

# *Academic Advising Handbook*

*AUGUST 2002*

**Florida Institute of Technology**

## *PREFACE*

According to the *Faculty Handbook*, each student at the university is assigned a full-time faculty member as his or her faculty advisor. Faculty advisors should instill in their advisees a confidence that the academic, professional and social development of the student is their serious concern. They should advise students concerning their courses of study after making a thorough examination of each student's past academic performance, not only at Florida Tech, but also at any school the student has attended. They assist students in career development, in making a selection of courses at time of registration and approve the student's registration form. Faculty advising is one of the most important responsibilities of a faculty member outside the classroom.

## *ACKNOWLEDGMENTS*

We want to thank the Florida Tech contributors who enhance, update, and improve this handbook.

We hope to receive additional suggestions—especially from new faculty members—for improvements to make this handbook more helpful.

*Richard E. Enstice, 2002*

## *EDITORIAL NOTE*

This *Academic Advising Handbook* has been compiled by the Academic Support Center as an aid for faculty advisors, but is not a policy-defining document. It contains material from other documents that are not readily available to each faculty member.

<b>Section 1</b>		
<b>The Advisor's Role</b> .....	<b>5</b>	
What is the Role of an Academic Advisor .....	7	
What are Some Strategies for Advising? ...	7	
What are Some Interviewing Techniques Used in Advising? .....	8	
What are Key Reminders for Effective Advising? .....	8	
How Does an Advisor Advise Undecided Students? .....	9	
<b>Section 2</b>		
<b>Faculty Guidelines</b> .....	<b>11</b>	
Undergraduate Course Syllabi and Textbooks .....	13	
Examinations .....	13	
Official Grade Sheets .....	13	
Graduating Student Grade Sheets .....	13	
End-of-Semester Responsibilities .....	14	
The Early Warning System .....	14	
Cheating/Plagiarism .....	14	
Student Retention Committee .....	15	
Federal Family Educational Rights and Privacy Act of 1974 as Amended .....	16	
Release of Student Information .....	16	
Posting of Grades by Faculty .....	16	
Employee Responsibilities .....	16	
Ethical and Legal Statements in Student Hiring .....	17	
Purpose of this Guide .....	17	
Guidelines.....	17	
<b>Section 3</b>		
<b>The Registration Process</b> ....	<b>19</b>	
Registration Process Flow Chart .....	21	
The Registration Process .....	22	
Prerequisite and Corequisite Courses .....	22	
Nondegree Programs .....	22	
Transfer Students .....	22	
Freshman Advising Recommendations:		
Course Selections .....	22	
Biological Sciences .....	22	
Chemistry .....	22	
Communication .....	23	
Mathematics .....	23	
Physics .....	23	
Science Education .....	23	
Advanced Standing Exams .....	23	
Advanced Placement Credit .....	24	
The College Level Examination Program .....	24	
International Examinations .....	24	
Directed Study.....	24	
Undergraduates Taking Graduate Courses .....	24	
Courses for Graduate Credit .....	24	
Courses for Undergraduate Credit .....	24	
Course Substitution .....	24	
Military Science .....	25	
Interdisciplinary Science .....	25	
Request to Study at Another Institution Policy .....	25	
Limitations, Holds and Delays in Registration .....	26	
Fee Payment .....	26	
Schedule, Courses and Major Changes .....	26	
Dropping a Course .....	26	
Adding a Course .....	27	
Repeating a Course .....	27	
Change of Major .....	27	
Graduation .....	27	
Withdrawal from the University .....	28	
Withdrawal of Students for Health/Medical Reasons .....	28	
Academic Probation and Dismissal .....	28	
Notification/Right of Appeal .....	28	
<b>Section 4</b>		
<b>Forms</b> .....	<b>29</b>	
Certification Request .....	31	
Registration Form .....	32	
Request for Additional Transfer Credit ...	33	
Petition for Equivalency Examination ....	34	
Request for Directed Study Course .....	35	
Request for Undergraduate Elective Approval and Course Substitution .....	36	
Course Substitutions Authorization for Army ROTC .....	36	
Change in Registration Status .....	37	
Request to Retake a Course .....	38	
Change of Grade Request .....	39	
Request to Study at Another Institution .....	40	

Request for Change of Major, Change of Site or Dual Degree .....	41
Petition for Graduation .....	42
Request for Transcript .....	43
VA Change of Address, Cancellation of Direct Deposit .....	44

## Section 5

### Advising Specific

#### Students ..... 45

How to Advise International Students ...	47
English Proficiency Testing .....	47
College Code "7100" .....	47
Full time vs. Part Time .....	47
Registration Procedure .....	47
Failed Courses in Division of Languages and Linguistics .....	48
Change of Major .....	48
Double Major .....	48
Time Limitation on Academic Program .....	48
Academic Advisor's Recommendation for Less than Full-time Academic Load .....	49
Full Load Courses for International Students .....	50

Advising Military Science Students .....	51
--	----

## Section 6

### Student Services ..... 53

What Services are Offered to Students? .....	55
Academic Computing Services .....	55
Counseling and Psychological Services (CAPS ) .....	55
Disability Services .....	55
FRESH Program .....	55
Academic Support Center (ASC) .....	55
Career Services .....	56
Cooperative Education .....	56
Student Employment .....	56
Financial Aid .....	57
Health Center .....	57
Residence Life .....	58
Safety and Security .....	58
Cashier .....	58

## Section 7

### Banner Access ..... 59

How to Get Access to Banner .....	61
Your Computer Login ID and Password .....	61
Remember What You Change Your Password To! .....	61



**SECTION 1—THE ADVISOR'S ROLE**





## What is the Role of an Academic Advisor?

Undergraduates have been described by Dr. Thomas H. Peake, School of Psychology, as being in the latter stages of becoming adults. They are, in varying degrees of competence, emotions, independence, personal identity, relationships, purpose and integrity.

The primary purpose of academic advising is to assist students in their pursuit of a college experience that will help them to fulfill their life goals. Advisors, thus, need to assist students in:

- clarifying life goals,
- developing their educational plans,
- selecting appropriate courses and other educational experiences,
- using university support services,
- developing decision-making skills, and
- developing the capacity to evaluate alternatives and direct their efforts productively.

## What are Some Strategies for Advising?

Basic strategies of advisement used to assist in individual student development are emphasized below.

### **A. Attempt to become acquainted with the advisee in as many aspects as possible.**

Getting to know the advisee outside the formality of the office can be extremely valuable. Knowing the academic abilities and background of the advisee is also important. Having good documentation (the advising folder) such as high school courses with grades, rank in graduating class, ACT or SAT scores, transfer courses and grades from other universities, and present academic status is essential when assessing a student's ability and future direction.

### **B. Explore the objectives, interests and motivations of the advisee.**

The advisee's actual certainty of future objectives and goals is difficult to ascertain. When the advisor has some knowledge of the advisee's nonacademic background—such as home influence, hobbies and friends—a more thorough type of advisement is possible.

### **C. Develop rapport with advisee.**

If the student knows the advisor as a professional person who has a genuine interest in students, the advisement process becomes much more beneficial for both advisor and advisee.

The student should be encouraged to become acquainted with other faculty members in the academic unit, because multiple contacts can be useful to the student who is attempting to assess his/her personal goals.

### **D. Become knowledgeable concerning university rules, policies, regulations and procedures that affect academic programs and activity.**

Every advisor must be well-informed regarding current academic policies and procedures. Review of prior policies and study of new policy changes should be a regular activity of each advisor before beginning each registration period. Familiarity with courses generally taken by advisees, the characteristics of teachers of the courses and how the courses have been appraised by prior students can make the advisement process smoother and more successful. Suggestion for student involvement in campus activities is often the key to retention in school.

### **E. Evaluate student motivation.**

Enhancing a student's motivation by capitalizing on good academic planning can be a very helpful strategy. Suggested strategies might include:

1. Matching courses early in the program to the student's academic strengths, interests and backgrounds.
2. Helping the student to build on success rather than failure.
3. Challenging capable students to continue their efforts toward academic excellence.
4. Explaining the rewards of a strong academic program and associated good grades.

### **F. Be aware of the limitations of responsibility as to where the burden of the advisement process falls on the shoulders of the student.**

Advisors cannot make decisions for an advisee, but they can be a sympathetic listener and offer various alternatives for the advisee's consideration. Advisors cannot increase the ability of a student,

but can encourage the maximum use of that ability. While advisors cannot change some aspects of course schedules or employment loads, the students can be referred to the proper offices for such adjustments.

**G. Seek to determine the level of advisement appropriate for your own comfort and the student's training.**

Advisors should not attempt to personally handle complex problems concerning financial aid, mental or physical health, or personal or social counseling. When these situations do arise, the faculty advisor should refer students to professional personnel who are specially trained and knowledgeable about dealing with such problems.

## What are Some Interviewing Techniques Used in Advising?

**Opening**—Greet students by name, be relaxed, warm. Open with a question.

**Phrasing Questions**—Avoid questions allowing a yes/no answer to increase conversational flow.

**Listening**—Don't out talk a student; listening allows one to identify feelings behind words. Be silent and allow student to search for words or ideas.

**Accepting the Student's Attitudes and Feelings**—Convey acceptance in a nonjudgmental way. If the student thinks it is a problem, so does the advisor. Try to understand where the student is coming from.

**Cross-Examining**—Do not fire questions at the student like a machine gun.

**Admitting Your Ignorance**—Admit when you do not know the answer. Go to your resources for the information or call the student back.

**Setting Limits on the Interview**—It is better if the advisor and the student realize from the beginning that the interview will last for a fixed length of time.

**Ending the Interview**—It is best to end the interview at the agreed time. Offer to schedule another appointment.

## What are Key Reminders for Effective Advising?

1. Care about advisees as people and keep in frequent contact.
2. Establish a warm, genuine and open relationship.
3. Evidence interest, helpful intent and involvement.
4. Be a good listener.
5. Establish rapport by remembering personal information about advisees; keep a record of past conversations.
6. Be available, keep office hours and appointments and seek out advisees in formal settings.
7. Provide accurate information.
8. Refer to *University Catalog, Advisor's Handbook*, etc.
9. Know how and when to make referrals, allow student to do it in your presence and be familiar with referral sources.
10. Don't attempt to handle situations for which you are not qualified.
11. Help students make their own decisions.
12. Focus on advisee's strengths rather than limitations.
13. Determine reasons for poor academic performance and direct advisees to appropriate support services.
14. Clearly outline advisee's responsibilities and monitor progress toward educational goals.
15. Follow up on commitments made to advisees.
16. Encourage advisees to consider and develop career alternatives when appropriate.
17. Evaluate the effectiveness of your advising.
18. Don't be critical of other faculty or staff to anyone.
19. Be knowledgeable about career opportunities and job outlook for various majors.
20. Don't betray confidential information.

## How Does an Advisor Advise Undecided Students?

Use this plan in a 20-minute advising session or over an extended period of time. A trusting advising relationship needs to be established; the first contact is critical. Remind the students your role is one of support to provide continuity and stability.

### Step 1: How undecided is the student?

- Why are they undecided?
- What majors are they considering? What majors have they eliminated?  
If they can't answer either question, go through a complete list of the majors offered, giving an explanation of each.
- Be sensitive to sex-role stereotyping.
- Listen for students' values for identifying alternatives.

### Step 2: How should the advisor help students to organize a plan for gathering information?

- What type of information do they need?
- Devise a plan for gathering information.
- Refer to campus resources.
- Establish a timeline.

### Step 3: How should the advisor help the student organize the information gathered?

- Integrate personal assessment into career choices.
- Help them
  - understand academic and occupational relationships, including majors that lead to
  - occupational possibilities;
  - understand how majors fit values and goals; and
  - narrow down their options to two or three.

### Step 4: How should advisors support students while they make decisions?

- Offer feedback on the process.
- Help identify external factors.
- Help them understand their decision-making process.
- Support their decision.

### Step 5: How should the advisor help students initiate an action plan?

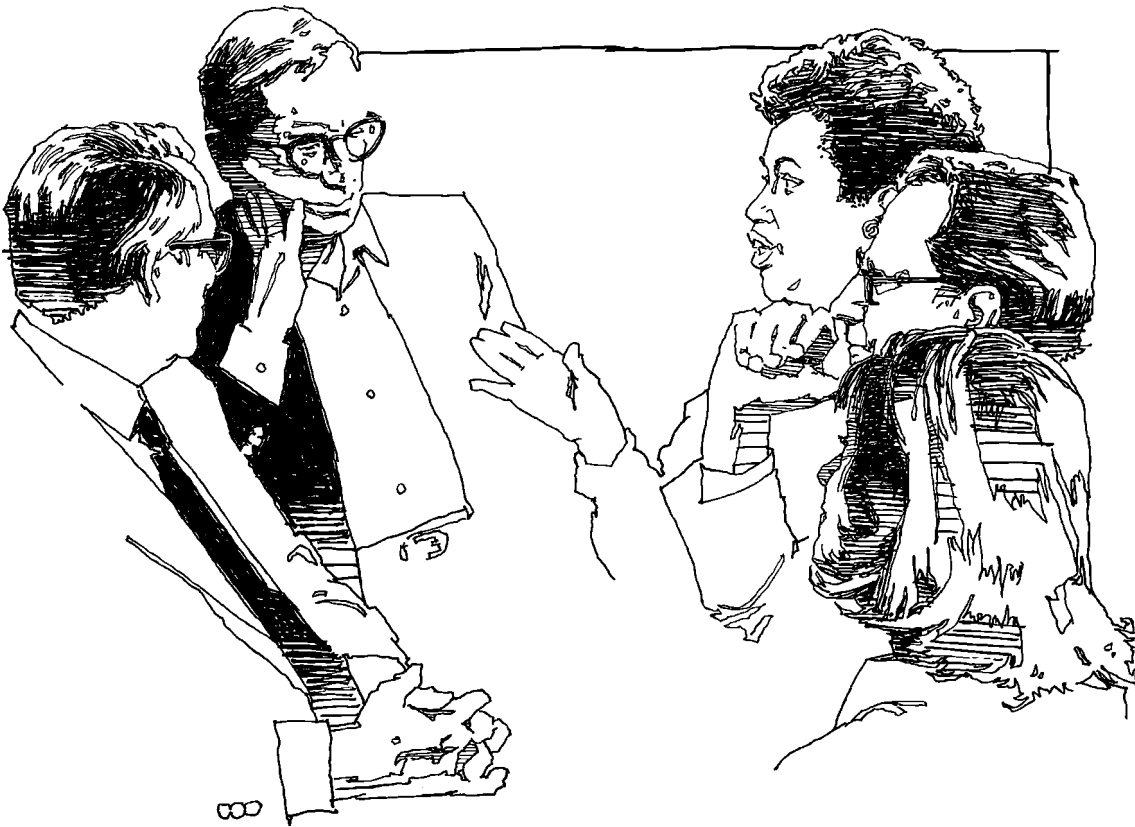
- Help identify actions, steps and resources needed to take action.
- Help set up a realistic timetable for taking action.
- Remind students that no plan is static; as changes take place, new decisions may need to be made.

### Step 6: How does an advisor encourage future contact?

- Be available to help assess further or update their decision.



**SECTION 2—FACULTY GUIDELINES**





## Undergraduate Course Syllabi and Textbooks

For each undergraduate course, the instructor should select a textbook and prepare a syllabus. The syllabus will be given to the student at the first meeting of the course. The instructor should, at a minimum, cover all the material listed in the syllabus and use the selected textbook for out-of-class reading. If the instructor cannot adhere to this policy, he/she should report the expected deviations to the academic unit head/program chair immediately. Uniformity, particularly in undergraduate prerequisite courses, helps preserve continuity.

The syllabus should contain:

- Course number (including section number if multisection course), name and semester
- Instructor's name and official location, E-mail address (phone ext.)
- Textbook(s) name and author(s) name and edition, if applicable
- A week-by-week list of subject matter to be covered in the course
- Explanation of any term papers, projects or other requirements
- Grading procedures
- All syllabi in freshmen-level courses should contain the following statement: "Attendance is required."

Copies of all syllabi and handouts must be on file in each academic unit office.

## Examinations

A final examination must be given at the time and day shown in the Final Examination Schedule. Requests for a waiver of time or day must be approved by the vice president for academic affairs; however, a final examination may be given only during "Finals Week." The documentation required by the vice president for academic affairs for consideration of change is a statement requesting the change (including specifics as to time, day and location) with the signature of the instructor and every member of the class. The academic unit head should underwrite the endorsement by his signature.

It is hoped that individual faculty members would try to explain to individuals or to classes the chaos that is created by rescheduling a final examination before he/she or the class spokesman appeals to the vice president for academic affairs.

Exceptions to this policy for individual students may be handled by the faculty member in the following cases: 1) student illness or other emergency, 2) student has more than three examinations scheduled the same day, and/or 3) one examination time conflicts with another. Priority in the two last cases will be given to adjusting the lower numbered course(s) (i.e., the higher numbered courses should follow the published exam schedule).

The instructor will retain final examinations for at least one term. If the instructor leaves the local area and will no longer be accessible, then the final exams with the scheme used for scoring must be left with the instructor's academic unit head.

*(MAP 1-6 9/87, Page 2)*

## Official Grade Sheets

The instructor must submit course grades to the academic unit within 48 hours of the final examination. When this deadline falls on a Saturday or Sunday it is extended to the following Monday. The academic unit must submit grades to the Registration Center no later than noon on Tuesday of the week following the final examinations week. Remarks should be annotated to the right of the student's name documenting unusual cases (e.g., "student never attended class," or "student did not show for final exam").

## Graduating Student Grade Sheets

Students participating in commencement exercises must have completed all curricular and financial requirements. The instructor will submit an "estimated" grade for each graduate and adhere to the following procedures. The purpose of the estimated grade is to allow the graduation office to promptly identify students who might encounter graduation problems, either as result of failure in a course or low GPA, and more closely monitor their status during the days preceding graduation.

1. Submit the estimated grades to the Registration Center by 5 p.m. on Monday of final examination week. If the examination can be administered and graded before this deadline, the estimated grade should be identical to the final grade. Because of GPA graduation requirements, it is better to err on the low side in estimating the grade.

2. Replace all graduating student grades by the close of business on the last day before graduation. An estimated grade that has not been replaced by a final grade by this deadline CANNOT be replaced thereafter by a grade lower than what was predicted, if doing so would affect the student's graduation status.
3. Report the expected grade to the graduation office as the lowest grade that the student might reasonably be expected to earn. Usually, this grade is at most one letter grade lower than the "best guess" grade. Therefore, the instructor should grade without delay every end-of-term assignment turned in by graduating students.
4. Use a memo or E-mail to inform the graduation office of selected "Official Grades" between the time the graduating students grade sheet is turned in and completion of the full official grade sheet.
5. Initial and date any grade that has been altered on the grade sheet.
6. Sign all grade sheets and submit them to the appropriate academic unit head/program chair for signature, who will forward them to the Registration Center.

## End-of-Semester Responsibilities

Advisors should check their advisees' final grades against their registrations for the next semester, and contact the students regarding dropping any course for which a prerequisite has been failed.

## The Early Warning System

The Early Warning System is a service of the Academic Support Center and the Office of the Registrar. This system is to ensure that students are contacted by their advisors and notified of their current academic situations. The student that is deficient in one or more courses should be informed so changes can be made.

During the sixth week of each term, instructors in lower-division courses report to the Office of the Registrar the names of students whose work is unsatisfactory (e.g., a D or F). During the seventh week, students are alerted and are encouraged to visit their faculty advisor, who also has been alerted.

The advisor should review the student's folder before an advising meeting. Each folder should contain placement test scores, course placements and test descriptions, high school and previous college transcripts (or an abstract of relevant information), correspondence, previous grade reports and the student's current schedule.

During the advising session, the advisor should:

- Review the student's academic progress. If she/he has a D or F, the options include prompt consultation with pertinent instructor(s), dropping a course before the ninth week, and/or seeking tutoring through the Academic Support Center.
- Review curriculum requirements and weigh the workload vs. demonstrated capacities.
- Review the academic regulations with the student, including necessary prerequisites.
- Review the Student/Faculty Complaint Procedure, if appropriate.
- Inform the student about the study skills seminars, the learning strategies course and counseling at CAPS and the Academic Support Center.
- Be alert to other contributing factors such as study habits, time management, memory development, personal relationships with peers and/or instructors, knowledge of resources, health, test preparations, money management or other sources of stress. The Academic Support Center can assist in these areas.

## Cheating/Plagiarism

Cheating and/or plagiarism are extremely serious matters. Even the suspicion of cheating or plagiarizing has jeopardized promising careers. The university has an obligation to itself, its alumni and its students to deal with such cases with unmistakably clear, forthright and fair action.

When a suspected breach of academic regulations involves cheating or plagiarism, the following sequence of events will be initiated:

1. The instructor and the academic unit head responsible for the course will meet to decide whether charges should be made or not.
  - a. If both agree that no charges should be made on the basis of the evidence available, the matter will be dropped pending further incidents involving the same student in the same course. If no other such incident occurs, the matter will be dropped permanently and no reference will be made to it.
  - b. If both agree that charges should be made, the case will proceed to step (2) below.
  - c. In the absence of agreement between the instructor and the academic unit head, the dean of the school or college responsible for the course will decide whether to proceed according to (a) or (b) above.

2. The student will be notified promptly of the charges in writing and given an opportunity to meet with the instructor and academic unit head (accompanied by the faculty advisor of the student wishes) and/or to submit a written statement explaining or refuting the charges.
  - a. If a meeting takes place or a statement is submitted, the case will proceed to step (3) below.
  - b. If the student chooses not to meet with the instructor and academic unit head, and not to submit a written statement, the case will proceed to step (4) below.
3. Based on the meeting with the student and/or review of the student's written statement, the instructor and academic unit head will make a preliminary decision regarding the student's guilt or innocence.
  - a. If both agree he is innocent, the matter will be handled according to step (1a) above.
  - b. If both agree he is guilty, the case will proceed to step (4) below.
  - c. In the absence of agreement between the instructor and the academic unit head, the dean of the school or college responsible for the course will decide whether to proceed according to (a) or (b) above.
4. In the case of a finding or as a result of Step (2b) above, it will be necessary to determine whether this case is a first instance of cheating/plagiarism. This determination is to be made by the vice president for student affairs, based on the file of documented previous incidents.
  - a. If a previous case is on file, the matter must be referred for disciplinary action through the Office of the Dean of Students.
  - b. If no previous case is on file, the case will proceed to step (5) below.
- 5) If it is established that no previous case is on file for this student, the student will be given the option of either accepting the charges or having the case referred to the dean of students for a formal disciplinary hearing. The maximum penalty that may be imposed on the student in the absence of a hearing is failure in the course in question and denial of the right to withdraw from the course, or have the grade replaced for any reason, (e.g., the forgiveness policy or a change of majors). If the instructor and academic unit head both feel that a stronger penalty is called for, they also have the right to refer the case to the Office of the Dean of Students.

If the charges are accepted by all parties concerned without benefit of a disciplinary hearing, the charges will not be made a part of the Registrar's official student file, but a record of the incident will be forwarded to the Office of the Dean of Students and kept on file in accordance with the University Code of Conduct. This record will include both a description of the incident and a statement signed by the student waiving his right to a formal disciplinary hearing and accepting the penalty imposed. It is not necessary for the student to formally acknowledge his agreement with all aspects of the description of the incident. (In the absence of this statement, the case must be referred to the Office of the Dean of Students for a hearing.) The facts pertaining to the incident, including the name of the student, will not be made public but will be made known to faculty members in the student's academic unit, with the academic unit offering the course, and other faculty and university officials as required to guard against future incidents of cheating and plagiarism.

Cases handled by the university disciplinary process that involve allegations of cheating or plagiarism will be reviewed by a committee composed of the dean of students, the vice president for academic affairs and the student's college/school dean. In addition to reviewing the hearing decision, this committee will decide on the restrictions, if any, to be placed on public statements that will be made regarding the case.

*(MAP 1-10 9/87, Page 2)*

## **Student Retention Committee**

The Student Retention Committee is a continuation of the Freshman Faculty Advisory Committee that was established in 1983 with the purpose of increasing communication between students, advisors and administration. The purpose remains the same with the emphasis on the study of immediate issues and needs of all students. Committee members are selected for their expertise and their amount of personal contact with students.

Consistent with the redefined mission of the FRESH Program, all members of the committee share the common goal of identifying and recommending solutions of problems faced by all students. The ASC director serves as chair.

# Federal Family Educational Rights and Privacy Act of 1974 as Amended

## RELEASE OF STUDENT INFORMATION

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) as amended established a set of regulations governing access to and the release of information about students. FERPA gives students who have reached the age of 18 or who attend a postsecondary institution the right to inspect and review their education records, the right to request amendment of their education records and the right to exercise some control over the disclosure of personally identifiable information from these records. Education records are those records that are directly related to a student and maintained by an institution or a party acting for the institution.

FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative or correspondence study programs. FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend an institution. See the *University Catalog* for more information.

## POSTING OF GRADES BY FACULTY

The public posting of grades either by student name, institutional student number or social security number without the student's written permission is a violation of FERPA.

Letters of recommendation made from personal observations or knowledge do not require a written release. If personally identifiable information obtained from a student's education record (grades, GPA, etc.) is included in a letter, the writer is required to obtain a signed release from the student that specifies the records that may be disclosed, states the purpose of the disclosure and identifies the party or class of parties to whom the disclosure can be made.

Information about the provisions of FERPA and full text of the law may be obtained from the Office of the Registrar.

## EMPLOYEE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Security and confidentiality of student records are a responsibility of all campus employees, including faculty, staff, administration, graduate assistants and student workers. Adherence to the following guidelines will enable the campus community to avoid student complaints under FERPA and are required for all employees.

It is unlawful to:

1. make or permit the unauthorized use of information in the student files maintained, stored or processed by campus offices;
2. seek personal benefit or allow others to benefit personally by knowledge of confidential information from student records;
3. exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with FERPA and university policies and procedures;
4. knowingly include or cause to be included in any record or report, a false, inaccurate or misleading entry. No one may knowingly expunge or cause to be expunged in any record or report, a data entry;
5. remove an official record or report or copy thereof, from the office where it is maintained, except when authorized by a supervisor in the performance of a person's duties;
6. aid, abet or act in conspiracy with another to violate this policy; and
7. withhold knowledge of a violation of this policy.

Violation of this policy may lead to reprimand, probation or dismissal from employment.

*Note: Information about the provisions of the FERPA and a full text of the law may be obtained from the university registrar.*

# Ethical and Legal Statements in Student Hiring

## PURPOSE OF THIS GUIDE

The success of Florida Tech students in obtaining employment is important to everyone on campus, including career services and student employment professionals and faculty. Faculty play a direct role in the employment process for current students and new graduates. Usually, faculty's role, and that of career services, are complementary. However, occasionally helping students in their job searches can result in illegal or unethical actions.

Florida Tech is a member of the National Association of Colleges and Employers (NACE), which provides a set of ethical guidelines for the job-search process. The standards in this guideline, titled "Principles for Professional Conduct for Career Services and Employment Professionals," are based on fairness, truthfulness, non-injury, confidentiality and lawfulness. Although faculty are not named in the document, as members of NACE, Florida Tech is morally and legally accountable for actions undertaken in the course of employment enterprise. For this reason, NACE has created this faculty guide.

## GUIDELINES

- **Candidate Referral**—Employers may contact you to request the names of students who would be excellent candidates for job opportunities. At first glance, it may seem harmless to provide the names of your best students. However, there are some potential legal and ethical pitfalls. If you receive a job lead from an employer and choose only to refer a few individuals without publicizing the position to all qualified students, you are not maintaining a fair and equitable recruiting process.

If you receive a request for student referrals, you can notify individual students who have declared an interest in such positions and encourage them to apply. However, post the position in your academic unit and announce it to your classes. There are practical reasons for these actions. Contact the Office of Career Services so that the positions may be listed campuswide. Career services may have an existing relationship with the requesting employer through co-op, part time, summer job and internship, job fair or other recruiting programs. The career services practitioner may wish to develop a broader relationship with the employer. Misunderstandings may occur when an employer works with more than one office on campus.

- **Referral of Minority Candidates**—Most employers have diversity objectives in their college relations programs. They may make a special effort to identify and attract minority candidates. You may be asked to help accomplish this task. The NACE principles endorse compliance with EE guidelines and adherence to affirmative action principles by college and staffing professionals. It is illegal to discriminate against protected groups about employment opportunities, especially in areas where minorities are under-represented. Employers are encouraged to inform minority populations of special activities (e.g., information sessions or career fairs that have been developed to help achieve an employer's affirmative action goals). You can participate in all of these activities. While it is lawful and ethical for you to assist employers in reaching out to minority groups, it is not appropriate for you to identify only minority individuals who might fit the needs of the organization. You have an obligation to provide a fair system (e.g., one where all students have access to information about career opportunities).

If you receive a request for minority candidate referrals, you can make announcements in class, post signs in your academic unit, notify minority student organizations, pass the request on to career services and encourage the employer to contact the Office of Career Services.

- **Providing References**—When asked by an employer for a student reference, confidentiality becomes a major concern. Information about the student should not be shared unless the student has furnished written authorization. Once permission is obtained, provide information that is based on facts, written if possible, not conjecture, and not on personal information unrelated to the student's qualifications for the job. Avoid personal matters such as marital status, health, disabilities, race and religion. These matters cannot be discussed in employment situations, as a matter of law.

There may be times when you are unsure of how to help your students and stay within the law. On those occasions, call the Office of Career Services for more information.

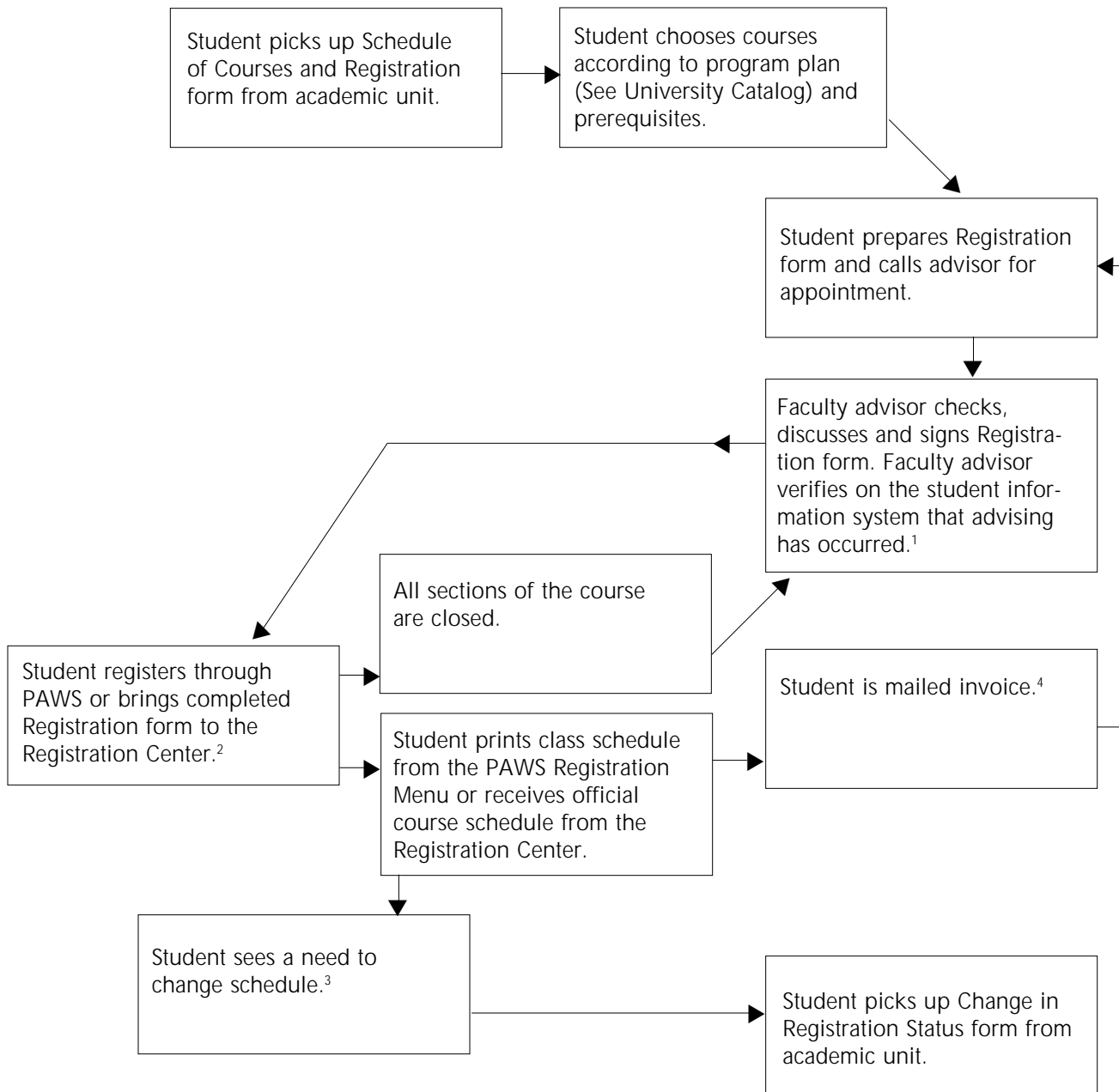


**SECTION 3—THE REGISTRATION PROCESS**





# REGISTRATION PROCESS



- <sup>1</sup> Academic Unit Constraints  
 Prerequisites and Grades  
 Program Plans  
 Frequency of Course Offering  
 Workload vs. GPA

- <sup>2</sup> Registration Holds  
 Financial  
 Library  
 Security  
 Academic  
 Closed Sections
- Conflicts  
 Billing Method  
 Meal Plan  
 Nonvalid Class

- <sup>3</sup> Frequent Reasons  
 Wrong Class  
 Failed Prerequisite  
 Closed Section Now Open  
 Course Load Too Heavy  
 Instructor  
 Financial

- <sup>4</sup> Registration is not complete until financial obligations have been satisfied

## The Registration Process

Degree requirements for each Florida Tech baccalaureate degree are outlined in the *University Catalog*. In the fall term of the freshman year, most new freshmen are registered in their proper first-term courses by the registrar based upon input from the academic units. After that, each student reviews his/her course choices with the assigned academic advisor. This provides the student flexibility in arranging his/her individual schedule concerning extracurricular activities, study-period patterns and other variables he/she believes important. No student shall be permitted to attend a course unless officially enrolled, regardless of whether that course is being taken for credit, audit or Continuing Educational Units (CEU).

*Note: See Flow Diagram on previous page.*

## Prerequisite and Corequisite Courses

Problems may arise from the failure to take or to qualify to take these courses at the right time.

1. Decreased likelihood of successfully completing the course.
2. Decreased mastery, even for a student who is able to pass the course, of the full body of knowledge covered in the course.
3. Increased time the student devotes to this course can cause problems with other courses.
4. Diminished educational experience for other students who take the course.
5. Added work for the instructor.

## Nondegree Programs (General Studies, General Science and General Engineering)

Nondegree programs provide a common freshman-year curriculum for students who are uncertain about which major they will choose.

Students are encouraged to choose a regular major before registering for their third semester of full-time course work, and must do so within their first 45 credit hours. These criteria are adjusted for transfer students. Nondegree program students are advised by faculty in all programs and are assigned a new advisor in the appropriate academic unit when they declare a regular major. No degree is awarded in general studies, general science or general engineering.

## Transfer Students

Transfer students may enter Florida Tech at the beginning of any semester of the academic year. If they lack college credit in mathematics and communication, they will be required to take a placement examination.

Advisors should check Banner for transfer credit and check folders for a formal statement regarding an evaluation of transfer credit. Students should be fully informed as to credit received, and be made aware of the right to appeal decisions regarding transfer credit (*see form*). Requests must be in writing before the completion of their second term at Florida Tech. All official transcripts and documents must be submitted before the completion of a student's first semester of enrollment.

Academic units need to apply transfer credit to the program degree plan so the student knows what courses he or she needs to complete.

## Freshman Advising Recommendations: Course Selections

The following recommendations regarding course selections were submitted by heads of the academic units that are responsible for the courses. An advisor should refer to the recommendations when scheduling freshmen and/or undergraduate international students for courses in those subject areas.

### BIOLOGICAL SCIENCES

There is only one biology sequence open to freshmen who don't have transfer credits for them: BIO 1010, 1020. Students who enroll in this sequence should have taken biology and chemistry in high school.

### CHEMISTRY

Some students may need additional strengthening of their chemistry background to successfully complete CHM 1101. At the end of the seventh week of the semester, all students with grades of D or F on the basis of the first two-hour exams will automatically be re-registered into a preparatory course, Introduction to Chemistry (CHM 1100), at no penalty. There will be no grade for CHM 1101, and the grade for CHM 1100 will be based solely on the performance in that course. These students will take CHM 1101 the following term. Students who take CHM 1100 do not continue in the laboratory, but they may apply their seven-week laboratory grade to CHM 1101 the following term.

## COMMUNICATION

New freshmen and transfer students who lack prior college credit in English are required to take a communication placement exam. Student schedules are updated according to the results of the test and distributed at the end of Orientation Week.

## MATHEMATICS

New freshmen and transfer students who lack prior credit for the first required math course in their major are required to take a math placement exam. In the fall semester, student schedules are automatically updated according to the results of the tests and distributed at the end of the Orientation Week.

## PHYSICS

Because a strong mathematics background is essential to physics, students must complete MTH 1001 before taking Physics 1 (PHY 1001).

## SCIENCE EDUCATION

A two-semester Survey of Science sequence, EDS 1031, EDS 1032, is taught by science education faculty. Topics in physics, astronomy, biology, geology and environmental science are covered.

## Advanced Standing Exams

Many students entering Florida Tech are sufficiently proficient for advanced placement above the entrance level in physics, computer programming, chemistry and other subjects. A student should contact the academic unit, faculty advisor or the Academic Support Center to learn more about these advanced placement tests.

*Note: Students who take an Advanced Standing Exam may not take an Equivalency Exam for the same course(s).*

By the third week of the semester, each academic unit will receive labels containing test scores and course placements for filing with the records of each student. Advisors should check:

- Course placement against the student's current schedule.
- Course placements and current registration against curriculum requirements to determine need for credit or remediation (and potential phasing problems).

Coordination of placement exams and examinations by credit is the responsibility of the Academic Support Center.

**Chemistry.** The chemistry exam identifies entering students who have a mastery equivalent to at least one semester of Florida Tech's sequence in general chemistry. Eligibility for the exam requires one of the following:

- Having a grade of B or better in chemistry beyond the standard one-year American high school chemistry course.
- Passing a college-level chemistry course that was not directly eligible for transfer credit.

### Computer Science.

- Computer Applications. Entering students who have mastered word processing, spreadsheets, presentation systems, electronic mail, file transfers, remote logins and Internet browsing may request to take the Computer Applications Advanced Placement Exam. The exam has a written and hands-on portion. Students who obtain passing scores will be awarded 3 credits for Introduction to Computer Applications (CSE 1301).
- Computer Programming. Entering students who have mastered C++ may request to take the Computer Programming Advanced Placement Exam. The exam has a written and a programming portion. Students who obtain passing scores will be awarded 3 credits for Software Development with C++ (CSE 1502).
- Computer Science. Entering students who have mastered the fundamentals of computer science, such as building executable programs, data types, control structures and fundamental algorithms, may request to take the Computer Science Advanced Placement Exam. The exam has a written and a programming portion. Students who obtain passing scores on this examination and place into calculus 1 or above will be awarded 4 credits for Fundamentals of Software Development (CSE 1001).

**Mathematics.** Advanced standing credit is earned by first taking the Math Placement Exam. If placement test scores are sufficiently high, students are invited to take an Advanced Standing exam. Success in this exam places the student in the next higher course in the sequence and usually grants him/her college credit for the particular course. Advanced Standing is typically given for basic courses that are required for the degree. The credit is listed on the transcript as Advanced Standing credit, with the grade shown as "T." Transfer students

who do not have credit for the first math course for their major are required to take a Math Placement Exam.

**Physics.** A student who has studied physics beyond the standard one-year American high school course and believes he or she has a mastery equivalent to that of one or more Florida Tech physics sequence courses (using some calculus) may request to take the Physics Advanced Placement Exam.

## Advanced Placement Credit

Students who have submitted official AP test scores to the Office of the Registrar may be granted transfer credit. The Office of the Registrar will notify the student of credit received by letter. The AP equivalent courses and scores are listed in the *University Catalog*.

## THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Florida Tech grants academic credit for **specific subject examinations only**. To receive credit, the score must be above the recommended percentile specified by the American Council on Education (ACE). CLEP examinations are not administered on the Florida Tech campus. Please contact the Office of the Registrar for specific information.

## INTERNATIONAL EXAMINATIONS

Credit is awarded for participation in an International Baccalaureate program based on completion of higher-level exams with grades of four or higher. Credit is also awarded for passing GCE examinations at the advanced level and for passing French Baccalaureate examinations based on the Registrar's office review of the subject areas and scores.

## Directed Study

When a student, for reasons beyond his/her control, must earn credit for a particular course before the next time at which the course will be offered, it is occasionally possible to arrange for personal study of the subject as directed by a qualified full-time faculty member. (See current *University Catalog* and *Schedule of Classes*.)

To enroll for a directed study course the student should initiate a Request for Directed Study Form and obtain the needed approvals as directed on the form. Approval is given at the discretion of the academic unit offering the course. Normally, evidence of a compelling need (e.g., course required for graduating before course's next scheduled offering) and due diligence by the student regarding taking the course when offered are required for approval. Not taking the course at its last scheduled offering because of an unpopular class time or instructor is never an acceptable justification for Directed Study.

## Undergraduates Taking Graduate Courses

### COURSES FOR GRADUATE CREDIT

An undergraduate student who is within 24 semester credit hours of completing the requirements for a Bachelor's Degree at Florida Tech, and who has a grade point average of 3.0 or better, may also enroll in graduate courses for graduate credit provided that such registration will not result in any postponement of the completion of his/her undergraduate degree requirements. Any exceptions must be approved by the student's Academic Unit Head and the Dean of the appropriate College or School.

### COURSES FOR UNDERGRADUATE CREDIT

In addition to taking graduate courses for graduate credit, undergraduate students may also be permitted to take graduate courses as electives to apply toward their Bachelor's degree, and in such cases, the requirements delineated above will not apply. However, undergraduates with grade point averages below 2.75 will be allowed to take graduate courses only under exceptional circumstances, and only with the approval of the Head of the academic unit offering the course and the Dean of the appropriate College or School.

## Course Substitution

Any deviation from the stated degree requirements at Florida Tech, including course substitutions, must have written approval of the student's academic advisor and academic unit head/program chair. The form, Request For Undergraduate Course Substitution, should be submitted by the student to the faculty advisor and academic unit head/program chair. A copy of the approved course substitution form will be placed in the student's folder. The form must be submitted to the registrar's office for final processing. Any substitution of a course that does not cover subject matter that is directly comparable to the required course it replaces requires the approval of the associate vice president for academic affairs. Substitutions should never be delayed until the final year.

## **MILITARY SCIENCE (ARMY ROTC)**

Military Science (*see form*) may be substituted into a student's degree plan as a replacement for certain courses that have been coordinated and approved by each dean. These substitutions are not limited to students who enroll in Army ROTC for four years, except where the military science is a 3000- or 4000-level course. Allowable substitutions are listed in the *University Catalog*.

Each student at Florida Tech has a faculty advisor to assist him/her with the chosen academic program planning/progress. United States Army Cadet Command Regulations require that cadets at each level in Army ROTC also have a cadre advisor (Army ROTC instructor/professor) who monitors cadet progress and compliance with the provisions of his/her academic program and Army ROTC contract (if applicable). This is to ensure that the student is making sufficient academic progress toward a degree.

The vast majority of cadets at Florida Tech are either on scholarship (which means they have a contract with the Army), or are pending award of a scholarship (which means they must meet a specific GPA and physical fitness standard to activate the scholarship and subsequent contract). One of the provisions for a contracted scholarship cadet is that he/she must maintain a 2.0 semester and cumulative GPA. Once the scholarship contract is initiated, the 2.0 GPA rule applies. For those cadets who are awarded a three year Advanced Designee scholarship (one awarded the senior year of high school, but not effective until the sophomore year of college) they must attain a minimum cumulative GPA of 2.5 by the end of their freshman year to validate the scholarship. This is also true for a freshman, sophomore or junior applying for a two-, three- or four- year "on campus" Army ROTC scholarship.

Each scholarship cadet signs a contract acknowledging his/her academic responsibilities, and fills out an academic plan (Cadet Command Form 104-R), which the student's faculty advisor agrees to and signs. The professor of military sciences verifies completion of this form. The Army ROTC advisor for each class monitors compliance with the plan. He also advises the professor of military science when changes to the plan occur, or academic performance is not in keeping with the Army contract. The Army ROTC advisor counsels each cadet in writing a minimum of twice per semester, addressing academic performance among other items. When cadets are struggling academically, the Army ROTC advisor will seek assistance through the faculty advisor, and additionally may seek other measures including tutoring assistance.

Cadets who demonstrate an inability to meet minimum GPA requirements are placed on academic probation. The probation period will last for the duration of the semester immediately following the grade deficiency. Cadets on academic probation are prohibited from participating in all Army ROTC extracurricular activities. When a student does not improve, he/she is normally considered for subsequent probation, disenrollment from Army ROTC and termination of the scholarship contract.

## **INTERDISCIPLINARY SCIENCE AND MILITARY SCIENCE OPTION**

The intent of the military science option is to prepare Florida Tech ROTC cadets to serve as commissioned officers in the United States Army, Army Reserve and Army National Guard. The military science option provides a comprehensive academic curriculum with emphasis on applied leadership and problem solving skills.

The actual interdisciplinary science requirements of the 44 hours states: at least 21 hours must be 3000/4000 level science courses. Recommend that students who would select the military science option complete a minimum of 12 hours of MSC 3000/4000 level courses. An additional 8 hours could be applied to the 44 hours.

Members of both military science, and physics and space science serve as academic advisors. This comprehensive effort ensures each student in the interdisciplinary science/military science option engages a fulfilling and rewarding academic experience.

## **Request to Study at Another Institution Policy**

An undergraduate student may take a course for transfer to Florida Tech during a semester or summer term when the student is not enrolled at Florida Tech, subject to the following limitations:

1. The course must meet the criteria for transfer credit established in the *University Catalog* in effect at the time the course is taken, and by the Florida Tech academic unit responsible for courses in the same or related fields. Transfer credit for courses failed at Florida Tech, or for courses with prerequisites or corequisites that have not been passed, is not permitted by this policy, but under special circumstances may be approved on a case-by-case basis by the associate vice president for academic affairs.
2. Selected course requirements in any degree program may be designated by the cognizant academic

unit as courses that must be taken at Florida Tech by students in that degree program. Such designation requires the endorsement of the Curriculum Committee and the approval of the vice president for academic affairs. Where such a designation has been made, a list of the designated courses is available to students in the academic unit or program office, and in the registrar's office.

3. In the case of a course where the improvement of written and/or oral communication skills in English is an important component, such as COM 2223, COM 2224 and COM 2370, and HUM 2051 and HUM 2051, the course taken elsewhere must be taught in English.
4. A course may not be taken at any other institution in Brevard or Indian River County if the equivalent Florida Tech course is being offered in the same term or an overlapping term. This restriction applies to all cases, including conflicts between courses at Florida Tech and other courses the student wishes to take. An exception may be made to this restriction by a student's faculty advisor for a student whose home of record was Brevard or Indian River County at the time of initial acceptance to Florida Tech.
5. A maximum of three courses taken at another institution will be approved under this policy.

An exception to the three-course limit may be approved by the associate vice president for academic affairs for students who are within 20 semester hours of graduating, students registered for cooperative education work experience, or for students participating in an approved "study abroad" experience. Included are courses taken at foreign institutions with which Florida Tech participates in a cooperative agreement, and at other approved foreign institutions. Because these exceptions are intended to assist a student in obtaining an international educational experience, study at an institution in the student's home country is not considered to be a basis for a waiver of the three-course limit.

## Limitations, Holds and Delays in Registration

### FEE PAYMENT

Students should be reminded that registration is not complete until they have made payment to the university for the tuition and fees associated with the registration.

Returning students must have a zero balance in order to register for classes. Tuition and fees are due by the date shown in the *University Catalog* and the current semester's *Schedule of Classes* for those who register during the early registration period. A late payment fee of \$50 may be assessed if no payments are received, or arrangement for payment made, by the deadline.

Returning students who register after the deadline date must pre-pay or make arrangements to pay, their tuition and fees prior to registering for classes. New students registering for their first term must pay their tuition and fees by the first day of classes. New students, who register on or after the first day of classes, must pre-pay or make arrangements to pay their tuition and fees prior to registering for classes.

A \$30 late registration fee will be charged to individuals who register on or after the first day of classes. A 2% administrative fee may apply to outstanding balances not paid or deferred by the first day of classes.

Students requesting payment arrangements must contact the Office of Account Management in the Work Building at (321) 674-7428 or toll free in the U.S. at (800) 676-9250.

Students must re-register if their class schedules are canceled for nonpayment or failure to make arrangements for payment of tuition and fees. Class seats are not held when a schedule is canceled. Students who attend class, reside in residence halls and participate in a meal plan without a validated registration will be liable for the full semester's charges.

## Schedule, Courses and Major Changes

### DROPPING A COURSE

There are several things to take into consideration when a student wants to drop a course.

- Will dropping the course postpone the student's graduation?
- Was the cause of dropping the course controllable?
- Could the encountered problem have been predicted?
- Is it before the ninth week of the term?

Failure to attend courses or verbal notification to instructors does not constitute an official withdrawal from the course. Students who do not officially withdraw from a course will receive an F. Advisors should refer to the *University Catalog* for further information.

## ADDING A COURSE

A course can be added through the first week of classes (*see form*) and should not be added without consideration of a variety of questions, some specific to the student, some procedural. Procedural considerations include:

- Has the student acceptably passed the prerequisites for the course(s) to be added?
- Is the course required or accepted for the degree the student seeks and is the student aware of that?
- Does the section requested fit the student's current course schedule?

## REPEATING A COURSE (FORGIVENESS POLICY)

Students may repeat any course they choose and receive a grade for the course. All grades received are recorded on the student's transcript. However, if an undergraduate student so desires he or she may request that the "Forgiveness Policy" be applied, meaning that only the last grade received for this course will be used in the cumulative grade point average.

An undergraduate student is allowed to apply forgiveness for undergraduate courses a maximum of five times during his/her Florida Tech career. No forgiveness is allowed for retakes above the maximum of five. (Repeats above the maximum of five are allowed, but both the old and new grades are averaged into the cumulative grade point average.) A student attaining 85 credits (senior level) may not apply the forgiveness to 1000- and 2000-level courses, although exceptions are normally granted if the student proves that the course was repeated at the first opportunity. Forgiveness may not be applied to graduate-level courses.

A Request to Retake a Course form must be completed for every course retaken under the forgiveness policy. This form is due in the registrar's office the Friday of the 12th week of classes to affect the GPA reported at the end of that semester. This form is a BINDING AGREEMENT between the student and Florida Tech. It cannot be withdrawn once it is submitted. The student's GPA is readjusted. When the student's GPA is recalculated it does not make the student eligible for academic standing changes retroactively.

## CHANGE OF MAJOR

A student may change majors if his/her new academic unit head/program chair or dean approves the student's written request, Petition for Change of Major Code (*see form*). Advisors from both academic units should discuss the decision with the student, clarify his/her academic goals and be prepared to recommend options. The new academic unit examines the student's record and determines what courses are acceptable in the new major. Courses that are not applicable to the new program are not used in computing the student's cumulative GPA and will be so designated. Primarily, "not applicable" courses are courses that were required in the old major but not in the new major, provided the new major does not require a closely similar course. For an elective to be "not applicable," it must be closely related to the field of the old major and the new major must be in a field that is significantly different, such that a similar relationship does not exist.

A course should not be designated "not applicable" if it is not in the student's best interest to do so.

A "not applicable" designation is irreversible unless the student again changes majors. Once a course has been designated "not applicable" in any degree program, it can never be used or included in the GPA (even retaken) in that degree program in the future.

At times a change of major may result in loss of scholarship aid (e.g., Florida Tuition Reduction Grant for some engineering and science education majors). It is important that advisors effectively monitor and discuss this complication when considering a change. Also see Change of Major for International Students.

## Graduation

Graduating students must file a Petition for Graduation form obtained from the Office of the Registrar or their department of major and submitted by the date shown in the *University Catalog* (*see form*). The registrar's office reviews, records and responds to each petition noting compliance with requirements or what course/credit deficiencies must be remedied. Copies are sent to the student and to his/her academic unit. A student will not receive a diploma or be permitted to participate in a graduation ceremony unless he/she has completed the necessary requirements for the degree. All program requirements must be completed successfully before commencement exercises.

University policy requires that the final 12 semester hours before graduation be earned in residence, but permits this requirement to be waived in exceptional cases by action of the associate vice president for academic affairs. In such a case, the waiver includes approval of an exception to the limit on courses taken elsewhere, if necessary. In addition, a student in good standing who is classified as a senior may appeal to the associate vice president for academic affairs for an exception to the limit on courses taken elsewhere if the alternative would be a need to request a waiver of the final 12-hour residency rule or a delayed graduation.

## Withdrawal From the University

When a student decides to withdraw from the university all matters must be closed, including course registration, financial accounts, room assignment, etc. (*see form*).

When a student in good standing or on academic probation has been absent from the university for two years or less and has not attended any other college or university in the interim, he or she can reenter the university by simply registering for a course or courses. A student who has not registered for four or more consecutive semesters (excluding summer terms), or who has attended another institution during an absence from the university, must apply for readmission. See the current *University Catalog* for more information.

## Withdrawal of Students for Health/Medical Reasons

It is normally the responsibility of the university's Health Center to determine and advise the dean of students concerning students who either must be sent home or have become hospitalized and will be unable to attend or complete course(s).

In the event the student's choice is to withdraw, only the registrar needs to be notified (in writing) for appropriate action. If the student wants to request grades of incomplete (I), with the understanding that missed work will be made up, the Dean of Students will advise the student's dean in writing and the decision on whether to award an I or the grade earned will be the prerogative of each of the student's instructors.

## Academic Probation and Dismissal

An undergraduate student is placed on academic probation at the end of any semester completed with a cumulative grade point average (GPA) less than 2.0. At the end of the probationary semester, the student's academic performance is reviewed, and if the cumulative GPA has increased to 2.0 or greater, the probationary status is removed. If not, the probationary status is continued if the cumulative GPA exceeds the applicable minimum level defined as follows:

27 to 59 credit hours.....	at least 1.50
60 to 89 credit hours.....	at least 1.70
90 or more credit hours.....	at least 1.90

A student is academically dismissed at the end of any probationary semester in which the cumulative GPA does not reach the level defined in the preceding paragraph. Previously dismissed students who are meeting all of their reinstatement conditions are not normally subject to a repeat dismissal while those conditions continue to apply, however.

Students with fewer than 27 credit hours and cumulative GPAs below 1.50 may be academically dismissed by action of the Academic Standing Committee for unsatisfactory progress toward their degrees.

A student who is registered for summer classes prior to the start of the term will not be dismissed for failure to meet these standards but will be reviewed again prior to the beginning of the fall semester. The summer "grace period" is not available to students who are not registered by the Friday immediately following spring semester's final exam week, nor to students who fail to meet previous reinstatement conditions.

A student who accumulates four Fs in ESL (English as a Second Language) courses will be academically dismissed.

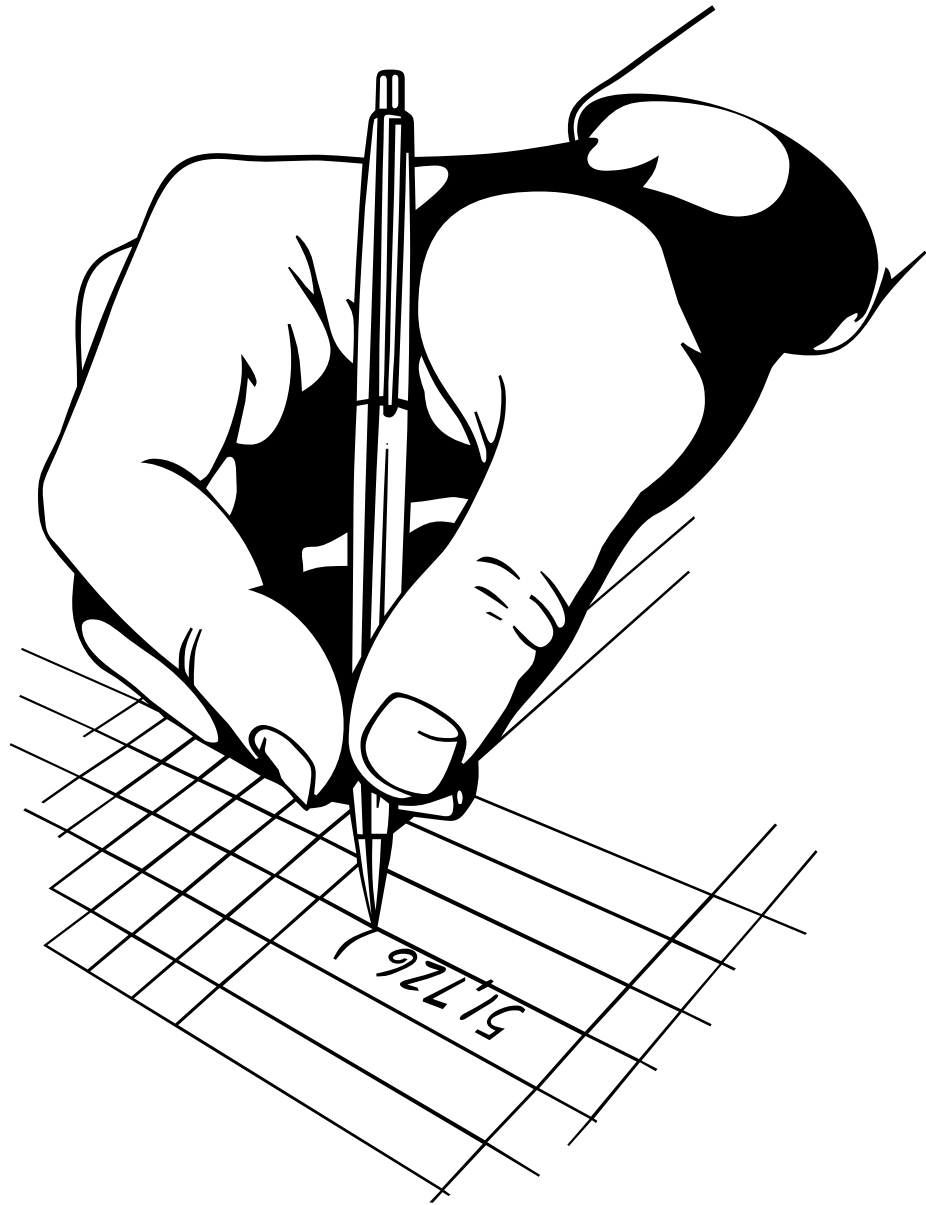
Dismissal may result from cheating or plagiarism when acted on by the University Disciplinary Committee and approved by a committee consisting of the student's college/school dean, the dean of students and the vice president for academic affairs.

## NOTIFICATION/RIGHT OF APPEAL

Notification of academic dismissal from the university will be sent to the student by the university registrar.

An academically dismissed student may be reinstated for educationally sound reasons by special action of the Academic Standing Committee of the college or school in which the student is enrolled. A letter requesting reinstatement should be submitted to the committee through the university registrar. A student who has been away from the university for four or more consecutive semesters and was dismissed after the last term of enrollment, must submit a letter of appeal for reinstatement. The letter is sent to the Office of Undergraduate Admission, along with the application for readmission.

Students reinstated by the Academic Standing Committee may be subject to special requirements as determined by the committee. Failure to meet the conditions specified at the time of reinstatement will result in a second dismissal, with the student retaining the right to request another reinstatement, although such requests are normally granted only in extraordinary cases.



**SECTION 4—FORMS**



# Request for Certification of Enrollment and Related Information



## CERTIFICATION REQUEST

The Office of the Registrar has developed an online computer program that will be providing computer-generated forms in lieu of the forms you have provided. Please place an "X" in the box by the information you are requesting.

- CURRENT SEMESTER/TERM REGISTRATION
- ALL SEMESTER/TERMS ATTENDED *(including current registration starting week two)*
- REGISTERED FOR AN UPCOMING SEMESTER *(Florida Tech cannot verify enrollment, only that the student is registered for classes for an upcoming semester)*
- MAJOR CLASS RANKING *(from FA96 to date, excluding current registration)*
- COLLEGE/SCHOOL CLASS RANKING *(from FA96 to date, excluding current registration)*

You may also request the following to be included in the above information by placing an "X" in the box and listing dates if applicable.

- Degree information (if applicable)
  - Anticipated graduate      date \_\_\_\_\_
  - Completed academics      date degree will be awarded \_\_\_\_\_
  - Graduated      date degree awarded \_\_\_\_\_

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Social Security Number or Student ID Number \_\_\_\_\_

- When letter is completed, I will pick up  
OR
- When letter is completed, please mail to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** If you have borrowed funds through the Stafford (GSL), Perkins, Plus, SLS or HEAL loan program, you are required by law to notify your lender of any changes in your name, address, telephone number or enrollment status.

Student's signature \_\_\_\_\_



# REGISTRATION FORM

Social Security No. 999-99-9999 Student ID No. 99999 Major Code 7023 Date 3/16/00

Name: Last Sample First Mark Middle W.

Permanent Address 290 Student Drive, Oakdale, NY 11769 Phone ( 555 ) 555-5555  
(Street/Apt. No.) (City) (State) (ZIP)

Local Mailing Address FIT Box 6744, Melbourne, FL 32901 Phone ( 321 ) 674-4444  
(Street/Apt. No.) (City) (State) (ZIP)

Florida Tech Box No. \_\_\_\_\_ Dormitory Phone Extension \_\_\_\_\_

	CRN	Prefix - Course No. - Section	Course Title	Days	Times	Cr. Hrs.	Audit	CEU
1.	<u>23572</u>	<u>BIO - 1111 - 01</u>	<u>General Biology</u>	<u>MWF</u>	<u>9-9:50</u>	<u>4</u>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<u>      </u>	<u>- - -</u>	<u>Lab</u>	<u>R</u>	<u>8-8:15</u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<u>13621</u>	<u>CHM - 1102 - 02</u>	<u>Chemistry</u>	<u>MTRF</u>	<u>8-8:15</u>	<u>4</u>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<u>      </u>	<u>- - -</u>	<u>Lab</u>	<u>T</u>	<u>      </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<u>20065</u>	<u>MTH - 1102 - E1</u>	<u>Calculus II</u>	<u>MTWR</u>	<u>5-5:50</u>	<u>3</u>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<u>12771</u>	<u>COM - 1022 - 07</u>	<u>Composition and Rhetoric</u>	<u>TR</u>	<u>11-12:20</u>	<u>3</u>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<u>      </u>	<u>- - -</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<u>      </u>	<u>- - -</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE CHECK Year 2000 Semester:  Fall  Spring  Summer (8 week)  Summer (11 week)

TOTAL HOURS 15

REQUIRED SIGNATURES:

Student Mark W. Sample Academic Advisor C.E. Mathews

**FOR REGISTRATION CENTER USE ONLY**  
 \_\_\_\_\_  
 Initials \_\_\_\_\_ Date \_\_\_\_\_

**DISTRIBUTION:**  
 White - Academic Unit  
 Yellow - Registrar  
 Pink - Student

**Florida Institute of Technology - Office of the Registrar**

150 West University Boulevard, Melbourne, FL 32901-6975 ■ (321) 674-8118 ■ Fax (321) 674-7827

RG-319-600

## Registration Form

1. Student sees his/her advisor to discuss curriculum requirements, electives, etc.
2. Student fills out form.
3. Advisor signs form and keeps the academic unit copy.
4. Student takes the registration form to the Registration Center or registers online using PAWS.
5. Student is given a Course Schedule. A detailed invoice is mailed the next day.
6. Student pays all fees at the Student Accounting window.
7. Advisor must initial any changes to indicate approval.

# Request for Additional Transfer Credit



## REQUEST FOR ADDITIONAL TRANSFER CREDIT

DATE SUBMITTED \_\_\_\_\_

TO Judith A. Gassman  
Coordinator for Undergraduate Transfer Credits

FROM \_\_\_\_\_  
*Last Name First Name Middle Initial*

Student ID Number \_\_\_\_\_ Major \_\_\_\_\_

Entrance Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mailAddress \_\_\_\_\_

I am appealing for a different Florida Tech course equivalency or for additional transfer credit.

**NOTE TO STUDENT:** Florida Tech requires transfer students to provide official final transcripts from **all** previously attended colleges/universities, Advance Placement (AP) scores and College Level Examination Program (CLEP), International Baccalaureate higher-level exams, British GCE (A-level) exams, and French Baccalaureate Exams. Catalogs, course descriptions and syllabi may be requested (See page 20 in the Florida Tech *2001–2002 University Catalog*.)

STATE THE COURSES TO BE CONSIDERED AND THE **SPECIFIC** REASON FOR THE REQUEST BELOW

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# PETITION FOR EQUIVALENCY EXAMINATION

A student who feels adequately prepared in the content of a course (not applicable to Humanities or Liberal Arts electives) and can present substantiating evidence may petition the appropriate academic unit head for permission to take an equivalency examination to obtain credit for the course. Equivalency examination may not be taken for any course for which a prior placement or equivalency examination was evaluated; is a prerequisite or deficiency for a course for which student has received credit\*; is a prerequisite for a course in which student is enrolled after the first week of classes\*; in which student received a grade, including a withdrawal or audit grade; a course in which student is enrolled beyond the first week of classes. Students may not take an equivalency examination during the semester in which they have petitioned to graduate. Equivalency examinations are not available for graduate level courses. \*An exception will be made for a transfer student during the first semester at Florida Tech following the semester in which the student has been officially notified of transfer-credit evaluation. No request for equivalency examination will be given until the appropriate fees are paid (see the university catalog).

STUDENT NAME Sample, Mark W. DATE 3/16/00  
(Please Print) Last First Middle Initial

STUDENT ID NUMBER 999-99-999 MAJOR 7023 TELEPHONE ( 321 ) 768-0980

MAILING ADDRESS FIT Box 7000, Melbourne, FL 32901  
Street/Apt. No. City State ZIP

PREFIX - COURSE NO. COURSE TITLE  
MTH - 1002 Calculus II

EQUIVALENCY KNOWLEDGE OBTAINED OVER A PERIOD FROM 1/5/99 TO 5/18/99.  
Explain in detail how this knowledge was obtained (use additional sheets if necessary) Request will not be considered unless a comprehensive explanation is provided.

Student Signature Mark W. Sample

**1. ACADEMIC ADVISOR** (Must clear with examining department before approval.)  
 Approved for examination  Not approved for examination  
Academic Advisor Signature C.E. Mathews Date 3/16/00

**2. UNIVERSITY CASHIER - EQUIVALENCY EXAMINATION FEE**  
PAID: Date 3/16/00 Amount \$50.00 Receipt Number 10999

**3. EXAMINING ACADEMIC UNIT**  
Examination date 4/3/00 Examination grade B  
Examiner Signature B.C. Fairly Date 4/3/00

**4. ACADEMIC UNIT HEAD OF EXAMINING ACADEMIC UNIT**  
The student  Passed  Failed an equivalency examination for the course listed and  should  should not be given 3 semester credit hours by examination.  
Academic Unit Head Signature Y.V. Farcy Date 4/6/00

**5. DEAN OF EXAMINING ACADEMIC UNIT**  
 Approved  
Dean Signature M. Fountains Date 4/6/00

DISTRIBUTION: White - Registrar/Yellow - Student's Academic Unit/Pink - Student  
**Florida Institute of Technology • Office of the Registrar**  
REGISTRAR'S USE ONLY  
Operator's Initial \_\_\_\_\_ Date \_\_\_\_\_

## Petition for Equivalency Examination

*(Not given for placement of entering students or graduating seniors)*

1. Student fills out form and presents it to advisor, who verifies that all requirements listed in the *University Catalog* are met ("Equivalency Examinations" under "Credit by Examination") and if so, signs **Line 1**.
2. Student takes form to head of the academic unit responsible for the course to obtain course syllabus and schedule exam.
3. Student contacts cashier to pay fee and complete **Line 2**.
4. Student gives form to examiner and takes examination.
5. Examiner grades exam, completes and signs **Line 3**, and forwards entire form to student's academic unit head.
6. Academic unit head completes and signs **Line 4**, and forwards entire form to dean.
7. Dean signs **Line 5** if exam was passed, and forwards entire form to Office of the Registrar.
8. Office of the Registrar enters credits to student transcript and forwards yellow page of form to student's academic unit and pink page to student.



REQUEST FOR DIRECTED STUDY COURSE

Semester Fall 2000 Major 7023

Name Sample, Mark Student ID Number 999-99-9999
(PLEASE PRINT) Last First

I request that I be allowed to register for Directed Study in:

Table with 3 columns: CRN, PREFIX - COURSE NO. - SECTION, CREDIT HOURS. Row 1: 20073, MTH - 2201 - 01, 4

Course Title Differential Equations/Linear Algebra

Description of Course Content First order differential equations, linear differential equations w/constant coefficients, LaPlace transforms, matrices, vector spaces, etc.

Student Signature Mark Sample Date 3/16/00

APPROVED BY

C.E. Mathews 3/16/00 M.R. Smith 3/16/00 B.A. King 3/16/00
Academic Advisor Date Instructor Date Head of Academic Unit Offering the Course Date

DISTRIBUTION: White - Registrar, Yellow - Academic Unit, Pink - Student

Florida Institute of Technology - Office of the Registrar

150 West University Boulevard, Melbourne, FL 32901-6975 (321) 674-8118 Fax (321) 674-7827

RG-320-600

Request for Directed Study Course

- 1. Present evidence of a compelling need to the academic unit offering the course.
2. Initiate a Request for Directed Study form.
3. Obtain the approvals of the instructor, the student's advisor and the head of the academic unit offering the course.
4. Take the completed form to the Registration Center.
5. Pay the fees as stated in the current Schedule of Classes.

# Request for Undergraduate Elective Approval and Course Substitution

Degree certification requires that this form be completed and signed to justify every variation of courses in the curriculum of the degree sought as it was presented in the current *University Catalog* at the student's time of enrollment. In addition, all electives must be identified and authorized by both the academic unit head/program chair of the major and the academic unit head/program chair responsible for the specific discipline involved.

Course substitutions are normally allowed only if the two courses are basically similar in context or if a more advanced course is substituted for a more basic one in the same topical area. "Need to Graduate" is assumed to apply in all cases, and can never be the justification.

## Course Substitutions Authorization for Army ROTC

The military science curriculum merges with all standard four-year degree programs by substituting military science courses for free electives, restricted electives, technical electives, humanities electives and social science electives. Substitutions between 0 and 20 credit hours can be made depending on the academic major. Refer to page 157 of the current *University Catalog* for authorized substitutions by major. Please note that incoming freshmen with credit and transfer students may have used up their electives based on a transfer credit evaluation. It is important for an advisor to make it clear to his/her advisees that, if the student withdraws from the military science curriculum, the substitutions made are not accepted as credit toward most degrees.



### REQUEST FOR UNDERGRADUATE ELECTIVE APPROVAL AND COURSE SUBSTITUTION

PLEASE PRINT

DATE 3/16/00

NAME Sample, Mark W.  
*Last First*

STUDENT ID NO. 999-99-9999

ACADEMIC UNIT Division of ESCE DEGREE PROGRAM Computer Science MAJOR CODE 7023

ELECTIVE APPROVAL			
ELECTIVE REQUIREMENT <small>(Please specify: Free, Liberal Arts, Humanities, Social Science, Restricted, Technical, Design, etc.)</small>	QTR/SEM CREDITS	COURSE NUMBER AND TITLE	QTR/SEM CREDITS
H/SS	3	HUM 3521 World Religions	3

COURSE SUBSTITUTIONS				
NEW COURSE NUMBER AND TITLE	QTR/SEM CREDITS		OLD COURSE NUMBER AND TITLE	QTR/SEM CREDITS
HUM 3521 World Religions	3	FOR	HUM 352 Survey/Modern and Contemp. Philosophy	3
JUSTIFICATION Similar scholastic content from different perspective				
OCE 3030 Fluid Mechanics	3	FOR	MAE 3061 Fluid Mechanics 1	3
JUSTIFICATION Similar content, different academic unit				
		FOR		
JUSTIFICATION				

Academic Advisor Signature C.E. Mathews DATE 3/16/00

Academic Unit Head Signature Ian Sharpe DATE 3/16/00



Date \_\_\_\_\_

### CHANGE IN REGISTRATION/STATUS

#### A. Student Information

Student ID No. \_\_\_\_\_ Major Code \_\_\_\_\_ Semester/Year \_\_\_\_\_ SEGS Site \_\_\_\_\_

Name (Last/First/Middle Init.) \_\_\_\_\_

Address \_\_\_\_\_  
(Street/Apt. No.) (City) (State) (ZIP) (Phone)

(Circle "Yes" or "No" as appropriate.)

- 1. I receive veterans education benefits Yes No Veterans Coordinator/Date \_\_\_\_\_
- 2. I am an international student Yes No International Student and Scholar Services/Date \_\_\_\_\_
- 3. I am a student athlete Yes No Athletic/Certification Representative/Date \_\_\_\_\_
- 4. This is my first registration at Florida Tech Yes No

#### B. Submit completed form, with appropriate signatures, directly to the Registration Center/SEGS Site. Do not list individual course(s) if you're dropping all classes or withdrawing from the university (please check your plans to return or not). Select one option box (1, 2 or 3) below.

- 1.  Drop me from all my classes  I do not plan to return  I plan to return \_\_\_\_\_ semester
- 2.  I am not currently registered—withdraw me from the university
- 3.  Process course(s) listed below

CRN	Prefix - Course No. - Section	Course Title	Credits	Audit	CEU
DROP	_____ - _____ - _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
DROP	_____ - _____ - _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
DROP	_____ - _____ - _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ADD	_____ - _____ - _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ADD	_____ - _____ - _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
ADD	_____ - _____ - _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

(ANY LINE LISTED ABOVE THAT IS CROSSED OUT MUST BE INITIALED BY ADVISOR.)

My reason for requesting this change is \_\_\_\_\_

I have attended \_\_\_\_\_ week(s) of classes Student Signature/Date \_\_\_\_\_

#### C. Academic advisor approval required

Comment(s) \_\_\_\_\_

Academic Advisor/SEGS Site Representative Date \_\_\_\_\_

#### D. The campus deadlines for dropping and adding course(s) are printed in the schedule of classes. Any deviations to the policy are subject to dean's approval.

Academic Unit Head/Program Chair/SEGS Dean/Date \_\_\_\_\_ College/School Dean/Date \_\_\_\_\_

University Registrar Signature/Date \_\_\_\_\_

#### E. OFFICE USE ONLY

Final Grades will be:  No Record  "W"  NA Tuition Credit (%) \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_ SGASTDN:  WS  WR SFAREGS: ESTS Code \_\_\_\_\_ RSTS \_\_\_\_\_

Title IV Recipient?  Yes  No Financial Aid Init./Date \_\_\_\_\_ Auxiliary Services/Housing Init./Date \_\_\_\_\_

DISTRIBUTION:  
White - Academic Unit/SEGS  
Yellow - Registrar/Student Accounting  
Pink - Student

Florida Institute of Technology • Office of the Registrar

150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8118 • Fax (321) 674-7827

RG-318-600

## Change in Registration Status

1. Required signatures for adding and dropping classes:
  - First week of classes—No signatures are required for switching sections of the same course. Advisor signature is required when adding a course not previously approved in writing. No advisor signature required for drops.
  - Second week of classes—To add a class, a Change in Registration form must be signed by advisor and academic unit head offering the course. Drops must be signed by advisor.
2. Advisor checks to be sure section to be entered has opening.
3. Advisor removes the copy to academic unit for placing in student's folder.
4. Student submits completed form to the Registration Center.
5. International students need the signature of the director of International Student and Scholar Services if dropping below 12 undergraduate and nine graduate credits. However, if the student is adding, or dropping and adding even amounts of credits, no signature of the director of International Student and Scholar Services is required.

### Notes

1. The last day to drop a course is the Friday of the eighth week of the semester.
2. Variations from standard policy are granted only in extraordinary circumstances and must be well documented.



## REQUEST TO RETAKE A COURSE (Forgiveness Policy)

A "Request to Retake a Course" form must be completed for every course retaken under the Forgiveness Policy. This form is a **BINDING AGREEMENT** between the student and Florida Institute of Technology. It cannot be withdrawn once it is submitted. Forms may be submitted at any time, however, the form must be received by the Office of the Registrar no later than Friday of the 12th week of classes in order to be applied to the semester requested. Forgiveness Policy not applicable to graduate courses/students.

DATE 3/16/00

NAME Sample, Mark W. (PLEASE PRINT) Last First STUDENT ID NO. 999-99-9999

### I REQUEST APPROVAL TO RETAKE

ORIGINAL CRN PREFIX – COURSE NO. – SECTION COURSE TITLE  
20065 MTH – 1002 – 07 Calculus II

FOR WHICH I WAS PREVIOUSLY REGISTERED IN Fall / 1999 AND RECEIVED A LETTER GRADE OF D.  
Term Year

Please check one:  I PLAN TO (RE)TAKE  I HAVE (RE)TAKEN

CRN PREFIX – COURSE NO. – SECTION SEMESTER YEAR  
20064 MTH – 1002 – E1 IN THE Spring / 2000

Student Signature Mark W. Sample Date 3/16/00

Academic Advisor Signature C.E. Mathews Date 3/16/00

Academic Unit Head Signature\* C.M. Sharpe Date 3/16/00

\*Academic Unit Head must approve the retaking of a course for the second or subsequent time.

**Florida Institute of Technology • Office of the Registrar**

150 West University Boulevard, Melbourne, FL 32901-6975 ■ (321) 674-7402 ■ Fax (321) 674-7827

<b>DISTRIBUTION BY REGISTRAR'S OFFICE ONLY</b>
White – Registrar's Office
Yellow – Academic Unit, Student's Major
Processed by _____
Date _____

RG-315-600

## Request to Retake a Course

When a student earns a D or fails (F grade) a course, it is important that he or she be advised that: a) in core courses for a major (e.g., calculus, physics) it is critically important to earn a C grade or higher. Success in future courses is heavily dependent upon student mastery of the subject matter in these key courses.; b) all grades will be recorded on the student's transcript; and c) it is consequently wise to urge a student to consider repeating such a course after reviewing the "Forgiveness Policy" paragraph in the current *University Catalog*.

The procedure is as follows:

1. Student obtains advisor's approval of the above form.
2. Student is encouraged to submit form to registrar's office no later than Friday of the eighth week of courses during the semester that the course is being retaken if the new grade is to replace the previous one in the GPA calculation on the current grade report.
3. Courses designated as "Forgiveness Policy Applied" are excluded from the cumulative GPA totals. The recalculated GPA does not make the student eligible for any academic honors, which are based on all grades received, including "forgiven" grades.
4. A student is allowed to apply forgiveness to courses a maximum of five times during his/her Florida Tech career.



CHANGE OF GRADE REQUEST

Name Sample, Mark W. Date 3/16/00
(PLEASE PRINT) Last First

Student ID No. 999-99-9999 Major Code 7023 Campus Melbourne

CRN PREFIX - COURSE NO. - SECTION COURSE TITLE
20214 CSE - 1502 - 01 Introduction to Software Development

Term/Year Taken Fall 1999 Credit Hours 3 Change Grade From C To B

Reason for Change: [X] Entry Error [ ] Instructor Correction [ ] Make-up Work Complete
[ ] Original Entry [ ] Substitute Grade [ ] Converted Grade

Instructor Signature B.B. Bergman Date 3/16/00

Academic Unit Head Signature H.L. Huskey Date 3/16/00
(Head of academic unit offering course)

Dean Signature L.R. Cool Date 3/16/00
(Dean of academic unit offering course)

New Cumulative Grade Point Average 3.12

PLEASE RETURN THE ENTIRE FORM. The Office of the Registrar will distribute accordingly.

Name
Street
City, State, ZIP

FOR OFFICE USE ONLY
Logged
Processed
Grade Sheet
DISTRIBUTION:
White - Registrar's Office
Yellow - Academic Unit, Student's Major
Pink - Student

Florida Institute of Technology - Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 (321) 674-7402 Fax (321) 674-7827

RG-329-600

Change of Grade Request

- 1. The student through inquiry, or the course instructor through discovery of the need for the grade change, initiates action. The instructor must request change of grade.
2. The form (all copies) is presented by the instructor or a full-time staff member to the academic unit head/program chair responsible for the course for signature.
3. Upon the above approval, the form is hand-carried by the faculty member or a full-time staff member to the office of the dean responsible for the course for the dean's consideration. The academic unit copy of the course grade sheet is corrected with proper notations.
4. Upon the dean's approval, the forms (all copies) are hand-carried by the faculty member or a full-time staff member to the registrar's office. The student's GPA is recalculated; proper alterations are made to the computer record; the original is filed in the student's folder; the student's copy is mailed to the student; and the academic unit copy is forwarded to the major academic unit for the student's folder.
5. For incompletes and blanks (no record) the process occurs at the beginning of fall and spring term. Forms are sent out and asked to be returned by the end of sixth week.

Note

- 1. This form is not to be handled by any student at any stage of the process.
2. If "Substitute Grade" or "Converted Grade" is checked, the form must be accompanied by a written explanation/justification.



REQUEST TO STUDY AT ANOTHER INSTITUTION

DATE: 3/16/00

TO: OFFICE OF THE REGISTRAR

FROM: Sample, Mark W. 999-99-9999
Student Name Student ID Number

I request that I be allowed to enroll in the courses listed below for transfer credit to Florida Tech. I understand that the grades must be "C" or better for these courses to be accepted as transfer credit, that the grades themselves are not transferred, and that the Forgiveness Policy does not apply. This request MUST be approved and received by the Office of the Registrar prior to registering for the course(s).

Term I plan to attend Summer 2000

Institution's name and address Broward Community College Code 005074
225 E. Las Olas Blvd.
Ft. Lauderdale, FL 33301

Reason for request Going home for the summer and need to catch up on degree program

Student's signature Mark W. Sample

NOTE: Students desiring to receive transfer credit for work taken at another institution must furnish the Office of the Registrar with an official transcript and current catalog from that institution.

Table with 6 columns: COURSE NUMBER, COURSE TITLE, QUAR./SEM. CREDITS, FLORIDA TECH EQUIVALENT, GRADE RECEIVED, FLORIDA TECH CREDIT. Row 1: MAC 2311, Calculus/Analytical Geometry, 5, MTH 1001.

This form does not constitute approval to take course(s) at another institution. When a decision has been rendered, student will be notified by mail from the Office of the Registrar.

Academic Advisor C.E. Mathews Date 3/16/00

DISTRIBUTION: White - Registrar, Yellow - Academic Unit, Pink - Student

Florida Institute of Technology - Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 (321) 674-7399 Fax (321) 674-7827 RG-328-600

Request to Study at Another Institution

- 1. Students should obtain the faculty advisor's approval before submitting the form to the appropriate office.
a. Study abroad requests to director of international programs.
b. Exceptions to three-course limit for a graduating senior to the associate vice president for academic affairs.
2. A maximum of three courses may be taken for application toward any one degree. (Waived in exceptional cases by action of the associate vice president for academic affairs.)
3. Courses must meet criteria for transfer credit at the time the course is taken.
4. Courses where English is an important component must be taught in English.
5. For approval of courses for which there is no established Florida Tech course, the form and the other institution's catalog is taken to the academic unit or program office of the Florida Tech course for which transfer credit is sought.
6. If additional information is needed, the form is returned to the student who returns it to his/her advisor, or gathers the missing information.
7. If approved the form is forwarded to the registrar.
8. Upon approval by the registrar, the form becomes a commitment to award transfer credit for courses upon receipt of an official transcript with grades of C or better.



REQUEST FOR CHANGE OF MAJOR, CHANGE OF SITE, OR DUAL DEGREE

Student is to completely fill in section A, B (if applicable, obtain signatures) and D and have academic unit(s) complete section C before submitting to the Office of the Registrar.

A. STUDENT INFORMATION

Student I.D. No. 999-99-9999 Date 3/16/00
Name Sample, Mark W. Student Signature Mark W. Sample
Please Print (last) (first)

CHANGE FROM CURRENT INFORMATION
BS Marine Biology 7023 Melbourne
\*degree level (i.e. MBA) title major code campus site

REQUEST CHANGE TO INFORMATION
BS Computer Science 7021 Melbourne
\*degree level (i.e. MSA) title major code campus site

AND/OR
Add Dual Major Code (dual majors applicable to undergraduates only)
EFFECTIVE SEMESTER (check one): [ ] FALL [ ] SPRING [ ] SUMMER
(Request for undergraduate change(s) will not be processed until the grades from the term prior to the effective term are posted, and if necessary, evaluated by the academic unit.)
\*Undergraduate to graduate level requires acceptance letter in Office of Admissions

B. Student Information (Circle Yes or No as appropriate, and obtain signatures if applicable)

1. I receive veterans education benefits [ ] Yes [ ] No
Veterans Affairs Coordinator Date
2. I am an international student [ ] Yes [ ] No
International Student and Scholar Services Date

C. Required Signatures

C.E. Mathews 3/16/00
Academic Advisor - Current Academic Unit Date
P.T. Gordon 3/16/00
Academic Advisor - New Academic Unit Date
Don Sharp 3/16/00
Academic Unit Head - New Academic Unit Date

New academic unit is required to complete this section

Undergraduates [ ] All courses will apply to the requested major
[ ] Request transcript for review
Graduates [ ] Required Program Plan is attached

D. Student is required to complete this section

NAME Mark W. Sample
STREET ADDRESS 3151 S. Babcock St., #102
CITY/STATE/ZIP Melbourne, FL 32901

E. For Office Use Only

Evaluation Sent to Academic Unit
[ ] SFAREGS [ ] SGASTDN
Update Completed Initials

DISTRIBUTION: White - Registrar Yellow - New Academic Unit/SEGS Pink - Student/SEGS Gold - Current Academic Unit/SEGS
Florida Institute of Technology - Office of the Registrar RG-330-600
150 West University Boulevard, Melbourne, FL 32901-6975 (321) 674-7292/Undergraduate (321) 674-7402/Graduate Fax (321) 674-7827

Request for Change of Major, Change of Site or Dual Degree

It is important for the advisor to assure that the proposal to change a major is not an attempt on the part of the student to avoid a problem that will reappear while studying the next major. Counseling and Psychological Services (CAPS), ext. 8050, performs a series of preference tests (without charge) that have helped many students find the right major more surely than one could expect from casual conversations chosen by the student. The Office of Career Services and Cooperative Education, ext. 8102, can also assist by helping students choose the path to careers that would suggest a major.

- 1. Student gets the form signed first by current advisor.
2. Student gets the form signed by the new academic unit head/program chair.
3. Student brings signed form to registrar's office.
4. Office of the Registrar provides transcript to new academic unit.
5. The new academic unit head/program chair examines student's past records to identify "not applicable" courses and returns the form to the Registrar.
6. The courses annotated "not applicable" are excluded from the student's cumulative GPA and cannot be reevaluated to inflate GPA at a later date.
7. The new academic unit requests the student's file from the previous academic unit.

Note: See page 27, "Change of Major."



GRADUATION OFFICE USE ONLY

SHADEGR \_\_\_\_\_
SHADIPL \_\_\_\_\_
SHACATT \_\_\_\_\_

PETITION FOR GRADUATION

First Petition (circle one) Re-Petition Student ID No. 999-99-9999 Date 3/16/00

TYPE or PRINT Name Clearly Mark W. Sample (first) (middle) (last)

Mailing Address 290 Student Drive, Oak Dale, NY 11769 (street/apt. no.) (city) (state) (ZIP code)

Local Telephone ext. 1515 Home Telephone (555) 555-5555 Work Telephone

I am petitioning for graduation at the end of Spring 2000 (semester/year)

I expect to complete the requirements for the (circle one) A.S. B.A. B.S. B.S.B.A. M.B.A. M.S. M.S.A. Ed.S. Ed.D. Ph.D. Psy.D.

degree in Electrical Engineering 7041 University Catalog 1997 applies. (major/title) (major code) (year)

Mark W. Sample 6/13/00 C.E. Mathews 6/13/00 Student Signature Date Academic Advisor Signature Date

In the event my diploma must be mailed, please use the following address:

290 Student Drive, Oakdale, NY 11769 USA (street/apt. no.) (city) (state) (ZIP code) (country)

Florida Tech offers certificates called "Pushing Honey Thru" to the spouses of our graduates. If you would like one, please print the name of

your spouse:

- (check one) [ ] I will participate in the commencement exercises. Summer candidates may participate in Fall Commencement only.
[ ] I will NOT participate in the commencement exercises.

CAP AND GOWN INFORMATION: CHECK ONE: [X] M [ ] F Height 5 ft. 9 in. Weight 165 lbs. CIRCLE CAP SIZE: X-small Small Medium Large X-Large 6-1/4-6-3/8 6-1/2-6-3/4 6-7/8-7-1/4 7-3/8-7-5/8 7-3/4-8-1/8
INFORMATION PERTAINING TO GRADUATE STUDENTS ONLY: Previous Degree(s): Undergraduate Graduate: (name of degree and major) (name of school, state/country where earned)

PAYMENTS

- 1. Thesis/Dissertation, Binding Paid-Date Receipt # Amount
2. Dissertation, Microfilming Paid-Date Receipt # Amount
3. Late Fee Paid-Date Receipt # Amount

DISTRIBUTION (Registrar will distribute all copies): White - Registrar, Yellow - Academic Unit, Pink - Student

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8116 • Fax (321) 674-7827

RG-327-600

Petition for Graduation

All graduating students must file a Petition for Graduation by the date shown in the "Academic Calendar" of the current University Catalog; otherwise, the student will be subject to a late fee and may not be aware of unmet graduation requirements until too late to register for the necessary course(s) without returning for an extra semester. Petitions may be obtained in the registrar's office or from the student's academic unit.

To qualify for a four-year degree from the university, no less than 34 semester hours of work for a four-year degree must be completed at Florida Tech. The final 12 hours before graduation in any degree must be earned in residence. Any deviation from the foregoing policies requires prior written approval by the associate vice president for academic affairs.

- 1. Student fills out the form and carries it to cashier's office to pay fees, if any.
2. The Office of the Registrar will distribute all copies.



TRANSCRIPTS WILL NOT BE RELEASED TO ANYONE WHOSE FINANCIAL OBLIGATIONS HAVE NOT BEEN SATISFIED. TRANSCRIPTS CANNOT BE RELEASED WITHOUT STUDENT'S SIGNATURE.

### REQUEST FOR TRANSCRIPT

Date 3/16/01 Student ID No. 999-99-9999

Name under which you attended Sample, Mark W. Social Security No. 999-99-9999  
(Please Print) Last First

Current Name As above Signature Mark W. Sample

No. of copies 1  Hold for current semester grades  Hold for degree statement  
\$5.00 per copy paid  Send now Date Florida Tech degree was or will be  
due  Will pick up (photo ID required) awarded 4 / 2000  
month/year

MAIL TO University of Delaware  
1000 DuPont Hwy  
Dover, DE 19787

STUDENT Mark W. Sample  
NAME FIT Box 7000  
AND Melbourne, FL 32801  
ADDRESS \_\_\_\_\_

OFFICE USE ONLY		
O4 HOLD <input type="checkbox"/> Yes <input type="checkbox"/> No	SPAIDEN – Update Address _____	Audited _____
SOAHOLD _____	Cannot release – Date notified _____	Date Mailed _____
RSIAREV _____	<input type="checkbox"/> By phone <input type="checkbox"/> By mail	

DISTRIBUTION: White – Registrar, Yellow – Student

**Florida Institute of Technology • Office of the Registrar**  
150 West University Boulevard, Melbourne, FL 32901-6975 ■ (321) 674-8117 ■ Fax (321) 674-7827


RG-331-600

### Request for Transcript

1. Transcripts are confidential information and are issued only upon authorization in writing by the individual student.
2. Submit completed request to the records division of the registrar’s office, with appropriate fee enclosed (\$5 per copy).
3. Financial obligations must be met before transcripts are released.

*Note: To assure credibility, in most cases, transcripts required by other institutions or companies must be mailed directly by the registrar’s office. Be sure that the address given is precisely correct (including names and/or titles, if possible).*

# VA Change of Address, Cancellation of Direct Deposit

 Department of Veterans Affairs		
<b>REQUEST FOR CHANGE OF ADDRESS/CANCELLATION OF DIRECT DEPOSIT</b>		
<p><b>NOTE:</b> To notify the Department of Veterans Affairs of a change in address, cancellation of direct deposit, or both, complete this form and mail it to VA office having your records. The information is requested under Title 38, United States Code, and will help insure that VA correspondence and any VA benefit checks to which you may be entitled are sent to your correct address. Disclosure is voluntary. However, if the information is not furnished, your mail may be lost or delayed and benefit payments, if any, may be suspended. Failure to furnish this information will have no other adverse effect on any benefit to which you may be entitled. The information may be disclosed outside VA as permitted by law, or as stated in the "Notices of Systems of VA Records" which have been published in the Federal Register in accordance with the Privacy Act of 1974.</p>		
<b>1. I REQUEST</b> <input type="checkbox"/> A CHANGE OF MY RESIDENCE ADDRESS <input type="checkbox"/> BOTH  <input type="checkbox"/> A CANCELLATION OF MY DIRECT DEPOSIT ACCOUNT		<b>2. I RECEIVE BENEFITS AS THE</b> <input type="checkbox"/> VETERAN <input type="checkbox"/> WIFE/HUSBAND <input type="checkbox"/> WIDOW(ER) <input type="checkbox"/> FATHER <input type="checkbox"/> CHILD <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> MOTHER <input type="checkbox"/> FIDUCIARY
<b>3. VA FILE NO. (Include letter prefix, if any)</b>		<b>4. VETERAN'S SOCIAL SECURITY NO.</b> <b>5. PAYEE NO. (If known)</b>
<b>6. TYPE OF BENEFIT RECEIVED</b> <input type="checkbox"/> COMPENSATION OR PENSION EDUCATION <input type="checkbox"/> OTHER (Specify)  <input type="checkbox"/> CHAPTER 31 (VOC. REHAB.) <input type="checkbox"/> CHAPTER 32 (VEAP) <input type="checkbox"/> CHAPTER 35 (DEA) <input type="checkbox"/> CH. 30 (MONTGOMERY G.I. BILL-ACTIVE) <input type="checkbox"/> CHAPTER 34 (G.I. BILL) <input type="checkbox"/> CH. 106 (MONTGOMERY G.I. BILL-RES.)		<b>7. INSURANCE NO(S) (Only give these numbers if you are receiving payments on the insurance policy of a deceased veteran)</b>  <b>8. TYPE OF ADDRESS CHANGE (Complete if applicable)</b> <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY
<b>9. NAME OF PAYEE AS SHOWN ON CHECK (Type or print)</b>		<b>10. FIRST NAME - MIDDLE INITIAL - LAST NAME OF VETERAN</b>
<b>11. NEW ADDRESS (Complete only if applicable)</b>		
NUMBER AND STREET OR RURAL ROUTE (Include APT. NO., if appropriate)		
CITY	STATE	ZIP CODE
<b>12. TO BE COMPLETED BY DIRECT DEPOSIT PARTICIPANTS ONLY</b>		
If your benefit payment is currently being sent to a financial organization, but you want it cancelled and sent to your home address, check this box. <input type="checkbox"/> Your payments will continue to be sent to the financial organization until the cancellation is processed. DO NOT close your bank account until your first payment is received at your home address.		
<b>13. SIGNATURE OF VETERAN OR PAYEE (Do not print)</b>		<b>14. DATE</b>



**SECTION 5—ADVISING SPECIFIC STUDENTS**



## How to Advise International Students

### ENGLISH PROFICIENCY TESTING

International students are required to take the institutional TOEFL examination administered by the Division of Languages and Linguistics before the first week of classes unless they have previously taken a computer-based TOEFL (CBT) and received a score of 213 or better. Students should register with the Division of Languages and Linguistics for the TOEFL exam at check-in. Refer to the current *University Catalog* for the list of exemptions.

Students should report to the Division of Languages and Linguistics for the exam results before meeting with academic advisors. Students who score between 450 and 549 on the institutional TOEFL will need to register for English language courses within the Division of Languages and Linguistics at Florida Tech. Students who score below 450 will need to attend the ELS Language Center for courses where lower-level English as a Second Language courses are taught. Florida Tech international students may begin some course work in conjunction with English language courses.

*Note: The Division of Languages and Linguistics distributes institutional TOEFL scores to students and their academic units.*

Students whose English proficiency is such that they may take a full or partial academic program and who have been admitted into an academic program will be instructed (when they receive their TOEFL scores) to report to the Academic Support Center to register for the placement exams, if applicable. Any student who is taking any English language course cannot take humanities courses, chemistry courses or introduction to engineering courses.

*Note: Although ESL courses are credit bearing, they do not count toward any Florida Tech degrees and cannot be used for electives.*

### COLLEGE CODE "7100"

Immigration law permits international students to obtain visas for short-term study. We have seen the emergence of students interested in terms of study of one or two semesters. Major code 7100, "Special International Student," has been created to accurately identify these students.

### FULL TIME VS. PART TIME

A full-time course of study is defined as follows for normal-length semesters:

- Undergraduate study consisting of a minimum of 12 semester hours.
- Graduate study consisting of a minimum of nine semester hours.

Unless it is the student's first semester, international students may take as few or as many courses as they wish during the summer sessions.

Most international students attend Florida Tech on the traditional F-1 or J-1 student visas that require full time status. However, recommendations for less than full-time academic loads are subject to review and approval by the International Student Advisor, with consideration given to the following circumstances:

- English language deficiencies (acceptable in the students' first semester of enrollment).
- Unfamiliarity with American teaching methods and requirements (acceptable in the students' first semester of enrollment)..
- Improper course-level placement.
- Courses not available during the given academic semester.
- Being within 9 or 12 semester hours of completion of all degree requirements.
- Circumstances beyond the student's control.

*Note: Finances and homesickness are never acceptable reasons for a student not attending full time.*

If a student is uncertain about taking a course, it may be to his or her advantage to register for an extra course within the prescribed program plan. This way, if the student eventually decides to drop the first course, he or she will still carry a full time course load and protect the F1 or J1 student visa status.

### REGISTRATION PROCEDURE

Students whose TOEFL scores allow them to take full- or part-time academic work should report to academic units for advising and course scheduling as soon as they have received TOEFL, placement and/or advanced standing exam results.

1. Fill in and sign a registration form that indicates appropriate academic courses for the student after consulting information sent by the Division of Languages and Linguistics (English Proficiency Exam Report form) and results of the placement tests on the student program forms.

2. If the student is required to take English language courses, he or she should be sent to the Division of Languages and Linguistics for course scheduling and an advisor's signature. He or she will not be allowed to register without a language advisor's signature. *Note: Sign the registration form before the English language advisor signs.*
3. Have students report to the Registration Center to register for courses as soon as possible after academic advising.
4. Have the Office of International Student and Scholar Services sign and approve the Drop-Add forms if a student falls below a full-time course load.

## **FAILED COURSES IN DIVISION OF LANGUAGES AND LINGUISTICS**

Courses required of the student in the Division of Languages and Linguistics **take precedence over academic courses**. All required language courses must be taken, and if failed, repeated as soon as possible. The chair of the Division of Languages and Linguistics is the final determinator of what and when language courses are to be taken. Students who are authorized to take a combination of ESL and academic subjects have their registration forms signed by both the Division of Languages and Linguistics and the academic faculty advisors.

A failed ESL course will normally result in the student having to drop one or more of the academic courses registered for in the following semester. A student who accumulates four Fs in ESL courses will be academically dismissed.

International students should maintain full-time student status to avoid problems with the U.S. Immigration and Naturalization Service and/or their own sponsor's requirements. International students considering a reduction of their courseloads below that of full-time status should consult the Office of International Student and Scholar Services first. If international students are dropping courses that affect their credit-hour total, the signature of the Director of International Student and Scholar Services is required. However, if a student is dropping and adding courses for the same amount of credits, no signature is required.

## **CHANGE OF MAJOR**

Many international students have been permitted to enter the country to study a specific curriculum. When an international student, who is being sponsored by an agency or government, decides to change his or her major, special permission is often obtained from the student's sponsor. In addition, documentation must always be updated and processed accordingly. Therefore, all Change of Major forms for international students must be signed by the Director of International Student and Scholar Services.

## **DOUBLE MAJOR**

International students are prevented by INS regulations from officially carrying a double major **only** if the double major will adversely affect the forward progress of a student's course of study and require extensions of his/her program of study. International students can carry a double major with careful planning and academic guidance. For example, students must complete the requirements for one degree and then continue on for a second degree. Students who wish to receive more than one bachelor's or master's degree **MUST** consult the International Student Advisor.

## **TIME LIMITATION ON ACADEMIC PROGRAM**

There are time limitations for completion of degrees by international students. The Immigration and Naturalization Service (INS) requires students to apply for a program extension when the course of study is not completed by the date indicated on the I-20 or IAP-66 issued by the university (*see form*).

Students holding the F-1 or J-1 visa who will not complete their program of study by the completion date listed on their I-20 or IAP-66 must consult the International Student Advisor in the semester before the current expiration date. They must provide a letter from their academic advisor or academic unit head/program chair clearly stating the reason why an extension is required and the new expected completion date so that an I-20 for program extension may be processed.

Students whose I-20s or IAP-66s expire will be considered to be out of status.

Academic advisors of international students should also be aware that certain governments and sponsors place time restrictions on international students. Advisors are encouraged to contact the Office of International Student and Scholar Services whenever they have questions about an international student's status.

# Academic Advisor's Recommendation for Less Than Full-Time Academic Load



## ACADEMIC ADVISOR'S RECOMMENDATION FOR LESS THAN FULL-TIME ACADEMIC LOAD

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Major \_\_\_\_\_ Department \_\_\_\_\_

### ACADEMIC ADVISOR

This form is provided to facilitate the communication of certain information required by regulations of the U.S. Immigration and Naturalization Service (INS). Its completion is needed for a student in F-1 or J-1 status to be granted permission to carry less than a full-time academic load and still maintain visa status during the academic semester specified below. (At Florida Tech, 12 credit hours constitutes full-time status for undergraduate students while nine credit hours is considered full time status for graduate students.)

Please complete this form by providing a full explanation of the student's circumstances and return it to the ISSS office. Any questions you have may be directed to the Office of International Student and Scholar Services, ext. 8053.

Based on INS regulations requiring that F-1 and J-1 visa holders maintain status by carrying a full-time academic load, I recommend that the above named student carry less than a full-time academic load for the semester indicated.

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

The following reason(s) and explanation support this recommendation:

English language difficulties (*acceptable only in the student's first semester of enrollment*)

Unfamiliarity with American teaching methods and requirements

Improper course-level placement

Completion of course requirements

Student is registered for a full load course (please indicate course and semester(s) below)

Theses for these semesters Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Dissertation for these semesters Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Other: Course number and title \_\_\_\_\_

Other reason (provide additional comments/explanation to support this reason) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor's Name \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

**PLEASE NOTE: Financial problems are never an acceptable reason for less than full time course of study.**

***All recommendations are subject to final approval of the Director of International Student and Scholar Services.***

Final Recommendation \_\_\_\_\_ Approval Date \_\_\_\_\_

## FULL LOAD COURSES FOR INTERNATIONAL STUDENTS

AHF 5999 Aviation Human Factors (Thesis)  
AVM 5999 Aviation Issue Analysis (Thesis)  
BIO 5995 Biological Research  
BIO 5999 Thesis in Biological Sciences  
BIO 6999 Dissertation  
BUS 5999 Thesis  
CHE 5999 MS Thesis in Chemical Engineering  
CHF 5999 Thesis  
CHM 5999 MS Thesis in Chemistry  
CHM 6095 Chemical Research  
CHM 6999 Dissertation in Chemistry  
COM 5777 Technical and Professional Communication Design Project  
COM 5888 Design Project Development  
COM 5999 Technical and Professional Communication Thesis  
CSE 5999 Thesis in Computer Science  
CSE 6990 Research in Computer Science  
CSE 6999 Dissertation in Computer Science  
CVE 5095 Special Projects in Civil Engineering  
CVE 5999 Thesis Research  
CVE 6991 Research in Civil Engineering  
CVE 6999 Dissertation in Civil Engineering  
ECE 5999 MS Thesis in Electrical or Computer Engineering  
ECE 6999 Research and Dissertation for the Doctor of Philosophy degree in Electrical or Computer Engineering  
EDS 5081 Research  
EDS 5999 Thesis  
EDS 6010 Research Practicum  
EDS 6999 Dissertation - Science Education  
ENE 5999 Thesis Research  
ENS 5999 Thesis Research  
ENS 6993 Research in Environmental Science  
ENS 6999 Dissertation in Environmental Science  
MAE 5997 Independent Study  
MAE 5998 Non Thesis Project  
MAE 5999 Master of Science Thesis  
MAE 6999 Dissertation  
MTH 5999 Thesis in Applied Mathematics  
MTH 6050 Research in Applied Mathematics  
MTH 6999 Dissertation Research  
OCE 5999 Thesis Research  
OCE 6999 Dissertation Research  
OCN 5999 Thesis Research  
OCN 6999 Dissertation Research  
ORP 5999 Thesis Research  
ORP 6095 Preparation for Candidacy - Operations Research  
ORP 6999 Dissertation Research  
PHY 5999 Thesis  
PHY 6090 Research  
PHY 6999 Dissertation  
PSY 5999 Thesis  
SPC 5080 Space Missions  
SPC 5999 Thesis  
SPS 5999 Thesis  
SPS 6090 Research  
SPS 6999 Dissertation

## How to Advise Military Science (Army ROTC) Students

Each student at Florida Tech has a faculty advisor to assist him/her with the chosen academic program planning/progress. United States Army Cadet Command Regulations require that cadets at each level in Army ROTC also have a cadre advisor (Army ROTC instructor/professor) who monitors cadet progress and compliance with the provisions of his/her academic program and Army ROTC contract (if applicable). This is to ensure that the student is making sufficient academic progress toward a degree.

The vast majority of cadets at Florida Tech are either on scholarship (which means they have a contract with the Army), or are pending award of a scholarship (which means they must meet a specific GPA and physical fitness standard to activate the scholarship and subsequent contract). One of the provisions for a contracted scholarship cadet is that he/she must maintain a 2.0 semester and cumulative GPA. Once the scholarship contract is initiated, the 2.0 GPA rule applies. Those cadets who are awarded a three-year Advanced Designee scholarship (one awarded the senior year of high school, but not effective until the sophomore year of college) must attain a minimum GPA of 2.5 by the end of their freshman year to validate the scholarship. This is also true for a freshman, sophomore or junior applying for a two-, three- or four-year "on campus" Army ROTC scholarship.

Each scholarship cadet signs a contract acknowledging his/her academic responsibilities, and fills out an academic plan (Cadet Command Form 104-R), which the student's faculty advisor agrees to and signs. The professor of military science verifies completion of this form. The Army ROTC advisor for each class monitors compliance with the plan. He/she also advises the professor of military science when changes to the plan occur, or academic performance is not in keeping with the Army contract. The Army ROTC advisor writes each cadet a minimum of twice per semester, addressing academic performance among other items. When cadets are struggling academically, the Army ROTC advisor will seek assistance through the faculty advisor and may also seek other measures, including tutoring assistance.

Cadets who demonstrate an inability to meet minimum GPA requirements are placed on academic probation. The probation period will last for the duration of the semester immediately following the grade deficiency. Cadets on academic probation are prohibited from participating in all Army ROTC extracurricular activities. When a student does not improve, he/she is normally considered for subsequent probation, disenrollment from Army ROTC and termination of the scholarship contract.





**SECTION 6—STUDENT SERVICES**



## What Services are Offered to Students?

### ACADEMIC COMPUTING SERVICES

Academic Computing Services provides a wide range of resources to support students and faculty in course work and research. The MicroCenter facility, located in Evans Library Pavilion, offers both PC and Macintosh applications, and connectivity to the Internet. Work stations are equipped with a full range of word processing presentation and analytical software. For more information, call ext. 8023.

ACS generates and manages E-mail accounts for all Florida Tech students. Assistance is available for resolving account problems. MicroCenter staff provide tutoring assistance and language translation, as well as help in using software applications featured in the lab. The department also manages the Florida Tech Web site and provides assistance with posting individual Web pages. The staff office may be contacted at [acs@fit.edu](mailto:acs@fit.edu).

### COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services (CAPS) promotes the best possible academic, vocational and emotional health. Our services are free of charge to students. The services include individual, group, marital and family counseling, as well as programs for personal development and enrichment, alcohol and substance abuse awareness groups and treatment interventions. Services are provided by two licensed psychologists and master's-level graduate students enrolled in the clinical psychology doctoral program. In all cases, the American Psychological Association professional standards of practice are followed and confidentiality is respected and protected by law. Any limitations of confidentiality will be reviewed by CAPS counselors.

The center is open from 8 a.m. to 5 p.m., Monday through Thursday and from 8 a.m. to 4 p.m. on Friday. It is located at the corner of University Boulevard, west of Babcock Street, behind the Holzer Health Center.

### DISABILITY SERVICES

Florida Tech does not discriminate on the basis of disability. Disabled students are expected to meet the same standards as all other students. The Academic Support Center (ASC) coordinates accommodations for disabled students. The services that are particularly helpful to disabled students are open to all students. Certain professional services and administrative procedures have been established specifically for students with documented disabilities. For more information about services for students with a physical disability call ext. 7110 and for a learning disability call ext. 8050.

### THE FRESH PROGRAM

The primary function of the FRESH Program is to reduce attrition by identifying problems of first year students and assisting in the resolution of these problems. The goal of the program is to foster within students a sense of community and purpose that is strong enough to preclude a student's consideration of withdrawal.

Research conducted both by Florida Tech and other universities categorize most student problems as academic and/or social. While the FRESH Program's primary focus is on academic concerns, the program activities also promote the professional and social development of students. This includes enhancing student appreciation of the ideas and principles that will sustain lifelong growth in courage, judgment, integrity, emotional maturity and understanding of people. The FRESH office can be reached at ext. 7110.

### ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center (ASC), located in the Evans Library Pavilion, is designed to help undergraduates measure up to academic standards. The ASC provides free one-on-one tutoring in all required first-year courses and many other undergraduate courses. The ASC also offers small weekly study groups and a library of self-help materials.

The ASC assists students in several ways:

- One-on-one, one hour peer tutoring sessions in most undergraduate courses.
- Help in English and speech courses from teaching associates.
- Evening study groups of three to 10 students who meet weekly with one tutor for group help in a single subject.
- Programmed audio self-help materials, videotaped self-help lessons, lectures and computer tutorials in certain subjects.
- Taped lessons in French, Spanish and German.
- Videotaped student oral presentations for private review and practice.
- Films for supplemental viewing for humanities courses.

Students should call the ASC at ext. 8009 for more information.

### CAREER SERVICES

Florida Tech maintains an Office of Career Services that acts as a liaison between the university and potential employers in business, industry, government and all areas of the job sector. The office is located in the Keuper Administration Building, Room 210.

The Career Resources Library has information pertaining to career path development and research materials describing individual businesses and government agencies, as well as relevant books, periodicals and video-tapes to assist in the job search. A computer and laser printer are available to students for printing cover letters and resumes and for conducting job searches on the Internet.

Students are guided in obtaining professional career-oriented permanent employment. Assistance is provided in writing resumes and developing individual strategies for applying for employment. The on-campus recruitment program permits senior and graduate students registered with the Office of Career Services to interview with prospective employers.

Students who register with career services are also eligible to participate in a resume referral program with employers from throughout the country. In addition, hundreds of jobs are posted every year and can be viewed in the Career Resources Center, in the Denius Student Center, in academic units and on the Office of Career Service's Web site ([www.fit.edu/CampusLife/services/career-serv/](http://www.fit.edu/CampusLife/services/career-serv/)).

Many special programs, including two career fairs, are presented during the year. For further information, contact the Office of Career Services at ext. 8102.

## COOPERATIVE EDUCATION

The Cooperative Education Program at Florida Tech is designed to prepare students for professional careers in their major. There are two co-op plans offered to students. The conventional plan integrates alternating periods of full-time, paid work experience with full-time academic study. The parallel plan incorporates part-time, paid work experience simultaneously with a part-time academic course load.

Students participating in the university's cooperative education program (CWE 1001, CWE 2001, CWE 3001 and CWE 4001) receive free elective credits and are considered to be full-time students. Technical credits may be awarded at the discretion of the student's academic department head.

Availability of co-op employment opportunities varies considerably from field to field. To apply, participants must have completed 30 hours or completed one semester at Florida Tech if a transfer student, and have a GPA of 2.5 or higher. Graduate students must complete their first semester with a 3.0 GPA.

Each department has a designated Co-op Faculty Advisor. This individual will serve as the main contact between the academic department and the Office of Career Services and Cooperative Education. Additional duties include assisting the co-op coordinator in: reviewing and approving the Co-op Student Job Related Work Objectives of students currently placed in co-op positions; maintain contact with the co-op student during their co-op work term to monitor their job performance; reviewing the co-op student's progress reports and employer evaluations; reviewing the student's Final Co-op Report for each work term; and assigning a Pass or Fail grade for each work term the student works.

For further co-op information, contact the assistant director in the Office of Career Services and Cooperative Education, Room 210, Keuper Administration Building, or call ext. 8102.

## STUDENT EMPLOYMENT

The Office of Student Employment is a division under the Career Services Department, and assists Florida Tech students in obtaining part-time employment while they are enrolled at Florida Tech. There are three basic programs administered by the Office of Student Employment: Federal Work-Study, College Roll, and Job Location/Development (JLD).

The Federal Work-Study (FWS) Program is a federally funded program providing students with part-time employment. Most FWS positions are located on campus; however, there are instances in which the student is eligible to work off-campus at a contracted community service site. Only students who are awarded FWS in their financial aid package are eligible for this program. FWS awards are determined by the Office of Financial Aid, are based on the student's economic need and depend upon available funds.

The College Roll program provides on-campus part-time employment for all students enrolled full or part-time. These positions are funded by the employing department and differ from the FWS program in that the positions do not depend on financial need. **The Office of Student Employment will assist departments in hiring College Roll students by posting the available positions and by performing any pre-employment screening required.**

The Job Location/Development Program is a federally funded program whose purpose is to provide stu-

dents with employment opportunity referrals. Available jobs in Brevard and Indian River Counties are posted by number on the student employment website ([www.fit.edu/ProsStud/employ](http://www.fit.edu/ProsStud/employ)) and in the Keuper Administration building outside the Office of Student Employment.

For more information on any of the student employment programs, contact the Office of Student Employment at ext 8846.

## FINANCIAL AID

The Office of Student Financial Aid has responsibility for administering the multifaceted student financial assistance functions at Florida Tech. The primary mission of the office is to support and advance the educational goals of the institution and its students by providing monetary assistance to accepted and enrolled students who, without such aid, would be unable to attend Florida Tech. Financial aid programs are available to provide needed assistance and to encourage and reward academic excellence. Amounts of awards vary and usually depend upon the student's demonstrated need and the amount of funds available for distribution. Federal, state and institutional financial assistance programs are available.

Eligible students may receive one or more types of aid, which include scholarships, grants, loans and part-time employment. Students who need financial aid are encouraged to file a Free Application for Federal Student Aid (FAFSA) each year. Priority is given to students who file the FAFSA before March 15.

All financial aid recipients must attend Financial Aid sign-in during the first three days of class each semester they expect to receive aid. This physical "check-in" is required by law for the proper disbursement of funds.

Continuing students must meet the following Satisfactory Academic Progress standards to remain eligible for financial aid:

- **Grade Point Average (GPA)** – An undergraduate student is expected to achieve and maintain a GPA of 2.0 or higher. This GPA is calculated in accordance with the guidelines contained in the current *University Catalog*.
- **Hours completed** – Undergraduate students are expected to satisfactorily complete 80 percent of their attempted course work. In general, full-time students should complete at least 12 hours per semester. Part-time students (6–11 hours) should complete at least 6 hours per semester. Courses with grades of F, I, AU or W are attempted courses, but are not satisfactorily completed for the semester.
- **Time limit** – An undergraduate student enrolled full time is expected to complete a degree program within 12 semesters, or 180 attempted credit hours. A student enrolled part time is expected to complete a degree program within 24 semesters. For transfer students, these limits include equivalent terms of aid taken at other institutions.

## Warning, Probation and Suspension

A review for compliance with these standards will be conducted at the end of each semester for financial aid recipients. First-time students who fail to maintain satisfactory progress toward their degree, will be placed on financial aid warning and informed of the appeal process relative to satisfactory progress standards. A second infraction will suspend the student's eligibility for financial aid until an appeal is filed and approved. Students can file an appeal based on any factor they consider relevant.

## For Scholarship Recipients

Scholarship recipients are required to maintain full-time enrollment (12 semester hours) and a cumulative GPA of 2.8 at the end of each academic year. Failure to maintain the minimum requirements will result in a permanent loss of the academic scholarship.

For more information visit the financial aid homepage at [www.fit.edu/ProsStud/finaid/index2.html](http://www.fit.edu/ProsStud/finaid/index2.html), stop in the office between 8 a.m. and 5 p.m. Monday through Friday, or call ext. 8070.

## HEALTH CENTER

The university outpatient health center (Bldg. 266) provides treatment for acute illnesses and minor injuries to all students who are currently enrolled. If a referral to a specialist is needed, it can be obtained after an evaluation from the health center. To give the best possible care, if a student has extensive or special medical needs and plans to use the health center, a list of current medications and a copy of medical records is strongly advisable. Please contact the Holzer Health Center at ext. 8078 to schedule an appointment.

Initial admission to the university requires the submission of a vaccination record signed by a health care provider. To protect the spread of communicable diseases throughout the university, registration will be placed on hold until this form is complete. For information on vaccinations, contact the health center.

## **RESIDENCE LIFE**

The Office of Residence Life is committed to supporting and enhancing the academic mission of Florida Tech. The Office of Residence Life will work with the Office of Auxiliary Services and Office of Facilities Management to ensure clean, comfortable and well-maintained residence halls.

The residence life program includes all of the student life aspects of the residence facilities and the formulation and interpretation of all policies and procedures affecting students in residence. It also includes counseling and addressing student conduct concerns, programming and developing community. Clearly, the emphasis of this office is not just to provide a roof over an individual's head, but to provide living and learning experiences from which people can grow. The Office of Residence Life's major role is to support and enhance the development of students, personally and academically, while they are at Florida Tech.

## **SECURITY AND SAFETY**

The Office of Security and Safety is located at Shaw Hall (Bldg. 114). The security office is available to assist students whenever possible and provides a myriad of services. Lost or found items should be reported to or claimed at this office. Unclaimed items will be disposed of at the end of the spring semester. Upon arrival at Florida Tech, you must register your vehicle within three (3) days with the security office. The *Motor Vehicle Handbook of Rules and Regulations* is available at the Office of Security and Safety. To reach security call ext. 8111.

## **CASHIER**

Cashiers are located in Ray Work Building (Bldg. 408) in the rear on the first floor. Payments for tuition and fees are accepted at this location Tuesday through Friday, 8:30 a.m. to 4:30 p.m., unless otherwise posted. Students may also cash checks of up to \$100 per day with proper identification, Monday through Friday, 8:30 a.m. to 4:30 p.m., unless otherwise posted. The cashier can be reached at ext. 7416 or 7421.



**SECTION 7—BANNER ACCESS**



## How to Get Access to Banner

You must have a computer account to access the administrative computer system. This account identifies you and regulates what you have permission to do on the computer system. The System Access Authorization form can be found online at [www.fit.edu/InfoTechSys/admcom/access.html](http://www.fit.edu/InfoTechSys/admcom/access.html). It must be completed, signed by the department head, and forwarded to the appropriate module manager for approval.

<b>Type of Access</b>	<b>Module Manager</b>
Student Query	Registrar
Finance	Controller
Financial Aid	Financial Aid Director
Human Resources	Human Resource Director and Controller

After the module manager's approval, the request will be forwarded to the Administrative Computing Center for account setup. You will receive a letter from the computer center notifying you of your logon ID, initial password and password requirements.

## Your Computer Login ID and Password

Your account has a unique name (most likely, your last name) and is referred to as the login ID. Your account is also protected by a password. You will be given two login IDs, the first is to allow you to login to the network server, and the second will give you access to Banner. You will be prompted to change your network password when you first login. You will be required to change your Banner password by first logging into Banner and at the Direct Access Block at the top of the form type GUAPSWD and hit enter. A password screen will be displayed and you can proceed to change your password. You should do this on a regular basis to ensure the security of the Banner system. There are two "instances" of Banner you may access, the first is the Production database and the second is the Pre-production database (test system). You will need to follow the same instructions on changing your password for both instances. *HINT: You should make the passwords different so there would be no chance of logging into the wrong database.*

## Remember What You Change Your Password To!

No one can read the password after you make that change. If you forget your password, contact the Help Desk, ext. 7284. Please be specific which password you are having difficulties with—Network or Banner.

# *NOTES*