in Architectural Studies, the 124 hour Bachelor of Science in Construction Engineering Technology, and the Bachelor of Science in Electronic Engineering Technology programs were officially approved by the Florida BOR and implemented

1997

- Master of Landscape Architecture (MLA) courses offered

1998

- Multi-cultural Landscapes: An introduction to High School Students summer experience began.
- Full-time SAET faculty in residence at Alexandria Consortium.

- Articulation Agreements signed between the FAMU SAET and Miami Dade Community Colleges, Okaloosa-Walton Community College, Tallahassee Community College and Gulf Coast Community College.

1999

- Dr. Yves Anglade hired as Division Director of Engineering Sciences and Technology
- Dr. G. Thomas Bellarmine, PE appointed as EET Program Area Coordinator
- Articulation Agreement signed between the FAMU SAET and Valencia Community College.
- Construction begins on the \$12 million SAET expansion and renovation.
- M.Arch. student Tom Lamar won an international design competition in New York City sponsored by the United Nations. Johanna Flores another M.Arch. student earned Honorable Mention title.
- SAET receives first alumni scholarship funds from alumni Ruffin Rhodes and Max Britto.

2000

- First disbursements of SAET scholarships to students.
- Articulation Agreement signed between Florida Community College in Jacksonville and the FAMU SOA.
- Alumnus Kent Larson (B.S. 1978) publishes Louis Kahn: Unbuilt Masterworks.
- Kolin Gasper wins second prize at the AIA Florida Convention for the AIAS sponsored design competition for a museum of Florida architecture.
- SAET “Walking Skyline” received a \$100 award as a winner in the Homecoming parade.

2001

- Dean Rodner B. Wright elected president of the National Architectural Accrediting Board (NAAB)
- NAAB reaccreditation of B.Arch. and M.Arch.
- State-of-the-art computers arrive for each faculty and staff person, and the new computer labs.
- Renovation/Expansion of SAET completed.
- University governance shifts to governor appointed Board of Trustees

2002

- Fourth-year student, Shane Moniz wins Florida’s blind-review competition, the “Super Bowl for architecture schools in Florida” stated Michael Shiff, chairman of the Florida Board of Architecture and Interior Design.
- FAMU SAET alumni firm of Rhodes and Brito (Ruffin Rhodes, B.S. 1982, M.Arch. 1989; Maximiano Brito, B.S. 1985, B.Arch. 1989) selected to be the architect for the resurrected College of Law in Orlando, Florida. The estimated budget is \$22 million.
- FAMU SAET alumnus and president of Helman, Hurley, Charvat, and Peacock Architects, Larry Ziebarth (B.S. 1979, M.Arch. 1983) will joint venture with Rhodes and Brito for the Law School Project.
- Professors Thorbjorn Mann and Ronald Shaeffer retired and were named Professors Emeritus.
- MLA Director, Richard Rome was nominated for membership in the Academy of Fellows in the American Society of Landscape Architects (professional association of landscape architects).
- LaVerne Wells-Bowie was one of ten artists selected from the United States to an artist-in-residence in Seaside, Florida.
- New option of the Bachelor of Architecture Program began enabling practicing professionals with a minimum of three-years’ working experience to earn the professional degree while maintaining employment.

- Master of Architecture option resurrected affording those students with B.S. degrees in another field the opportunity to receive the professional degree.

2003

- Reaccreditation of the CET and EET programs by ABET
- Piccola Randolph, Administrative Assistant and an original FAMU SAET employee retired.
- New web site launched: www.famuso.net.
- Select graduate students spend six weeks studying in Cuba with Professor Laverne Wells-Bowie
- CANstruction Competition partnership began with the local food bank.
- Four students—William Santiago, Brandon Rogers, Jeff Prashaw and Valerie Strom—and Associate Professor.
- Peter Stone were selected by the University of Oregon Department of Architecture to receive training fellowships through FIPSE “Agents of Change” project workshops.
- Alumnus Javier Torres’ team from the firm of MC Harry and Associates in Miami places in the top 10 of an international design competition.
- A second-year design student, Todd Hinkle, won top honor (Juror’s Prize) at a national competition from the New Design/Dynamics Student Competition. Todd’s winning entry was entitled “Diamond in Squares”.
- Fourth-year students Azizi Arrington-Bey and Vanessa Greenaway were selected by the SAET faculty as the two most outstanding students.
- AIAS-sponsored student supply store opened.
- MLA Director Richard Rome was elected Secretary of the Florida Chapter of the American Society of Landscape Architecture.
- Valerie Goodwin’s work was selected to be part of the 2002 International Quilt Association’s exhibit in Houston, Texas.
- Dr. Arlene Pabon headed a team that won a prize at Puerto Rico’s Architect Association Biennial Competition.
- Deborah LaGrasse had several sculptures exhibited. Most notable is the “Elemental Paradox” selected for inclusion in a two-year international traveling exhibition.
- Laverne Wells-Bowie was appointed to serve on the General Services Administration National Register of Peer Professionals.
- Dr. Richard Dozier presented lectures at Prairie View A&M University on “African-American Architects of Texas” and was a keynote speaker at the Preservation Conference sponsored by the Historic Preservation Society of Durham, North Carolina and St. Joseph’s Historic Foundation on *Historic Buildings on Historically Black Colleges and Universities*.

2004

- Associate Professor George Dombek, Professor Emeritus Ronald Shaeffer, and Administrative Assistant Piccola Randolph retire.
- SAET sponsors CANstruction.
- Deborah LaGrasse and her husband conducted a cast iron workshop with students and faculty of the Academy of Art in Sarajevo, Bosnia-Herzegovina.
- Professors Andrew Chin, Arleen Pabon, Matt Powers and Eduardo Robles led an inaugural study trip to Panama with 14 M.Arch. and M.L.A. Students.
- 4th-year design students collaborate with the FAMU/FSU College of Engineering to design a high-tech composite materials laboratory: Wayne Gaskin won First Prize, Janice Ratner won Second Prize, and Jeff Prashaw and Nick Sneed tied for Third.

- SAET faculty Elizabeth Dobson, Matt Powers, Andrew Chin, and LaVerne Wells-Bowie were attendees, facilitators, and/or presenters at the 20th Annual Conference on Beginning Design Education at Hampton University; select SAET graduate students were also in attendance.
- MLA Director Richard Rome and Professor Matt Powers and eight MLA students attended LABASH—the Annual Landscape Architecture Student Conference at the University of Florida in Gainesville.
- Eight students from the SAET chapter of Alpha Rho Chi attended the 57th National Convention in New Orleans, LA.
- Fourth-year student Nick Sneed won First Prize in the student category of the third annual national Avatech Rendering Contest.
- Professor Tim White published *Travel Drawing: Engaging the Spirit of Place*.
- Former Visiting Professor Tom Porter published *Archispeak: An Illustrated Guide to Architectural Terms* and featured collaborative work from SAET professors Walter Grondzik, Craig Huffman, Thor Mann, Enn Ots, Larry Peterson, Ron Shaeffer, Peter Stone, and Tim White.
- Adjunct Professor of Landscape Architecture Jeff Caster elected President of the FL Chapter of the American Society of Landscape Architects.
- Assistant Professor Valerie Goodwin article “Real Architects Don’t Quilt?” was published in the Spring 2004 issue of *The Quilting* (Journal of the National Quilting Association, Inc.).
- Dr. Arleen Pabon was published in the book *essay’s sore conservations y desaturation (Essays on Conservation and Restoration)*.
- Professors Larry Peterson and Walter Grondzik and graduate students formed a Sustainable Architecture and Green Architecture (SAGA) Task Force.

2005

- Arleen Pabon, Ph.D., J.D. was appointed as Associate Dean, and Andrew Chin was appointed as Assistant Dean for Architecture Programs and Director of Professional and Graduate Architecture Programs
- Professors Arleen Pabon, Andrew Chin, and Eduardo Robles led approximately 15 graduate and undergraduate students to historic Barcelona, Spain.
- SAET’s first Landscape Architecture Advisory Council (LAAC) was constituted.
- Professor Matt Powers and two MLA students attend the Annual Meeting of the American Society of Landscape Architects (ASLA) in Salt Lake City, Utah.
- Professors Tom Martineau and Elizabeth Dobson passed the LEED (Leadership in Energy and Environmental Design) Professional Accreditation Exam offered through the United States Green Building Council (USGBC); also, then fourth-year student, Andrew Beckman achieved LEED certification.
- Professor LaVerne Wells-Bowie and Dr. Richard Wagg (from FAMU Environmental Sciences) traveled with four students to the Bahamas to participate in a design problem for an Artist Retreat sited on land owned by Pamela Portier.
- SAET students Mike Kruger (fourth year) and Cheuck (fifth year) received a national scholarship award from the Hideo Sasaki Foundation through a review of work submitted.
- Professor Roy Knight’s fourth-year design section was one of only four groups (Clemson, Carnegie-Mellon, Penn State) to participate in a grant-funded design charette in Washington, DC sponsored by the national AIA and its Academy of Architecture for Health.
- The MLA program received its initial accreditation from the Landscape Architecture Accrediting Board (LAAB).

2006

- The CET discontinued its off-campus at Miami-Dade College.
- Master of Architecture and Bachelor of Architecture programs reaccredited by the National Architectural Accrediting Board (NAAB).
- The Miami, Florida architecture firm of Oppenheim Architecture + Design donated \$25,000 to open the Fred Botelho Traveling Fellowship Endowment in honor of alumnus Fred Botelho.
- M.Arch. candidates Crystal Jackson and Michael Kruger presented their theses at the AIA/Florida Convention.
- AIA Tallahassee and the SAET co-sponsor Code Seminar.
- Instructor Deborah LaGrasse was one of 14 artists selected from the U.S. and Wales to participate in a “Sand Casting Symposium” at the Berllanderi Sculpture Workshop in Raglan, Wales.
- Assistant Professor Valerie Goodwin was one of 12 fiber artists nationally selected to exhibit her work in the show “Artists of the Cloth: Trends in Contemporary Textile Art—Ladies in Waiting” in Tryon, NC.
- Atwaul Bennett, a first year M.L.A. graduate student was selected as a fellow in the Ronald E. McNair Post-Baccalaureate Achievement Program.
- Alpha Rho Chi (APX) fraternity hosts its first ten-year reunion.
- SAET alumni David Vincent and Mario Nunez of JRA Architects worked with community leaders, district staff, teachers, and the City of Tallahassee to revitalize neighboring Bond Community.
- 17 companies participated in APX Job Fair.
- Prof. Mike Alfano & M.Arch. graduate students Terron Wright, Leon Williams, Nicole Taylor, Kerrymoure O’Connor, Kenloy Rochester, Adam Logan, Robert Peterson, Othniel Etienne and Lendyl Hodge received an award to revitalize a historically African-American Neighborhood—LaVilla in Jacksonville, Florida.

2007

- Dr. Thomas Bellamine, Professor became EET Program Area Coordinator
- Architecture building named in honor of FAMU former president Dr. Walter L. Smith.
- 23 companies participated in Job Fair sponsored by Alpha Rho Chi (APX).
- Prof. Richard Rome, MLA Director conducted research into MLA graduate programs in North America and traveled to Japan to study Japanese gardens
- FAMU MLA graduate students, Atwaul Bennett, Uche Diala, Shea Hansen and Liesel Smith attended the annual meeting of Landscape Architecture Students hosted by Louisiana State University.
- 4th year student Regina Johnson is featured in *Architect* magazine.
- APX members attend national convention in Memphis, Tennessee.
- The 2010 Imperative: Global Emergency Teach-In event with live webcast at the SAET, coordinated by Prof. Beth Lewis.
- Former Vice President AL Gore’s Climate Project selected Prof. Beth Lewis to attend its training session in Nashville, Tennessee.
- Prof. Beth Lewis co-chairs FAMU new Green Coalition.
- Advisory councils formed for architecture programs.

2009

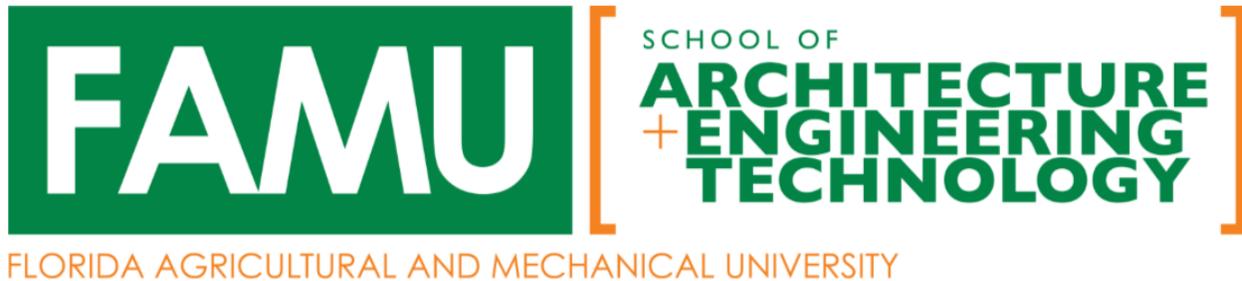
- Engineering Technology Accreditation Commission (ETAC) of ABET reaccreditation of the Construction Engineering Technology and Electronic Engineering Technology programs

2010

- A Florida and HBCU first, joint undergraduate BS in Business Administration, Program Major in Facilities Management degree between the School of Business & Industry (SBI) and School of Architecture (SOA) is formed.

2011

- Under the university restructuring plans the School of Architecture grows into two divisions, Division of Architecture and Division of Engineering Technology (Electronics Engineering Technology, Construction Engineering Technology).



History: FAMU Restructuring+

2012

- The School of Architecture is renamed as the School of Architecture & Engineering Technology (SAET).
- SAET hosts HBCU's Schools of Architecture Conference.
- Reaccreditation of professional Bachelor and Master of Architecture programs.
- Provisional accreditation of the joint SBI and SAET Bachelor of Science in Business Administration with Program Major in Facility Management by the Education Foundation of the International Facility Management Association (IFMA).
- SAET hosts panel discussion on the facility management professional.
- Dean Rodner Wright is promoted to Interim Provost and Vice President of Academic Affairs
- Assistant Dean Andrew Chin is promoted to Interim Dean of the School of Architecture & Engineering Technology.
- The Florida Department of Education awarded \$199,000 to the Division of Engineering Technology to research using technology to deliver academic support to STEM students.
- The Florida Department of Transportation awarded \$69,000 to the Division of Engineering Technology for a Florida Campus Safety Campaign Focusing on Distracted Driving (in collaboration with the School of Journalism & Graphic Communications).
- The Florida Department of Education awarded \$30,000 to the Division of Engineering Technology to develop an online 2+2 partnership with Gulf Coast College.
- Tallahassee Star Metro Transit awarded \$10,000 to the Division of Architecture to develop short and long-term visions for the CK Steele Plaza.

2013

- Dr. Chao Li, Associate Professor became EET Program Area Coordinator
- According to *Diverse Issues in Higher Education*, 2011, FAMU is the #2 in the Nation for producing African American graduates with the Master of Architecture.
- The FAMU Master of Architecture leads the nation in graduation rates for African Americans at 91%.
- The SAET was #1 in Florida for awarding African Americans a baccalaureate degree in Architecture.
- The SAET was #1 in the South for awarding African Americans a baccalaureate degree in Architecture.
- The SAET awarded more than 75 undergraduate STEM degrees.
- The president of the FAMU Institute of Electrical and Electronic Engineering (IEEE) Student Branch was the recipient of 2013 Black Engineering of the Year Award (BEYA) Student Leadership Awarded during the BEYA conference award banquet in Washington, DC.
- The president of the FAMU Alpha Rho Chi (APX) Seshait Chapter, Desmond Johnson, was recognized as the John R. Ross Scholar during the APX National Meeting in San Antonio, TX.

- Carnegie Mellon University (CMU) selected five (5) Master of Architecture students for the CMU Udream Community Development/ Internship program.
- The Federal Highway Administration awarded four (4) undergraduate students Dwight D. Eisenhower fellowships.

2014

- Jendeena Lightbourne (MArch.) and Ricky Mason (BArch) were accepted to participate in the 2014 Udream Program at Carnegie Mellon University.
- Donnell Pinder was accepted into MIT Summer Research Program.
- Master of Science in Architecture-Facilities Management student Garrett Solomon is an E-Poster finalist and presents his research at the 2014 IFMA World Workplace in New Orleans, LA.
- 25 undergraduates and graduate students attend 2014 World Workplace in New Orleans, LA.

2015

- Full accreditation granted by IFMA for the joint BS in Business Administration with a Program Major in Facility Management.
- Master of Science in Architecture-Facilities Management student Saffa Shariat is an E-Poster finalist and presents his research at the 2015 IFMA World Workplace in Denver, CO.
- Two Master of Science in Architecture Facilities Management students, Rashaad Towns and Ryen Allen-Redding, along with two undergraduate students, Colin Johnson and Olex Olacin receive scholarships to attend the 2015 IFMA World Workplace in Denver, CO.
- SAET faculty submitted 7 research proposals for funding.
- SAET faculty presented at 10 national or international conferences.
- SAET participated in 22 community engagement and/or service projects.

2016

- Ryen Allen-Redding is the first student to graduate with the dual degree Master of Science in Architecture-Facilities Management and Bachelor of Architecture
- Associate Professor Andrew Chin submitted the SAET component of a joint proposal with the FAMU College of Education and FAMU College of Agriculture + Food Science to the UNCF Career Pathways Initiative. The overarching purpose is to increase the number of graduates who immediately transition to meaningful jobs. The 3 schools submitted a Letter of Intent for a \$150,000 planning grant – which could lead to a \$1.5 million six-year implementation proposal. (Jan 2016)
- Assistant Professor Doreen Kobelo submitted a summer camp proposal to the Florida Department of Transportation (FDOT). The proposal targets the introduction of transportation engineering to minority students.
- Associate Professor Antonio Soares, Assistant Professor Doreen Kobelo, Associate Professor Chao Li and Professor Thomas Bellarmine coauthored a paper “Senior Design Projects Using Basic-Stamp Microcontrollers” that will be presented at the American Society for Engineering Education Annual Conference (ASEE) in Seattle, WA.
- Assistant Professor Olivier Chamel presented a lecture “Materials & Methods and Design/Build Projects” at Auburn University.

2017

- John Maurer (B.Arch.) won the Paul Rudolph Scholarship sponsored by the Sarasota Architectural Foundation.
- Dwinessa Pratt (M.Arch.) won the Jerry A. Tishman Scholarship sponsored by the Preservation Foundation of Palm Beach.
- When the School of Architecture began in 1975, there were no African American Architects in residence in Florida. According to the *2017 Directory of African American Architects*, of the 108 Black Registered Architects 27 or 25% are FAMU graduates; NAAB states less than 5% enrollment by African Americans nationally.
- *2017 Directory of African American Architects*, 7 of 11 or 64% of African American faculty are at FAMU; FAMU Division of Architecture, following Howard University's 9, has the 2nd highest concentration of African American faculty in the US.
- *2017 Directory of African American Architects*, FAMU is ranked #1 amongst the Top 100 Producers of Graduate Degrees in Architecture and Related Services.
- *2017 Directory of African American Architects*, FAMU is ranked #1 amongst the Top 100 Producers of Bachelor Degrees in Architecture and Related Services.
- *2017 Directory of African American Architects*, FAMU is ranked #11 amongst the Top 100 Producers of Bachelor Degrees in Engineering Technologies and Engineering Related Fields.
- Edward "Tim" White, RA. Paintings selected for the "Annual Art Guild Exhibit" Gadsden Art Center, Gadsden, FL, August, 2017.
- Edward "Tim" White, RA. Drawings included in *Sketching Interiors at the Speed of Thought* by Jill Pable. Bloomsbury Academic. August, 2017
- Arleen Pabón-Charneco, PhD. *Architecture History Theory Conservation*. Routledge & Francis, July, 2017.
- Andrew Chin, Masan Mohsenin, PhD, Sang Bum Park, PhD, Ronald Lumpkin, PhD and Erica Chocran (Carnegie Mellon University). "DELTA: Developing Environmental Literacy Through Architecture." National Science Foundation, \$882,000, October 2017.
- Andrew Chin and Arleen Pabón-Charneco, Ph.D. "Apalachicola's Hill Neighborhood Survey Project." Florida Department of State Division of Historical Resources, \$43,000, July 2017.
- Robert Goodwin, RA and Arleen Pabón-Charneco, Ph.D. "FEMA and Apalachicola's Historic Preservation Guidelines. City of Apalachicola, \$5,000, September 2017.
- One of the original faculty members of the former School of Architecture, Michael Alfano, Jr., RA, Associate Professor retired.

2018

- The Bachelor of Architecture and Master of Architecture received eight-year reaccreditation from NAAB
- The Master of Science in Architecture in Facilities Management received initial accreditation by the Facility Management Accrediting Commission (FMAC). The undergraduate Bachelor of Science in Business Administration with a Program Major in Facilities Management received reaccreditation as well. These accredited degrees are a State of Florida and HBCU first.
- Rodner B. Wright, AIA returned to the School of Architecture + Engineering Technology after serving as Provost and Vice-President of Academic Affairs.
- Andrew Chin began resumed his role as Assistant Dean after serving as Interim Dean
- Kobelo, D. (PI) – "National Summer Transportation Institute Program (NSTI)". Funding by Federal Highway Administration through Florida Department of Transportation, Stefan Kulakowski (Project Manager), July 2017 to September 2017. \$ 21,888.

- Kobelo, D (PI) – “Dwight David Eisenhower HBCU Fellowship Program 2017-2018”. Funding by the Federal Highway Administration, Ewa R. Flom. PE. MBA (Program Manager), December 2017 to September 2018. \$ 17,500.
- Dr. Antonio Jose Soares two journal papers submitted to ASEE, “Exploiting Innovative Technologies for Online Delivery of Supplemental Instruction (SI) in STEM”, and ” Conversion of a Golf Cart from Conventional to Solar Power: A Capstone Project”, were accepted for publication at the 2018 ASEE Annual Conference & Exposition. Salt Lake City, UT., June 2018.
- Dr. Antonio Jose Soares P.E., “Exploiting Innovative Technologies for Online Delivery of Supplemental Instruction (SI) in STEM”, 2018 ASEE Annual Conference & Exposition. Salt Lake City, UT., June 2018
- Dr. Antonio Jose Soares P.E.” Conversion of a Golf Cart”, 2018 ASEE Annual Conference & Exposition. Salt Lake City, UT., June 2018.
- Dr. Behnam Shadravan five journal papers were accepted for publication, “Appraisal of Safety Effects of Pedestrian Countdown Signals to Drivers Using Crash Modification Factors”, *Journal of the Transportation Engineering, American Society of Civil Engineers, 2017*; “A Discussion of Setups of Bond Testing of FRP on Concrete & Masonry”; *Periodica Polytechnica Civil Engineering*; “Undergraduate Student Assessment of Construction Education: A Case Study; *Journal of Construction Education and Research*; and “An investigation of Building Resilience in Hurricanes Case Study: Harvey, Irma, and Maria 2017 Hurricanes”, *Architectural Engineering Institute AEI Conference Proceedings*; and “A Review of The Application and Improvements of Bracing Members”: *Architectural Engineering Institute AEI Conference Proceedings*.
- Dr. Doreen Kobelo, journal paper, “Appraisal of Safety Effects of Pedestrian Countdown Signals to Drivers Using Crash Modification Factors” was accepted for publication on the *Journal of the Transportation Engineering, American Society of Civil Engineers. 2017*.
- Six EET graduating seniors got full time position offers from Huntington & Ingalls, Lockheed Martin and Rockwell Automation and five EET Juniors got internship offers from Universal Studios, NASA, Northrup Grumman and Huntington & Ingalls.
- Five CET graduating seniors got full time positions offers from Hensel Phelps, All State and North American Properties and six CET Juniors got internship offers from Balfour Beatty Construction, Balfour Beatty Construction, Hensel Phelps, Universal Creative and Robins & Morton.
- EET Alumni Djimes Milor, Sr Specialist-Equipment Design Engineer, AT&T, received the 2018 -Modern-Day Technology Leader Award at the 2018 BEYA Conference.
- The Division of Architecture hosted 18 firms at its Annual Job Fair.
- Mahsan Mohsenin, PhD. “Learning through Prototyping”, 2018 National Conference on the Beginning Design Student, Cincinnati, OH., March 2018
- Donnell Pinder (M.Arch 2016) and Craig Bethell (M.Arch 2016) were recognized with a first place award by the AIA Jacksonville for their submission to the EDP Design Competition ‘Jacksonville School of the Arts.’ Pinder and Bethell were interns at TTV Architects.
- Long time faculty in the Division of Engineering Technology G. Thomas Bellarmine, PhD, PE, Professor retired
- Dr. Yves Anglade, Associate Dean and Director of Engineering Technology dies unexpectedly

2019

- *Diverse Issues in Higher Education* ranked FAMU #2 in awarding Bachelors’ degrees to African Americans in Architecture and related fields
- Mohsenin, Mohsenin, PhD. “The Role of Retrofits in Architecture Education”, BTES Focus Session at ACSA Conference, Denver, CO.
- Mohsenin, Mohsenin, PhD. “Light and Building Skins in Beginning Design”, AMPS Conference 2019, New York, NY.

- Olivier Chamel. "Digital Contextual Drawing", Design Communication Association 2018, Cornell, NY.
- Construction Engineering Technology student, Steven Stratchan, & Doreen Kobelo, PhD. "The Harmful Effects of Medical and Recreational Marijuana When Driving" Transportation Research Board Meeting, Washington DC.
- Behnam Shadravan, PhD, "A Structural and Architectural Review of the Ancient Persian Domes and Arches", Architectural Engineering Conference, Tysons, VA.
- Valerie Godwin, earned 1st Place Award presented at the "31st Art in Gadsden Art Center's Regional Exhibition of Fine Art", Gadsden Art Center and Museum, Quincy, FL
- An Accelerated Bachelor of Science in Architectural Studies begins.
- Alexis Heron, Mikaela Karamitansanis, Jermaine Archer, Leatis Jones, Andrew Umbreit, Whitley Williams, Sharrand Pinder, Audley Lindo, Nicolette Nottage, and Lauren Mikal Rodgers studied in Prague
- Eight B.Arch. and M.Arch students participated in a research gathering field trip to Chicago, visiting the architectural offices of Gensler and the SmithGroup
- Dr. Doreen Kobelo is appointed Co-Director of Engineering Technology and Chair Construction Engineering Technology by Dean Rodner B. Wright.
- Dr. Chao Li is appointed Co-Director of Engineering Technology and Chair Electronic Engineering Technology by Dean Rodner B. Wright.
- Olivier Chamel, Registered Architect is appointed Director of Architecture and Professional Programs by Dean Rodner B. Wright.
- Deborah LaGrasse, Research Associate in the Division of Architecture retired
- Rabbani Muhammad, RA, Assistant Professor in the Division of Engineering Technology retired.

2020

- Two Division of Architecture students participate in a semester exchange program in France. Jomarie Santiago with Ecole Nationale Supérieure d'Architecture de Grenoble and Regine Swanson with Ecole Nationale Supérieure d'Architecture de Nantes.
- The SAET host Aurelie Claude, a student from Ecole Nationale Supérieure d'Architecture de Grenoble
- The Division of Architecture host 1st Black Architects in the Making event for FAMU Developmental Research School (DRS) students.
- The Division of Architects host the annual spring job fair and 20 firms attend
- FAMU modified the Grading Policy to allow students the option of receiving either a Satisfactory/Unsatisfactory (S/U) or letter grade (A/B/C/D/F) in courses that are approved to offer the S/U grade for the spring 2020 semester. Students were required to request the S/U option for eligible courses.
- Edward T. White, RA, Professor; Arleen Pabon, Attorney, RA, Professor; Laverne Wells-Bowie, Professor; and Elizabeth Lewis, RA, LEED, Professor; retired end of spring 2020 semester
- Robert Goodwin, Jr., RA, Research Associate retired end of June 2020.
- The Novel Coronavirus pandemic of March shifts all education in the State University System of Florida to online; FAMU is no exception.
- To assist with the transition to remote learning, the HBCU Cares Act provided upgraded laptops to needy students.

III. Recurring Scholarships

AIA Palm Beach Annual William Mignogna Memorial Scholarship

The Palm Beach Chapter of the AIA has created a scholarship fund available to Architecture students whose primary residence is in Palm Beach County. AIA Palm Beach will award two scholarships of up to \$2000 each. Recipients will be invited to attend the AIA Palm Beach Design and Honor Awards Banquet in November to formally receive the award.

1. Applicants must be legal residents of Palm Beach County
2. Applicants shall be enrolled in or accepted to an accredited architectural program and shall be entering their 3rd, 4th, or 5th year in the fall of the current school year of the current school year of a five-year NAAB accredited program or into any level of a Masters or Doctorate NAAB accredited program
3. Applicants shall be enrolled as a full-time student and expect to maintain such status through the school year
4. Applicants must be completed and received no later than September 30, 2016

Additional information can be obtained for the website: <http://www.aiapalmbeach.org/aia-palm-beach-scholarship>

Clemons Rutherford Associates (CRA)

A Tallahassee architecture firm has established this scholarship to deserving students enrolling in the Architecture program at the Florida A&M University (FAMU) School of Architecture + Engineering Technology (SAET). The scholarship is a onetime award, equally distributed during the fall and spring semesters. The application deadline for the upcoming academic year is on or before December 15. All recipients must enroll in 12 or more hours in the Division of Architecture each semester the award is received. The awards are in two AA transfer degree categories:

- **Tallahassee Community College Associates in Arts in Pre-architecture Scholar:** One award of \$1500
- **Florida community college Associate in Arts transfer scholars:** Two awards of \$500.00 each

Application Requirements

1. Fill out the application form completely and sign.
2. Through a one-page essay, succinctly explain how this scholarship will assist you in achieving your architecture career goals; coupled with an original graphic that supports your explanation. Essays MUST be typed or printed neatly and the graphic framed within the text.
3. If selected, what degree program would you likely aspire?
4. List architectural experiences, education, or training.
5. Applicant must provide two letters of recommendation; one must be from a work-related experience, and one from a faculty

Minimum Qualifications

1. Complete FAMU financial aid application process
2. Full admission status into upper division in the Division of Architecture of the FAMU SAET
3. MINIMUM transfer GPA of 3.0
4. MINIMUM first semester of upper division FAMU cumulative GPA of 3.0
5. Completed ARC 3324 Architectural Design 3.1 with a grade of "B" or better
6. Conferred Associate of Arts degree in "Pre-architecture" from a Florida institution
7. Applications must be post marked or time stamped by 5pm on December 15

Dwight David Eisenhower Fellowship

Funded by the US Department of Transportation, The Division of Engineering Technology fellowship that is for students who are either entering their junior, senior year or in graduate level. Students can receive up to \$10,000 which includes stipend and travel funds to attend the Annual Transportation Research Board meetings. For more information on this fellowship contact Dr. Doreen Kobelo.

Latin and Caribbean Scholarship

Citizens from the following countries are eligible: Anguilla, Antigua & Barbuda, Argentina, Aruba, Bahamas, Barbados, Belize, Bolivia, Brazil, Cayman, Islands, Chile, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, Ecuador, El Salvador, Falkland Islands, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Montserrat, Netherlands Antilles, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Suriname, Trinidad & Tobago, Turks & Caicos Islands, Uruguay, Venezuela, U.K. Virgin Islands, U.S. Virgin Islands.

The student is eligible for classification as a Florida resident for tuition purposes only.

LAC Application required

- LAC Scholarship recipients must be a registered undergraduate or graduate students in good academic standing at Florida Agricultural and Mechanical University, or a prospective undergraduate or graduate student who has been admitted to the University.
- Minimum GPA of 2.8/4.0
- Each college or school may set additional criteria for new and renewal scholarships. Full time enrollment status (15 hours per semester for graduate students, 9 hours per semester for international graduate students) must be maintained. Under-enrollment must meet immigration requirements and must be approved by the academic dean and the FAMU Office of the Registrar.
- At least 50% of this scholarship must be from E&G funds. The other 50% may be from private businesses, private foundations, and public agencies. *SAET awards are typically funded by OCR dollars.*
- For students awarded an LAC scholarship prior to fall 2016 colleges and schools may continue to offer a \$500 per semester scholarship to qualify for the LAC scholarship until they graduate. Once those students graduate and apply for a graduate degree at FAMU they will be subject to the new regulations.

Beginning with the fall 2016 academic year all incoming and current LAC scholarship students will complete a formal application for the scholarship. Deans of colleges and schools must complete a recommendation for to be submitted to the LAC Scholarship committee. The recommendation form requires that each dean identify the source of funding for the individual scholarship award. The committee will review and approve scholarship applications and inform the registrar and financial aid offices of the scholarship award.

Office of Civil Rights

The FAMU SAET Architecture Scholarships are competitive and funded through the Legislature of the State of Florida. The School seeks applications from all that meet the following criteria. The Scholarship Committee will review applications and recommend awards. If approved, recommendations will be forwarded to the Dean of the SAET for final processing. Awards are distributed from the FAMU Office of Student Accounts. **All applicants who are citizens of the United States or eligible non-citizens are required to apply for financial aid through the Office of Financial Aid at Florida A&M University.** International students cannot apply for financial aid but are eligible to receive scholarship awards through this program. **Interested students must apply annually for these awards.**

New Student

1. Admitted to the FAMU SAET
2. Copy of most recent grade report and a copy of class schedule
3. FTIC: High School transcript and ACT or SAT scores in lieu of #2 above
4. Application for financial aid on file in the FAMU Office of Financial Aid

Continuing Student

1. Application for financial aid on file in the FAMU Office of Financial Aid
2. Complete Division of Architecture Scholarship Application
3. All materials must be submitted by April 30

Renewal

The awards will be continuous if a student maintains a two-semester contiguous (minimum 24 credit) GPA of 3.0/4.0 scale and funded by the Florida Legislature. Students must apply annually. The SAET also requires continuing scholars to post an e-portfolio of work using the academic portfolio template provided on the Digi[cation] website. In addition, failing an ARC or architecture curriculum-required course may result in the termination of the scholarship.

Grade Point Average (GPA) Requirement

To maintain the scholarship, students must earn either a **term** GPA of 3.0 or a cumulative GPA to 3.0 or above.

Cumulative Semester Hours Requirement

If a student fails to complete a minimum of 24 credits over two consecutive semesters or fail an ARC or architecture curriculum course, they will be on probation the following semester. During this semester, the student will receive their usual award. However, to maintain the scholarship, the student must earn a minimum of 36 credits over a contiguous three-semester period.

Termination of Award

Scholarships of students not meeting the above requirements will be terminated and notified in writing. The notification deadline will be announced at the beginning of each semester. A copy of the termination notification will be kept in the SAET. Students whose awards have been terminated may reapply for any awards in the SAET when they again meet the minimum academic requirements.

¹Note: Scholarship dollars awarded to each student contingent upon funding level and applicant pool.

Robert P. Madison Scholarship in Architecture

As the first African-American registered to practice architecture in Ohio, Robert P. Madison made history. His firm, Robert P. Madison International, achieved a remarkable series of breakthroughs (first black firm in Ohio to design a branch office for a major corporation, first to win a commission to design a major building for the State of Ohio, first to win a competition to design a U.S. Embassy office building). Along with these business successes and barrier-breaking achievements, Mr. Madison and his firm demonstrated a strong history of commitment to the community. His firm alone is responsible for training nearly 200 African-American architects. In establishing this fund to provide scholarship assistance to worthy African-American students desiring to pursue a career in architecture, the legacy is expected to build. The Robert P. Madison Scholarship Fund was established in 2004, seeded by generous contributions from Robert and Leatrice Madison, their children, other family members, and friends. To mark the occasion of the founding of Robert P. Madison International at the time of the architectural firm's 50th anniversary, business partners in Greater Cleveland and beyond joined their efforts to provide the Robert P. Madison Scholarship in Architecture – an annual scholarship that would encourage African-American youth to

aspire to a career in architecture. Please consult the website for additional information and application:
<https://www.clevelandfoundation.org/scholarship/robert-p-madison-scholarship-in-architecture/>

Eligibility:

1. Be African American with parents born in the United States
2. Have a minimum cumulative 3.0 grade-point average on a 4.0 grade scale
3. Be a high school graduate accepted or enrolled as an undergraduate, degree-seeking candidate in an accredited, Pell-eligible post-secondary educational institution that is an accredited school of architecture, or enrolled in course work leading to a professional degree in architecture, with a declared major in architecture
4. Demonstrate financial need
5. Application method: Submit a Common Application and Basic Requirements through our Scholarship Gateway
6. Additional requirements:
7. Submit an acceptance letter from the accredited architectural degree program you plan to attend
8. Submit your institutional award letter

The selection committee will base its scholarship decisions on the completed application, evidence of commitment to a career as an architect, academic performance, and special skills or talent related to excelling in architectural coursework. The annual award amount will be based on the performance of the fund and number of applicants selected. The general award amount is \$1,000. Formal notification of award will be made by the Cleveland Foundation to the selected recipient(s). Awards will be paid to the school for the benefit of the student and must be applied to tuition, fees, books, supplies, and/or equipment required for coursework.

Recipient requirements:

1. Maintain full-time enrollment status
2. Submit a grade report to TCFScholarships@clevefdn.org for each term (min 2.0 GPA required)
3. A thank you note to the donors and selection committee members for this fund is not required but always appreciated and may be sent to TCFScholarships@clevefdn.org or mailed to the Cleveland Foundation, Scholarships, 1422 Euclid Avenue, Suite 1300, Cleveland, Ohio, 44115.
4. Renewal: The Common Application must be submitted each year for consideration of this award.

Wells Fargo – Supplier Diversity Scholarship

This annual scholarship provides student support to two (2) undergraduate students in the School of Business & Industry and two (2) undergraduate Construction Engineering Technology students in the SAET in the amount of \$5000.00 each.

Eligibility Criteria:

- Applicant must be enrolled as a full-time undergraduate student.
- Applicant must major in Facilities Management or Construction Engineering Technology.
- Applicant must be a Sophomore, Junior, or Senior.
- Applicant must have a cumulative grade point average of 3.0/4.0.
- Scholarship is renewable. Annual application is required. Scholarship may be awarded to the same student in successive semesters.

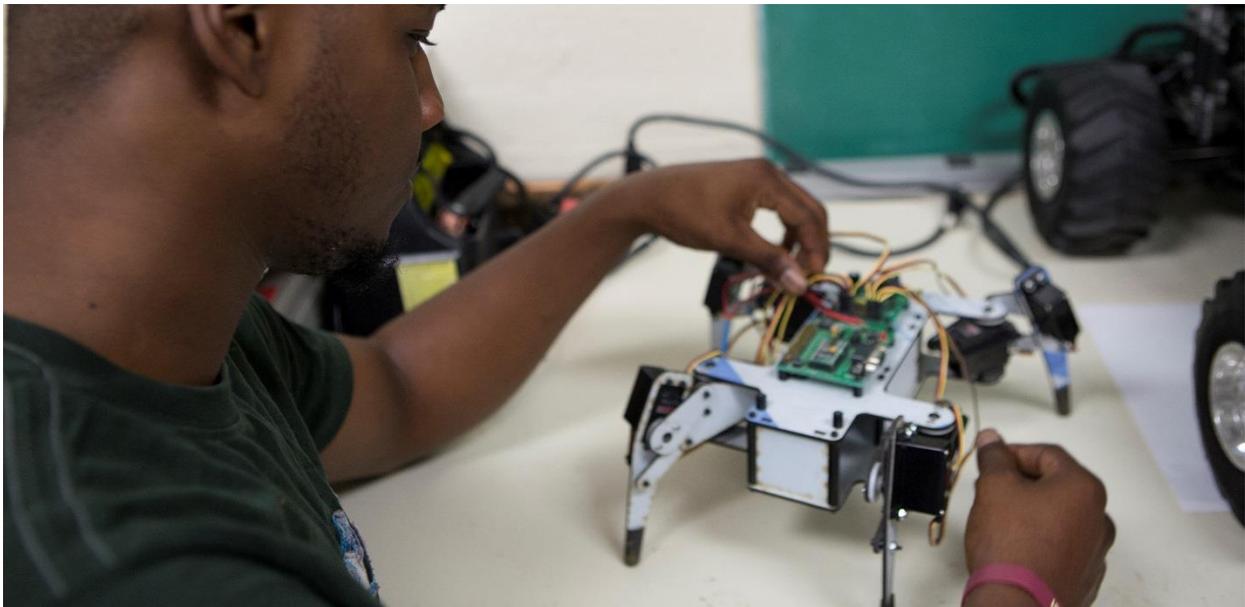
Application Requirements

- Two letters of recommendation.
- Essay (500 maximum words) must be submitted: “Why did you choose your specific major and what are your future career plans”
- Resume

For additional information, please contact the Coordinator in Construction Engineering Technology

IV. Special Features

The School of Architecture & Engineering Technology (SAET) is proud of the number and variety of enrichment opportunities it provides to both students and faculty. The SAET provides a supportive environment for creativity to flourish.



Guest Critics

Recognizing the importance of exposing students to a wide variety of perspectives, the School invites guest critics and visiting faculty to participate in the program.

Lecture Series

The School sponsors a lecture series during fall and Spring Semester. The lecture series and other aspects of program enrichment are a particularly important part of the program. Lectures expose students to a variety of views about contemporary practice and to selected topics in history, theory, and technology. The lecture series also typically includes one lecture per semester by a member of the SAET faculty.

Exhibitions

There are several exhibitions in the SAET Gallery each year. In addition to the work the notable artists and architects, there is a faculty show, a fine art show with work relevant to an architecture audience, and a student show.

Research

The School maintains an active research program that is coordinated by the Institute for Building Sciences (IBS) that serves as the research, service, and continuing education arm of the School. Since its establishment in 1981 under the guidance of a full-time Director, IBS has procured or coordinated over \$4 million in funded research or continuing education activities.

Projects have been funded by a variety of federal, state, and private agencies, including USAID; USEPA; the National Science Foundation; the Tennessee Valley Authority; the Florida Departments of State, Health and Rehabilitative Services; Law Enforcement; Community Affairs; and the Florida Energy Office. Many projects have included collaborations with other universities in the U.S. and Europe. Faculty has given national and international presentations of their research findings.

Work Related Opportunity

An opportunity board in the faculty wing displays information about internships, part-time and permanent positions from local, state, and national architectural/engineering firms, as well as those in public sector. Architecture students have enjoyed internships with corporations such as Wal-Mart, JC Penny, and Disney World in Orlando, FL. Construction Engineering Technology students have participated in work-related experiences in world-class organizations such as, Turner Construction, Holder Construction, Culpepper Construction, Skanska, US Army Corps of Engineers, Bentley Construction, and Balfour Beatty Construction to name a few. Electronic Engineering Technology students have interned with national and international companies such as AT&T, Proctor & Gamble, Lockheed Martin, General Dynamics, the Boeing Company, Raytheon, Rockwell, Cummings, Chrysler, Ford, and GM.

Design Studio Field Trips

Student field trips are encouraged and sponsored by the School as an enhancement to the curriculum. Students travel as a class to select urban sites around the United States, the Caribbean, Canada, Mexico, and Italy. In addition, SAET students attend career development opportunities, plant visits, professional regional and national meetings, career fairs, competitions, and conferences.

Study Abroad

The Office of International Education and Development (OIED) was established in June 2003. Throughout the office's tenure on campus it has welcomed over 5,000 international students and scholars and sent thousands abroad. The mission of OIED is to foster campus internationalization and raise awareness of the value of international education, inclusion, and intercultural diversity. We serve students, faculty, staff, and the community with the goal of creating leaders who possess the skills necessary to function in a globally interconnected world. For more

information and an application contact the FAMU Office of International Education and Development at <https://famusa.terraotta.com/index.cfm?FuseAction=Abroad.Home>.

Workstations Care

The Benjamin Banneker complex and Walter L. Smith Architecture building provide access to a quality environment that is at least competitive with most architecture and engineering technology programs around the country. These facilities represent a tremendous investment in the preparation for your future and those who will come after you. It is important that we use, yet protect, this valued resource.

The workspaces are great places to learn and work with other students. It is also a place where supplies, books, magazines, etc. can be “borrowed” and never returned. To avoid this problem, keep your personal belongings secure and in your possession whenever possible or practical. If you leave the workplace for a prolonged period, lock your belongings in the lockers provided by the School. Also, keep in mind that someone else will have items that are identical to yours. To ensure proper identification, permanently inscribe your name or some other identifying mark on your supplies, textbooks, etc. Other notations about studio use are as follows:

- Do not cut into the desktops. Students are required to bring their own desk-top cutting surfaces. Students also have access to the Model and Construction Lab.
- Each studio in the Walter L. Smith Architecture building has a storage room containing a sink with hot and cold water, and numerous electrical outlets for microwave ovens and other portable utensils. Therefore, grease and debris will be kept away from drawings and models.
- There are designated spaces around the facilities where painting, construction, and noise is allowed, but not in the workspaces. Aerosols pose a serious health hazard if not properly ventilated.
- The aisles are public spaces. They should be kept free of models, drawings, bookbags, and debris. Any items left in these areas overnight maybe be discarded by the janitors.
- In the best interest of the FAMU family and the SAET family, the use of audio equipment without headsets is PROHIBITED. The SAET is an open landscape and it is easy for sounds to travel through the facilities.
- Beds are not allowed in the facilities.
- Behavior, use of offensive language or posting of material that has as its intent or the effect of making others uncomfortable is prohibited.
- It is the policy of FAMU to assure that each member of the University is permitted to work or attend classes in an environment free from any form of discrimination, including race, religion, color, age, handicap, sex, marital status, national origin, veteran status, and sexual harassment as prohibited by state and federal statutes. Questions concerning this policy and procedures for filing complaints under the policy should be directed to the University Equal Employment/Equal Educational Access Officer.
- The SAET is a professional school and we value the exchange of information. In respect for the instructor and students attempting to learn, use of external communication devices are prohibited during class, lectures, demonstrations, etc., except by permission of the professor. All ringers should be silenced. If there are emergencies, the instructor should be alerted and permission granted to leave the area. Students in violation of this policy could be asked to leave the class or have their devices confiscated until the end of class. This policy is also included on each class’ syllabus.

Computer Labs

Computer labs are available for student use in both the Benjamin Banneker complex and the Walter L. Smith Architecture building. Flexible hours exist. All labs are equipped with the current software used in the industry. Food, drink, portable communication devices, or external audio equipment is not allowed in the Labs. Access is restricted to currently enrolled students. Hours of operation are posted each semester and are strictly enforced. Students violating these rules could have their access to the lab terminated and/or be subject to legal prosecution. In addition, please adhere to the following:

- Student files must be saved via external storage devices. Periodically, files on the hard drives will be purged.
- Do not attempt to install any software. If additional software is needed for academic purposes, please contact your instructor.
- Do not use the computers to play games or for any other nonacademic use.
- Do not move lab equipment or alter connections.
- In respect to other students, please reduce your voice to a whisper.

The Architecture Resource Center

The Architecture Branch Library in the Walter L. Smith Architecture building is a satellite of and under the jurisdiction of the FAMU Coleman Library. The collection includes books, slides, and current periodical subscriptions with extensive back files of periodicals and archives. It also provides computers and audio-visual support to help students prepare papers and presentations. Daily operation schedules are posted at the entrance.

Model & Construction Lab

The Model Lab is a building construction facility that is in the south wing of the Walter L. Smith Architecture building. It has approximately 4500 square feet of work and equipment space for projects that include model building, furniture, sculpture and construction projects. The lab's ceiling is more than 30 feet. Major equipment includes: Table Saw, Radial Arm Saw, Panel Saw, Miter Saw, Band Saw, Coping Saw, Scroll Saw, Sanders, Drill Press, Router Table, Planer, Jointer, Arc Welder, Resistance Welder, Oxy/Acetylene Welder, Bending Break, Metal Lathe, Mill, Horizontal Band Saw, Chop Saw, Beverly Shear, Mortar and Concrete Mixer, Generator and Generator Welder and various hand and power tools. You must be a registered SAET student and must complete Shop Orientation before you can use the shop. Orientation takes about 2.5 hours and is usually completed in the first-year studio in the fall semester. Orientation can be scheduled in groups as needed throughout the year. Hours are posted at the entry. No student can work in the shop alone or unsupervised.

Engineering Technology Labs

You must be a registered SAET student and must complete an orientation before you can use the Labs. Orientation is usually completed in a student's first semester at FAMU. Orientation can be scheduled in groups as needed throughout the year. Hours are posted at the entry. No student can work in the Labs alone or unsupervised.

Electronic Lock System

The SAET employs an electronic, programmable lock system on the entry doors and computer rooms. All students will need to be currently enrolled and in good standing. Felicia Perkins, the SAET receptionist, will assist students in activating their key fobs. Should there be a problem with the operation of the fob, please contact her at 599-3244.

Division of Architecture Student Organizations

The Division of Architecture has five student organizations that provide the opportunity for students to socialize, study, and participate in various community service projects.

American Institute of Architecture-Students (AIAS)

AIAS was founded and organized in 1976. In the early years, the chapter was instrumental in recruiting students into the program. The chapter also served as a support group for the student body. AIAS planned potluck dinners that gave faculty, staff, and students the opportunity to interact informally. The main objectives of AIAS included the enhancement of the student's education through various curricular and extra-curricular activities, strengthening ties with the professional community, and active student representation in the School.

Alpha Rho Chi (APX)

Alpha Rho Chi is the nationally recognized professional fraternity for architecture, landscape architecture, building construction technology, and the allied arts. Active chapters of Alpha Rho Chi are located at universities with accredited schools of architecture. They are incorporated as "not for profit" organizations that provide leadership opportunities for students, encourage academic achievement, and explore professional career opportunities beyond the classroom. Chapters sponsor seminars and exhibits promoting interaction with faculty and practicing professionals. Chapter social activities include house gatherings, homecoming events, White Rose Formals, sports, and diverse community service projects.

In 1931, the Grand Council of Alpha Rho Chi established the Alpha Rho Chi Medal to "encourage professional leadership by regarding student accomplishment; promote the ideas of professional services by acknowledging distinctive individual contributions to social life; and stimulate professional merit by commending qualities in the student not necessarily pertaining to scholarship." This medal is offered yearly over 100 schools of architecture. The *Seshait* chapter was formed in 1992 at the SAET.

NOMAS: National Organization of Minority Architects-Student Chapter

The FAMU NOMAS chapter was founded in 1977. The chapter was established to foster closeness within the minority student population and to establish mentorship relationships with minority practicing architects. At the time of NOMAS' founding, there were only two African-American architects in Florida.

After the 1977 National NOMA Convention in New Orleans, LA, the students organized a constitution that established it as an official FAMU student organization. NOMA approved the constitution at its annual national convention in 1978, making the FAMU chapter of NOMA the first legally recognized student chapter in the country.

Tau Sigma Delta (TSD)

Tau Sigma Delta is the only honor society nationally recognized in the field of architecture, landscape architecture, and the allied arts. The society is a member of the Association of College Honor Societies. This is a distinct honor that gives Tau Sigma Delta the same high rating enjoyed by the most distinguished honor societies of other educational fields. There are numerous services and professional activities the honor society sponsors. The Gamma Gamma chapter of Tau Sigma Delta was chartered at the SAET in 1992. To be eligible, a student must have entered the second semester of the third year of the program and have been at FAMU one academic year maintaining a cumulative 3.0 GPA and academically be in the top 20% of his/her class.

Dean's Council

This Council is comprised of elected representatives from each design studio. They meet with the Dean to discuss issues of concern.

Division of Engineering Technology Student Organizations

The Division of Engineering Technology has three professional student organizations that allows students to develop their professional skills and also engage in social, community, and academic activities in and out of FAMU.

Institute of Electrical and Electronic Engineers (IEEE)

IEEE, an association dedicated to advancing innovation and technological excellence for the benefit of humanity, is the world's largest technical professional society. It is designed to serve professionals involved in all aspects of the electrical, electronic, and computing fields and related areas of science and technology that underlie modern civilization.

IEEE's roots go back to 1884 when electricity began to become a major influence in society. There was one major established electrical industry, the telegraph, which since the 1840s had come to connect the world with a data communications system faster than the speed of transportation. The telephone and electric power and light industries had just gotten underway. To see more about this organization [click here](#)

The Associated General Contractors of America (AGC)

The Associated General Contractors of America (AGC) is the leading association for the construction industry. AGC represents more than 26,000 firms, including over 6,500 of America's leading general contractors, and over 9,000 specialty-contracting firms. More than 10,500 service providers and suppliers are also associated with AGC, all through a nationwide network of chapters.

Established in 1968, the AGC Education and Research Foundation awards scholarships to construction management and engineering students to help with the ever-rising cost of college tuition. The Foundation also recognizes an Outstanding Educator and notable James L. Allhands student essay through its awards programs. In addition, the Foundation supports research that supports its mission of furthering industry goals. Two of the research initiatives started by the Foundation include the Faculty Internship and Industry Case Study programs. To see more about this organization.

National Society of Black Engineers (NSBE)

The mission of NSBE is to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community. NSBE was founded at Purdue University in 1975 by six people: John Logan (deceased), Edward Coleman, George Smith, Stanley Kirtley (deceased), Brian Harris, and Anthony Harris. Their nickname is 'The Chicago Six.' The NSBE Torch symbolizes our everlasting burning desire to achieve success as engineers in our present society. The lightning bolts represent the striking impact that will be felt upon society and industry as a result of the contributions and achievements made by the National Society of Black Engineers. NSBE Headquarters is located in Alexandria, VA. NSBE is the largest student-managed organization in the country with hundreds of precollege, college and alumni/technical professional chapters all over the world. These chapters are geographically divided into six regions. To see more about this organization

V. Academic Programs

Suggested Language for Inclusion Course Syllabi (per FAMU's General Counsel)

Students shall request permission from the faculty member teaching the class to record classroom lectures because the classroom lecture is the intellectual property of the faculty member. Students who have received permission may record classroom lectures using personally owned recording devices. Students may use their recordings only for their own personal educational uses unless they have written permission from the faculty member for other uses. Unauthorized file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable laws. Students who wish to record a classroom lecture as part of an accommodation under the Americans with Disabilities Act shall work with FAMU's Center for Disability Access and Resources (CeDAR) to receive the accommodation.

All degrees in the School of Architecture and Engineering Technology (SAET) are Florida designated Science, Technology, Engineering, or Mathematics (STEM) programs and FAMU Areas of Strategic Emphasis. The Division of Architecture is a Limited Access Program. The degrees in the Division of Engineering Technology are also Federal STEM. The SAET offers the following degree programs:

- Pre-professional (4-year, 120 hour)
 - Bachelor of Science (B.S.) in Architectural Studies (71101)
 - Pre-architecture: (70100) Years 1 and 2
 - Architecture: (71101) Years 3 and 4

The B.S. is the undergraduate core in the Division of Architecture and it serves as the prerequisite coursework for the B.Arch., and the M. Arch. At the end of the fourth year, students may choose to:

- ✚ Receive the B.S. and enter the work force;
- ✚ Receive the B.S. and complete their education elsewhere in a B.Arch. program;
- ✚ Receive the B.S. and complete their education in a related field such as interior design, landscape design, urban design, environmental law, construction, or real estate and development;
- ✚ Continue for an additional year for a FAMU B.Arch.
- ✚ Continue for an additional two years for a FAMU M.Arch.
- ✚ Continue for an additional 30 hours and receive the FAMU Master of Science (M.S.) in Facilities Management
- ✚ Continue and receive the FAMU Master of Science in Construction Management & Engineering Technology

- ABET-ETAC professionally accredited (4 year, 124 hour)
 - Bachelor of Science in Construction Engineering Technology (71302)
 - Bachelor of Science in Electronic Engineering Technology (73401)

The four-year Bachelor of Science in Architectural Studies is the undergraduate core in the Division of Architecture and it serves as the prerequisite coursework for the B.Arch., and the M. Arch. At the end of the fourth year, students may choose to:

- ✚ Receive the B.S. and enter the work force;
- ✚ Receive the B.S. and complete their education elsewhere in a Master in Engineering
- ✚ Continue and receive the FAMU M.S. in Construction Management & Engineering Technology
- ✚ Continue and receive the FAMU 3.5-year M.Arch.
- ✚ Continue and receive the FAMU M.S. in Architecture in Facilities Management
- Continue for an additional 30 hours and receive the Master of Science in

- NAAB professionally accredited
 - Bachelor of Architecture (71171)
 - Master of Architecture (71181)
- Facility Management Accreditation Commission (FMAC) Master of Science in Architecture, Facilities Management track (71184)
- Master of Science in Construction Management & Engineering Technology

Transfer of Credit Procedures

A student who has attended any regionally accredited college or university and earned 12 or more semester hours is considered a transfer student when applying to FAMU. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admission Office. Credits are transferred based on the following:

- The institution from which the student wishes to transfer is regionally accredited
- The overall grade point average is 2.0 or better on the transfer transcript
- The grades of individual courses to be transferred are “C” or better, or “S” or “P”
- Courses transferred will be equivalent to FAMU SAET curriculum
- The maximum lower-level semester hours that can be transferred is 62 (same as FAMU lower division credits)
- Out-of-state courses may be transferred on a course-by-course basis if the SAET determines that course content is similar. Students in this category must submit a copy of their transcript and course descriptions of the SAET as soon as possible.

All transfer student transcripts are reviewed by the Transfer Credit Evaluation Section of the FAMU Registrar’s Office. This office transfers credits automatically for all transfer students. Their evaluation is forwarded to the SAET for verification. Additions or deletions can be made on that form. Sometimes it is necessary to forward a separate evaluation. Transfer Credit Forms are available in the Student Records Office of the SAET. The Dean must approve all transfer credits. All concerns or questions regarding transfer credits should be forwarded to the Director of Student Services.

Degree Acceleration Programs

The University has established several avenues that permit a reduction in the normal amount of time required to complete the requirements for a baccalaureate degree. Each baccalaureate degree program is so designed that students are afforded an opportunity to complete a minimum of 25 percent of the degree requirements through acceleration mechanism. These programs include credit by examination, early admission to the University, the year-round calendar, and any combinations of the following acceleration mechanisms.

Credit for Military Schools and Educational Experiences in the Armed Forces

Credit may be awarded for completed military service school courses based on recommendations of the American Council of Education (ACE Manuals) when official credentials have been properly presented. However, recommendations by the ACE are not binding upon the University. Applications for service school course credits should be made at the time of admission to the Office of Admissions.

International Baccalaureate Program (IB)

The University awards credit for IB higher-level subjects. A student who receives the IB diploma and has three higher-level examination results of 5,6, or 7 will be granted 30 semester hours of credits. Six semester hours of appropriate credits will be granted for each higher-level examination results of 5, 6, or 7. Three semester hours will be granted for scores of “4” or higher on subsidiary-level exams. Check with the FAMU Testing and Evaluation Center or Transfer Credit Evaluation Section in the FAMU Office of the Registrar for more information.

College-Level Examination Program (CLEP)

The CLEP is another type of credit by examination offered by the CEEB. By presenting appropriate scores, a student may receive up to 30 semester hours toward the combination of general education requirement. In addition, students may earn credit on a course-by-course basis by taking subject examinations. Check with the FAMU Testing and Evaluation Center for registration or the Transfer Credit Evaluation Section of the FAMU Registrar.

For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or <http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList>.

Advanced Placement Tests

The College Entrance Examination Board (CEEB) sponsors this credit by examination opportunity. Students who have completed the high school advanced placement courses (s) and have achieved a score of three or better on the CEEB’s subject examination (s) may receive university credits for courses covering similar materials. Credits may be awarded in the following areas: American Government, American History, Biology, Calculus, Chemistry, English, French, Music, Physics, Political Science, and Spanish. Students must present copies of test scores to an academic advisor prior to advising. A copy should be placed in the student’s folder. The Transfer Credit Evaluation section of the Office of the University Registrar will place the appropriate FAMU equivalent course on the student’s transcript. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or <http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList>

DANTES

The Defense Activity for Non-Traditional Education Support (DANTES) is a Department of Defense (DoD) activity located at Saufley Field in Pensacola, Fla. Its mission is to support the off-duty, voluntary education programs of DoD and conduct special projects and developmental activities in support of the Department’s education-related functions. DANTES funds ACE-recommended Excelsior College® Examinations (ECEs) taken at authorized DANTES Test Centers or authorized national test centers for all active duty military, National Guard, and Reserve Component personnel. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or <http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList>

Excelsior

Excelsior College Examinations (formerly ACT/PEP) are used to meet specific college degree requirements of the Excelsior College degrees and are accepted for college credit by over 900 colleges and universities. Formerly called the ACT Proficiency Examination Program (ACT PEP), Excelsior College now administers these examinations worldwide. For additional information, please refer to “Transfer of Credit” procedures in the FAMU General Catalog or <http://www.famu.edu/index.cfm?catalog&Credit-By-ExaminationList>

Pre-architecture (70100)

The Division of Architecture is a Limited Access professional program with controlled enrollment. Admission standards are stringent. The University admits qualified applicants into the Pre-architecture programs as First Time in College (FTIC) or as transfer students.

First Time in College (FTIC) Admission

Admission to the School of Architecture & Engineering Technology can be as a (FTIC) or as a transfer. Admission for students with less than 60 semester hours is as follows:

- A diploma from a Florida public or regionally-accredited high school, out-of-state high school or, if foreign, its equivalent;
- International TOEFL score (computer-based 173, Internet-based 80) or IELTS 7.
- 3.0/4.0 overall high school GPA
- **SAT** (Reading: 27, Math: 26, Writing & Language: 27). **ACT** (English: 19, Reading: 22, Math: 22). Transfers with 60+ hours, a minimum 2.5/4.0 GPA is required.
- Two years of the same foreign language in high school

Transfer Admission

Transfer with fewer than 60 hours

Applicants who have attended any college or university and who have earned 12 or more semester hours (except as high school dual-enrolled students) are considered transfer students. Transfer applicants with fewer than 60 semester hours must meet First-Time-in-College admission rules. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office. Transfer students without a FAMU equivalent lower-level architecture curriculum will be admitted into the Pre-architecture program provided they meet all the above criteria and have:

- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment
- Good standing eligibility at last institution attended,
- 60 semester hours and at least a “C” (2.0 on a 4.0 scale) in all college work attempted at an accredited institution,

Associate of Arts Degree Transfers

Students transferring with over 60 hours or with an Associate of Arts (AA) degree may be admitted if they have achieved a:

- 2.5 overall GPA in their college-level courses
- Grade of “C” or better in all course work
- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment

An evaluation of the student’s transcript by the Director of Student Affairs will determine the applicant’s placement in the Pre-architectural program.

Out-of-State Transfers

Students transferring with or without an AA degree from out of state must meet all the above criteria and must submit course descriptions from all previous institutions to SAET prior to enrolling. Final placement is given only after the SAET evaluates ALL COURSE WORK on a course-by-course basis.

Associate of Science Degree Transfers

The Associate of Science (AS) degree is a two-year terminal degree and does not assure admission or certify they applicant as having completed the General Education requirements or qualify for upper-division status. Accordingly, final determination of AS degree credits rests with the Dean of the School of Architecture & Engineering Technology.

Academic Progression Standards

(from Registrar's Office Website)

FAMU Academic Progress Policy –Students Who Entered FAMU Fall 2014 and After

Good Academic Standing occurs when a student's cumulative grade point average (GPA) is 2.0 or above. A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns at least 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student's cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal.

Academic Warning occurs when a new student's cumulative GPA is below 2.0 at the end of the student's first term at FAMU {e.g. FTIC, or New Transfers}. Students on Academic Warning will have a hold placed on their registration until they have met with an advisor and devised an academic plan of study to improve their GPA. A student on academic warning is in good academic standing.

Academic Probation occurs when a continuing (i.e., not first term at FAMU) student's cumulative GPA falls below 2.0. Students on Academic Probation may not register for more than 15 semester hours. A hold is placed on their registration until they have met with an advisor and devised an academic plan of study to return to Good Academic Standing at the end of their next enrolled term.

Academic Suspension occurs when a student on Academic Probation cumulative GPA is still below 2.0 after the student's next enrolled term. Students on Academic Suspension cannot re-enroll at the university for at least two (2) consecutive terms. They must file a petition for readmission prior to the beginning of any term in which they are eligible to return. All readmission petitions are forwarded to the University Admissions Committee for review. This committee will recommend approval or disapproval of each petition to the Provost and Vice President for Academic Affairs. The decision of the Provost will be final. Students readmitted from Academic Suspension are placed back on Academic Probation. Students will be placed on Academic Dismissal instead of receiving a second Academic Suspension. Students on Academic Dismissal are not allowed to reenroll at FAMU unless they have been reinstated.

FAMU Academic Progress Policy –Students Who Entered FAMU Prior to Fall 2014

Minimum standards for academic progress are as follows:

Lower Level Students

1. (0-29 hours attempted) A freshman student whose cumulative average is less than 2.0 will be permitted to remain at the university under continuous counseling and academic advisement. The student will receive a warning each period of enrollment that his or her term average falls below 2.0. If the cumulative average is below 2.0 after 29 hours attempted, the student will be placed on academic probation and must earn a

minimum of a 2.0 term average during the next period of enrollment. Failure to do so will result in academic suspension from the university.

- (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

Upper Level Students (60 hours and above attempted)

At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

Academic Probation, Suspension, and Dismissal

The first time a student fails to meet the minimum standards of progress; he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.

School of Architecture & Engineering Technology Progression Policy

Advancement in the program is based on performance in individual courses as measured by a student's grade point average (GPA). To progress, the SAET requires a minimum "C" grade in any course counted toward the degree.

Undergraduate students entering fall 2012 academic year and thereafter will pay 100% more tuition per credit hour for each credit hour exceeding 132 **ATTEMPTED** credit hours. Attempted includes "W" withdrawals, "D" or "F" grades, and credit-generating courses. The cost is the same for both in-state and out-of-state students. For the current repeat course surcharge, please refer to our FAMU Web site: <http://www.famu.edu/> Navigate to the Registrar link and then select "Tuition and Fees Schedule".

Cumulative Grade Point Average below 2.0

An academic advisement (ADV) hold will be placed on student's accounts in IRattler blocking enrollment in classes. Students in this category must meet with their academic advisor and the Director of Student Services prior to enrolling the upcoming semester. The ADV will be reposted to the student's account to prohibit changes to the advised selection of courses. Additional processes to help students matriculate:

- Upcoming semester course selection will be reviewed and if necessary modified
- Students external commitments are assessed in lieu of satisfactory academic progression
- Alternative major and/or career paths, changes in lifestyle, etc. are discussed with student to graduate them from the University

Pre-requisite Waivers

Extenuating pre-requisite waivers may be addressed via an ad hoc committee appointed by the Dean. All courses must be completed as sequenced in the published SAET curricula. Upper Division core ARC courses are not available to lower division students. Professional-level and Graduate core courses are not available to undergraduate students. When deemed necessary, the committee will review each appeal and make a recommendation to the Dean. The judgment of the Dean is final. This committee also recommends procedures and policies to the faculty as it relates to matriculation.

Exit Requirements

To be accepted into architecture (3rd Year)

- All of the above and a minimum cumulative and architecture GPA of 2.5

To transfer to a different FAMU school or college

- Minimum cumulative GPA of 2.0
- Approval by Dean of SAET and by Dean of School or College to which student is transferring

Architecture (71101)

The Bachelor of Science in Architectural Studies (B.S.) program consists of the upper division of the four-year pre-professional undergraduate degree. The Florida A&M University School of Architecture & Engineering Technology program is an articulated 2+2 program within the State University System. As such, all students within the system can compete for the space in the program. Students transferring with an AA degree from one of the articulated pre-architecture programs in Florida must meet entrance requirements to be considered for advanced placement in the Third Year of the SAET.

Admission: Third Year Review

Transfer Admission

Transfer with fewer than 60 hours

Applicants who have attended any college or university and who have earned 12 or more semester hours (except as high school dual-enrolled students) are considered transfer students. Transfer applicants with fewer than 60 semester hours must meet First-Time-in-College admission rules. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office. Transfer students without a FAMU equivalent lower-level architecture curriculum will be admitted into the Pre-architecture program provided they meet all the above criteria and have:

- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment
- Good standing eligibility at last institution attended,
- 60 semester hours and at least a “C” (2.0 on a 4.0 scale) in all college work attempted at an accredited institution,

Associate of Arts Degree Transfers

Students transferring with over 60 hours or with an Associate of Arts (AA) degree may be admitted if they have achieved a:

- 2.5 overall GPA in their college-level courses
- Successful completion of CLAS
- Grade of “C” or better in all course work
- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment

An evaluation of the student’s transcript by the Director of Student Affairs will determine the applicant’s placement in the Pre-architectural program.

Associate of Science Degree Transfers

The Associate of Science (AS) degree is a two-year terminal degree and does not assure admission or certify they applicant as having completed the General Education requirements or qualify for upper-division status. Applicants with AS degrees are encouraged to submit a copy of their transcript for review by the Director of Student Services.

Out-of-State Transfers

Students transferring with or without an AA degree from out of state must meet all the above criteria and must submit course descriptions from all previous institutions to SAET prior to enrolling. Final placement is given only after the SAET evaluates ALL COURSE WORK on a course-by-course basis.

Procedure

It is the student's responsibility to ensure that all evaluation materials are presented by the appropriate deadline. The procedure for applying to upper-division status in the School of Architecture & Engineering Technology is as follows:

- Submit the SAET application.
- Await notification from the SAET. The SAET cannot grant student's acceptance until academic transcript showing completion of all lower-level courses is received.

Evaluation Criteria

All applicants are evaluated competitively based on the following:

- Grade of "C" or better in calculus, physics, and all ARC course work.
- Completion of all course work in pre-architecture.
- **Minimum** ARC cumulative GPA of 2.5.
- **Minimum** Overall cumulative GPA of 2.5.

Notification

All applicants will receive a "Status of Admission" letter indicating the deficiencies, overall and/or ARC GPA, and status of course completions after grades are posted the semester the application was made. Students are given the summer semester for correcting deficiencies.

FULL ADMISSION indicates that all the above criteria have been satisfied. *As a Limited Access Program, admission is competitive and selective. Only the students with the highest GPAs may be accepted.* A DENIAL letter is sent to students who did not complete the criteria by the deadline. Students who are denied admissions to the upper division of the SAET cannot register for 3000-4000 level required architecture courses. However, with written approval of the instructor, students may enroll in ARC elective courses. Students who have been denied admission may appeal. The Academic Appeals and Admissions Committee will review the appeal and forward a recommendation to the Dean. The Dean will make the final determination.

Progression Standards

(from Registrar's Office Website)

FAMU Academic Progress Policy –Students Who Entered FAMU Fall 2014 and After

Good Academic Standing occurs when a student's cumulative grade point average (GPA) is 2.0 or above. A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns at least 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student's cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal.

Academic Warning occurs when a new student's cumulative GPA is below 2.0 at the end of the student's first term at FAMU {e.g. FTIC, or New Transfers}. Students on Academic Warning will have a hold placed on their registration until they have met with an advisor and devised an academic plan of study to improve their GPA. A student on academic warning is in good academic standing.

Academic Probation occurs when a continuing (i.e., not first term at FAMU) student's cumulative GPA falls below 2.0. Students on Academic Probation may not register for more than 15 semester hours. A hold is placed on their registration until they have met with an advisor and devised an academic plan of study to return to Good Academic Standing at the end of their next enrolled term.

Academic Suspension occurs when a student on Academic Probation cumulative GPA is still below 2.0 after the student's next enrolled term. Students on Academic Suspension cannot re-enroll at the university for at least two (2) consecutive terms. They must file a petition for readmission prior to the beginning of any term in which they are eligible to return. All readmission petitions are forwarded to the University Admissions Committee for review. This committee will recommend approval or disapproval of each petition to the Provost and Vice President for Academic Affairs. The decision of the Provost will be final. Students readmitted from Academic Suspension are placed back on Academic Probation. Students will be placed on Academic Dismissal instead of receiving a second Academic Suspension. Students on Academic Dismissal are not allowed to reenroll at FAMU unless they have been reinstated.

FAMU Academic Progress Policy –Students Who Entered FAMU Prior to Fall 2014

Minimum standards for academic progress are as follows:

Lower Level Students

- (0-29 hours attempted) A freshman student whose cumulative average is less than 2.0 will be permitted to remain at the university under continuous counseling and academic advisement. The student will receive a warning each period of enrollment that his or her term average falls below 2.0. If the cumulative average is below 2.0 after 29 hours attempted, the student will be placed on academic probation and must earn a minimum of a 2.0 term average during the next period of enrollment. Failure to do so will result in academic suspension from the university.
- (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

Upper Level Students (60 hours and above attempted)

At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

Academic Probation, Suspension, and Dismissal

The first time a student fails to meet the minimum standards of progress; he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.

School of Architecture & Engineering Technology Progression Policy

Advancement in the program is based on performance in individual courses as measured by a student's grade point average (GPA). To progress, the SAET requires a minimum "C" grade in any course counted toward the degree.

Undergraduate students entering fall 2012 academic year and thereafter will pay 100% more tuition per credit hour for each credit hour exceeding 132 **ATTEMPTED** credit hours. Attempted includes "W" withdrawals, "D" or "F" grades, and credit-generating courses. The cost is the same for both in-state and out-of-state students. For the current repeat course surcharge, please refer to our FAMU Web site: <http://www.famu.edu/> Navigate to the Registrar link and then select "Tuition and Fees Schedule".

Cumulative Grade Point Average below 2.0

An academic advisement (ADV) hold will be placed on student's accounts in IRattler blocking enrollment in classes. Students in this category must meet with their academic advisor and the Director of Student Services prior to enrolling the upcoming semester. The ADV will be reposted to the student's account to prohibit changes to the advised selection of courses. Additional processes to help students matriculate:

- Upcoming semester course selection will be reviewed and if necessary modified
- Students external commitments are assessed in lieu of satisfactory academic progression
- Alternative major and/or career paths, changes in lifestyle, etc. are discussed with student to graduate them from the University

Exit Requirements

Graduation requirements for the B.S. degree are as follows:

- Completion of all courses in the B.S. curriculum, minimum 120 hours
- Completion of the State of Florida Civic Literacy Requirement
- A minimum cumulative GPA of 2.0
- A minimum architecture GPA of 2.0
- A minimum "C" grade in all courses counted toward the degree
- Fulfilled residency requirement of a minimum of 30 semester hours at FAMU
- If the term of residence is only two semesters, that period must be the student's senior year, provided at least 30 semester hours are earned at FAMU during this period
- Fulfilled summer residency requirement of 9 semester hours if entered FAMU with less than 60 hours
- Completion of Florida's foreign language requirement of either two units in the same language in high school or two semesters in the same language in a post-secondary system
- Completed prescribed elective course requirements

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Students must complete the Intent to Graduate Form found on the Registrars' Office website at <http://www.famu.edu/index.cfm?Registrar&Forms> and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student's IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the bachelor's programs. A few weeks after a student's final semester has ended, the Registrar's Office opens the certification process in the IRattler system to verify (1) minimum CUM GPA of 2.0, (2) satisfaction of Florida's Foreign Language Requirement, (3) satisfaction of Florida's Civic Literacy requirement, (4) minimum 120 credits, and (5)

minimum “C” grade in all curriculum courses. Graduation is certified now by the Director of Student Services placing an “Approve”. The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs “Deny” and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

Graduation Honors

- 3.70 - 4.0—Summa Cum Laude
- 3.30 - 3.69—Magna Cum Laude
- 3.00 - 3.29—Cum Laude

Transfer students must earn a minimum of 60 semester hours at FAMU to be eligible to graduate with honors. Students receiving graduate degrees are excluded.

Bachelor of Science in Construction Engineering Technology (73102)

The Construction Engineering Technology program offers specialized instruction in modern techniques of the construction practice. The mission of the program is to produce highly competent and technically trained graduates who possess a solid understanding of the fundamental of engineering and construction/civil concepts. The program prepares graduates to work with architects, engineers, contractors and other entities concerned with construction (vertical and horizontal). Typically, program graduates perform work associated with project estimating, erection, supervision or management. This ability is derived from thorough exposure to construction techniques and materials, surveying, estimating methods, computer applications, contractual relationship and legal issues. All students are required to develop skills in technical writing and public speaking. In addition, students may complete courses in GI system, landscape, surveying, engineering and technology through the Construction Engineering Technology program and other academic units at FAMU. All graduates are encouraged to become Occupational Health and Safety (OSHA) certified, complete at least two (2) internships, and demonstrate competency in computer programming and software application. The program is accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET for Engineering and Technology. The program at FAMU has received continuous accreditation since 1991.

Graduates majoring in Construction Engineering Technology Program are prepared to work with contractors, architects, engineers and other entities concerned with construction. A wide range of career opportunities are available to graduates to work as Safety Engineers, Project Engineers, Job Superintendents, Construction Engineers, Engineer Technicians, Scheduling Engineers, Construction Estimators, Field Engineers, Construction Managers, and Residential, Building and General Construction. Also, graduates are prepared to pursue graduate degree in a wide variety of areas such as civil engineering, construction management, business administration or law.

First Time in College (FTIC) Admission

Admission to the School of Architecture & Engineering Technology can be as a (FTIC) or as a transfer. Admission for students with less than 60 semester hours is as follows:

- A diploma from a Florida public or regionally-accredited high school, out-of-state high school or, if foreign, its equivalent;
- A score of 500 on the Test of English as a Foreign Language (TOEFL) for international applicants
- 2.5/4.0 overall high school GPA
- A combined score of 1360 (minimum sub scores: 460 math, 460 reading, 440 writing) on the SAT or 19 (minimum sub scores: reading 19, math 19, English/writing 18) on the ACT
- Two years of the same foreign language in high school

Transfer Admission

Transfer with fewer than 60 hours

Applicants who have attended any college or university and who have earned 12 or more semester hours (except as high school dual-enrolled students) are considered transfer students. Transfer applicants with fewer than 60 semester hours must meet First-Time-in-College admission rules. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office. Transfer students without a FAMU equivalent lower-level architecture curriculum will be admitted into the Pre-architecture program provided they meet all the above criteria and have:

- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment
- Good standing eligibility at last institution attended,

- 60 semester hours and at least a “C” (2.0 on a 4.0 scale) in all college work attempted at an accredited institution,

Associate of Arts Degree Transfers

Students transferring with over 60 hours or with an Associate of Arts (AA) degree may be admitted if they have achieved a:

- 2.0 overall GPA in their college-level courses
- Grade of “C” or better in all course work
- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment

Out-of-State Transfers

Students transferring with or without an AA degree from out of state must meet all the above criteria and must submit course descriptions from all previous institutions to SAET prior to enrolling. Final placement is given only after the SAET evaluates ALL COURSE WORK on a course-by-course basis.

Associate of Science Degree Transfers

The Associate of Science (AS) degree is a two-year terminal degree and does not assure admission or certify they applicant as having completed the General Education requirements or qualify for upper-division status. Applicants with AS degrees are encouraged to submit a copy of their transcript for review by the Director of Student Services.

Academic Progression Standards

(from Registrar’s Office Website)

FAMU Academic Progress Policy –Students Who Entered FAMU Fall 2014 and After

Good Academic Standing occurs when a student’s cumulative grade point average (GPA) is 2.0 or above. A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns at least 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student’s cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal.

Academic Warning occurs when a new student’s cumulative GPA is below 2.0 at the end of the student’s first term at FAMU {e.g. FTIC, or New Transfers}. Students on Academic Warning will have a hold placed on their registration until they have met with an advisor and devised an academic plan of study to improve their GPA. A student on academic warning is in good academic standing.

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Suspension. Students on Academic Dismissal are not allowed to reenroll at FAMU unless they have been reinstated.

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Minimum standards for academic progress are as follows:

Lower Level Students

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- (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

Upper Level Students (60 hours and above attempted)

At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

Academic Probation, Suspension, and Dismissal

The first time a student fails to meet the minimum standards of progress; he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.

School of Architecture & Engineering Technology Progression Policy

Advancement in the program is based on performance in individual courses as measured by a student's grade point average (GPA). To progress, the SAET requires a minimum "C" grade in any course counted toward the degree.

Undergraduate students entering fall 2012 academic year and thereafter will pay 100% more tuition per credit hour for each credit hour exceeding 132 **ATTEMPTED** credit hours. Attempted includes "W" withdrawals, "D" or "F" grades, and credit-generating courses. The cost is the same for both in-state and out-of-state students. For the current repeat course surcharge, please refer to our FAMU Web site: <http://www.famu.edu/> Navigate to the Registrar link and then select "Tuition and Fees Schedule".

Cumulative Grade Point Average below 2.0

An academic advisement (ADV) hold will be placed on student's accounts in IRattler blocking enrollment in classes. Students in this category must meet with their academic advisor and the Director of Student Services prior to enrolling the upcoming semester. The ADV will be reposted to the student's account to prohibit changes to the advised selection of courses. Additional processes to help students matriculate:

- Upcoming semester course selection will be reviewed and if necessary modified
- Students external commitments are assessed in lieu of satisfactory academic progression

- Alternative major and/or career paths, changes in lifestyle, etc. are discussed with student to graduate them from the University

Pre-requisite Waivers

Extenuating pre-requisite waivers may be addressed via an ad hoc committee appointed by the Dean. All courses must be completed as sequenced in the published SAET curricula. Upper Division core ARC courses are not available to lower division students. Professional-level and Graduate core courses are not available to undergraduate students. When deemed necessary, the committee will review each appeal and make a recommendation to the Dean. The judgment of the Dean is final. This committee also recommends procedures and policies to the faculty as it relates to matriculation.

Exit Requirements

Graduation requirements for the B.S. degree are as follows:

- Completion of all courses in the B.S. curriculum, minimum 120 hours
- Completion of the State of Florida Civic Literacy Requirement
- A minimum cumulative GPA of 2.0
- A minimum architecture GPA of 2.0
- A minimum “C” grade in all courses counted toward the degree
- Fulfilled residency requirement of a minimum of 30 semester hours at FAMU
- If the term of residence is only two semesters, that period must be the student’s senior year, provided at least 30 semester hours are earned at FAMU during this period
- Fulfilled summer residency requirement of 9 semester hours if entered FAMU with less than 60 hours
- Completion of Florida’s foreign language requirement of either two units in the same language in high school or two semesters in the same language in a post-secondary system
- Completed prescribed elective course requirements

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Students must complete the Intent to Graduate Form found on the Registrar’s Office website at <http://www.famu.edu/index.cfm?Registrar&Forms> and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student’s IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the bachelor’s programs. A few weeks after a student’s final semester has ended, the Registrar’s Office opens the certification process in the IRattler system to verify (1) minimum CUM GPA of 2.0, (2) satisfaction of Florida’s Foreign Language Requirement, (3) satisfaction of Florida’s Civic Literacy requirement, (4) minimum 120 credits, and (5) minimum “C” grade in all curriculum courses. Graduation is certified now by the Director of Student Services placing an “Approve”. The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs “Deny” and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

Graduation Honors

- 3.70 - 4.0--Summa Cum Laude
- 3.30 - 3.69--Magna Cum Laude
- 3.00 - 3.29--Cum Laude

Transfer students must earn a minimum of 60 semester hours at FAMU to be eligible to graduate with honors. Students receiving graduate degrees are excluded.

Bachelor of Science in Electronic Engineering Technology (73401)

The Electronic Engineering Technology degree program offers a curriculum that focuses on electrical and electronic devices, circuits, systems, and equipment; with emphasis on applications, design and hands-on experience. The field of electronic engineering technology is the largest engineering technology discipline as it is critical in today's high technology growth industries such as, wireless communications, computer networking, RF circuits and systems. More recently, EET has introduced course in robotics and PLC (Programming Logic Controller). Through the EET program, students are trained to work in various areas, such as electronic communications, digital systems and computing, automatic control systems and robotics, audio and video systems, and medical electronics. Most courses have a required laboratory component in which skills in the use of computers for problems solving, application and use of modern electronic test equipment and microprocessors are developed. Students completing the four-year program receive a B.S. degree in Electronic Engineering Technology. The program is accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET for Engineering and Technology. The program at FAMU has received continuous accreditation since 1974.

Graduates of the Electronic Engineering Technology program can find employment in the development and testing of new communication devices; designing specialized electronics; supervision of the manufacturing of the electronic devices; the field of instrumentation and automation; and the computing industry as hardware or software technologists. Furthermore, graduates of the program are equipped to pursue graduate studies in such fields as Engineering, Engineering Technology, Computer Science and Management.

First Time in College (FTIC) Admission

Admission to the School of Architecture & Engineering Technology can be as a (FTIC) or as a transfer. Admission for students with less than 60 semester hours is as follows:

- A diploma from a Florida public or regionally accredited high school, out-of-state high school or, if foreign, its equivalent;
- A score of 500 on the Test of English as a Foreign Language (TOEFL) for international applicants
- 2.5/4.0 overall high school GPA
- A combined score of 1360 (minimum sub scores: 460 math, 460 reading, 440 writing) on the SAT or 19 (minimum sub scores: reading 19, math 19, English/writing 18) on the ACT
- Two years of the same foreign language in high school

Transfer Admission

Transfer with fewer than 60 hours

Applicants who have attended any college or university and who have earned 12 or more semester hours (except as high school dual-enrolled students) are considered transfer students. Transfer applicants with fewer than 60 semester hours must meet First-Time-in-College admission rules. Transfer students admitted to FAMU are required to have official copies of their transcripts from previous institutions on file in the Admissions Office. Transfer students without a FAMU equivalent lower-level architecture curriculum will be admitted into the Pre-architecture program provided they meet all the above criteria and have:

- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment
- Good standing eligibility at last institution attended,
- 60 semester hours and at least a "C" (2.0 on a 4.0 scale) in all college work attempted at an accredited institution,

Associate of Arts Degree Transfers

Students transferring with over 60 hours or with an Associate of Arts (AA) degree may be admitted if they have achieved a:

- 2.0 overall GPA in their college-level courses
- Grade of “C” or better in all course work
- Two years of foreign language in high school or eight semester hours (or the equivalent) of a foreign language at an accredited undergraduate institution prior to enrollment

Out-of-State Transfers

Students transferring with or without an AA degree from out of state must meet all the above criteria and must submit course descriptions from all previous institutions to SAET prior to enrolling. Final placement is given only after the SAET evaluates ALL COURSE WORK on a course-by-course basis.

Associate of Science Degree Transfers

The Associate of Science (AS) degree is a two-year terminal degree and does not assure admission or certify they applicant as having completed the General Education requirements or qualify for upper-division status. Applicants with AS degrees are encouraged to submit a copy of their transcript for review by the Director of Student Services.

Academic Progression Standards

(from Registrar’s Office Website)

FAMU Academic Progress Policy –Students Who Entered FAMU Fall 2014 and After

Good Academic Standing occurs when a student’s cumulative grade point average (GPA) is 2.0 or above. A cumulative grade point average of 2.0 is required for graduation. Thus, it is desirable that each student earns at least 2.0 term average during each period of enrollment at the university. A student who maintains a cumulative average of 2.0 or better will not be subject to academic suspension. However, in any term in which the student’s cumulative average drops below 2.0, some appropriate action is taken, i.e. warning, probation, suspension, or dismissal.

Academic Warning occurs when a new student’s cumulative GPA is below 2.0 at the end of the student’s first term at FAMU {e.g. FTIC, or New Transfers}. Students on Academic Warning will have a hold placed on their registration until they have met with an advisor and devised an academic plan of study to improve their GPA. A student on academic warning is in good academic standing.

Academic Probation occurs when a continuing (i.e., not first term at FAMU) student’s cumulative GPA falls below 2.0. Students on Academic Probation may not register for more than 15 semester hours. A hold is placed on their registration until they have met with an advisor and devised an academic plan of study to return to Good Academic Standing at the end of their next enrolled term.

Academic Suspension occurs when a student on Academic Probation cumulative GPA is still below 2.0 after the student’s next enrolled term. Students on Academic Suspension cannot re-enroll at the university for at least two (2) consecutive terms. They must file a petition for readmission prior to the beginning of any term in which they are eligible to return. All readmission petitions are forwarded to the University Admissions Committee for review. This committee will recommend approval or disapproval of each petition to the Provost and Vice President for Academic Affairs. The decision of the Provost will be final. Students readmitted from Academic Suspension are placed back on Academic Probation. Students will be placed on Academic Dismissal instead of receiving a second Academic Suspension. Students on Academic Dismissal are not allowed to reenroll at FAMU unless they have been reinstated.

FAMU Academic Progress Policy –Students Who Entered FAMU Prior to Fall 2014

Minimum standards for academic progress are as follows:

Lower Level Students

3. (0-29 hours attempted) A freshman student whose cumulative average is less than 2.0 will be permitted to remain at the university under continuous counseling and academic advisement. The student will receive a warning each period of enrollment that his or her term average falls below 2.0. If the cumulative average is below 2.0 after 29 hours attempted, the student will be placed on academic probation and must earn a minimum of a 2.0 term average during the next period of enrollment. Failure to do so will result in academic suspension from the university.
4. (30-59 hours attempted) A sophomore student must maintain a 2.0 term average, but no action will be taken as long as the cumulative average is 2.0 or above. Otherwise, a student who fails to earn a 2.0 term average will be placed on probation the first time and suspended any term thereafter that a 2.0 term average is not earned.

Upper Level Students (60 hours and above attempted)

At the end of 59 hours attempted, a student must have a 2.0 cumulative average and maintain it each term. A student whose cumulative average is less than 2.0, but who earns at least a 2.0 term average, will be allowed to remain in school but placed on probation. Failure to earn a term average of at least 2.0, with the cumulative average being below 2.0, will result in probation or suspension.

Academic Probation, Suspension, and Dismissal

The first time a student fails to meet the minimum standards of progress; he or she will be placed on academic probation. All subsequent failures to meet minimum standards of progress will result in academic suspension of at least one (1) semester. A student will only be permitted to return to the university following 2 academic suspensions. The third academic suspension is a permanent suspension or dismissal.

School of Architecture & Engineering Technology Progression Policy

Advancement in the program is based on performance in individual courses as measured by a student's grade point average (GPA). To progress, the SAET requires a minimum "C" grade in any course counted toward the degree.

Undergraduate students entering fall 2012 academic year and thereafter will pay 100% more tuition per credit hour for each credit hour exceeding 132 **ATTEMPTED** credit hours. Attempted includes "W" withdrawals, "D" or "F" grades, and credit-generating courses. The cost is the same for both in-state and out-of-state students. For the current repeat course surcharge, please refer to our FAMU Web site: <http://www.famu.edu/> Navigate to the Registrar link and then select "Tuition and Fees Schedule".

Cumulative Grade Point Average below 2.0

An academic advisement (ADV) hold will be placed on student's accounts in IRattler blocking enrollment in classes. Students in this category must meet with their academic advisor and the Director of Student Services prior to enrolling the upcoming semester. The ADV will be reposted to the student's account to prohibit changes to the advised selection of courses. Additional processes to help students matriculate:

- Upcoming semester course selection will be reviewed and if necessary modified
- Students external commitments are assessed in lieu of satisfactory academic progression
- Alternative major and/or career paths, changes in lifestyle, etc. are discussed with student to graduate them from the University

Pre-requisite Waivers

Extenuating pre-requisite waivers may be addressed via an ad hoc committee appointed by the Dean. All courses must be completed as sequenced in the published SAET curricula. Upper Division core ARC courses are not available to lower division students. Professional-level and Graduate core courses are not available to undergraduate students. When deemed necessary, the committee will review each appeal and make a recommendation to the Dean. The judgment of the Dean is final. This committee also recommends procedures and policies to the faculty as it relates to matriculation.

Exit Requirements

Graduation requirements for the B.S. degree are as follows:

- Completion of all courses in the B.S. curriculum, minimum 120 hours
- Completion of the State of Florida Civic Literacy Requirement
- A minimum cumulative GPA of 2.0
- A minimum architecture GPA of 2.0
- A minimum “C” grade in all courses counted toward the degree
- Fulfilled residency requirement of a minimum of 30 semester hours at FAMU
- If the term of residence is only two semesters, that period must be the student’s senior year, provided at least 30 semester hours are earned at FAMU during this period
- Fulfilled summer residency requirement of 9 semester hours if entered FAMU with less than 60 hours
- Completion of Florida’s foreign language requirement of either two units in the same language in high school or two semesters in the same language in a post-secondary system
- Completed prescribed elective course requirements

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Students must complete the Intent to Graduate Form found on the Registrar’s Office website at <http://www.famu.edu/index.cfm?Registrar&Forms> and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student’s IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the bachelor’s programs. A few weeks after a student’s final semester has ended, the Registrar’s Office opens the certification process in the IRattler system to verify (1) minimum CUM GPA of 2.0, (2) satisfaction of Florida’s Foreign Language Requirement, (3) satisfaction of Florida’s Civic Literacy requirement, (4) minimum 124 credits, and (5) minimum “C” grade in all curriculum courses. Graduation is certified now by the Director of Student Services placing an “Approve”. The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs “Deny” and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

Graduation Honors

- 3.70 - 4.0--Summa Cum Laude
- 3.30 - 3.69--Magna Cum Laude
- 3.00 - 3.29--Cum Laude

Transfer students must earn a minimum of 60 semester hours at FAMU to be eligible to graduate with honors. Students receiving graduate degrees are excluded

Bachelor of Architecture (71171)

The Bachelor of Architecture (B.Arch.) program is designed to prepare students for the traditional practice of architecture and focuses on key areas of fundamental professional competence such as design, practice, and technology. The B.Arch. involves in-depth instruction in programming, the preparation of a program report, and the design of a terminal project.

Admission

Admission to the professional level of the program (fifth year) requires that the student:

- Complete the course requirements of the FAMU/SAET B.S. program or equivalent.
- Earn a **minimum** 2.75 GPA in course work taken in the last two years (60 credits) of the B.S. program. *As a Limited Access Program, admission is competitive and selective. Only the students with the highest GPAs may be accepted.*
- Application via FAMU Office of Admission (if applying from an institution other than FAMU, most recent transcript, catalog descriptions of all course work attempted). Include three letters of recommendation and a one-page statement of purpose.
- Successful portfolio

Progression Standards

To maintain good academic standing in the B.Arch. program, students must maintain:

- A minimum 2.0 semester average
- A minimum “C” grade in all course counted toward the degree

Exit Requirements

To earn the B.Arch. from FAMU, students must have:

- A minimum grade of “C” in all courses counted towards the degree
- A minimum 2.0 GPA at the Bachelor of Architecture level
- A majority vote by SAET faculty
- Fulfilled residency requirement of 30 hours; if residency is only two semesters, the 30 semester hours must be earned at FAMU during this period

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Applications for graduation are available online at www.famu.edu/Registrar. This must be completed and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student’s IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the bachelor’s programs. A few weeks after a student’s final semester has ended, the Registrar’s Office opens the certification process in the IRattler system to verify (1) minimum CUM GPA of 2.0, (2) satisfaction of Florida’s Foreign Language Requirement, (3), minimum 150 credits, (4) minimum “C” grades in Gordon Rule courses, (5) General Education requirement, and (6) minimum “C” grade in all architecture curriculum courses. Graduation is certified now by the Director of Student Services placing an “Approve”. The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs “Deny” and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

Master of Architecture (71181)

The Master of Architecture (M.Arch.) is intended to prepare students for leadership roles in the profession. Emphasis is placed upon student freedom to pursue an investigation of personal interest consisting of in-depth inquiry into design and practice issues.

Admission

Admission into the Master of Architecture program requires:

- A baccalaureate degree from an accredited institution
- Foreign students may also need a TOEFL score of 550
- A total GRE score of 300/990; and/or
- Earned a GPA of 3.0 and higher in the last 60 hours of undergraduate coursework
- Three references (SOA reference form)
- Apply online at <http://www.famu.edu/index.cfm?graduatestudies&Students>
- For specific information on Graduate admissions, go to <http://www.famu.edu/index.cfm?graduatestudies&AdmissionRequirements>.

Transfer of Credit

A maximum of six semester hours of graduate course work may be accepted by FAMU at the master's level.

Progression Standards

Minimum requirements for all graduate programs and degrees are as follows:

- A cumulative GPA of 3.00 must be maintained regardless of course/credit load.
- Only a grade of a "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, the grade of "C" or better is acceptable.
- Any grade of "U" in any phase of the thesis/research, /dissertation process shall require the student to be placed on probation for one semester. A second "U" grade in the thesis, /research, /dissertation process may warrant termination of the student's degree-seeking status.
- The student's chief advisor is responsible for informing the student of grade requirements and the need to adhere to the grading standards.
- A minimum credit load of nine hours in the fall and spring semester and six hours in the summer is required.
- Any graduate student who fails to maintain a nine-hour minimum credit load, grades, and GPA required must be immediately removed from financial assistance with prompt documentary notice to the Graduate Dean.

Graduate Retention, Probation, and Suspension

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 his/her graduate program. The student will be notified of probation and suspension in writing. Passing (P) and unsatisfactory (U) grades are awarded to students while completing their theses and dissertations. A student is placed on probation for earning a "U" grade in any phase of the thesis or dissertation process. A second "U" may warrant dismissal from the program. For specific grading policies for graduate studies, please visit

[http://www.famu.edu/graduatestudies/Approved Graduate Academic Policies and Procedures 120814.pdf](http://www.famu.edu/graduatestudies/Approved%20Graduate%20Academic%20Policies%20and%20Procedures%20120814.pdf)

Dismissal

According to the *Florida Agricultural and Mechanical University Catalog, 2010* the first time a student fails to meet the minimum standards of progress, he/she will be placed on academic probation. All subsequent failures to meet minimum standards to progress will result in academic suspension of at least one semester. A student will only be permitted to return to the University following two academic suspensions. The third academic suspension is a permanent suspension or dismissal.

Exit Requirements

To earn the M.Arch. degree from FAMU, students must have:

- A minimum grade of “B” in all courses counted towards the degree
- A minimum 3.0 GPA at the Bachelor of Architecture level
- A successful Thesis/Project as evaluated by an SAET Thesis Committee
- A majority vote by SAET faculty
- Fulfilled residency requirement of 30 hours; if residency is only two semesters, the 30 semester hours must be earned at FAMU during this period
- Completed prescribed elective course requirements per curricula; a maximum of six semester hours of 4000-level courses may be included in the requirements
- A maximum of five (5) years and seven (7) years is permitted for the completion of master’s and Ph.D. degrees, respectively; students exceeding these time limits from first matriculation to graduation may be required to initiate new courses of study

(<http://www.famu.edu/index.cfm?graduatestudies&GraduationRequirements>)

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Applications for graduation are available online at www.famu.edu/Registrar. This must be completed with thesis topic and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student’s IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the master’s programs. A few weeks after a student’s final semester has ended, the Registrar’s Office opens the certification process in the IRattler system to verify (1) completion of all curriculum courses and a minimum CUM GPA of 3.0, (2) minimum 30-hour residency requirement, and (4) a minimum “B” grade in all graduate-level courses. Graduation is certified now by the Director of Student Services placing an “Approve”. The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs “Deny” and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

Master of Science in Architecture: Facilities Management Track (71184)

The Master of Science in Architectural Studies: Facility Management (MScFM) track is a collaborative professional degree with content in Architecture, Business, Education, and Environmental Sciences. The Master of Science in Architectural Studies: Facility Management Track is appropriate for those who have an undergraduate degree from an accredited institution of higher learning and wish to acquire an industry driven professional degree that enables the graduate to perform facility management services. Facility management is a profession that encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, process, and technology.

Graduates from the undergraduate Bachelor of Science in Business Administration: Program Major in Facility Management and The Master of Science in Architectural Studies: Facility Management Track are eligible to work in private practice, government, or industry and to be licensed as a Certified Facility Manager (CFM), Facility Management Professional (FMP) and Sustainability Facility Professional.

The FAMU MScFM received initial accreditation by the International Facility Management Association (IFMA) Facility Management Accreditation Commission (FMAC) in 2018. The FMAC Accredited Degree Programs are required to demonstrate via an evidence based approach seven measurable outcomes based on the 11 core competencies that are central and fundamental to all facility management education programs. However, graduate programs are not required to cover all outcomes per se, but should orient their programs to application (ways of applying) and critical thinking (ways of thinking) competencies as opposed to merely ways of knowing. The seven outcomes are:

1 OUTCOME: Graduates can understand the FM history, practice and profession

Competency 1.1 The student can explain the history, international practices, corporate organization and roles of the Facility Management profession. (ways of knowing)

2 OUTCOME: Graduates can plan, manage and lead projects.

Competency 2.1 The student can manage project initiation, planning, execution, control and closeout (what), using scope, quality, schedule, budget, resources and risk (ways of knowing).

3 OUTCOME: Graduates can manage building systems, facility operations, occupant services and maintenance operations

Competency 3.1 As a foundation for operations, maintenance and energy management (what), the student can recognize the systems, services and functions thereof, and the software applications that support them. (ways of knowing)

Competency 3.2 The student can assess the condition of the facility including its systems, structure, interiors, exteriors and grounds to establish a long-term facility plan for the organization. (ways of thinking)

Competency 3.3 The student can demonstrate a method to plan, measure and evaluate the facility's operational performance. (ways of applying)

Competency 3.4 The student can interpret, apply, and recommend quality improvement programs. (ways of thinking)

Competency 3.5 The student align facility management technology with organizational information technology. (ways of knowing)

Competency 3.6 The student can comprehend and prepare emergency preparedness and business continuity strategies. (ways of thinking)

Competency 3.7 The student can demonstrate awareness of sustainable stewardship principles applied to the built environment. (ways of applying)

4 OUTCOME: Graduates apply assessment, management and leadership principles of facility organizations and their stakeholders

Competency 4.1 The student can identify the skills needed to strategically lead process, the organization, stakeholders and technologies in an ethically responsible way. (ways of knowing)

Competency 4.2 Using principles of acquisition, installation, operations, maintenance, outsourcing, renovation and disposition of building systems, structure, interiors, exterior and grounds, the student can demonstrate the phases of facility management from design/acquisition to final disposition. (ways of applying)

5 OUTCOME: Graduates can apply financial management tools to the Facility program and organization

Competency 5.1 The student uses analysis, budgeting, accounting, risk management, and reporting to demonstrate applications of facility financial management. (ways of applying)

Competency 5.2 The student can demonstrate applications of corporate real estate finance, management and transactional execution. (ways of applying)

6 OUTCOME: Graduates can apply human factor principles to the facility operation and stakeholders

Competency 6.1 Using factors around health, safety, welfare, comfort, safety and security within the organization, the student can practice applications of human resource management. (ways of applying)

7 OUTCOME: Graduates are effective communicators

Competency 7.1 The student demonstrates written, oral, aural, and graphic communication skills through repetitive assessment and evaluation of industry appropriate genre. (ways of applying)

Admission

A typical candidate must be self-motivated, goal-oriented, and able to work in a context that is often individualized in nature. Due to the short duration of the curriculum path, students should have a well-formulated and faculty-approved educational agenda before entering the MSc program. Students with any undergraduate degree may apply for admission. This may require additional course work at the undergraduate level be completed together with the normal graduate course curriculum for the degree.

General Requirements

- A baccalaureate degree from an accredited institution
- Foreign students may also need a TOEFL score of 550
- A total GRE score of 300/990; and/or
- Earned a GPA of 3.0 and higher in the last 60 hours of undergraduate coursework
- Three references (SOA reference form)
- Apply online at <http://www.famu.edu/index.cfm?graduatestudies&Students>
- For specific information on Graduate admissions, go to <http://www.famu.edu/index.cfm?graduatestudies&AdmissionRequirements>.

Transfer of Credit

A maximum of six semester hours of graduate course work may be accepted by FAMU at the master's level.

Progression Standards

Minimum requirements for all graduate programs and degrees are as follows:

- A cumulative GPA of 3.00 must be maintained regardless of course/credit load.
- Only a grade of a "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, the grade of "C" or better is acceptable.
- Any grade of "U" in any phase of the thesis/research, /dissertation process shall require the student to be placed on probation for one semester. A second "U" grade in the thesis, /research, /dissertation process may warrant termination of the student's degree-seeking status.
- The student's chief advisor is responsible for informing the student of grade requirements and the need to adhere to the grading standards.
- A minimum credit load of nine hours in the fall and spring semester and six hours in the summer is required.

- Any graduate student who fails to maintain a nine-hour minimum credit load, grades, and GPA required must be immediately removed from financial assistance with prompt documentary notice to the Graduate Dean.

Graduate Retention, Probation, and Suspension

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 his/her graduate program. The student will be notified of probation and suspension in writing. Passing (P) and unsatisfactory (U) grades are awarded to students while completing their theses and dissertations. A student is placed on probation for earning a "U" grade in any phase of the thesis or dissertation process. A second "U" may warrant dismissal from the program. For specific grading policies for graduate studies, please visit http://www.famu.edu/graduatestudies/Approved_Graduate_Academic_Policies_and_Procedures_120814.pdf.

Dismissal

According to the *Florida Agricultural and Mechanical University Catalog*, the first time a student fails to meet the minimum standards of progress, he/she will be placed on academic probation. All subsequent failures to meet minimum standards to progress will result in academic suspension of at least one semester. A student will only be permitted to return to the University following two academic suspensions. The third academic suspension is a permanent suspension or dismissal.

Exit Requirements

To earn the MSc. degree from FAMU, students must have:

- A minimum of 30 graduate-level hours
- A minimum grade of "B" in all graduate-level courses counted towards the degree
- Fulfilled residency requirement of 30 hours; if residency is only two semesters, the 30 semester hours must be earned at FAMU during this period
- A maximum of five (5) years and seven (7) years is permitted for the completion of master's and Ph.D. degrees, respectively; students exceeding these time limits from first matriculation to graduation may be required to initiate new courses of study

(<http://www.famu.edu/index.cfm?graduatestudies&GraduationRequirements>)

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Applications for graduation are available online at www.famu.edu/Registrar. This must be completed with thesis topic and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student's IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the master's programs. A few weeks after a student's final semester has ended, the Registrar's Office opens the certification process in the IRattler system to verify (1) completion of all curriculum courses and a minimum CUM GPA of 3.0, (2) minimum 30-hour residency requirement, and (4) a minimum "B" grade in all graduate-level courses. Graduation is certified now by the Director of Student Services placing an "Approve". The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs "Deny" and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

Master of Science in Construction Management & Engineering Technology

The Master of Construction Management and Engineering Technology in Engineering Technology at Florida A & M University provides engineering, management principles and innovative technologies to effectively lead, organize, and manage construction projects of residential, commercial, and infrastructure facilities. This program will provide advanced construction management topics that will facilitate the construction of buildings and infrastructure facilities in a systematic manner to efficiently provide highest quality products.

With this advanced degree in Construction Management and Engineering Technology, students will be equipped with the essential knowledge and educational experience to make significant contribution in the all fields related to technology in the construction industry. The Master program is designed to prepare qualified individuals for management positions in the construction industry and related fields. A thesis-based and non-thesis based degree option is available.

Admission

A typical candidate must be self-motivated, goal-oriented, and able to work in a context that is often individualized in nature. Due to the short duration of the curriculum path, students should have a well-formulated and faculty-approved educational agenda before entering the MSc program. Students with any undergraduate degree may apply for admission. This may require additional course work at the undergraduate level be completed together with the normal graduate course curriculum for the degree.

General Requirements

- A baccalaureate degree from an accredited institution
- Foreign students may also need a TOEFL score of 550
- A total GRE score of 300/990; and/or
- Earned a GPA of 3.0 and higher in the last 60 hours of undergraduate coursework
- Three references (SOA reference form)
- Apply online at <http://www.famu.edu/index.cfm?graduatestudies&Students>
- For specific information on Graduate admissions, go to <http://www.famu.edu/index.cfm?graduatestudies&AdmissionRequirements>.

Transfer of Credit

A maximum of six semester hours of graduate course work may be accepted by FAMU at the master's level.

Progression Standards

Minimum requirements for all graduate programs and degrees are as follows:

- A cumulative GPA of 3.00 must be maintained regardless of course/credit load.
- Only a grade of a "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, the grade of "C" or better is acceptable.
- Any grade of "U" in any phase of the thesis/research, /dissertation process shall require the student to be placed on probation for one semester. A second "U" grade in the thesis, /research, /dissertation process may warrant termination of the student's degree-seeking status.
- The student's chief advisor is responsible for informing the student of grade requirements and the need to adhere to the grading standards.
- A minimum credit load of nine hours in the fall and spring semester and six hours in the summer is required.

- Any graduate student who fails to maintain a nine-hour minimum credit load, grades, and GPA required must be immediately removed from financial assistance with prompt documentary notice to the Graduate Dean.

Graduate Retention, Probation, and Suspension

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 his/her graduate program. The student will be notified of probation and suspension in writing. Passing (P) and unsatisfactory (U) grades are awarded to students while completing their theses and dissertations. A student is placed on probation for earning a "U" grade in any phase of the thesis or dissertation process. A second "U" may warrant dismissal from the program. For specific grading policies for graduate studies, please visit http://www.famu.edu/graduatestudies/Approved_Graduate_Academic_Policies_and_Procedures_120814.pdf.

Dismissal

According to the *Florida Agricultural and Mechanical University Catalog*, the first time a student fails to meet the minimum standards of progress, he/she will be placed on academic probation. All subsequent failures to meet minimum standards to progress will result in academic suspension of at least one semester. A student will only be permitted to return to the University following two academic suspensions. The third academic suspension is a permanent suspension or dismissal.

Exit Requirements

To earn the MSc. degree from FAMU, students must have:

- A minimum of 30 graduate-level hours
 - A minimum grade of "B" in all graduate-level courses counted towards the degree
 - Fulfilled residency requirement of 30 hours; if residency is only two semesters, the 30 semester hours must be earned at FAMU during this period
 - A maximum of five (5) years and seven (7) years is permitted for the completion of master's and Ph.D. degrees, respectively; students exceeding these time limits from first matriculation to graduation may be required to initiate new courses of study
- (<http://www.famu.edu/index.cfm?graduatestudies&GraduationRequirements>)

Graduation Process

At the beginning of the term in which the student expects to complete all requirements for a degree, they must apply for graduation within the timeline posted on the university calendar. Applications for graduation are available online at www.famu.edu/Registrar. This must be completed with thesis topic and returned to the Director of Student Services by the posted deadline. Upon review of academic records, and it is determined the candidate can graduate the requested semester, an Eligible to Apply for Graduate (ETA) service indicator is placed on the student's IRattler account. The student must then complete the online process via IRattler.

The Director of Student Services certifies that all academic requirements have been met for the master's programs. A few weeks after a student's final semester has ended, the Registrar's Office opens the certification process in the IRattler system to verify (1) completion of all curriculum courses and a minimum CUM GPA of 3.0, (2) minimum 30-hour residency requirement, and (4) a minimum "B" grade in all graduate-level courses. Graduation is certified now by the Director of Student Services placing an "Approve". The Dean makes the final approval in the IRattler system. If a student has deficiencies, the Director of Student Services inputs "Deny" and a list of what is missing. If the student fails to graduate, they should reapply in a subsequent term. **Warning: No degrees can be conferred upon an individual who owes the University money.**

VI. ADVISEMENT



Virtual Academic Advisement



Due to the COVID-19, in-person academic advisement may not be possible because of federal and state social distancing requirements. You may schedule or request virtual academic advisement sessions with the following SAET personnel:

- Julian Bourne Smothers: freshman and sophomore Architecture, Construction Engineering Technology, and Electronic Engineering Technology majors.
- Dr. Doreen Kobelo: junior and senior Construction Engineering Technology majors.
- Dr. Chao Li: junior and senior Electronic Engineering Technology majors.
- Dr. Ronald B. Lumpkin: junior, senior, Bachelor of Architecture, and graduate Architecture majors
- Dr. Ronald B. Lumpkin: Any advisement or matriculation issue in the SAET.

In-Person Academic Advisement Procedure

At the time of advisement, each student must meet with an academic advisor and chart an acceptable course of study. **NO SAET STUDENT IS PERMITTED TO REGISTER FOR ANY COURSE WITHOUT THE WRITTEN APPROVAL OF THE ACADEMIC ADVISOR.** Students earning a “D” or “F” midterm grade in a pre-requisite course are not allowed to pre-register for the subsequent course. The process is as follows:

1. Each student must schedule a session with his/her academic advisor.
2. SAET advisors may advise students designated as “pre-architecture” or “architecture” majors by the Office of Admissions. Transfers and students who have been at the University for one term have an academic transcript. This will be reviewed by their academic advisor for class selection and for charting their academic progress.
3. Students interested in enrolling in 1000-2000-level Architecture, Construction Engineering Technology, or Electronic Engineering Technology courses must be advised by their advisor assigned by the University Office of Retention, Mrs. Julian Bourne-Smothers.
4. SAET students should select only the courses identified in their curriculum as published in the “My Academic Requirements” tab in IRattler. Students should follow the prescribed sequence of courses as closely as possible. The advisor will approve course selections and sign the registration form. Sometimes students may elect to enroll in courses in other disciplines, which are “by permission only”. These are identified by a section number of 301 or 601. Students must go to that academic unit to get a permission number to enroll in the class.
5. The student should review his/her academic records in IRattler often. Any discrepancies in accuracy should be brought to the attention of the advisor. If this discrepancy is due to non-posting of transfer credits, the advisor should notify the Director of Student Services.
6. Upon the recommendation of the advisor, students select courses from the University schedule book and/or SAET schedule and enter appropriate data on the SAET Academic Advisement Form.
7. The advisor approves all courses selected by the student. The advisor must initialize each course selected.
8. A student who elects Special Study or Directed Individual Study (DIS) courses must secure written permission from the instructor. For specifics on DIS courses, please refer to the separate heading in this section.
9. When advisement is complete, the student will register for the courses using the IRattler system.

Academic Load

The normal load for an undergraduate student during each semester is 15-18 credit hours. Undergraduate students are considered full-time if they are enrolled for 12 hours or more. Students enrolled for fewer than 12 credit hours are considered part-time. For graduate students, a full credit load consists of a minimum of nine (9) hours in the fall and spring semesters and six (6) hours in the summer. All students who are recipients of financial aid maybe required to maintain full-time loads. The minimum load required to receive benefits from the Veterans Administration is 12 credit hours per semester.

Special Offerings & Electives

Directed Individual Study (DIS)

A DIS course offers a mature student the opportunity to enroll in a special course that is not being offered as a regular course. Permission to enroll in a DIS course for credit will not be approved if the course for which the student is seeking credit is being offered at the time the request is made or if it will be offered before the student graduates. Because the DIS normally requires the student to be able to conduct independent study, only those in upper-division design or professional programs are eligible. However, if an instructor identifies a lower-level

student who can conduct independent study, the Dean, upon proper recommendation by faculty, advisor, and Director of Student Services, will consider the recommendation. The Dean must approve all DIS enrollment. Students may enroll in a Directed Individual Study (DIS) under the following circumstances:

1. The student, in cooperation with his/her instructor and academic advisor, identifies a special project that cannot be pursued by enrolling in a regularly scheduled course. In this case, the instructor must provide the advisor with an adequate statement outlining the objectives and principal features of the project. The advisor will file the statement as part of the student's academic record.
2. The student is a graduating senior who, because of unavoidable circumstances, was previously unable to enroll in a required course; supporting medical or legal documentation is required. The Director of Student Services must register students for DIS courses. If the course is used as a required course, a "Change of Grade" form must be submitted to the Registrar's Office with the appropriate title of the course.

Special Study Courses

Frequently, the SAET offers elective courses that have not been assigned a permanent number. These are called Special Study courses. Prior to early registration, faculty teaching these courses will submit course descriptions to the Dean for approval. Once approved, a special study number will be assigned and the information posted at the SAET. Information about Special Study courses—description, number of credits, pre-requisites, expectations will be posted in the SAET in the Directors areas. Students may be required to obtain the signature of the offering instructor.

Cooperative Programs

FAMU/FSU COOP

FAMU students needing a course not offered or closed may enroll in courses at Florida State University (FSU). All tuition and fees for the FSU course will be paid at FAMU. Application is required. For additional information please go to <https://www.famu.edu/cesta/main/assets/File/FAMU-FSU%20CO-OP%20PROGRAM%20-%20REGISTRATION%20PACKET.pdf>

Transient Student Registration

A FAMU full-time student who has a cumulative GPA of 2.0 is permitted to enroll and transfer credits of pre-approved courses taken at another institution, only if the course is not being offered at FAMU the semester the student applies for the transient course. This one-term approval allows FAMU students to enroll in courses at another institution that may not be offered at FAMU. Students can take these courses without being admitted to the host institution.

- For a class at a State of Florida college or university—other than FSU—students must complete the online transient application at www.flvc.org. This form can also be accessed at the Registrars' section on the FAMU website. To take a class at a college of university out-of-state, students must secure the transient form from and return the completed form to the FAMU Registrars' Office.
- The FAMU EQUIVALENT course prefix, course number, section number, title, and hours will appear on the student's transcript after successful completion of the course. This course is considered a "transfer" course, and the University only transfers the credits.

Internships

Students may opt to work in the profession during a semester. Students not receiving compensation may elect to receive academic credit for this experience. Announcements and vacancies mailed to the SAET are posted in the

SAET faculty wing. Positions acquired by students for academic credit should be coordinated through the Directors of each program.

Change of Enrollment Status

For more detailed information please consult the Registrars Office page at <http://www.famu.edu/index.cfm?a=Registrar>

Adding or Dropping Courses

Changes in class schedules may be made only with consent of the advisor and the dean of the college or school in which the student is registered. No changes in class schedules may be made after the date stipulated in the calendar for making changes. The time limit for adding or dropping a course is published in the University calendar. After the published date for add and drop students are fee liable for registered courses.

Withdrawal from the University

1. A student who desires to voluntarily withdraw from the University must report to his or her assigned academic advisor and explain the circumstances which he/she feels necessitates the withdrawal. If the request is approved, a Request for Withdrawal Form (Official University Withdrawal Form), which is incorporated herein by this reference, will be completed and signed by the student, academic advisor, academic department chair and academic dean. The Withdrawal forms are available at the student's Student Center (iRattler) or the Registrar website
2. Once the voluntary withdrawal process has been initiated, the student is required to complete the Housing and Rattler Card Office cancellation forms. The student must relinquish all residence hall keys to the Residence Hall Director and his/her meal plan card to the Office of Auxiliary Services after completing the appropriate cancellation forms. The withdrawal form must then be submitted to the Office of the Registrar. Academic advisors should also refer students to the Office of Financial Aid for an exit interview if the student receives Financial Aid.
3. No student will be permitted to file a Withdrawal Form within the last five weeks of the semester without receiving failing grades, unless unusual circumstances, as determined by the University Withdrawal Committee, are established.
4. Any student who voluntarily withdraws from the University during the registration or late registration period will not receive grades at the end of the semester. Those who officially withdraw after the last day to register will receive a grade of "W" at the end of the semester. A grade of "WF" for each course will be assigned to any student who leaves the University without filing the Withdrawal Form with the University Registrar.
5. Advisors should refer students to Counseling Services for post-enrollment treatment if the student shows evidence of distress.

Withdrawal from a Course

A student may withdraw from a course, some, or all of their classes during the add/drop period. Courses dropped during this period do not appear on a student's transcript and no grades are assigned to such courses. A grade of "W" will appear on a student's transcript, class roster, and grade roster for all courses from which a student withdrew. Withdrawal from a course must be accomplished prior to the published deadline. There is no refund of fees for withdrawn courses. Effective fall 2015, students are not permitted to withdraw from more than five (5) courses throughout their undergraduate career at the university. This excludes retroactive term withdrawals. The

withdrawal limit only applies to courses taken fall 2015 or later. Course withdrawals processed prior to fall 2015 do not count toward the limit. Students are encouraged to meet with their academic advisor to discuss the possible impact of the withdrawal prior to initiating the process.

Students who miss the published deadline for withdrawal should petition the Academic Appeals Committee for retroactive course withdrawal no later than the end of the next semester. The Academic Appeals Committee department representative will forward the student's petition to the Academic Appeals Committee for consideration

Administrative Withdrawal

A student may be administratively withdrawn with fee liability from a course(s) by the SAET or by other academic departments on campus if the student registered for the course without appropriate prerequisites, signature or permission. Students who are administratively withdrawn from the University for violation(s) of the University's Student Code of Conduct are not entitled to any refund from any fees paid during the semester in which there is cause of withdrawal.

Academic Regulation Appeals Committee

The Academic Regulation Appeals Committee considers petitions from undergraduate students seeking exceptions to the academic regulations stated in the FAMU Catalog. The following type of appeals may be filed:

- Late or retroactive course withdrawal (limited to one year after course enrollment)
- Late add or registration (limited to the end of current semester)
- Late application for graduation (limited to four weeks after the published term deadline)

NOTE: Supporting documentation must accompany all appeal petitions.

Appeal requests must be picked up from college/school of your major. Non-degree seeking students must petition through the Registrar's Office. Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representative. The Academic Regulation Appeals Committee normally meets monthly. In order for a petition to be reviewed by a college/school and to be heard at a regular meeting, it must be submitted by the end of the first week of each month

University Refund Policy

Tuition refunds are calculated on a course by course (per credit hour) basis. Students who are enrolled and then withdraw may not receive a refund. Refunds will be computed based on the actual withdrawal date certified by the Office of the Registrar. Refunds will not be made to students who do not attend class and have not completed the required withdrawal procedure. Terms in the student housing contract will determine the refund of room rent; whereas board will be prorated based on the approved date of cancellation. Refund processing is approximately two to four weeks.

- a. Students who officially withdraw prior to the end of the drop/add period and have completed the required withdrawal procedure will be entitled to 100 percent of the tuition assessed or adjustment for waivers.
- b. Students who officially withdraw prior to the end of the fourth week of classes and have completed the required withdrawal procedure will be entitled to 25 percent of the tuition assessed or adjustment for waivers, less building and capital improvement fees.
- c. Students who officially withdraw at an appropriate time as designated by the University for Summer sessions and have completed the required withdrawal procedure will be entitled to 25 percent of the tuition assessed or adjustment for waivers, less building and capital improvement fees.
- d. Exceptions to the refund policy are made only in rare instances. Written application for an exception must be filed with the Office of Student Financials and addressed to the Refund/Waiver Appeals Committee. If a student withdraws or drops one or more credit courses due to circumstances determined by the University to be exceptional and beyond the control of the student, the student will be entitled to 25 to 75 percent of

the tuition assessed or adjustment for waivers.

Exceptions include but are not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude the completion of the course(s);
 2. Death of the student or death in the immediate family (parent, stepparent, spouse, child, sibling, or grandparent);
 3. Involuntary call to active military duty; or
 4. A situation in which the University is in error. The amount of a payment in excess of the adjusted assessment will be refunded.
- e. A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable.
- f. Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, and notwithstanding the provisions of subsection (5) and paragraph (5) (a) above, for the first term in which students are enrolled at the University for the first time, a pro-rata refund of tuition, fees, room and board, and other charges shall be made as required by Public Law 102-325.

Minimum Class Sizes

The following guidelines apply in offering courses. Certain exceptions apply.

Summer Semester:

Undergraduate:	15 students
Graduate:	12 students

Spring and Fall Semester:

Undergraduate:	15 students
Graduate:	12 students

Readmission of Former Students

Students not in attendance during two consecutive terms of enrollment (exclusive of the summer term) and who are in good standing with the University must apply for readmission to the University. No application fee is required. However, applications will not be processed for students who have a “hold” on their records or who are not in good standing with the University. Applications are available from the Office of Admissions.

Grade Assignment Modifications

Assignment of Incomplete “I” Grade

An “I” grade can only be issued if all of the following criteria is verified: (1) the student is passing the course, (2) after the course withdrawal date, or (3) during the last month of the semester, and (4) the student has experienced extenuating circumstances. Students must complete and submit the SAET Incomplete (“I”) Grade Request form accompanied by all supporting documentation - original or certified copies of medical reports, legal documents, etc.

All incomplete grades must be removed by the close of the next term in which the student is enrolled or the grade will be automatically changed to “F” by the Registrar’s Office.

If the faculty member is on leave the following semester, it is still the responsibility of the student to satisfactorily complete the requirements of the course with that faculty member, or the Dean may approve an alternative plan of action. All "I" grades submitted must be accompanied by a written explanation from the faculty member to the Dean of the SAET.

Change-of-Grade Procedures

Grades are reflective of student performance in courses. The grade submitted to the Registrar's Office through the IRattler System should be final. The instructor should assist the student in reaching his/her full academic potential during the term. Periodic grading and evaluations by faculty ensure that students are aware of their academic standing in a course prior to the end of the semester. Increasing the student's grade after the term ends is discouraged.

All change-of-grade forms must be accompanied by a written explanation from the faculty to the Dean of SAET. Due to extenuating circumstances, grades may be changed only under the following conditions:

- Changes of grades are issued only if the instructor miscalculates a student's average or makes a recording error.
- The Dean must approve all change of grades by an instructor.

Change-of-Grade forms are available to advisors in the Students Records Office of the SAET. In most cases, the new grades will be reflected on the transcript of semester grades for which the change-of-grade form was submitted.

Grade Forgiveness

Students in the undergraduate program may retake course work in which they achieved a grade of "D" or "F" through the University's grade-forgiveness program. Although the unsatisfactory grade remains on the transcript, it is no longer counted in the GPA calculation. Such application for grade forgiveness must be made at the appropriate time, in writing, to the Office of the Registrar. **Effective fall 2004, only three grade forgiveness requests are available to the student during the student's undergraduate career.** The form is found at <http://www.famu.edu/operationsanalysis/UserFiles/File/mockups/REG/GradeForgiveness.html>.

Penalties

Repeating Courses

In the Fall of 1998, the state legislature mandated these fees under [Florida Statute 240.124](#) and [Florida Administrative Code Rule 6C-7.001](#). For current surcharge information or to appeal the charge, contact the Office of the Registrar at www.famu.edu/Registrar. The rates are the same for both in-state and out-of-state students. This additional charge does not apply to graduate level courses. The surcharge is refundable based upon the same refund policy that applies to tuition.

Excess Hour

The State Legislature enacted excess credit hours legislation to encourage students who enter state universities to complete their college curriculum on schedule. This means that students must avoid excess credit hours. Students who withdraw, fail, or repeat courses or take courses outside of their degree program amass excess credit hours. Florida legislation requires that FAMU apply a surcharge on all credit hours taken in excess:

- If you started college fall 2009, after 144 credit hours (B.S. in Architectural Studies), after 148 credit hours (B.S. in Construction Engineering Technology or B.S. in Electronic Engineering Technology) pay 50% more.
- If you started college fall 2011, after 138 credit hours (B.S. in Architectural Studies), after 143 credit hours (B.S. in Construction Engineering Technology or B.S. in Electronic Engineering Technology) pay 100% more
- If you started college fall 2012+, after 132 credit hours (B.S. in Architectural Studies), after 135 credit hours (B.S. in Construction Engineering Technology or B.S. in Electronic Engineering Technology) pay 100% more.

For more information go to <http://www.famu.edu/Registrar>

The General Education Requirement (effective fall 2015)

The General Education Sequence approved and as published

[http://www.famu.edu/index.cfm?Registrar&GeneralEducationCompetenciesandCoreCourses\(effectivefall2015\)](http://www.famu.edu/index.cfm?Registrar&GeneralEducationCompetenciesandCoreCourses(effectivefall2015))

I. Communication (6)

Students must complete a total of 6 credit hours in communication, of which one course must be chosen from the statewide core and one from the additional course list below:

- **Statewide Core:** ENC 1101 Freshman Communication Skills I or ENC 1121 Honors Freshman Composition I
- **Additional Course:** ENC 1102 Freshman Communication Skills II or ENC 1122 Honors Freshman Composition II

II. Mathematics (6)

Students must complete a total of 6-8 credit hours in mathematics, of which one course must be chosen from the statewide core and one from the additional course list below:

- **Statewide Core:** MAC 1105 College Algebra, MAC 2311 Calculus I, MGF 1106 Liberal Arts Math I, MGF 1107 Liberal Arts Math II, or STA 2023 Introduction to Probability and Statistics I
- **Additional Course:** MAC 1114 Algebraic & Trigonometric Functions, MAC 1147 Pre-calculus, MAC 2233 Calculus for Business & Social Science I, MAC 2312 Calculus II, MAD 2120 Finite Mathematics, MTG College Geometry, QMB 2102 Quantitative Business Statistics

III. Natural Science (6)

Students must complete a total of 6-8 credit hours in natural sciences, of which one course must be chosen from the statewide core and one from the additional course list below:

- **Statewide Core:** AST 1002 Astronomy, BSC 1005 Biological Science w/lab, BSC 1010 General Biology I w/lab, BSC 2093 Anatomy & Physiology w/lab, CHM 1025 Fundamental Chemistry, CHM 1045 General Chemistry I w/lab, EVR 1001 Introduction to Environmental Science, PHY 2048 General Physics I with lab, PHY 2053 College Physics I w/lab and
- **Additional Course:** BOT 1010 Botany w/lab, BSC 1011C General Biology II w/lab, BSC 2094 Anatomy & Physiology II w/lab, CHM 1030 Intro Chemistry for Non-Science Majors w/lab, CHM 1046 General Chemistry II w/lab, ENY 2001 Insects, People & Environment w/lab, GLY 2001 Introduction to Earth & Space Science, GLY 2010 Principles of Geology, HUN 2401 Human Nutrition, ISC 1006 Wide World Science I, ISC 1007 Wide World Science II, PHY 2049 General Physics II/with lab, PHY 2054 Elements of Physics II, PSC 1121 Introduction to Physical Science/with lab

Note: Science majors are required to complete two courses with corresponding laboratory for each science course for a total of 8 semester credit hours.

IV. Social Sciences (6)

Students must complete a total of 6 credit hours in social sciences, of which one course must be chosen from the statewide core and one from the additional course list below:

- **Statewide Core:** AMH 2020 US History 1865-present, ANT 2000 Introduction to Anthropology, ECO 2013 Principles of Economics I, POS 2041 American National Government, PSY 2012 Introduction to Psychology, SYG 2000 Introduction to Sociology
- **Additional Course:** AMH 2010 US History: 1492-1864, AMH 3571 Afro-American History to 1865, AMH 3572 Afro-American History Since 1865, ECO 2023 Principles of Economics II, GEA 2000 World

Regional Geography, POS 2001 Introduction to Political Science, POS 2112 American State and Local Governments

V. Humanities (6)

Students must complete a total of 6 credit hours in humanities, of which one course must be chosen from the statewide core and one from the additional course list below:

- **Statewide Core:** ARH 2000 Art Appreciation, HUM 2210 Historical Survey I, LIT 2110 Introduction to Literature I, MUL 2010 Introduction to Music I, PHI 2010 Introduction to Philosophy, THE 2000 Introduction to Theatre
- **Additional Course:** AML 2010 American Literature I, AML 3041 American Literature II, ARC 2701 Architectural History I, ARH 2050 Art History I: Prehistory through Renaissance, ARH 2051 Art History II: Baroque to Modern, ARH 3610 American Art, ENL 3013 English Literature to the 18th Century, ENL 3034 English Literature II, EUH 3100 Ancient History, EUH 3120 Medieval History, EUH 3501 History of England 1485-1714, HUM 2230 Historical Survey II, HUM 2255 Modern and Post Modern Culture, HUM 3214 Early Civilization & Classical World, HUM 3217 Judeo Christian & Medieval Cultures, HUM 3237 Counter Reformation Baroque Enlightenment, HUM 3238 European Renaissance & Reformation, HUM 3244 19th Century Revolution, HUM 3401 Asian Humanities, HUM 3421 African Americans in Film, HUM 3425 African Humanities, HUM 3353 African Literature, HUM 3546 Caribbean Literature & Popular Culture, HUM 3930 Special Topics, LIT 2120 Introduction to Literature II, LIT 3196 African-Caribbean Literature, LIT 3824 Latino Literature, MMC 2000 Introduction to Mass Media, MUH 3116 Jazz History, MUH 3211 History & Literature of Music I, MUH 3212 History & Literature of Music II, MUH 3561 Afro-American Music, MUL 2112 Introduction to Music II, PHH 2102 Ancient & Medieval Philosophy, PHH 3400 Modern Philosophy, PHH 3600 Contemporary Philosophy, PHI 2101 Introduction to Logic, PHI 2801 Introduction to Aesthetics, PHI 3601 Ethics, PHM 3120 Contemporary Black Social Philosophy, REL 2000 Introduction to Religion, REL 2135 Black Religion in America, REL 2210 Introduction to Old Testament, REL 2240 Introduction to New Testament, REL 2302 Western World Religions, REL 3130 Religion in American Culture, REL 3145 Women in Religion, REL 3310 Eastern World Religions, REL 3383 Caribbean Religion & Culture, THE 2300 Critical Analysis of Drama, THE 3112 Theatre History I, THE 3113 Theatre History II, THE 3232 Black Theatre/Film & Religious Studies, THE 3235 Contemporary Black Theatre, WOH 1012 History of Civilization, WOH 1022 History of Civilization since 1500

VI. University Specified Electives (3-6)

Students must complete 3-6 credit hours of university-specified general education of which one course must be chosen from the list of African American courses: AFA 2000 Introduction to African American Studies, AFA 3104 The African American Experience, AMH 2091 Introduction to African-American History

The additional credits may be selected from the list below or any of the approved Mathematics, Natural Sciences, Social Sciences and Humanities courses listed: CGS 2060C Intro to Microcomputer Applications, HSC 1100 Health & Modern Living, SPC 2600 Public Speaking

Note a course can only fulfill ONE curriculum requirement.

Math Prerequisites (Summer 2011)

Course	Course Prerequisite	ACT/SAT Prerequisite
MGF 1106 Liberal Arts Math I	high school diploma	N/A
MGF 1107 Liberal Arts Math II	high school diploma	N/A
MAC 1105 College Algebra	high school diploma	N/A
MAC 1114 Algebraic and Trigonometric Functions	MAC 1105	ACT Math 20 or SAT Math 490 or above
MAC 1147 Precalculus	MAC 1105 and high school trigonometry	ACT Math 21 or SAT Math 510 or above
MTG 2206 College Geometry	MAC 1105	ACT Math 20 or SAT Math 490 or above
MAC 2233 Business Calculus	MAC 1105	ACT Math 21 or SAT Math 510 or above
MAC 2311 Calculus I	(MAC 1105 and MAC 1114) or MAC 1147	ACT Math 22 or SAT Math 520 or above
MAC 2312 Calculus II	MAC 2311	contact Department of Mathematics
MAC 2313 Calculus III	MAC 2312	contact Department of Mathematics
STA 2023 Statistics	MAC 1105	contact Department of Mathematics
MAP 2302 Differential Equations	MAC 2313	contact Department of Mathematics
MAS 3105 Linear Algebra	MAC 2312	contact Department of Mathematics

VII. Policies



First Day of Class Meeting

Students who do not attend the first day of class without prior approval from the instructor are at risk of being administratively dropped from the class. This procedure is enacted to make space available for students in closed sections of architecture classes. If a student never attends a class for which he/she is registered, the student should officially drop or withdraw from the class during the appropriate timeline to avoid being assessed fees.

Professional SAET Environment

The School of Architecture & Engineering Technology is a professional school that prepares students to work in the architectural profession. The environment in which faculty, staff, and students work is important. The following guidelines have been developed to ensure that a good working environment is provided for all:

- Do not smoke, consume alcohol, or use other controlled substances in the SAET
- Do not exhibit behavior or use language or post materials that have its intent or the effect of making others uncomfortable
- Do not listen to music without headsets
- Do not spray aerosols, paints, fixatives, etc. within enclosed spaces; these should be done on protected outside spaces
- Do not cut on desk surfaces; use only designated cutting surfaces like chip board
- Do not remove furniture from assigned spaces
- Do not attempt to adjust thermostats
- No pets are allowed on premises without medical documentation
- Do not leave personal guest in studios
- Keep all exterior doors closed always unless directed by instructor or SAET administration
- Secure your personal belongings when exiting the studio
- Do not lend your Rattler Card to another student
- Keep the doors to the computer labs closed always
- Place trash only in approved trash bins
- Secure exterior doors when exiting the building
- Follow all University parking regulations

Policy on the Ownership of Student Work

The School of Architecture & Engineering Technology often seeks to publicize work done by students and faculty to promote its programs, for recruitment, and for public edification. Likewise, the School is required to show examples of student work to accreditation teams. It is considered an honor and duty for students to have their work selected for those purposes and thus contributes to the advancement of the School. Therefore, students are encouraged to recognize the value to both the School and to the ownership policy stated below.

Student work that is performed to meet the requirements of courses in which students are enrolled and resulting from instruction by faculty and staff employed by the School is understood to be the property of the School. At any time, the School may retain or recap student work for its accreditation, exhibition, teaching, and publication purposes. In keeping with proper scholarly ethical standards, the authorship of any published and exhibited work will be appropriately credited to the student.

The School will give students the opportunity to copy for their records work kept by the School. The School may also request and keep student's portfolios* and other works produced by students for grades. Students who wish to retain a copy of such portfolios and/or work samples are free to do so at their own expense. If the school finds that the student's work is no longer needed for public relations or educational purposes, an attempt will be made to release the work to the student. However, the school cannot guarantee that the work will be returned in its

original condition. No commercial use of student work is allowed without the expressed permission of the University.

*For purpose of this policy “portfolio” means original works and copies of photographs of models.

Class Attendance Policy

Students are responsible for all assignments, quizzes, and examinations at the time they are due. Students may not use their absence from class as a plea for extensions of time to complete assignment or for permission to take make-up examinations or quizzes.

Class attendance is compulsory for all students. A student will be permitted one unexcused absence per credit hour of the course he/she is attending. A student exceeding the number of unexcused absences may be administratively dropped from the course and assigned the grade of “F”.

Documentation must be provided for an excused absence to the Dean of the SAET. All policies regarding absences are stated in the course syllabi and adhered to by students and faculty. Excused absences are as follow:

- Participation in recognized University activities
- Personal illness properly certified
- Emergencies caused by circumstances the student has no immediate control will be excused by the Dean or Director of the unit in which the student is enrolled

A form letter is available in the SAET Director of Student Services for excused absences. For excused absences, faculty may set a reasonable timeline for completing missed assignments. All missed class assignments must be completed by the next project’s due date. Lecture course work must be completed by the end of the semester. Students should confirm the faculty member’s policy on completing make-up work via their syllabus.

Please check course syllabus for specific requirements.

Policy on Observance of Religious Holy Days by Students

All University students shall be allowed to observe holy days of their religious faith. The University shall reasonably accommodate the religious observance, practice and belief of individual students regarding admissions, class attendance, and the scheduling of examinations and work assignments.

Accordingly, the University requires:

1. A student who wishes to observe a religious holy day of his or her religious faith shall notify, in writing, all his or her instructors and the appropriate academic dean, to be excused from class to observe the religious holy day. This written notice should be provided at the beginning of each semester but no later than 10 days prior to the observed religious holy day.
2. The student shall be held responsible for any material covered during the excused absence, but shall be permitted a reasonable amount of time to make up any work missed.
3. Students who are absent from academic or social activities because of religious observances shall not be penalized by his or her instructors and/or university administrators.
4. Any student who feels that he or she has been unreasonably denied educational benefits because of his or her religious belief or practice may informally seek redress by presenting, in writing, the nature of his or her grievance to the Provost and Vice President for Academic Affairs or the Vice President for Student Affairs who will investigate and document each occurrence (grievance) and ensure that appropriate corrective action is taken to assure compliance with this policy.
5. If the matter is not resolved satisfactorily at step 4, the student may file a complaint pursuant to Regulation 10.103, with the Office of Equal Opportunity Programs.

6. This Policy shall be included in the student handbook, and/or other similar documents regularly provided to the faculty and students.
7. Students should also check the absence policy of their individual college/school.

Policy on Academic Honesty and Ethical Conduct of Students

A. Introduction

As a limited-access professional degree program, the Division of Architecture in the School of Architecture & Engineering Technology requires from faculty, staff, and students alike a standard of conduct that is above reproach. The policy described herein is authorized by FAMU Rule 6C3-4.002, *Florida Administrative Code*, and defines the limits of acceptable student conduct, the process for determining whether or not a student has conducted himself or herself in an unethical or unprofessional manner, and sets policy as to the School's objective in providing this document is to guide students in proper and acceptable conduct and to provide for a fair evaluation of the actions of faculty, staff, and students whenever those activities are called into question. This policy incorporates by reference the Florida A&M University *Student Code of Conduct*. (Faculty and staff conduct is regulated by a separate policy, including applicable portions of collective bargaining agreements.)

B. Policy

1. The degrees awarded by the School of Architecture & Engineering Technology are indications that the faculty considers the graduate to be trustworthy and committed to protecting the interest, health, safety, and well-being of clients and the public in all his or her future work.
2. Any act by a student which is intended to or has the effect of deceiving instructors, the School, or the University about a student's actual knowledge and academic competency is a violation of the trust that the public invests in our degrees and our graduates.
3. Any act of deception committed or attempted by a student casts doubt on that student's competency not only in the area in which the deception has occurred but in all other areas as well. Such an act may create so serious a breach of trust that the School is unable to assure the public of the student's trustworthiness and competency, as implied by the granting of a degree. If the School's trust in a student is irreparably lost, it has no choice but to dismiss the student from the school.
4. Any student who has direct personal knowledge of or witnesses unethical or unprofessional conduct by another student is honor-bound to report this to a faculty member or the Dean. Any member of the faculty or staff of the School of Architecture & Engineering Technology who has reason to believe that actual or attempted unethical or unprofessional conduct has occurred is obligated to pursue applicable School procedures to determine the responsibility of the Student. Failure to meet this professional responsibility is unacceptable conduct.

C. Unethical Conduct

The following examples are intended to help clarify the limits of acceptable student conduct. While these examples are extensive, they are not comprehensive. Certain actions may be determined in accordance with School and University policies to be unacceptable, even though they are not specifically listed below.

1. Cheating on exams, quizzes, projects, or homework is unacceptable. Students found to have cheated on an exam will, at a minimum, receive a grade of "F" in the course and a letter of reprimand from the Dean. A copy of the letter will be placed in the student's file. In extreme circumstances, the student may be dismissed from the School of Architecture & Engineering Technology. Examples of cheating are:
 - a. Surreptitious use of non-permissible information sources brought into a closed book exam.

- b. Copying from others during an examination or quiz or on homework.
 - c. Communicating exam questions or answers prior to or during an exam.
 - d. Taking an exam for another student or having another student take an exam for you.
 - e. Possessing answers to exam questions obtained by improper means before the scheduled exam.
 - f. Using project materials that are not authorized.
 - g. Using unauthorized electronic devices in taking examinations.
 - h. Obtaining information from others during a take-home exam.
2. Plagiarism in papers, assignments, or studio projects is unacceptable. Students found to have plagiarized the work of another person will, at a minimum, received a grade of “F” in the course and a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file. In extreme circumstances, the student may be dismissed from the School of Architecture & Engineering Technology. Plagiarism involves submitting any work done by others, including your fellow students, without accurate acknowledgement. Examples of plagiarism are:
- a. Statements copied directly or paraphrased without acknowledgement.
 - b. Illustrations that are photographed, photocopied, or traced without acknowledgement.
 - c. Papers written by commercial term paper or “research” firms or receiving editorial help that exceeds simple proof-reading on papers, thesis, etc.
1. Excessive cooperation on out-of-class assignments is a form of cheating and is unacceptable. Regarding issues of excessive cooperation on projects or homework assignments, faculty are expected to provide clear advance instructions and criteria for evaluation so that students may know what is expected of them. The student is, in turn, responsible for being sure he/she knows and understands these.
- Students are encouraged to work together, exchange notes, and discuss and debate all academic issues. However, students may not submit someone else’s work as his/her own. Students who have been assisted in completion of models or drawings must acknowledge who provided the assistance and the nature of the assistance. The student’s responsible professor should be made aware of the student’s assisted activity before it is undertaken to assure that it occurs within acceptable bounds. The student is expected to acknowledge and give credit to all those who assisted in this regard. Typing by others is accepted in most cases. Students found to have cheated on an assignment will, at a minimum, receive a grade of “F” on the assignment and a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file.
2. Making false or misleading statements on official document of the School is unacceptable. This includes remaining in a class for which one does not possess the necessary prerequisites, fraud, misrepresentation in seeking excused absences from class, and other such falsification. Students found to have made false or misleading statements on official documents will, at a minimum, receive a letter of reprimand from the Dean. A copy of the letter will be placed in the student’s file. Students registered improperly for a course will receive a grade of “F” or be administratively dropped from the course.

D. Unprofessional Conduct

- 1. Theft, destruction, or willful damage of property belonging to another person or the School and fighting are unacceptable conduct and constitute grounds for dismissal from the School, as well as legal action by the University.
- 2. While the School values student pursuit of practical experience in architecture and the building industry and appreciates the need of many students to work while completing their degrees, students must not enter situations which are in fact, or may be perceived to be, practicing architecture without a license. This may include, but is not limited to, the following:

- a. Falsifying or misrepresenting the extent of one's education, training, or experience.
- b. Making statements that could reasonable cause an ordinarily prudent person to misunderstand or be deceived about one's qualifications to perform work.
- c. Using the title "architect" or doing work that is in the province of a licensed architect unless one is registered in the state in which he/she practices. Law specifically prohibits this.

SAET COMPLIANT PROCEDURES

A. Procedures for Complaints Filed Against a Student by a Faculty Member

The intent of these procedures is to resolve issues involving suspected violations of the School of Architecture + Engineering Technology's (SAET) Policy on Academic Honesty and Ethical Conduct in an informal manner that maintains the student's presumption of innocence and provides a full and fair evaluation of the compliant while minimizing the number of persons involved. Faculty is encouraged to first attempt to resolve an issue individually and expeditiously with the student.

1. When a faculty member has reason to believe that a student has acted in a manner inconsistent with the SAET's "Policy on Academic Honesty and Ethical Conduct," the faculty member must act. For purpose of this policy, reason to believe that a student has acted in a manner inconsistent with the School's policy shall include the written first-hand report of a witness; evidence from two or more class examinations, projects, or assignments that are so substantially similar as to imply an illicit sharing of information or plagiarism; or some other form of physical evidence.
2. If the student and faculty member cannot reach resolution of the issue, the faculty member shall convene a meeting with the student and two other faculty members or administrators. (The faculty members/administrators shall be taken in turn from a list of names kept by the administration for the purpose of equitable rotation.) The student shall be asked to explain the origin of his or her work, or to provide whatever explanation for the similarities of work, or explanation of the actions reported, that he or she considers to be appropriate. It shall be presumed that an inability by the student to offer a plausible explanation for his or her actions or for the origin of the work shall be considered sufficient proof to warrant further action by the SAET.
3. If it is the unanimous conclusion of this committee that the student has violated the SAET's "Policy on Academic Honesty and Ethical Conduct," the committee will submit to the Dean and the student a written report including copies student's disputed work, and their recommendations for disciplinary action. The three faculty members on the committee must sign this report. If the committee is not unanimous in its conclusion, the matter is dropped, and the student is presumed to have complied with the School's policies.
4. The student may request a review of the committee's recommendation in accordance with paragraphs II.B.3 through II.B.7 of this document within five days of receipt of the recommendation. If the dean receives no such request, he/she will decide on and enforce disciplinary action against the student if necessary. The Dean may consider any previous disciplinary actions against the student in making the final decision as to how the compliant will be resolved. A copy of the finding of the Dean will be sent to the student, the complaint committee, and the faculty member involved.

B. Procedures for Grade Grievance Filed by Students

If a student believes that he/she has experienced discrimination and/or any type of harassment, they must complete a "Charge of Discrimination/Harassment" form that can be obtained from the Office of Equal Opportunity Programs located at 674 Gamble Street, (850)599-3076 or (850)599-3216.

It is the intent of the SAET to provide a fair and consistent procedure for resolving student complaints pertaining to academic and non-academic matters. The rules specified are designed to encourage the student, before filing a grade appeal, to resolve the complaint by conferring with those involved. Therefore, when a student wishes to have an **academic decision** reviewed by the SAET (concerning, for example, a course grade or other issue directly related to any course offered in the School) the student should take the following steps:

1. As soon as possible after the occurrence of the decision or event in question, the student should attempt to resolve the issue with the professor of the course to which it is related.
2. If the issue remains unresolved, the student should ask his or her academic advisor to meet with the professor and the student to attempt to help resolve the matter. If the professor is also the academic advisor, the student should select another faculty member to meet with him/her and the instructor.

3. If the complaint remains unresolved, the *SAET Grade Grievance Appeal Form* should be submitted by the student to the Dean. The form may be accompanied by a summary of the meeting with the faculty members (Section II.B.2 above) as well as any other information and documentation to fully describe the situation. This should be done within five working days after the meeting with the instructor and advisor. (Also see Section II.C. “General Instructions for Filing Complaints” below.)
4. The Dean will review the request and if warranted, will appoint an Academic Appeal Committee to review the matter. (For detailed rules concerning the composition, chair, and procedures of the grade appeal committee, see Sections II.D. and E. below.)
5. The Committee will review the issue and may elect to obtain additional information through interviews, written statements, or a hearing of all parties involved.
6. The Committee will make a written report and recommendation to the Dean as to how the complaint should be resolved.
7. The Dean will make the final decision. A copy of the finding of the Dean will be sent to the student, the Complaint Committee, and the faculty member involved.

C. Procedures for Non-Academic Complaints Filed by Students

It is the intent of the SAET to provide a fair and consistent procedure for resolving student complaints pertaining to non-academic matters. The rules specified are designed to encourage the student, before filing a grade appeal, to resolve the complaint by conferring with those involved. Therefore, when a student wishes to have a **non-academic complaint** (concerning for example, facility condition, classroom management, systemic bias), reviewed by the SAET the student should take the following steps:

1. As soon as possible after the occurrence of the decision or event in question, the student should attempt to resolve the issue with the professor of the course to which it is related.
2. If the issue remains unresolved, the student should ask his or her academic advisor to meet with the professor and the student to attempt to help resolve the matter. If the professor is also the academic advisor, the student should select another faculty member to meet with him/her and the instructor.
3. If the complaint remains unresolved, the *SAET Grade Grievance Appeal Form* should be submitted by the student to the Dean. The form may be accompanied by a summary of the meeting with the faculty members (Section II.B.2 above) as well as any other information and documentation to fully describe the situation. This should be done within five working days after the meeting with the instructor and advisor. (Also see Section II.C. “General Instructions for Filing Complaints” below.)
4. The Dean will review the request and if warranted, will appoint an Academic Appeal Committee to review the matter. (For detailed rules concerning the composition, chair, and procedures of the grade appeal committee, see Sections II.D. and E. below.)
5. The Committee will review the issue and may elect to obtain additional information through interviews, written statements, or a hearing of all parties involved.
6. The Committee will make a written report and recommendation to the Dean as to how the complaint should be resolved.
7. The Dean will make the final decision. A copy of the finding of the Dean will be sent to the student, the Complaint Committee, and the faculty member involved.

D. General Instructions for Filing Grade Grievance Appeals or Complaints

The purpose of a complaint process is to provide redress only after all other processes have been exhausted. All parties are encouraged to first communicate directly to attempt to resolve problems or disagreements outside of the complaint procedures. If, after pursuing other avenues, the student still feels that a complaint is necessary, the following steps should be taken:

1. To have a Grade Grievance or Complaint reviewed by a complaint committee in the School of Architecture & Engineering Technology, the *SAET Grade Grievance Appeal Form* or *SAET Non-Academic Complaint Appeal Form* must be completed and submitted to the Dean of the School.
2. Information supplied should contain:

- Full name and status in school of the person filing the complaint,
 - A clear and concise account of the facts, including pertinent dates,
 - A summary of the informal steps taken to resolve the complaint (see Sections II.A. 1-4 and II.B. 1-2 above),
 - An indication of whether or not proceedings have commenced before any other University committee or any state or local agency and the date when commenced.
3. A complaint may be fairly and reasonably amended as a matter of right at any time before the first meeting of the complaint committee and thereafter at the discretion of the committee.
 4. The chairperson of the complaint committee shall cause to be issued and served to the respondent of a complaint a copy of the complaint as it may have been amended.
 5. **A grade grievance appeal must be filed within 7 days of the end of the semester the dispute occurred.** It is the intent of the SAET to resolve the appeal before the end of the university's drop and add period of the subsequent semester. When a grade grievance appeal is filed in a timely manner, the student may be allowed to progress through the curriculum until a decision is made. **A non-academic complaint must be filed within the semester the incident occurs.**

E. Composition of Complaint Committees

1. For complaints between faculty or staff and students, the complaint committee shall consist of three faculty members. Faculty shall be selected from the rotation list described in II.A.2 above. If deemed appropriate, the Dean may also appoint a staff member to the committee.
2. Complaint committees will exclude any faculty, staff, or students directly involved with the event causing the complaint.
3. The chairperson of a complaint committee shall be a faculty member.

F. Procedures for Complaint Committees

1. The complaint committee hearing is an investigative hearing called to make a recommendation to the Dean. Its finding of facts and recommendations are based upon the testimony taken and evidence shown at the hearing. The committee has the authority and responsibility to conduct its investigation as thoroughly and prudently as necessary to determine the facts of the situation.
2. It is assumed that the information concerning a student's record and all evidence is kept confidential.
3. The complaint committee shall not be bound by the rules of evidence applicable in courts of record in the State of Florida, but all proceedings shall be conducted with regard to fundamental fairness to all parties.
4. If a complaint or respondent in a complaint case does not agree with the recommendation of the complaint committee and /or the decision made by the Dean, the matter may be taken up with the appropriate University authorities.

STUDIO CULTURE POLICY

The SAET Division of Architecture Studio Culture Policy is intended to ensure the healthiest possible teaching and learning environment, conducive to the development of the well-rounded student, while preparing fully for entry into the profession of Architecture. Because the focus of the SAET's learning activity has at its heart the design studio experience where all learning comes together, this policy gives special attention to providing the conditions to enhance that experience.

The policy stands as one expression of the mission of the University, an 1890 Land Grant Institution, which seeks to provide an enlightened and enriched academic, intellectual, moral, cultural, ethical, technological, and student-centered environment. Six values form the basis for the policy: passion, respect, professionalism, focus, integration, and time.

Passion:

The school provides a lively atmosphere, which encourages optimism, constructive thinking and acting, and a fervent pursuit of the best in architecture. Exploration, discovery, and creative imagination are supported by student and faculty interaction.

Respect:

Mutual appreciation among faculty and students creates an environment in which all benefit from the sharing of knowledge and good judgment. Faculty will work to enhance the best of student talent and abilities. Students respond to good faculty instruction and advice.

Professionalism:

Faculty will sustain a well-organized and clearly delineated program of study. Students will involve themselves in the learning process actively and engage the school community in a positive and self-disciplined manner.

Focus:

The learning and teaching settings are opportunities for giving full emphasis on architecture as the underlying purpose of the SAETs academic programs. Studios will provide the place where architecture has its clearest manifestation within the SAET.

Integration:

Recognizing that architecture is an inclusive field and represents a process of iterative synthesis, the faculty assists in bringing the widest possible range of knowledge and creative thinking to bear on student learning. The spirit of exploration, discovery, and critical thinking will be infused with a commitment to a search for truth that brings all together into a holistic understanding of architecture.

Time:

Time is valuable, and it requires careful allocation to a wide variety of activities, not only adequately providing for effective study, but also many other aspects of life. In the interest of the students' fullest personal development, the school and its faculty will endeavor to establish reasonable schedules for learning activity.

Implementation:

In support of the broad purposes stated in the Studio Culture Policy, the following will be implemented:

- The Studio Culture Policy is published in the [Florida A&M University School of Architecture + Engineering Technology Student Handbook](#). Both documents can be viewed at [www.famu.edu/school of architecture/student handbook](http://www.famu.edu/school_of_architecture/student_handbook).

- Students should expect to have a quiet and professional atmosphere for work in the Walter L. Smith Architecture Building. To facilitate this, noise from cell phones, radios, and music devices should be minimized according to common courtesy. Students must be cognizant of the conduct and behavior of invited guest.
- The building will be open and accessible to students enrolled in architecture courses 24-hours a day, 7-days a week, while the academic term is in progress. Conditions for study should continue through the night. Students are required to maintain respect, collegiality, professionalism, and sobriety during non-business hours. Students in violation of the spirit or principle of this policy are subject to disciplinary actions by the SAET including but not limited to termination of building access.
- Security is of paramount importance. The SAET will take the necessary steps to assure personal and property security always. Late evening and early morning hours will be given special consideration.
- An *esprit de corps* will be encouraged, particularly through a structured set of experiences in which younger students will have opportunity to become acquainted with older students and their work, and be introduced fully into the culture of the architectural community, including faculty, professional groups, and communities of scholars.
- Every student should be able to expect that their work will not be copied by any other student and that their work will be safe from theft or vandalism.
- Everyone is expected to respect the property of others, and the SAET, and care for it accordingly. All faculty, students, and staff are expected to assist in maintaining a comfortable, respectful, and clutter-free working environment.
- The studio atmosphere will engender an attitude of mutual assistance, sharing of ideas and information, and friendly, constructive competition. Students will be encouraged to spend time in the studio adequate for nourishing this attitude.
- Students will be provided reasonable equipment, access to the library, workshop, and computer facilities, supporting their ability to work in the building. The SAET will make every attempt to provide access to the workshop during studio hours, as well as, an expanded evening schedule. They may also expect appropriate furnishings and a reasonable level of comfort in the working environment.

Note: This Policy is not intended as a substitute for expectations and requirements of students and faculty as delineated, respectively, in The Fang (Florida A&M University Student Handbook). The Studio Culture Policy is expected to complement the SAET's "Classroom and Studio Use – Guidelines"

VIII. Student Services

Following are the most commonly used services.

Campus Recreation Department

The Department of Campus Recreation offers an array of programs and services that foster wellness and positive socialization for the University Community. The Department of Campus Recreation is housed in a \$9 million state-of-the-art facility on the corner of Wahnish Way and Osceola Street. It has a 3,400-square foot exercise/aerobics or multi-purpose room; a juice bar; a 700-square foot spinning room/classroom; a message therapy room and a 16,500-square foot weight training and cardio workout area on two floors. Telephone: 599-3785.

Learning Development & Evaluation Center (LDEC)

The LDEC collaborates with local, state, and federal agencies, as well as the university community to provide supportive services and accommodations to students with learning and physical disabilities to enhance their skills for personal, academic, and professional growth. The LDEC is located at #667 Ardelia Court. Telephone: 599-3180.

Instructional Media Center (IMC)

The IMC located on the ground floor of the Coleman Library, Room 104 contains two interactive classrooms, a Faculty Development Lab, and an academic computer lab. The IMC offer multimedia, distance learning, audiovisual, and videoconferencing support to faculty, staff and students at FAMU.

New Beginnings Educational Research Center for Child Development (NB-ERCCD)

The NB-ERCCD provides childcare services for children between the ages of 2.6 and 5; and after school care for children between the ages of 5 and 12. It offers an array of developmentally appropriate and culturally relevant curricula geared to the individual needs of children. Normal operating hours are from 7:30 am to 5:30 pm. Evening care is available upon request. NB-ERCCD, a fully accredited center, is located at building 459 FAMU Way.

The Career Center

The Career Center is an integral part of the total education process at FAMU. It is housed under the Division of Student Affairs. The mission of the Career Center is to provide comprehensive and progressive career planning, placement, and follow-up programs and services designed to augment the academic process and to assist students in successfully pursuing and managing meaningful career opportunities upon graduation that throughout the work life cycle. The Center is located at 118 Student Union Building, telephone: 599-3700 or 3500. For a complete list of services please visit the center or review the *2008-2010 Catalog*, p 45.

Student ID or Rattler Cards

The Office of Special Services staff makes the student ID cards. Students must have their ID's taken soon after registration. An ID card is needed for entry into all social and athletic events held on campus, use of the libraries and health clinic, financial aid check disbursement, and for general identification purposes. Students need to have their ID cards validated each subsequent term of enrollment at FAMU. The class schedule and fee payment receipt is needed to validate the student's ID card. (Basement FHAC, telephone: 599-8366).

Veterans Service Office

This office will assist students in processing forms to receive benefits through the Veterans Administration.

The Office of Counseling Services

The Office of Counseling Services is a unit of the Division of Student Affairs. Services provided include but are not limited to counseling, self-development program, and testing. These services are designed to help students adjust to college and to assist them in resolving deep emotional concerns, negative reaction to stressful situations, and other concerns that tend to interfere with the learning process. A wide range of counseling (peer and crisis counseling), self-development, and assessment service (personality measures, vocational interest surveys aptitude test) is available. Some of the more helpful may be the workshops in the areas of time management, anxiety and stress management, and assertiveness. All OCS services are free and students may have up to twelve counseling session per semester. The office is in Sunshine Manor and hour are Monday-Friday 8:00 am to 5:00 pm with extended hours on Thursdays from 8:00 am to 7:00 pm. Telephone: 599-3145.

Office of Student Financial Aid

The Office of Student Financial Aid is in the Foote-Hilyer Administration Center (FHAC). This office administers financial aid to all eligible students. Student's financial aid is awarded according to everyone's need in relation to college cost. Financial aid awards may include loans, grants, scholarships, or part-time employment and may be offered singularly or in various combinations. **The applicant's complete file must be in the office by April 1.** Financial aid packets (to be completed carefully by the student) are usually available by the end of January. It is advisable to copy documents submitted for one's personal records. Telephone: 599-3730.

Student Health Service

The Student Health Services is organized for testing illnesses and injuries that commonly occur while the student is in residence at the University and is in the north wing of the Foote-Hilyer Administration Center (FHAC). The Student Health Service is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The Student Health Services does not provide for dental care, major surgery, obstetrics, or conditions requiring intensive care or hospitalization. Only FAMU students are eligible for services in the Student Health Service during the semester for which they are registered. Presentation of a validated FAMU picture ID is necessary for service. All medical records are confidential. They cannot be released without written permission from the student. A student health fee is assessed at the time of registration for each student who is registered for six or more semester hours. Part-time students who register for fewer than six semester hours do not pay a health fee and are not eligible to receive health care services at Florida A&M University.

Department of Public Safety (DPS)

DPS is a full-service law enforcement agency providing safety, security, enforcement and parking services to the university community. Vehicles operated on campus must be registered and bear a decal. These expire annually on August 3 or at the end of each semester, depending on the length of time for which it was purchased. Visitors must obtain a temporary parking decal from the FAMU DPS located on Gamble Street.



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