



***CATALOG 1971 • 1972***

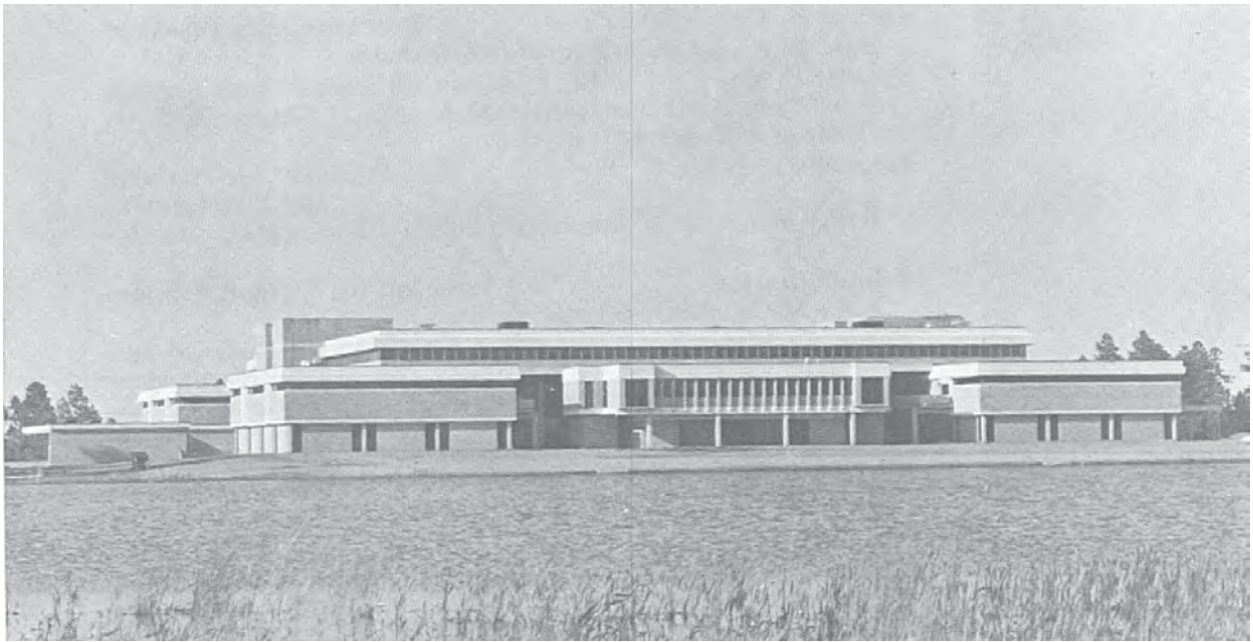
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FLORIDA  
COMMUNITY  
COLLEGE  

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AT JACKSONVILLE



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**FLORIDA JUNIOR COLLEGE AT JACKSONVILLE**

**Jacksonville, Florida**

***CATALOG 1971•1972***





## TO ALL STUDENTS

Last year's greeting to students predicted that the 1970-71 academic year would be the most exciting and fruitful in F.J.C.'s history.

That forecast proved to be true, but there's every reason to believe it will be even more valid for 1971-72.

Opening of the North Campus on Capper Road last year enabled F.J.C. students for the first time to utilize modern classroom, laboratory and library facilities.

Fall of 1971 brings another exciting development — opening of the new South Campus on Beach Boulevard. Like its sister complex to the North, the ultra-modern South Campus will constitute a truly community college within itself.

These two modern campuses, and the many other F.J.C. campuses and centers, enable the college to fulfil its commitment to be a comprehensive community college serving all the citizens of the area.

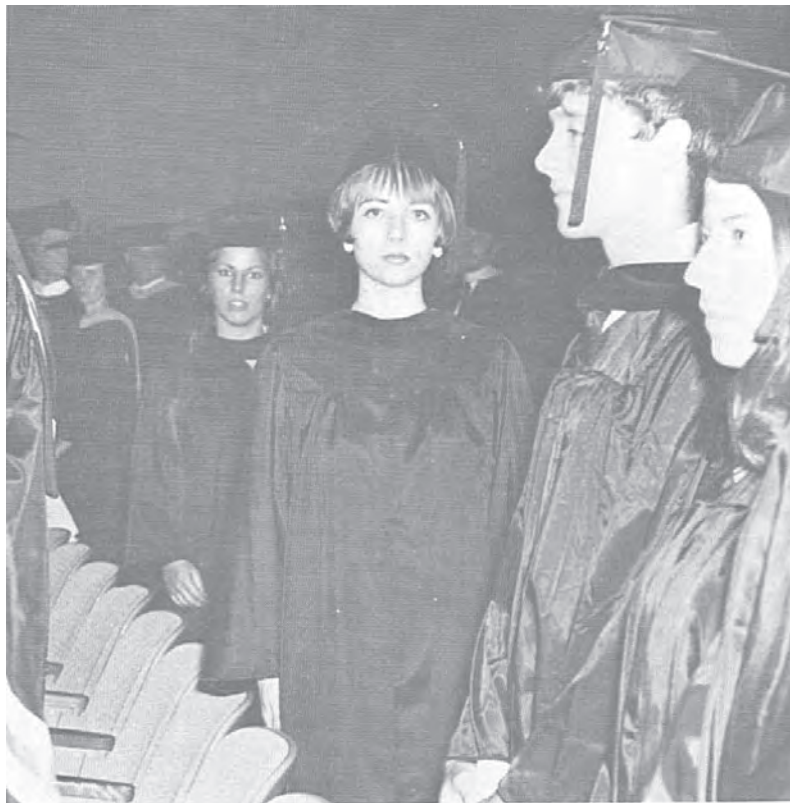
But more important in the educational process than gleaming new buildings is a dedicated and competent faculty, such as F.J.C. possesses.

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

*Benjamin R. Wyszal*

President

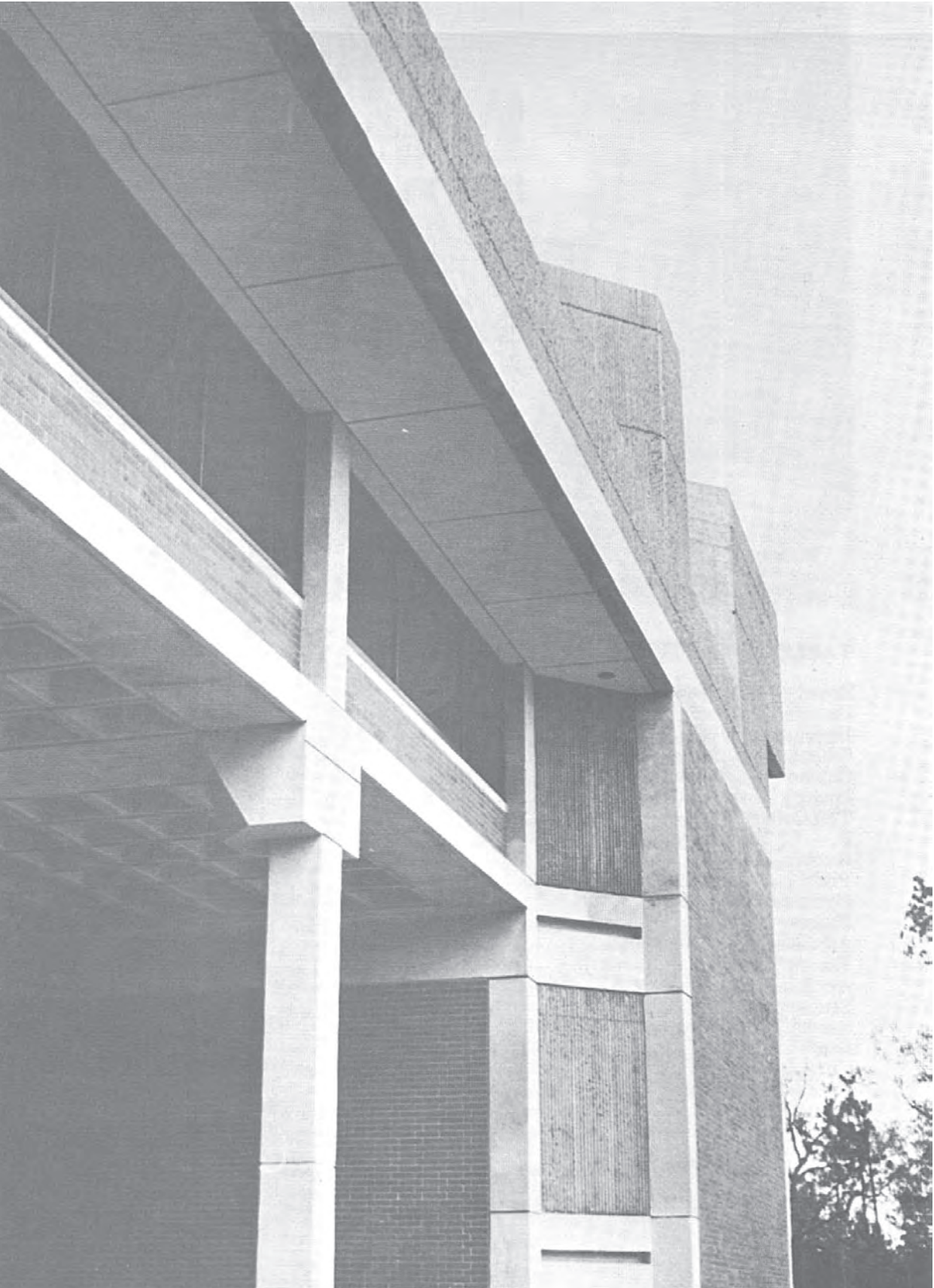




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*Photography — William Charles Fishbourne*





1971-72 CALENDAR OF INSTRUCTION  
 FALL TERM  
 Term I (71/72)

1971		
August 23 (M)	8:00 a.m.	Reporting date for all faculty.
August 25, 26 (W,Th)		Registration — Evening Division.
August 26 (Th)		Registration — Fernandina Beach Center for Fernandina classes only.
August 26, 27 (Th, F)		Registration—Day Division.
August 30 (M)		Registration—All Students.
September 1 (W)	7:00 p.m.	Deadline for applying for 100% refund of fees for Fall Term I.
September 2 (Th)	7:00 a.m.	Classes begin.
September 6 (M)		Holiday — Labor Day.
September 7 (T)	7:00 a.m.	Classes resume.
September 3-September 8 (F,T,W)		Late Registration — a \$5.00 late fee will be charged.
September 3-September 8 (F,T,W)		Add/drop for cancelled classes only. Schedule to be announced.
September 10 (F)	5:00 p.m.	Deadline for removing grade of "I" received during Term III of the 1970/71 academic year.
September 16 (Th)	7:00 p.m.	Deadline for dropping courses with 70% refund — the approved drop form must be received in the Office of the Registrar.
October 14 (Th)	7:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in Office of the Registrar.
October 14 (Th)	7:00 p.m.	Last time to withdraw without penalty.
October 21 (Th)	12 Noon	Advisory grades due in the Office of the Registrar.

## CALENDAR — CAMPUSES

October 25 (M)	7:00 p.m.	Deadline for removing grade of "I" received during Term IV of the 1970/71 academic year.
October 28 (Th)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
November 25, 26 (Th,F)		Holiday — Thanksgiving.
November 29 (M)	7:00 a.m.	Classes resume.
December 10 (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 13,14,15,16,17 (M-F)		Final examination period.
December 17 (F)	12 Noon	Final grades due in the Office of the Registrar.
December 17 (F)	5:00 p.m.	End of Term I.
December 24, 1971, 5:00 p.m. to January 3, 1972, 8:00 a.m.		Holiday — Christmas. College closed (all offices).

### WINTER TERM Term II (71/72)

1972

January 3 (M)	8:00 a.m.	Reporting date for all faculty.
January 3 (M)		Registration — Fernandina Beach Center for Fernandina classes only.
January 4,5,6 (T,W,Th)		Registration—Day Division.
January 4, 5 (T,W)		Registration — Evening Division.
January 7 (F)	5:00 p.m.	Deadline for applying for 100% refund of fees for Winter Term II.
January 10 (M)	7:00 a.m.	Classes begin.
January 11,12,13 (T,W,Th)		Late Registration — a \$5.00 late fee will be charged.

## CALENDAR — CAMPUSES

January 11,12,13 (T,W,Th)		Add/drop — schedule to be announced.
January 21 (F)	5:00 p.m.	Deadline for dropping courses with 70% refund — the approved drop form must be received in the Office of the Registrar.
February 18 (F)	5:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in the Office of the Registrar.
February 18 (F)	5:00 p.m.	Last time to withdraw without penalty.
February 24 (Th)	12 Noon	Advisory grades due in the Office of the Registrar.
March 3 (F)	5:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
March 24 (F)	5:00 p.m.	Deadline for removing grade of "I" received during Term I of the 1971-72 academic year.
March 31 (F)		Holiday — Good Friday.
April 3 (M)	7:00 a.m.	Classes Resume.
April 14 (F)	5:00 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 17,18,19,20,21 (M,T,W,Th,F)		Final Examination period.
April 21 (F)	12 Noon	Final grades due in the Office of the Registrar.
April 21 (F)	5:00 p.m.	End of Term II.
April 24 (M)		Last faculty work day (Term II).
April 24 (M)	8:00 p.m.	Graduation and Convocation.

SPRING TERM  
Term III (71/72) (III-A)

1972		
April 25 (T)	8:00 a.m.	Reporting date for all faculty.
April 26 (W)		Registration — Evening Division.
April 27 (Th)		Registration — Day and Evening Division.
April 28 (F)	5:00 p.m.	Deadline for applying for 100% refund of fees for Spring Term III.
May 1 (M)	7:40 a.m.	Classes begin.
May 2 (T)		Late Registration — a \$5.00 late fee will be charged.
May 2 (T)		Add/drop for cancelled classes only. Schedule to be announced.
May 12 (F)	5:00 p.m.	Deadline for dropping courses with 70% refund—the approved drop form must be received in the Office of the Registrar.
May 12 (F)	5:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in the Office of the Registrar.
May 12 (F)	5:00 p.m.	Last time to withdraw without penalty.
May 16 (T)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
June 6 (T)	7:00 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 7,8,9 (W,Th,F)		Final Examination Period.
June 9 (F)	12 Noon	Final grades due in the Office of the Registrar.
June 9 (F)	5:00 p.m.	End of Term III.

SUMMER TERM  
Term IV (71/72) (III-B)

1972

June 12 (M)	8:00 a.m.	Reporting date for all faculty.
June 13 (T)		Registration — Evening Division.
June 14 (W)		Registration — Day and Evening Division.
June 15 (Th)	7:00 p.m.	Deadline for applying for 100% refund of fees for Summer Term IV.
June 16 (F)	7:40 a.m.	Classes begin.
June 19 (M)		Late Registration — a \$5.00 fee will be charged.
June 19 (M)		Add/drop for cancelled classes only. Schedule to be announced.
June 23 (F)	5:00 p.m.	Deadline for dropping courses with 70% refund — the approved drop form must be received in the Office of the Registrar.
June 29 (Th)	7:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in Office of the Registrar.
June 29 (Th)	7:00 p.m.	Last time to withdraw without penalty.
July 3 (M)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
July 4 (T)		Holiday—Fourth of July.
July 5 (W)	7:40 a.m.	Classes resume.
July 17 (M)	7:00 p.m.	Deadline for removing grade of "I" received during Term II, (1971/72).

# CALENDAR — CAMPUSES

July 25 (T)	7:00 p.m.	Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term IV will be permitted after this time.
July 26,27,28 (W,Th,F)		Final Examination Period.
July 28 (F)	12 Noon	Final grades due in Office of the Registrar.
July 28 (F)	5:00 p.m.	End of Term IV.

## ADULT FULL-TIME CENTER CALENDAR 1971-72

### FALL TERM Term I (71/72)

1971

August 23 (M)	8:00 a.m.	Reporting date for all full-time Adult faculty.
August 25-September 10	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Eve. Program.
September 2 (Th)	8:00 a.m.	Classes begin — Day Program.
	5:00 p.m.	Classes begin — Eve. Program.
September 6 (M)		Holiday — Labor Day.
September 7 (T)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
November 25, 26 (Th, F)		Holiday — Thanksgiving.
November 29 (M)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
December 17 (F)	2:00 p.m.	End of Term I — Day Program.
	10:00 p.m.	End of Term I — Eve. Program.
December 24, 1971, 5 p.m. to January 3, 1972, 8 a.m.		College closed (all offices).

# CALENDAR — ADULT CENTERS

## WINTER TERM Term II (71/72)

<b>1972</b>		
January 3 (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 14 (T-F)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
January 10 (M)	8:00 a.m.	Classes begin — Day Program.
	5:00 p.m.	Classes begin — Evening Program.
March 31 (F)		Holiday — Good Friday.
April 3 (M)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Evening Program.
April 21 (F)	2:00 p.m.	End of Term II — Day Program.
	10:00 p.m.	End of Term II — Evening Program.
April 24 (M)		Last Faculty workday — Term II.
April 24 (M)	8:00 p.m.	Graduation.

## SPRING TERM Term III (71/72) (III-A)

<b>1972</b>		
April 25 (T)	8:00 a.m.	Reporting date for faculty.
April 26-28 (W-F)	9:00 a.m.- 9:00 p.m.	Registration — Day and Evening Programs.
May 1 (M)	8:00 a.m.	Classes Begin — Day Program.
	5:00 p.m.	Classes Begin — Evening Program.
June 9 (F)	2:00 p.m.	End of Term III — Day Program.
	10:00 p.m.	End of Term III — Evening Program.

# CALENDAR — ADULT CENTERS

## SUMMER TERM Term IV (71/72) (III-B)

1972		
June 12 (M)	8:00 a.m.	Reporting date for full-time faculty and staff — Day and Evening Programs.
June 13-15 (T-Th)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
June 16 (F)	8:00 a.m.	Classes Begin — Day Program. (Summer Faculty Reports)
	5:00 p.m.	Classes Begin — Eve. Program.
July 4 (T)		Holiday — Fourth of July.
July 5 (W)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
July 28 (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 1971-72

### FALL TERM Term I (71/72)

1971		
September 7-10 (T-F)	7:00 p.m.- 9:00 p.m.	Registration.
September 13 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
November 25, 26 (Th,F)		Holiday — Thanksgiving.
November 29 (M)	7:00 p.m.	Classes Resume — Adult Part-time.
December 17 (F)	10:00 p.m.	End of Term I.



**CALENDAR — ADULT CENTERS****WINTER TERM****Term II (71/72)****1972**

January 3-7 (M-F)	7:00 p.m.- 9:00 p.m.	Registration.
January 10 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
March 31 (F)		Holiday — Good Friday.
April 3 (M)	7:00 p.m.	Classes Resume — Adult Part-time.
April 21 (F)	10:00 p.m.	End of Term II.

**SPRING TERM****Term III (71/72) (III-A)****1972**

April 24-28 (M-F)	7:00 p.m.- 9:00 p.m.	Registration.
May 1 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
June 9 (F)	10:00 p.m.	End of Term III.

**SUMMER TERM****Term IV (71/72) (III-B)****1972**

June 12-16 (M-F)	7:00 p.m.- 9:00 p.m.	Registration.
June 16 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
July 4 (T)		Holiday — Fourth of July.
July 28 (F)	10:00 p.m.	End of Term IV.



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. After his resignation in April, 1970, Dr. Benjamin R. Wygal was appointed 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. Enrollment of full and part-time students for the fall, 1968 term was 12,556. The figure swelled to 17,988 in fall, 1969, and to 19,431 in fall, 1970.

All told, the college served 25,623 students in the 1969-70 academic year. Of this total, more than 9,000 registered for credit courses and some 16,000 were enrolled in non-credit courses and programs. From the standpoint of enrollment, this made Florida Junior College at Jacksonville the second largest institution of higher learning in the State of Florida. Projections for enrollment call for 29,000 persons to be served by FJC during 1971-72.

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 began in the fall term, 1970.

The existing first phase of construction can accommodate 2,129 students in classrooms and laboratories at any given moment throughout the day, and facilities are geared to perform all functions of a comprehensive community college.

The suburban North Campus is located on a 160-acre wooded site on Capper Road between Lem Turner Road and the Interstate 295 right-of-way. Plans for future expansion to the master phase call for the North Campus to accommodate 5,000 full-time equivalent students.

At present, North Campus parking lots will accommodate 1,562 vehicles. It is estimated that when the campus reaches

## **HISTORY OF THE COLLEGE**

## **THE COLLEGE TODAY**

its master plan phase there will be parking spaces for approximately 5,000 vehicles.

While the North Campus is a comprehensive community college within itself, emphasis has been put on the occupational programs and their specialized laboratories, including materials testing, child day care, welding, air-conditioning and refrigeration, electronics, nursing, medical laboratory technology, police science, accounting, typing, office machines, drafting, dental assisting, and their support laboratories in physics, chemistry, biology, and micro-biology.

The North Campus also houses the college's data center with its 360-30 computer. Provisions have been incorporated into the plant for use of the computer by other campuses and for instruction in the future.

Yet to be constructed are two occupational instruction-related complexes, teaching auditoriums, general purpose classrooms, an administration building, learning resources complex, fine arts auditorium, student union complex, and gymnasium.

### South Campus

This \$5 million facility on 339 acres of lake-studded, tree-lined land off Beach Boulevard at Huffman Boulevard, is scheduled to throw open its doors to the community for the Fall term, 1971.

And, like the North Campus, the South Campus is geared for service as a truly comprehensive community college although emphasis at the South Campus will be on the academic-credit transfer area.

In the beginning the South Campus will accommodate 2,296 students in classrooms and laboratories at any given moment throughout the day. The master plan calls for two more major complexes similar to the present Phase I, with the ability to serve 5,000 full-time equivalent students. Initially, there will be 1,318 parking spaces for vehicles at the suburban South Campus, with 5,000 spaces when the master plan is realized.

The first phase, in addition to specialized occupational laboratories, includes three modern teaching auditoriums capable of rear screen projection. The learning resources complex will have a number of electronic instructional aids such as dial access from carrels to audio and visual instructional materials.

The South Campus will be equipped for hook-up with the North Campus computer. It is expected that even the tedious

process of student registration will be accomplished through the computer.

Additional future complexes at the South Campus will be designed to accommodate a fine arts auditorium and related classrooms and laboratories, a gymnasium, student union, and a student personnel services center.

The South Campus replaces the San Diego Campus on San Diego Road in Jacksonville's Southside. San Diego went into operation in January, 1969. At San Diego, the college operated laboratories or studios in such specialized areas as art, music, physical science, biology, typewriting, accounting, engineering drawing, drafting, civil engineering and mechanics. It also housed a library and a gymnasium which was the site for home games of the college's basketball team.

### **Cumberland Campus**

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

Since that summer, some 90 duplex World War II 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 as well as General Adult and Continuing Education and courses in Home Economics, Distributive Education, Industrial Education, and Community Services.

### **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.

### **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.

### **MDTA Center**

The Manpower Development and Training Center at 135 East Duval Street offers a number of programs, the majority consisting of federally funded occupational-related programs which are initiated with close cooperation with other manpower training agencies in the city and the State Employment Service. A satellite center at 816 Hogan Street is primarily used for auto mechanic and body repair programs. The MDTA Welding Shop is at 25 East Beaver Street.

### **Evening Adult Centers**

In addition to the full-time day and evening centers, Florida Junior College at Jacksonville also provides an extensive program of evening classes located in a number of senior high schools, junior high schools, elementary schools, churches, hospitals, and other institutions in Duval County. The schedule for the Winter term for 1971 showed 68 such adult centers utilized. An evening center was operating in Yulee to serve Nassau County.

## **THE COLLEGE TOMORROW**

When the new North Campus and South Campus were under construction, it was considered by those concerned that those facilities, together with the other college centers, would meet the most pressing immediate needs of the community.

Increasing demands for the college's services, however, have led to early planning for development of an urban campus which would become part of an urban renewal project in cooperation with the City of Jacksonville. The area being considered for this urban campus is bounded on the East by Main Street, on the South by State Street, on the West by Hogan Street, and on the North by First Street. It is anticipated that this facility would also be a comprehensive community college with the initial input being consolidation of the existing downtown centers into a modern, functional complex.

Additionally, study is being made of the feasibility of giving priority to the erection of modern and functional facilities on the existing Cumberland Campus, or, in the alternative, constructing a new suburban campus in West Jacksonville to accommodate the growing population in that area of the city.

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.



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 60,000 volumes, vertical file collections and an extensive listing of periodicals with back issues for nearly 200 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 South Campus, the North Campus, and the Central Adult Center. The aim of Learning Resources is to provide comprehensive services tailored to the needs of the programs offered by each campus or center.

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.

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.

#### UNIVERSITY PARALLEL PROGRAM

## PROGRAM AREAS

### 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.

### ADULT AND CONTINUING EDUCATION

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.

Programs and courses are offered providing individuals with the opportunity to continue their education and to better realize their full potential.

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.

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. For those courses which involve

payment for instruction, a registration fee is charged to cover the cost of offering the course.

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.

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

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.

The Guided Studies courses seek to help students improve their learning skills. The specific areas involved are mathematics, written and spoken communications, and reading. Students with basic scholastic deficiencies may enroll in any one course or in all of these courses. One hour of credit toward graduation is given for each three hours of institutional credit. These credits may not be accepted in lieu of the 60 academic credit hours required for graduation.

The Guided Studies Institute is one aspect of the Guided Studies Program. The Institute is a diversified program designed for individual remedial instruction in such areas as

## EXPERIMENTAL COLLEGE

## GUIDED STUDIES

speech, reading skills, basic mathematics, and language fundamentals. Counseling is an integral part of the program. Each student will benefit both from group and from individual counseling.

Special tutorial help is offered through the Guided Studies Department in the Programmed Learning Center. Here any student may receive individual programmed instruction and tutoring intended to improve his learning skills. These services are also offered Florida Junior College students not enrolled in the Guided Studies Program.

Since the Guided Studies courses seek to improve the student's individual skills in the basic areas of communication and math, grading will be on the following basis — A,B,C, or X. No student will fail a Guided Studies course. If a student does not show satisfactory improvement, he or she will receive a grade of X (audit) with a written recommendation to repeat the Guided Studies course with hopes for further improvement.

### GENERAL INFORMATION

Application for admission to Florida Junior College at Jacksonville must be made to the Admissions Section of the Office of Registration and Records on forms provided. It is quite permissible to visit or correspond with deans, area coordinators, and department chairmen, but such contact with Florida Junior College officials does not, in any way, eliminate the requirement for filing a formal application in the Office of Registration and Records.

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit the Office of Registration and Records to obtain application forms. The completed application and proof of previous education, together with the Residency Affidavit, should be filed with the Office of Registration and Records well in advance of the time of registration. The College will notify the student concerning his acceptance by the College.

Minimum requirements for all applicants for credit admission with the exception of special admission are:

1. Application for admission.
2. Residency affidavit.
3. Proof of previous education.

No application for admission will be considered or processed more than six months in advance of the date on which classes are scheduled to start for the term the student desires admission.

Students who do not complete their admission files prior to the registration period will be allowed to register for one term only.

No applicant will be allowed to register until a completed application for admission is on file. An applicant who does not have a residency affidavit on file at the time he registers will be allowed to register but will be assessed out-of-state tuition fee. This fee will be refunded provided the necessary affidavit is on file prior to the end of the applicant's first term of admission.

All students under 22 years of age must submit scores on the Comparative Guidance and Placement Test. It is recommended that prospective students over 22 years of age submit scores on the Comparative Guidance and Placement Test.

If the applicant does not complete his admission file with the necessary proof of previous education before the end of his first term of admission, his grades will be withheld and he will not be allowed to register for any following term until his file is complete. Applications filed prior to the registration period will not be processed until the completed residency affidavit has been received.

The specific requirements for admission for the first-time college applicant, transfer student, in-service teacher, or foreign applicant may be found in the following sections.

An applicant 19 years of age or older who has not completed high school may be admitted as a special student and will remain in this category until such time as he provides a high school diploma, an equivalency diploma, or completes 12 or more credit hours of degree level courses and is in good academic standing. Students on special status must petition the Office of Registration and Records for change in status. Good academic standing is defined as a 2.00 cumulative grade point average.

**NON-HIGH  
SCHOOL  
GRADUATES**

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.

## ADMISSIONS AND RECORDS

### HIGH SCHOOL GRADUATES

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Official proof of previous education as follows:
  1. A transcript of high school grades and credits with graduation date indicated.
- OR, 2. Photostat of high school equivalency diploma.
- OR, 3. Official Score Report of the United States Armed Forces Institute (USAFI) high school equivalency test containing scores which are equal to or exceed those required to obtain a State of Florida High School Equivalency Diploma. Minimum scores required are an average raw score of 45 on all tests with no raw score lower than 40.

It is the applicant's responsibility to arrange for the high school or issuing agency to forward the required credentials directly to the Office of Registration and Records.

### TRANSIENT OR TRANSFER STUDENTS

Requirements for admission are:

1. Application for admission.
2. Residency affidavit.
3. Official completed proof of previous education as follows:
  - A. Transient Students. Students in good standing at other accredited institutions of higher learning may attend Florida Junior College at Jacksonville during Terms III and IV by submitting a letter of good standing from their parent institution. A letter of good standing is good only for the initial spring and/or summer term. Should the student desire to continue during any following term, he must provide an official transcript from all colleges previously attended.
  - B. Transfer Students. Students who transfer to Florida Junior College at Jacksonville must provide transcripts from all colleges previously attended. A student's admission file is not com-

plete until all official transcripts have been received. Applicants not eligible to return to their previous college for academic reasons cannot earn credit at Florida Junior College at Jacksonville for one full term. Being out either Term III or Term IV will not fulfill this requirement. Non-attendance must cover Term I, or Term II or Terms III and IV.

Florida Junior College at Jacksonville accepts for transfer credit only freshman and sophomore level courses completed at other accredited institutions in which grades of "C" or higher have been earned.

Transfer applicants who are not eligible to enter Florida Junior College at Jacksonville for credit may be admitted to certain college credit courses on an audit basis or to Guided Studies courses. Students desiring admission under these conditions should advise the Office of Registration and Records so that proper referral may be made.

It is recommended that all transfer students schedule an interview with a counselor prior to the student's first term registration.

Requirements for admission are:

1. Application for admission.
2. Residency affidavit.
3. Proof of previous education as follows:
  - A. A letter from the principal or supervisor stating the employment status of the teacher for teachers under current teaching contract in the counties of Duval and Nassau.
  - B. Public school teachers under contract in counties other than Duval or Nassau and private school teachers from all Florida counties must complete admission requirements specified under transfer students.

**IN-SERVICE  
TEACHERS**

**NOTE:** All certified employees of Florida Junior College at Jacksonville need complete only requirements 1 and 2 above. The instructor is advised to notify the Office of Registration and Records that he is employed as a teacher in one of the programs at the College.

## ADMISSIONS AND RECORDS

### FOREIGN STUDENTS

Requirements for admission are:

1. Application for admission.
2. Residency affidavit if applicable.
3. Proof of previous education as follows:
  - A. If high school graduate or equivalent, a certified English translation of the record.
  - B. If college, a certified English translation of the transcript(s) of all colleges attended.
4. 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 English as a Foreign Language). This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.

No foreign applicant will be accepted until all information (Items 1 - 4) has been received. To be considered for any term all items must be received at last 60 days prior to the student's initial term of admission.

Foreign students accepted for admission will be notified of their acceptance and will be provided with Form I-20A as required by the U. S. Department of Justice.

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.

### MILITARY SERVICE CREDITS

Florida Junior College at Jacksonville does not recognize United States Armed Forces Institute (USAFI) self-study or group-study courses. Credit will not be granted for completion of USAFI college level general education development tests. Florida Junior College at Jacksonville grants no credits for military service; military schools attended, other than the service academies; or military extension or correspondence courses completed while in the service other than correspondence courses completed through regionally accredited institutions of higher learning. No more than 15 hours of such correspondence cours-



es will be accepted upon approval of the Director of Registration and Records. Minimum grade is "C" or its equivalent.

Upon request of the student, Florida Junior College at Jacksonville will provide to the student or to a person or institution designated by the student an official transcript of the student's academic record. Transcript requests can be made in person or in writing to the Office of Registration and Records. No transcript request will be accepted by telephone.

**TRANSCRIPT  
REQUESTS**

**NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR. IF A STUDENT HAS NOT COMPLETED HIS ADMISSION FILE, HIS TRANSCRIPT WILL REFLECT AUDIT (X) GRADES.**

Transcript requests are processed once a week. Students are advised to make requests approximately two weeks before the transcript is needed.

All applicants are required to complete, in proper form, a residency affidavit and submit it with their application for admission to the Florida Junior College at Jacksonville. For the purpose of assessing fees, a Florida resident is defined as a person who shall be a citizen of the United States, or a resident alien, and who shall have resided and had his habitation, domicile, home and permanent abode in the State of Florida for at least twelve (12) months immediately preceding his current registration providing such residence has not been acquired while attending any school or college in Florida. In applying this regulation, "applicant" shall mean a student applying for admission to the institution if he is married or twenty-one (21) years of age, or if a minor, it shall mean parents, parent, or legal guardian of his or her person. The legal residence of the wife is that of her husband.

**RESIDENCY  
AFFIDAVIT**

In accordance with policy adopted by the Florida Junior College at Jacksonville District Board of Trustees, the categories listed below may classify a student as a Florida Resident for tuition purposes only.

1. Military personnel on active duty and stationed in Florida.

## ADMISSIONS AND RECORDS

2. Dependent of military personnel on active duty stationed in Florida.
3. Public elementary and secondary faculty members under current teaching contracts in the State of Florida.
4. Full-time faculty and career employees of the public junior college system and their immediate families. This is construed to exclude the spouses of students.
5. Veterans of the United States of America with twenty (20) years or more active service, including members of their immediate families who are in Florida at the time of retirement or moved to Florida within one (1) year following retirement and intend to make Florida their permanent home.

In addition to any other penalties which may be imposed, the board may deny college credits for work done by the student at the institution if it finds that the applicant has made false or fraudulent statements in his application or accompanying documents or statements in connection with, or supplemental to, this application for admission, concerning applicant's legal residence or applicant's intention as to legal residence.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students. Any request for change in residential classification will require legal proof of change.

### VETERANS

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 veteran's training laws, such as Chapter 31 (Disabled Veterans), Chapter 34 (Cold War, GI Bill), and Chapter 35 (Children of Deceased or Disabled Veterans) should contact their area veteran's administration office or the Veterans Administration Regional Office, P. O. Box 1437, St. Petersburg, Florida, well in advance of the date of the registration. Students expecting to receive benefits under one of these programs must file, with the Office of the Registrar, their Certificate of Eligibility which is issued by the Veterans Administration. No certification can be made until the Certificate of Eligibility is on file, plus all transcripts from all colleges and/or high school transcripts.

Benefits are determined by the Veterans Administration and the college certifies according to VA rules and regulations.

Educational allowance is paid monthly to the student for training time computed as follows:

12 or more semester hours .....	Full-time
9 to 11 semester hours .....	$\frac{3}{4}$ time
6 to 8 semester hours .....	$\frac{1}{2}$ time
1 to 5 semester hours .....	less than $\frac{1}{2}$ time

Inquiries relating to the Social Security benefits should be directed to the student's local Social Security Office.

**SOCIAL  
SECURITY**

The Office of the Registrar will submit enrollment certificates, issued by the Social Security Administration, for students eligible to receive educational benefits under the Social Security Act, providing the student registers for twelve semester hours or more.

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.

**SELECTIVE  
SERVICE**

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

**CONCURRENT  
REGISTRATION**

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.

**COURSE  
ATTENDANCE  
AT MORE THAN  
ONE CAMPUS**

## ADMISSIONS AND RECORDS

### CREDIT LIMITATIONS

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

### 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 requirement.

### AUDITING OF COURSES

Any student in the college may elect to audit a course by completing the audit form at the time of registration.

To change from credit to audit after registration, a student must process the change through the instructor for approval. 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 during the fall and winter terms and the end of the second week of class during the spring and summer terms.

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. 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, SOCIAL SECURITY, OR FOR SELECTIVE SERVICE DEFERMENTS.**

### ADD/DROP

Except in the case of cancelled courses, schedule changes are made at the convenience of the college. Students desiring to change their schedules must follow the procedures adopted.

### WITHDRAWAL

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

#### I. Partial Withdrawal

- A. Obtain withdrawal form(s) from the Office of the Registrar.

- B. Complete student portion of form(s) and obtain signature of instructor(s).
  - C. Return form to the Office of the Registrar.
- II. Complete Withdrawal
- A. Obtain withdrawal form(s) from the Office of the Registrar.
  - B. Complete student portion of form(s) and obtain signature of instructor(s).
  - C. On one of the withdrawal forms, obtain the signature of the Assistant Dean of Student Services or of his designee.
  - D. Return form(s) to the Office of the Registrar.

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. However, if the form is obtained from the Registrar's Office within the last five (5) days of class, it must be completed and returned to the Registrar's office by the end of the last class day.

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 after the end of the last scheduled class day.

The Guided Studies program is not intended for transfer.

**GUIDED STUDIES COURSES**

If a student does not graduate within 10 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.

**TIME LIMIT FOR GRADUATION**

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:

**PHYSICAL EDUCATION**

## FEE SCHEDULE

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.

### REGISTRATION FEES

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

	Fall Term	Winter Term
Students from all Florida Counties		
Matriculation .....	\$100	\$100
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, Guided Studies, or audit

	Per College Hour
Students from all Florida Counties .....	\$ 8.50
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 .....	10.00
Late Graduation Application fee .....	5.00
Activity card fee for part-time students (optional)....	15.00
*Physical Education—Golf, Bowling, Camping, each	8.00
Comparative Guidance and Placement Test .....	4.50

\*Fees may be waived when course is taught on campus.

### **Adult Continuing and Career Education**

Includes students enrolling in these courses for institutional credit.

Adult Basic Education .....	No Charge
Civil Defense Adult Education .....	No Charge
Manpower Development & Training (Academic & Laboratory/Shop) .....	No Charge

A \$2.00 registration fee will be charged for all other Adult Continuing and Career Education courses. Additional charges for the cost of required accessories and materials may be made. The cost per course will be indicated after each course listing in the printed class schedule each term.

### **Community Services**

Fees for seminars, institutes, workshops, and other Community Service courses shall be sufficient to cover anticipated costs and shall be determined by the Director of Community Services program.

Note: All fees are due and payable at time of registration. Any check cashed by the College and any check given to the College in payment of a debt which is dishonored by the bank on which the check is drawn will result in a five dollar (\$5.00) special fee charge to the student or employee.

### **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 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.

## FEE SCHEDULE

### Adult Continuing and Career Education

No refund will be granted for courses in the area of Adult Continuing and Career Education except for those courses which the college finds it necessary to close. A 100% refund would be granted for courses closed by the college.

### College Credit, Guided Studies, and Audit

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: (Times shown are for Office of Registration and Records, Cumberland Campus.)

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

Fall Term I deadline ..... 7 p.m., September 1, 1971

Winter Term II deadline .... 5 p.m., January 7, 1972

Spring Term III deadline ..... 5 p.m., April 28, 1972

Summer Term IV deadline .... 7 p.m., June 15, 1972

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

Fall Term I deadline ..... 7 p.m., September 16, 1971

Winter Term II deadline .... 5 p.m., January 21, 1972

Spring Term III deadline ..... 5 p.m., May 12, 1972

Summer Term IV deadline .... 5 p.m., June 23, 1972

Where a student contracts an incapacitating illness of such duration and severity as to prevent the successful completion of the academic program for the term enrolled, a fee refund will be made on the following schedule:

During the 3rd and 4th weeks of Terms I and II or during the 2nd week of Terms III and IV .... 70%

During the 5th and 6th weeks of Terms I and II or during the 3rd week of Terms III and IV ..... 50%

Withdrawal from college or from a course other than the above ..... None

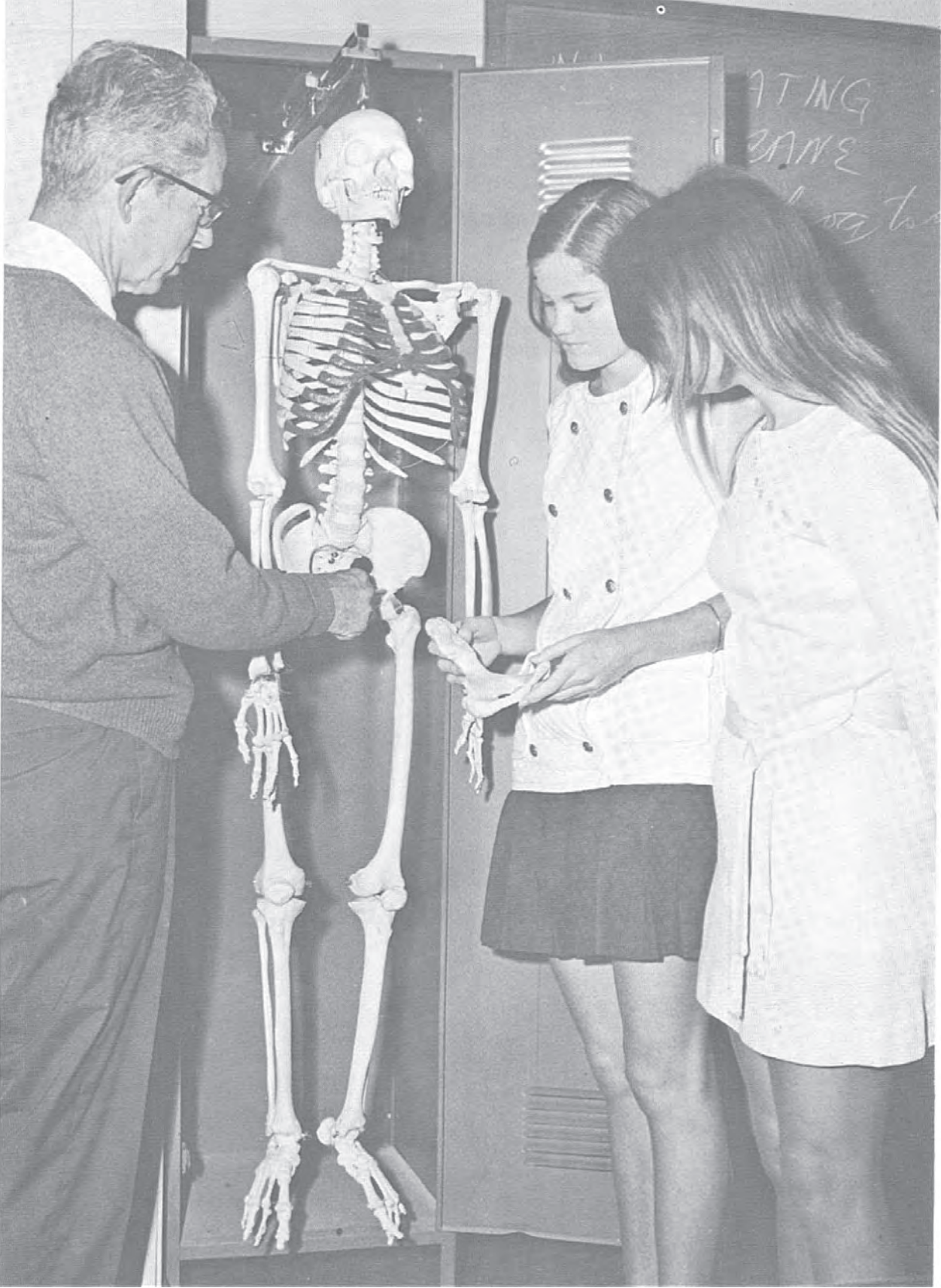
No refund will be given for any reason after the 6th week of Terms I and II and after the 3rd week of Terms III and IV. Any refund request for medical reasons must be accompanied by a statement from a licensed medical doctor indicating the inclusive date on which a student was unable to attend class and also indicating that the illness was of such severity that the



student would not be able to complete the term for which the refund request is being made.

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.



GENERAL  
EDUCATION

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 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.

**Associate in Arts Degree Requirements**

1. The General Education program for the Associate in Arts degree shall consist of a minimum of 38 college hours of work.
2. 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.
3. The following subject areas shall be included in the program in the manner specified below:

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  
 Any course designated MS ..... 3 hrs.

## ACADEMIC REGULATIONS

Area IV. Biological Science ..... Minimum of three (3) college hours

Students may elect one of the following:

SC 101 .....	3 hrs.
SC 104 .....	4 hrs.
BY 101 .....	4 hrs.
*OR BY 105 .....	4 hrs.

\*Students whose major field of study requires more biological science than one semester are recommended to take both BY 101 and BY 105.

Area V. Physical Science .... Minimum of six (6) college hours  
Students may elect alternative 1 or alternative 2.

Alternative 1

CY 101 and CY 102 .....	8 hrs.
OR CY 103 and CY 104 .....	8 hrs.
OR PS 201 and PS 202 .....	8 hrs.
PS 221 and PS 222 .....	8 hrs.

Alternative 2

SC 102 OR one of the following 3 hrs.  
Chemistry (non lab)  
Physics (non lab)

AND

SC 103 OR one of the following 3 hrs.  
Geology (non lab)  
Astronomy (non lab)  
Meteorology (non lab)  
Geology (w/lab) ..... 4 hrs.

Area VI. Social Science ..... Six (6) college hours  
SLS 101-102 OR one of the following options

HY 101-102  
HY 201-202  
SY 201-PLS 201

Area VII. General Psychology ..... Three (3) college hours  
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.

NOTE: Students should be aware that many colleges and universities require a lab course as part of their graduation

requirement. This requirement should be taken into consideration when selecting courses from Area IV and V.

**Associate in Science Degree Requirements**

1. General Education program for the Associate in Science degree shall consist of a minimum of one-fourth ( $\frac{1}{4}$ ) of the program to consist of college transfer credit.
2. The following subject areas shall be included in the program in the manner specified below:

Social Science .....	3 hrs.
Communications .....	3 hrs.
Science .....	3 hrs.
General College ....	Necessary hours to complete requirement.

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.

Policy on attendance for each class will be the sole responsibility of the instructor and the instructor will fully inform the students of such policy.

**STUDENT COURSE LOAD**

**CLASS ATTENDANCE**

# ACADEMIC REGULATIONS

## GRADING SYSTEM

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

- A Excellent
- B Good
- C Average
- D Poor
- F Failure
- 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 class days after the date of the faculty member's signature. No withdrawal form, however, will be accepted after 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 AFTER 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, 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.

The grade of NC is given to students in the IDS Program and certain programs for disadvantaged students 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
- 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.

## QUALITY POINTS

## DEAN'S LIST

# ACADEMIC REGULATIONS

## PROBATION AND SUSPENSION

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 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. Earn a cumulative grade point average of 2.00 (C) on all college credit courses.
3. If a student is in school the term prior to the term in which he is to graduate, application must be made during the term prior regardless of previous applications made. Procedure for applying for graduation is available in the Office of the Registrar on any campus.
4. Complete the last 15 college hours in residence at the Florida Junior College at Jacksonville.
5. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and services.
6. Fulfill all financial obligations to the college.
7. Complete at least 60 college hours of course work plus Physical Education. (Students enrolled in Career Opportunities Program are exempt from physical education requirements.)
8. Complete the general education requirements or one of the transfer or terminal programs offered by the college.
9. 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 following 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.
10. Evening students must complete all requirements 1 through 9 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 9 must present at least 64 college hours for graduation.
11. A course may be taken for credit any number of times but will be counted as credit toward a degree only once. Only the highest grade earned will be computed in the Grade Point Average. This applies to the General Edu-

## ACADEMIC REGULATIONS

cation Requirements as well as the elective hours students must earn.

12. 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.

### Honors Graduation

To graduate with honors, a student must earn at least 32 or more credits at Florida Junior College at Jacksonville by the end of the term prior to the term he is to graduate. Honors graduation is determined by the student's FJC cumulative grade point average at the end of the term prior to the term the student is to graduate. It is determined as follows:

Honors .....	3.50 to 3.74
High Honors .....	3.75 or higher

The Offices of Student Services are designed to assist the student in maximizing his college experience. Offices are located on the major campuses.

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.

**COUNSELING**

For use in the Guidance Program, Florida Junior College requires the Comparative Guidance and Placement Profile on all credit students under 22 years of age. It is recommended that the Comparative Guidance and Placement Profile be submitted by all credit students. The profile is not used in selecting for admission but as an aid to better guidance. The Comparative Guidance and Placement Test is administered at various times by Florida Junior College at Jacksonville. Application forms for the profile are available from the Office of the Registrar.

**ENTERING STUDENTS**

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

**TESTING SERVICES**

## STUDENT SERVICES

who will interpret scores in individual conferences with students.

### ADVISING

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.

### 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.

### ATHLETIC SCHOLARSHIPS

The President may grant tuition waivers as Grants-in-Aid to athletes in the number authorized by the Florida Junior College District Board of Trustees and in accordance with conference regulations.

### SCHOLARSHIPS

Scholarships are available in limited numbers to full-time students whose academic record demonstrates satisfactory progress and whose family or personal circumstances make financial assistance necessary. Following is a list of the scholarships for the 1970-71 academic year which were given by local organizations for students attending Florida Junior College at Jacksonville,

Administration Management Society  
A. J. Ingram Loan Fund  
Altrusa Club of Jacksonville Loan Fund  
American Business Women's Association  
Bold City Chapter

Crown Chapter  
 Gator Gal Chapter  
 Golden Key Chapter  
 Luna Oro Chapter  
 Port O'Call Chapter  
 Signal Light Chapter  
 Stephen Bufton Memorial Educational Fund  
 Sunburst Chapter

American Legion Auxiliary  
 Arlington Woman's Club  
 Art League of Jacksonville  
 Baptist Memorial Hospital  
 Baptist Memorial Hospital Auxiliary  
 Bill Brown Builders, Inc.  
 Charmette, Inc.  
 Clarence M. Rivers Memorial Fund  
 Data Processing Management Association  
 Dr. Robert W. Sims Memorial Scholarships  
 Duval Medical Center  
 Educational Committee of Philadelphia Baptist Church  
 Elizabeth Edgar Hall Loan Fund  
 Elsworth Davis Family Foundation  
 Executives' Secretaries, Inc.  
 Farrens Tree Surgeons  
 Fletcher Senior High School P.T.A.  
 Florida Engineering Society  
 F.J.C. Athletic Scholarships  
 F.J.C. Bookstore Scholarships  
 F.J.C. Editor Scholarship  
 F.J.C. Faculty Scholarship  
 F.J.C. Student Government President Scholarship  
 F.J.C. Student Loan Fund  
 F.J.C. Tuition Scholarship for Colombian Students  
 F.J.C. Woman's Club  
 Florida Peace Officers, Ladies Auxiliary  
 Florida Professional Golfers Association  
 Foreign Mission Board: Margaret Fund Scholarship  
 Forest-Dale Woman's Club  
 Frank Jaffee Memorial College Scholarship  
 Franklin Optical Company  
 Frieda Martin Bennett Scholarship Fund  
 Fuller Brush Company  
 Gateway Business and Professional Woman's Club  
 Gator Bowl Association  
 Grand Lodge Knights of Pythias  
 Jacksonville Beaches Woman's Club  
 Jacksonville Business and Professional Woman's Club

## STUDENT SERVICES

Jacksonville Jaycees  
Jacksonville Legal Secretaries Association  
Jacksonville Memorial Hospital  
Jacksonville Women's Traffic Club  
James S. Kemper Foundation  
Joseph M. Glickstein Scholarship  
Junior Achievement of Jacksonville  
Junior Woman's Club of Jacksonville  
Justice of the Peace and Constables Assoc. of Florida  
Kentucky Fried Chicken Operation (Bonnie Food Service)  
Lambda Tau Delta Sorority Revolving Loan Fund  
Lily White Security Benefit Association  
Louie A. Beard Scholarship, John Archbold Memorial Hospital  
Mental Health Clinic of Duval County  
Methodist Hospital  
Miss F.J.C.  
National Secretaries Association  
Navy Relief Society  
North Florida Association of Dispensing Opticians  
North Jacksonville Junior Woman's Club  
Optimist Club of South Jacksonville  
Orange Park Senior High School  
Palmetto Club of Hilliard  
Paxon Senior High School P.T.A.  
Phillip L. Dughi: Private Donor  
Pilgrim Health and Life Insurance Company  
Professional Baseball College Scholarship Plan  
Ray K. and P. N. Coleman Foundation  
Regents Scholarships  
Ribault Lions Club  
Ribault Senior High Scholarship  
St. Johns Park Baptist Church  
St. Luke's Hospital Association  
South Jacksonville Civitan Club  
Southern Scholarship and Research Foundation, Inc.  
Southside Junior Women's Club  
Southside Kiwanis Club Loan Fund  
Stokesia Garden Circle Loan Fund  
Triumph The Church & Kingdom of God in Christ  
United Daughters of the Confederacy, Robert E. Lee Chapter  
University of West Florida Scholarship  
Vocational Rehabilitation, State of Florida  
West Jacksonville Rotary Club  
William F. Cooper Scholarship  
Winn-Dixie  
Woman's Auxiliary to the Duval County Medical Society  
Woman's Auxiliary to the Florida Chiropractic Assn., Inc.

Woman's Club of Jacksonville  
YWCA, O. P. Woodcock Scholarship

This program is designed to provide assistance for qualified students who are of exceptional financial need. Applicants must be accepted for enrollment or be in good standing as a full-time student and must need and agree to accept an equivalent amount of matching funds made available through the institution from such sources as loans, scholarships and employment programs. Educational Opportunity Grants are non-repayable awards.

**EDUCATIONAL  
OPPORTUNITY  
GRANT  
PROGRAM**

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

**LOANS**

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.

**NATIONAL  
DEFENSE  
STUDENT 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.

**FEDERALLY  
INSURED LOANS**

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

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.

**FLORIDA STUDENT  
SCHOLARSHIP  
LOAN**

## STUDENT SERVICES

### 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.

### NURSING STUDENT LOAN PROGRAM

The Nursing Student Loan program is intended to assist full-time students to achieve careers in nursing by providing long-term, low-interest loans. Up to 50% of the amount of the loan plus interest may be cancelled at the rate of 10% per year for each complete year of full-time employment as a professional nurse.

### CUBAN STUDENT LOAN PROGRAM

The federal government makes funds available to Cuban nationals without sufficient resources to finance their education and who are unable to receive support from sources within Cuba. Awards of not more than \$1,000 per academic year are usually made to eligible students.

### COLLEGE WORK — STUDY PROGRAM

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 \$1.60 per hour. Also available is a student assistant program, with students eligible to work 10 hours weekly at \$1.60 per hour.



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 on the 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.

Bookstore services are provided for the convenience of the students, faculty and staff of the college. A complete line of textbooks, workbooks, laboratory manuals, supplemental paperbacks, materials and supplies reflecting the curricular offerings of the college is available on a cash basis.

**BOOKSTORE SERVICES**

The hours of operation and a complete list of the services for bookstores are listed in the Bookstore Policy Handbook. Bookstores are located on Cumberland Campus in building 32, on North Campus in the west building, room D-104, and on South Campus on the first floor in room B-101.

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

**SMOKING**

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.

**ACCIDENT REPORTING**

In the case of emergencies involving students whose family physician cannot be contacted or whose families do not reside in this area, the student will be transported to the emergency room of the nearest hospital. Medical expense incurred by the student will be a matter for collection by the hospital and/or attending physician.

**EMERGENCIES**

## STUDENT SERVICES

### MOTOR VEHICLE REGISTRATION

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.

### CHANGES

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



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

## STUDENT ACTIVITIES

Table Tennis  
Gymnastics  
Handball

Horse Shoes  
Swimming  
Wrestling

### Inter-collegiate Athletics

Basketball  
Cross Country  
Golf

Track and Field  
Tennis  
Baseball



### Clubs and Organizations

Student Government  
Association  
Inter-Club Council  
Annual Year Book  
(Stella Omnes)  
Literary Magazine (The  
Experience)  
Student Newspaper  
(Orionis)  
Baptist Student Union  
Association  
Cheerleaders  
Civitan  
Circle K

Compass  
Dunamis Science Educa-  
tion Association  
Future Secretaries  
International Club  
Mamas and Papas  
Marksmanship  
Navigators  
Phi Pheta Kappa (Honorary)  
Phi Beta Lambda (Business)  
Psychology  
Rotoract  
S.A.M. (Society for Advance-  
ment of Management)

W.O.M.E.N.  
Young Democrats

Young Republicans  
Young Society

### 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  
Celebrity Series  
Recital Series  
Talent Show  
Miss FJC Pageant  
Spring Formal

Icebreaker Dances  
S.G.A. Retreat  
Art Exhibits  
Film Series  
Special Events

### 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.

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 college-sponsored social event must be chaperoned by at least one 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.

## STUDENT ACTIVITIES

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

The faculty advisor will accompany the group or organization on all approved 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 in any way serves as a representative of Florida Junior College at Jacksonville in an off-campus activity, must have prior clearance of the College. Only those students with at least a 2.0 grade-point 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 is 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.

### **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.

## STUDENT ACTIVITIES

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 Orionis, 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.



**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 Advisor to Student Government.

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 or 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.

**STUDENT RIGHTS**

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.

## STUDENT RIGHTS

### STUDENT APPEALS

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 Advisor to Student Government should be consulted.

### APPEALS COMMITTEE

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

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

NOTE: This is done only under rare and unusual circumstances.

The appeals committee considers written petitions from students who are requesting exceptions to policies and regulations as stated in the college catalog. Petitions 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 Chief Administrative Officer for Student Services serving the campus on which the alleged violation occurred.

B. Reprimands and disciplinary probation, recorded or unrecorded, are actions which may be administered by the Vice President for Student Services or Chief Administrative Officer for Student Services on the campus concerned.

C. Disciplinary probation which is to be recorded on the student's permanent record must be approved by the Vice President for Student Services.

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 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 either directly or by delegation to a campus chief administrative officer for Student Services.

I. The Vice President for Student Services shall cause the student to be notified 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 which intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College. This applies to acts conducted on or off campus when relevant to such orderly conduct, processes and functions. Disruptive conduct shall include, but not be limited, to the following:
  - a. Violence against any member or guest of the college community.
  - b. Theft or willful destruction of college property or of the property of members of the college.
  - c. Interference with the freedom of movement of any member or guest of the college.

d. Obstruction of the normal processes and activities essential to the functions of the college community.

e. Deliberate interference with the rights of others.

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.