



It's All
Academic

Getting Started at FSU

Office of Undergraduate Studies

FSU is composed of 14 undergraduate colleges. The head of a college is called a dean. The Dean's Office is a place to go for all information about academic issues. Any student with under 52 hours of credit and not admitted into music, film, or a BFA program are assigned to Undergraduate Studies and the Dean's Office is:

Office of Undergraduate Studies
A3400 University Center
(850) 644 - 2451

The staff in Undergraduate Studies can help students by:

Evaluating transfer credit to see if courses meet some or all of the following requirements:

- Statewide Core
- Liberal Studies
- Campus-wide Composition and Quantitative / Logical Reasoning Requirements
- Multicultural Requirement

Providing "Dean's Approval", understanding, and / or guidance regarding:

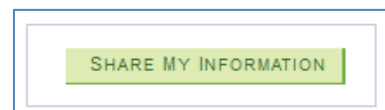
- Course overload / underload
- Dropping or adding a course
- Removal or clarification of registration stops
- Illness and other situations affecting academic performance
- Required enrollment in English and Quantitative / Logical Reasoning courses
- Special needs such as academic remediation or learning disabilities

University Bulletin

All of the rules and regulations for FSU are found in a publication called the Undergraduate Bulletin. You may access the Bulletin online at <http://registrar.fsu.edu/>.

FSU Websites

You can find most of the information you need on the FSU websites. They include information about academics, registration holds, financial aid, majors, parking, and the Academic Program Guide. The earlier you become familiar with the resources available to you through these websites, the more convenient it will be to perform tasks related to registration, financial aid, and academic progress.



Delegating Access

Students are able to allow different people to view a sub-set of their academic and financial records. Within Student Center, there is a "Share my Information" link where students may define "contacts" and allow them access to the information selected. We suggest students grant access to the following: Make a Payment, View Class Schedule, View Grades, View Unofficial Transcript, View Holds, and Tax Information. For more information on granting access, visit: <http://sc.my.fsu.edu/Students/How-To/Assign-Delegated-Access-to-a-Third-Party> .

Important Deadlines (dates are adjusted in summer terms)

- *4th Day of Classes* Drop/Add ends. After midnight you are liable for all course fees.
- *10th Day of Classes* Last day to pay fees or make payment arrangements.
- *End 7th Week of Classes* Last day to withdraw from school without receiving a "W" or "F".
Last day to drop a class without dean's permission, unless dropping below 12 hours.
Last day to select the S-U (Satisfactory-Unsatisfactory) grade option.
- *End 12th Week of Classes* Last day to late drop a class. A grade of "W" will appear on the transcript.

Excess Credit Surcharge

The legislature for the State of Florida has passed a law limiting the number of hours you can take at the regular in-state and out-of-state tuition rates. Students are allowed a certain percentage above the hours required by your degree program. For students entering FSU in 2015, the percentage is 110%. For a typical degree of 120 hours, students will be allowed 132 hours at normal tuition rates after which an additional fee will be assessed. Although all of your AP, IB, and dual enrollment credit does not count towards this maximum, all of your failed, dropped, and withdrawn courses will. There are additional exclusions that may or may not affect your student. Credit will be analyzed and the total hour counter set after the university has received all final transcripts. For more detailed information, go to: http://registrar.fsu.edu/excess_hours/.

Academic Dishonesty

Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples of academic dishonesty have been provided for the purpose of illustration and are not intended to be all-inclusive. For more information on the FSU Academic Honor Policy, visit: <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.

PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical examples include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services.

CHEATING. Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise. Typical examples include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

UNAUTHORIZED GROUP WORK. Unauthorized collaborating with others. Typical examples include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

MULTIPLE SUBMISSIONS. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical examples include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty. Typical examples include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

ATTEMPTING to commit any offense as outlined above.



It's All Academic

Earning your Bachelor's Degree

Structure of Degree Programs

A typical degree program requires 120 hours although a few programs require more. Not all degrees will include all of these components, and some programs may allow a single course to satisfy requirements in more than one component. To learn more about FSU's Undergraduate Academic Degree Programs, visit the Undergraduate Academic Program Guide at <http://www.academic-guide.fsu.edu/>

Mapping

Each major has an academic map with sample schedule to illustrate one of the many ways to satisfy all degree requirements in four years. More important are the *Milestones* identified for the major. Milestones are courses and/or GPAs that must be achieved by specified points within a student's college career. Students will not be able to change into a major unless they are on-course for the new major.

University-Wide Requirements

FSU requires that all students satisfy a series of graduation requirements. Formative experiences like Internships, Study Abroad, and Garnet and Gold Scholars are strongly encouraged. To view a checklist of requirements beyond the major, visit: Liberal Studies at FSU - <http://liberalstudies.fsu.edu/index.html>

In addition to Liberal Studies, College, Major and Minor requirements, students must complete the following:

- **SCHOLARSHIP IN PRACTICE:** Scholarship in Practice courses center around the process of creative and scholarly work, with the end result being a scholarly or creative product. The courses provide students with direct experience of what it means to be an architect, biologist or journalist while engaging in a wide variety of approaches to disciplinary problems. Scholarship in Practice courses also allow fields that do not typically have a liberal studies presence, such as engineering and business, to offer opportunities to non-majors. Formative Experiences provide an alternative way to fulfill one of the two required Scholarship-in-Practice courses. Students may earn up to three Scholarship-in-Practice credits by participating in faculty-assessed and course-based experiential learning. Students must be concurrently enrolled in an accompanying 0- or 1-credit S/U course; students who earn an "S" in this course will fulfill one of the Scholarship-in-Practice requirements. Students may earn Formative Experiences credit in one of three ways: study abroad through FSU's International Programs; participate in faculty-supervised research; or participate in a faculty-supervised internship.
- **E-SERIES:** The E-Series courses focus on broad questions that are relevant to humanity and our natural world and can be explored, examined and experimented upon, thus the "E". The courses are created for non-majors and are designed to allow students to compare multiple perspectives on persistent issues.
- **MULTICULTURAL:** As an FSU student, it is expected that by learning about cultures around the world and diversity in western culture, you will develop a broader base of knowledge for understanding yourself and the world. Students are required to select two courses, one designated as "cross-cultural studies" and one designated as "diversity in the western experience". A grade of "C-" or higher must be earned. There are many multicultural courses that also meet major requirements. Some majors, such as business and engineering, prefer students to meet this requirement through Liberal Studies courses.
- **UPPER-DIVISION WRITING COMPETENCY:** All students are required to demonstrate competency in professional writing by taking upper-division coursework that includes a substantial writing component. This course may be completed outside or within a major.
- **ORAL COMMUNICATION COMPETENCY:** Competence in oral communication is indicated by demonstrating the ability to transmit clearly ideas and information orally in a way that is appropriate to the topic, purpose, and audience. It also involves demonstrating the ability to discuss ideas clearly with others, to hear and respond to questions, and to assess critical response appropriately.
- **COMPUTER SKILLS COMPETENCY:** All undergraduates must demonstrate basic computer skills competency prior to graduation. The specific computer competency skills needed vary from discipline to discipline. Each major has identified a set of courses that provide instruction in the discipline-specific computer skills.

- **NATURAL SCIENCE LAB:** Students must complete at least one credit hour in a science laboratory.
- **FSU RESIDENCY:** Student's final 30 units must be completed in residence at FSU.
- **SUMMER RESIDENCY:** Students who have entered a university in the State of Florida with fewer than 60 hours of credit are required to earn at least nine hours by attendance in one or more summer terms at one of the State University System institutions.
- **UPPER-DIVISION COURSES:** Students must earn a minimum of 45 hours of 3000 / 4000 level coursework. 30 of these hours must be earned at FSU. Only 15 hours of 3000 / 4000 level coursework from another institution may be used toward this requirement.

Statewide Core Requirements

The Statewide Core is a standardized Liberal Studies curriculum required of all college students in the state of Florida. Students must take one Core course from each of the following five areas: English Composition (3 hrs); Quantitative / Logical Reasoning (3 hrs); Social Sciences / History (3 hrs); Humanities and Cultural Practice / Ethics and Social Responsibility (3 hrs); and Natural Sciences (3 hrs). These 15 hours then become a part of the 36-hour FSU Liberal Studies requirements defined in the next section. To view a list of approved Statewide Core Coursework, visit: http://liberalstudies.fsu.edu/LiberalStudies_StateCore.html.

Liberal Studies

Liberal Studies provides an educational foundation for FSU graduates to thrive intellectually and professionally and to support themselves, their families, and their communities through a broad and critical engagement with the world in which they live and work. These requirements must be completed by every student graduating from FSU. Some majors require all Liberal Studies to be completed by the end of the sophomore year. Others prefer that students take all four years to complete their Liberal Studies requirements. Students must earn a minimum of "C" or higher in two Quantitative / Logical Reasoning courses, two English composition courses, two E-Series courses, and in all writing courses. Courses taken on a Satisfactory / Unsatisfactory basis will not count towards a Liberal Studies requirement. Students must earn a minimum of 2.0 GPA average in the 36 hours of required Statewide Core and Liberal Studies coursework.

- English Composition: six semester hours; Students must earn a C or higher
- Quantitative / Logical Reasoning: six semester hours; Students must earn a C or higher.
- Social Sciences: three semester hours
- History: three semester hours
- Ethics / Social Responsibility: three semester hours
- Humanities / Cultural Practice: three semester hours
- Natural Sciences: six semester hours
- Six additional Liberal Studies semester hours selected from Social Sciences, History, Ethics, Humanities, Natural Science, and/or Scholarship In Practice courses. Only one additional course may be selected from the History or Social Science Area. Only one additional course may be selected from the Natural Science Area.
- Six of the semester hours used to satisfy the Liberal Studies Area requirements must be from E-Series courses (IFS prefix). E-Series courses can be found in almost every area of Liberal Studies. Students must earn a C or higher.

Students must complete (or be exempted from with credit) at least six semester hours in English composition. All students shall complete the required English writing courses by the time they have **attempted 30 hours**, which includes any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.) or must show an appropriate exemption, as approved by the Faculty Senate, from six semester hours of composition courses.

Students must complete (or be exempted from with credit) at least six semester hours in quantitative / logical reasoning. Three of those credit hours must be taken from the Department of Mathematics. The other three hours may be in Mathematics, Logic, or Statistics. Students must complete their first quantitative / logical reasoning course by the time they have **attempted 30 hours**, which includes any credit hours earned through acceleration (i.e., AP, IB, Dual Enrollment, etc.). Students must complete or be registered for their second quantitative / logical reasoning courses by the time they have **attempted 40 hours**. All six semester hours of the quantitative / logical reasoning requirement should be completed by the time the student earns 52 hours.

A list of specific courses that satisfy FSU's Liberal Studies Program can be found at <http://liberalstudies.fsu.edu/LiberalStudies.html>.

College Requirements

The college offering your major may also have specific courses that are required of all their students. An example of this is the College of Arts and Sciences' foreign language requirement. You should learn about any College-specific requirements at the "Get to Know Your College" meeting during Orientation.

Major

This is an academic area in which one plans to take a concentration of courses. The size of a major will vary from as little as 30 hours (approximately 10 courses) to as high as 110 hours. Some majors are called limited-access or limited-enrollment which means they may require a certain grade point average, test score, special application, and/or coursework prior to formal admission. There also may be a specific deadline to apply for acceptance into the major. Competition for these limited access / limited enrollment programs (usually at the end of the sophomore year) is generally high.

Minor

Not all degree programs require a minor. Some not only *require* a minor but also *dictate* which minor will be completed. Typically the majors that require more hours either have the minor embedded within the major or do not require a minor at all. A minor can be an important part of a degree and help groom a student for specific job fields. The minor is an opportunity to develop knowledge and skills that are not a part of a major.

Electives

Electives are courses taken just for fun or to make oneself more competitive in the job market. The number of elective hours in a degree program will range from 0 to 45. Some students use electives to complete more than one minor or a second major. Research shows that students enrolling in an elective during their first term report higher levels of satisfaction and success.

Special Program Requirements

Participation in special programs such as Honors, ROTC, or a Living-Learning Community (LLC) may require students to complete additional courses. Students should meet with a representative from the special program during orientation or contact them prior to the end of Drop/Add in the first semester.

Limited Access Majors

Some majors at FSU require special applications and entrance criteria that must be met prior to the junior year. These are called Limited Access or Limited Enrollment Programs. **Limited Access Programs at FSU include: Psychology, Social Work, everything in Business, Computer Science, Economics, most programs in Education, and everything in Music, Dance, and Studio Art.** Admission into these programs is based on taking a defined set of courses and earning a defined GPA. Some programs may require an audition or portfolio review. Limited Enrollment Programs may have the same types of admission criteria but differ from Limited Access Programs in that they only admit a specific number of students each year. **Limited Enrollment Programs at FSU include: Athletic Training, everything in Communication, everything in Theatre, Early Childhood Education, Elementary Education, Motion Picture Arts, Nursing, and Interior Design.**

Information on application procedures and deadlines for Limited Access and Enrollment Programs is found by going to the department website.

Not being admitted to the Limited Access Program does not have to be the end of the career in that field. Most professions have alternative ways of entering the field. For instance, students wishing a career in business may want to look into English with a business minor, retail merchandising and product development, or any of our foreign languages with a concentration in business. Combining any major with a business minor is also an alternative route to a business career. Go to the FSU Career Center to research professions early in the college career.

Academic Advising

Students meet with an academic advisor before registering for classes. The goals for this meeting are to introduce you to academic advising and provide guidance in selecting appropriate courses for your first semester. The advisor at orientation may or may not be the person your student will work with during the



It's All
Academic

Academic Programs and Support

year. It is imperative that your student find out how to contact the permanent advisor during orientation.

There are three main providers of academic advising:

- Students who chose a major on arrival at FSU *go to their major departments* for advising.
- Students who have not indicated an interest in a particular major go to the *Advising First Center for Exploratory Students* in G002 WJB. Students wavering in their decision may also use this office.
- Students considering changing their major may go to the *Advising First Center for Academic Planning* in 3200 UCA to discuss their eligibility for various majors.

Students in special programs such as CARE, ROTC, Athletics, and Honors may be required to meet with advisors in these programs instead of, or in addition to, meeting with the major advisor.

Meeting with the advisor during your first semester will provide your student with the first opportunity to talk in depth about academic goals and begin the development of a long-range plan to graduate. This will also be a good time to discuss interest in a pre-med or pre-law track. You can also find helpful information at:

<http://undergrad.fsu.edu/Academic-Information/Prelaw-and-Premed-Pre-health>.

Planning the First Semester Schedule

A normal fall or spring semester schedule includes 14-16 hours. Some freshmen register for the minimum 12 hours to be considered a full-time student during their first term. A lighter first semester load is particularly recommended for freshmen planning to work more than 10-15 hours per week, participate in Marching Chiefs, or become involved in student organizations. Students wishing to register for a 12 hour schedule will need to make up those hours during the summer if they expect to graduate in four years. Summer terms are slightly different. A six week term load should be limited to 6 or 7 hours (half a normal load for half a term). Financial aid may have higher requirements for academic progress than what is expected of the general FSU undergraduate population. Make sure your student is aware of all enrollment and progress requirements for his/her specific financial aid package.

The difficulty of a schedule has more to do with the *nature of the courses taken* rather than the *number of hours*. The level of a course does not always indicate the degree of difficulty. A 1000-level course is not necessarily less challenging than a 3000-level. How much you can handle in a semester is one of the most difficult decisions facing both a student and the advisor.

Sample First Term Schedule	English Composition	3 hours
	Quantitative / Logical Reasoning	3 hours
	History, Humanities or Ethics	3 hours
	Natural Science	3 - 4 hours
	Social Science or Elective	3 hours
	PE, FIG, LLC, or Honors Colloquium	1 hour

The major may require a first-term schedule that differs considerably from the sample. The major may require a student to take more than one course from a particular Statewide Core or Liberal Studies area during the first semester such as two Natural Sciences or two Quantitative / Logical Reasoning courses. Only students with strong writing skills should take more than one History, Humanities or Ethics course in addition to English Composition.

Freshman Interest Groups - FIGs

Freshman Interest Groups are designed for students who are not participating in a Living-Learning program and are only available in the fall. FIGs provide a way for new students to connect with a group of students sharing similar interests. Registering for a FIG will place you and your fellow FIG participants in a set of classes that have a theme such as business or communication. Some classes will contain only FIG members while others have other students in addition to the FIG participants. The FIG colloquium is an opportunity for you and the other students in your FIG to meet and discuss the academic ideas generated in the FIG and other Liberal Studies classes

Foreign Language through Testing

Many majors require completion of a foreign language through the intermediate level. A student may gain up to 12 hours of college credit towards this requirement based on earlier work in high school or elsewhere through AP, CLEP or other tests in French, German, and Spanish.

To receive credit, you must take the test before you enroll in any college level course for the language. If you have mastery of a language for which no exam is available, contact the academic advisor in 364 Diffenbaugh, or call 644-2606 to set up an alternative means of certifying competency in that language.

A mandatory (no cost) placement test is required for all students who took French, German, or Spanish in high school and plan to continue the language at the college level. Contact FSU Assessment and Testing (644-3017) to arrange testing. No college credit is granted through this test. Students who wish to continue in a different foreign language should contact an advisor in Modern Languages (644-3728) for proper placement.

ALEKS

The ALEKS math placement test is an online, skill-based assessment that assists the FSU Math Department in placing students in the appropriate math course during their first semester at FSU. All incoming Freshman students who intend to register for Analytic Trigonometry (MAC 1114), Pre-Calculus Algebra (MAC 1140), Calculus with Analytic Geometry I (MAC 2311), Calculus with Analytic Geometry II (MAC 2312) or Calculus for Business (MAC 2233) as their first mathematics course at FSU (in their first semester or subsequent semesters) will be required to take the ALEKS placement exam, regardless of SAT/ACT scores, AP/IB/AICE/CLEP scores, or incoming credit. Detailed information about taking the ALEKS placement exam can be found on the Math Department's website at <http://www.math.fsu.edu/~bellenot/ALEKS/>. If you have additional questions regarding the ALEKS placement exam, please contact the academic advisor in the Math Department at advisor@math.fsu.edu.

Registration Holds

The ability to register may be stopped for many different reasons, including:

- Student Business Services (A1500 University Center) may hold your registration if you owe money to the University or if you are delinquent on your student loans.
- Your dean may hold your registration if specific requirements have not been met. Undergraduate Studies will hold your registration for not enrolling in English Composition and Quantitative / Logical Reasoning courses at the appropriate times.
- Your registration will be held if you are off-course in your major and have failed to reach required map milestones. Contact your advisor. Some deans hold your registration if you haven't met with your advisor.
- The Health and Wellness Center may hold your registration if you have not completed the required insurance documentation.
- The Admissions Office may hold your registration if they have not received your final transcript(s).
- The Office of Student Rights and Responsibilities may hold your registration if specific requirements of the Judicial Office have not been met.

The First Day of Class

FSU has mandatory first day attendance, which means ALL courses require students to attend the first day of class. Failure to attend will result in students being removed from the class roster. The student should contact the professor prior to class if unable to attend the first day. *If your student does miss a class, he/she must verify that the course has been dropped or risk being dropped at a later date and charged for the course.*

On the first day of class the professor usually goes over the course syllabus in detail and explains the expectations of the course. The syllabus is the student's contract with the professor so it's very important to understand the rules and requirements for each courses. Review test and assignment due dates across all courses to identify periods of increased academic pressure.

Dropping, Adding, or Swapping a Class

Students may add a class or swap sections on a space available basis through the end of the fourth day of classes but will have to pay the fee for any class on the schedule at the end of the fourth day. Students may still drop a class until the end of the seventh week of classes *provided* they have *at least 12 hours left* after dropping the course, but will not receive a refund. *Students on Bright Futures must return Bright Futures money for all courses dropped after the end of the fourth day.* Please note: courses dropped after the 4th day of class will be counted in the Excess Credit hour counter. The deadline is adjusted for shorter summer terms. Students may not drop English Composition, a lower-level math class, or any required preparatory classes without permission from the dean.

A cumulative maximum of two courses may be dropped between the eighth and twelfth week of classes (see academic calendar for dates in summer terms) during the semesters in which the student has earned fewer than sixty hours of college credit. Tuition charges will remain. Approval by your academic dean is required. Courses dropped during this period will appear on your transcript with the notation "W."

Under extraordinary circumstances, students may be allowed to drop a class after the first week and/or beyond the limit on late drops with your academic dean's special approval. These circumstances may typically include: documented medical condition that has impeded the ability to meet course requirements, verified family crises/extraordinary circumstances, or death in the immediate family. Students must document that they were passing the course prior to the onset of the situation. The dean will not allow students to drop a class merely because of a major change or because they are not doing well in the class. Medical/mental health course drops that have been approved by the Health and Wellness Center or the Student Counseling Center may include a refund of fees.

Getting Your Grades

Grades are available by the Wednesday after the end of finals. Check your student's official grades through your delegated access account. If your student does not see the grade expected in a particular class, the student should contact the professor immediately. Errors in grade posting are best cleared up as soon as possible.

"NG" (No Grade Assigned) and "I" (Incomplete) Grades

Your student should contact the instructor immediately to complete the missing work as early as possible during the next term at FSU. Do not let your student re-register for the class. Once the work is complete the professor will submit a grade change to assign a regular letter grade. The "I" or "NG" will expire and count as an "F" in the GPA.

Satisfactory/Unsatisfactory Grades (S/U)

Students may choose to take a course on a satisfactory/unsatisfactory grading scale if the course is taken as an elective or to meet a foreign language graduation requirement for some majors. Students should discuss this option with their academic advisor and be sure to complete the required paperwork by the end of the seventh week of classes.

Calculating an FSU and Combined GPA

Students must maintain a "C" grade point average (2.0) or better to remain in good academic standing at FSU. Here's how you calculate a GPA:

A number value is assigned to each letter grade. These numbers are called grade points. For each hour of "A" you accumulate 4 grade points; a "B" carries 3 grade points; a "C" carries 2; a "D" carries 1; and an "F" none. A plus (+) grade adds .25 to the grade point total. For example, a "B+" carries 3.25 grade points. A minus (-) grade subtracts .25 grade points. A grade of "B-" carries 2.75 grade points.

A 3-hour course in which you earn an "A" would give you a total of 12 grade points (3 hours times 4 grade points) while a 3-hour course with a "D" grade would only give you 3 grade points (3 hours times 1 grade point).

To calculate the FSU GPA, add up all graded FSU hours and divide them into the total number of grade points. Satisfactory-Unsatisfactory ("S-U"), "I," or "NG" grades, withdrawn courses, exemption credit, and transfer work are not used to compute the FSU GPA. Both grades count in your GPA if you re-take a course.

The following example illustrates calculation of a GPA.

Course	Hours	Grade	Grade Points
--------	-------	-------	--------------

EAL1101	3	C+	(3 X 2.25)	6.75
SZP1000	3	B	(3 X 3)	9
MLQ1102	3	D-	(3 X .75)	2.25
APG1000	3	A	(3 X 4)	12
APR1111	1	F	(1 X 0)	0
Total Hours = 13		Total Grade Points =		30

Divide 13 hours into 30 grade points. This student's GPA for the term is 2.307, or slightly above a "C+".

Every student also has an Overall, or Combined GPA, which is calculated using *all graded* college-level courses regardless of where the credit was earned. All courses taken at FSU, college-level courses taken at another institution, and college-level courses taken as dual enrollment courses while in high school count in the Overall / Combined GPA. Graduate schools, law schools, medical schools, limited access programs, academic honor societies, and GPA for earning degrees of distinction upon graduation all use the Overall / Combined GPA in their decisions.

Academic Standing

The final grades in courses taken at FSU determine academic standing at FSU. Students who make very good grades can be recognized by being on the Dean's List, being eligible for the Honors in the Major program, having the best opportunities to enter limited access majors, and graduating from college with degrees of distinction. These successes lead to expanded job opportunities after graduation and make one a more desirable candidate for graduate and professional schools. Academic standing is based on your FSU GPA.

Dean's List / President's List

Any student who is registered for at least 12 graded hours of coursework is eligible for the Dean's List. The required grade point average is 3.5 for all colleges and schools for any given term. Students earning a perfect 4.0 GPA are placed on the President's List.

Progress Towards Degree

Some majors, most often in the sciences, are not limited access but have criteria for satisfactory progress toward degree. This will typically include a specified GPA in introductory or major courses and/or a limit on the number of low grades in these courses. Many programs restrict your ability to register for higher-level courses until you have completed a defined set of introductory courses. This is designed to ensure you do not register for a course without the foundation of knowledge required to be successful.

The Retention Table

Students must perform academically or they will be dismissed from FSU. This decision is based on the **FSU GPA** and the **total number of hours attempted**. Although AP, IB, CLEP, AICE credit, and courses taken from other institutions do not count in the FSU GPA, they do count as attempted hours. Failed courses will also count as attempted hours. The following table defines the criteria for being placed on Warning, Probation, and Dismissal.

Attempted Hours	Warning GPA Range	Probation GPA Range
1 – 15	1.5 – 1.999	Less than 1.5
16 – 30	1.75 – 1.999	Less than 1.75
31 or more		Less than 2.0
Dismissal	Failure to remove Probation by end of next term	

Academic Warning

A student will be placed on Warning if the FSU GPA is slightly below a 2.0 *and* the student has less than 30 attempted hours. Only freshmen with less than 30 hours can be placed on Warning.

Academic Probation

Academic Probation indicates the student is in danger of being dismissed from FSU at the end of the semester. Be aware that the more hours accumulated, the higher the grades needed to raise the FSU GPA.

Academic Dismissal

A student who fails to get off Probation after one semester will be dismissed from FSU. Dismissal from FSU does not carry a time limit. Students are dismissed *forever* unless they do one of the following:

Freshmen and sophomores can earn an Associate in Arts from an accredited Florida public post-secondary institution, and reapply to FSU. Contact Undergraduate Studies prior to attempting this option at a non-Florida or private institution.

The dean might reinstate a student for the next term, but only if there is a compelling reason to believe the student's academic performance will improve enough to bring the GPA up to a 2.0 *in one semester*. Students are not eligible for readmission after a second dismissal.

With dean's approval, students may take State University System of Florida Flexible Learning courses until enough "A" and "B" grades have been earned to achieve a 2.0. The grades will count in computing the GPA, and *will count* toward the hours required for graduation.

Mapping

Each major has developed an academic map that should be provided to your student at orientation. This map includes a sample schedule to illustrate one of the many ways to satisfy all requirements in four years. More important are the **milestones** identified for each major. Milestones are courses and/or GPAs that must be achieved by specified points within the college career. Failure to achieve a milestone identifies the student as *off-course* for the major, places a hold on registration, and requires the student to meet with an advisor. Failure to get back on-course the next semester will result in a hold on registration and removal from the current major.

Students are only permitted to change into a major if they are on-course for the new major. To see more information about milestones for majors at FSU go to: **Undergraduate Academic Program Guide – www.academic-guide.fsu.edu**.

Academic Success Course Mandate

Students who earn less than a 2.0 in their first semester at FSU or who must repeat a required college-preparatory course will be mandated to enroll in SLS1122, Strategies for Academic Success. This is a one-hour graded course designed to help students develop the needed study skills to return to good academic standing. Students will be administratively enrolled in the course during the following semester and are responsible for all tuition, fees, and textbook/supplies.



It's All
Academic

Additional Resources and
Opportunities

Academic Center for Excellence (ACE)

ACE faculty, staff, and peer tutors are available to help all undergraduate students develop the study skills and personal success habits that enhance learning and promote the highest level of academic achievement. ACE offers the following services:

- Peer tutoring in a wide variety of subjects including accounting, biology, chemistry, economics, math, physics, statistics, modern languages, and more. Tutoring is available by appointment, walk-in, and in groups.
- Personal academic consultations to discuss academic goals and develop a Success Plan.
- Workshops on topics such as time management for college, note taking, study and test strategies, and preparation for graduate/professional school examinations.
- An elective one-credit "Strategies for Academic Success" course (SLS1122) designed to help students enhance their college level study skills and personal success habits.
- The ACE Learning Studio in Johnston Ground (ground floor of WJB) is a space for students to work on course material. Study rooms, laptops, iPads, and other technology are available for check-out.

- Online materials and videos on topics related to academic achievement and the transition from high school to college.

For more information about ACE, visit <http://ace.fsu.edu/>.

Tutoring Services

Free tutoring is available for a wide range of courses and topics at Florida State University including help in those courses typically perceived as particularly rigorous. Tutoring provides targeted content review outside of the classroom for any enrolled student. Tutors will not do your work for you. Your tutoring options include:

ACE Learning Studio – In Johnston Ground (ground floor of WJB), the ACE Learning Studio provides tutoring in a large number of subject areas from 10am to 10pm Monday through Thursday, 10am to 5pm Friday, and 5pm to 10pm Sunday. Appointments are typically 50 minutes in length and can be made within 'Secure Apps' in Blackboard. Call (850) 645-9151 for more information.

Learning District – Sponsored by the University Libraries, the Learning District is a drop-in tutoring service for students during later evening hours, from 8pm to 1am in Strozier Library, that provides assistance in a variety of subject areas. Tutoring is also available in Dirac Library during select hours.

Reading - Writing Center – From the Department of English in 222C Williams, RWC offers individualized instruction in composition and reading through one-on-one tutoring and small group workshops. Help from the RWC is also available in Johnston Ground and Strozier Library during select hours.

Math Studio – A part of the ACE Learning Studio, the Math Studio provides walk-in math tutoring in many introductory and intermediate math courses. Open 10am to 10pm Monday through Thursday, 10am to 5pm Friday, and 5pm to 10pm Sunday, in Johnston Ground (ground floor of WJB).

Biology - The Biology Study Centers are staffed by teaching assistants in the courses. The Biology Majors Study Center, located in 1054 King Life Sciences Building, is for students enrolled in BSC2010 and BSC2011 (M-F 8:30-4:30). The Biology Non-Majors Study Center, located in 425 Carothers, serves students enrolled in BSC1005 and BSC1005L (check course websites for tutor hours).

For more information about free tutoring, visit <http://ace.fsu.edu/>.

Strozier Library

The main library, located on the north end of Landis Green, provides a variety of services for undergraduates including individualized consulting on all research papers or projects. You may also email, call, or visit with the person assigned to your academic area whenever you have questions about finding data or publications. Go to <http://www.lib.fsu.edu/> for a complete listing of FSU libraries and services to help you get started.

Testing and Education Resource Center (TERC)

The Testing & Education Resource Center (TERC) provides study guides and timed practice tests for the GRE, LSAT, GMAT, MCAT, and MAT. This resource is offered through a subscription service provided by University Libraries. It can be accessed by FSU students through the Research Tab, "Find a Database" link on the library website or go directly to www.lib.fsu.edu/get/terc. From the main page, choose "Graduate School Tools" tab and then the test for which you are preparing. For information on graduate/professional school entrance exam workshops, visit the ACE website at <http://ace.fsu.edu/>.

Forming a Study Group

Research has shown that students who participate in study groups perform better than students who study alone. This is particularly true in introductory science and math courses. Courses using Blackboard will have a link for setting up study groups. Students may also speak with your instructor about making an announcement for students interested in participating in a study group to meet before or after class to get organized.

Improving Marketability

It is necessary that you understand the importance of the grade point average (GPA). While grades are very important, they are only one aspect of an intellectual life. There are many different learning opportunities available outside the classroom as well. Students should consider becoming involved in one or more of the student clubs and organizations on campus, participate in an internship, conduct research or volunteer. It is through these experiences that demonstrate the ability to apply the skills developed in the classroom to a real-

life setting. Some employers and graduate programs are looking only for the very brightest students. The vast majority of employers are more interested in a well-rounded person with a variety of experiences. Balance excellence in the classroom with equal excellence in leadership, cultural activities, work, and recreation.

Student Perceptions of Courses and Instructors (SPCI)

Toward the end of each semester students are asked to evaluate their instructors. FSU takes these results very seriously and uses them in evaluations of faculty. SPCI provides a more complete picture of faculty classroom performance than data found on other non-FSU-sponsored feedback sites because all students evaluate the professor. Access SPCI results by going to: <http://java.odl.fsu.edu/sussai2/>.

Center for Undergraduate Research and Academic Engagement (CRE)

Each year, undergraduate students--from every major--conduct research and creative projects with faculty members, travel to intern in developing countries around the world, and launch new organizations to address social problems. All of these opportunities, and more, are available through the CRE. CRE's signature programs include:

- The Undergraduate Research Opportunity Program (UROP), which helps students partner with our excellent faculty and doctoral students as research assistants, receive mentorship and training in a colloquium course, and present their contributions in the Annual Research Symposium. Research projects span the disciplines: from investigating possible treatments for cancer, to analyzing voting behaviors, to writing poetry and composing music.
- The Global Scholars program, which helps students secure summer internships at nonprofit organizations in developing countries around the world. Students live with local families and intern in countries like India, Peru, and Uganda.
- Launch FSU, which serves as FSU's on-campus social enterprise accelerator. Launch FSU helps students launch nonprofit and for-profit organizations that address challenges facing communities, such as homelessness, educational inequality, and healthcare access.

Students interested in these opportunities should connect with the Center for Undergraduate Research and Academic Engagement: <http://cre.fsu.edu/>.

Lateral Admission into the Liberal Studies Honors Program

Incoming freshmen students who were not admitted to the University Honors Program through the standard admission process may become eligible for lateral admission after their first fall semester at FSU. Eligibility for lateral admission is based on the student's fall term GPA. Students must be enrolled for a minimum of 12 hours of graded coursework to qualify and join the Honors Program in the spring semester. Students who are admitted laterally are held to the same program requirements as students admitted by standard admission. For information about the current lateral admission criteria, contact the Honors Program Office or visit <http://honors.fsu.edu/admissions.html>.

Honors in the Major

Honors in the Major provides talented students the opportunity to design and conduct original research or creative activity, develop relationships with faculty, prepare for graduate school, and receive recognition on their transcripts. It is the only way to graduate "With Honors" from Florida State University.

Honors in the Major students complete a written thesis project based on research done in their major area of study. They work under the guidance of at least three faculty members and defend the thesis orally before their faculty committee. During the time students complete the thesis, they register for 6-9 hours of 4000-level thesis credit. Students who have completed and successfully defended their projects graduate "With Honors" in their major.

The Honors in the Major program is open to undergraduates who have a minimum cumulative GPA of 3.20 and at least 60 hours of college credit, with at least two full terms before their anticipated graduation date. For information about Honors admission or Honors in the Major, e-mail the Honors Office at honors@fsu.edu or call 644-1841.

Office of National Fellowships

The Office of National Fellowships offers comprehensive services to help students gain a competitive edge in the application process for nationally competitive fellowships and scholarships such as the Rhodes, Marshall, Truman, Goldwater, and Fulbright scholarships. The office assists students in pursuing opportunities for enrichment by providing information and support throughout the fellowship application process. For more information, visit the Office of National Fellowships located in Suite 3002, Honors, Scholars and Fellows House, or refer to <http://onf.fsu.edu/>.

Scholastic & Leadership / Scholastic Honor Societies

FSU recognizes several University-wide Honor societies. To be University-recognized, the organization has submitted an application outlining the admission requirements and financial operations. The societies listed on the following page are scholastic and leadership/scholastic societies. You may be contacted by other groups that, although not University-recognized, are affiliated with FSU as a student club. Others may not be affiliated with FSU in any way. To see the full list of university-recognized societies go to: **Scholastic and Leadership / Scholastic Honor Societies** - <http://honorsocieties.fsu.edu/>.

ELIGIBLE IN THE FIRST YEAR, SPRING SEMESTER:

- Phi Eta Sigma, Established 1923
- National Society of Collegiate Scholars, Established 1994

ELIGIBLE IN THE SECOND YEAR, FALL SEMESTER:

- Golden Key International Honor Society, Established 1977
- Oscar Arias Sanchez Hispanic Honor Society, Established 1992
- W.E.B. Du Bois Honor Society, Established 1991

ELIGIBLE IN THE THIRD AND FOURTH YEAR:

- Garnet and Gold Key, Established 1924
- Mortar Board National College Senior Honor Society, Established 1918
- Omicron Delta Kappa, Established 1914
- Phi Beta Kappa, Established 1776
- Phi Kappa Phi, Established 1897
- Garnet & Gold Scholar Society, Established 2010

Additional Online Resources

Academic Center for Excellence	http://ace.fsu.edu/
Advisor Contact Information	http://advisor.undergrad.fsu.edu/advisor_search/advisors.php
FSU Course Evaluations	http://java.odl.fsu.edu/sussai2/
Majors and Academic Maps	http://www.academic-guide.fsu.edu/
New Student Information	http://www.newnole.fsu.edu/
Undergrad Research Opportunities	http://cre.fsu.edu/
University Departmental Directory	http://fsu.edu/departments/alpha-departments.shtml

Shaded areas are satisfied by earning an Associate of Arts from a Florida public institution.

FSU LIBERAL STUDIES (36 Hrs)	STATEWIDE CORE REQUIREMENTS	ADDITIONAL FSU REQUIREMENTS (must include two E-Series courses w/ IFS prefix)
QUANTITATIVE/ LOGICAL 6 hours required C grade or higher	3 hours (choose one): MGF1106, MGF1107, MAC1105 or higher _____ course _____ grade _____ hours	3 hours LS approved math, logic, or statistics _____ course _____ grade _____ hours
ENGLISH 6 hours required C grade or higher	3 hours ENC1101 _____ course _____ grade _____ hours	3 hours ENC2135 _____ course _____ grade _____ hours
SOCIAL SCIENCE 3 hours required	3 hours (choose one from) PSY2012, SYG1000, ANT2000, ECO2013, POS1041, AMH2020 _____ course _____ grade _____ hours	3 hours History or Social Science (whichever is <i>not</i> represented in the statewide core courses) _____ course _____ grade _____ hours
HISTORY 3 hours required		
ETHICS/SOCIAL RESPONSIBILITY 3 hours required	3 hours (choose one from) PHI 2010, ARH2000, HUM2020, LIT2000, MUL2010, THE2000 _____ course _____ grade _____ hours	3 hours Ethics or Humanities (whichever is <i>not</i> represented in the statewide core courses) _____ course _____ grade _____ hours
HUMANITIES/ CULTURAL 3 hours required		
NATURAL SCIENCE 6 hours required	3 hours (choose one from) AST1002, BSC1005, BSC2010, BSC2085, CHM1020, CHM1045, ESC1000, EVR1001, PHY1020, PHY2048, PHY2053 _____ course _____ grade _____ hours	3 additional hours from LS-approved Natural Science courses _____ course _____ grade _____ hours
Scholarship In Practice coursework may be counted towards the 36 Liberal Studies Hour requirement.		
Additional courses are needed to reach a total of 36 hours and may be selected from the lists of approved Scholarship In Practice, History, Humanities, Ethics, Social Science, or Natural Science courses with the following limitations: Only <i>one</i> additional course may be selected from the History or Social Science Area. Only <i>one</i> additional course may be selected from the Natural Science Area. An overall 2.0 average or better is required on coursework used to satisfy the liberal studies requirements.		
Additional courses to reach 36 hours (see limitations above)	_____ course _____ grade _____ hours	_____ course _____ grade _____ hours
Two E-Series courses <i>must</i> be drawn from the Liberal Studies courses listed above. This requirement may only be completed at FSU		
E-SERIES (IFS) 6 hours required C grade or higher	_____ course _____ grade _____ hours	_____ course _____ grade _____ hours
UNIVERSITY-WIDE GRADUATION REQUIREMENTS		
SCHOLARSHIP IN PRACTICE (SP) Two courses from two different departments	May also count towards Liberal Studies or the major. _____ course _____ grade _____ hours	May also count towards Liberal Studies or the major. _____ course _____ grade _____ hours
CROSS CULTURAL & DIVERSITY (X & Y) 6 hours required C- grade or higher	May also count in above areas or in the major _____ course _____ grade _____ hours	May also count in above areas or in the major _____ course _____ grade _____ hours
ORAL COMMUNICATION COMPETENCY C- grade or higher		COMPUTER SKILLS COMPETENCY C- grade or higher
NATURAL SCIENCE LABORATORY		UPPER-DIVISION WRITING COMPETENCY