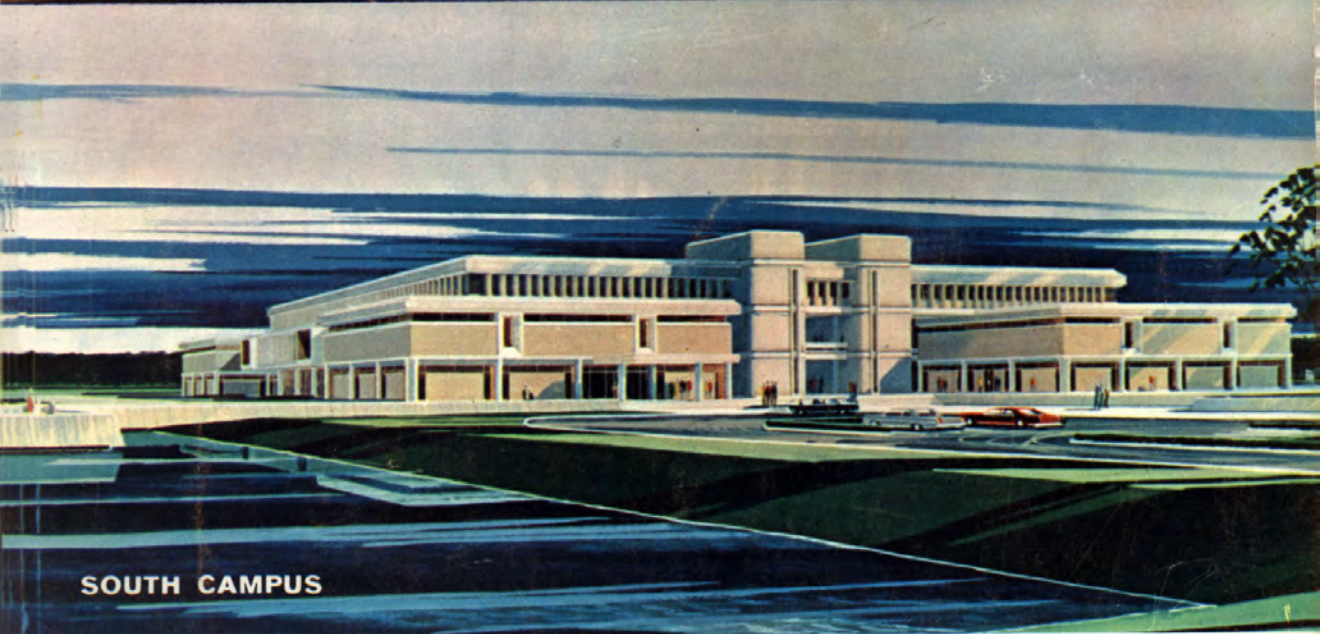


**NORTH CAMPUS**



**SOUTH CAMPUS**



***CATALOG 1970 • 1971***

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FLORIDA  
COMMUNITY  
COLLEGE  

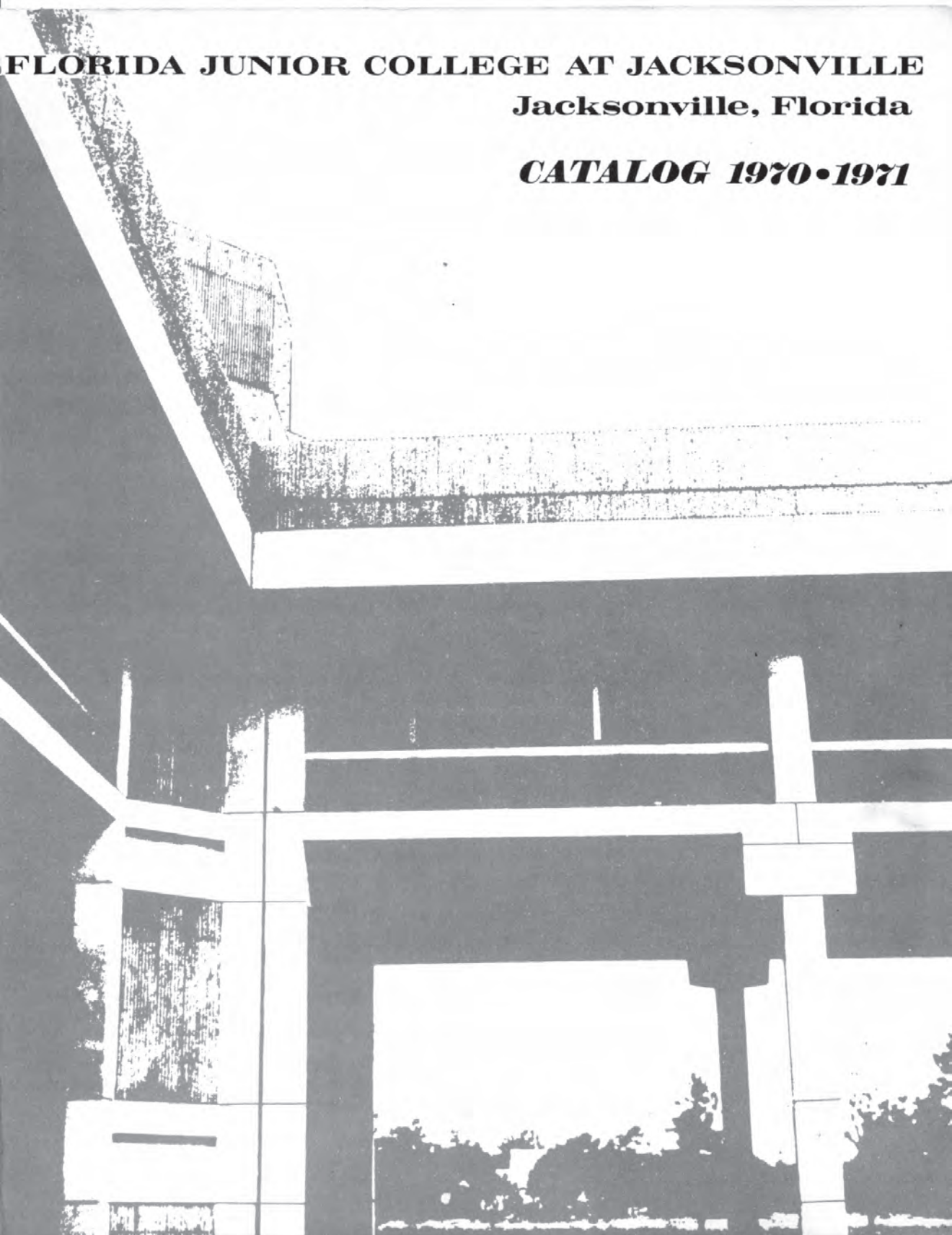
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AT JACKSONVILLE

**FLORIDA JUNIOR COLLEGE AT JACKSONVILLE**

**Jacksonville, Florida**

***CATALOG 1970•1971***



**FLORIDA JUNIOR COLLEGE AT JACKSONVILLE**

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Cumberland Campus

B.S., M.A., Ed.D., University of Alabama

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A.B., University of North Carolina





## TO ALL STUDENTS

The academic year of 1970-71 promises to be the most exciting and fruitful in the brief history of our young but vigorous and fast-growing college.

Opening of the North Campus for the Fall Term will, for the first time, enable students of F.J.C. to utilize ultramodern classroom and laboratory facilities affording an ideal and comfortable setting for the learning processes. This experience will be repeated later in the academic year when the new South Campus throws open its doors to the community.

But more important, perhaps, is the fact that Florida Junior College at Jacksonville has possessed, and does possess, a capable teaching and administrative faculty dedicated to serving the individual student and helping him — or her — to meet individual educational needs.

On behalf of the entire staff I extend to all students a sincere "Welcome" to F.J.C. We hope that yours will be a rewarding educational experience.

*Benjamin R. Wygal*

Acting President



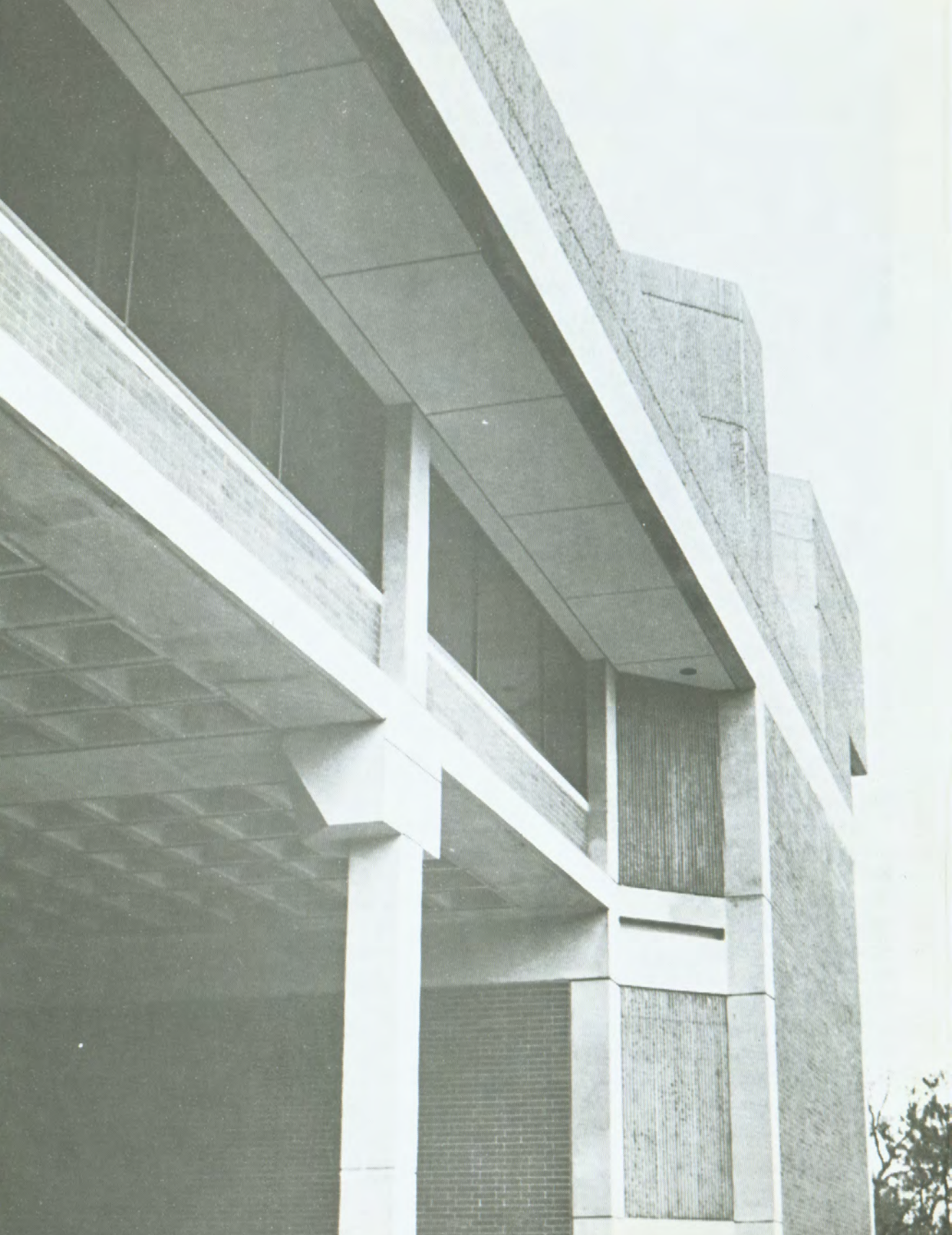


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*Photography — Robert G. Patrick*







**1970-71 CALENDAR OF INSTRUCTION  
FALL TERM  
TERM I (70/71)**

<b>1970</b>		
August 17 (M)	8:00 a.m.	Reporting date for all faculty.
August 19, 20 (W, Th)	6:00 p.m.- 9:00 p.m.	Registration — Evening Division.
August 20 (Th)	6:30 p.m.- 8:00 p.m.	Registration — Fernandina Beach Center for Fernandina classes only.
August 20, 21 (Th, F)	9:00 a.m.- 4:00 p.m.	Registration—Day Division.
August 24 (M)	9:00 a.m.- 4:00 p.m.	Registration—All Students.
August 26 (W)	5:00 p.m.	Deadline for applying for 100% refund of fees for Fall Term I.
August 27 (Th)	7:00 a.m.	Classes begin.
August 28 (F)	9:00 a.m.- 11:30 a.m. 1:30 p.m.- 3:30 p.m.	Late Registration — a \$5.00 late fee will be charged.
August 31 - Sept. 2 (M,T,W)	9:00 a.m.-11:30 a.m. 1:30 p.m.- 3:30 p.m.	Late Registration — a \$5.00 late fee will be charged.
August 28 - Sept. 2 (F,M,T,W)	6:30 p.m.- 8:30 p.m.	Add/drop — Schedule to be announced.
September 2 (W)	8:30 p.m.	Deadline for adding courses — the approved add form must be received in the Office of the Registrar.
September 7 (M)		Holiday — Labor Day.
September 8 (T)	7:00 a.m.	Classes resume.
September 10 (Th)	8:00 p.m.	Deadline for removing grade of "I" received during Term III of the 1969/70 academic year.
September 10 (Th)	8:00 p.m.	Deadline for dropping courses with refund — the approved drop form must be received in the Office of the Registrar.
October 8 (Th)	8:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in Office of the Registrar.

## CALENDAR OF INSTRUCTION

October 8 (Th)	8:00 p.m.	Last time to withdraw without penalty.
October 15 (Th)	12 Noon	Advisory grades due in the Office of the Registrar.
October 23 (F)	5:00 p.m.	Deadline for removing grade of "I" received during Term IV of the 1969/70 academic year.
November 18 (W)	8:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
November 26, 27 (Th, F)		Holiday — Thanksgiving.
November 30 (M)	7:00 a.m.	Classes resume.
December 11 (F)	5:00 p.m.	Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term I will be permitted after this time.
December 14,15,16,17 (M-Th)		Final examination period.
December 18 (F)	12 Noon	Final grades due in the Office of the Registrar.
December 18 (F)	5:00 p.m.	End of Term I
December 24, 1970, 5 p.m. to January 4, 1971, 8 a.m.		Holiday — Christmas. College closed (all offices).

### WINTER TERM

#### Term II (70/71)

January 4 (M)	8:00 a.m.	Reporting date for all faculty.
January 4 (M)	6:30 p.m.- 8:00 p.m.	Registration — Fernandina Beach Center for Fernandina classes only.
January 4, 5 (M, T)	9:00 a.m.- 4:00 p.m.	Registration—Day Division.
January 4, 5 (M, T)	6:00 p.m.- 9:00 p.m.	Registration — Evening Division.
January 7 (Th)	5:00 p.m.	Deadline for applying for 100% refund of fees for Winter Term II.
January 8 (F)	7:00 a.m.	Classes begin.

## CALENDAR OF INSTRUCTION

January 11-14 (M-Th)	1:30 p.m.- 3:30 p.m. 6:30 p.m.- 8:30 p.m.	Late Registration — a \$5.00 late fee will be charged.
January 11-14 (M-Th)		Add/drop — schedule to be announced.
January 14 (Th)	8:30 p.m.	Deadline for adding courses — the approved add form must be received in the Office of the Registrar.
January 15 (F)		Begin accepting applications for Fall Term 1971/72 for entrance into Alpha Program — Experimental College.
January 22 (F)	5:00 p.m.	Deadline for dropping courses with refund — the approved drop form must be received in the Office of the Registrar.
February 18 (Th)	8:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in the Office of the Registrar.
February 18 (Th)	8:00 p.m.	Last time to withdraw without penalty.
February 25 (Th)	12 Noon	Advisory grades due in the Office of the Registrar.
March 12 (F)	5:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
March 22 (M)	8:00 p.m.	Deadline for removing grade "I" received during Term I of the 1970/71 academic year.
April 9 (F)		Holiday — Good Friday.
April 12 (M)	7:00 a.m.	Classes Resume.
April 22 (Th)	7:00 p.m.	Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term II will be permitted after this time.
April 22 (Th)	7:00 p.m.	Begin final exam period.



# CALENDAR OF INSTRUCTION

April 22,23,26,27,28  
(Th,F,M,T,W) *U2*

April 29 (Th)

12 Noon

April 29 (Th)

5:00 p.m.

April 30 (F)

April 30 (F)

8:00 p.m.

Final Examination period.  
Final grades due in the Of-  
fice of the Registrar.  
End of Term II.  
Deadline for applying for  
entrance into Alpha Pro-  
gram for Fall Term 1971-72  
— Experimental College.  
Graduation and Convoca-  
tion.

## SPRING TERM Term III (70/71)

1971

May 3 (M) *was here*

6:00 p.m.- 8:30 p.m. Registration — Evening  
Division.

May 4 (T)

9:00 a.m.- 3:00 p.m. Registration — Day and  
Evening Division.

May 5 (W)

5:00 p.m.

Deadline for applying for  
100% refund of fees for  
Spring Term III.

May 6 (Th) *03*

7:40 a.m.

Classes begin.

May 6 (Th)

6:00 p.m.- 8:30 p.m. Late Registration — a \$5.00  
late fee will be charged.

May 7 (F)

9:00 a.m.- 2:00 p.m.

Late Registration — a \$5.00  
late fee will be charged.

May 6, 7 (Th, F)

Add/drop — Schedule to be  
announced.

May 7 (F)

4:00 p.m.

Deadline for adding courses  
— the approved add form  
must be received in the Of-  
fice of the Registrar.

May 13 (Th)

8:00 p.m.

Deadline for dropping cours-  
es with refund — the ap-  
proved drop form must be  
received in the Office of the  
Registrar.

May 19 (W)

8:00 p.m.

Last time for changing to  
Audit. Approved Audit  
Form must be received in  
the Office of the Registrar.

May 19 (W)

8:00 p.m.

Last time to withdraw with-  
out penalty.

# CALENDAR OF INSTRUCTION

297  
6  
4/11/71

May 21 (F)

5:00 p.m.

Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.

June 11 (F)

5:00 p.m.

Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term III will be permitted after this time.

June 14, 15 (M, T)

June 16 (W)

12 Noon

Final Examination Period. Final grades due in the Office of the Registrar.

June 16 (W)

5:00 p.m.

End of Term III.

## SUMMER TERM Term IV (70/71)

1971

June 15 (T)

6:00 p.m.

8:30 p.m.

Registration — Evening Division.

June 16 (W)

9:00 a.m.

2:00 p.m.

Registration — Day and Evening Division.

June 17 (Th)

5:00 p.m.

Deadline for applying for 100% refund of fees for Summer Term IV.

June 18 (F)

7:40 a.m.

Classes begin.

June 21 (M)

9:00 a.m. - 2:00 p.m.

Late Registration — a \$5.00 fee will be charged.

June 21

6:00 p.m. - 8:30 p.m.

Add/drop — schedule to be announced.

June 21 (M)

8:00 p.m.

Deadline for adding courses — the approved add form must be received in the Office of the Registrar.

June 25 (F)

5:00 p.m.

Deadline for dropping courses with refund — the approved drop form must be received in the Office of the Registrar.

July 1 (Th)

8:00 p.m.

Last time for changing to Audit. Approved Audit Form must be received in Office of the Registrar.

July 1 (Th)

8:00 p.m.

Last time to withdraw without penalty.

12

July 5 (M)		Holiday—Fourth of July.
July 6 (T)	7:40 a.m.	Classes resume.
July 9 (F)	5:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
July 23 (F)	5:00 p.m.	Deadline for removing grade of "I" received during Term II, 1970/71.
July 27 (T)	8:00 p.m.	<u>Last time for withdrawal form to be received by Office of the Registrar.</u> No withdrawal for Term IV will be permitted after this time.
July 28, 29 (W, Th)		Final Examination Period.
July 30 (F)	12 Noon	Final grades due in Office of the Registrar.
July 30 (F)	5:00 p.m.	End of Term IV.

**ADULT FULL-TIME CENTER CALENDAR 1970-71**  
**FALL TERM**  
**Term I (70/71)**

**1970**

August 17 (M)	8:00 a.m.	Reporting date for all full-time Adult faculty.
August 19 - September 9	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Eve. Program.
August 27 (Th)	8:00 a.m.	Classes begin — Day.
	5:00 p.m.	Classes begin — Eve. Program.
September 7 (M)		Holiday — Labor Day.
September 8 (T)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
November 26, 27 (Th, F)		Holiday — Thanksgiving.
November 30 (M)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.



# CALENDAR OF INSTRUCTION

December 18 (F)	2:00 p.m.	End of Term I — Day Program.
	10:00 p.m.	End of Term I — Eve. Program.
December 24, 1970, 5 p.m. to January 5, 1971, 8 a.m.		College closed (all offices).

## WINTER TERM Term II (70/71)

<b>1971</b> January 4 (M)	8:00 a.m.	Reporting date for all personnel and all full-time Adult day faculty.
	4:00 p.m.	Reporting date for all full-time Adult evening faculty.
January 4 - January 7 (M-Th)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
January 8 (F)	8:00 a.m.	Classes begin — Day Program.
	5:00 p.m.	Classes begin — Evening Program.
April 9 (F)		Holiday — Good Friday.
April 12 (M)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Evening Program.
April 29 (Th)	2:00 p.m.	End of Term II — Day Program.
	10:00 p.m.	End of Term II — Evening Program.
April 30 (F)	8:00 p.m.	Graduation.

## SPRING TERM Term III (70/71)

<b>1971</b> May 3-12	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
May 6 (Th)	8:00 a.m.	Classes Begin — Day Program.

# CALENDAR OF INSTRUCTION

	5:00 p.m.	Classes Begin — Evening Program.
June 16 (W)	2:00 p.m.	End of Term III — Day Program.
	10:00 p.m.	End of Term III — Evening Program.

## SUMMER TERM Term IV (70/71)

**1971**

June 14-23	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
June 18 (F)	8:00 a.m.	Classes Begin — Day Program.
		(Summer Faculty Reports)
	6:00 p.m.	Classes Begin — Evening Program.
		(Summer Faculty Reports)
July 5 (M)		Holiday — Fourth of July.
July 6 (T)	8:00 a.m.	Classes Resume — Day Program.
	6:00 p.m.	Classes Resume — Evening Program.
July 30 (F)	2:00 p.m.	End of Term IV — Day Program.
	10:00 p.m.	End of Term IV — Evening Program.

## ADULT PART-TIME CENTER CALENDAR 1970-71

### FALL TERM

#### Term I (70/71)

**1970**

August 31 - September 16 (T, Th)	7:00 p.m.- 9:00 p.m.	Registration.
September 7 (M)		Holiday — Labor Day.
September 8 (T)	7:00 p.m.	Adult Part-time Classes Begin.
November 26, 27 (Th, F)		Holiday — Thanksgiving.
December 18 (F)	10:00 p.m.	End of Term I.

# CALENDAR OF INSTRUCTION

## WINTER TERM Term II (70/71)

1971

January 5 - January 14  
January 11 (M)

7:00 p.m.- 9:00 p.m. Registration.

7:00 p.m. Adult Part-time Classes  
Begin.

April 9 (F)

Holiday — Good Friday.

May 28 (F)

10:00 p.m. End of Term II.

## SUMMER TERM Term IV (70/71)

1971

June 15 - June 24  
June 21 (M)

7:00 p.m.- 9:00 p.m. Registration.

7:00 p.m. Adult Part-time Classes  
Begin.

July 5 (M)

Holiday — Fourth of July.

July 30 (F)

10:00 p.m. End of Term IV.







**THE COLLEGE — ITS PAST, PRESENT AND FUTURE HISTORY**

Florida Junior College at Jacksonville was authorized by the 1963 Florida Legislature to provide a wide variety of educational services primarily for the people of Duval and Nassau Counties. A College Advisory Committee was organized with Mr. Fred Kent as chairman and Mr. Donald Martin and Mr. Hugh F. Stone as co-chairmen. In December, 1965, Dr. J. Bruce Wilson was named as the first president and was commissioned to organize the college. Upon his resignation in April, 1970, Dr. Benjamin R. Wygal was appointed acting president.

The College admitted a charter class of 2,610 students in August, 1966. In the second year of operation the fall enrollment reached 12,060. In the third year of operation, 1968-69, the College accepted full responsibility for the operation of the Vocational, Technical and Adult Education program in Duval County. This program had formerly been under the direction of the Duval County Board of Public Instruction. Enrollment of full and part-time students for the Fall, 1968 term was 12,556 and the figure swelled to 17,988 in Fall, 1969.

The College is accredited by the Florida Department of Education and gained that recognition from the Southern Association of Colleges and Schools in December, 1969.

**North Campus**

Classes in this \$5 million, ultra-modern, functional facility are scheduled to begin in the Fall term, 1970.

Designed to accommodate 5,000 full-time students, the North Campus is located on a 160-acre site on Capper Road between Lem Turner Road and the Interstate 295 right-of-way.

In addition to general purpose classrooms, the North Campus is designed to provide a teaching auditorium, conference and seminar rooms, vocational, technical and science laboratories, technology laboratories, facilities for fine arts, languages, and physical education instruction, faculty offices, a student center and a library.

A "college" within itself, the North Campus, besides General College Transfer Programs and a Guided Studies Institute, will offer the community comprehensive programs in the broad fields of Health, Business, Engineering Technology, Public Services, Industrial Education, Home Economics, Distributive Education, and General Adult and Continuing Education.

**THE COLLEGE TODAY**

### **South Campus**

This \$5 million facility, on 339 acres of lake-studded, tree-lined land off Beach Boulevard, likewise is designed to serve 5,000 full-time students.

And, like the North Campus, it is geared for service as a comprehensive community college.

Construction timetables call for the South Campus to throw open its doors to the community in May of 1971.

Besides general purpose classrooms, the South Campus will feature complete laboratories supporting the technical, business, language and science curriculums, a learning resources center, teaching auditorium, and television studios.

The South Campus will offer General College Transfer Programs, a Guided Studies Institute, and the Experimental College. It will also provide business related and engineering technology programs as well as General Adult and Continuing Education.

### **Cumberland Campus**

This 37-acre site, off Roosevelt Boulevard (Route 17), was acquired by the College in 1966.

Since that summer, some 90 duplex housing units have been converted into science laboratories, language laboratories, faculty and administrative offices, general purpose classrooms, and a well-equipped library.

Cumberland will continue to offer General College Transfer Programs and a Guided Studies Institute as well as General Adult and Continuing Education and courses in Home Economics and Distributive Education.

### **San Diego Campus**

This facility, on San Diego Road in Jacksonville's Southside, is programmed to be phased out in July, 1971 as the new South Campus swings into full operation.

San Diego went into full operation in January, 1969. It consists of 47 instructional areas containing laboratories or studios in such specialized areas as art, music, physical science, biology, typewriting, accounting, engineering drawing, drafting, civil engineering and mechanics. It also houses a library and a gymnasium which has been the site for home games of the College's basketball team.



### **Southside Campus**

Use of this facility on Flagler Avenue in Southside Jacksonville is scheduled to be discontinued in August, 1970. It has served as a branch to the San Diego Campus, offering a variety of day and evening courses.

### **Central Adult Center**

The Central Adult Center is located on East Church Street near the center of the downtown district of Jacksonville.

The center operates during the day and the evening and can accommodate up to 850 full-time students. Consisting of 28 rooms used for instructional purposes, the center houses laboratories for programs in chemistry, foods, and clothing. There is one art studio and an industrial arts facility.

The student will also find a well-equipped reading laboratory, a library and food service.

### **Stanton Vocational Adult Center**

This facility is at 521 West Ashley Street, and operates Adult General Education Programs both day and evening. The instructional program is supported by a full-time guidance and library service.

### **Technical Adult Evening Center**

The center is at 129 King Street and offers a variety of technical and vocational programs. Training for many of the organized trades is available to the adults in the community.

### **Evening Adult Centers**

In addition to the full time day and evening centers, the Florida Junior College at Jacksonville also provides an extensive program of evening classes located in a number of high schools, junior high schools and elementary schools in Duval County. The schedule for the Fall Term of 1970 showed 57 such adult centers utilized with at least two of these centers offering some classes during the day in addition to the evening program. An evening center is operating in Fernandina Beach to serve that area of Nassau County.

**LEARNING  
RESOURCES**

The purpose of Learning Resources at Florida Junior College at Jacksonville is to extend and support the established aims of the total educational program by making available a variety of materials which fulfill the varied educational needs of the student body and faculty.

Collections in the various libraries consist of books, periodicals and other printed materials. Non-printed materials include recordings, maps, microfilms, films, filmstrips, tapes and the equipment necessary for using these instructional aids. Copiers for reproducing printed and microfilmed materials are also provided at a nominal charge.



The libraries of the College contain over 50,000 volumes, vertical file collections and 420 periodicals with back issues for 192 titles on microfilm. The selection of materials is made through a cooperative effort of the librarians and the faculty. This selection is based on professional knowledge, college needs and resources, professionally accepted reviewing sources, indexes, bibliographies and on examination when possible.

Services in Learning Resources as indicated may be found on the Cumberland Campus, the San Diego Campus, the North Campus, the Central Adult Center and the Stanton Evening

Adult Center. The aim of Learning Resources is to provide comprehensive services tailored to the needs of each campus or center.

Bookstore services are provided for the convenience of the students, faculty and staff of the College. A complete line of textbooks reflecting the curricular offerings of the College and standard supplies is available on a cash basis.

The hours of operation and a complete list of the services for the Bookstore are listed in the Bookstore Policy Handbook. The students may locate bookstores on the Cumberland Campus in Building 27 and at the San Diego Campus. The new North Campus will have a bookstore on the first floor of the West Building. Additionally, there will be a bookstore at the new South Campus which will open in 1971.

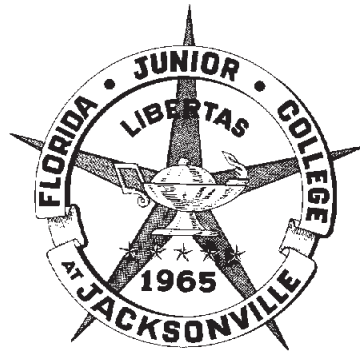
## **BOOKSTORE SERVICES**

While completion of the new North and South Campus facilities will meet the immediate needs of the community, long-range projections indicate that another campus will be justified by the 1974-75 school year and yet another by 1980 or shortly thereafter.

The College's Board of Trustees has under consideration the establishment of a major campus in the Urban Core area of Jacksonville. Also, the Board will continue to study, and if feasible, act on population distribution patterns indicating the need for a major campus in the Southwest area.

## **THE COLLEGE TOMORROW**

Florida Junior College at Jacksonville is an equal opportunity employer. The College is guided by the principle that persons shall not be treated differently because of race, creed, color, or national origin and that equal opportunity and access to facilities shall be available to all. This principle is particularly applicable in the admission of students in all programs of the College, and in their academic pursuits. It is also applicable in co-curricular activities and all student services. It is a guiding policy in the employment of students by the College and in the employment of faculty and non-instructional staff.



The College Seal

The star shaped symbol eludes any barrier and constantly grows and develops. The points of the star, starting at the top and going clockwise, represent:

- \* Constant concern for the development of the Student.
- \* Insistence on master Teaching.
- \* Drive for Achievement of college goals in our community, our state and our nation.
- \* A college of Renown, known for its successes, leadership and services to the student, the community and the education profession.
- \* A college of Service to the community, the state and the nation.

The five horizontal stars represent the major emphasis on each point of the star and in an abbreviated form create the word STARS.

The lamp and flame represent the right and the freedom to knowledge. The year 1965 was the year that Florida Junior College at Jacksonville was established by the people of Duval and Nassau Counties.



## PHILOSOPHY AND OBJECTIVES

The Florida Junior College at Jacksonville recognizes the worth of the educated individual in a democratic community by providing an environment conducive to learning.

The College seeks to foster individual fulfillment, responsibility, and self-realization by:

1. Promoting educational experiences leading to the realization of personal goals.
2. Promoting an understanding of our cultural heritage.
3. Encouraging students to cultivate meaningful values and skills of critical thinking.

The Florida Junior College at Jacksonville, a comprehensive community college serving both Duval and Nassau Counties, implements this philosophy by providing:

1. A general education program which forms the basic courses for other programs.
2. A two-year college parallel program of required courses which may be transferable to four-year institutions.
3. Two-year specialized programs in the fields of technical and vocational education.
4. Preparatory and supplementary vocational-technical education for individuals who wish to upgrade themselves in their vocations.
5. Enrichment programs and courses on a non-credit basis to enable individuals to become more effective in the use of leisure time and/or in occupational efficiency.
6. Guided Studies programs for high school graduates needing additional preparation in order to complete college work successfully.
7. A comprehensive guidance and counseling service for enhancement of personal and professional growth.
8. Student activities to foster cultural and recreational development.
9. Fundamental and literacy education through the Adult Basic Education Program.
10. Adult high school credit and equivalency programs for those wishing to complete their high school education.
11. Support and opportunity for innovation, experimentation and development of new curricula, media, and approaches, through special programs in the Experimental College.

## PROGRAMS OF INSTRUCTION

The Florida Junior College at Jacksonville, within the scope of its purposes and objectives, offers several major programs of instruction. These programs are identified as the University Parallel Program, the Career (occupational, vocational and technical) Education Program, the Adult and Continuing Education Program, the Community Services Program and the Guided Studies Program.

### UNIVERSITY PARALLEL PROGRAM

The College offers a two-year program leading to the Associate in Arts degree. Usually referred to as the Transfer or University Parallel Program, it is designed for students who plan to complete their first two years of college work on the campus of Florida Junior College at Jacksonville and then transfer as juniors to senior institutions of their choice. Earned credits may be transferred to these senior institutions and applied toward a Bachelor's degree.

### CAREER PROGRAMS

One of the objectives of the Florida Junior College at Jacksonville is to develop a comprehensive series of business, health, technological and other courses designed to fulfill the occupational needs of the community's citizens and employers.

Advisory committees help the Florida Junior College at Jacksonville create programs and courses to prepare today's youth and adults for the world of work. The advisory committees are made up of civic-minded representatives of business, industry, government, health agencies, public service and labor.

Individuals who seek to pursue a career as a technician, for example, or at the para-professional level, may enroll in a two-year college credit program leading to the Associate in Science degree. For those persons desiring to spend less than two years in preparation, college credit certificate programs are available in several areas.

The College also offers a wide variety of preparatory and supplemental vocational-technical programs and courses on a non-college credit basis for individuals who wish to improve their vocational efficiency. The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable, (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained manpower.

## PROGRAMS OF INSTRUCTION

Consistent with the objectives of a comprehensive community college, opportunities to broaden one's educational and aesthetic horizons are available to the adults of the community through the Division of Adult and Continuing Education.

### ADULT AND CONTINUING EDUCATION

Programs and courses are offered providing individuals with the opportunity to continue their education and to better realize their full potential. The primary purposes of these programs and courses are (1) to provide individuals with necessary education to enhance their employment potential, (2) to improve relationships and effectiveness in home, community and civic activities, and (3) to enhance the individuals' appreciation of the world available to them.

Through its program of community services, the College offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of adult groups in the community.

### COMMUNITY SERVICES PROGRAM

Requests for such courses are encouraged by the College; consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of qualified personnel for instruction.

A minimum of 15 participants usually is required to initiate a non-credit course offering. Individual instructors or students initiate a request for such a course through the Director of Community Services, who develops the idea and then presents it to the College Administration, for approval. For those courses which involve payment for instruction, a registration fee is charged to cover the cost of offering the course.

All courses under the program of community services are taught or coordinated by certified and qualified personnel.

Recognizing that the eternal search for better learning is essential to quality education, Florida Junior College at Jacksonville is committed to a major effort of seeking such quality through the Experimental College. Its concept emphasizes student learning "by doing" in an informal atmosphere created by minimum regularly scheduled classes, maximum seminar discussions, individual research, and intimate daily student-faculty relationship.

### EXPERIMENTAL COLLEGE

Creative young people are likely to turn from convergent thinking, resulting in a single answer, to divergent thoughts.

## PROGRAMS OF INSTRUCTION



That is, they may reject the single answer and seek others that may be superior. No single answer has been provided for the problem of enhancing the hidden and high hopes of creative people, but the Experimental College is designed to provide the germinal source for:

1. The student — to develop his abilities by challenging his interest, maturity, originality, and resourcefulness.
2. The college — to provide an educational environment for more intensive and extensive study of regularly presented material which will enrich the student's background and stimulate enthusiasm for learning those facets of knowledge normally beyond the reach of the average student.
3. The community — to enliven intellectual curiosity which will lead to deeper understanding of fundamental human problems.

### GUIDED STUDIES

The Guided Studies courses seek to help students develop academic skills necessary for successful attainments of work on the college level. The specific areas involved are: Mathematics,

Communications, and Reading. Students with deficiencies may enroll in any or all of these courses before attempting college level work in any area.

The Guided Studies Institute is one aspect of the Guided Studies Program. The Institute is a diversified program tailored to give individual remedial instruction in the basic areas of general education and to offer an introduction to all facets of academic learning experiences. Special attention is given to the individual needs of the students in such areas as speech, reading skills, basic mathematics and language fundamentals. Counseling is an integral part of the program. Each student will benefit from both group and individual counseling procedures. The individual help for each student is balanced with a learning environment that incorporates all facets of cultural experience.

Special tutorial help is offered through the Guided Studies Department in the Programmed Learning Center. Here a student may receive individual programmed instruction and tutoring to improve his learning skills on any level. This service is offered to those students enrolled in college level work.

Under certain conditions, a student may be admitted only to Guided Studies.

1. An applicant for admission as a full-time student to Florida Junior College at Jacksonville must have a composite Florida Twelfth Grade Placement Test Score of 125 or more or be admitted only to the Guided Studies Department.
2. Applicants for admission to the Florida Junior College at Jacksonville scoring below the fifteenth percentile in mathematics on the Florida Twelfth Grade Test will be admitted only to Guided Studies Mathematics.
3. Applicants for admission to the Florida Junior College at Jacksonville scoring below the fifteenth percentile in English on the Florida Twelfth Grade Test will be admitted only to Guided Studies 97 (English Fundamentals).
4. Applicants for whom English is a second language will be required to be screened for admission to English 101 or Guided Studies 97 by the Guided Studies Department.



## ADMISSIONS AND RECORDS

### ADMISSION REQUIREMENTS

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit the Office of the Registrar to obtain their application for admission. The complete application, and proof of previous education, must be filed with the Registrar. The Office of the Registrar will notify the student concerning his acceptance by the College.



If advanced standing evaluation is requested, the applicant must provide an official transcript from EACH college or university from which he desires to transfer credits. Unofficial or student copies of transcripts are not acceptable. Foreign transcripts must be accompanied by certified English translations.

### NEW STUDENTS

Students who are taking college work for the first time are considered for acceptance if they have:

1. Graduated from an approved secondary school by the last date for completing admission files as specified in the College calendar, or
2. Completed the General Educational Development Tests and been granted a high school equivalency diploma by a State

## ADMISSIONS AND RECORDS

Department of Education (information concerning G.E.D. Program can be obtained from the Guidance Director or from established testing centers throughout the State of Florida), or

3. Earned the United States Armed Forces Institute High School Diploma while a member of the armed services, with scores as high as those required by the State under the G.E.D. test requirements in Number 2.

These students are admitted for credit.

It is recommended that prospective students present scores on the American College Test at the time they apply for admission.

In addition to meeting admission requirements for the General College, students wishing to complete their General Education requirements through the Experimental College should apply for acceptance to the Dean of Special Education's office. This application should be made as early as possible, due to the limited enrollments of these programs.

ALPHA studies in the "Universal Man" program are open to students selected on the basis of (1) high academic ability, (2) demonstrated talent or leadership qualities, and (3) special recommendation.

BETA studies in the "Universal Man" program are open to all entering students on a "first come-first served" basis.

Students who have previously attended other colleges or universities must show evidence of honorable termination at those institutions. For credit admission, an official transcript of the work completed at the last college attended must be filed with the Office of the Registrar together with the application for admission. Students not eligible for re-admission to another college or university will not be considered for credit admission to Florida Junior College at Jacksonville until they have been out of college for at least one term. **Non-attendance for the period of one six-week summer term will not fulfill requirement.**

Test requirements for transfer students are the same as for new students.

Transfer of work completed at other institutions will be granted provided the grade of "C" or better, or its equivalent, has been attained. Students who have attended more than

### EXPERIMENTAL COLLEGE ADMISSION

### TRANSFER STUDENTS

one college and who desire to transfer work from each college, must provide the Office of the Registrar with a transcript from each college, in addition to the transcript from the last college attended. If requested, the student must furnish a catalog of the institution from which he desires to transfer credits, marked to indicate the courses taken. Transfer students are normally admitted for credit.

For those applicants with previous college or university attendance: Colleges and universities are defined as regionally accredited institutions of higher learning. These do not include trade or business schools. For further information, direct all inquiries to the Office of the Registrar.

### **SPECIAL STUDENTS**

Admitted for credit — Students who have completed admission files for credit admission, but who do not plan to follow any prescribed course of study. Students in this category would include in-service teachers, junior college graduates taking extra courses, persons holding degrees higher than an associate degree, or persons taking courses for personal advancement. In-service teachers in Duval and Nassau Counties may provide proof of previous education by submitting to the Office of the Registrar a letter from their principal or supervisor, stating their employment status.

### **FOREIGN STUDENTS**

Persons who are not residents of the United States are invited to apply for admission to Florida Junior College at Jacksonville. Such applicants should follow the procedure outlined for New Students or Transfer Students, whichever would apply. If none of the criteria under these headings apply, foreign students are considered for admission on an individual basis.

In addition to the proof of previous education, the foreign applicant must:

1. Provide a certified English translation of any foreign transcript offered as proof of previous education.
2. Provide proof of proficiency in the use of the English language by submitting to the Admissions Office satisfactory scores on the TOEFL examination (Test of Efficiency in a Foreign Language). This test is available through the Educational Testing Service, Princeton, New Jersey.

## ADMISSIONS AND RECORDS

Foreign students accepted for admission will be notified of their acceptance and will be provided with form 1-20A as required by the U. S. Department of Justice. Foreign students should apply for admission well in advance of their intended term of admission so as to allow time for the completion of all requirements.

Foreign students are advised that Florida Junior College at Jacksonville does not maintain housing facilities for students. It is the responsibility of the student to arrange for housing once the applicant is accepted by the college. The college maintains no list of approved housing and can make no recommendations in this area.

A Florida student, if over twenty-one years of age, is one (1) whose parents are residents of Florida (or were at the time of their death) and who has not acquired residence in any other state; or (2) who, while an adult, has been a resident of Florida for at least twelve consecutive months immediately preceding his registration, provided such residence has not been acquired while attending any school or college in Florida; or (3) who is the wife of a man who has been a resident of Florida for at least twelve consecutive months preceding her registration; or (4) who is an alien who has taken out his first citizenship papers and who has been a resident of Florida for at least twelve consecutive months immediately preceding his registration.

Classification of residence does not change after the first registration except when parents of a minor move to and become legal residents of this state as defined above. Any request for change in residential classification will require legal proof of change.

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veterans' training laws, and dependents of deceased veterans who expect to enroll under the War Orphans Educational Assistance Act, should contact their area Veterans Administration Office or their county Veterans Office well in advance of registration.

The Veterans Administration Office for the Jacksonville area is located in the main Post Office Building, 311 West Monroe Street, Jacksonville, Florida. Upon enrollment, Vet-

### RESIDENT CLASSIFICATION

### VETERANS EDUCATION

## ADMISSIONS AND RECORDS

erans and Veteran Dependents are required to pay all regular fees and charges, just as other students. Educational allowance is paid monthly to the student for training time computed as follows:

12 or more semester hours .....	Full Time
10 through 11 semester hours .....	$\frac{3}{4}$ Time
7 through 9 semester hours .....	$\frac{1}{2}$ Time
1 through 6 semester hours .....	Less Than $\frac{1}{2}$ Time

### SELECTIVE SERVICE

When requested by the student or board and sufficient information is given, the College provides to the Selective Service Board proof of a student's registration. The College assumes no responsibility in interpreting existing regulations under the Selective Service Act. The College serves only as a reporting agency. It is the responsibility of the student to interpret the regulations of the Selective Service System as they apply to him.

### CONCURRENT REGISTRATION

A student registered at Florida Junior College at Jacksonville may not receive credit at this College for work taken concurrently at another college or university without prior written approval of the appropriate dean.

### COURSE ATTENDANCE AT MORE THAN ONE CAMPUS

Students may enroll for and attend classes at more than one campus. In these instances, students should follow the same procedures for admission and registration and merely select the courses they desire at the time of registration. Transportation between campuses is the responsibility of the student.

### CREDIT LIMITATIONS

A maximum of fifteen college hours of acceptable correspondence and/or extension work, approved by the College registrar, may be applied to the associate degree. Such work must be on a freshman or sophomore level.

When submitted to fulfill degree requirements, credits more than ten years old will be re-evaluated.



## ADMISSIONS AND RECORDS

Any student who enrolls at Florida Junior College at Jacksonville is required to have an official student I.D. card. Registration is not complete until the student has been photographed or otherwise satisfied the requirement.

### IDENTIFICATION CARD

The College will furnish the student with mid-term grade reports and with end-of-term grade reports. It will be the general practice of the College to mail these grade reports to the parents or guardians, whenever this is applicable.

### GRADE REPORTS

Any student of the College may elect at the time of registration to enroll in a course for audit. A grade of X will be assigned to all audit students enrolled in College courses carrying semester hours credit and to all credit students who either elect at the time of registration to audit a course or who are permitted to audit a course by the end of the sixth week of class. To change from credit to audit after registration, a student must process the change through the professor, the advisor and the appropriate dean. Any request for change from credit to audit must be presented to the Registrar no later than the end of the sixth week of class. Fees for credit courses taken on an audit basis are the same as those taken on a credit basis. Courses taken for audit do not count as hours enrolled for Veteran purposes or for Selective Service deferments.

### AUDITING OF COURSES

Except in the case of cancelled classes, schedule changes are made at the convenience of the College. Students desiring to change their schedules must follow the procedure as adopted.

### ADD/DROP

To withdraw from college, or from a course, the student will use the following procedure:

### WITHDRAWAL

1. Obtain withdrawal form from the Registrar.
2. Complete student portion of form and obtain signature of faculty advisor and members of the teaching faculty involved if partial withdrawal.
3. If full withdrawal, in addition to requirements in item #2, obtain signatures of Librarian, Business Manager, and the Dean of Guidance.
4. Turn in the form to the Office of the Registrar.

## ADMISSIONS AND RECORDS

No withdrawal is official until the withdrawal form has been received in the Office of the Registrar. The form must be received in the Office of the Registrar within five class days from the date of the instructor's signature.

Students may withdraw from class(es) through the end of the last class day prior to the beginning of the first day of final examinations. The withdrawal form must be received in the Office of the Registrar by the end of the last day of classes. No withdrawal will be permitted during the final examination period, and no withdrawal form will be accepted subsequent to the end of the last scheduled class day.

### GUIDED STUDIES COURSES

The Guided Studies program is not intended for transfer or graduation.

### TIME LIMIT FOR GRADUATION

If a student does not graduate within five years of the date of his original enrollment at Florida Junior College at Jacksonville, he must meet the requirements of the catalog in effect for the year in which graduation occurs.

### PHYSICAL EDUCATION

Students who plan to graduate from Florida Junior College at Jacksonville with an Associate in Arts degree must satisfactorily complete four hours of physical education and, with an Associate in Science degree, two hours, unless excused for one of the following reasons:

1. Reached the age of 25.
2. A veteran of two years active duty or a disabled veteran.
3. Is currently on active military duty.
4. Has been excused by medical certificate; however,

special programs are provided students with physical or medical handicaps in the adaptive physical education courses.

Students with medical problems, excuses, limitations, and handicaps may enroll in the PEC Adaptive Physical Education Program to fulfill the College physical education requirement.

# FEE SCHEDULE

## REGISTRATION FEES

For students enrolled for twelve (12) or more semester hours credit, or audit

	Fall Term	Winter Term
Students from Duval and Nassau Counties		
Matriculation .....	\$100	\$100
Florida students from other counties		
Matriculation .....	100	100
Tuition .....	15	75
Non-Florida students		
Matriculation .....	100	100
Tuition .....	75	75

Matriculation fee may include an amount not to exceed \$15 for student activities.

For students enrolled for less than twelve (12) semester hours credit, or audit

	Per College Hour
Students from Duval and Nassau Counties .....	\$ 8.50
Florida students from other counties .....	10.00
Non-Florida Students .....	16.00

### Special Fees

Late registration applicable to credit courses .....	\$ 5.00
Music — one applied lesson per week by college instructor (for 2 college hours) .....	50.00
Music — one applied lesson per week by college instructor (for 1 college hour) .....	25.00
Printmaking and Ceramics (each) .....	10.00
Laboratory fee — Biology, Chemistry, or Physics ....	5.00
Graduation fee (University Parallel) .....	10.00
Activity card fee for part-time students (optional)....	2.50
Physical Education — Golf, Bowling, Camping, each	8.00

**Note:** All fees are due and payable at time of registration. Fees for seminars, institutes and workshops shall be sufficient to cover anticipated costs and shall be determined by the Director of Community Services.

## FEE SCHEDULE

### Career Education, Adult & Continuing Education

Adult Basic Education .....	No Charge
Civil Defense Adult Education .....	No Charge
Manpower Development & Training (Academic & Laboratory/Shop) .....	No Charge
Adult High School Review (Academic) .....	2.00
Adult High School Credit (Academic) .....	2.00
Adult Continuing Education (Academic) .....	2.00
Adult Education for the Aging (Academic) .....	2.00
Vocational Related .....	*2.00
Apprenticeship .....	2.00
Adult Community Services (On & Off Campus Offerings) .....	*5.00
Vocational Distributive Education (On & Off Campus Offerings) .....	*5.00
Adult High School Credit (Laboratory/Shop) .....	*5.00
Adult Continuing Education (Laboratory/Shop) .....	*5.00
Adult Education for the Aging (Laboratory/Shop) .....	*5.00
Vocational Agriculture (Laboratory/Shop) .....	*5.00
Vocational Business/Office (Laboratory/Shop) .....	*5.00
Vocational Distributive (Laboratory/Shop) .....	*5.00
Vocational Health Occupations (Laboratory/Shop) .....	*5.00
Vocational Home Economics (Laboratory/Shop) .....	*5.00
Vocational Industrial (Laboratory/Shop) .....	*5.00
Vocational Technical (Laboratory/Shop) .....	*5.00
Vocational Public Services (Laboratory/Shop) .....	*5.00
Vocational Special Area Courses (Leased Equipment) .....	**Various

\*Plus additional charges for cost of materials if the cost exceeds the amount provided for in the fee and additional charges for required accessories and/or uniforms required in specified courses or programs such as Nursing Education, Cosmetology, Welding, Graduation Expense, etc.

\*\*Varied fees depending on the cost of rented or leased equipment such as IBM Key Punch, IBM Data Processing, etc.

### REFUNDS

No refunds are automatic. This applies to courses which are cancelled by the college as well as those dropped by the student. Requests for refunds should be initiated at the Office



## FEE SCHEDULE

of the Registrar. It is the responsibility of the student to notify the college that he is officially withdrawing from college or from a course. The refund will be determined by the date of official notification.

Should the student officially withdraw from college or from a course, refunds of all fees, except late registration fee, will be made on the following basis:

If official withdrawal from college or from a course is made before classes begin .....100%

Fall Term I deadline ..... August 26, 1970

Winter Term II deadline ..... January 7, 1971

Spring Term III deadline ..... May 5, 1971

Summer Term IV deadline ..... June 17, 1971

If official withdrawal is made after the deadline listed above but by the deadline listed below ..... 70%

Fall Term I deadline ..... September 10, 1970

Winter Term II deadline ..... January 22, 1971

Spring Term III deadline ..... May 13, 1971

Summer Term IV deadline ..... June 25, 1971

Withdrawal from college or from a course after the above ..... None

Any request for refund after the deadline must be directed to the Appeals Board.

Full refunds will be paid if the college finds it necessary to cancel a course for which the student has paid.

Fees for General Adult Courses and Community Service Courses are non-refundable except as authorized by the appropriate Dean or Director.



General Education, as conceived at the Florida Junior College at Jacksonville, is concerned with responsible citizenship in a democratic situation. It is formulated to develop skills, attitudes, and understandings.

## GENERAL EDUCATION

General Education provides a broad background of knowledge which should enable the student to appreciate and value interests other than his own and to cope successfully with personal, family, and community problems.

General Education is considered the core of a liberal education and emphasizes human achievement. Liberal education should produce graduates who can think critically and understandingly, communicate clearly and concisely, and make decisions wisely. It deals with many aesthetic forms, such as music, art, and literature, and seeks a synthesis of technical, emotional, and intellectual experiences, past and present.

1. The General Education program for the Associate in Arts degree shall consist of a minimum of 42 college hours of work.
2. For the purpose of certification in General Education, no course with a grade of less than "C" will be counted as a part of the 42 required credits.
3. In order to qualify for General Education Certification on his permanent record, the student shall meet Graduation Requirements at the Florida Junior College at Jacksonville.
4. The following subject areas shall be included in the program in the manner specified below:

## ASSOCIATE IN ARTS DEGREE Requirements

Area I. Communications .....	Nine (9) college hours
EH 101-102 — English Composition .....	6 hrs.
SCH 105 — Fundamentals of Speech .....	3 hrs.
Area II. Humanities .....	Eight (8) college hours
HS 203-204 — Humanities .....	8 hrs.
Area III. Mathematics .....	Three (3) college hours
MS 101 — College Mathematics .....	3 hrs.
or any course designated MS except MS 127, TEG 101, TEG 102, and TEG 201.	

## ACADEMIC REGULATIONS

- Area IV. Natural Sciences ..... Nine (9) college hours  
SC 101 — Life in its Biological Environment ..... 3 hrs.  
or any course designated BY.  
SC 102-103 — Life in its Physical Environment ..... 6 hrs.  
or one full year of Chemistry or Physics.

NOTE: Laboratory courses may be elected in natural science in place of the above-listed courses in order to fulfill specific laboratory course requirements of senior institutions to which students intend to transfer. SC 104 is recommended for students transferring to a university requiring a laboratory science course.

- Area V. Social Science ..... Six (6) college hours  
SLS 101-102 — Origins of American Society ..... 6 hrs.

- Area VI. General ..... Three (3) college hours  
PSY 105 — General Psychology ..... 3 hrs.

- Area VII. Physical Education ..... Four (4) college hours  
Any four activity courses unless excused ..... 4 hrs.

NOTE: Completion of the "Universal Man" interdisciplinary studies through the Experimental College will satisfy General Education requirements for the Associate in Arts degree. Physical Education requirements in Area VII must be elected in addition to the 38 credits of the ALPHA program. The BETA program of 42 credits includes the scheduling of physical education.

### ASSOCIATE IN SCIENCE DEGREE Requirements

1. The General Education program for the Associate in Science degree shall consist of a minimum of 12 college hours of work.
2. The following subject areas shall be included in the program in the manner specified below:

- Area I. Communication ..... Three (3) college hours  
EH 103 — English Composition ..... 3 hrs.  
or EH 101-102 ..... 6 hrs.

- Area II. Humanities ..... Three (3) college hours  
HS 201 — Humanities ..... 3 hrs.  
or HS 203-204 ..... 8 hrs.

- Area III. Social Science ..... Three (3) college hours  
SLS 103 — Human Institutions ..... 3 hrs.  
or SLS 101-102 ..... 6 hrs.



# ACADEMIC REGULATIONS

Area IV. General .....	Three (3) college hours
PSY 101 — Human Relations .....	3 hrs.
or PSY 105 .....	3 hrs.

NOTE: Students who intend to complete a four-year B.A. or B.S. Degree program which will include a Foreign Language requirement should consider completing the requirement at Florida Junior College before transferring.

The maximum load for an entering first term regular day division freshman is 18 college hours. The maximum load for a regular day division student who failed to maintain a "C" average for the preceding term or summer session is 15 college hours. The maximum load for a regular day division student who has an average "B" or above during the preceding term or summer session is 21 college hours. A full time student is defined as one who has enrolled for 12 or more college hours.

Students who are enrolled only in the evening division are limited to a maximum load of 12 college hours. Evening students on probation are limited to a maximum load of 8 college hours. A maximum of 12 college hours will be observed for any evening student. There is no minimum load.

Term III and IV students shall not earn or attempt more than 14 college hours across the two terms. Except in cases where courses start in Term III and end in Term IV, a student shall not earn or attempt more than 7 college hours per term.

No absences or tardies are excused by the college. Each instructor will determine his policy on absences up to 25%. A grade of E will result in any class from which a student is absent twenty-five percent (25%) or more.

Letter grades will be assigned for all courses for which students have registered as follows:

- A Excellent
- B Good
- C Average
- D Poor
- E Failure — Non Attendance
- F Failure — Academic

## STUDENT COURSE LOAD

## CLASS ATTENDANCE

## GRADING SYSTEM

## ACADEMIC REGULATIONS

WP	Withdrawal — Passing
WF	Withdrawal — Failing
I	Incomplete with penalty. Time limitation for changing.
NC	Incomplete without penalty. No time limitation for changing.
X	Audit

Satisfactory grades are A, B, and C. Most colleges and universities will not accept a transfer of D.

Students officially withdrawing from credit courses after the add/drop period will receive the grade of WP or WF. Until the end of the sixth week of class during Terms I and II, and the end of the second week of class during Terms III and IV, the student may withdraw without penalty and receive a WP. Students must process a withdrawal form and must present the form to the Office of the Registrar no later than the end of the sixth week of class, for Terms I and II, or the end of the second week of class for Terms III and IV.

Students withdrawing after that period must have a grade of PASS or FAIL stated on the form in addition to the faculty member's signature. The form must be submitted to the Office of the Registrar no later than five days subsequent to the date of the faculty member's signature. No withdrawal form, however, will be accepted subsequent to the last day of classes for any term. If the instructor indicates PASS on the withdrawal form, a grade of WP will be given. If the instructor indicates FAIL on the form, a grade WF will be given.

**NO WITHDRAWAL IS PERMITTED DURING THE FINAL EXAMINATION PERIOD. NO WITHDRAWAL FORM WILL BE ACCEPTED SUBSEQUENT TO THE LAST CLASS DAY PRIOR TO THE BEGINNING OF FINAL EXAMINATIONS.**

At the prerogative of the faculty member concerned, a grade of I may be assigned in each course in which a student does not finish his work on regular schedule. Incomplete grades must be changed to grades other than WP, WF, E, X, or NC by the date published in the college calendar. Incomplete grades count as F until changed. If not changed by the date in the calendar, the student's record will be changed to reflect F. For purposes of computing grade point average, Dean's List, Probation, and Suspension, the grade of I is considered to be F until it is removed. The grade of X will be assigned to all audit students in college credit classes, to credit students auditing credit courses, and to credit students who have not filed necessary proof of their previous education.

## ACADEMIC REGULATIONS

The grade of NC is given to students in the Experimental College Program who do not complete the required program within the specified period. NC does not count as F until changed and there is no limitation on time for changing the grade. NC can be changed to A, B, C or X.

Once a final grade in a course has been reported to the Registrar by the member of the teaching faculty, it can be changed only by the faculty member's recommending such change and receiving the endorsement of the campus provost. Such recommendations must be made on the proper form.

To evaluate the scholastic standing of students, the following points are assigned to grades:

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- E — 0 quality point per credit hour
- F — 0 quality point per credit hour
- WF — 0 quality point per credit hour
- I — 0 quality point per credit hour

The student's scholastic standing or quality point average is obtained by dividing his total number of quality points by the total number of college hours for which the above grades are assigned. A course repeated is counted as many times as such grades are recorded.

The Dean's List is published at the end of Terms I and II and contains the name of all students carrying 12 or more semester hours who have earned a grade point average of 3.5 or above during the term and who have received no grade below C.

The following academic probation and suspension policy is used at the Florida Junior College at Jacksonville:

The cumulative grade point average will be used in determining the academic status of the student. Any term in which the student has completed ten or more semester hours, or in

### QUALITY POINTS

### DEAN'S LIST

### PROBATION AND SUSPENSION

# ACADEMIC REGULATIONS

which the part-time student has completed a block of ten or more hours, the academic status of the student shall be computed.

Student must meet the following criteria:

1st 10 or more hours .....	1.25
2nd 10 or more hours .....	1.50
3rd 10 or more hours .....	1.75
4th 10 or more hours .....	2.00

The first term or block in which the student does not achieve the above G.P.A., he shall be placed on probation. If the G.P.A. is not raised to the required level by the next term or block, the student shall be suspended for one semester, providing he does not make a 2.50 G.P.A. in the course(s) for which he is enrolled during the term. Students achieving a 2.50 G.P.A. for the term will be allowed to remain at the college on a probationary status.

Once the fourth block of ten or more hours has been completed, the student must maintain a 2.00 cumulative grade point average regardless of the number of hours attempted during a term. If the cumulative G.P.A. of 2.00 is not maintained, the student will be suspended for one term, regardless of the term grade point average achieved.

Students who are suspended cannot earn credit for one full term. Non-attendance during one summer term does not fulfill this requirement.

## GRADUATION REQUIREMENTS

Florida Junior College at Jacksonville holds only one commencement exercise each year, at the end of the second academic term, generally in May. However, students will be graduated at the end of any term in which they complete the requirements. Students graduating at the end of Term I, III, or IV, may participate in the next formal commencement exercise. Florida Junior College at Jacksonville will award the Associate in Arts degree or the Associate in Science degree to all students who satisfy the following requirements:

1. The student must be in attendance the term he is to graduate.
2. Complete the courses offered in one of the curriculums of the college.
3. Earn a cumulative grade point average of 2.00 (C) on all college credit courses.

4. Complete an application for graduation and return it to the Office of the Registrar before the date published in the catalog. Students must make application during the term in which they expect to be graduated, regardless of previous applications made.
5. Complete the last 15 college hours in residence at the Florida Junior College at Jacksonville.
6. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and services.



7. Fulfill all financial obligations to the college.
8. Complete at least 60 college hours of course work plus Physical Education.
9. Complete the general education requirements or one of the transfer or terminal programs offered by the college.
10. Complete four terms of Physical Education in the Associate in Arts Program and two hours of Physical Education in the Associate in Science Program. These requirements are to be the same for all students in these respective programs unless exempt for one of the follow-



## ACADEMIC REGULATIONS

- ing reasons: reached the age of twenty-five, is a veteran of two years active duty or a disabled veteran with less than two years active duty, is currently on active military duty, or has been excused by medical certificate.
11. Evening students must complete all requirements 1 through 10 except that, for each 15 academic hours completed at night, the student may substitute one (1) academic credit in place of the physical education requirement. Evening students not exempted from physical education by Item 10 must present at least 64 college hours for graduation.
  12. A course may be taken for credit any number of times but will be counted as credit toward a degree only once; however, grade point average will be computed each time a course is taken. This applies to the general education requirements as well as the elective hours a student must earn.
  13.
    - a. No more than four hours in PHYSICAL EDUCATION activity-type courses may apply towards graduation.
    - b. No more than four hours from music and speech activity courses may be applied towards graduation.

The Offices of Student Services are designed to assist the student in maximizing his college experience. Offices are located on the Cumberland Campus, North Campus and the San Diego Campus.

Vocational, academic and personal counseling services are provided by the Office of Student Services. Members of the Student Services staff are available on the three major campuses and students should feel free to consult with these counselors at any time.

For use in its advising program, Florida Junior College at Jacksonville requires scores from the Florida Twelfth Grade Test Program or the American College Test Program (ACT) on all entering day students. Results are not used in selecting students for admission, but as an aid in better advising students. Florida Twelfth Grade Test Program scores are routinely received for all graduates of Florida high schools who took this test in their senior year. Graduates of Florida high schools who have not taken this test and all out-of-state students should make arrangements to take the American College Test prior to program counseling or scheduling classes. The ACT is given several times a year in centers throughout the United States. Application forms for this test are available from high school counselors and through the Admissions Office or Student Services Offices.

The Office of Student Services offers a program of group and individual testing designed to serve students. General scholastic ability tests, interest inventories and aptitude tests are available to students seeking information in these areas. Tests will be administered by members of the counseling staff who will interpret scores in individual conferences with students.

After test data and other records have been made available, each entering day student will be assigned an advisor. This advisor will assist the student with proper course planning and placement in the college curriculum. Every student is expected to arrange at least one interview with his advisor each term.

### COUNSELING

### ENTERING STUDENTS

### TESTING SERVICES

### ADVISING

## STUDENT SERVICES

### ORIENTATION

The Office of Student Services will conduct orientation programs for beginning full-time students. The programs are designed to acquaint the student with the services, regulations, and policies of the college.

### FINANCIAL AIDS

A program of financial aids to assist qualified students toward their educational goals has been developed as a function of the Office of Student Services. Through the use of scholarships, loans, and student employment, it is possible for deserving students with limited resources to attend the college. Applicants must have been admitted to the college, with all previous school records on file in the Office of the Registrar before financial aid applications can be approved. Deadline for application for Fall Term, July 15, for Winter Term, November 15.

### SCHOLARSHIPS

Scholarships are available in limited numbers to full-time students whose academic records demonstrate above-average ability and whose family or personal circumstances make financial assistance necessary. Following is a list of the scholarships for the 1969-70 academic year which were given by local organizations for students attending the Florida Junior College at Jacksonville.

American Business Women's Association

Bold City Chapter

Crown Chapter

Golden Key Chapter

Port O'Call Chapter

Signal Light Chapter

Sunburst Chapter

Arlington Woman's Club

Baptist Memorial Hospital

Louie A. Beard Scholarship, John Archbold Memorial Hospital

\*Ray K. and P. N. Coleman Foundation

Elsworth Davis Family Foundation

Duval Medical Center

\*Executives' Secretaries, Inc.

First National Beach Bank

Florida Engineering Society

FJC Athletic Scholarships

\*FJC Bookstore Scholarships

\*FJC Woman's Club

Florida Peace Officers, Ladies Auxiliary

Forest-Dale Woman's Club

Franklin Optical Company  
Fuller Brush Company  
\*Gateway Business and Professional Woman's Club  
Gator Bowl Association  
\*Jacksonville Jaycees  
Jacksonville Memorial Hospital  
James S. Kemper — Foundation  
Junior Achievement of Jacksonville  
\*Justice of the Peace and Constables Association of Florida  
Miss F.J.C.  
National Secretaries Association  
Navy Relief Society  
North Florida Association of Dispensing Opticians  
North Jacksonville Junior Woman's Club  
Regents Scholarships  
Ribault Lions Club  
Ribault Senior High Scholarship  
Clarence M. Rivers Memorial Fund  
St. Johns Park Baptist Church  
St. Luke's Hospital Association  
\*South Jacksonville Civitan Club  
\*George S. Trotter, M.D.  
United Daughters of the Confederacy, Robert E. Lee Chapter  
Vocational Rehabilitation, State of Florida  
Wilson and Wilson Opticians  
Winn-Dixie  
Woman's Auxiliary to the Duval County Medical Society  
\*Woman's Club of Jacksonville  
YWCA, O. P. Woodcock Scholarship

\*The money for these scholarships was given Florida Junior College at Jacksonville to be administered by the Financial Aid Committee.

Federal, state and local scholarship loans are available for students whose records indicate ability to succeed in their chosen fields of study.

Florida Junior College at Jacksonville cooperated in the program of loans under Title II, National Defense Education Act of 1958. These loans, repayable over a 10-year period starting 9 months after completion of studies, are available.

**LOANS****NATIONAL  
DEFENSE  
STUDENT LOANS**

## STUDENT SERVICES

### FEDERALLY INSURED LOANS

Federally insured loans are made to college students by banks, credit unions or any lending agency which participates in the program. The federal government provides the guarantee of the loan and pays all of the interest while the student is in college. Repayment begins nine months after leaving college and may extend over a ten-year period.

The student pays 4 per cent simple interest on the loan during the repayment period.

Application for this loan may be made at any time during the year.

### FLORIDA STUDENT SCHOLARSHIP LOAN

Full-time students who have been legal residents of Florida for the past three years and whose records indicate ability to succeed are eligible to receive a long-term loan for the amount of the tuition and books for an entire academic year. The loan is to be repaid at the rate of 4 per cent per year beginning at the time of graduation or termination as a full-time student. Efforts will be made to continue the loan, once approved, for the duration of the student's need. Special consideration will be given when transfer is made to a senior college or university.

### STATE OF FLORIDA TEACHING AND NURSING SCHOLARSHIP LOANS

The State of Florida offers a number of scholarship loans for Florida residents who are planning to become teachers or nurses in Florida. Competitive examinations for these awards are held in October under the supervision of the local superintendent of schools.

### JACKSONVILLE JAYCEES SCHOLARSHIP FOUNDATION LOANS AND GRANTS

These loans are available to full-time students who reside permanently in Duval County, have good academic standing, possess good character and leadership qualities and have financial need. These loans are repayable beginning four months after a student leaves school at which time interest accrues at the rate of 3 per cent.

### LAW ENFORCEMENT EDUCATION GRANTS AND LOANS

The college participates in this federal program which provides grants to part-time students who are employed by law enforcement agencies and loans to full-time students who major in some area of law enforcement and who plan to make a career of law enforcement.



## STUDENT SERVICES

The College Work-Study program is designed to assist students with their college financing through part-time work. This work may be on or off campus and students approved for this program may work 15 hours per week at the rate of \$1.45 per hour.

### **COLLEGE WORK — STUDY PROGRAM**

Florida Junior College maintains a centralized placement service which is part of the student personnel program. Its services include educational placement and employment placement.

### **PLACEMENT SERVICES**

The Placement Bureau is located in Building 48-B, Cumberland Campus. The specific functions of the Bureau are to maintain a current record of employment opportunities, to establish and maintain permanent credentials records of FJC students and alumni, and to conduct a follow-up study of students.

The placement service seeks to assist students and alumni in attaining positions which will best utilize their education, training, experience and abilities.

## STUDENT ACTIVITIES

A comprehensive program of co-curricular activities will be available to students of the Florida Junior College at Jacksonville. The development of the co-curricular program is based on the concept that a successful student is a well-rounded student. Diversified activities in a field of interest encourage growth and maturity, and serve to complement the intellectual and academic values of the college.

Student needs and initiative will play a significant role in the development of the program of co-curricular activities.



Questions concerning the co-curricular activities should be directed to the Student Activities Office. Activities include:

### **Intramurals**

Flag Football  
Volleyball  
Badminton  
Basketball  
Tennis  
Archery  
Softball

Soccer  
Table Tennis  
Gymnastics  
Handball  
Horse Shoes  
Swimming  
Wrestling

## STUDENT ACTIVITIES

### Inter-collegiate Athletics

Basketball  
Cross Country  
Golf

Track and Field  
Tennis  
Baseball

### Clubs and Organizations

Baptist Student Union  
Cheerleaders  
Civitan  
Circle K  
Compass Club  
Future Secretaries  
Inter-Club Council  
International Club  
Literary Magazine  
Mamas and Papas  
Phi Theta Kappa  
Psychology

Semi-annual Magazine  
(Stellae Omnes)  
Society for Advancement of  
Management  
Starliters  
Student Government  
Association  
Student Newspaper (Alpha)  
The Association  
The Masques  
W.O.M.E.N.  
Young Democrats  
Young Republicans



### Academic Organizations

The following organizations offer college credit or emerge from credit courses. A wide variety of high quality educational offerings provides diverse activities that enrich individual students and the college-at-large, and contribute significantly to the community.

Chorale  
Chorus  
Concert Band

Music Workshop  
Stage Band

### College-wide Activities

Artist Series  
Talent Show  
Visiting Lecture Series  
Miss F.J.C. Pageant  
Junior College Week

Dances  
Special Events  
Celebrity Series  
S.G.A. Retreat

### Accident Reporting

Any accident should be reported immediately to any faculty member or administrator and an accident report should be filed with the Office of Student Services.

### Activity Calendar

In order to promote effective communications among organizations and to avoid conflicts of student programs, a calendar is maintained in the Student Activities Office, listing time and place for all approved activities.

## STUDENT ACTIVITIES

Time and location of a co-curricular or extracurricular activity must be cleared through the Student Activities Office before it may be placed on the college calendar.

### Activity Periods

Time periods are set aside each week for on-campus student activities. Special programs ranging from film presentations to lectures and performing student groups are made available to all students. Clubs and organizations conduct their meetings during these periods.



### Chaperones

Each social event must be chaperoned by at least one man and one woman and one of these must be a member of the full-time faculty or administration.

### Conventions, Conferences, and Trips

Trip approval and travel requests may be obtained through the Student Activities Office.

Trips that interfere with any individual student's classroom responsibilities will be discouraged.

The faculty advisor should accompany the group or organization on all trips.

The Advisor should submit a list of instructors' names who need to be informed that their students are attending an official college-sponsored activity. The list should be submitted to the Student Activities Office two (2) days prior to leaving on a trip.

### Contests

Any student who enters a beauty contest or in any way serves as a representative of Florida Junior College at Jacksonville in an off-campus activity, must have prior clearance of the Director of Student Activities. Only those students with at least 2.0 average and a satisfactory citizenship record will be considered for clearance.

### Distribution of Leaflets, Posters, Etc.

Students who want to distribute any kind of printed matter, such as posters, leaflets, or flyers, among the student body on campus must secure the approval of the Student Activities Office in advance. This office will furnish students certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the Student Activities Office. All materials will be placed in those areas specified.

Student organizations and individuals are responsible for removing all materials when they have served their objective. Materials may not be attached in such fashion as to damage or deface the college property or campus.

### **Dress Code**

All students attending Florida Junior College at Jacksonville should dress in good taste.

### **Falsification of Records**

Falsification of records (including registration cards, health records, I.D. cards, application for admission, etc.) will result in disciplinary action.

### **Financial Policies of Campus Organizations**

The organization advisor, president, and treasurer should contact the Accounting Office for complete information before any financial transactions are initiated or any membership dues are collected.

### **Formation of New Organizations**

Applications and procedures to follow are available in the Student Activities Office. Assistance in preparing a constitution or charter, meeting places, obtaining a sponsor and additional guidelines are available.

### **Identification Card**

Any student who enrolls at Florida Junior College at Jacksonville is required to have an official student I.D. card. Registration is not complete until the student has been photographed or otherwise satisfied the requirements.

The identification card is necessary for student elections and for college-wide activities.

### **Smoking**

Smoking is not permitted in classrooms, laboratories, libraries, auditorium, or gymnasium. This applies to both the Day and Evening College.





### Standards of Acceptable Behavior

The conduct of students, both in and out of college, is expected to be honorable and dignified. College students are considered to have reached the age of responsibility and discretion and should realize that the responsibility for success in college rests largely upon themselves.

The college reserves the right to dismiss any student whose behavior, on the campus or off the campus, is considered undesirable or harmful to the college.

### State Beverage and Gambling Laws

The use or possession of alcoholic beverages in any college facility or at any college function, on or off campus, is prohibited.

Under the laws of the State of Florida, it is unlawful (a) for any person or firm to sell, give, serve, or permit to be served, alcoholic beverages, including beer and wine, to persons under 21 years of age; (b) for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing a licensee, his agent or employees, to sell, give or deliver any alcoholic beverages to a person under 21 years of age. Any person under the age of seventeen years violating these provisions shall be within the jurisdiction of the juvenile court.

Minors are not permitted under the laws of Florida on any premises where there is betting and gambling.

Gambling of any kind is prohibited on campus.

### Student Activities Office Newsletter

The weekly newsletter is placed in distribution boxes in the Student Centers and other locations on campuses each Friday. Items contained in the newsletter include:

- Academic or registration instructions
- College policy announcements
- Student events, including meetings
- Special contests or opportunities
- Special announcements

The purpose of the newsletter is to provide a communications vehicle for important announcements to all students. Feature and in-depth reporting will be functions served by the Alpha, the College newspaper. Announcements requiring immediate attention will be read to all classes by the professors.



Announcements to be included in the newsletter should be typed and submitted to the Student Activities Office on the Tuesday preceding the week the item is to be carried.

### **Student Activity Program Development Committee**

The committee is a recommending body charged with the following responsibilities:

1. Special polls and specific polling of students, faculty used to select programs for the artist series, lecture series, and special programs or events.
2. Recommendations to maintain student morale and college spirit on the campuses.
3. Analysis of student public relations with the faculty, administration and community. The five committee members are selected by the student body in general election each fall. Recommendations are made to the Director of Student Activities.

### **Student Services Committee**

The committee is composed of joint faculty-student membership. The committee reviews and makes recommendations concerning all non-classroom activities.

### **CHANGES**

The college reserves the right to change rules, regulations, and policies at any time.

## STUDENT RIGHTS

### GRIEVANCES AND PETITIONS

The student government is recognized as the official student organization representing the student body of Florida Junior College at Jacksonville. It is the liaison between the student body and the college administration. In this capacity, it receives all petitions for grievances, complaints, requests, and recommendations allegedly reflecting the opinion of the student body as a whole, or a significant portion thereof, or a recognized student organization on campus.

All such petitions shall be directed in writing to the President of the student government, or any of its officers, and shall contain the signatures of the representatives of the student group making the presentation.

The President of the student government, or any of its officers, shall present the petition for discussion at the next regularly scheduled meeting of the student senate, provided there has been sufficient time for including the matter on the agenda.

The senate shall decide by the majority vote, in accordance with the Student Government Constitution and By-Laws, whether or not to support the petition and what recommendations, if any, the student government desires to transmit to the college administration.

All recommendations to the college administration from the student government shall be directed in writing to the Vice President for Student Services through the Director of Student Activities (Central).

### STUDENT RIGHTS

A. Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. They are free to support those things by orderly, peaceable, and acceptable means which do not disrupt the regular and essential operation of the college.

B. The student government provides the means for participation in the formulation and application of college policy affecting academic and student affairs. Proposals for changes in policy, regulations, or procedures which affect the student body as a whole, shall be directed through the student government.

C. Students have the right individually to appeal any administrative decision under existing policies which adversely affect them.

Appeals are normally directed to the next higher level of authority above that at which the decision was made. If there is a doubt as to the proper person to whom such appeals should be directed, the Director of Student Activities (Central) should be consulted.

**STUDENT  
APPEALS**

The appeals committee considers appeals for many types of administrative actions, examples of which are listed below:

**APPEALS  
COMMITTEE**

1. Original admission to the college, if otherwise denied under existing policies.
2. Reinstatement from academic suspension.
3. Reinstatement to credit status.

The appeals committee considers written petitions from students who are requesting exceptions to policies and regulations as stated in the college catalog. Petitions should include appropriate documents to support the request. The petition should be addressed to:

Chairman of Appeals Committee  
Florida Junior College at Jacksonville

**Disciplinary Procedures**

A. Alleged violations of student regulations or other student misconduct shall be referred to the Vice President for Student Services.

B. Reprimands or unrecorded disciplinary probations are actions which may be administered by the Vice President for Student Services.

C. Disciplinary probation which is to be recorded on the student's permanent record will be determined by the Vice President for Student Services, in consultation with the Director of Student Activities (Central).

D. In all cases in which the penalty could be disciplinary suspension, or permanent dismissal from the college, the case will be referred by the Vice President for Student Services, to the Student Services Committee.

E. In all cases in which disciplinary suspension or permanent dismissal could result, the Vice President for Student Services will notify the student, by certified mail, of the nature and source of the charges and grounds against him, and the time and date of the hearing. The notice shall also inform the student of his right to appear at the hearing, to face his accuser, and to present any applicable evidence in his behalf.

F. The Student Services Committee shall conduct a careful and thorough investigation of the case and shall make a recommendation by a majority vote of the quorum membership to the Vice President for Student Services in accordance with one of the following actions:

1. Dismissal from the college.
2. Disciplinary suspension, for a specified period of time.
3. Disciplinary probation, which may or may not be recorded on the student's permanent record.
4. Administrative reprimand.
5. Removal of the charges against the student.

G. Recommendations of the Student Services Committee will be made to the Vice President for Student Services.

H. In all cases in which disciplinary suspension or dismissal from the college has been recommended by the Student Services Committee, the Vice President for Student Services shall refer the committee recommendation and his recommendation to the Administrative Council and/or the President of Florida Junior College at Jacksonville for final action. In all cases in which the Student Services Committee makes recommendations other than dismissal or suspension, the Vice President for Student Services will have the authority to implement such recommendations.

I. The Vice President for Student Services shall notify the student in writing of the final decision.

J. In all cases in which disciplinary suspension or dismissal from the college has been recommended, a typed copy of the proceedings of the hearing shall accompany all recommendations submitted to the Administrative Council and/or the President of Florida Junior College at Jacksonville.

K. Nothing in this procedure shall be so construed as to prevent the President of Florida Junior College at Jacksonville, or any appropriate official of the college, from taking such immediate action as he may deem necessary, except that final action shall be in accordance with the procedures as prescribed.

### Student Conduct

Attendance at Florida Junior College at Jacksonville is a privilege, and in order to maintain the college ideals of scholarship, character, and personality, the right is reserved to require the withdrawal of any student at any time for any reason deemed sufficient and the student concedes to the college this right. Each student, by registering, assumes the responsibility



to become familiar with and to abide by the general regulations and rules of conduct which are listed below. Violations of any of these rules may lead to disciplinary probation, suspension or permanent dismissal.

A. The following actions are prohibited at all college functions on or off campus:

1. Possession or consumption of alcoholic beverages.
2. Illegal use or possession of drugs or narcotics.
3. Cheating in any form.
4. Stealing.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing.
8. Vandalism or destruction of property.
9. Falsification of records.
10. Unauthorized use of the college name.
11. Lewd or indecent conduct.
12. Behavior or actions which are disruptive of the normal, peaceful and orderly operation of the college.
13. Violation of a federal or state law, a county or city ordinance.
14. Repeated offenses of a less serious nature.

B. In cases in which there has been a violation of a law against the college or any of its officials, legal action may also be brought against the offender.

C. Students are expected to be dressed neatly and in good taste at all times while on campus and while attending any college-sponsored activity.

All motor vehicles operated on the Campuses by students, faculty and staff must be registered and have a decal issued and displayed. Students will normally register their vehicles during class registration, when decals will be issued. There is no fee for registering and obtaining parking decals. The College reserves the right to regulate the use and parking of motor vehicles on all of its campuses and to issue citations for violation of regulations.

### **MOTOR VEHICLE REGISTRATION**