



*Florida Institute
of Technology*

Academic Advising Handbook

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www.fit.edu/asc/handbook/index.html

Academic Support Center

Preface

According to the *Faculty Handbook*, each student at the university is assigned a full-time faculty member as his or her faculty adviser. Faculty advisers 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 the time of registration and approve the student's registration form. Outside of the classroom, faculty advising is one of the most important responsibilities of a faculty member.

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.

T. Dwayne McCay, 2007
Provost and Executive Vice President

Editorial Note

This *Academic Advising Handbook* has been compiled by the Academic Support Center as an aid for faculty advisers, but is not a policy-defining document. It contains material from other documents compiled to provide a convenient reference to aid the advising process. Advising provides the basis for good faculty–student communication and plays a vital role in retaining and successfully graduating students.

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Section 1—The Adviser's Role

The Academic Advising Role

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

The primary purpose of academic advising is to assist students in their pursuit of a college experience to help them fulfill their life goals. Advisers, 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.

Some Strategies for Advising

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

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.

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 adviser has some knowledge of the advisee's nonacademic background—such as home influence, hobbies and friends—a more thorough type of advisement is possible.

Develop rapport with advisee

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

Become knowledgeable concerning university rules, policies, regulations and procedures that affect academic programs and activity

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

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.

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

Advisers cannot make decisions for an advisee, but they can be a sympathetic listener and offer various alternatives for the advisee's consideration. Advisers cannot increase the ability of a student, but can encourage the maximum use of that ability. While advisers cannot change some aspects of course schedules or employment loads, the students can be referred to the proper offices for such adjustments.

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

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

Some Interview Techniques Used in Advising

Opening: Greet students by name; be relaxed and warm. Open with a question.

Phrasing Questions: Avoid yes/no questions to increase conversational flow.

Listening: Don't out-talk a student. Listening allows one to identify feelings behind words. Be silent and let the student search for his/her own words or ideas.

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

Cross-examining: Don't rapidly fire questions at the student.

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

Setting Limits on the Interview: It's better if the adviser and the student realize from the beginning that the interview will last for a fixed length of time.

Ending the Interview: It's best to end the interview at the agreed time. Offer to schedule another appointment.

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 a rapport with advisees by remembering personal information. 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 the current *University Catalog*, *Academic Advising Handbook*, etc.
9. Know how and when to make referrals, allow the students 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 the advisee's strengths rather than limitations.
13. Determine reasons for poor academic performance and direct advisees to appropriate support services.
14. Clearly outline the advisee's responsibilities and monitor their 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 the job outlook for various majors.

20. Don't betray confidential information.

Advising 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 when identifying alternatives.

Step 2: How should the adviser 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 adviser 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.
- Help them understand how majors fit values and goals.
- Help them narrow their options to two or three.

Step 4: How should advisers 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 adviser 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 adviser encourage future contact?

- Be available to help them to 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 immediately report the expected deviations to the academic unit head/program chair. Uniformity, particularly in undergraduate prerequisite courses, helps preserve continuity.

The syllabus should contain:

- Course number (including section number if multi-section course), name and semester
- Instructor's name and official location, e-mail address (phone ext.)
- Textbook(s) 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 must include the attendance policy. Although there is no universitywide policy regarding penalties for non-attendance, students are expected to attend all classes.
- All syllabi should contain a statement on academic honesty.

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 (see online at www.fit.edu/registrar/finals.php). Requests for a waiver of time or day must be approved by the senior vice provost; however, a final examination may be given only during "Finals Week." The documentation required by the senior vice provost 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 spokesperson appeals to the Office of the Provost.

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.

Grade Policies and Procedures

Online grading is the official mode of submitting grades. All grading is completed through Web for Faculty. Instructors/faculty will be informed via e-mail from the Registration Center that grading is enabled in Web for Faculty. Web for Faculty will list only the courses taught by the faculty member logged in for the selected term. Only the instructor of the course listed in Banner will be able to enter grades.

The drop-down grade box will show only those grades to be used for the course (i.e., A-F, I, P/F, S/U). Faculty may enter grades and/or change grades online up until the 4 p.m. deadline. Any grades not entered by 4 p.m. on the day grades are due will be defaulted to a grade of NR (no record). Contact the Registration Center for instructions on submitting grades to replace NRs.

Faculty of 1000- and 2000-level courses must enter midterm grades.

There is no public posting of grades. 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. (see Release of Student Information on page of this handbook for more information about FERPA.)

The Early Warning System

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

During the eighth week of each term, instructors of 1000- and 2000-level courses enter all midterm grades (A.B.C.D.F or I) online through Web for Faculty (PAWS). During the ninth week, students are alerted and are encouraged to visit their faculty adviser, who also has been alerted.

The adviser 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 adviser 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 ASC.
- 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 personal counseling and academic counseling available at CAPS and the ASC.
- 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 ASC 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 or not charges should be made.
 - 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 college responsible for the course will decide whether to proceed according to (a) or (b) above.
2. The student will be promptly notified in writing of the charges and given an opportunity to meet with the instructor and academic unit head (accompanied by the

faculty adviser if the student wishes) and/or to submit a written statement explaining or refuting the charges.

- a. If the 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, 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 the student is innocent, the matter will be handled according to step (1) (a) above.
 - b. If both agree the student 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 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 (2) (b) 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 dean of students, 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 the student, he/she 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 a failing grade for 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 dean of students and kept on file in accordance with the University Code of Conduct. This record will include 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 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 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 or plagiarism.

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, advisers 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 vice provost for enrollment management serves as chair.

Release of Student Information and FERPA

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 contained in student records. 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 amend their records and the right to exercise some control over the disclosure of certain information contained in these records.

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.

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 from the *Federal Register* may be obtained from the Office of the Registrar.

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;
5. knowingly expunge a data entry or cause it to be expunged in any record or report;
6. 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;
7. aid, abet or act in conspiracy with another to violate this policy; and
8. withhold knowledge of a violation of this policy.

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

Section 3—The Registration Process

Registration Procedures

Degree requirements for each Florida Tech baccalaureate degree are outlined in the *University Catalog*. Before the fall term of the freshman year, most new freshmen are block-registered in their proper first-term courses by the registrar based on input from the academic units. For subsequent terms, it is important that each student reviews his/her course choices with the assigned academic adviser so they can correctly complete online registration. This provides the student flexibility in arranging his/her individual schedule concerning extracurricular activities, study-period patterns and other variables he/she believes are 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 Education Units (CEU).

Prerequisite and Corequisite Courses

The following problems may arise from the failure to take or to qualify to take prerequisite or corequisite courses at the right time or in the correct sequence.

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 devoted to this course causes problems with other courses.
4. Diminished educational experience for other students who take the course.
5. Added work for the instructor.

Advisers 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.

Nondegree Programs

Nondegree programs (General Studies, General Science and General Engineering) provide a common freshman-year curriculum for students who are uncertain about which major they will choose.

Students are encouraged to choose a 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 adviser in the appropriate academic unit when they declare a 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.

Before Orientation and for transfer students' entrance term only, the registrar's office encourages academic departments to contact and assist the Registration Center with registering transfer students.

Advisers 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. The form to request additional transfer credit is available through the transfer credit coordinator in the registrar's office. 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/she needs to complete.

Freshman Course Recommendations

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

Biological Sciences: The only biology sequence open to freshmen who don't have transfer credit is Biological Discovery (BIO 1010, BIO 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 General Chemistry 1 (CHM 1101). At the end of the seventh week of the fall semester, students with grades of low D or F on the basis of their midterm grades will be re-registered into a preparatory course, Introduction to Chemistry (CHM 1100), with 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 may 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 an online communication placement exam. Student schedules are updated according to the results of the test and distributed at the end of Orientation.

General Science: The two-semester sequence Survey of Science (EDS 1031, EDS 1032) is offered by the science and mathematics education department. The sequence covers both the physical and biological sciences and addresses relationships to the environment, health and other topics of current interest.

Mathematics: New freshmen and transfer students who lack prior credit for the first required mathematics course in their major are required to take an online mathematics placement examination. In the fall semester, student schedules are automatically updated according to the results of the tests and distributed at the end of Orientation.

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

Advanced Standing Examinations

Many students entering Florida Tech are sufficiently proficient for advanced placement above the entrance level. Currently those advanced placements are in chemistry, physics and computer science. Advanced standing examinations are offered twice each year, the week before each semester. Entering students, including transfer students, who wish to take these examinations should contact the ASC during the early part of Orientation.

Note: Students who take an Advanced Standing Examination may not take an Equivalency Examination for the same course.

By the third week of the semester, each academic unit receives results of test scores and course placements for filing with the records of each student. Advisers should:

- Compare course placement with the student's current schedule.
- Compare course placements and current registration with curriculum requirements to determine need for credit or remediation.

Coordination of placement exams and examinations for credit is the responsibility of the ASC.

Chemistry: The Advanced Standing Chemistry Examination identifies entering students who have mastery equivalent to at least one semester of Florida Tech's sequence in general chemistry. Eligibility requires a grade of B or better in chemistry beyond the standard one-year American high school chemistry course or passing a college-level chemistry course that was not directly eligible for transfer credit.

Computer Sciences: (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 Standing Examination. This test has both written and hands-on portions. Students with passing scores will be awarded three credits for Introduction to Computer Applications (CSE 1301).

Computer Sciences: (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 Standing Examination. This test has both written and programming portions. Students with passing scores and who place into Calculus 1 or above will be awarded four credits for Fundamentals of Software Development (CSE 1001).

Mathematics: Advanced standing credit is earned by first taking the online mathematics placement examination. If placement test scores are sufficiently high, students are invited to take the Mathematics Advanced Standing Examination.

Success in this test 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 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 mathematics course for their major are required to take the online mathematics placement examination.

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 Standing Examination.

Advanced Placement (AP) Credit

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

The College Level Examination Program (CLEP)

Florida Tech grants academic credit for 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 registrar's office for specific information.

International Examinations

Credit is awarded for grades of four or higher in the International Baccalaureate (IB) program for higher-level examinations and certain standard-level examinations for IB diploma holders. Based on a review of the subject areas and scores, credit is also awarded for receiving C or better for the British GCE examinations at the advanced level (A-level) or for the Caribbean Advanced Proficiency Examinations (CAPE) when two units are completed.

Directed Study

When a student, for reasons beyond his/her control, must earn credit for a particular course before the next time 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.

Undergraduates Taking Graduate Courses

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. The student's academic unit head and the dean of the appropriate college must approve any exceptions.

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.

Course Substitution

Any deviation from the stated degree requirements at Florida Tech, including course substitutions, must have written approval of the student's academic adviser and academic unit head/program chair. The Request for Undergraduate Course Substitution form should be submitted by the student to the faculty adviser 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 university registrar. Substitutions should never be delayed until the final year.

Interdisciplinary Science and Military Science Option

The intent of the military science option of the interdisciplinary science degree program 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.

Check the current *University Catalog* for more information about military science at Florida Tech.

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

Advising Military Science (Army ROTC) Students

Each student at Florida Tech has a faculty adviser to assist him/her with the chosen academic program planning/progress. United States Army Cadet Command Regulations require that cadets at each military science leadership (MSL) level in Army ROTC also have a cadre adviser (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 U.S. 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 adviser agrees to and signs. The professor of military science verifies completion of this form. The Army ROTC adviser 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 adviser writes each cadet a minimum of twice per semester, addressing academic performance among other items. When cadets are struggling academically, the Army ROTC adviser will seek assistance through the faculty adviser and may also seek other measures, including tutoring assistance.

Any student who has an active ROTC scholarship and subsequently requests to change their major academic field of study should address the issue and receive approval from Cadet Command. Cadets are not authorized to drop their MSL course without written approval from the professor of military science.

Cadets who demonstrate an inability to meet minimum semester and cumulative GPA requirements are placed on administrative suspension (students on administrative suspension will not receive payments for tuition or fees). The suspension will last for the duration of the semester immediately following. Cadets on administrative suspension are prohibited from participating in any Army ROTC extracurricular activity. When a student does not improve, he/she is normally considered for leave of absence, pending disenrollment from Army ROTC and termination of the scholarship contract.

Undergraduate Request to Study at Another Institution

Undergraduate students must obtain approval from their academic unit and the registrar's office before taking courses at another institution to ensure that transfer credit will be awarded. Following are the policies and procedures for undergraduates requesting study at another institution and transfer of credit:

1. Students requesting to study at another institution must meet all catalog policies covering transfer credits and residency requirements.
2. Once becoming a Florida Tech student, a maximum of three courses can be taken at another institution and applied toward any one degree.
3. Unless the student was a resident of either Brevard or Indian River County at the time of initial acceptance to Florida Tech, a course may not be taken at another institution in Brevard or Indian River County if the equivalent Florida Tech course is offered at Florida Tech in the same or overlapping term.
4. Florida Tech's forgiveness policy is not applicable to transfer credits. Courses failed at Florida Tech may be retaken at another institution for transfer credit to meet a program requirement but not to remove the grade from the Florida Tech GPA.
5. Requests to take courses for which prerequisites or corequisites have not been met must be submitted with an approved Co/Prerequisite Waiver Request form.
6. Financial aid recipients may wish to consult the Office of Financial Aid before requesting to study at another institution.
7. International students require a signature from the Office of International Student and Scholar Services (ISSS) before submitting a Request to Study at Another Institution form.
8. Sponsored international students require written sponsorship approval sent directly to the registrar's office.

Using the Undergraduate Request to Study at Another Institution form, the student must meet with his or her faculty adviser to determine if the requested course is applicable to the degree program and if there is an established Florida Tech equivalency. This determination is made either by checking

the Banner database or contacting the registrar's transfer credit coordinator at ext. 7263.

If the requested course does not have an established Florida Tech equivalency, the student is to submit the request form and applicable course description to the academic unit responsible for evaluation of the equivalent course to determine one of the following:

1. There is an equivalent Florida Tech course offered by this academic unit.
2. There is not an equivalent course, but the requested course is eligible for transfer credit as an elective in which case the subject and level of the elective should be entered (e.g., Humanities Elective, HUM 2XXX).
3. The course requested is not suitable for Florida Tech transfer credit.
4. Additional information is needed before a determination can be made.

The form is returned to the student who then obtains any additional needed information and forwards to his or her faculty adviser and department head for signatures. The student will submit the completed request form to the registrar's office for final approval. Upon completion of the approved course, it is the student's responsibility to request that an official transcript is mailed from the approved institution directly to the registrar's office.

A request for exception to this policy must be submitted with written justification from the student and written endorsement by the faculty adviser, department head and associate dean.

Tuition and Fees Payment Policy

Students are assessed tuition and fees based on the locations and programs in which they are enrolled and the degrees being pursued. Students enrolled and pursuing degrees on the Melbourne campus are assessed the Melbourne tuition and fees.

Students enrolled and pursuing degrees through University College are assessed the University College tuition and fees. Students enrolled in programs and pursuing degrees as part of a partnership arrangement with another entity are assessed the tuition and fees approved by the partnership.

All expenses, including tuition, fees, room and board, must be paid or an alternative payment plan arrangement must be made on or before the Monday one week before the first day of classes each semester or be subject to a 1.5 percent per month finance charge. Students who register after the first day of classes and either do not pay by close of business or make alternative payment plan arrangements to pay the balance on their account, will be charged a 1.5 percent per month finance charge on the unpaid balance in addition to the \$150 late registration fee.

To avoid finance charges, all fees must be paid by the due date of Monday one week before the first day of classes each semester or on the same day as registration. All students who carry an unpaid balance must pay the balance before being allowed to register for a subsequent term.

Payments may be made online via PAWS (TRACKS account needed), in person (checks/cash only) or by mail. Credit cards accepted online include MasterCard, Discover and American Express. Payments sent by mail should be mailed at least 10 days in advance of the payment due date to assure receipt by the payment deadline.

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 11th 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 through the registrar's office will receive a failing grade of F. Advisers should refer to the *University Catalog* for further information.

Adding a Course

A course can be added through the first week of classes 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 by 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 cumulative GPA is readjusted. When the student's cumulative 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 submitted Request for Change of Major/Minor, Change of Site, or Dual Degree form. Advisers 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 advisers effectively monitor and discuss this complication when considering a change.

Graduation

Graduating students must file a Petition to Graduate form and submit it by the date shown in the *University Catalog*. The registrar's office reviews, records and responds to each petition noting compliance with requirements or any course/credit deficiencies that 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 university registrar. 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 university registrar 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.

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/she can re-enter 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 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, and while on probation is not permitted to register for more than 15 credit hours without the approval of the cognizant dean. 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, where the number of credit hours includes transfer credits, credits by examination and all Florida Tech credits taken, whether passed or not, but does not include grades of W:

0 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, with the exception of a student who has been reinstated and is meeting all reinstatement conditions.

A student who is registered for summer classes before the start of the term will not be dismissed for failure to meet these standards but will be reviewed again before the beginning of the fall semester. The summer "grace period" is not available to students who are not registered by the Friday of spring semester's final exam week, or to students who fail to meet previous reinstatement conditions.

A student who accumulates four failing grades of F in English as a Second Language (ESL) 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 dean, the associate provost for student affairs and dean of students, and members of the faculty and student body.

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 in which the student is enrolled. A letter requesting reinstatement should be submitted to the committee through the 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 undergraduate admission office, 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

Commonly used forms may be found on the Florida Tech Web site at www.fit.edu/registrar/forms.html. The forms are divided into groups that include general use, all students, undergraduate students, graduate students, alumni/graduates and faculty/advisers. Although the forms may be filled out online, the entered information may not be saved. Following are brief instructions for using some common online forms and the Web address where they may be directly accessed.

Registration Form

www.fit.edu/registrar/documents/Regform_07.pdf

1. Student sees his/her adviser to discuss curriculum requirements, electives, etc.
2. Student fills out form.
3. Adviser signs form and keeps the academic unit copy. Adviser indicates electronically that advising has occurred so the student can register via PAWS.
4. Student registers online using PAWS or takes the registration form to the Registration Center.
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.

Request for Additional Transfer Credit

This form is not available online. Contact the transfer credit coordinator in the registrar's office at ext. 7263 for copies and instructions.

Petition for Equivalency Examination

www.fit.edu/registrar/documents/EquivExam.pdf

These examinations are not given for placement of entering students or graduating seniors.

1. Student fills out form and presents it to adviser, who verifies that all requirements listed in the *University Catalog* are met 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 examination.
3. Student contacts cashier to pay fee and complete Line 2.
4. Student gives form to examiner and takes examination.

5. Examiner grades test, completes and signs Line 3, and forwards form to student's academic unit head.
6. Academic unit head completes and signs Line 4, and forwards form to dean.
7. Dean signs Line 5 if examination was passed, and forwards form to registrar's office.
8. Registrar's office enters credits on student transcript and forwards copies of form to student's academic unit and student.

Request for Directed Study Course

www.fit.edu/registrar/documents/ReqDirectStudy.pdf

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 adviser 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

www.fit.edu/registrar/documents/UG_ElecApprov_07.pdf

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.

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. Refer to 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 adviser 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.

Change in Registration Status

www.fit.edu/registrar/documents/ChgRegStat_07.pdf

This form is used for class adds and drops, and for university withdrawal. A schedule change becomes official when a Change in Registration Status form bearing the required signatures is processed by the Registration Center.

1. During the first week of classes, no signatures are required for switching sections of the same course. Adviser signature is required when adding a course not previously approved in writing. No adviser signature required for drops. During the second week of classes, the form must be signed by the adviser and academic unit head or program chair offering the course. Drops must be signed by adviser. Switching sections of the same course must be signed by the academic unit head offering the course.
2. Adviser checks to be sure section to be entered has opening.
3. Adviser forwards a copy to the academic unit for the student's folder.
4. Student submits completed form to the Registration Center.
5. International students need the signature of the director, 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 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

www.fit.edu/registrar/documents/Forgiveness_07.pdf

When a student earns a D or fails (F grade) a course, it is important the he/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 on 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 in the current *University Catalog*. Student obtains adviser's approval of the form.

The student is encouraged to submit the form to the registrar's office no later than Friday of the 12th week of classes 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.

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.

A student is allowed to apply forgiveness to courses a maximum of five times during his/her Florida Tech career.

Change of Grade Request

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

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 is presented by the instructor or a full-time staff member for signature to the academic unit head/program chair responsible for the course.
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; 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 with return requested by the end of the sixth week.

Undergraduate Request to Study at Another Institution

www.fit.edu/registrar/documents/UgradStudyInst.pdf

Please refer to Undergraduate Request to Study at Another Institution on page 10 of this handbook.

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

www.fit.edu/registrar/documents/ReqChange_07.pdf

It is important for the adviser 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 or may be 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 adviser.
2. Student gets the form signed by the new academic unit head/program chair.
3. Student brings signed form to the registrar's office.
4. Registrar's office 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 re-evaluated to inflate GPA at a later date.
7. The new academic unit requests the student's file from the previous academic unit.

Petition to Graduate

www.fit.edu/registrar/documents/PetToGrad_07.pdf

All graduating students must file a Petition to Graduate 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 online at the address above, 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 senior vice provost.

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

Request for Transcript

www.fit.edu/registrar/documents/ReqTranscript_07.pdf

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.

4. Transcripts can be ordered online using a student's PAWS account. If a student does not know their PAWS account information, please contact the registrar's office at ext. 8115.

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).

Section 5—Advising International Students

English Proficiency Testing

International students are required to take the TOEFL examination administered by the Division of Languages and Linguistics before the first week of classes unless they have previously taken a recent (within two years) computer-based TOEFL (CBT) and received a score of 213 or better, or an Internet-based TOEFL (iBT) and received a score of 79 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 examination results before meeting with academic advisers. 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. International students may begin some course work in conjunction with English language courses. Students who score below 450 will need to attend the ELS Language Center 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 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, chemistry, flight or introduction to engineering courses.

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

Full Time vs. Part Time

Immigration regulations set forth by the U.S. Citizenship and Immigration Services (USCIS) governing the enrollment of international student's state they must be registered full time. A full-time course of study is defined for the fall and spring semesters as follows:

- Undergraduate study – a minimum of 12 semester hours
- Graduate study – a minimum of nine semester hours

If the summer semester is an international students' first semester, they are required to be registered full time. Returning international students are not required to be registered in the summer.

No more than one online/distance learning course or three credits per semester may count toward the full-time course load requirement.

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

There are certain conditions where an international student may be enrolled less than full time, providing they follow the appropriate authorization procedures. An up-to-date Less Than Full Time Course Load form is available from ISSS. The form must be filled out in its entirety and signed. The exceptions to less than a full load are as follows:

- English language difficulties (acceptable only in the first semester of enrollment)
- Unfamiliarity with American teaching methods and requirements (acceptable only in the first semester of enrollment)
- Improper course-level placement
- Completion of course requirements (available only in last semester and Petition to Graduate has been filed)
- Medical (official documentation must be submitted)

Graduate students may register for less than full load if they are registered in a course that the university considers to be full time, for at least three semester credit hours if they have been awarded a full-time GSA, or six semester credit hours if they have been awarded a half GSA.

Note: Financial reasons are never an acceptable reason for a less than full-time course of study.

Registration Procedures

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 Examination Report form) and results of the placement tests on the student program forms. Any student who is taking any English language course cannot take humanities courses, chemistry courses or introduction to engineering courses.

2. If the student is required to take English language courses, he/she should be sent to the division of languages and linguistics for course scheduling and an adviser's signature. He/she will not be allowed to register without a language adviser's signature. 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 adviser. Note: Sign the registration form before the English language adviser signs.
3. Have students report to the Registration Center to register for courses as soon as possible after academic advising.
4. Have ISSS 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 makes the final determination 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 adviser. 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 failing grades of F in ESL courses will be academically dismissed.

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/her major, special permission must be obtained from the student's sponsor before a change of major can take effect. In addition, changes must be reported to the federal government and documentation updated and processed accordingly. Therefore, ISSS must sign all Change of Major forms for international students.

Dual Major

International students are prevented by USCIS regulations from officially carrying a dual major only if the dual 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 dual 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 adviser.

Time Limitation on Academic Program

There are time limitations for completion of degrees by international students. Per USCIS regulations, international students must make "normal progress" in the pursuit of a degree. Extensions of course study may be granted if the student's adviser makes a recommendation BEFORE their current program end date. The extension process involves the student receiving a letter from their academic adviser clearly stating the reason(s) why an extension is required and the new expected completion date. The student must present this letter to ISSS, along with a new financial statement showing that the student has the resources to continue their studies until the new completion date is reached. Again, AN EXTENSION MUST BE ISSUED BEFORE THE CURRENT PROGRAM END DATE IS REACHED. Failure to do so will result in the student considered to be out-of-status and will be reported as such to immigration.

Academic advisers of international students should also be aware that some sponsors place time restrictions on international students. Advisers are encouraged to contact ISSS (ext. 8053) whenever they have questions about procedures governing international students.

Recommendation for Less Than Full-Time Load

This form is available from ISSS and is provided to facilitate the communication of certain information required by regulations of the USCIS. Its completion is needed for a student in F-1 and 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 on the form.

1. Permission to take less than a full-time load must be received before dropping any courses. Failure to obtain prior approval will result in the student being considered out-of-status and must be reported to the USCIS.
2. Documentation is required if dropping a course for medical reasons.
3. Taking less than a full-time course load can only be used ONCE, unless the student is in their last semester of study. Students should be absolutely certain that they will graduate in the current semester before choosing to register for less than a full-time course load. Failure to graduate after dropping below full time will result in the student being out-of-status and the loss of F-1 benefits.

4. Permission to take less than a full load is limited only to the choices listed on the form. Dropping a course due to concerns of possible failure in that course is not a legal reason with USCIS.

Students who fall out of status may be eligible for reinstatement with the USCIS, providing they meet eligibility requirements as described in U.S. federal regulations.

Please be aware that applying for reinstatement is not a guarantee that you will be reinstated. For a complete list of full-load courses, contact the Office of Graduate Programs at ext. 8137.

Section 6—Student Services

Information Technology Computing Services

Information Technology (IT) provides a wide range of resources to support students and faculty in course work and research. The Applied Computing Center (ACC) in Evans Library Pavilion offers both PC and Macintosh applications, and connectivity to the Internet. Workstations are equipped with a full range of word processing, presentation and analytical software. ACC staff provide help in using software applications featured in the lab. For more information, call ext. 8023.

IT manages six computer laboratories available to students in the Olin Engineering Complex. The room numbers are 127, 128, 130, 132, 228 and 229. These computers are dual-boot with Windows and Linux operating systems. The computers have a wide range of office, engineering and software development applications. Please contact individual engineering departments for information about availability of specific applications.

IT also generates and manages e-mail (TRACKS) accounts for all Florida Tech students. Through the Technology Support Center located in Q7 in the Academic Quad, students can receive assistance with account problems, password resets, connectivity issues for their personal computers, guidance for personal Web pages and software available through the university. The Technology Support Center may be contacted in person, by phone at ext. 7284, by e-mail to techsupport@fit.edu or on the Web at www.it.fit.edu/support/.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) promotes the best possible academic, vocational and emotional health. Services are free of charge to students with the exception of learning disability evaluations and psychiatric services. The services include individual, group, marital and family counseling, as well as programs for personal development and enrichment, alcohol and substance abuse awareness and academic success strategies. 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. In addition, a counselor-on-call is available for emergencies 24 hours per day, seven days per week, by contacting Campus Security. CAPS is located at the corner of University Boulevard and Country Club Road, west of Babcock Street, adjacent to 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 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 program can be reached at ext. 7110.

Academic Support Center (ASC)

The Academic Support Center (ASC) in the Evans Library Pavilion is designed to help undergraduates attain 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 from writing instructors in English and speech courses.
- 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.
- Films for supplemental viewing for humanities courses.

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

Career Services

Florida Tech's Office of Career Services acts as a liaison between the university and potential employers in business, industry, government and all areas of job selection. All employment services for students are centralized in this office including student employment, internships and co-ops, and full-time professional employment. The career services Web site at www.fit.edu/career provides information and links to assist students with their employment needs. The office is located in room 210 of the Keuper Administration Building.

Students are encouraged to register with career services to view jobs that are posted online only for Florida Tech students and to be included in the résumé referral program. The office also e-mails registered students directly with information regarding job postings, employer information sessions, on-campus interview opportunities and career events such as career fairs. Students may register by going to www.collegecentral.com/fit.

In addition to these services, the career services Web site provides many resources such as the Vault Online Career Library that assists students in career and employer research. Other services include personal résumé writing assistance, mock interviews and assistance in developing individual job search strategies. Special events sponsored by career services include several career-related workshops, two career fairs each year and a business etiquette dinner program. For further information, contact career services at ext. 8102.

Ethical and Legal Statements in Student Hiring

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.

- **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 the positions may be listed campus-wide. 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 equal employment 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, 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 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 (written if possible) that is based on facts rather than conjecture, and not 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 instances when you are unsure of how to help your students while remaining within the law. On those occasions, call career services for more information.

Cooperative Education and Internships

The cooperative education and internship program at Florida Tech is designed to prepare students for professional careers in their major. Co-ops are typically multi-term, paid work experiences, where a student works at least two semesters for the same employer and receives academic credit for that experience. At Florida Tech, a student can participate in the alternating plan, where periods of full-time work are alternated with periods of full-time study, or the parallel plan, where a student works part-time in an approved position while enrolled as a student. In addition, students can receive co-op credit for approved one-term work experiences or for back-to-back work terms, if this arrangement is requested by the employer and works out best for the student's schedule.

Students may register with career services for assistance with their co-op or internship job search. Students who wish to register for academic credit through the co-op program for their work experience must be recommended to the program by their academic adviser and meet the following minimum requirements:

- Completion of 24 hours or at least one semester at Florida Tech, if a transfer student.
- Maintain a minimum GPA of 2.5 or higher, depending on the employer's requirements.

For further information on co-ops or internships, contact the Office of Career Services in the Keuper Administration Building, room 210, or call ext. 8102.

Student Employment

Enrolled students who seek part-time employment as a means of gaining additional experience or funds to help pay for the cost of school may use the Office of Student Employment. Four basic programs provide opportunities for students: Federal Work-Study (FWS), Florida Work Experience Program, College Roll and Job Location/Development (JLD).

The Federal Work-Study program is a federally funded program providing students with part-time employment. 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 and are based on the student's economic need. Awards are limited to available funds. Most FWS positions are located on campus; however, a few of these positions are located off campus at contracted community service sites. These jobs require students to provide their own transportation. FWEP is similar to FWS in that it is an award in the student's financial aid package, but funded by the state of Florida. FWEP positions provide degree-related experience as well as income. This program is available to FWS students who are Florida residents.

Students who do not qualify for Federal Work-Study may use the College Roll and Job Location/Development programs. College Roll positions are located on campus and are available 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. These positions are posted through the Office of Student Employment located in the Keuper Administration Building.

The Job Location/Development program is a federally funded program providing students with part-time employment referrals. Students may participate regardless of financial need. Long-term and short-term employment opportunities are available.

Many opportunities exist for the demanding schedule of the active college student. Like the College Roll program, these positions are posted through student employment. For more information, call ext. 7575 or visit room 210 in the Keuper Administration Building.

Financial Aid

The Office of Financial Aid (www.fit.edu/financialaid) 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 on 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 1.

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 six 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.

Scholarship Recipients: Scholarship recipients are required to maintain full-time enrollment (12 semester hours) and a cumulative GPA of 2.6 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 home page at www.fit.edu/financialaid, 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. Please contact Holzer Health Center at ext. 8078 to schedule an appointment. There is no charge for office visits regardless of insurance. Any procedures or diagnostic testing will be billed

to insurance and the student will be responsible for their co-pay or a portion of the bill. Many common prescription medications are available directly from the health center for a \$5 charge.

Initial admission to the university requires the submission of a vaccination record signed by a health care provider. To prevent 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 or visit their Web site for complete information at www.fit.edu/health.

Residence Life

The Office of Residence Life is committed to supporting and enhancing the academic mission of Florida Tech as well as ensuring 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 only to provide a roof over an individual's head, but also to provide living and learning experiences from which people can grow. Their 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 in 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 each semester. Upon arrival at Florida Tech, you must register your vehicle with the security office within three (3) days. The Florida Tech *Parking and Traffic Regulations Handbook* is available from the office. To contact security, call ext. 8111 or use one of over 30 emergency phones located across campus to give you immediate contact with a security officer.

Cashier

The Cashier's Office is located in Ray Work Jr. Building (Bldg. 408) in the rear of the first floor. The hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., unless otherwise posted. Students with proper identification may cash checks of up to \$100 per day. If you have questions regarding your student account, you may e-mail studentactg@fit.edu, or call ext. 7416, 7421 or 7428.

Section 7—BANNER Access

How to Get Access to Banner

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

Type of Access

Accounts Receivable
Student Query
Finance
Financial Aid
Human Resources

Module Manager

Controller
Registrar
Controller
Financial Aid Director
HR Director and Controller

After the module manager's approval, the request will be forwarded to administrative computing for account set up. You will receive an e-mail notifying you of your username, initial password and password requirements.

Your Computer Login ID and Password

You've been assigned a TRACKS account username that is used in combination with a minimum eight-character password to access Web for Faculty. Logging in will be done with your TRACKS account username and password.

The password requirements for TRACKS accounts have been increased from six characters using two character classes, to eight characters using three character classes. This affects how you'll login to Web for Faculty. Your password must now be eight (8) characters in length and contain three different character classes.

You can use any combination of lowercase letters (a-z), uppercase letters (A-Z), numbers (0-9) and/or special characters (!, <, >, &, #, \$, etc.). International faculty should remember that computers not using English as the primary language may not recognize all special characters available on your Florida Tech computer.

Passwords expire after 120 days. Once expired, you'll need to change to a new password, using the same protocol of three of the four character groups (capital letters, lowercase letters, numbers, special characters).

You can contact the Technology Support Center at (321) 674-7284, techsupport@fit.edu or <http://www.it.fit.edu/support/> for issues related to your access to PAWS or Web for Faculty.

*Florida Institute
of Technology*

Academic Support Center

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