

Florida State University General Bulletin  
**SPRING REGISTRATION GUIDE 2012**  
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## Alternative Formats

This publication can be made available in alternative format upon request either through the **Student Disability Resource Center** at (850) 644-9566 e-mail: [sdrc@admin.fsu.edu](mailto:sdrc@admin.fsu.edu), or through **Human Resources/Office of Equal Opportunity and Compliance** at (850) 645-6519.

## UNIVERSITY NOTICES

### President's Statement on Equal Employment Opportunity and Non-Discrimination

The Florida State University (University) is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University's policies, procedures and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal-arts base, the University strives to create and maintain a harmonious, high performance work and educational environment.

It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, trust, and is free from discrimination or harassment. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by state and federal law. We will continue to monitor our methods of recruitment, retention and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve.

The University further recognizes that forms of discriminatory or harassing behavior may create an unwelcomed or hostile environment and lead to an uncomfortable situation. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate or otherwise strive to ensure university-wide compliance, I have appointed Renisha Gibbs, Director, Human Resources/Office of Diversity and Equal Opportunity and Chief Diversity Officer, to develop, administer, and coordinate university-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Office of the Dean of the Faculties and all other University divisions and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or [rgibbs@admin.fsu.edu](mailto:rgibbs@admin.fsu.edu).

### Individuals with Disabilities

The Florida State University adheres to *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990 (ADA)*, as amended by the *Americans with Disabilities Amendments Act of 2008*, in prohibiting discrimination against any qualified individual with a disability. Any student with a disability may voluntarily self-report the nature of the disability and identify needed accommodations to the Student Disability Resource Center, *108 Student Services Building*. To request reasonable accommodations for employment or visitors, please contact The Florida State University Human Resources/Office of Diversity and Equal Opportunity, located at *University Center; Bldg. A, Suite 6200*, or call (850) 645-6519.

### HIV/AIDS Policy

Students, employees, and applicants for admission or employment at Florida State University who have or who may become infected with HIV will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically based judgments establish that exclusion or restriction is necessary for the welfare of the individual or of other members of the University community. That is, the University will not discriminate against otherwise qualified HIV-infected applicants, students, or employees.

The Florida State University Committee on HIV/AIDS is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the policies of the Florida Department of Education Division of Colleges and Universities and the University concerning HIV/AIDS and coordinating the University's efforts in educating the University community on the nature and prevention of the disease. In addition, the Florida State University Committee on HIV/AIDS meets as needed to consider special problems related to HIV/AIDS that require University action.

The University will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, Florida Department of Education Division of Colleges and Universities' HIV/AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health.

Florida State University has designated HIV/AIDS counselors who are available to the University community. These counselors are: Celeste Paquette, MD, Medical Director, Thagard Student Health Center, (850) 644-2026; James Hennessey, PhD, Student Counseling, (850) 644-2003; and Dwight Kemp, Thagard Student Health Center (850) 644-8871. Confidential HIV testing is available for students and staff at Thagard Student Health Center. Any interested individuals should call (850) 644-8871 to schedule an appointment.

### Sexual Harassment Policy

1. **Policy Statement:** Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by Florida State University, whether by faculty, students, or staff or by others while on property owned by or under the control of the University.
2. **Office of Audit Services:** The Office of Audit Services (OAS) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. Within the OAS, the Coordinator of Sexual Harassment Resolutions has primary responsibility for leading these investigations.
3. **Definition:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or
  - b. Submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.
4. **Examples of Sexual Harassment:** Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit. Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:
  - a. Use of gender-based verbal or written language, including electronic communications offensive or degrading to a person of that gender, whether or not the content is sexual
  - b. Inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures
  - c. Use of inappropriate gestures or body language of a sexual nature, including leering or staring at another
  - d. Unwelcome requests or demands for sexual favors or unwelcome sexual advances

- e. Inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement
- f. Sexual battery. (**Note:** Some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, please refer to the FSU Sexual Battery Policy.)
5. **Disciplinary and Other Actions:** Sexual harassment is prohibited by Florida State University. The University will take appropriate action against any person found to be in violation of this policy.  
**Note:** A person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.
- a. **Disciplinary Actions.** Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. In addition, any student who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy may be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.
- b. **Other Actions.** The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.
6. **Retaliation:** Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.
7. **Filing of False Sexual Harassment Complaint:** Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.
8. **Reporting Required:** Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the OAS, who then will proceed as appropriate. Any supervisor who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the OAS. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.  
**Note:** For the purposes of this policy, the term "supervisor" shall be deemed to include vice presidents, deans, directors, department chairs, unit heads, supervisors, principal investigators, etc.; faculty when acting in a supervisory capacity or within the faculty-student role; and graduate research assistants, teaching assistants, lab technicians, residence hall coordinators, etc.
9. **Complaint Procedure:**
- a. **Filing of Complaint.** Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Human Resources (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:
- The Office of Audit Services
  - The Office of the Dean of the Faculties
  - The Office of the Dean of Students
  - The Department of Human Resources
  - A student's school or college dean
  - An employee's immediate or next immediate supervisor.
- All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OAS.
- b. **Preparing a Complaint:** The complainant should provide the following information to facilitate a prompt and thorough investigation:
- The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known
  - Specific acts alleged, including dates, times, and locations
  - Names, addresses, and phone numbers of potential witnesses
  - The effect the alleged acts have had on the complainant
  - Actions the complainant may have taken to attempt to stop the harassment
  - Complainant's suggestion of proposed action to address or resolve the harassment
  - Other information the complainant believes is relevant.
- c. **Transmitting a Complaint to the OAS:** The complaint shall immediately be forwarded to the OAS. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.
- d. **Reviewing a Complaint.** The OAS will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified as one who is not a student or employee, then the OAS will refer the matter to the Office of the General Counsel for appropriate action. If the OAS determines that the alleged perpetrator is a student or employee, the OAS will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the OAS determines the alleged acts may constitute a violation of this policy, investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).
- e. **Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint:** The OAS will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the OAS will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The OAS will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section (10) below.
10. **Investigation:** The following procedures will govern all investigations of complaints alleging violations of this policy:
- a. The OAS will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the OAS will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the OAS of the outcome.
- b. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the offending behavior. Employees and students shall fully cooperate in the investigation.



- c. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.
  - d. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
  - e. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.
  - f. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.
  - g. Confidentiality of the investigation will be maintained to the extent allowed by law.
11. **Report of OAS:** The OAS will prepare a report setting forth its findings and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.
  12. **Subsequent Action:** The vice president will make a determination upon review of the OAS's report, consultation with the Dean of the Faculties or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the OAS of the outcome. The OAS will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The OAS will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.
  13. **Distribution of Policy:** Copies of this policy are available to all current and future employees and students at Florida State University in hard copy (policy brochures, student handbooks, etc.), electronic format (<http://www.auditservices.fsu.edu>, the *General and Graduate Bulletins*), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the OAS.
  14. **Applicability:** This policy supersedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.
  15. **Effective Date:** The effective date of this policy is July 1, 1998 as amended December 31, 2002, and January 6, 2004.
  16. **Where to Go for Help:** Any member of the university community may report sexual harassment to The Office of Audit Services, 407 Westcott Building, (850) 644-6031, or by calling the Florida State University Sexual Harassment Hotline, (850) 644-9013. Staff is also available in the following offices to assist victims of sexual harassment: A student victim may report to Dean of Students, 4322 University Center A, (850) 644-2428; a faculty victim may report to Dean of Faculties, 314 Westcott Building, (850) 644-6876; an A&P, USPS or OPS victim may report to Human Resources, 6219 University Center A, (850) 645-6519.

## Florida State University Statement for Students on the Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

### The Florida State University Alcohol Policy

#### Introduction

The Florida State University affirms the guiding ethical principle of responsible freedom. Students, staff and faculty are expected to show respect for order, ethical conduct, and the rights of others, and to model in daily living a high sense of personal honor and integrity. Florida State University neither encourages nor condemns the legal consumption of alcoholic beverages. The university recognizes, however, that the majority of undergraduate students are below the legal drinking age and that there are serious health risks and behavior problems associated with the use of alcohol in the collegiate environ-

ment. Consequently, alcohol will be permitted at Florida State University or programs sponsored by Florida State University or its direct support organizations only in those settings which:

1. Comply with federal or state laws, local ordinances, University regulations, foreign country laws (in the case of study abroad programs conducted by Florida State University International Programs, Inc.), Student Conduct Code, and this policy;
2. Present minimal health and safety risks; and
3. In no way inhibit the full participation of those who choose not to drink alcohol.

Events and activities that encourage excessive drinking and/or lead to the endangerment of individuals will not be permitted. Any person or group in violation of federal or state laws, local ordinances, or of this policy will be reported to the proper federal, state, local or university authorities for appropriate action.

#### I. Policy Pertaining to All Members, Groups, Events, and Organizations in the University Community and Non-University Members, Groups, Events, and Organizations.

- (a) No individual under the legal drinking age (minimum of 21 years of age permitted by the State of Florida or the minimum age prescribed by the laws of foreign countries, but in no case below the age of 18 years of age) may serve, sell, consume or possess alcohol on university properties, except to the extent allowed by law within licensed premises or designated areas of the university.
- (b) Alcohol must be served by a licensed and insured third party vendor. No individual may serve or otherwise provide alcohol to persons under the legal drinking age.
- (c) The Consumption of Alcohol: The consumption of alcohol on university properties will be restricted to the following areas:
  1. Florida State University Law School Rotunda;
  2. Licensed areas of the university (e.g., Center for Professional Development, Club Downunder, Crenshaw Lanes, Renegade Grill);
  3. Academic food service facilities;
  4. University Center areas include:
    - i. Skyboxes
    - ii. Miller Hall (C3300, UC)
    - iii. President's Box (Level 7, UC)
    - iv. Booster/Alumni Board Rooms (C5300, C5301 UC)
    - v. University Club (Building B, Floor 3, UC)
    - vi. Meeting Rooms (Building B, Floors 5 & 6, UC)
  5. Lounges in Beth Moor at Longmire Building;
  6. WFSU-TV and Radio Broadcast Center;
  7. Premises in and around President's house, Pearl Tyner Alumni Center, and surrounding grounds;
  8. University property not located on the main campus, which has been leased by the university to private entities or persons, referred to in this rule as "private premises," such as Heritage Grove;
  9. Private university living quarters, including Alumni Village, where those present are of legal drinking age (see the Guide to Residence Living, Community Expectations, for further restrictions that may apply in residence halls; or in the case of living quarters provided for study abroad programs, see policies promulgated by Florida State University International Programs Association, Inc.);
  10. Premises in Doak Campbell Stadium area used or licensed for use on football game days;
  11. At the following sites, when provided in conjunction with an artistic or municipal event:
    - i. The Fine Arts Gallery;
    - ii. The reception/hospitality room in the Opperman Music Hall;
    - iii. The Fine Arts Building; and the
    - iv. FSU Lab Theater.
  12. Werkmeister Reading Room (201 Dodd Hall);
  13. In common areas for special events approved by the University President or his/her designee. For faculty, the designee is the Dean of the Faculties, for student groups, the designee is the Vice President for Student Affairs, and for all other groups the

designee is the Vice President for University Relations.

- (d) The Sale of Alcohol: The sale of alcohol on campus must be approved by the President or designee. Although the President or designee may approve the sale of alcohol on campus, only the Division of Alcoholic Beverages and Tobacco can issue the permit required to sell alcohol in the State of Florida.
- (e) Promotional Guidelines: The promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for University Relations. Events that seek advertising approval must meet the following requirements:
  1. Alcohol shall not be used as an inducement to participate in a university event and may not be offered as a prize or gift in any form of contest, drawing or competition. Social events which encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.
  2. Alcohol advertising on campus or in campus media, including that which promotes events as well as product advertising, shall not portray drinking as a solution to personal or academic problems of students or as an enhancement to social, sexual, or academic status.
  3. Advertising for any university event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages as prominently as alcoholic beverages.
  4. Promotional materials, including advertising for any university event, shall not make reference to the amount of alcoholic beverages available. This includes references to kegs or open bars.
  5. Must adhere to University posting policy guidelines.
- (f) Florida State University Police shall be notified of all on campus events that are not regularly scheduled that plan to serve alcohol.
- (g) Laws and Regulations: All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable federal or state laws, local ordinances, and University regulations related to the sale and use of alcohol. They include, but are not limited to the following:
  1. It is unlawful for any person to aid or abet an underage person, as defined by Section 1 (a), in the purchase or attempt to obtain alcoholic beverages.
  2. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.
  3. It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.
  4. No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any person take alcoholic beverages out of the licensed facility or area, except that a bottle of wine purchased, but not fully consumed, at the University Center Club or similar restaurant establishment on campus may be removed by the person after it has been recorked as allowed by law.
  5. Transportation of all alcoholic beverages on campus shall be in unopened and unobservable containers.
  6. Damage to or destruction of property, or injury to person(s), which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.

## II. Guidelines for University Sponsored Events.

Definition: Large public and formal events where the University acts in symbolic ways to honor, celebrate, and reward achievements central to its mission (e.g., graduation, convocation, dedications, awards, ceremonies). These events convey important values about what is central to the University. Florida State University is concerned with the image conveyed when alcohol service is included as part of these events.

All University Sponsored Events are subject to the guidelines outlined in Section I of the alcohol policy. In addition, the following restrictions apply;

- (a) Alcohol will not be served at any reception or other function, as defined above, sponsored by the University or taking place on the University campus where attendance is essentially open to the public and is not controlled by such means as individual invitation, registration, reservation and/or a fee payment process.

- (b) At those functions where attendance will be predominately alumni and friends of the university, and controlled by individual invitation, registration, reservation, or a fee payment process, alcoholic beverages may be served with the following restrictions:
  1. All persons will be required to show identification, including birth date, to ensure that they are a minimum of 21 years of age in the State of Florida;
  2. The right to refuse to serve anyone who seems to be in danger of over consumption will be reserved and used; and
  3. An ample supply and variety of food and non-alcoholic beverages will be available.
- (c) At university sponsored functions where attendance will be predominately students, no alcoholic beverages will be served, regardless of the degree of control exercised over attendance.

## III. Guidelines for University Related Events.

Definition: Any organization or group, consisting primarily of Florida State University students, employees, faculty or alumni, and/or which utilizes the Florida State University name or its premises, in which alcohol is served, must adhere to the following guidelines. These guidelines apply to all student organizations, whether or not they have received formal recognition or not.

All University Related Events, on or off campus, are subject to the guidelines outlined in Section I of the alcohol policy. In addition, the following apply;

- (a) Sponsors are required to provide one or more alternative non-alcoholic beverage available in sufficient quantity throughout the event.
- (b) Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- (c) If the alcoholic beverage is being sold, the alternative beverage should be available at a price equal to or less than the price of the alcohol being provided.
- (d) Wherever alcohol is present, food must also be in sufficient quantity throughout the event.
- (e) The cost of admission to an event may not include or cover the cost of alcoholic beverages.
- (f) No state appropriated, federal funds or A & S fees may be used to purchase or sell alcohol.
- (g) The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented. Those of legal age and consuming alcohol will be identified by wrist bands, hand stamps, etc.
- (h) It is the responsibility of the serving establishment, at the time that an alcoholic beverage is requested, to check the picture ID. If, for any reason, proof of legal drinking age cannot be provided upon request, it is the responsibility of the server to deny the request.
- (i) At social functions where alcoholic beverages are served, direct access should be limited to a person(s) designated as the server(s) by a licensed insured vendor. Servers must not consume alcohol during the event.
- (j) The server shall refuse to serve anyone who seems to be in danger of over consumption will be reserved and used.

Any organization found not to be in compliance with the university alcohol policy at their event may be subject to university disciplinary action and may forfeit its right to any fee support from the university.

## IV. Tailgate Events

Definition: Gatherings occurring in the designated parking areas surrounding the area of Doak Campbell Stadium prior to and after scheduled football games.

- (a) Florida State University does not support or condemn the consumption of alcohol by individuals 21 years of age or older at tailgate events.
- (b) Florida State University does not condone any act related to excessive consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of anyone attending these events, including the individual who chooses to consume alcohol.
- (c) Individuals who choose to consume alcohol are responsible for their behavior and should not operate a motor vehicle after they have consumed alcohol.

## V. Administration and Enforcement of Policy:

- (a) The Dean of the Faculties is the responsible university official for



administration of the alcohol policy for all events involving primarily faculty. The Vice President for Student Affairs is the responsible administrator for students and student groups. The Vice President for University Relations is the responsible university official for administration of the alcohol policy for events managed by the direct support organizations and for those involving all other groups and individuals. Changes and revisions shall be coordinated by the Vice President for Student Affairs in consultation with other Vice Presidents, the Dean of the Faculties and the General Counsel, subject to final approval of the President of the University.

- (b) Enforcement of the alcohol policy shall reside in the Office of Student Rights and Responsibilities for individual student and student organization cases, and the Dean of Faculties for faculty related violations. Enforcement of the alcohol policy for all other groups, including outside groups, organizations, and individuals shall reside in the Vice President for University Relations.
- (c) The University maintains the right to forward possible violations of federal or state laws, local ordinances, and University regulations, to the proper authorities through the Florida State University Police Department.

## VI. Health Risks

Alcohol consumption may cause a number of changes in behavior which are related to dose, rate of intake, body size and percentage of body fluid, expectations, social environment, physical conditions (disease or, more commonly, hormonal cycles can be factors), enzyme differences, and concentration of alcohol in a drink. It may increase aggressiveness, lower inhibitions, cloud judgment, reduce resistance, and hamper the ability to make decisions.

Alcohol first affects the area of the brain responsible for higher functions, such as decision-making and social inhibitions, suppressing an individual's self-control. Alcohol in the blood can slow reaction time, reduce muscle coordination and impair eyesight, contributing to deficits in performance, judgment, memory, and motor skills. Even low doses can significantly impair the judgment and coordination required to drive a car safely. Florida State University reiterates that no one should ever drink alcohol and drive. The designated driver should never drink alcohol.

Moderate to high doses of alcohol may cause marked impairments in higher mental functions, altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described above.

## VII. Educational Resources and Support

In support of responsible management of alcohol, the University provides numerous resources and support services available to students, faculty, and staff of Florida State University, including alcohol education, counseling, treatment, rehabilitation, re-entry, prevention, and intervention, as well as other educational programs and volunteer opportunities. Below are just a few of these resources and services.

- (a) Health Promotion at the Thagard Student Health Center [644-8871; Web site is <http://www.tshc.fsu.edu/he/>].
- (b) Office of Residence Life [644-2860; Web site is <http://housing.fsu.edu/index.html>].
- (c) FSU Police Department [644-1234; Web site is <http://www.police.fsu.edu/>].
- (d) Volunteer opportunities for students seeking to work toward greater alcohol responsibility are available through KARMA (Knowing About the Responsible Management of Alcohol and other drugs) Peer Educators [644-8871], PAR (Partnership for Alcohol Responsibility [644-6489] at Thagard Student Health Center and GAMMA (Greeks Advocating the Mature Management of Alcohol).
- (e) The Learning Resources Center of the College of Nursing has books, slides and videotapes on alcohol and other substances which are available to instructors in the College of Nursing. All other staff or faculty would need approval from the Dean of the College of Nursing to access these resources [644-1291]. More information is available at <http://nursing.fsu.edu/>.
- (f) The Digital Media Center provides media resources, which include listings on alcohol topics, to all campus approved departments and organizations. There is no charge for this service when it is used for regularly scheduled classes [644-5924; Web site is <http://www.lib.fsu.edu/digitalmc.html>].
- (g) SMART (Students Making Alcohol and Other Drug Responsibility Theirs) Choices consists of two, two-hour class sessions and an interactive on-line program at Thagard Student Health Center that presents the legal and personal consequences of substance abuse.

Students who are sanctioned by the Office of Student Rights and Responsibilities [644-2428, Dean of Students Department] or University Housing [644-2860] for on or off-campus violations of the University's alcohol and drug policy must complete the course. The purpose of the course is to introduce the student to a process of self-examination that may lead to improved decision making and behavior change.

- (h) The University Counseling Center (UCC) provides a structured two-session Alcohol and Other Drug (AOD) Evaluation for students who are sanctioned by the University for violations of the University's alcohol and drug policy. In addition to mandated AOD sessions, AOD Evaluations are available on a voluntary basis to all FSU students. Following the AOD Evaluation sessions, a recommendation is made to the student regarding need for counseling treatment. Counseling treatment is provided to students on a voluntary basis only. Any fee-paying student currently enrolled at Florida State University is eligible for services at the UCC. Please contact the University Counseling Center for a current fee schedule [644-2003; Web site is <http://www.counseling.fsu.edu/>].
- (i) The Employee Assistance Program (EAP) at Florida State University was established to assist employees with behavioral, medical and substance abuse problems affecting employment. Employees can enter the program through a self-referral or supervisory referral. The EAP functions as a coordinator of counseling and other appropriate services available both within the university and the community [644-2288; Web site is <http://www.eap.fsu.edu/>].
- (j) Counseling services are also provided for students, staff, faculty, and the community by the Marriage and Family Therapy clinic, which fees are based on annual income [644-1588; Web site is <http://www.chs.fsu.edu/>].
- (k) The Human Services Center is a training clinic within the College of Education. Counselors are graduate students with counseling majors who offer service for students, staff, faculty, and the community. Services are free [644-3857; Web site is <http://www.epls.fsu.edu/hsc/>].
- (l) The Psychology Clinic is also a training clinic. Counselors are graduate students in clinic psychology programs. They provide one-on-one psychology services (no support groups) to students, staff, faculty, and the community. Fees are based on a sliding scale [644-3006; Web site is <http://www.psy.fsu.edu/community/clinic/>].
- (m) Helpline 211 is a telephone counseling and referral service for short term counseling, information and referrals mainly for social services in the Big Bend area [(877)-211-7005, (850) 224-6333, 211; Web site is <http://www.211bigbend.org/>].
- (n) MyStudentBody.com offers personalized and confidential health information [Web site is <http://www.mystudentbody.com/>].

## The Florida State University State and Local Penalties

Common Alcohol Offenses (Leon County)	Typical Penalty First Offense	Maximum Penalty First Offense
Possession or attempt to purchase alcohol by a person under 21 years of age.	Diversion program; \$180 fine; 10 hours community work program.	60 days jail; \$500 fine.
Using a false driver's license ID or allowing someone to use your driver's license for an ID card.	Diversion program; \$180 fine; 10 hours community work program.	60 days jail; \$500 fine.
Providing alcohol to a person under 21.	Diversion program; \$180 fine; 10 hours community work program.	60 days jail; \$500 fine.

**Note:** These are only for information. State sanctions are subject to change by the Florida Legislature.

## The Florida State University Health Risks of Illicit Drugs

Illicit drugs all have some health-threatening qualities—some more than others. Examples include increased heart rate and lung damage from marijuana; central nervous system disorders from cocaine, heroin, and hallucinogens; and liver, lung and kidney damage from inhalants. HIV infection also is spread widely among intravenous drug users. Even infrequent use of illicit drugs can result in physical afflictions, such as hangovers, cardiovascular damage, digestive problems, tremors, impaired sexual response, and injuries due to lost coordination. Other possible effects include reduced alertness and

impaired performance at school or work, interpersonal conflicts, and financial difficulties. Dependence and addiction are constant threats to users of illicit substances. Regular abuse of these substances generally exposes users to criminal elements, which may lead to involvement in further criminal activities.

## The Florida State University Illicit Drug Penalties

The penalty for possession (second-degree misdemeanor) is 60 days jail and \$500 fine. Penalties for trafficking (first-degree felony) range up to 30 years imprisonment and fines of \$500,000.

**Note:** These are only for information. State sanctions are subject to change by the Florida Legislature.

## Florida State University Use of Social Security Numbers

In accordance with *Florida Statute 119.071(5)*, students and employees should be aware that Florida State University collects and uses social security numbers for the purpose of performing certain University duties and responsibilities as follows:

- Certain aspects of employment related to federal tax reporting, generation and reporting of I-9 documents, direct deposit, insurance policies, retirement benefits, state and federal reporting requirements;
- Identification and verification of student records, including admission, registration, financial aid, and academic records, as well as verification of identity in connection with the provision of the University's services;
- State and federal reporting of student data as required by law;
- Release to contracted vendors for the purposes of state and federal reporting or provision of contracted services for the faculty, staff, and students of the University;
- Release to commercial entities engaged in the performance of a commercial activity provided the social security numbers will be used only in the performance of a commercial activity and provided the commercial entities make a written request for the social security numbers conforming to the requirements of *Section 119.071(5)(a)7b. (I)-(IV), Florida Statutes*.
- Release to the Florida Board of Governors as follows:
  - When necessary for the performance of the Board's constitutional duties and responsibilities, including but not limited to:
    - Collection of student and employee data from state universities. [Authorized by *Sections 483 and 484 of the Higher Education Act of 1965, Art. IX, s. 7, Fla. Const., Board Regulation 3.007, Fla. Stat. § 1001.706(5)(d), Fla. Stat. § 1008.31(3), and Fla. Stat. § 119.071(5)(a)6*]
    - In conjunction with tort claims and tort notices of claim against the Board of Governors [Required by *Fla. Stat. § 768.28(6), and Fla. Stat. § 119.071(5)(a)*]
    - When the disclosure of the social security number is expressly required by federal or state law or a court order [Authorized by *Fla. Stat. § 119.071(5)(a)6*]
    - When the individual expressly consents in writing to the disclosure of his or her social security number [Authorized by *Fla. Stat. § 119.071(5)(a)6*]

The University does not use social security numbers for student identification; instead the University creates a unique identifier for each student called the Florida State University Security Number (FSUSN).

## Notification of Students' Rights under FERPA

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or

misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

Students have the right to obtain a copy of Florida State University's student record policy. You can obtain a copy of the policy from the Office of the University Registrar, *A3900 University Center, Florida State University, Tallahassee, Florida 32306-2480*.

**Note:** Under Federal Statute, the University is authorized to and may release records to other institutions without notification to the student, when the student is applying for admission.

## Release of Student Information

The disclosure or publication of student information is governed by the policies of Florida State University and the State of Education within the framework of state and federal laws, including the Family Educational Rights and Privacy Act of 1974.

The written consent of the student is required for the disclosure or publication of any information that is: (1) personally identifiable of the student and (2) a part of the educational record. Certain exceptions to that generality, both in types of information that can be disclosed and in access to that information, are allowed within the regulations of the Family Educational Rights and Privacy Act, as described in the following paragraphs:

- A. Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to (or for):
  1. Officials of the University with a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility;
  2. Certain government agencies;
  3. Accrediting organizations;
  4. Certain financial aid matters;
  5. Certain research circumstances;
  6. Health and safety emergencies;



7. A court pursuant to order or subpoena, so long as the student is notified in advance of the University's compliance; and
  8. As otherwise provided by law.
- B. Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of certain types of information for:
1. Portions of the educational record for which the student has signed a waiver;
  2. Portions of the educational record that are exempted by law including records of law enforcement agencies of the University; employment records of the student within the University as long as the student's employment is predicated upon his or her status as a student; personal records of instructional, supervisory, or administrative personnel; and alumni records related to that student; and
  3. Records transmitted to another school or school system in which the student seeks or intends to enroll, since the University generally forwards these on request.

**Note:** More specific information regarding such exempted information can be obtained by contacting the Office of the University Registrar, *A3900 University Center*. For the complete text of the applicable statutes refer to Section 1006.52, Florida Statutes, 20 U.S.C. 1232g, and 34 C.F.R. §99.1, et seq. or write the U.S. Department of Education at *600 Independence Ave., S.W., Washington, D.C. 20202*.

- C. **Prior consent of the student is not required** for disclosure of portions of the educational record defined by the institution as "Directory Information," which may be released via official media of the University:
1. Name, date, and place of birth;
  2. Local address;
  3. Permanent address;
  4. Telephone number (if listed);
  5. Classification;
  6. Major field of study;
  7. Participation in official University activities and sports;
  8. Weight and height of members of athletic teams;
  9. Dates of attendance at the University;
  10. Degrees, honors, and awards received;
  11. The most recently attended educational institution; and,
  12. Digitized photo (Florida State University Card).

**Important:** The information above, designated by the University as "Directory Information," may be released or published by the University without prior written consent of the student unless exception is made in writing by the student.

## Request to Prevent Publication of Directory Information

Students may inform the University in writing of the student's desire to prevent publication of such "Directory Information" or release of such information except as required by law. Appropriate forms for such action are made available by the Office of the University Registrar.

**Caution:** Until the University can develop the necessary sophistication in our data systems, a student's request to prevent the release of publication of some of the items of "Directory Information" may result in preventing the publication of all items on that list, including graduation lists, honors, and award lists. The student can help avoid such errors with a gentle reminder to the Office of the University Registrar.

For complete information related to the policies outlined above or concerning the procedures regarding waivers and consent forms, or to challenge the accuracy of the educational record, please contact: *Office of the University Registrar, A3900 University Center, Florida State University, Tallahassee, FL 32306-2480*.

## Policy for the Use of Photographs and Videos in University Publications

Florida State University randomly and routinely photographs and makes videos on the main campus, branch campuses, and the international and departmental programs for educational and promotional purposes. These photographs and videos appear in official University publications and materials, which include but are not specifically limited to, *General Bulletin* (undergraduate and graduate), *Registration Guide*, Office of Admissions brochures, in-

ternational program materials, departmental and college brochures, University Web sites, and other University information publications. For further information contact Media Relations at (850) 644-4030.

## Illegal Downloading of Copyrighted Songs and Movies

Downloading and distribution of copyrighted music, movie and other entertainment files from online distribution sites that offer these items **free of charge** is illegal, in direct violation of the federal Digital Millennium Copyright Act, the Florida State University Student Conduct Code, and the Florida State University Policy OP-H-6 "Use of University Information Technology Resources."

Illegal downloading and file sharing of copyrighted music, movies or other entertainment files is intellectual property/copyright infringement. Illegal downloading and file sharing activities maliciously expose the University's network, computing systems and personal computers to destructive computer malware (viruses, spyware, worms, trojan horses, rootkits, keystroke loggers, etc.), and denial of service attacks. Illegal downloading activity significantly increases the risk of exposure to personal identity theft and irreparable or costly damage to both university and personally owned computing devices.

The potential consequences of illegal downloading and file sharing are extremely serious. There are both civil and criminal penalties for illegal downloading and file sharing:

- In a civil suit, an infringer may be liable for a copyright owner's actual damages plus any profits made from the infringement. Alternatively, the copyright owner may avoid proving actual damage by electing a statutory damage recovery of up to \$30,000 or, where the court determines that the infringement occurred willfully, up to \$150,000. The actual amount will be based upon what the court in its discretion considers just. See 17 U.S.C. § 504.
- Penalties to be applied in cases of criminal copyright infringement [i.e., violations of 17 U.S.C. § 506(a)], are set forth at 18 U.S.C. § 2319. Congress has increased these penalties substantially in recent years, and has broadened the scope of behaviors to which they can apply. Statutory penalties are found at 18 U.S.C. § 2319. A defendant, convicted for the first time of violating 17 U.S.C. § 506(a) by the unauthorized reproduction or distribution, during any 180-day period, of at least 10 copies or phonorecords, or 1 or more copyrighted works, with a retail value of more than \$2,500 can be imprisoned for up to 5 years and fined up to \$250,000, or both. 18 U.S.C. §§ 2319(b), 3571(b)(3).
- Defendants who have previously been convicted of criminal copyright infringement under 18 U.S.C. § 2319(b)(1) may be sentenced to a maximum of 10 years imprisonment, a \$250,000 fine, or both. Finally, a defendant is guilty of a misdemeanor violation if he violated rights other than those of reproduction or distribution, or has reproduced or distributed less than the requisite number of copies, or if the retail value of the copies reproduced or distributed did not meet the statutory minimum, or if other elements of 17 U.S.C. § 506(a) are not satisfied. Misdemeanants can be sentenced a maximum of one year and can be fined a maximum of \$100,000. See 18 U.S.C. §§ 2319(b)(3), 3571(b)(5).

Law firms representing the entertainment industry aggressively investigate instances of music and movie "pirating", and upon identifying the offenders, are increasingly invoking the applicable laws to reap financial settlements and awards totaling thousands of dollars.

The University is not legally empowered to protect, represent, advise or otherwise assist students who become subject to legal proceedings because of copyright infringement. Students who are sued, offered an out-of-court settlement, or cited for criminal copyright infringement must obtain their own legal representation.

In addition to civil and criminal penalties, violators will be subject to the University's disciplinary proceedings:

- **Student Conduct Code** (<http://srr.fsu.edu/conduct/code.htm>): A student found to be in violation of provision (5)(c)1 is subject to the sanctions defined in Section (9). Examples of sanctions that may be imposed for violations of the Student Conduct Code include reprimand, service hours, probation, suspension, and dismissal.
- **Florida State University Policy OP-H-6 "Use of University Information Technology Resources"** (<http://policies.vpfa.fsu.edu/bmanual/itpolicy.html>): A student found to be in violation of provision C.1.a (11) may lose University computer privileges as defined in paragraph F.2.

For more information, please visit **Campus Downloading Frequently Asked Questions** at <http://www.campusdownloading.com/faq.htm>.

## **Notification to All Applicants for Admission and Students Attending Florida State University**

This *General Bulletin* is not a contract, either expressed or implied, between the University and the student, but represents a flexible program of the current curriculum, educational plans, offerings and requirements that may be altered from time to time to carry out the administrative, academic, and procedural purposes and objectives of the University. The University specifically reserves the right to change, delete or add to any provision, offering, academic curriculum, program, or requirement at any time within the student's period of study at the University. The University further reserves the right to withdraw a student from the University for cause at any time. Students are on notice that admission to the University or registration for a given semester does not guarantee the availability of a course at any specific time. Likewise, admission to the University or registration for a given program of study within the University, or a department or college of the University, is not a guarantee of a degree or of certification in a program.

# SPRING 2012 ACADEMIC CALENDAR

**Note:** Dates and times listed below are subject to change. Please refer to [http://registrar.fsu.edu/dir\\_class/spring/acad\\_cal.htm](http://registrar.fsu.edu/dir_class/spring/acad_cal.htm) for the most up-to-date information.

Sept. 26, 2011	Spring 2012 <i>Registration Guide</i> available. Spring 2012 course listings available on Course Lookup system.
Oct. 2, 2011	Open enrollment for Spring-Summer Health Insurance begins.
Oct. 10–Dec. 9, 2011	Registration for currently enrolled and readmitted degree-seeking students See “Registration Windows.”
Nov. 1, 2011	Last day for FSU students to submit a FAMU–FSU Co-op application.
Dec. 12, 2011–Jan. 13, 2012	Tuition and fee payment; View your account status at <a href="http://www.fees.fsu.edu">http://www.fees.fsu.edu</a> .
Dec. 21, 2011–Jan. 2, 2012	Registration for all new graduate students. See “Registration Windows”
Jan. 2, 2012	Residence Halls open at noon.
Jan. 3, 2012	Non-degree seeking/Transient Student Registration 3:00 p.m.–11:59 p.m. Last day to file for change in residency status.
Jan. 4, 2012	Classes Begin. (except College of Law) Drop/Add begins. (includes Law School) 8:00 a.m.–11:59 p.m. Late Registration (\$100.00 late registration fee.) Application window opens for Spring 2012 Graduation. Apply online at <a href="http://registrar.fsu.edu/services/graduation/">http://registrar.fsu.edu/services/graduation/</a> .
Jan. 6, 2012	<b>Third day of classes.</b> Last day to submit department waivers or billings.
Jan. 9, 2012	<b>Fourth day of classes.</b> Last day to add courses without academic dean’s permission. Last day to drop/add classes and have fees adjusted. Students are liable for all fees for courses remaining on their schedules at 11:59 p.m. Drop/Add ends at 11:59 p.m.
Jan. 10, 2012	<b>Fifth day of classes.</b> Law classes begin. Last day to request VA deferments from VA representative in Office of the Registrar. Registration for state employees (non-FSU employees) using State Employee Fee Waivers (see ‘State Employee Registration’ in “Registration Information” for instructions).
Jan. 11, 2012	Financial aid available via EFT in FSUCard accounts. First day to apply for financial aid deferments and delayed delivery loans. All financial aid students must check their financial aid status at <a href="http://www.ais.fsu.edu/finaid">http://www.ais.fsu.edu/finaid</a> , and their disbursement status by viewing their account history at <a href="http://www.mymoney.fsu.edu">http://www.mymoney.fsu.edu</a> .
Jan. 13, 2012	Last day to pay or defer tuition and fees for all students, including veterans who are not using a veteran deferment, without a \$100.00 late payment fee. Veterans should contact a VA representative with questions.
Jan. 15, 2012	Open enrollment for Spring-Summer Health Insurance ends.
Jan. 16, 2012	Martin Luther King, Jr. Day. No Classes. University Administrative Offices closed.
Jan. 20, 2012	Last day to apply online for Spring 2012 Graduation.
Feb. 10, 2012	Installment contracts expire.
Feb. 17, 2012	<b>End of seventh week of semester.</b> Last day to submit form requesting S/U grading or to change S/U option back to regular grade. Last day to reduce course load without permission of academic dean. Dean’s permission required to drop below twelve semester hours. Last day to drop a course without receiving a grade. Last day to withdraw from school without receiving a grade. Last day for doctoral students to take and pass their preliminary examination in order to add or convert dissertation hours for the current semester. Last day to petition to reinstate class schedule cancelled for nonpayment of tuition.
Feb. 17, 2012	Financial Aid Deferments Expire. Full tuition payment must be received to avoid a late payment fee.
Feb. 27, 2012	Summer and Fall 2012 <i>Registration Guides</i> available. Summer and Fall 2012 course listings available on Course Lookup system.
Mar. 1, 2012	Last day community college students can apply for Summer 2012 Cooperative Program registration.
Mar. 2, 2012	Open enrollment for Summer-only Health Insurance begins. (Ends May 13, 2012.)
Mar. 5–9, 2012	Spring Break. Residence Halls close Mar. 2, 2012 at noon. Residence Halls reopen Mar. 11, 2012 at noon.
Mar. 12, 2012	Registration for Summer and Fall 2012 begins.
Mar. 30, 2012	<b>End of 12th week of classes.</b> Deadline for late drop with dean’s permission.
Apr. 2, 2012	Initial Format Submission and Defense Deadline.
Apr. 6, 2012	Financial Aid Exit Interviews Deadline for all students with federal loans graduating, transferring, or taking less than six semester hours. Visit: <a href="https://campus.fsu.edu">https://campus.fsu.edu</a> .
Apr. 9, 2012	Final Manuscript Submission Deadline.
Apr. 20, 2012	Last day to submit ServScript hours online. <b>Last Day of Classes.</b> Last day to apply for AA Certificate at the Office of Undergraduate Studies, UCA 3400.
Apr. 23–27, 2012	<b>Final Exam Week.</b>
Apr. 27, 2012	<b>Semester Ends. Commencement:</b> Civic Center, 7:30 p.m. Veterans’ Deferments Expire. Full tuition payment must be received to avoid a late payment fee. Last day to submit extensions for “incomplete” grades by 4:00 p.m.
Apr. 28, 2012	<b>Commencement:</b> Civic Center, 9:00 a.m. and 2:00 p.m. Diplomas dated this date. Residence halls close at noon.
May 2, 2012	Online Grades Due by 4:00 p.m.
May 3, 2012	Grades available online.



## SPRING 2012 REGISTRATION WINDOWS

**Note:** Registration windows are open daily from 8:00 a.m.–11:59 p.m. unless otherwise specified.

\* Be aware that these ranges do not reflect hours for the current semester (Fall 2011).

Level	Hours Completed*	Registration Opens	Registration Ends
Current and Continuing Graduate Students (New graduate students register 12/21/2011)		Monday, October 10, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Senior	110 & up	Monday, October 10, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Senior	100–109	Tuesday, October 11, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Senior	90–99	Wednesday, October 12, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Junior	80–89	Thursday, October 13, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Junior	70–79	Friday, October 14, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Junior	60–69	Monday, October 17, 2011—2:30 p.m.	Friday, December 9, 2011—11:59 p.m.
Sophomore	56–59	Wednesday, October 19, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Sophomore	50–55	Friday, October 21, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Sophomore	46–49	Monday, October 24, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Sophomore	40–45	Wednesday, October 26, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Sophomore	36–39	Friday, October 28, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Sophomore	30–35	Monday, October 31, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Freshman	26–29	Wednesday, November 2, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Freshman	20–25	Friday, November 4, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Freshman	16–19	Monday, November 7, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Freshman	10–15	Wednesday, November 9, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Freshman	06–09	Monday, November 14, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Freshman	00–05	Wednesday, November 16, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Open Registration, degree-seeking students		Thursday, November 17, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Non-Degree Seeking/Transient (Panama City only)		Wednesday, December 7, 2011—8:00 a.m.	Friday, December 9, 2011—11:59 p.m.
Early Registration Ends			Friday, December 9, 2011—11:59 p.m.
All Newly Admitted Graduates		Wednesday, December 21, 2011—8:00 a.m.	Tuesday, January 3, 2012—11:59 p.m.
Non-Degree Seeking/Transient (all)		Tuesday, January 3, 2012—3:00 p.m.	Tuesday, January 3, 2012—11:59 p.m.
Drop/Add (Includes College of Law)		Wednesday, January 4, 2012—8:00 a.m.	Monday, January 9, 2012—11:59 p.m.
Late Registration		Wednesday, January 4, 2012	Monday, January 9, 2012
State Employees using fee waivers		Tuesday, January 10, 2012—8:00 a.m.	Tuesday, January 10, 2012—5:00 p.m.

### Eligibility

Students must complete both a University graduation check with the Office of the University Registrar and a departmental graduation check with the appropriate school or college prior to reaching one hundred semester hours earned. Registration stops may be placed on students who have exceeded ninety-nine semester hours earned but have not applied for both graduation checks.

### Students Accept Both Fee and Grade Liability by Registering for Classes

To cancel registration, a student must drop all of his or her classes via the Web registration site before the first day of classes or must send an e-mail from his or her official FSU (fsu.edu) account to [registrar@admin.fsu.edu](mailto:registrar@admin.fsu.edu) no later than the fourth day of classes.

Students will be dropped from classes for non-attendance of the first class meeting. However, students are responsible for verifying that their schedule is correct by 11:59 p.m. on the fourth day of classes. Students are fee liable for all courses on their schedule after the fourth day. The University may cancel registration for non-payment of fees.

Annual student parking permits are obtained online at <https://student.access.fsu.edu/index.html>.

For account status and fee payments visit <http://www.fees.fsu.edu>.

### Admission/Readmission Dates

For admission or readmission dates, please refer to the “University Calendar” chapter in the *General Bulletin*.

### Law School/Medical School Dates

For College of Law dates, please contact the College of Law at (850) 644-3400 or visit <http://www.law.fsu.edu>.

For College of Medicine dates, please contact the College of Medicine at (850) 644-1855 or visit <http://www.med.fsu.edu>.

# EXAMINATION SCHEDULE SPRING 2012

Monday, April 23	Tuesday, April 24	Wednesday, April 25	Thursday, April 26	Friday, April 27
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## Block Examinations

Block examinations are scheduled as shown below rather than by class day and time. Block examinations are listed by course prefix and number.

Exam Date	Time	Courses
Monday	12:30 - 2:30 p.m.	CHM 1045C, 1046C; EGN 3613; FIN 3403
Monday	3:00 - 5:00 p.m.	ARA, CHI, FRE, GER, HBR, ITA, JPN, POR, RUS, SPN: 1110, 1111, 1120, 1121, 1124, 2220, 2240, 2300; EGN 2123
Tuesday	7:30 - 9:30 a.m.	AST 1002; FIN 3244; PHY 1020, 2048/2048C, 2049/2049C, 2053C, 2054C
Tuesday	12:30 - 2:30 p.m.	CHM 2200L
Tuesday	3:00 - 5:00 p.m.	MUT 1111, 1112, 2116, 2117
Wednesday	10:00 - 12:00 noon	QMB 3200; STA 2023
Wednesday	3:00 - 5:00 p.m.	ACG 2021, 2071

## Monday, Wednesday, Friday Classes

Class Time		Exam Day	Time
Main Campus	Engineering Campus		
8:00 a.m.	*	Friday	10:00 - 12:00 noon
9:05 a.m.	*	Friday	7:30 - 9:30 a.m.
10:10 a.m.	*	Thursday	10:00 - 12:00 noon
11:15 a.m.	*	Monday	10:00 - 12:00 noon
12:20 p.m.	*	Thursday	3:00 - 5:00 p.m.
1:25 p.m.	*	Tuesday	5:30 - 7:30 p.m.
2:30 p.m.	*	Thursday	12:30 - 2:30 p.m.
3:35 p.m.	*	Wednesday	12:30 - 2:30 p.m.
----	*	Monday	7:30 - 9:30 a.m.
5:15 p.m.	*	Wednesday	5:30 - 7:30 p.m.
6:45 p.m.	*	Monday	8:00 - 10:00 p.m.
8:15 p.m.	*	Wednesday	8:00 - 10:00 p.m.

\* Please refer to the College of Engineering (COE) Schedule available in the COE Student Services Office or at [http://www.eng.fsu.edu/index.php?page=c\\_exam](http://www.eng.fsu.edu/index.php?page=c_exam). In instances of schedule conflict between the main campus and the engineering campus, the main campus schedule will take precedence. The engineering instructor will accommodate/reschedule to resolve the conflict.

## University Final Examination Policy

Final examinations in all undergraduate courses are discretionary within any given department. If a department chooses to give a final exam, the exam schedule must be followed as published.

All students enrolled in a course having a final examination, including graduating seniors and graduate students, are required to take the exam at the time scheduled.

Scheduling a final examination at any time other than the regularly scheduled final exam period is prohibited by University policy.

Unless an exam is given during the final examination period, no test may be given during the last week of classes.

Courses meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting for the first period on Tuesday and for the first and second period on Thursday will hold its examination at the time scheduled for the first period on the Tuesday, Thursday class listing.

## Exceptions to the Examination Policy for an Individual Undergraduate Student

Approval by the appropriate academic dean is required for an individual undergraduate student seeking an exception to the examination policy. The student must first receive written permission from the instructor if he/she is willing to give a make-up exam at a specified time within the exam week. The student must then petition the dean, giving the reason for the requested exception, and supported by the instructor's written permission. The dean will then notify the instructor in writing if the approval is granted.

## Tuesday, Thursday Classes

Class Time		Exam Day	Time
Main Campus	Engineering Campus		
8:00 a.m.	*	Wednesday	7:30 - 9:30 a.m.
9:30 a.m.	*	Friday	12:30 - 2:30 p.m.
11:00 a.m.	*	Monday	5:30 - 7:30 p.m.
12:30 p.m.	*	Tuesday	10:00 - 12:00 noon
2:00 p.m.	*	Thursday	7:30 - 9:30 a.m.
3:35 p.m.	*	Friday	3:00 - 5:00 p.m.
5:15 p.m.	*	Thursday	5:30 - 7:30 p.m.
6:45 p.m.	*	Tuesday	8:00 - 10:00 p.m.
8:15 p.m.	*	Thursday	8:00 - 10:00 p.m.
Make-Up Examinations:	Friday	5:30 - 7:30 p.m.	8:00 - 10:00 p.m.

\* Please refer to the College of Engineering (COE) Schedule available in the COE Student Services Office or at [http://www.eng.fsu.edu/index.php?page=c\\_exam](http://www.eng.fsu.edu/index.php?page=c_exam). In instances of schedule conflict between the main campus and the engineering campus, the main campus schedule will take precedence. The engineering instructor will accommodate/reschedule to resolve the conflict.

Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, four or more examinations within a twenty-four hour period, or certain emergencies. Arrangements should be made prior to the scheduled exam.

In case of conflicting examinations, block examinations take precedence over examinations scheduled by class meeting time. In the case of conflicts that cannot be otherwise resolved, the course meeting earlier by day and time takes precedence over a course meeting later.

## Exceptions to the Examination Policy for an Undergraduate Class

Courses that utilize the University Assessment Center for a block exam, or which are otherwise limited to specific days and times because of seating and scheduling constraints, will take precedence in the case of final exam schedule conflicts. It is the student's responsibility to identify such conflicts as early as possible and to notify all instructors in advance so that accommodations may be made.

No instructor of an undergraduate course may give a final examination at a time other than that which appears on the Web site of the Office of the University Registrar unless he or she has obtained prior approval from the Undergraduate Policy Committee. Such approval must be requested, in writing, at least three weeks prior to the scheduled final exam. To reschedule a final examination without such approval places the instructor in jeopardy of administrative reprimand by his/her dean and the Vice-President for Academic Affairs.

## REGISTRATION INFORMATION

### Student Business Hours

The following offices are available for lobby hours and by phone from 8:00 a.m. to 5:00 p.m., Monday through Friday:

**Registrar**

**Financial Aid**

**Student Financial Services (Cashiering hours are 8:30 a.m. until 4:30 p.m.)**

**Undergraduate Studies**

### Prior to Registration

- Contact your departmental office for any clearances or course authorizations you may need.
- Use the Registration Stops/Warnings link at <http://campus.fsu.edu> (from Secure Apps). The most common stop is due to outstanding fees and tuition. Check your account status at <http://www.fees.fsu.edu>.
- All students are urged to consult their adviser prior to registration, and some academic units mandate advising prior to registration.

**Note:** First-time students may be required to register for preparatory Math and/or English courses to complete registration.

### Academic Advisement

All degree-seeking students are expected to participate in academic advising and complete a trial schedule. A copy signed by the student and the adviser must be placed in the student's file. It is the student's responsibility to ensure that s/he has met prerequisites or corequisites for each course in which s/he enrolled. Further, the student is responsible for any changes made to his or her schedule through the drop/add process without an adviser's approval. All permits such as underloads, overloads (see the 'Course Load' section of this chapter), graduate course requests while an undergraduate, DIS, modified credit, and S/U should be discussed with an academic adviser and then approved by the student's academic dean. The student is responsible for ensuring that the Office of the University Registrar has copies of these permits on file. You may find your academic adviser's contact information by going to <http://undergrad.fsu.edu/advisors/index.html>.

### Attendance Policies

#### First Class Meeting Attendance Policy

Attendance at the first class meeting is mandatory unless properly excused by the class instructor. Students who do not attend the first class meeting of a course for which they are registered are dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. This policy does not apply to any class added after the first official meeting of the course. It remains the student's responsibility to verify course drops and check that fees are adjusted.

#### Required Summer Attendance Policy

As of August 1976, all students entering a state university with fewer than sixty semester credit hours must earn at least nine semester hours prior to graduation by attending one or more Summer terms at one of the state universities. The University President may waive application of this rule in cases of unusual hardship to the student. Students initiate appeal through their Academic Dean to the Dean of the Faculties (Board of Governors Rule 6C-6.016). Prior to 2011, students who had earned nine semester hours of credit through approved acceleration methods (AP, IB, CLEP, and approved dual enrollment courses) were exempt from the Summer residency requirement. Effective 2011, this exemption is no longer available.

**Note:** Bright Futures scholarships are not awarded for Summer sessions.

### FSU Cards

#### FSUCard

Your FSUCard is your key to university life while attending Florida State University. Besides serving as a picture I.D., the FSUCard offers many important features. It is your library card, bus pass, bank card, snack card, copy card and more; you need the card to gain entry into campus computer labs. Therefore, all students are required to have a photo FSUCard. There is a charge for the first card which can be paid with your tuition. If you should lose or damage the card, the FSUCard Center (located in the Woodward Ave Parking Garage) will replace it for a fee. An FSUCard semi-annual fee of

\$5.00 applies to all main-campus students each Fall and Spring semester. The FSUCard Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday; (850) 644-7777.

#### Library Cards

Your FSUCard is your library card. Students sixty years of age and older registered for tuition-free courses at Florida State University may obtain a library card by presenting proof of enrollment and identification to the staff at Strozier Library. All library card users are subject to the regulations concerning library usage, the check-out of books and materials, and fines.

### Florida State University Security Number (FSUSN)

To better protect student identity, Florida State University created a unique identifier for each student called the Florida State University security number (FSUSN). To find your FSUSN, follow the steps below:

- Login at <https://campus.fsu.edu> and click Secure Apps.
- Click the FSUID Identity Management link.
- From Quick Links, click See Your FSUSN.
- Type your FSUID and password (that is, your Blackboard user name and password), or your FSUCard number and your SSN.
- Click Submit.

### Health Requirements

#### Immunization Requirements

The State Board of Education requires all entering students born on or after 1/1/1957 to complete Florida State University's Required Student Health History Form and show documented proof of immunization against measles (rubeola), German measles (rubella), and mumps prior to registration. College-age individuals living in residence halls, shared apartments, and other group housing are at an increased risk for developing meningococcal meningitis and hepatitis B—serious infections that can have devastating consequences. State of Florida law mandates that all university students be informed of the risks of infection. Students currently enrolled must either be vaccinated against meningococcal meningitis and hepatitis B or sign a waiver stating that they have declined to receive the vaccine. All students are required to show proof of two MMR's, meningococcal meningitis, and hepatitis B vaccinations before they are permitted to register for classes. Information about these vaccinations may be obtained at Thagard Student Health Center or online at <http://www.tshc.fsu.edu>.

All students are required to complete and submit the student healthcare compliance form to Thagard Student Health Center before registration. Students born before 1/1/1957 must complete the form and decline the meningococcal and hepatitis vaccines. The form with its specific instructions is available at <http://www.tshc.fsu.edu>. For questions, please call (850) 644-3608.

#### Health-Insurance Requirement

All new full-time students at Florida State University must show proof of adequate health insurance coverage before being permitted to register for classes. Additionally, all non-United States citizens in F or J status, regardless of their credit load, are required to show proof of appropriate health insurance as a condition of their admission to the University.

To purchase the FSU-sponsored health insurance or to waive enrollment in the FSU sponsored plan:

Go to the student insurance Web site: [www.studentinsurance.fsu.edu](http://www.studentinsurance.fsu.edu)

Review the private insurance requirements on the home page before beginning the waiver process.

Click on the flashing red and black link above the black backpack: Waive/Purchase Insurance Click Here

Log in. You will need your FSUID and password to log in. There are prompts on the screen if you need to activate your FSUID.

Select either the Insurance Waiver button or the Purchase FSU Insurance button.

Follow the prompts.

The insurance waiver, when successfully completed, will clear the student for three terms.

The insurance purchase will clear the student for the length of coverage purchased. Insurance can be purchased for annual coverage, for fall semester only or for spring/summer. No spring only option is offered. Summer only is offered for students beginning at FSU during the summer term.



Students seeking degrees in majors where they are exposed to particular hazards associated with the major are required to carry health and accident insurance prior to registration every Fall. The Film School, College of Medicine, and College of Nursing have additional health insurance requirements for their students. Check with your department for any additional insurance requirements associated with your major.

### Health Insurance Questions

Questions about basic health insurance coverage or purchasing school-sponsored health insurance can be addressed to Collegiate Risk Management, the University's insurance broker, at (800) 922-3420 or (850) 644-4250. Questions about specific benefits or authorizations for procedures for the school sponsored health insurance should be addressed directly to Blue Cross/Blue Shield of Florida, the University's insurance carrier, at (800) 967-8938. Billing questions for services rendered at Thagard Student Health Center should be addressed to the billing office at (850) 644-5453. Students insured by other carriers should contact their carriers for policy limitations and special requirements.

### Official myFSU E-mail Accounts for All Students at Florida State University

The official method of communication at Florida State University is your myFSU e-mail account. In order to stay informed and aware, you are required to set up and maintain your account and check it three times per week. If you choose to have your myFSU official account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your myFSU account. To obtain your myFSU e-mail account, visit <http://fsu.edu/myfsu>.

### Personal Identification Numbers (PIN) Codes

At Florida State University, students use multiple four-digit PINs to access personal services and accounts. Each of these PINs can be changed to a number(s) that each student may be reminded of either by contacting customer service or by visiting the appropriate campus office. Florida State University recommends that students do not keep these PINs written in their wallets and that they change their registration PIN.

The following list describes the various PIN types, their individual functions, and the services to which each provides access:

#### FACTS PIN

Your birth month and year (mmyy) has been assigned to you automatically as your FACTS PIN code. You must change your FACTS PIN code from the birth month/year default to a unique four-digit code. You may change your FACTS PIN code by logging on to <https://campus.fsu.edu> and clicking the Secure Apps tab. From there, click the FACTS PIN link to change the PIN. Your FACTS PIN code may be changed as often as desired and should be regarded as confidential and under your control. Please memorize your new FACTS.org PIN code. You must have it to access your information through the FACTS.org Web site.

In order to provide security for a student's confidential FACTS PIN by preventing further access, a lockout occurs after ten consecutive access denials for attempting to access a student's confidential records. Should you get locked out, please call (850) 644-1050 to request reinstatement, and be prepared to provide proper identification.

#### FSUCard/SunTrust Banking PIN

This PIN is used for ATM withdrawals and deposits for SunTrust, PLUS Network, and POS purchases through the Interlink System.

## The Registration Process

### Step 1: Obtain the Florida State University FSUCard

See the "FSUCard" section of this chapter and activate you FSUID, if you have not already done so.

### Step 2: Prepare for Registration

- Be careful not to select courses that meet at the same time. The system does not check for time conflicts.
- Consult the *General Bulletin* or *Graduate Bulletin* to check if a course requires a laboratory or has prerequisites that must be completed prior to enrolling in the class.
- Double check the five-digit reference number that appears in the Course Lookup (<http://registrar.fsu.edu>).
- List alternate courses.

### Step 3: Register at the FSU Web Site at <http://campus.fsu.edu>

- You can use the Web site to register or perform drop/add any time during the "window" assigned to you by the number of credit hours you have earned toward graduation. You cannot register after the ending date of your assigned registration window.

**Note:** Be prepared to request non prime-time course sections to complete your schedule. Be persistent; the effort you spend during registration will save you a great deal of time and effort during the drop/add period.

- The system does not allow you to register for more than eighteen semester hours. Your Academic Dean can provide overload authorization. To register for overload hours, you must go to the Office of the University Registrar. See the "Course Load" section of this chapter.
- The system allows you to register for an underload, but you still must obtain authorization from your Academic Dean.

### Step 4: Pay Tuition

Tuition must be paid by the date posted at <http://www.studentsfirst.fsu.edu> by selecting the Tuition Payment Deadlines option in the Money Matters section. Visit <http://www.fees.fsu.edu> for account status and fee-payment options.

## Course Load

For Spring semester, undergraduate students in good standing may register for as many as eighteen semester hours in one semester and as few as twelve semester hours in one semester.

Should a student wish to register for fewer than twelve semester hours or more than eighteen semester hours in one term, "Overload/Underload" approval must be obtained from the appropriate academic dean. All students receiving approval for "Overload/Underload" from their academic dean must submit the approval to the Office of the University Registrar. No student may register for more than twenty-one hours per semester. Full-time undergraduate students should take an academic load that will enable them to graduate within four years. Students should take into account the requirement to take nine hours of credit in the Summer.

International undergraduate students must enroll in at least twelve semester hours during each of the Fall and Spring semesters to maintain legal immigration status. International graduate students must enroll in at least nine semester hours, except in some specific cases. An international student adviser may authorize a reduced course load for a few specific reasons. International students who wish to enroll in a reduced course load for a given semester must submit a request for authorization to an adviser at the Center for Global Engagement (formerly the International Center) before the end of the drop/add period for that semester. An unauthorized reduction in course load may result in serious immigration consequences. For a complete definition of full course of study for immigration purposes, to access the reduced course load information and request forms, please refer to <http://www.cge.fsu.edu>.

For graduate students, the minimum number of hours allowed is twelve per semester and the maximum is fifteen.

## Drop/Add or Changes of Schedule

During the first four days of classes, individual courses may be added, dropped, or sections of a course changed. **Students are financially liable for all courses appearing on their schedule after the fourth day of classes.** Courses may be dropped through the seventh week of classes with the exception of mandated college preparatory courses, freshman composition, and courses involved in allegations of academic dishonesty; however, tuition charges remain. Approval by the student's academic dean is required to reduce the academic load below twelve semester hours or increase an academic load above eighteen semester hours (to a maximum of twenty-one semester hours). Courses dropped during this period do not appear on the student's transcript. To add courses after the first four days of classes requires the academic dean's approval.

A cumulative maximum of two courses may be dropped **between the eighth and twelfth week** of classes during the semesters in which the undergraduate student has earned fewer than sixty hours of college credit; tuition charges will remain. An undergraduate student may only drop one course after earning sixty hours of college credit and until graduation; tuition charges remain. Approval by the student's academic dean is required. Courses dropped during this period appear on the student's transcript with the notation "W." See the "Academic Calendar" in the *Registration Guide* for semester-specific deadlines.

Except in cases where a student is petitioning to use one of the three drops allowed under the policy above, any course drop petition after the seventh week of classes (with dates prorated for individual Summer sessions), will be considered only in documented exceptional circumstances that are beyond the

student's control, as determined by the student's academic dean. Academic deans exercise their administrative and academic judgment in making final determinations about drop eligibility. Course drops are never approved when there are unresolved allegations of academic dishonesty in a course or when a course grade reflects an Academic Honor Policy penalty.

Such courses appear on the student's transcript with the notation "WD." Students who register for courses but who do not attend the classes receive grades of "F" if the courses are not officially dropped. Students changing from a previous bulletin year should consult their academic dean regarding limitations concerning the policy described above.

## Registration by Student Categories

### Non-Degree Seeking Students

All new non-degree seeking students on the main campus will be assessed a non-refundable application fee of \$30.00, paid at the time of application. For specific policies concerning the registration and status of non-degree seeking students, consult the *General Bulletin*. For additional information, contact the Office of Admissions, University Center Building A2500, (850) 644-6200. Procedures and residency requirements for non-degree seeking student registration are the same as for regularly enrolled degree-seeking students as described on the preceding pages.

### State Employees

State employees may use the State Employee Tuition Waiver to register for Florida State University classes. Individuals using the State Employee Tuition Waiver must be fully admitted degree-seeking or non-degree seeking students. Registration in classes using the State Employee Tuition Waiver is limited to a space-available basis. Florida State University does not consider the following as space-available courses: approved undergraduate limited access programs; remedial courses; dissertation, thesis, and directed individual study (DIS) courses; internship courses; distance-learning courses; Center for Professional Development (CPD) courses; College of Medicine courses; College of Law courses; all graduate program courses in the College of Business; and other one-to-one instruction courses. Accordingly, State Employee Tuition Waivers may not be used for these courses.

Florida State University accepts only the official State Employee Tuition Waiver Form available online at [http://registrar.fsu.edu/services/emp\\_tuit\\_waive/](http://registrar.fsu.edu/services/emp_tuit_waive/). Agencies may require additional paperwork or forms that will not be accepted unless accompanied by the State Employee Tuition Waiver Form.

State employees using a tuition waiver must obtain supervisor signatures and academic departmental approval on the tuition form and then submit the signed and completed tuition waiver to the Office of the University Registrar on the fifth day of classes only. State Employee Tuition Waivers may not be used for any course that is registered for prior to this space-available registration window. Thus, for any class obtained prior to the fifth day of classes, the student assumes personal financial liability for tuition.

Additional restrictions and deadlines apply. For additional information, including the link to download the State Employee Tuition Waiver Form, see the Office of the University Registrar's Web site at <http://registrar.fsu.edu/services/>.

### FSU Employees

Employees of Florida State University intending to take Florida State University classes may do so through the FSU Employee Scholarship program. See the Human Resources Web site at [http://www.hr.fsu.edu/index.cfm?page=FacultyStaff\\_BenAndPerks\\_EmployeeTuitionScholar](http://www.hr.fsu.edu/index.cfm?page=FacultyStaff_BenAndPerks_EmployeeTuitionScholar) for details, restrictions, and deadlines.

### FAMU—FSU Students

Consult the "Academic Calendar" in this Registration Guide for registration dates. Under a cooperative arrangement with Florida A&M University, Florida State University students may take courses at FAMU that will count as credit earned at Florida State University. Courses offered at Florida State University may not be taken at FAMU. Exceptions may be granted by your Academic Dean, whose office also determines eligibility based on courses already completed at Florida State University. Students taking courses at the host university on a satisfactory/unsatisfactory (S/U) basis will be held to the home institution policies regarding the total number of courses allowed on S/U basis or in a specific degree or major. Students are encouraged to consult their academic adviser about any limitations prior to registration. Co-op students may be denied approval by the host institution should they fail to maintain appropriate GPA's or meet other retention requirements as defined by the host institution. For additional information, as well as forms to be completed, please see [http://registrar.fsu.edu/services/famu\\_coop/apdefault.htm](http://registrar.fsu.edu/services/famu_coop/apdefault.htm).

## Floridians over Sixty Years of Age

All fees are waived for persons sixty years of age or older who are Florida residents and who attend credit classes.

- Under this tuition-free option, registration is allowed on a space-available, audit-basis only (see below) and does not include thesis, dissertation, applied music courses, or other courses requiring individual instruction.
- No credit will be given and no permanent record will be maintained.
- Audit forms are available online or from the Office of the University Registrar. Proof of age and Florida residency must be presented to the Office of the University Registrar to validate audit waiver eligibility.

## Student Cancellation of Schedule

**Note:** Students who cancel their registration and were not enrolled for the preceding semester (non-enrollment for two consecutive terms) must apply for readmission.

- Prior to the first day of classes, a student may cancel his/her registration by dropping all courses using the Web site registration system.
- Prior to and during the first four days of a semester or Summer session, a student may cancel registration by submitting a written request to:

Office of the University Registrar  
Florida State University  
Room A3900 UCA  
282 Champions Way  
P.O. Box 3062480  
Tallahassee, FL 32306-2480

[registrar@admin.fsu.edu](mailto:registrar@admin.fsu.edu) (e-mail must originate from the student's [fsu.edu](mailto:fsu.edu) account)

- Students who cancel registration within this time frame are not liable for tuition; if tuition has been paid, students should request a refund from the Office of Student Financial Services.
- Beyond the fourth class day students cannot cancel registration, but must officially withdraw from the University through Withdrawal Services, at A4300 University Center, Tallahassee, FL 32306; (850) 644-1741.
- The University may automatically drop students for non-payment of tuition. See, "Cancellation of Student Schedules for Non-payment of Tuition and Fees" for more information.
- International students who wish to cancel their registration must request and receive prior authorization from a Center for Global Engagement (formerly the International Center) adviser. In addition, international students should submit the SEVIS Update Form available at <http://www.cge.fsu.edu>.

## Auditing Courses

Seating privileges will be afforded to currently enrolled students and non-students on a space-available basis after registration. Admission to Florida State University is not required; no credit will be given and no permanent record will be maintained for audited courses. Standard tuition costs do apply. No more than eighteen hours may be taken on an audit basis in any one semester.

### Procedures

- During the first week of classes, obtain the audit approval form online at [http://registrar.fsu.edu/services/records/audit\\_registration.pdf](http://registrar.fsu.edu/services/records/audit_registration.pdf) or you may pick up an audit approval form from the Office of the University Registrar.
- Fill out the form and obtain both the instructor's approval and clearance from the University Student Health Center.
- Return the approved form to the Office of the University Registrar for final approval and class registration.
- Pay fees during fee payment at A1500 University Center. No waivers or deferments may be used, except for those age sixty or over.
- Present the form to your instructor at the next class meeting.

**Note:** If you have already registered for the course you wish to audit, you must drop it within the first week of class, before the audit request can be processed.

For the policy for audited-course refunds please refer to the *Financial Information* page of this publication.



## Withdrawal

All students (degree-seeking and non-degree) who wish to leave the University after the fourth day of a term must officially withdraw from the University no later than seven days prior to the last day of the semester or term. See the "Academic Calendar" for the specific deadline date. For more information, contact Withdrawal Services at (850) 644-1741. Students who withdraw within the first seven weeks of a term (to be adjusted accordingly for Summer sessions) have no liability for grades; afterward, they will be assigned a grade of "W" or "F" at the discretion of their instructor. Students who do not officially withdraw will be assigned a grade of "F" for each course for which they are registered but fail to attend. These grading policies also apply to courses taken S/U.

International students who wish to withdraw must request and receive prior authorization from a Center for Global Engagement (formerly the International Center) adviser. In addition, international students should submit the SEVIS Update Form, available at <http://www.cge.fsu.edu>.

For additional information regarding withdrawals, including fee liability, please refer to the "Withdrawals and Return of Financial Aid" section of this *Registration Guide*.

## Exam Schedule

For the current exam schedule, please visit the Office of the University Registrar's Web site at <http://registrar.fsu.edu>.

## Grade Reports

Semester grades are reported via Blackboard at <https://campus.fsu.edu>. To access grades using the Web site, students must log in to the Web site and click on the Secure Apps tab. Grades for the prior term will be displayed. Grade changes processed after the initial grade posting will not display and may be viewed on the unofficial transcript.

## Enrollment Certification

All student certifications will be by official request only. Students who need enrollment certification should submit a request online at <https://campus.fsu.edu>. From Secure Apps, select Certification Request. Follow the instructions on the screen in order to obtain your certification letter. Your letter will be processed the following business day. Written requests may be submitted to:

Office of the University Registrar  
Florida State University  
Room A3900 UCA  
282 Champions Way  
P.O. Box 3062480  
Tallahassee, FL 32306-2480

Former students or outside agencies may request an enrollment verification or degree verification online from the National Student Clearinghouse at <http://www.degreeverify.org>.

## Privacy of Student Records

### Parental or Third Party Access to Records

Students may give a designated parent(s) authority to review their University financial status by logging onto <https://campus.fsu.edu> and selecting the Parent/Third Party Access link. Granting access to a parent or third party to view information in this manner also authorizes University personnel to discuss those records with the designated parent or third party.

### Phone Monitoring

Students should be aware that phone calls placed to Florida State University's interactive telephone network may be periodically monitored to ensure that the appropriate quality control is maintained.

### To Prevent Publication of Directory Information

The educational record designated as Directory Information may be released or published by the University without prior written consent of the student, unless exception is made in writing by the student. Appropriate forms are available in the Office of the University Registrar. Such written exception must be received prior to the first class day of the academic year. Once received, that request will remain in effect until notification to the contrary is received by the Office of the University Registrar. Directory Information includes:

1. Name
2. Date and place of birth

3. Local address
4. Permanent address
5. Telephone number (if listed)
6. Classification
7. Major
8. Participation in official University activities and sports
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees, honors and awards received
12. Most recently attended educational institution
13. Digitized FSUCard photo

**Note:** By submitting a request to prevent the publication or release of directory information you may be blocking the verification or publication of directory information, including but not limited to, the following: academic certification requests by or for employers, insurance companies, etc.; requests for information by or for parents, spouses, or other family members; publication in the Seminole Guide book, commencement program, or other media acknowledging a relationship between you and the University.

## Community Service

### The Center for Leadership & Civic Education

At Florida State University, leadership, community involvement, and civic responsibility are integral elements of a liberal arts education. The Center for Leadership & Civic Education enhances the education of students for responsible citizenship and effective leadership. The Center offers over twenty-five programs that students can choose from which include: service opportunities, leadership development, and social justice education.

Students are welcome to schedule a meeting with an adviser. To schedule an appointment, go to the advising services Web site at <http://thecenter.fsu.edu/involved/Advisement.html> or visit the Center. The Center also offers the ServScript program which allows Florida State University students to enhance their official academic transcript by documenting their service hours online.

For more information, contact *The Center for Leadership & Civic Education, Division of Student Affairs, Dunlap Student Success Center, 100 S. Woodward Avenue, Tallahassee, FL 32306; (850) 644-3342; Fax (850) 644-3362; Web site: <http://www.thecenter.fsu.edu>; e-mail: [thecenter@admin.fsu.edu](mailto:thecenter@admin.fsu.edu).*

### ServScript

The purpose of the ServScript Program is to formally recognize students' demonstrated commitment to community service. This commitment is documented through the description of students' community service hours on their official FSU academic transcript. Transcripts are student records of scholarly achievement; as such, the ServScript program has created guidelines to clarify and recognize community service of consistent quality. Three defining concepts serve as the basis for approved ServScript entries:

- **Community service** is defined as an unpaid, non-punitive, intentional activity to benefit a community need.
- **Community** is defined as the geographic or demographic setting, ranging from local to global contexts.
- **Need** is defined as the civic actions necessary to solve current social problems. Needs are most commonly identified by the mission-based work of not-for-profit agencies, and by for-profit agencies seeking to end pain and suffering.

The ServScript Program is designed to encourage students to contribute their skills and resources to serve others. Through informed service, students gain compassion for others and the challenges they face. Recognizing these challenges, and the power of individual action to effect change, students may develop a commitment to practice social responsibility throughout their lives.

To participate, students need to register under 'My Service Hours' in Blackboard Secure Apps. ServScript forms and additional information about the program and guidelines are available online at <http://thecenter.fsu.edu>.

## Graduation

Undergraduate students should request a graduation check from the Office of the University Registrar two terms prior to their anticipated graduation date, or at the time they have earned ninety hours of credit. A second check should be completed in the office of their Academic Dean one term prior to their anticipated graduation. Registration stops will be placed on students who



have earned one hundred semester hours, including current term registration, but have not completed the graduation check. Graduate students should check with their department regarding degree requirements. Application for graduation must be made by the published deadline; students can apply online in Blackboard under Secure Apps; refer to <http://registrar.fsu.edu> for this information. Students who graduate in Spring 2012 must apply for and be readmitted to register for Summer 2012 or any subsequent term.

## FINANCIAL INFORMATION

### Tuition Rates

For current tuition rates, please refer to the Student Financial Services Web site at <http://controller.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/Tuition-Fees-Payment>.

### Spring 2012—Materials and Supplies Fees

<b>Art</b>	
ART 1000	\$10.00
ART 5955	\$25.00
ART 1201C, 1203, 1300C, 1602C, 2301C, 2330C, 2500C, 2501C, 5410, 5790, 5927C, 5928C, 5929C; PGY 2100C	\$35.00
ART 2400C, 2430C, 2441C, 2701C, 2752C, 3420C, 3710C, 3764C, 4921C, 4922C, 4923C, 4924C, 4925C, 4926C, 4928C, 4929C; DIG 3025, 4830; GRA 2190C, 3112C, 3193C; PGY 2401C, 2941C, 3410C	\$50.00
<b>Art Education</b>	
ARE 3313C, 4550C, 4931, 5304, 5460, 5551, 5556	\$20.00
<b>Biological Science Laboratories</b>	\$13.00
<b>Chemical and Biomedical Engineering</b>	
ECH 4323L	\$25.00
BME 4403C, 4404C	\$50.00
ECH 3274L, 4404L	\$75.00
<b>Chemistry and Biochemistry Laboratories</b>	\$37.50
<b>Communication</b>	
ADV 3001, 4300; COM 3310L, 4330, 4470, 5316, 5317, 5331, 5336, 5337, 5339; PUR 3002, 3100, 4600; RTV 3220, 3234, 3263, 3264, 4332, 4467, 5325	\$9.00
<b>Communication Disorders</b>	
SPA 5305L	\$20.00
SPA 5505, 5526L, 5528L, 5941, 5942	\$25.00
<b>Dance</b>	
DAA 2203, 3108, 3109, 3208, 3209, 4110, 4210, 5118, 5218	\$50.00
<b>Dedman School of Hospitality</b>	
HFT 4471, 4802, 4866	\$75.00
<b>Educational Psychology and Learning Systems</b>	
RCS 5250	\$10.75
SDS 3340	\$16.00
SPS 5192	\$30.00
SPS 5191	\$59.95
<b>Geography</b>	
GIS 4035, 4043	\$15.00
GIS 5034, 5038C, 5101, 5106, 5131, 5305, 5306, 5400	\$20.00
<b>Interior Design</b>	
IND 2310, 3217, 3440, 3465, 3469, 3474, 4218, 4242, 4243, 5235, 5236, 5257, 5258, 5280, 5281, 5316, 5476, 5477	\$50.00
<b>Library and Information Studies</b>	
LIS 4482, 4488	\$10.00
<b>Management</b>	
ISM 4212	\$5.00
<b>Marketing</b>	
MAR 3711, 4717	\$12.00
<b>Mechanical Engineering</b>	
EML 3002C	\$50.00
<b>Nursing Laboratories</b>	
NUR 3056C, 3225C, 4445C, 4766L	\$30.25
NUR 3065C, 3225L, 3636L	\$40.00
<b>Nutrition, Food, and Exercise Sciences Laboratories</b>	
PET 3323C	\$4.50
DIE 4244L	\$5.50
PET 5751L	\$10.00
PET 3322L	\$11.00
PET 6365	\$15.00
ATR 1800; FOS 3026; PET 3380C, 4551, 5355	\$20.00
PET 5553	\$25.00
FOS 4114C	\$30.00
PET 5653	\$31.00
FOS 6351C	\$46.00
<b>Physics Laboratories</b>	\$6.50

<b>Psychology Laboratories</b>	\$25.00
<b>Retail Merchandising and Product Development Laboratories</b>	
CTE 1310, 3334, 3341, 3734, 3742	\$10.00
CTE 1401L, 4443	\$11.50
<b>Sport Management</b>	
PEL 1321	\$1.00
PEL 1341, 1511, 1621, 1646; PEM 1121	\$3.00
LEI 1264, 1267	\$10.00
LEI 1269, 3420	\$15.00
PEO 4006, 5042	\$20.00
PEL 1441; PEN 1121	\$25.00
PEO 4009, 5002	\$32.00
PEL 1111, 1121	\$36.00
<b>Teacher Education</b>	
EVI 5332; MAE 4310	\$5.00
EVI 5318	\$7.70
EVI 5315	\$8.00
EEC 4303; MAE 4300; SCE 4362, 5215	\$10.00
RED 4510	\$13.44
RED 4310	\$14.60
EVI 4312	\$16.50
EVI 5255	\$31.00
<b>Theatre</b>	
TPA 2322, 2323	\$12.00
TPA 2201	\$15.00
THE 5265; TPA 5335, 5336	\$25.00
TPA 5356	\$30.00
THE 4285, 4923, 5287; TPA 2248, 3208, 3230, 4014, 4071, 4077, 4078, 4084, 4238, 4239, 4240, 5337	\$35.00
TPA 3333, 4246, 5098, 5243, 5247, 5287	\$40.00
THE 4990; TPA 5016, 5027, 5028, 5029, 5047, 5062, 5065, 5067, 5069, 5079, 5086, 5203, 5236, 5242, 5245, 5278, 5385, 5386; TPP 4224, 4531	\$50.00
<b>Urban and Regional Planning</b>	
URP 5272, 5342, 5717, 5885	\$20.00

## Facilities and Equipment Fees

Florida State University assesses fees in seven areas where equipment is provided, used, and returned to the University. The use of this equipment is essential to the core of the curriculum in each area below. Students elect to use this equipment.

Payments can be made at Student Financial Service, A1500 University Center. Payment is due concurrent with tuition and fees for each term. Waivers for the Facilities and Equipment Fee may be granted by a committee appointed by the Dean of the appropriate college. Full or partial refunds may be granted pursuant to the university's tuition and refund policy.

A "stop" will be placed on the registration of all students who have not paid the fee or have been granted a waiver. In such case, students will not be able to register for classes, receive transcripts, or receive a diploma.

Fees will be placed in an auxiliary account for the purchase, repair, and maintenance of the equipment. Students will be responsible for the damage or loss of equipment. The college will assess the student for damage and loss charges and will submit the charges to Student Financial Services for collection.

The seven areas are listed below:

- **Business:** All students registered for HFT 4866 will be charged an equipment use fee of \$10.00; \$20.00 for all students registered for MAR 4415; \$125.00 for all students registered for HFT 4802.
- **Medicine:** All majors in the College of Medicine will be charged an equipment use fee of \$250.00 per semester for the use of laptop computers, PDAs, software, and other shared resources. Equipment use fees for the College of Medicine will not be charged for the Summer session.
- **Motion Picture Arts:** All majors in the College of Motion Picture Arts will be charged an equipment use fee of \$250.00 per semester.
- **Music:** All majors in the College of Music will be charged an instrument/equipment use fee in the amount of \$350.00 per semester.
- **Nursing:** All majors in the College of Nursing will be charged an equipment use fee in the amount of \$10.00 per semester.
- **Underwater Crime Scene Investigation:** All students enrolled in the certificate program in Underwater Crime Scene Investigation will be

charged an equipment use fee of \$90.00 for each of the following lab courses: CJE 3761L, 4762L, 4763L, 4764L, 4765L, 5766L, 5767L, 5768L, and 5769L.

- **Visual Arts, Theatre and Dance:** All art majors in the College of Visual Arts, Theatre and Dance will be charged an equipment use fee of \$125.00 per semester.

## Cooperative Education Fees

Students enrolled in a cooperative education course with zero semester hours will be charged for one semester hour of Florida Resident undergraduate work, unless also enrolled in other credit courses at The Florida State University during the same academic term.

## Graduate Examination Fees

Students registering for zero semester hours for master's comprehensive examination, master's thesis defense, or dissertation defense, will be charged for one Florida Resident graduate semester hour, unless also enrolled in other credit courses at The Florida State University during the same academic term.

## Graduate Zero Semester-Hour Course Fees

Students registered for zero semester hour graduate level courses and additional courses will not be charged for the zero credit hour course. When registering for a zero credit hour course only, the student will be charged for one Florida Resident tuition semester hour at the rate of the course level.

## Repeat Course Surcharge

Section 1009.285, Florida Statutes, mandates that each student attempting the same non-repeatable undergraduate course more than twice shall be assessed an additional per credit hour surcharge beginning with the third attempt. Attempted hours include those hours dropped or withdrawn which are fee liable. Undergraduate level courses are numbered 1000 to 4000.

The repeat course surcharge for the 2011-2012 academic year is \$ 159.87.

For a list of exceptions to this policy, please consult the "Financial Information" chapter of the *General Bulletin*.



## Excess Credit Hour Surcharge

Section 1009.286, Florida Statute, mandates that each student shall be assessed an additional per credit hour charge for each hour in excess of the total number of credit hours required to complete the baccalaureate degree. This law is in effect for students who began college at any institution during the Fall 2009 semester or later.

For more information, visit [http://registrar.fsu.edu/excess\\_hours/](http://registrar.fsu.edu/excess_hours/).

## Fee Payment

### Regulations

Students who enroll must pay fees and tuition in full by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of \$100.00 and may have their schedule cancelled. All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted no later than the third day of the semester or session. You may pay by check, cash, money order or FSUCard. Payments may be submitted by mail, drop box, or in person. Florida State University also takes credit cards and e-checks (online only) at <http://www.fees.fsu.edu>. Cards accepted online include FSUCard, American Express, Discover, Mastercard, and Visa. There is a \$7.00 non-refundable flat fee to cover the cost of providing this online payment service. Classes added after the drop/add deadline must be paid for within five calendar days. Foreign and two-party checks are not accepted. Make checks payable to Florida State University. Include your local phone and local address on each check and one of the following: your FSUSN, the last four digits of your social security number, or your FSU e-mail address.

The basic Florida Prepaid College Program does not pay the full amount of tuition owed to the University, nor do Intern Participation Certificates. Students must pay the remaining balance due by the posted tuition payment deadline.

You may obtain financial status information on the Web at <http://www.fees.fsu.edu>, at the self-inquiry kiosks located in University Center Building A, and other locations.

## Paying Your Tuition and Other Fees

To pay tuition or fees, you may stand in line at Student Financial Services, A1500 University Center between 8:30 a.m.–4:30 p.m., Monday–Friday. You may also pay online at <http://www.fees.fsu.edu> or see <http://www.sfs.fsu.edu> for additional payment locations.

Student parking permits are issued online at <http://parking.fsu.edu>.

Students who fail to register for classes before the first day of class will be assessed a \$100.00 late registration fee. Students may be assessed a \$100.00 fee for late payment for tuition that is not paid by the payment deadline.

## Internet Payments Seven Days a Week

Florida State University accepts credit cards only online at <http://www.fees.fsu.edu>; the following payment types may be used online:

- E-checks
- FSUCard
- American Express
- Discover
- MasterCard
- Visa

There is a \$7.00 non-refundable flat fee for each transaction. Returned payments will be assessed the same fees as paper checks.

## Mail-in Fee Payments

When paying fees by mail, send a personal check, money order, or cashier's check for the full amount of the fees that are due. Please do not send cash. Payments must be made payable to the order of Florida State University and must include your name, local address and local telephone number, and one of the following: your FSUSN, the last four digits of your social security number, or your FSU e-mail address. Mailed payments for tuition must be received no later than the tuition payment deadline to avoid the late payment fee. Incomplete checks will be considered as late payment. Payments should be mailed to *Florida State University, Office of Student Financial Services, A1500 University Center, Tallahassee, FL 32306-2394*.

## Fee Payment Drop Box

Use the convenient fee payment drop box located on the outside wall of A1501 University Center across from the Heritage Fountain and Dick Howser

Baseball Stadium. Be sure to use an envelope and include one of the following on your check: your FSUSN, the last four digits of your social security number, or your (personal or FSU) e-mail address. Tuition payments must be inserted by 4:30 p.m. of the tuition payment deadline to avoid the late-payment fee. Incomplete checks will be considered as late payments.

## Late Registration & Fee Payment Waivers

Requests for waiver of the \$100.00 Late Registration Fee may be submitted in person to the Office of the University Registrar, A3900 University Center, Tallahassee, FL 32306-2400. Requests for the waiver of the \$100.00 Late Payment Fee may be submitted online, through Blackboard (from Secure Apps, click Late Payment Waiver).

Waivers may be granted in situations involving administrative error or unusual circumstances beyond the control of the student. Students will be required to present written documentation of the circumstances involved.

**Note:** Lack of awareness of the deadlines or lack of funds are not valid reasons to waive the late payment fee or late registration fee.

## Refund of Fees

Students who drop a course without fee liability after their tuition and fees are paid, due to documented extenuating circumstance or administrative error, may be eligible for a tuition refund. Any amount paid in excess of the amount owed to the University during the semester/term will be carried forward and may be applied against subsequent University charges or may be refunded upon request. Any outstanding charges owed to the University will be deducted, and the balance will be issued as a refund. At the beginning of a semester, refunds will not be processed until the end of the third week of class to ensure that all checks have cleared the bank. Refunds requested during the fiscal year close-out, during the last two weeks of June, will not be processed until the first week of July. The refund will be processed as a credit to the student's FSUCard account for currently enrolled students unless the student requests a check to be mailed to the address on file. Checks will be mailed to those students who are no longer enrolled. However, payments made by credit card will always be refunded to the credit card. Summer session refunds will start processing two weeks after the beginning of session C. Refund request forms are available at the Office of Student Financial Services, A1500 University Center, or online at <http://controller.vpfa.fsu.edu/Student-Financial-Services/SFS-For-Students/Forms> then elect Student Tuition Refund Request.

Students who withdraw after the fourth day of the semester/term, but prior to the end of the fourth week of the semester (or for Summer sessions, by the first twenty-five percent of the term) are eligible for a twenty-five percent refund of tuition and fees. After this period, students who withdraw are held fully liable for fees. Students who withdraw and have received federal financial aid (Title IV programs) or state aid may be required to repay to the aid source the amount of unearned financial-aid funds disbursed to them as of their withdrawal date as described in the section below on "Withdrawals and Return of Financial Aid." In the case where a withdrawal petition is approved, a refund can be provided only if the refund withdrawal request is submitted within six months after the end of the semester in which the withdrawal occurred.

**Note:** The following fees are non-refundable: Web payment credit-card processing fees, admission deposit, admission application fee, FSUCard, and other fees as specified by certain schools or departments.

## Financial-Aid

### Fees and Financial-Aid Students

The University distributes aid in two ways for all registered financial-aid students whose funds are available to the Office of Student Financial Services on the distribution dates as published. For the most current information, go to <http://www.sfs.fsu.edu>. Students must complete an Account Refund Setup (ARS). Students may complete the ARS at <http://campus.fsu.edu> (from *Secure Apps*, click *Account Refund Setup*). Choose one of the following two ways to receive financial aid:

- By Electronic Funds Transfer (EFT) to your FSUCard Account at Sun Trust. Approximately ninety percent of the student body receiving financial aid at Florida State University have chosen to process their aid electronically and take advantage of the fastest and most reliable method of receiving their financial aid; or
- By a check mailed to your local address. Exceptions for holds on account:
- Students must check their status at <http://financialaid.fsu.edu>. Your financial aid will be disbursed in accordance with your ARS selection

after the hold has been resolved. You must present a picture ID to either remove holds or receive a short-term loan. In order to receive your aid, you must be enrolled for the required number of hours; and

- Students whose financial aid has not arrived by the beginning of the semester must confirm they received a tuition deferment. After the distribution dates at the beginning of the semester, additional funds that become available will be disbursed daily and mailed or sent to the FSUCard account in accordance with the selection made on the student's Account Refund Setup (ARS).

Students must confirm that their application is complete prior to the first week of the semester by going to <http://www.studentsfirst.fsu.edu> and clicking on the Check Financial Aid Status subheading in the Money Matters section. All financial aid students must check their financial aid status by visiting <http://www.ais.fsu.edu/finaid>.

If you have any questions, please call (850) 644-9452 at the Office of Student Financial Services. For information about your FSUCard account at SunTrust, call (800) 786-8787.

**Deadline:** If the financial aid is not sufficient to cover all charges, the student is responsible for paying the balance by the tuition payment deadline, (see the "Academic Calendar" in this *Registration Guide*.) After this date, a \$100.00 late payment fee is assessed and grades will be held at the end of the semester until fees are paid in full.

**Note:** Financial Aid students who are having their tuition paid by an agency, department billing, or Florida Prepaid College Program should submit the required documents no later than the third day of the semester (see the "Academic Calendar" in this *Registration Guide*.) The basic Florida Prepaid College Program does not pay the full amount of tuition owed to the University, nor do Intern Participation Certificates. Students must pay the remaining balance due by the posted payment due date.

**Deferments:** Financial aid deferments may be granted to students whose aid has not arrived by the published distribution date. Not having applied for financial aid is not a valid reason for applying for a deferment. The deadline to request a deferment is the tuition payment deadline. When deferments expire, students must pay their unpaid tuition balance in full or receive a late fee after the deadline. If tuition is not paid, students will not be able to register for future classes, receive a delayed delivery loan, grades, or transcripts. Students must confirm that their financial aid has arrived and that all requirements have been met by the deferment expiration date. Go to <http://campus.fsu.edu> (from *Secure Apps*, click *My Account Statement*) you then will see your courses and fees detailed. With your temporary deferment, your total balance due may show "\$zero" for the "Current Term Tuition." When your financial aid arrives, the screen will show how much has been paid toward your tuition. You must ensure your financial aid pays your tuition by the deferment deadline, or you may be assessed a late payment fee of \$100.00. You may check your financial aid status at <http://www.ais.fsu.edu/finaid>. For questions, please contact us at [sfs@admin.fsu.edu](mailto:sfs@admin.fsu.edu) or (850)644-9452.

## Withdrawals and Return of Financial Aid

Effective Fall 2000, students who withdraw and have received financial aid will be required to repay to the program source the amount of unearned financial-aid funds disbursed to them as of their withdrawal date. Programs include Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants (FSEOG), Stafford Loans (subsidized and unsubsidized), and Parent Loans (the Federal PLUS program), and other awards. The unearned amount of program funds is calculated based on the percentage of the semester completed before the date of withdrawal. Both the University and students receiving financial aid are required to return unearned financial aid to the aid source. The University is required to return the unearned portion of the financial aid funds it received from withdrawing students that was used to pay institutional charges such as tuition, fees, housing, and other education-related expenses assessed by the institution. The funds returned to the aid source by the University will be credited against the students' total liability of unearned funds. However, students will owe the University the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds, stops attending classes during the semester, and does not officially withdraw from the University is considered an unofficial withdrawal, according to Title IV federal regulations. The University is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who withdraw officially.

Students must repay the unearned Title IV funds to any Title IV loan program in accordance with the terms of the loan. For Title IV loan programs, unearned grant-program funds are considered overpayments, and students are required to return fifty percent of the grant. Students who owe grant overpayments remain eligible for Title IV program funds for forty-five days if during those forty-five days the student: 1) repays the overpayment in full to the University; or, 2) enters into a repayment agreement with the University.

However, entering into a repayment agreement does not mean the student is eligible to register for additional classes, receive a transcript, diploma, etc. Students can lose financial aid eligibility if they do not comply with the options above. Students should consider their repayment responsibilities for these programs as part of any withdrawal decision. Please contact the Florida Bright Futures office for the most current restrictions on eligibility.

## Bright Future Repayment Requirement

*Section 1009.53, Florida Statute* states that Bright Future scholarship funds may not be used to pay for courses dropped by a student after the end of the drop/add period. This includes all courses dropped as part of the official withdrawal process. Students will be required to reimburse the University for the appropriate Bright Future portion disbursed based on the enrollment. A waiver of repayment requirement may be granted in the event of a documented illness or emergency. Appeals to waive the repayment requirement can be made to the Financial Aid Office.

## Exit Interviews

Federal and University regulations require that all recipients of federal loans participate in an exit-interview counseling session upon graduating, withdrawing from the University, or dropping below six credit hours. These loans include Perkins (NDSL), Subsidized Stafford (GSL), Unsubsidized Stafford (UGSL) and SLS loans. Failure to complete this procedure will result in the withholding of diploma and/or official transcripts. Counseling sessions can be completed by going to the Financial Aid Exit Interview link located on the Secure Apps page on Blackboard at <https://campus.fsu.edu>.

## Policy on Refunds for Audited Courses

Refunds may be granted for courses in which a student has requested permission to audit and subsequently rescinds this request before the fourth day of class. Verification that the audit request has been discontinued must be received in writing by the University Registrar before the fourth day of class. After this period, no refunds will be authorized unless exceptional circumstances are documented in writing and approved by the University Refund Committee.

**Note:** The refund request form or withdrawal form must be submitted to the Office of Student Financial Services within six months from the end of the term from which the student withdrew.

## Delinquent Accounts

All delinquent University accounts must be paid before students may complete registration. Payment should be made by cash, money order or cashier's check. Financial aid granted for use in an upcoming semester may not be used to pay current debt. Outstanding debt, including delinquent current semester tuition, will prevent you from registering until all delinquent fees are paid. Diplomas and official transcripts will not be issued when any amount is owed the University. Delinquent accounts are referred to a collection agency if fees are not paid in full. Collection costs are added to your outstanding balance. Delinquent accounts should be paid by cash, money order, or cashier's check.

## Dishonored Checks or Electronic Payments

Return Check Charge/Stop Payment Charge: \$25.00 or five percent of the amount of the check, whichever is greater (subject to change) will be assessed to the student's account. A returned check/stop payment charge is assessed against a student's account who has a check or electronic authorization for payment returned by the bank to Florida State University. Florida State University automatically submits all personal checks twice for payment if the check was returned once for non-sufficient or uncollected funds. This is an automated process and the second submission cannot be stopped; there is no charge, however, assessed by Florida State University for this second submission. Repayment of returned checks must be made with cash, FSUCard, money order, or cashier's check.

Returned check charges are assessed for all personal checks written and electronic payments authorized for tuition, fees, or any services provided by the University that are returned to Florida State University for non-sufficient funds, uncollected funds, closed accounts, stop payments, etc., placed on checks. In addition to the returned check charge, if the initial payment is for tuition and redemption of the returned check is not made prior to the tuition payment deadline, a \$100.00 late payment fee is assessed to tuition. Florida State University places a hold on accepting any personal checks or electronic payment authorizations on the student's account for ninety days after redemption for any services, tuition, or fees that are owed to the University if a personal check or electronic payment authorization is returned. If a second check or electronic payment is returned, or if a stop payment is placed on it, the

student will be permanently listed on all departments' ACCEPT CASH ONLY list and no personal checks or electronic payment will be accepted from anyone on the student's account from that day forward.

Notification will be given to the student by mail to the address on the check or to the last maintained address in Florida State University's records. After notification that a check has been returned, redemption (including the service charge) must be made within fifteen days. Florida State University forwards all returned payments to the State Attorney's Office for redemption and prosecution after collection efforts are exhausted. After a returned payment is forwarded to the State Attorney's Office, restitution of the check will not prevent prosecution. Reference *Florida Statutes Title XLVI Chapter 832; Crimes - Violations Involving Checks and Drafts; 832.07*.

## **Cancellation of Student Schedules for Non-Payment of Tuition and Fees**

Students are expected to pay all tuition and fees by the published deadline for each semester they enroll. In accordance with Rule 6C-7.002(6), F.A.C., students who do not pay tuition and fees or make arrangements to pay tuition and fees by the end of the established fee payment deadline may have their schedules cancelled and academic progress discontinued for the semester. Students who are cancelled for non-payment of tuition and fees will not be permitted to attend classes or receive grades after the cancellation takes place.

It is important that all students ensure they have an active FSU e-mail account. The FSU e-mail account is the official method by which the University will communicate with students concerning any outstanding financial obligations, including outstanding tuition and fees. Students will receive an official e-mail communication from the Office of Student Financial Services at the end of the second week of the semester alerting them to the possibility of the cancellation of their current term's schedule. Students will then have the opportunity to pay tuition and fees or make arrangements to pay tuition and fees to avoid being cancelled.

Students who fail to pay tuition and fees or make formal arrangements to pay tuition and fees by the end of the third week of the semester will receive an e-mail notification from the Office of the University Registrar. This notification will inform the student that his or her schedule has been cancelled and explain appeal process for the reinstatement of their schedule.

Students may check their account status online at any time at <http://campus.fsu.edu> (from *Secure Apps*, click *My Account Statement*) to determine any amounts owed to the university and to verify that payments have been made.

## **Reinstatement of Student Schedules Cancelled for Non-Payment of Tuition and Fees**

Students whose schedules are cancelled for non-payment of tuition and fees may appeal to the University Registrar for the reinstatement of their schedule. The appeal must be made in writing and must be submitted to the University Registrar (A3900 University Center) no later than the end of the seventh week of the Fall or Spring semester. Consult the Summer edition of the Registration Guide for Summer term deadlines. The appeal will be reviewed and acted upon in a timely manner. Approval of the reinstatement of a student's schedule is contingent upon verification from the Office of Student Financial Services that tuition and fees have been paid or that formal arrangements have been made for tuition and fee payment. Reinstatement of schedules will also include a \$100.00 late registration fee and a \$100.00 late payment fee. Checks or credit card payments that are returned or refused will negate any tuition and fee payment arrangement for the reinstatement of a student's schedule. Also, the University reserves the right to deny reinstatement when a student has demonstrated a pattern of tuition delinquencies over a period of two or more semesters.