



IMPORTANT UNIVERSITY & COLLEGE POLICIES (Addendum to Syllabus)

The FAMU-FSU College of Engineering website provides several resources, links, and deadlines that students should know about. These include:

Important Deadlines, including late drop/withdrawal, retroactive drop/withdrawal, and graduation application: <https://www.eng.famu.fsu.edu/students/academic-deadlines>

Student Resources: <https://www.eng.famu.fsu.edu/student-resources>

Undergraduate Student Handbook:

<https://www.eng.famu.fsu.edu/undergraduate/student-handbook>

Graduate Student Resources links: <https://www.eng.famu.fsu.edu/student-resources>

Program Outcomes/Student Learning Outcomes for engineering programs:

<https://eng.famu.fsu.edu/about/accreditation>

Academic Learning Compacts (ALC) for degree programs:

COE: <https://eng.famu.fsu.edu/about/accreditation/outcomes-alc-sacs>

FAMU: <http://www.famu.edu/index.cfm?Assessment&CurrentALCs#engineering>

FSU: <https://learningforlife.capd.fsu.edu/smalcs/learningCompacts.cfm>

Sexual Misconduct: <https://www.eng.famu.fsu.edu/sexual-misconduct>

University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

The College of Engineering has a restrictive interpretation of what is considered a valid excuse for an absence. See <https://www.eng.famu.fsu.edu/undergraduate/student-handbook>. Students may request an “Official Student Excuse” from Student Services and Undergraduate Affairs, B111. An excused absence does not necessarily excuse you from any missed course work. You must contact your course instructor to determine if you are eligible for any makeup assignments. Students should request an excused absence before it will occur if possible, or immediately upon their return to campus, and must bring verifiable documentation to justify the excuse. Excessive delay in requesting an excused absence or providing appropriate documentation may result in the request being denied. Deliberately providing false, forged, or misleading documentation may result in academic sanctions against the student.

Academic Honesty or Honor Policy

Academic Honesty or Honor Policy violations shall be reported and appropriate actions taken by the Department Chair and Associate Dean, as appropriate for undergraduate or graduate students. Students are expected to uphold the University Student Code of Conduct and/or University Academic Honor Code for their home university, FAMU or FSU.

The **Florida A&M University** is committed to academic honesty and its core values which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into its academic honesty policy. Being unaware of the Academic Honesty Policy is not a defense to violations of academic honesty.

(Ref: <https://www.famu.edu/BOT/Academic%20Honesty%20Policy%207.27.17.pdf>)

The **Florida State University** Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University."

(Ref: <http://fda.fsu.edu/Academics/Academic-Honor-Policy>)

Americans with Disabilities Act

This syllabus and other class materials are available in alternative format upon request. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the FAMU Center for Disability Access and Resources (CeDAR) or FSU Office of Accessibility Services (OAS) has been provided.

FAMU students with disabilities needing academic accommodation should:

- 1) register with and provide documentation to FAMU CeDAR; and
- 2) bring a letter from CeDAR to the instructor indicating the need for accommodation and what type.

For more information about services available to FAMU students with disabilities, contact:

Center for Disability Access and Resources (CeDAR)

Florida A&M University

640 Gamble Street, Tallahassee, FL 32307

(850) 599-3180 (voice); (850) 561-2513 (fax)

cedar@fam.u.edu; <http://www.famu.edu/index.cfm?cedar>

FSU students with disabilities needing academic accommodation should:

- 1) register with and provide documentation to FSU OAS; and
- 2) request a letter from OAS to be sent to the instructor indicating the need for accommodation and what type; and
- 3) meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations.

For the latest version of this statement and more information about services available to FSU students with disabilities, contact the **Office of Accessibility Services (OAS)**:

Florida State University

Tallahassee Campus

874 Traditions Way

108 Student Services Building

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

<https://dsst.fsu.edu/oas>

Florida State University

Panama City Campus

Office of Student Affairs

2nd floor Barron Building, Room 215

Panama City, FL. 32405

(850) 770-2172 (voice)

(866) 693-7872 (toll-free)

sds@pc.fsu.edu

<http://pc.fsu.edu/students/student-disability-services>

University's Non-Discrimination Policy Statement

FAMU: <http://www.famu.edu/index.cfm?EOP&NON-DISCRIMINATIONPOLICYSTATEMENT>

FSU: http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf

Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.