



FLORIDA STATE UNIVERSITY

General Bulletin

Spring 2024

Registration Guide

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- **Kimberly A. Barber**, University Registrar
- **Jeremy Johnson**, Associate Registrar
- **Alan Lahtinen**, Director of Academic Multimedia
- **Arlene Chen**, Academic Publications Coordinator
- **Traci Matthews**, Senior Academic Program Specialist

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UNIVERSITY NOTICES

President's Statement on Equal Opportunity and Non-Discrimination

Florida State University is an equal 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, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University 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. Conduct that discriminates, harasses, or intimidates by threat, is contrary to our commitment. Further, workplace behavior that is disruptive to the operations of the University or that impairs workplace discipline interferes with this mission.

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, and trust, free from discrimination, harassment, or retaliation.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by local, 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 discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. 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 University-wide compliance, I have appointed Renisha Gibbs, Associate Vice President for Human Resources/Finance and Administration Chief of Staff, to develop, administer, and coordinate University-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Title IX Director; the Division of Student Affairs; the Office of Faculty Development and Advancement; the Athletics Department; and all University divisions, colleges, and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or rgibbs@fsu.edu. To view the University's Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy in its entirety, go to <https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#I3>.

President's Statement on Title IX

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

In accordance with Title IX, as a recipient of Federal financial aid, FSU does not discriminate on the basis of sex/gender in education programs and activities. In 2020, the US Department of Education adopted new Title IX regulations defining sexual harassment and specifying procedures for the investigation and adjudication of allegation of sexual harassment. FSU has created a new policy (2-2a) to supplement current policy (2-2) in order to implement the new regulations; both policies can be found at <https://regulations.fsu.edu/policies/office-president>. Effective 8/14/2020, under the Title IX Compliance Policy, sexual harassment is defined as: sexual assault (including forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape); dating violence; domestic violence; stalking; quid pro quo; and unwelcome, severe, and pervasive conduct of a sexual nature. Additionally, other forms of sex discrimination and sexual misconduct not included in this definition are prohibited by law and continue to be included in the Anti-Sexual Misconduct Policy.

Furthermore, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. Fla. Stat. § 1000.05 (2019). FSU's commitment to addressing and eliminating all forms of discrimination on the basis of sex is reaffirmed in FSU's *Sex Discrimination and Sexual Misconduct Policy*

(<https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>), which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University's Title IX Coordinator/Director is the designated University authority responsible for overseeing the development of sexual misconduct policies, ensuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging **student** sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of alleged sexual misconduct by **employees and third parties**. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director and will ensure athletics equity compliance. The FSUS Deputy Coordinator(s) will oversee investigations of alleged sexual misconduct by **K-12 students**. Report regarding Title IX, as well as concerns about and complaints of non-compliance (including sexual harassment, sex discrimination, or other sexual misconduct), should be submitted to <https://report.fsu.edu>. Additionally, any questions may be directed to the Title IX Director/Coordinator or a Title IX Deputy Coordinator.

Complaints will be addressed following the University's discrimination complaint procedures contained in its Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy, Anti-Sexual Misconduct Policy, Title IX Compliance Policy, and the Student Code

of Conduct. Some acts of sexual harassment or misconduct may also constitute violations of criminal law and require mandatory reporting to the FSU Police Department, e.g., sexual battery, indecent exposure, sexual abuse. In such instances, refer to the University's Sex Discrimination and Sexual Misconduct Policy and contact the FSU Police Department at (850) 644-1234. Questions about the application of Title IX may also be directed to the Office of Civil Rights, US Department of Education.

Title IX Coordinator/Director:

Tricia Buchholz,
Title IX Director
Health and Wellness Building
960 Learning Way, Suite 3501A
Tallahassee, FL 32306
tbuchholz@fsu.edu
(850) 645-2741
<https://knowmore.fsu.edu>

Athletics – Deputy Title IX Coordinator:

Alycia Varytimidis
Sr. Associate Athletics Director-SWA
Athletics Administration
D4200 University Center,
Tallahassee, FL 32306-2343
avarytimidis@fsu.edu
(850) 645-9162

FSUS – Deputy Title IX Coordinator:

Monica Broome
Director of Exceptional Student Education
Office 10-113D
3000 School House Road
Tallahassee, FL 32311
mbroome@fsu.edu
(850) 245-3800

Additional information and resources can be found at: Title IX Office; Equity, Diversity, and Inclusion Office; FSU Police Department; Victim Advocate Program; Counseling and Psychological Services; Employee Assistance Program; and University Health Services.

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, educational, and living environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.

Conflicts of Interest

The following policy concerning conflicts of interest applies to graduate students who are being supervised or evaluated by faculty as well as graduate students who are serving as teaching assistants and thus supervising or evaluating undergraduates.

Sexual relationships between faculty members/graduate assistants and students where a direct supervisory or evaluative relationship exists are fraught with the potential for exploitation. The respect and trust accorded a faculty member/graduate assistant by a student, as well as the power exercised by the faculty member/graduate assistant in a direct supervisory or evaluative role, make voluntary consent by

the student suspect. In their relationships with students, faculty members/graduate assistants are expected to be aware of their professional responsibilities and to avoid conflict of interest, favoritism, or bias.

1. When any direct supervisory or evaluative role exists, a consensual sexual relationship between a student and a faculty member/graduate assistant is a conflict of interest.
2. Any situation of direct supervision or evaluation will be ended immediately when a consensual sexual relationship between a student and a faculty member/graduate assistant exists.
3. Any such relationship must be disclosed to the faculty member/graduate assistant's supervisor immediately.
4. Direct supervision includes any type of evaluative role. Examples of direct supervision of the student include teaching the student's class, serving as a thesis or dissertation director, instructor of record, member of the student's thesis or dissertation committee, member of the student's comprehensive or doctoral exam committee, member of other committees where the focus is evaluation or supervision of the student's academic competence or the student's assistantship.

Individuals with Disabilities

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 Office of Accessibility Services, call (850) 644-9566. Florida State University's 504 Coordinator is:

Dr. Laventrice Ridgeway, OAS Director,
Office of Accessibility Services
874 Traditions Way (108 Student Services Building)
Phone: (850) 644-9566/TDD (850) 644-8504
E-mail: oas@fsu.edu
Web site: <https://dsst.fsu.edu/oas>

To request reasonable accommodations for employment or visitors, please contact the Florida State University Human Resources/Equity, Diversity, & Inclusion Office, located at *University Center, Bldg. A, Suite 6200*, or call (850) 645-6519, or view the applicable policy and procedures at <https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#11>.

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.

University Health Services 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.

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 counselors through University Health Services who are available to provide confidential HIV testing for FSU students. Any interested students should call (850) 644-4567 to schedule an appointment.

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

Florida State University Alcohol Policy

Introduction

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 environment. 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, Student Organization 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 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 Vice President for Faculty Development and Advancement, 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 Vice President for Faculty Development and Advancement 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 and the General Counsel, subject to final approval of the President of the University.
- b) Enforcement of the alcohol policy shall reside in the Student Conduct and Community Standards department for individual student and student organization cases, and the Office of Faculty Development and Advancement 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.

Services

- a) Counseling and Psychological Services 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 provided by Counseling and Psychological Services. Please contact Counseling and Psychological Services for a current fee schedule [(850) 644-8255; Web site is <https://counseling.fsu.edu>].
- b) FSU Police Department [(850) 644-1234; Web site is <https://police.fsu.edu>].
- c) Office of Residence Life [(850) 644-2860; Web site is <https://housing.fsu.edu>].
- d) 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 [(850) 644-2288; website is <https://www.eap.fsu.edu>].

- e) Counseling services are also provided for students, staff, faculty, and the community by the Center for Couple & Family Therapy (CCFT), which fees are based on annual income [(850) 644-1588; Web site is <https://humansciences.fsu.edu/ccft/>].
- f) 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 [(850) 644-3857; Web site is <https://education.fsu.edu/hsc>].
- g) 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 [(850) 644-3006; Web site is <https://psy.fsu.edu/php/about/communityservice/psychologyclinic/psychologyclinic.php>].
- h) 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; website is <https://www.211bigbend.org>].

Education

- i) Center for Health Advocacy and Wellness (CHAW)s at University Health Services [(850) 644-8871; Web site is <https://www.chaw.fsu.edu>].
- j) SMART (Students Making Alcohol and Other Drug Responsibility Theirs (SMART) Choices consists of two, two-hour class sessions and an interactive online program at University Health Services that presents the legal and personal consequences of substance abuse. 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. Students who are sanctioned by Student Conduct and Community Standards [(850) 644-5136] or University Housing [(850) 644-2860] for on or off-campus violations of the University's alcohol and drug policy must complete the course. Students may also enroll in the course free of charge if they would simply like to gain more knowledge about alcohol. Students may contact the Center for Health Advocacy and Wellness [<https://chaw.fsu.edu>] to sign up.
- k) AlcoholEdu: An interactive, two-part on-line program designed to help you make healthy and safe decisions around alcohol use while in college. This program is open to all first year and new transfer students. [<https://healthycampus.fsu.edu/for-students/new-student-requirements>]
- l) Healthy Noles: Volunteer opportunities for students seeking to work toward greater alcohol responsibility are available through Healthy Noles, which is an organization directed by the Center for Health Advocacy and Wellness at University Health Services. The Healthy Noles advocate for wellness on campus and alcohol responsibility is a significant component. For more information, contact the Center for Health Advocacy and Wellness [(850) 644-8871; or for more information visit <https://healthycampus.fsu.edu/for-students/get-involved>].

- m) LIFT: LIFT is Florida State University's collegiate recovery community dedicated to helping students in recovery thrive during their college experience. LIFT's goal is to provide a place for accountability within a healthy community and a place to have fun, socialize, and develop friendships with like-minded students. Website: <https://chaw.fsu.edu/services/collegiate-recovery-community>.

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.	Diversio 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.	Diversio program; \$180 fine; 10 hours community work program.	60 days jail; \$500 fine.
Providing alcohol to a person under 21.	Diversio 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.

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.

State and Local Penalties: Illicit Drug Penalties

The penalty for possession (second-degree misdemeanor) is sixty days jail and \$500 fine. Penalties for trafficking (first-degree felony) range up to thirty 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 Standards of Conduct

State of Florida statutes declare that it is unlawful for any person under 21 years of age to consume or possess alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute, or possess alcohol on University properties or as part of any University activity.

It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

It is unlawful to be under the influence of, to use, possess, distribute, sell, offer, or agree to sell, or represent to sell, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.

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 EMPLID.

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 forty-five 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, FL 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 not 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
 2. EMPLID
 3. Date and place of birth
 4. Official FSU email address
 5. Local address
 6. Permanent address
 7. Classification
 8. Major
 9. Participation in official University activities and sports
 10. Weight and height of athletic team members
 11. Dates of attendance
 12. Degrees, honors and awards received
 13. Most recently attended educational institution
 14. Digitized FSUCard photo

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, international 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 ten copies or phonorecords, or

one or more copyrighted works, with a retail value of more than \$2,500 can be imprisoned for up to five 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 ten 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** A student found to be in violation of provision is subject to the outcomes defined in Section G. Examples of outcomes that may be imposed for violations of the Student Conduct Code include reprimand, educational outcomes, restitution, probation, suspension, and dismissal.
- **Florida State University Policy OP-H-6 “Use of University Information Technology Resources”** (<https://policies.vpfa.fsu.edu/policies-and-procedures/technology>): 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 further information regarding the downloading of electronic objects and media, please visit: <https://its.fsu.edu/its-policies-guidelines/illegal-downloading-copyrighted-songs-and-movies>.

General Bulletin Statement of Purpose and Notice

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 2024 ACADEMIC CALENDAR

Note: Dates and times listed below are subject to change. Please refer to http://registrar.fsu.edu/registration_guide/spring/academic_calendar for the most up-to-date information.

Note: Panama City Campus students must convert all times listed to Central Time unless already noted.

Sep. 25, 2023	Spring 2024 Registration Guide available. Open enrollment for spring/summer health insurance begins.
Oct. 9, 2023–Dec. 22, 2023	Registration for currently enrolled and readmitted degree-seeking students. See “Enrollment Appointments.”
Dec. 1, 2023	Last day for community college and FSU students to submit Spring 2024 transient applications.
Dec. 11, 2023–Jan. 11, 2024	Registration for all new graduate students. See “Enrollment Appointments.”
Jan. 1, 2024	Spring/summer health insurance begins.
Jan. 4, 2024	Residence halls open at 5:00 p.m.
Jan. 5, 2024	Early disbursement financial aid available via EFT.
Jan. 6–11, 2024	Drop/Add (Including the College of Law). Begins 12:00 a.m. on Jan. 6 and ends at 11:59 p.m. on Jan. 11.
Jan. 8, 2024	Term Begins. Last day to file for a change in residency status.
Jan. 8–11, 2024	Late Registration (\$100.00 late registration fee).
Jan. 11, 2024	Fourth Day of Semester. Last day to add a class without academic dean’s permission. Last day to cancel enrollment and have fees removed. Last day to drop/add classes and have fees adjusted. Students are liable for all fees for classes remaining on their schedules at 11:59 p.m. Drop/Add ends at 11:59 p.m.
Jan. 12, 2024	Fifth Day of Semester. Last day to submit waivers or billings Last day to request VA deferments from VA representative in Student Veterans Affairs. Last day to submit waivers or billings for early disbursement of financial aid. All financial aid students must check their financial aid status at https://financialaid.fsu.edu .
Jan. 15, 2024	Open enrollment for spring/summer health insurance ends. Last day to request a change to, or cancellation of, purchase of spring/summer student health insurance coverage.
Jan. 15, 2024	Martin Luther King, Jr. Day. No classes. University closed.
Jan. 16–26, 2024	Spring 2024 graduation application period. Apply online at https://my.fsu.edu .
Jan. 17, 2024	First day to apply for financial aid deferment and delayed delivery loans.
Jan. 19, 2024	Tuition and Fee Payment Deadline. 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. 26, 2024	Last day to apply for Spring 2024 graduation. Apply online at https://my.fsu.edu .
Jan. 29, 2024	Non-payment-of-tuition schedule-cancellations processed for students without a tuition deferment.
Feb. 23, 2024	End of 7th Week of Semester. 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 12 semester hours. Last day to drop a class without receiving a grade. Last day to withdraw from school without receiving a grade. Financial aid deferments expire. Final payment for installment contracts due. Last day for doctoral students to take and pass their preliminary examination to add or convert dissertation hours for the current semester. Open enrollment for summer-only health insurance begins. (Open enrollment closes May 15, 2024.) Open enrollment for Fall 2024-only and 2024–2025 annual health insurance coverage begins. (Open enrollment closes September 15, 2024.)
Feb. 23, 2024	Financial aid deferments expire. Full tuition payment must be received to avoid a late payment fee. Final payment for installment contracts due.
Feb. 26, 2024	Fall and Summer 2024 Registration Guides available. Fall and Summer 2024 course listings available on the Course Lookup system.
Mar. 4, 2024	Registration for Summer and Fall 2024 begins. Non-payment-of-tuition schedule-cancellations processed for students who had deferments that expired.
Mar. 9, 2024	Residence halls close for Spring Break at 12:00 p.m.

Mar. 11, 2024–Mar. 15, 2024	Spring Break. No classes. University open.
Mar. 17, 2024	Residence halls open after Spring Break at 12:00 p.m.
Mar. 18, 2024	Last day to submit doctoral dissertation or treatise for pre-defense format review.
Mar. 25, 2024	Last day to submit master's thesis for pre-defense format review.
Mar. 29, 2024	End of 11th Week of Semester. Deadline for FAMU-FSU College of Engineering late drop with dean's permission.
April 5, 2024	End of 12th Week of Semester. Deadline for late drop with dean's permission for all colleges except Engineering. (Engineering students see link for details: https://www.eng.famu.fsu.edu/students/academic-deadlines .)
April 8, 2024	Last day for submission of post-defense, final-content-approved thesis, dissertation, or treatise and required forms.
April 26, 2024	Last Day of Classes. Last day to petition academic dean for a reduction in course load. Last day to officially withdraw from the University. Last day to apply for AA Degree at the Office of Undergraduate Studies, UCA 3400. Veterans' deferments expire. Full tuition payment must be received to avoid a late payment fee.
April 30, 2024	Last day for thesis, dissertation, and treatise students to receive official final clearance in the manuscript clearance portal.
April 29–May 3, 2024	Final Exam Week.
May 3, 2024	Term Ends. Last day to submit extensions for 'incomplete' grades by 4:00 p.m. Last day to submit ServScript hours online.
May 4, 2024	Residence halls close at 12:00 p.m Commencement: Civic Center, visit http://registrar.fsu.edu/graduation/seating to view the ceremony schedule. Diplomas dated this date. Residence halls close at noon.
May 5, 2024	Panama City Commencement: time and location TBA.
May 7, 2024	Online grades due by 4:00 p.m.
May 8, 2024	Grades available online.
May 10, 2024	Summer-only health insurance plan coverage begins (for new summer admits only).
May 27, 2024	Memorial Day Observed. No Classes. University Closed.
June 9, 2024	Open enrollment for summer-only health insurance ends & last day to request a change to, or a cancellation of, summer-only health insurance.

SPRING 2024 EXAMINATION SCHEDULE

Final Examination Week

Monday	Tuesday	Wednesday	Thursday	Friday
April 29	April 30	May 1	May 2	May 3

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.	ACG 2071; MUT 1111, 1112, 2116, 2117
Monday	3:00 – 5:00 p.m.	STA 2023
Tuesday	12:30 – 2:30 p.m.	AST 1002; PHY 1020, 2048/2048C, 2049/2049C, 2053C, 2054C
Tuesday	3:00 – 5:00 p.m.	BUL 3310; STA 2122
Wednesday	10:00 – 12:00 noon	CHM 1045C, 1046C
Wednesday	3:00 – 5:00 p.m.	ARA, CHI, FRE, GER, HBR, ITA, JPN, POR, RUS, SPN: 1110, 1111, 1120, 1121, 2211, 2220, 2240, 2300; SPN 2160

Monday/Wednesday/Friday Classes

Standard Class Time		Exam Day	Time
Main Campus	Engineering Campus		
8:00 a.m.	*	Wednesday	7:30 a.m. – 9:30 a.m.
9:20 a.m.	*	Monday	7:30 a.m. – 9:30 a.m.
10:40 a.m.	*	Thursday	10:00 a.m. – 12:00 noon
12:00 noon	*	Tuesday	10:00 a.m. – 12:00 noon
1:20 p.m.	*	Wednesday	12:30 p.m. – 2:30 p.m.
3:05 p.m.	*	Thursday	3:00 p.m. – 5:00 p.m.
4:50 p.m.	*	Monday	5:30 p.m. – 7:30 p.m.
6:35 p.m.	*	Tuesday	8:00 p.m. – 10:00 p.m.
8:20 p.m.	*	Wednesday	8:00 p.m. – 10:00 p.m.

* Please refer to the College of Engineering (COE) Schedule available in the COE Student Services Office or at <https://www.eng.famu.fsu.edu/students/final-exam-schedule>. 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

Scheduling a final examination or a test in lieu of a final exam at any time other than the regularly scheduled final exam period is a violation of University policy.

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

The final exam schedule is based on the standard class meeting times for Monday\Wednesday\Friday classes, and Tuesday\Thursday classes.

- **“Block Exam” Classes.** For classes that have a block exam scheduled, all class sections will have the examination on the assigned block exam day and time, regardless of the meeting schedule of the class sections during the semester.

Tuesday/Thursday Classes

Standard Class Time		Exam Day	Time
Main Campus	Engineering Campus		
8:00 a.m.	*	Thursday	7:30 a.m. – 9:30 a.m.
9:45 a.m.	*	Tuesday	7:30 a.m. – 9:30 a.m.
11:35 a.m.	*	Monday	10:00 a.m. – 12:00 noon
1:20 p.m.	*	Thursday	12:30 p.m. – 2:30 p.m.
3:05 p.m.	*	Tuesday	5:30 p.m. – 7:30 p.m.
4:50 p.m.	*	Wednesday	5:30 p.m. – 7:30 p.m.
6:35 p.m.	*	Thursday	5:30 p.m. – 7:30 p.m.
8:20 p.m.	*	Monday	8:00 – 10:00 p.m.

*Please refer to the College of Engineering (COE) Schedule available in the COE Student Services Office or at <https://www.eng.famu.fsu.edu/students/final-exam-schedule>. 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.

- **Regular Scheduled Classes.** The exam period is determined by the start time of the first class meeting during the week. For example, Monday\Wednesday\Friday classes meeting during the first class period (8:00 a.m.) of the standard meeting times will have the exam schedule slot for the Monday, 8:00 a.m. class.
- **Classes Meeting on Only One Weekday.** The exam time is determined by the first standard meeting time that precedes or encompasses the start of the weekly class start time. For example, the exam time for a class that meets every Monday 5:00–8:00 pm. would be based on the standard Monday start time of 4:50 p.m.
- **Classes Meeting Every Day at the Same Hour.** These classes 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.

Examination Policy for an Undergraduate Class Utilizing the Assessment Center

Classes 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.

Make-Up Examinations

The possibility of a conflict between final exam times exists, particularly for classes that meet in the evening or only once each week. It is the student's responsibility to identify at the beginning of the semester if a conflict exists and make arrangements with the instructor to take the exam at an alternate time during the University's official final-exam period. Make-up exams may be scheduled at any time during final exams week, between Monday at 7:00 a.m. and Friday at 5:00 p.m.

Exceptions to the Examination Policy for an Individual Undergraduate Student

Approval by the Academic Dean of the college in which the class is taught is required for an individual undergraduate student seeking an exception to the examination policy. The student must first receive written permission from the instructor that the instructor is willing to give a rescheduled final 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.

Rescheduled final examinations are permitted for an undergraduate student when justified by illness, official documented accommodations on record with the Student Disability Resource Center, conflicting examinations, three or more examinations within a twenty-four-hour period, or certain emergencies. Arrangements should be made prior to the scheduled exam. If a student misses the scheduled final examination and does not have approval in advance for a rescheduled exam within the final exam week, it is up to the instructor to decide if a make-up examination will be allowed. No special dean's office permission is required.

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

Exceptions to the Examination Policy for an Undergraduate Class

No instructor of an undergraduate class 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 they are utilizing the University Assessment Center. Instructors who do not utilize the assessment center and need to deviate from the published exam schedule must obtain 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.

Undergraduate Distance Learning Exams

If the instructor of an online class requires a final exam, the instructor shall have the prerogative to set the window during which a final exam is administered provided that the window is within the University's official final exam period. A final exam window must be disclosed in the class syllabus. Rescheduled final examinations are permitted for an undergraduate student when justified by illness, official documented accommodations on record with the Student Disability Resource Center, conflicting examinations, three or more examinations in a twenty-four-hour period, or for certain emergencies. It is the student's responsibility to identify if a conflict exists and to immediately make arrangements with the instructor to take the exam at an alternate time during the University's official final exam period. If a student has such conflicts, the final exams of the student's non-online classes shall have priority and the time of the online exam will be the first exam subject to adjustment. If such agreement cannot be achieved between the student and the instructor, then the academic deans of the units housing the various classes will consult to achieve agreement.

This explanation is intended only to clarify the existing University exam policy for online classes and all provisions of the University exam policy that do not conflict with what is stated above remain in effect.

SPRING 2024 ENROLLMENT APPOINTMENTS

* Be aware that these ranges do not reflect hours for the current semester (Fall 2023).

** New Graduates are students admitted for the first time into a new graduate program.

† All students who are eligible for priority registration are assigned the first appointment window of each registration cycle for a future term. The following groups are automatically assigned priority registration: veterans and dependents using benefits, honors, degree in three, and students with disabilities.

†† Panama City Campus students will be able to continue to register for Spring 2024 classes from November 7, 2023, through January 11, 2024.

††† Panama City Campus transient and non-degree seeking students may register for Spring 2024 classes beginning November 8, 2023.

Note: Panama City Campus students should convert times below to Central Time.

Level	Hours Completed*	Registration Opens	Registration Ends
Current and Continuing Graduate Students (New graduate students register 12/11/2023), Veteran Students †		Monday, October 9, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
Senior	110 & up	Monday, October 9, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
Senior	90–109	Wednesday, October 11, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
Junior	60–89	Monday, October 23, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
Sophomore	30–59	Monday, October 30, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
Freshman	00–29	Monday, November 6, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
Open Registration ††		Tuesday, November 7, 2023—8:00 a.m.	Friday, December 22, 2023—11:59 p.m.
New Graduates**		Monday, December 11, 2023—8:00 a.m.	Thursday, January 11, 2024—11:59 p.m.
Transient/Non-Degree Seeking students (all) †††		Friday, January 5, 2024—3:30 p.m.	Thursday, January 11, 2024—11:59 p.m.
Drop/Add (Includes College of Law)		Saturday, January 6, 2024—12:01 a.m.	Thursday, January 11, 2024—11:59 p.m.
Late Registration (\$100.00 late registration fee.)		Monday, January 8, 2024—12:01 a.m.	Thursday, January 11, 2024—11:59 p.m.

International Program (IP) Sessions

International Programs offers an array of courses around the world. Unique sessions are used to designate courses offered through the International Programs Office. Students interested in Study Abroad should contact the International Programs Office. In some cases, these courses are offered in affiliation with international institutions and are subject to unique calendar dates. Unique “IP” sessions have been created so courses align with the institution and program dates. Key dates such as registration, first week of classes, drop/add, seventh week deadlines, etc., will be prorated according to the length of the session. These dates are different than International Program start and end dates. Students participating in the International Programs should check with that office about specific dates, registration appointments and fees, deadlines, or restrictions that might apply. Students must be admitted to an International Program to register for IP classes.

Veterans Priority Registration

Active-military students, student veterans, and military/veteran dependents using federal benefits are eligible for priority registration, which allows these students to register for future-semester courses during the first selection window of each course-registration cycle. However, each of these students must first be coded as receiving federal benefits before they are eligible for priority registration and should contact the Student Veterans Center at (850) 644-9562 or veteran@admin.fsu.edu to make sure they are properly coded. After registering

for their courses, each of these students must submit the university’s online Request for Benefits form in order to have their benefit-certification documents submitted within the required timeframe.

Eligibility

Students must complete both a University graduation check with the Office of the University Registrar and a departmental graduation check with the appropriate college at the time the student has earned ninety semester hours of credit or two terms prior to their planned graduation date. Students will receive holds on their account prompting them to request a university graduation check from the Office of the University Registrar and an academic graduation check from their college(s).

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 <https://my.fsu.edu> before the first day of classes or must send an e-mail from his or her official myFSU account to registrar@fsu.edu no later than the fourth day of classes. Panama City students should e-mail registrar@pc.fsu.edu.

Students should 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.

Parking Permits

Annual student parking permits are obtained online at <https://transportation.fsu.edu/parking/parking-permits>. The Panama City campus does not require parking permits. However, Panama City students attending classes on the main campus will need to purchase a parking permit from Transportation and Parking Services on the main campus.

For account status and fee payments visit <https://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>.

SPRING 2024 REGISTRATION INFORMATION

Office of the University Registrar

University Registrar: Kimberly A. Barber; **Associate Registrars:** Jeremy Johnson, Robin Queen, Taylor Gomez

Location: A3900 University Center; phone: (850) 644-1050; e-mail: registrar@fsu.edu; Web: <https://registrar.fsu.edu>

The Office of the University Registrar is the official custodian of permanent academic records of all past and currently enrolled students at Florida State University. It is responsible for assisting departments and students with registration activities; maintaining student and departmental records for the term in progress; posting FSU credit, transfer credit, and grade changes; preparing FSU transcripts; scheduling academic space; maintaining and updating curricula; certifying eligibility to receive credit for Credit by Examination; certifying attendance for loan purposes; implementing and monitoring academic regulations; certifying eligibility to graduate; and providing services and information to students, faculty, and administration. Reports and certifications of attendance and grade point average are made to governmental agencies, such as the Veterans' Administration, with the student's permission.

Students should consult this office with questions concerning registration, locations and meeting times of courses, errors in registration records, dropping and adding courses, cancellation of registration, grade problems, application for graduation, and degree or enrollment verification.

All changes in permanent and local addresses, name, social security number, and residency should be made online or reported to this office immediately.

- **Persons with Disabilities.** Any student in need of specific services and reasonable accommodations should contact the *Office of Accessibility Services, 108 Student Services Building, (850) 644-9566*, or visit <https://dsst.fsu.edu/oas/>.

Prior to Registration

- Establish your FSU identity by activating your FSUID and obtaining your FSUCard (<https://fsucard.fsu.edu/your-fsucard>) before preparing for registration. For further details, see the "Types of FSU Identification and Contact Information" section of this chapter below.
- Log into <http://my.fsu.edu> to check for any checklists, stops, or holds. Be sure to click through the details of each hold to review the contact information and instructions provided there. Contact your departmental office for any clearances or class authorizations you may need.
- Prior to registration, all undergraduate students are expected to access their Academic Requirements Report or Schedule Planner's "Undergraduate Degree Progress" tool to review any remaining degree and major requirements.
- Health compliance requirements are found at <https://uhs.fsu.edu>. The student's immunization record may be used to show proof of immunizations. Students may also turn in records from their health care provider. Students under the age of 18 must have a parent's or guardian's signature on the student immunization record

authorizing care at the Wellness Center before the student can be treated. Health insurance compliance can only be completed online at <http://studentinsurance.fsu.edu>. Healthcare Compliance gives step-by-step instructions for completing this requirement.

Academic Advisement and Registration Responsibility

All degree-seeking students are expected to participate in academic advising before registering for classes each semester. Students should check their FSU email regularly, as that is the main mode of communication advisors use to contact their students.

Students are responsible for meeting prerequisites and co-requisites for each course in which they are enrolled. Students who do not meet course prerequisites and co-requisites may be dropped by the academic department. Students are also responsible for any changes made to their schedule without an advisor's approval through the drop/add process. All permits such as underloads, overloads (see the "Student Course Load" section of this chapter), graduate class requests while an undergraduate, DIS, modified credit, and S/U grading should be discussed with an academic advisor. All such permits must then be 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.

Students may attend and receive credit only for those classes in which they are properly registered. Likewise, students will be held responsible for every class for which they register unless they officially drop the class or cancel registration.

Those students who register during late registration (normally the first four days of classes) will be assessed a \$100.00 late registration fee.

Required Preparatory Classes

First-year students who have a score on the SAT or ACT that falls within the ranges below will be required to enroll in supplementary instruction for English Composition, Reading, and/or Mathematics during their first term of enrollment (unless they pass an on-campus skills test). Students must earn a satisfactory grade in their preparatory coursework to move on to taking General Education courses in these areas without supplemental support.

Test	Scores	Placement
SAT Writing	0-490	ENC 1905
ACT English	0-17	
SAT Critical Reading	0-490	REA 1905
ACT Reading	0-19	
SAT Mathematics	0-480	MAT 1033 or MGF
ACT Mathematics	0-19	1106/1107 with support lab

Second Majors and Academic Regulations

Students pursuing a second, or additional, major should be aware that the **primary major only** determines the selection of the student's academic dean for the purposes of academic regulations at Florida State University. That is, rules regarding student dismissal, reinstatement, and all general academic qualifications at the University are governed and enforced by the primary major and that major's corresponding academic dean. Conflicts between primary and secondary major policies shall in all cases be resolved in favor of the primary major. Second major academic deans shall only be concerned with the student's completion of all requirements, prerequisites, etc., for that second major.

Students pursuing two or more majors are advised that the degree earned, posted on the transcript, and appearing on the diploma will be the official *degree name* associated with the primary major. Major name(s) are not printed on diplomas and only appear on the academic transcript. When declaring a second major, students should consult with their academic advisor to determine which major is primary as this will determine the academic dean, the degree requirements that must be satisfied, and the degree name that will appear on the diploma.

Dual degrees and double majors must be declared by the end of the semester in which students will earn 90 cumulative credit hours toward their degree program at Florida State University.

In special circumstances, students may petition their primary academic dean for an exception. Petitions should document the students plan to graduate within four years at Florida State University. Special consideration will be given to consider accelerated credit earned while in high school. If a dual degree or double major is declared but not completed, students will not be eligible for a refund of excess credit charges accrued while working on their dual degree or double major.

Approval of Directed Individual Study Courses

Students may enroll in courses directed by an instructor for individual study of a particular area. Individual academic departments or programs determine directed individual study policies for students taking directed individual study courses in that department or program. The directed individual study course title must be approved in writing by the instructor offering the course and the departmental chair, or representative, and is posted on the student's record.

Guidelines for Field Placement Fitness

These guidelines apply to all student field-placements, including internships, practicum experiences, and student teaching. The University has the authority to determine both the fitness of its students to be placed in field placements and the suitability of particular field placement sites. The academic judgment of qualified faculty, on issues relevant to the professional requirements of a given field, is critical to this process.

Students may either be denied a field placement or removed from a placement on the basis of the academic judgment of qualified faculty. Students have the right to be informed of the academic and non-academic requirements for obtaining a field placement early in their majors. They also have the right, except in emergency cases, to receive notice of their deficiencies and an opportunity to correct those deficiencies prior to a final decision. Students should consult the information provided by each specific college, department, or academic program of interest for more detailed information.

Health Requirements

Health Insurance

All new, full-time students at Florida State University must show proof of health insurance coverage before they will be 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 health insurance as a condition of their admission to the University. You may purchase or waive insurance through the student-insurance website at <http://studentinsurance.fsu.edu>.

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

If you will not be enrolling as a full-time domestic student, request a credit-hour underload each semester by either calling the Health Compliance Office at (850) 644-3608 or sending an e-mail to health-compliance@fsu.edu.

Students seeking degrees in majors where they are exposed to 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.

Note: Do not purchase student health insurance just to be able to register for classes. The insurance purchase clears the student for the length of the coverage purchased. You can purchase insurance for annual coverage, for Fall term only, or for the Spring/Summer terms. No Spring-only coverage option is offered. Summer-only coverage is offered for students beginning at FSU during the Summer term.

Immunization

The State Board of Education requires all entering students born on or after 1/1/1957 to complete Florida State University's Student Immunization Record 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 MMRs, meningococcal meningitis, and hepatitis B vaccinations before they are permitted to register for classes. Information about these vaccinations may be obtained at University Health Services or online at <https://studentinsurance.fsu.edu/> under the Immunization Requirements tab.

All students are required to complete and submit the Student Immunization Record to University Health Services before registration. Students born before 1/1/1957 must complete the form and decline the meningococcal meningitis and hepatitis B vaccines. The form with its specific instructions is available at <http://studentinsurance.fsu.edu>. Please call (850) 644-3608 if you need assistance.

Health Insurance Questions

Questions about basic health insurance coverage or purchasing school-sponsored health insurance can be addressed to the Health Compliance Office at (850) 644-3608. Questions about specific benefits included in the school-sponsored health insurance should be addressed directly to United HealthCare Student Resources, the University's health insurance carrier, at (800) 767-0700. Billing questions for services rendered at University Health Services should be addressed to the billing office at (850) 644-1640. The plan brochures and summaries of coverage and benefits for the student health plans are posted on the United HealthCare website (<http://uhcsr.com/fsu>). The student health plan does not cover participation in intercollegiate athletics. Contact the FSU Athletics department at (850) 645-2700 for more information for insurance for athletes. The student health plan does cover cheerleaders and members of the Golden Girls as sports club members.

Students insured by other carriers should contact their carriers for policy limitations and special requirements.

Registration

During each academic term, an official registration window is established for all currently enrolled, degree-seeking students who expect to enroll for the following semester. Students registering for their first semester do so during their orientation. **Please note that by registering, students accept both fee and grade liability.** Students are advised to organize their materials and plan their schedule before attempting to register online. Class listings for an upcoming term will be available one-to-two weeks prior to the first enrollment appointment for that term. Students must contact the appropriate departmental office for any clearances or authorization needed. Individual instructors should be contacted for courses requiring instructor permission. It is important to take care of any academic or administrative hold (stop) before attempting to register.

Student Course Load

Florida State University regards 14- to 15-credit hours as a normal, full-time course load. Students who carry fewer than 12-credit hours are not considered to be full-time students. Students should also consider the University requirement to complete nine-credit hours during summer sessions when calculating their pace to degree completion. A student who maintains below a 12-credit hour course load will not graduate in four academic years unless a total of 24-credit hours is taken during summer sessions. (See *Required Summer Attendance Policy* below.)

A course load of more than 18-credit hours or less than 12-credit hours must be approved by the academic dean, and in no case may a student register for or receive credit for more than 21-credit hours. A student on academic probation must enroll for no fewer than 12-credit hours and no more than 15 letter-graded credit hours. Non-degree-seeking students are not required to obtain an underload permit.

International undergraduate students must enroll in at least 12-credit hours during each of the fall and spring semesters to maintain legal immigration status. An international student advisor may authorize a reduced course load in certain circumstances. Students who want to enroll in a reduced course load for a given term must submit a request for authorization to an advisor at the Center for Global Engagement 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 the full course of study for immigration purposes, and to access the reduced course load information and request forms, please refer to <https://cge.fsu.edu>.

For graduate students, the minimum number of hours allowed is 12-credit hours per term and the maximum is 15-credit hours per term. See the *Graduate Bulletin* for policies regarding course loads for graduate students, international graduate students, and faculty members seeking an advanced degree.

Course/Credit Modification

Course credit may be modified downward with the approval of the chair of the department that is offering the course and the appropriate academic dean. No course may be modified upward. Any student wishing to modify credit may obtain the necessary forms in the Office of the University Registrar.

Permission for Undergraduate Students to Register for Graduate Courses

A student of senior standing or an upper-division honors student may carry graduate courses for undergraduate credit provided the student: (1) has earned either a grade point average (GPA) of 3.0, "B," or better; (2) carries a course load of no more than fifteen semester hours; and (3) has the advance approval of the college dean, the department chair, and the instructor offering the course. Prior to registration, students will be required to present the college and/or departmental approval to the Office of the University Registrar. Staff in the Registrar's Office will complete the registration process for the student.

Students who wish to receive graduate credit for such coursework must obtain approval of the college dean, the department chair, and the instructor offering the course prior to registration for the graduate course. After approval, up to twelve semester hours may be counted toward a graduate degree at Florida State University, provided the course has not been counted toward a previous degree. Undergraduate students who have been approved to participate in the combined bachelor's/master's pathways may work with their academic advisors to designate up to twelve credit hours as "shared" hours. "Shared hours" may count toward the undergraduate degree and the approved master's degree. Students must coordinate with an academic advisor to have their records updated to reflect approval to participate in a combined degree pathway.

The Registration Process

Ensure that you have completed all the items listed under the "Prior to Registration" section above.

Step 1: Prepare for Registration

- If you are an undergraduate student, review your degree requirements using **Schedule Planner's "Undergraduate Degree Progress"** tool. Contact your advisor if you have any questions about your requirements in Degree Progress. Students are also encouraged to use the "**Schedule Assistant**" tool. This tool allows you to find, view, and select from a variety of schedule options. Alternately, you use the **Class Search** feature, too. Information on how to use Undergraduate Degree Progress Schedule Assistant, and Class Search tools can be found in the "How-To Videos" file of your FSU Student Homepage.

- Consult the *General Bulletin* or *Graduate Bulletin* to check if a class requires a laboratory or has pre- or co-requisites that you must complete prior to enrolling in the class. **The system does not check for these requirements**; students are responsible for ensuring they have completed all the necessary labs/requisites before enrolling in classes with these requirements.
- Search for alternate classes as well.
- Make sure you have met the immunization- and health-insurance compliance requirements noted above.

Step 2: Register through the myFSU Portal

- You can use the myFSU portal to register for, drop, or add classes at any time during the enrollment appointment assigned to you. Your enrollment appointment is determined by the number of credit hours you have earned toward graduation. You cannot register after the ending date of your assigned enrollment appointment.
- Be prepared to request non-primetime class 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 18-credit hours. Your academic dean can provide overload authorization. To register for overload hours, you must go to the Office of the University Registrar.
- The system allows you to register for an underload, but you still must obtain authorization from your academic dean. Remember, if you register for an underload as a domestic student, you may request exemption from the health-insurance requirement from the Health Compliance Office. Students enrolling for at least three-credit hours may purchase the student health insurance on a voluntary basis.

Step 3: Pay Tuition

- Tuition must be paid by the posted deadline at <https://studentbusiness.fsu.edu>. Visit <http://my.fsu.edu> for account status and fee-payment options.

Stops to Registration

A student cannot register if they have not fulfilled all their academic and/or administrative requirements prior to the term. A stop may be placed on the student's record if any of the following deficiencies exist:

- academic dismissal
- incomplete admissions documents
- fiscal deficiency
- failure to process readmission papers after a withdrawal, or
- failure to process readmission papers after a three-term absence (including the summer term) from the University (undergraduate and non-degree seeking students).

Also, failure to meet specific requirements of a University college, school, or department, or the Office of Student Rights and Responsibilities, may result in a stop in registration activities, the release of transcripts, or the release of diplomas.

A stop is placed on all students who have outstanding University charges. Students who owe any fees cannot register for classes, and they are not permitted to register until the debt is cleared.

Students notified of a stop should contact the notifying office immediately to arrange for removal so they can register for classes, receive official transcripts, and/or receive a diploma.

If students with a stop on their record are allowed to register in error, they are considered illegally enrolled in the University. If the stop is not removed after notification of such an error, the student's registration is subject to cancellation.

For additional information, see the section in this chapter below titled "Cancellation-of-Schedule Policies."

Registration/Enrollment by Student Categories

Registration of Non-Degree Seeking Students

All non-degree-seeking students may register for up to 18-credit hours; enrollment beyond this limit may be subject to approval by the Registrar. All registration by non-degree-seeking students is on a space-available basis. Because of excessive demand for some undergraduate and graduate classes, non-degree-seeking students may be enrolled in such classes only with the permission of the unit.

Non-Degree-Seeking Student Regulations

The Office of the University Registrar serves as the academic dean for all non-degree-seeking students. Academic rules governing regular students (e.g., fees, drop/add, withdrawal, grading policies) also apply to non-degree-seeking students with the following exceptions:

- Non-degree-seeking students may enroll for fewer than 12-credit hours (underload) and up to 18-credit hours without permission.
- Non-degree-seeking students may register for any class or classes on an S/U basis.
- Non-degree-seeking students selecting classes for enrichment or other reasons where grades are not essential are advised to register on an S/U basis or on an audit basis. in this Bulletin.
- In place of the retention schedule for regular students, non-degree-seeking students **without** a baccalaureate degree must meet the following requirement:
 - after attempting 15 credit hours, non-degree-seeking students must have achieved and maintained a 2.0 ("C"). average in all courses attempted.
- In place of the retention schedule for regular students, non-degree-seeking students **with** a baccalaureate degree must meet the following requirements:
 - after attempting 12 credit hours, non-degree-seeking students with a baccalaureate must have achieved and maintained a 3.0 ("B") average in all courses attempted. Failure to achieve or maintain the appropriate grade point average (GPA) will result in a loss of registration privileges and dismissal from the University.

Consult the "*Academic Regulations and Procedures*" chapter of the *Graduate Bulletin* for policies relating to non-degree-seeking student status at the graduate level.

Veterans Priority Registration

Active-military students, student veterans, and military/veteran dependents using federal benefits are eligible for priority registration, which allows these students to register for future-semester class during the first selection window of each class-registration cycle. However, each of these students must first be coded as receiving federal benefits before they are eligible for priority registration and should contact the

Student Veterans Center at (850) 644-9562 or veteran@admin.fsu.edu to make sure they are properly coded. After registering for their classes, each of these students must submit the university's online Request for Benefits form to have their benefit-certification documents submitted within the required timeframe.

Military Short-Term Absence or Call to Active Duty

For policies pertaining to accommodations for short-term absence of call to active duty, please see the "Student Veteran Information" chapter.

Interinstitutional Transient-Student Registration

This program enables students to take advantage of special resources and/or programs not available at their home institution. An interinstitutional transient student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institution, will receive a waiver of admission requirements of the host institution and a guarantee of acceptance of earned resident credits by the sponsoring institution except in the case of international credits. An official course-by-course evaluation is required for all academic records from non-U.S. institutions. We recommend the evaluation be done by a member of the National Association of Credential Evaluation Services (<https://www.naces.org>).

Interinstitutional transient students must be recommended by their own academic dean, who will initiate a visiting arrangement with the appropriate dean at the host institution. Students will register at the host institution, paying tuition and/or registration fees established by that institution. The approval of one institution does not bind the other to comply.

Students from other institutions who wish to take courses at Florida State University should submit an approved Interinstitutional Transient Student application to the Office of Admissions by the published deadline. (Consult the "University Calendar" chapter for specific application deadlines.) Students may complete the transient form online at <https://www.floridashines.org>.

Note: Academic rules governing regular students (e.g., fees, drop/add, withdrawal, grading policies) also apply to transient students. Transient students attending Florida State University are, by definition, classified as non-degree-seeking students.

Florida Agricultural and Mechanical University– Florida State University Interinstitutional Registration (FAMU–FSU Cooperative Program)

A full-time student at one institution may enroll in one or more courses at the other institution under the following conditions:

- The academic dean of the student's home university must grant permission.
- Courses taken at the host university should be those normally not offered at the student's home university.
- Students taking courses at the host university on a satisfactory/unsatisfactory (S/U) basis will be held to the home institution's 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 advisor about any limitations prior to registration.

- The student's final grade is directly reported to the student's home university for entering on the student's transcript. Grades, credits, and quality points are treated as home-institution work.
- All tuition and fees are paid to the home institution.
- Students must maintain a minimum 2.0 cumulative Florida State University GPA to be eligible to participate in the co-op program. Prior to attempting 12 credit hours, students who fail to maintain the 2.0 GPA may consider themselves on probation, although no entry will be placed on their transcript. They may continue to enroll, assuming they meet all other conditions of eligibility. After attempting 12 credit hours, students must meet and maintain the minimum 2.0 cumulative GPA to continue enrolling through the program.

To register, see the FAMU–FSU Cooperative Program representative in the Office of the University Registrar. You may also obtain additional information and forms at http://registrar.fsu.edu/records/services/co_op. For engineering requirements, see the "FAMU–FSU College of Engineering" chapter of this *General Bulletin*.

Before students can register for classes, they must provide proof of immunizations. Immunization compliance requirements are listed at <https://uhs.fsu.edu/>. If the immunization document being submitted is the FAMU immunization form, two copies of the form are required.

Note: Faculty and full-time students at either institution have equal access to the library facilities at both institutions.

Registration for 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 website at http://www.hr.fsu.edu/index.cfm?page=benefits/benefits_perks/benefits_perks_employee_scholarship for details, restrictions, and deadlines.

Registration by State Employee Tuition Waiver

Full-time state employees may use the State Employee Tuition Waiver to register for classes at Florida State University on a space-available basis. Registration takes place during the regular registration appointment assigned to each student. FSU accepts only the official State Employee Tuition Waiver Form to process waivers. Individuals using the waiver must be fully admitted degree-seeking or non-degree seeking students. The form is available online at http://registrar.fsu.edu/records/waivers/state_employee. Agencies may require additional paperwork or forms that will not be accepted at FSU unless accompanied by the State Employee Tuition Waiver Form. State employees using a tuition waiver must obtain supervisor signatures and academic-department approval on the tuition waiver form and then scan and e-mail the signed and completed document to CTL-StateEmployee@fsu.edu by the tuition payment deadline. State employees using a tuition waiver must complete the registration process and submit the tuition waiver to the Office of Student Business Services.

Registration in classes using the state employee tuition waiver is limited to a space-available basis. Individuals using the state tuition waiver must be fully admitted, degree-seeking or non-degree students. Florida State University does not consider the following to be space-available classes: audited classes, approved undergraduate limited access programs, remedial classes; dissertation, thesis, and directed individual study (DIS) classes; internship classes; Center for Academic and Professional Development (CAPD) classes; College of Medicine classes; College of Law classes; other one-to-one

instruction classes; and all non-state-funded classes (including some distance learning classes that are funded solely by student tuition and fees). As such, state employee tuition waivers may not be used for these classes. Please contact the academic department to inquire about a class's funding type.

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

Registering for Auditor Seating Privileges

All regularly enrolled students and persons not enrolled in the University are afforded seating privileges after registration on a space-available basis with permission of the instructor, presentation and approval of the appropriate form obtained from the Office of the University Registrar, and payment of the prescribed fee for each class. The Office of the University Registrar serves as the academic dean for all non-degree students, including those individuals enrolling in classes on an audit basis. Since no credit is allowed for attendance via auditor seating privilege, formal admission to the University is not required; however, minimal demographic data must be provided as part of the approval and enrollment process. The class(es) taken will not appear on the student's permanent record.

Students are cautioned not to pre-register for any class they intend to audit. They will have to drop the class(es) from their official schedule and will incur additional financial liability.

Note: Standard tuition costs apply. All individuals auditing classes may register for up to 18-credit hours; enrollment beyond this limit in a single term is not permitted. Seating-privilege fee-information for citizens 60 years of age or older is found below under "*Registration for Floridians over 60 Years of Age.*"

Procedures

During the first week of classes, obtain the audit approval form online at http://registrar.fsu.edu/forms/audit_registration.pdf, or you may pick up an audit approval form from the Office of the University Registrar.

1. Fill out the form and obtain both the instructor's approval and clearance from University Health Services.
2. Return the approved form to the Office of the University Registrar for final approval and class registration. Registration must be completed to attend a class.
3. Pay fees during the fee payment period at *A1500 University Center*. No waivers or deferments may be used by anyone under 60 years of age.
4. Present the form to your instructor at the next class meeting.

Note: If you have already registered for the class you wish to audit, you must drop it within the drop/add period before the audit request can be processed. For the policy for audited-class refunds please refer to the "*Financial Information*" chapter of this *Bulletin*.

Registration for Floridians over 60 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 and does not include thesis, dissertation, applied music classes, or other classes 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.

Drop/Add, Schedule Changes, or Cancellation of Schedule

Drop/Add

During the first four days of the term, students can add or drop individual classes, or they may change one class section for another. Students are financially liable for all courses appearing on their schedule after the fourth day of classes. To add courses after the first four days of classes may require the academic dean's approval. Classes dropped during this period do not appear on the student's transcript. Individual courses may be dropped through the seventh week of classes except for 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 12 credit hours;
- increase an undergraduate academic load above 15 credit hours (to a maximum of 21 credit hours); or
- increase a graduate academic load above 18 credit hours (to a maximum of 21 credit hours).

Dean's approval for an overload or underload must be submitted to the Office of the University Registrar. If the student is appointed as a graduate assistant or is supported on a fellowship, an underload request form must be completed and submitted to the Dean of the Graduate School for approval.

A cumulative maximum of two courses may be dropped **between the eighth and twelfth weeks** of classes during the semesters in which the student has earned fewer than 60 hours of college credit; tuition charges will remain. A student may only drop one course after earning 60 hours of college credit and until graduation; tuition charges remain. In addition to courses involved in allegations of academic dishonesty, other courses may be designated by the dean as not subject to this "late drop" provision. Courses dropped during this period appear on the student's transcript with the notation "W." See the "Academic Calendar" in the *Registration Guide* for the 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. Course drops approved by the academic deans appear on the student's transcript with the notation "WD." 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.

Students who register for courses but who do not attend the classes receive a grade 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.

Note: Students who have a bachelor's degree and return for a second bachelor's degree may petition for a late drop within the same semester timelines as noted above.

Forgiveness Policy

Effective Fall 2004, Florida State University discontinued the "forgiveness policy" for all students.

Policies for Cancellation of Student Schedules

Student Cancellation of Schedule

To cancel scheduled class enrollment, a student can drop all classes during the first four days (the drop/add period) of any term; any semester; or in the case of summer term, any session, through the online student portal. Alternately, students can submit a written request to the Office of the University Registrar (*Office of the University Registrar, Florida State University, Room A3900 UCA, 282 Champions Way, P.O. Box 3062480, Tallahassee, FL 32306-2480*) or to Withdrawal Services. Notification may also be sent from the student's official e-mail account to Office of the University Registrar at registrar@fsu.edu. Students who cancel their registration during the official drop/add period are not fee liable for tuition; if tuition has been paid, such students should request a full refund of fees. **Undergraduate and non-degree-seeking students who cancel their registration and are not enrolled for the following two semesters (non-enrollment for three consecutive semesters) must apply for readmission.**

Beyond the fourth day of classes, a student cannot voluntarily cancel registration but must apply for withdrawal from the University. Students who must drop all classes after the official drop/add period should contact Withdrawal Services, *A4300 University Center Tallahassee, FL 32306; (850) 644-1741*. Panama City students should contact Student Affairs, *Barron Building, Panama City, FL 32405; (850) 770-2172*.

International students who wish to cancel their registration or withdraw from the term must request and receive prior authorization from a Center for Global Engagement advisor.

Note: Students who have received some or all financial aid prior to the end of a term's drop/add period may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

Registrar Cancellation of Schedule

Students allowed to register in error are cancelled by the Office of the University Registrar.

Students who are dropped or deleted from their last or only course by an academic department because of nonattendance on the first day of class are cancelled by the Office of the University Registrar. This cancellation is without liability for tuition. **Undergraduate and non-degree-seeking students whose registration is cancelled by the University Registrar must apply for readmission if they have not been enrolled for three consecutive terms.** For this policy, the cancellation term is considered a non-enrolled term for the student.

Graduate, law, and medical students whose registration is cancelled by the University Registrar must apply for readmission if they have not been enrolled for two consecutive terms. For this policy, the cancellation term is considered a term of non-enrollment.

Note: Students who have received some or all their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

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

In accordance with Florida State University Regulation 5.081 *Tuition, Fees, Payment*, 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. Student's whose schedules have been cancelled may not attend class or receive grades. Students will be notified using their FSU e-mail account concerning outstanding tuition delinquencies and given an opportunity to pay tuition and fees or make arrangements for tuition and fee payment with the Office of Student Business Services prior to cancellation. For more information, please reference <https://regulations.fsu.edu/sites/g/files/imported/storage/original/application/f63ce880bfa04fa18f1d2103e0fd4ec9.pdf>.

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 submit a written appeal to the University Registrar for reinstatement and continuation of academic progress for the term. A written appeal must be submitted to the University Registrar no later than the end of the seventh week of classes as identified in the University Academic Calendar (consult the *Registration Guide* for term deadlines). Prior to a student's appeal being approved, the Office of Student Business Services must verify that payment for the current term has been received or that appropriate arrangements have been made for tuition and fee payment. Students whose schedules are reinstated are subject to a \$100.00 late-registration fee and a \$100.00 late-payment fee. Check or credit card payments that are returned or refused will negate any tuition payment agreement for the reinstatement of a student's schedule. The University reserves the right to deny reinstatement when a demonstrated pattern of tuition delinquencies over two or more semesters has occurred.

Note: The appeal must be submitted by the seventh-week deadline for the term that was cancelled. Appeals received during the next term for a prior term's cancellation will be deemed to have missed the deadline and may not be considered.

Cancellation of Student Health Insurance

Cancellation of a student's full class schedule does not trigger the termination of the insurance policy or the premium. The student must contact the Health Compliance Office of University Health Services and submit their request to cancel or adjust their plan online at *Home* (fsu.edu). If the student has attended the first 31 calendar days of classes for the term for which coverage was purchased, the student has met the eligibility requirement to retain the coverage through the

termination date and the cost of the insurance premium must be paid. Students leaving the University to enter the military may receive a prorated premium refund. The student must contact the Health Compliance Office of University Health Services via the adjustment portal at Home (fsu.edu).

After Registration—Class Attendance, Exams, Grades, and Transcripts

Attendance and Enrollment Policies

Required First Class Meeting Attendance Policy

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

Note: Students who have received some or all their financial aid prior to the end of the drop/add period for a term may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of class load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

Required Summer Attendance Policy

All students entering a state university with fewer than 60-credit hours must earn at least nine-credit 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 Vice President for Faculty Development and Advancement (Board of Governors Rule 6C-6.016). Waiver-appeals may be initiated electronically when the student reaches 80-credit hours or more.

General Class Attendance

All students are expected to abide by the class attendance policy set forth by the instructor in each class in accordance with the *Faculty Handbook*. When possible, students also must provide advance notice of absences, as well as relevant documentation regarding absences, to the instructor as soon as possible following the illness or event that led to the absence. Any arrangement to make up work because of class absence is the responsibility of the student. The instructor, who will explain the evaluation (grading) statement at the beginning of the term, determines the effect of absences upon grades.

Students must attend the section of the course for which they are registered. No instructor has the authority to permit a student to shift from one section of the course to another without following official drop/add procedures. No student may drop a course after the seventh week of classes without the permission of his or her academic dean.

Until a student is officially enrolled in a course, they are not permitted to attend class, submit assignments, or take tests. Exceptions are limited to students auditing the course or making up work for a prior incomplete grade in the course. Students who are not officially registered for a course or do not appear on the course roster after the end of the second week of the semester should be referred to the appropriate office for approval to continue attending class. That may be the Office of Financial Aid, Student Business Services, the Office of the University Registrar, the Office of Admissions, etc. Students may contact the Office of the University Registrar if they are unsure of which office they need to contact for documentation.

University Health Services will issue "Provider Visit Verifications" to students if requested. Such verification may include, at the discretion of the medical provider (Physician, PA, APRN, LCSW, or Physical Therapist), recommendations about bed rest, restricted activity, and follow-ups. Students who need notes for class excuses will be unable to obtain them from University Health Services if they have not been seen by a provider at UHS. Ultimately, the authority for deciding whether the student is excused for medical reasons rests with the instructor.

Students who are members of an intercollegiate team are required to attend all scheduled class meeting times or scheduled online activities associated with the course delivery. Absences due to illness, personal/family emergencies, or injury must be documented. Failure to adhere to the attendance policy may result in sanctions up to and including suspension from the athlete's sport for the remainder of the season. Student-athletes must remain eligible to enroll in order to maintain eligibility for all intercollegiate competition. Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

Within the University there are several categories of students that are expected to exhibit behavior that conforms to the group to which they belong. These units include, but are not limited to: ROTC cadets, academic honor societies, veterans, athletes, medicine, and nursing majors. Membership within these units implies that the student agrees to fulfill the obligations of the organization.

Continuous Enrollment

Continuous enrollment at Florida State University is defined as enrollment without an interruption of three or more consecutive semesters (including summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Undergraduates and both types of non-degree-seeking students, excluding transient and high school dual enrollment students, who are not enrolled at the University for three or more consecutive semesters (or consecutive semester and summer semester) must apply for readmission before resuming their studies. For graduate definitions of continuous enrollment, please see the "Academic Regulations and Procedures" section of the *Graduate Bulletin*.

For example, a student who enrolls in fall term may choose; not to enroll in subsequent spring and summer terms and return to take class in the following fall term without having to go through readmission. However, should this student choose to remain out of school for the spring, summer, and fall terms, readmission will be required prior to being allowed to enroll in any additional terms.

Any break in continuous enrollment requiring readmission or reinstatement may cause the student to be subject to legislative Excess Credit policies and fees. For more information on Excess Credit fees, refer to the “Financial Information” chapter of the *General Bulletin*.

Readmission

Please refer to the “Admissions” chapter in this *General Bulletin* for readmission policies for returning students who have not been dismissed.

University Final Examination Policy

Scheduling a final examination or a test in lieu of a final exam at any time other than the regularly scheduled final exam period is a violation of University policy.

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

The final exam schedule is based on the standard class meeting times for Monday\Wednesday\Friday classes, and Tuesday\Thursday classes.

- **“Block Exam” Classes.** For classes that have a block exam scheduled, all class sections will have the examination on the assigned block exam day and time, regardless of the meeting schedule of the class sections during the semester.
- **Regular Scheduled Classes.** The exam period is determined by the start time of the first class meeting during the week. For example, Monday\Wednesday\Friday classes meeting during the first class period (8:00 a.m.) of the standard meeting times will have the exam schedule slot for the Monday, 8:00 a.m. class.
- **Classes Meeting on Only One Weekday.** The exam time is determined by the first standard meeting time that precedes or encompasses the start of the weekly class start time. For example, the exam time for a class that meets every Monday 5:00–8:00 pm. would be based on the standard Monday start time of 4:50 p.m.
- **Classes Meeting Every Day at the Same Hour.** These classes 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.

Examination Policy for an Undergraduate Class Utilizing the Assessment Center

Classes 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.

Make-Up Examinations

The possibility of a conflict between final exam times exists, particularly for classes that meet in the evening or only once each week. It is the student’s responsibility to identify at the beginning of the semester if a conflict exists and make arrangements with the instructor to take the exam at an alternate time during the University’s official final-exam period. Make-up exams may be scheduled at any time during final exams week, between Monday at 7:00 a.m. and Friday at 5:00 p.m.

Exceptions to the Examination Policy for an Individual Undergraduate Student

Approval by the Academic Dean of the college in which the class is taught is required for an individual undergraduate student seeking an exception to the examination policy. The student must first receive written permission from the instructor that the instructor is willing to give a rescheduled final 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.

Rescheduled final examinations are permitted for an undergraduate student when justified by illness, official documented accommodations on record with the Student Disability Resource Center, conflicting examinations, three or more examinations within a twenty-four-hour period, or certain emergencies. Arrangements should be made prior to the scheduled exam. If a student misses the scheduled final examination and does not have approval in advance for a rescheduled exam within the final exam week, it is up to the instructor to decide if a make-up examination will be allowed. No special dean’s office permission is required.

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

Exceptions to the Examination Policy for an Undergraduate Class

No instructor of an undergraduate class 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 they are utilizing the University Assessment Center. Instructors who do not utilize the assessment center and need to deviate from the published exam schedule must obtain 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.

Undergraduate Distance Learning Exams

If the instructor of an online class requires a final exam, the instructor shall have the prerogative to set the window during which a final exam is administered provided that the window is within the University’s official final exam period. A final exam window must be disclosed in the class syllabus. Rescheduled final examinations are permitted for an undergraduate student when justified by illness, official documented accommodations on record with the Student Disability Resource Center, conflicting examinations, three or more examinations in a twenty-four-hour period, or for certain emergencies. It is the student’s responsibility to identify if a conflict exists and to immediately make arrangements with the instructor to take the exam at an alternate time during the University’s official final exam period. If a student has such conflicts, the final exams of the student’s non-online classes shall have priority and the time of the online exam will be the first exam subject to adjustment. If such agreement cannot

be achieved between the student and the instructor, then the academic deans of the units housing the various classes will consult to achieve agreement.

This explanation is intended only to clarify the existing University exam policy for online classes and all provisions of the University exam policy that do not conflict with what is stated above remain in effect.

Grading Practices

At the end of each term, student's grades are made available at <https://my.fsu.edu>.

Once a final grade in a course has been reported by the instructor to the Office of the University Registrar, it cannot be changed by the instructor except in cases of error in recording with permission of the department chair and the dean of the college, or because of a final determination from a formal grade appeal.

The University will not automatically expire "I" grades earned prior to fall term 2010 or "NG" grades earned for any semester. Students must work with faculty and academic deans to resolve any outstanding "I" or "NG" grades prior to graduation. Outstanding "I" or "NG" grades that are not resolved prior to the degree posting will not be changed except in cases of error in recording. Faculty and academic deans reserve the right to expire an "I" or "NG" grade to "IE" or "GE" respectively. These grades are considered final grades and will calculate as an "F" in the student's overall GPA. In cases where the "I" or "NG" grade was earned in a course approved for numeric grades or "S/U", the grade will expire to the lowest possible value, generally a 60 or "U". Grades of "I" are not assigned to any courses if a student withdraws from the University. A grade of "I" or "NG" in a course that is approved for "S/U" or numeric grades will follow the same grading and expiration policy.

Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at Florida State University.

Grading System

Definition	Grade	Quality Points Per Credit Hour
Excellent	A+	4.33 (Law only)
	A	4.00
	A-	3.75
	A-	3.67 (Law only)
Good	B+	3.33 (Law only)
	B+	3.25
	B	3.00
	B-	2.75
	B-	2.67 (Law only)
Average	C+	2.33 (Law only)
	C+	2.25
	C	2.00
	C-	1.75
	C-	1.67 (Law only)
Poor	D+	1.33 (Law only)
	D+	1.25
	D	1.00
	D-	0.75
	D-	0.67 (Law only)
Failure	F	0.00
Honors Medicine	HM	4.00
High Pass Medicine	HP	3.50
Pass Medicine	PM	3.00

Administrative Failure Law	AF	N/A
Administrative Disenrollment Law	AD	N/A
Pass	P	N/A
Satisfactory	S	N/A
Unsatisfactory	U	N/A
Incomplete	I	N/A
Incomplete Expired	IE	0.00
No Grade Received from Instructor	NG	N/A
No Grade Expired	GE	0.00
Withdrawn while Passing	W	N/A
Withdrawn with Dean's Permission	WD	N/A
Examination Credit	EC	N/A
Departmental Examination	ED	N/A

Grade Point Average

Florida State University reports three types of grade point averages (GPAs) on the transcript: 1) semester (or FSU Cumulative) GPA; 2) transfer credit; and 3) combined overall. Quality points are assigned for each semester hour as listed above. In computation of the required grade point average for retention and conferral of a degree, the total number of quality points is divided by the total number of credit hours for which letter grades are received. A student will not be allowed additional credit in subsequent attempts unless the course is specifically designated as repeatable to allow additional credit.

All regulations tied to a specific grade average should be interpreted to mean the numerical average associated with that specific grade. Hence, the required "'C' average or better" on all General Education courses is interpreted as "2.0 average or better."

Students may repeat courses in which they received a grade of "D" or "F." Both the original and repeat grades will be used in the computation of GPA but credit for only one attempt will apply toward graduation.

A student will not be allowed additional credit for a course repeated in which the student originally made a "C-" or better unless the course is specifically designated as repeatable to allow additional credit. Repeatable courses may be taken to a maximum number of times or hours as spelled out in the course description. Course enrollment beyond these limits may not be counted towards the student's earned credit hours. Should a student enroll in a non-repeatable course, the quality points associated with the subsequent enrollment will be calculated into the FSU cumulative GPA.

Dean's List

Undergraduate students who are registered for at least 12 credit hours of letter-graded courses (A-F) are eligible for the dean's list. The required grade point average is 3.5, in all colleges, for any given semester.

President's List

Undergraduate students who are registered for at least twelve credit hours of letter-graded courses (A-F) are eligible for the president's list. The required grade point average is 4.0, in all colleges, for any given term.

Satisfactory/Unsatisfactory Grading

• Undergraduate Courses Approved on a Letter-Grade Basis

To encourage liberal arts education and focus on learning, the University permits limited enrollment in elective courses outside the major, minor, and Liberal Studies areas on a satisfactory/unsatisfactory basis. Except for students in their first term at FSU, at least a 2.5 grade point average is required. S/U permit forms must be obtained and eligibility certified by the Office of the University Registrar no later than the end of the seventh week of classes. No undergraduate courses in the College of Business are offered under this option.

Except for courses in the College of Business, a course outside a student's major, minor, and Liberal Studies areas normally approved for letter grades may be elected on the S/U basis and, if completed with an "S" grade, will count toward the minimum credit hours required for graduation and upper-division distribution but will not be included in the grade point average. The course grade will be recorded officially as satisfactory ("S") or unsatisfactory ("U"). Registration on an S/U basis is limited to one elective course per term (exclusive of physical education activity courses) and to a maximum total of 18 credit hours. (See exceptions under section B below.)

In addition to the one elective course, a student may elect to take concurrently a physical education course to be graded on the S/U basis by obtaining proper approvals prior to registration.

Students will be allowed seven weeks to decide whether they want to take a course on a satisfactory/unsatisfactory basis. They may change to S/U from a letter grade at any time before the end of the seventh week of the term. Courses initially elected on the S/U basis may be changed back to a letter-grade basis prior to the end of the seventh week of the term or the equivalent prorated summer deadline.

Approval forms are available at <https://registrar.fsu.edu/forms>.

• Courses Approved on an S/U Basis

Certain other courses that are approved for S/U grades exclusively (practicum, internship, laboratory, student teaching, individual work, research) may be applied toward the major or minor. There is no student letter-grade option for courses approved on the S/U basis; all students must be graded on an S/U basis. The credits earned in these courses are excluded from the total stipulated in section A (above) as permissible. Also, enrollment in a course offered on the S/U basis only does not exclude enrollment in an elective course under the S/U option (in section A above) in the same semester.

• Graduate Students

Policies and procedures for satisfactory/unsatisfactory grades for graduate students are explained in the *Graduate Bulletin*.

Incomplete Grade Policy

Incomplete ("I") grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student's control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. Incomplete grades should not be granted to allow students to do extra coursework in an effort to increase their grade.

Even under these circumstances, the authority for determining whether to grant an incomplete rests solely with the instructor. A graduate teaching assistant must have approval from a supervising faculty member to grant an incomplete. One exception to this guideline

occurs when an incomplete is applied because of allegations of academic dishonesty that have not been resolved by the end of a semester. Deans' offices can often provide guidance to instructors regarding the appropriateness of an incomplete grade in individual cases.

To assign an incomplete, an instructor is required to indicate on the grade roster the time frame for resolution of the grade and the default grade to be assigned if the student does not complete the remaining academic work. Some departments also require that an incomplete grade be documented with an "Incomplete Grade Agreement." It is the student's responsibility to complete the remaining academic work within the agreed-upon time frame.

Under University policy, an incomplete grade automatically reverts to the predetermined default grade at the end of the semester that has been specified by the instructor as the time frame for resolution, unless one of two conditions is met:

1. Upon completion of the agreed-upon work, the instructor submits a grade-change form that replaces the "I" with the final grade for the course;
2. The instructor submits a separate "Incomplete Extension of Time" form to the Evaluation and Posting Section of Admissions and Records before the end of the semester in which the "I" is set to expire.

In cases where no default grade or instructor-determined expiration semester exists, incomplete grades will expire to an IE (Incomplete Expired) at the end of the next term of enrollment unless the instructor submits a grade change form prior to the official grade posting deadline. An incomplete grade should not be set as the default grade for an existing incomplete. Furthermore, grades are awarded based on progress of work completed during a set semester/term and as such, a graduate student should not receive several semesters of incomplete grades for thesis, treatise and/or dissertation hours until completion of the defense. No grade changes will be made to default grades or unresolved "I" grades after the degree has been granted. Thus, it is critical that an instructor work closely with the student and department staff regarding the clearance of an incomplete grade.

Grade Changes to Courses Completed Prior to Posted Degree

Once a degree has been awarded, all coursework leading to that degree is considered final and not subject to change. Grade changes or withdrawals for coursework that apply to the awarded degree may be considered only in cases of documented University error or in cases where the courses in question are documented as applying to a degree that is still in progress. Courses that are designated as "shared" between degree programs, such as those used in combined or joint degree pathways may not be changed unless both degrees are still in progress. See the 'Combined Bachelor's/Master's Pathway, Direct Entry Pathways' section in the "Undergraduate Degree Requirements" chapter of this *General Bulletin*.

Withdrawal Policies

Withdrawal from the University

All students who wish to leave the University during a term must formally withdraw from any classes that remain on their schedule after the end of the drop/add period. Dropping all classes does not constitute formal withdrawal. Students who do not attend classes and fail to withdraw will be assigned grades of "F" for each course.

Withdrawal requests are not automatically approved but must be requested. Withdrawals are initiated in the withdrawal services section of the Department of Student Support and Transitions located in the University Center. The statement “Withdrew from the University” will appear on the transcripts of students who properly withdraw. Under documented exceptional circumstances (beyond the student’s control), as determined by the appropriate academic dean, a student withdrawing from the University may receive “WD” grades in all courses taken that term. Students who petition for a withdrawal under medical or mental health reasons will have a transcript notation of “WD” grades for all courses taken that term.

Note: Withdrawals requested after the 7th week of the term (see academic calendar of the specific term for dates) are grade liable and will appear on the transcript for all courses. Students are encouraged to discuss their individual circumstances with their academic dean.

Students who cancel their enrollment during the first four days of classes for a term are not held liable for tuition and registration fees. Those who have paid are eligible for a full refund. Students who withdraw after the first four days of classes, but prior to the end of the fourth week of classes are eligible for a twenty-five percent refund of tuition and registration fees, less the building and capital improvement fees; this deadline is adjusted for shorter Summer terms. Students who withdraw after this deadline are fully liable for fees and are not eligible for a refund, except as provided in policies set forth by the State Board of Education and Florida State University. Students who receive Title IV funds and who decide to cancel their schedule during the first four days of classes or who withdraw from the University may be required to repay some or all of the funds received. For further information on refunds, see the ‘Refunds of Fees’ section in the “Financial Information” chapter of this *General Bulletin*.

A student wishing to reenter the University in any of the following three semesters after withdrawal must have the approval of their academic dean on the ‘Application for Withdrawal and Reentry’ form. Degree-seeking students wishing to reenter the University after three semesters (including summer) must submit an application for readmission to the Office of Admissions; non-degree seeking students must complete the original application process. Formal application must be made to the Office of Admissions by the published deadline. Students who left the University on dismissal must resolve the dismissal and be reinstated by the academic dean before any decision can be made on the readmission application. (Consult the “University Calendar” chapter of this *General Bulletin* for specific application deadlines.)

International students who wish to withdraw **must** request and receive prior authorization from a Center for Global Engagement advisor. Student-athletes who wish to withdraw must receive prior authorization from Student-Athlete Academic Support.

Students who are withdrawing and who have purchased the student health insurance through the University should contact the Health Compliance Office at University Health Services for information about their health insurance and whether they are eligible to retain or cancel coverage.

The University Withdrawal/Reinstatement Committee and Deadlines for Requesting and Processing Withdrawals

Students petitioning for a withdrawal are expected to submit their requests and documentation in a timely fashion following the date the withdrawal is initiated. There are three types of withdrawals (see below). Depending on the type of withdrawal, the academic dean may review the withdrawal or it may be required to be submitted to the University Withdrawal/Reinstatement Committee. Students considering a withdrawal should discuss their options with their academic advisor or dean prior to any deadlines.

Current Term. Students may request a withdrawal for the current term at any point during the term after the official drop/add period. Withdrawals submitted prior to the last day of classes for the same term are considered current term withdrawals. Students should check the Academic Calendar for the date of the last day of classes for the term in question. The academic dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. Students are held grade liable for all classes for withdrawals requested after the 7th week of the term. Current term withdrawals may result in a “WD” grade appearing on the transcript.

Retroactive Withdrawals Initiated within One Year (three terms, including the current term and summer): These withdrawals are considered retroactive withdrawals and are reviewed by the academic dean in a fashion similar to current term withdrawals. Students should first meet with their academic dean to determine the steps to petition for a retroactive withdrawal. Students’ academic deans may require additional documentation for retroactive withdrawals. The academic dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. No petitions will be accepted after the student’s degree has posted. If approved, retroactive withdrawals will have “WD” grades assigned.

Retroactive Withdrawal over One Year. Withdrawals initiated, but not completed or approved within one year, are only considered by a student’s dean’s office in extraordinary circumstances. Students should first meet with their academic dean to determine if their request for a withdrawal over one year will be considered and then if so, they should submit any required supporting documentation of extenuating circumstances. The academic dean may render decisions to approve or deny withdrawal requests in accordance with University and college policies and procedures. No petitions will be accepted after the student’s degree has posted. If approved, retroactive withdrawals will have “WD” grades assigned.

Note: Withdrawal petitions initiated for terms older than the one year limit, or not completed, are considered exceptional and must be reviewed by committee. The decision of the University Withdrawal/Reinstatement Committee constitutes final university action.

Readmission after Multiple Withdrawals

When any student (undergraduate, graduate, law, or medicine [MD degree]) student has withdrawn from the University three or more times, subsequent readmission must first be considered by the University Withdrawal/Reinstatement Committee whose charge is to assess the student’s capability of making satisfactory progress toward degree. This committee, appointed by the Council of Associate and Assistant Deans, will then make a recommendation to the dean of the

student's college, who will make the final decision in cases where a student's Florida State University GPA is less than 12 quality points deficient. In cases where the student has multiple withdrawals or dismissals, and a Florida State University GPA that is more than 12 quality points deficient, the University Withdrawal Reinstatement Committee will make the final determination.

Medical Course Drop/Withdrawal

Medical course drops are generally recommended for approval by the dean where unforeseeable illnesses or injuries have interfered with the student's ability to complete specific course(s). Similarly, medical withdrawals (all courses dropped) may be approved for acute, severe illnesses or injuries that incapacitate the student. Chronic conditions generally do not qualify unless the student has been stable for a sustained length of time and then experiences an unexpected change in health status. Students with chronic or recurring health problems should consult with their clinicians and carefully assess a realistic class schedule based on their condition and their likelihood of relapses. Courses approved to be dropped or withdrawn under these circumstances may be noted on the transcript with "WD" grades.

Note: For information regarding medical course drops and medical withdrawals, visit <https://dsst.fsu.edu> or call the Office of Withdrawal Services at (850) 644-1741.

Types of FSU Identification and Contact Information

Student Addresses and Contact Information

Students must maintain their current local and permanent addresses with the University. Address updates may be done through the online portal at <https://my.fsu.edu> or in person at the Office of the University Registrar, 3900 University Center A. Students are strongly encouraged to provide emergency text numbers and contact information.

The Florida State University EMPLID

To better protect the identity of individuals within our campus community, Florida State University creates a unique nine-digit number identifier for each student and employee called the EMPLID. You can find your EMPLID by logging in at <http://my.fsu.edu>. It is displayed in **My Info**.

The FSUCard

The FSUCard is your official University identification card, and it's used across campus for all things FSU. To be identified as an FSU student, you must always have your FSUCard with you. Keep your FSUCard safe, and don't share your FSUCard information with others. Think of it as your license for campus living.

The FSUCard grants access to University libraries; residence halls; buses and other transportation services; campus recreation facilities; the testing center; and other campus and athletic events.

There is no charge for your initial card. However, if you should lose or damage the card, the FSUCard Center will replace it for a fee. An FSUCard semi-annual fee of \$5.00 applies to students each Fall and Spring semesters. For more information, please visit <https://fsucard.fsu.edu>. From 8:00 a.m. to 5:00 p.m., Monday through Friday, you can talk to a staff person by dialing (850) 644-7777, or you can email fsucard@fsu.edu.

FSUCash

All FSUCard holders including students, faculty, and staff automatically receive a FSUCash account. FSUCash is an on-campus "pocket change" account, offering a convenient payment option for on-campus services such as student laundry, copy/print services, vending machine purchases, use at Seminole Dining locations, the FSU Bookstore, the UPS Store, and more. FSUCash is the only tender accepted at the Center for Testing and Assessment, student laundry, and student copy/printing.

FSUCash rolls over from semester to semester and year to year. However, after 12 months of inactivity, a monthly deduction will be taken from the FSUCash account. This fee will not result in a negative balance or affect the card's other functions. To avoid the automatic deduction, a transaction such as a purchase or deposit must be made within a 12-month timeframe. FSUCash refunds are available upon request by e-mailing fsucard@fsu.edu.

Current FSUCash balances can be checked using <http://my.fsu.edu>, or by downloading the eAccounts mobile app. For more information, please visit <https://fsucard.fsu.edu>. From 8:00 a.m. to 5:00 p.m., Monday through Friday, you can talk to a staff person at the FSUCard Center by dialing (850) 644-7777, or you can email fsucard@fsu.edu.

Your FSUCard Is Your Library Card

You must have your FSUCard to enter and exit campus libraries, so make sure to always keep it handy. From borrowing books and equipment to reserving study rooms, your FSUCard does everything a regular library card does, and more. For more information, visit <https://lib.fsu.edu>.

Note: Students aged 60 and older who are registered for tuition-free classes at Florida State University may obtain a library card by presenting proof of enrollment and identification to the staff at Strozier Library.

Official Email Accounts for All Students at Florida State University

The official method of communication at Florida State University is your FSU email account. To stay informed and aware, you are required to set up and maintain your account and check it regularly. If you choose to have your FSU official account forwarded to another email account, you are still held responsible for all information distributed by the University to your FSU account. To activate your FSU email account, visit <http://my.fsu.edu> and click the **Activate/Manage FSUID** link.

Florida State University's Information Technology Services offers a suite of email and online collaboration services for students, which includes:

- Cloud-based mailbox
- Digital calendar and contacts
- Mobile access to FSU email via Outlook app
- Integration with Microsoft 365 applications, including Word, Excel, PowerPoint, and OneNote
- Access to Microsoft 365 services, including OneDrive, SharePoint, and Teams

For more information, students can visit <https://its.fsu.edu/service-catalog/accounts-and-access/email-accounts/fsu-email>.

Questions regarding FSU email accounts can be answered by contacting the ITS Service Desk at 850-644-4357 or <https://its.fsu.edu/its-service-desk>.

Student Communications and Records—Privacy and Access

Students have the right to access their student records that are on file in the Office of the University Registrar. Students requesting access to their file information, or a third party requesting information held in a student's file, have the right to a response from the Office of the University Registrar within 30 days **if the student provides written consent**. Should the record include information about more than one student, only the information pertaining to the student making the request will be given.

IMPORTANT:

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 (FERPA)**. Student have the right to obtain a copy of Florida State University's student record policy from the Office of the University Registrar, *A3900 University Center, Florida State University, Tallahassee, FL 32306-2480*. For comprehensive information regarding FERPA and all policies related to the release of student information, please reference the 'Notification of Students' Rights under FERPA' and the 'Release of Student Information' sections in the "University Notices" chapter of this *General Bulletin*.

Please refer to the following headings "University Notices" section of this Bulletin for:

- **Notification of Students' Rights under (FERPA),**
- **Release of Student Information, and**
- **Request to Prevent Publication of Directory Information.**

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.

Parental or Third-Party Access to Records

Students may give a designated parent(s)/guardian(s), or other third parties (i.e., sibling, spouse, etc.), authority to review their University financial status, grades, transcript, student profile. Granting access to a parent/guardian or third party to view information in this manner also authorizes University personnel to discuss those records with the designated individual(s). Students should be aware that any individuals granted such access may see the selected student's academic records, including but not limited to preferred name, gender identity, personal pronouns, classes, grades, billings, etc.

Enrollment Verification

Student enrollment verification is granted only through the submission of an official request. Students who require enrollment verification should visit <https://registrar.fsu.edu/records/certification> for further instructions. Written requests may be submitted directly to:

Office of the University Registrar
Florida State University
A3900 University Center
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 <https://nscverifications.org/welcome-to-verification-services>.

Community Service

The Center for Leadership & Service

The Center for Leadership & Service transforms lives through leadership education, community engagement, and self-exploration, helping students develop skills and knowledge to become more effective leaders and engage responsibly with communities. The center offers more than 20 programs that foster opportunities to create positive, sustainable change on campus, in our communities, and around the world. Leadership LOGIC, Women's Leadership Institute, Florida State Alternative Breaks, EngageTLH service trips, and PeaceJam Southeast are just a few examples of the opportunities offered for any schedule, ranging from low commitment (one to a few hours) to high commitment (a term, year, or four years).

Students are welcome to schedule a meeting with a staff member to learn more about programs and opportunities by visiting our office or the "Get Involved" section of our website at <https://thecenter.fsu.edu>. The center also offers the ServScript Program, which allows Florida State University students to enhance their official academic transcript by documenting their service hours.

For more information, contact the *Center for Leadership & Service, Division of Student Affairs, Dunlap Student Success Center, 100 S. Woodward Avenue, Tallahassee, FL 32306; (850) 644-3342; Fax: (850) 644-3362; Website: <http://thecenter.fsu.edu>; e-mail: thecenter@fsu.edu.*

ServScript Program

The Center for Leadership & Service offers the ServScript Program 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. To qualify for the ServScript Program, service hours cannot be court ordered or sanctioned, must be unpaid, and must benefit or contribute to the solution of a community need.

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 in the ServScript Program, students must log their service hours through the myFSU portal. Detailed submission guidelines and additional information about the program are available online at <https://thecenter.fsu.edu/servscript>.

To participate in the ServScript Program, students must log into the myFSU portal and select “ServScript Application” under the Student Services section on the bottom right of the page. Here, students can enter service hours and information about their service experience. Service hours are only accepted for the current semester, and must be entered online by the deadline, which is the last day of the semester. Additional information about the program is available online at <https://thecenter.fsu.edu/servscript>.

Graduation

Students must complete an academic progress check with their College(s) upon earning 90 credit hours, or two terms prior to their planned graduation date. Students will receive holds on their account prompting to request a university academic progress check from the Office of the University Registrar and an academic progress check from their college(s). Graduate students should check with their department regarding degree requirements.

Application for graduation must be made by the published deadline; students can apply online through the myFSU portal. Students who graduate in Spring 2024 must apply for and be readmitted to register for Summer 2024 or any subsequent term. Likewise, students who graduate in Fall 2024 must apply for and be readmitted to register for Spring 2025 or any subsequent term.

Future dated health insurance holds are set to ensure insurance compliance. The system presumes students will be enrolling as a full-time student for future terms as these are often set before the graduation application period has commenced. Please note that if you are graduating, a health insurance hold for any future term will not hinder your graduation, the delivery of your diploma, or a request for transcripts.

SPRING 2024 FINANCIAL INFORMATION

Tuition Rates

For current tuition rates, please refer to the Student Business Services Web site at <http://studentbusiness.fsu.edu>.

Spring 2024—Materials and Supplies Fees by Course

As materials and supplies fees may differ based on course location, please refer to the applicable table for campus-specific fees.

Main Campus

Advanced Science Diving Program	
CJE 4764L, 5768L	\$67.00
ISC 3062L, 5060L	\$131.63
ISC 3063L, 5061L	\$134.64
Art	
ART 1201C, 1203, 1300C, 1602C, 2204C, 2205C, 2301C, 3380C; PGY 2100C	\$35.00
ART 2330C, 2400C, 2500C, 2607, 2701C, 2752C, 3173C, 3219C, 3333C, 3389C, 3433C, 3442C, 3443C, 3471C, 3522, 3542C, 3560, 3561, 3567C, 3590, 3710C, 3764C, 4122C, 4123C, 4520, 4642C, 4662C, 4686C, 4762, 4766C, 4767C, 4921C, 4922C, 4925C, 4928C, 4929C; PGY 2941C	\$50.00
Art Education	
ARE 5382, 5554, 5745	\$15.00
ARE 5460, 5557, 5641	\$20.00
ARE 5047, 5930	\$25.00
ARE 5046, 5256, 5358, 5551, 5552	\$40.00
Biological Science	
BOT 3015L, 3143C, 4503L; BSC 1005L, 2010L, 2011L, 2085L, 3402L; MCB 2004L, 4403L; PCB 3043L, 4022C, 4024L, 4233L, 4253L; ZOO 3141L, 3713C, 4343C, 4353C, 4753C	\$10.50
BSC 4473C, 5476C	\$1000.00
Business	
FIN 4424, 4504	\$40.00
Chemistry and Biochemistry	
BCH 3023L, 4053L; CHM 1045L, 1046L, 2211L, 3120L, 4130L, 4410L, 4411L, 4610L, 4714	\$35.00
Communication	
COM 4470, 5316	\$4.00
RTV 3531, 3543, 3571, 3602, 3610, 3680, 4332, 4467, 4682, 5333	\$35.00
Communication Disorders	
SPA 5305L, 5505, 5526L, 5528L, 5941, 5942	\$20.00
Dedman College of Hospitality	
HFT 4471	\$8.00
HFT 4064	\$62.00
HFT 4802	\$50.00
HFT 4866	\$67.00
Earth, Ocean, and Atmospheric Science	
ESC 1000L; GLY 2010C, 3200C, 3310C, 3400C, 3610C, 4750	\$5.00
ESC 3100C; EVR 4922; GLY 4544C	\$15.00
Educational Psychology and Learning Systems	
MHS 6805	\$6.75
SDS 3340	\$15.00
MHS 5340; RCS 5250; SPS 5192	\$20.00
MHS 6220	\$25.00
SPS 5191	\$26.00
Interior Architecture & Design	
IND 2300, 3465, 3474, 3529, 3533, 4218C, 4242C, 4243C, 4245C, 5232C, 5246C, 5281C, 5282C, 5316, 5476, 5487, 5528	\$15.00
IND 3217C	\$20.00
IND 1203, 5208	\$30.00
IND 3480, 5428	\$50.00
IND 3440C	\$75.00
IND 5445	\$100.00
Jim Moran College of Entrepreneurship	
CTE 1401	\$4.58
CTE 4443, 5444	\$50.48

CTE 3416, 5815	\$73.43
Nursing	
NGR 5064C, 6217C; NUR 3026L, 3056L, 3065L, 3225L, 4555L, 4766L	\$61.00
Nutrition and Integrative Physiology	
PET 3322L	\$1.19
PET 3323C	\$5.81
PET 4551	\$8.58
Physics	
AST 1002L; PHY 1020L, 2048C, 2049C, 2053C, 2054C, 3802L, 4822L	\$6.50
Psychology	
EXP 3422C	\$29.00
Public Safety and Security	
CJE 4655L	\$8.00
CJE 4638L	\$25.00
CJE 4241L	\$49.00
CJE 4135L	\$63.00
Sport Management	
PEM 1131	\$4.00
PEL 1321, 1341, 1511, 1621, 1646; PEM 1001, 1121	\$5.00
PEM 1461, 1462	\$11.00
PEL 1131	\$80.00
PEL 1111, 1121	\$110.00

Panama City Campus

Biological Science	
BSC 2010L	\$10.50
BSC 1005L	\$10.50
Chemistry and Biochemistry	
CHM 1045L	\$33.00
Earth, Ocean, and Atmospheric Science	
PEN 1136	\$55.00
Physics	
PHY 2048C, 2049C	\$6.50
Public Safety and Security	
CJE 4655L	\$8.00
CJE 4638L	\$25.00
CJE 4241L	\$49.00
CJE 4135L	\$63.00
CJE 4764L, 5768L	\$67.00
CJE 3652L	\$91.05
ISC 3062L, 5060L	\$131.63
ISC 3063L, 5061L	\$134.64

Materials and Supplies Fees by Academic Level (Cohort)

College of Medicine	
Medical Professional, Year 1 (M1)	\$139.13
Medical Professional, Year 2 (M2)	\$277.26
Medical Professional, Year 3 (M3)	\$90.00
Medical Professional, Year 4 (M4)	\$30.00
Physician Assistant, Year 1 (PA1)	\$143.92
Physician Assistant, Year 2 (PA2)	\$191.93

Facilities and Equipment Fees

Florida State University assesses fees for temporary use of equipment that is essential to the core curriculum of select classes and majors. These fees are assessed by major or class enrollment, as described below, regardless of whether students elect to use this equipment.

Payments can be made at Student Business Services, *A1500 University Center*. Payment is due concurrent with tuition and fees for each term. Full or partial refunds may be granted pursuant to the University's tuition and refund policy.

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 Business Services for collection.

The areas are listed below:

- **Applied Studies:** All students registered for the following Underwater Crime Scene Investigation certificate program lab courses will be charged an equipment use fee of \$90.00: CJE 3762L, 4764L, 4765L, 5768L, and 5769L; ISC 3062L, 3063L, 5060L, and 5061L.
- **Communication and Information:** All digital media production majors in the College of Communication and Information will be charged an equipment use fee of \$113.00 per semester. (NOTE: Equipment use fees for the College of Communication and Information will not be charged for the Summer semester.)
- **Dedman College of Hospitality:** All students registered for HFT 4802 will be charged an equipment use fee of \$110.00.
- **Education:** All students registered for PEL 1131 will be charged an equipment use fee of \$72.00.
- **Engineering:** All students registered for ECH 4323L will be charged an equipment use fee of \$25.00.
- **Fine Arts:** The following majors in the College of Fine Arts will be charged specific equipment use fees as noted. All Art and undergraduate Dance majors will be charged an equipment use fee of \$125.00 per semester. All Art History majors will be charged an equipment use fee of \$80.00 per semester. All Interior Design majors will be charged an equipment use fee of \$135.00 per semester. (NOTE: Undergraduate Interior Design majors will not be charged an equipment use fee for the Summer semester.) All Theatre majors will be charged an equipment use fee of \$115.00 per semester. (NOTE: Undergraduate Theatre majors will not be charged an equipment use fee for the Summer semester.)
- **Human Sciences:** All students registered for the following courses will be charged specific equipment use fees as noted: APK 3110C (\$30.00); ATR 2020 (\$5.76); ATR 4302C (\$11.51); DIE 4244L (\$13.43); FOS 3026L (\$22.98); FOS 4114C (\$23.33); PET 3322L (\$5.96); PET 3323C (\$1.38); PET 4551 (\$35.00); PET 5751 (\$23.81).
- **Jim Moran College of Entrepreneurship:** All students registered for the following courses will be charged specific equipment use fees as noted: CTE 3416 and CTE 5815 (\$11.00); CTE 4443 (\$35.58) and CTE 5444 (\$35.58).
- **Medicine:** All majors in the College of Medicine will be charged an equipment use fee of \$345.00 per semester. (NOTE: Equipment use fees for the College of Medicine will not be charged for the Summer semester.)

- **Motion Picture Arts:** All majors in the College of Motion Picture Arts enrolled in classes and/or enrolled in internships local to Tallahassee will be charged an equipment use fee of \$350.00 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. (NOTE: Majors in the College of Music enrolled solely in internships will not be charged an equipment use fee of \$350.00 per semester. Equipment use fees for the College of Music will not be charged for the Summer semester.)
- **Nursing:** All undergraduate Nursing (BSN) majors in the College of Nursing will be charged an equipment use fee in the amount of \$310.00 per semester. The following Doctor of Nurse Practice (DNP) majors in the College of Nursing will be charged specific equipment use fees as noted: DNP Psychiatric Mental Health (\$25.00); DNP Family Nurse Practitioner (\$100.00); DNP Acute Care (\$200.00). All students in the following College of Nursing certificate programs will be charged specific equipment use fees as noted: DNP Psychiatric Mental Health (PMH) Certificate (\$25.00); DNP Family Nurse Practitioner (FNP) Certificate (\$100.00); DNP Acute Care (AGACNP) Certificate (\$200.00).

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 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 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 semester hour at the Florida Resident tuition-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.

Effective Fall 2023 semester, the repeat course surcharge is \$204.65 per credit hour.

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 Statutes*, 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 https://registrar.fsu.edu/records/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 fifth day of the semester or session. You may pay by check or money order. Payments may be submitted by mail or by drop box. Florida State University also takes credit cards and e-checks (online only) at <http://fees.fsu.edu>. Cards accepted online include American Express, Discover, MasterCard, and Visa. There is a 2.75% non-refundable scaling 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 EMPLID, 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 <https://my.fsu.edu> (from the myFSU Portal click Student Central, My Bill).

Paying Your Tuition and Other Fees

You may pay online at <http://fees.fsu.edu> or <https://my.fsu.edu> (from the myFSU Portal click Student Central, My Bill, Make a Payment).

Student parking permits are issued online at <http://transportation.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 online only. Make your online payment at <http://fees.fsu.edu>. The following payment types may be used online: E-checks, American Express, Discover, MasterCard, Visa.

There is a 2.75% non-refundable scaling fee for credit card transactions. Online transactions using an e-check will not be assessed a service fee. 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 EMPLID 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 Business 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 EMPLID 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 and/or Late Payment Fee may be submitted in person to the Office of Student Business Services, *A1500 University Center, Tallahassee, FL 32306-2394*. Waiver forms are available online at <http://studentbusiness.fsu.edu>.

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 outstanding charges owed to the University will be deducted, and the balance will be issued as a refund. 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 bank account for currently enrolled students. However, payments made by credit card will be refunded to the credit card.

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

Financial Aid Payments & Refunds: At disbursement the University first applies financial aid payments towards tuition and housing charges (and toward other charges as allowed) before issuing refunds. Disbursement begins on the published disbursement dates and continues through the semester. For more information and upcoming dates, visit <http://studentbusiness.fsu.edu>. To receive your aid, you must comply with Financial Aid terms and conditions located at <https://financialaid.fsu.edu/terms-and-conditions>. You must also confirm that your financial aid file is complete prior to disbursement by checking your status and clearing any holds or to-do list items at <https://my.fsu.edu>. Financial aid refunds are sent by Electronic Funds Transfer (EFT) to any US-based bank account, so students must designate a refund bank account and enroll in direct deposit to receive a refund of excess Financial Aid or a refund of financial aid that cannot be applied to University charges. Additionally, the University must receive written permission to apply federal financial aid to charges other than tuition and housing. Federal aid cannot be applied to excess-hours fees. For instructions on how to provide that permission, or for direct deposit enrollment instructions, see <http://studentbusiness.fsu.edu/direct-deposit>.

If you have any questions, please call the Office of Student Business Services at (850) 644-9452. For financial aid questions, please contact (850) 644-0539.

Deadline: If the financial aid payment is not sufficient (or allowed) to cover all charges, or if a student's schedule, university bill, or financial aid offer changes after application of financial aid, then 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 is not available by the published tuition deadline. 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 or 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 <https://my.fsu.edu> (from the myFSU Portal click Student Central, My Bill) 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.my.fsu.edu>. For questions, please contact the Office of Financial Aid at financialaid@fsu.edu or (850) 644-0539.

Withdrawals and Return of Financial Aid

Per federal regulation (34 CFR 668.22), students who withdraw and have received financial aid will be required to repay to the program sources the amount of unearned financial aid funds disbursed to them as of their withdrawal date. The unearned amount of program funding is calculated based on the last date of academic activity which indicates the percentage of the semester completed.

Both the University and students receiving financial aid are required to return unearned financial aid to the aid source. Title IV aid programs are repaid in the following order: Unsubsidized Federal Stafford/Direct Loans, Subsidized Federal Stafford/Direct Loans, Federal Perkins Loans, Federal PLUS/Direct PLUS Loans, Federal Pell Grants, FSEOG Program Aid, and Teach Grants.

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, the student will owe the University the amount returned to the aid source for institutional charges. In addition, any student who receives Title IV funds who does not receive at least one passing grade (either a Satisfactory, or any grade above an "F") for the semester in which they receive those funds and does not officially withdraw from the University prior to the end of that semester, 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 who owe grant and/or loan 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; 2) enters into a repayment agreement with the University; or 3) enters into a repayment agreement with the Department of Education. 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 and should consider their repayment responsibilities for these programs as part of any withdrawal decision. Please contact the Office of Financial Aid for the most current restrictions on eligibility.

Bright Futures Repayment Requirement

For the 2023–2024 academic year, the Bright Futures Academic Scholars and the Bright Futures Medallion Scholarship award amounts are set by the Florida Legislature and may be adjusted each legislative session. Currently, at Florida State, the Bright Futures Academic Scholars scholarship is awarded based on a rate of \$213.55 per credit

hour and the Bright Futures Medallion scholarship is awarded based on a rate of \$160.16 per credit hour. In each instance, additional fees such as Lab fees, Auxiliary fees, Excess Hour fees, and Student Facility Use fees are not included.

Florida Statutes require that students who drop or withdraw from any course(s) repay any Florida Bright Futures Scholarship disbursed for the course(s). Section 1009.53, Florida Statutes states that funds for any scholarship within the Florida Bright Futures Scholarship Program may not be used to pay for courses dropped by a student or courses from which a student has withdrawn after the end of the drop and add period. However, a student who receives an award under this program and subsequently drops one or more courses or withdraws from all courses after the end of the drop and add period due to a verifiable illness or other documented emergency may be granted an exception pursuant to s. 1009.40(1)(b)4 **unless the institution's policy is to refund the cost of the courses.**

Loan Exit Interviews

Federal and University regulations require that all recipients of federal loans participate in an exit interview counseling session upon graduation, withdrawal from the University, or dropping below six credit hours. These loans include: Perkins (NDSL), Subsidized Stafford (GSL), and Unsubsidized Stafford (UGSL) loans. Counseling sessions can be completed online at <https://studentaid.gov>. For more information, contact the Office of Financial Aid at financialaid@fsu.edu or (850) 644-0539.

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 Business Services within six months from the end of the term from which the student withdrew.

Delinquent Accounts

Delinquent University accounts are subject to holds against class registration and transcript and diploma orders. 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 totaling \$500.00 or more, including delinquent current semester tuition, will prevent class registration and access to diplomas and transcripts until the delinquent balance is brought below \$500.00. 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 that 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 each semester. In accordance with *FSU Regulation-5.081 Tuition, Fees, Payment*, 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 whose schedules are cancelled for non-payment of tuition and fees will not receive grades after the cancellation takes place. For more information, please reference <https://regulations.fsu.edu/sites/g/files/imported/storage/original/application/f63ce880bfa04fa18f1d2103e0fd4ec9.pdf>.

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 Business 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 can then pay tuition and fees or make arrangements to pay tuition and fees to avoid having their schedule 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 Student Business Services. 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 <https://my.fsu.edu> (from the myFSU Portal click Student Central, My Bill) 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 may reinstate their schedule through immediate and full payment of all tuition and fees and any other delinquent balance owed to the University, plus a \$100.00 late payment fee and \$100.00 late registration fee. This payment to reinstate must be made prior to the final reinstatement deadline established by the University Registrar each term. 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. 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. Reinstatements for a given term must be submitted by the deadline. Reinstatement petitions received after the term is over will not be considered.

