



CATALOG 1972 • 1973

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

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FLORIDA
COMMUNITY
COLLEGE
AT JACKSONVILLE



FLORIDA JUNIOR COLLEGE AT JACKSONVILLE
Jacksonville, Florida

CATALOG 1972 • 1973

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

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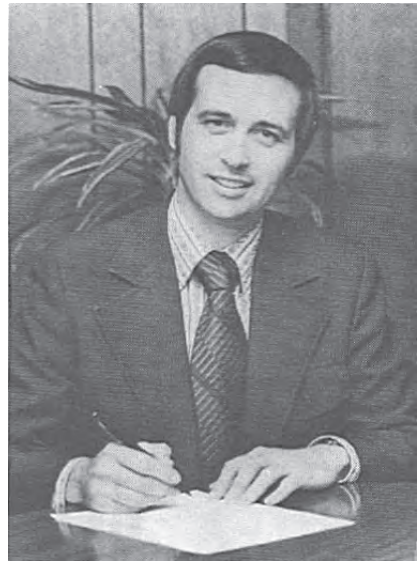
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TO ALL STUDENTS

On behalf of the entire staff of Florida Junior College at Jacksonville, I want to take this opportunity to extend to all students a most cordial welcome to FJC for the 1972-73 academic year.

I hope you will find within the pages of this catalog a wealth of information concerning, not only the highly diversified educational offerings of FJC, but also a wide range of extracurricular activities and student services, all designed to enrich your life at FJC and make your stay with us a great deal more pleasurable.

Our College has experienced a dynamic growth since the charter class of 2,610 was admitted in August, 1966. Since then, our progress has been such that annual enrollment of students in the myriad programs of the College has surpassed the 30,000 mark, making us the second largest institution of higher learning, enrollment-wise, in the State of Florida.

FJC reaches out to the people in its quest to fulfill its role as a truly comprehensive community college. Four principal full-time facilities are in operation — the new North and South Campuses, the Cumberland Campus and the Downtown Center — all offering classes on a day and evening basis. We also blanket the community with programs and courses in no less than 106 strategically located part-time centers.

Wherever you may attend classes at FJC — whether at a full-time campus or one of the many part-time centers — we're confident you'll find a dedicated and competent faculty to help you on the way toward maximum educational achievement that will be truly responsive to your needs.

Again, a warm welcome to all. May your life at FJC be a rewarding and happy experience.

Benjamin R. Wyzal
President



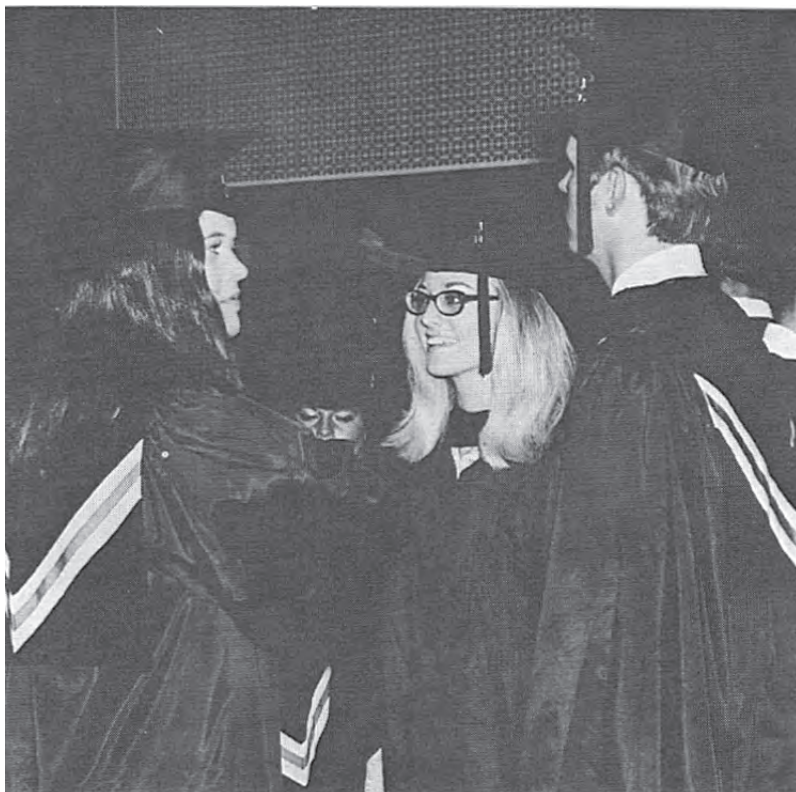


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1972-73 CALENDAR OF INSTRUCTION

FALL TERM

Term I (72/73)

1972

August 4 (F)		Deadline—Early Admission Applications for Fall Term 72/73.
August 21 (M)	8:00 a.m.	Reporting date for all faculty.
August 22, 23 (T, W)		Registration — Evening Division.
August 23 (W)		Registration — Fernandina Beach Center for Fernandina classes only.
August 23, 24 (W, Th)		Registration—Day Division.
August 25 (F)		Registration—All Students.
August 29 (T)	7:00 p.m.	Deadline for applying for 100% refund of fees for Fall Term I.
August 30 (W)	7:00 a.m.	Classes begin.
September 4 (M)		Holiday — Labor Day.
September 5 (T)	7:00 a.m.	Classes resume.
August 31, September 1, 5 (Th, F, T)		Late Registration — a \$5.00 late fee will be charged.
August 31, September 1, 5 (Th, F, T)		Add/drop for cancelled classes only. Schedule to be announced.
September 5 (T)	7:00 p.m.	Deadline for removing grade of "I" received during Term III of the 1971/72 academic year.
September 13 (W)	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 11 (W)	7:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in Office of the Registrar.
October 11 (W)	7:00 p.m.	Last time to withdraw without penalty.
October 23 (M)		Holiday — Veteran's Day.

CALENDAR — CAMPUSES

October 24 (T)	7:00 p.m.	Classes Resume.
October 24 (T)	7:00 p.m.	Deadline for removing grade of "I" received during Term IV of the 1971/72 academic year.
October 26 (Th)	12 Noon	Advisory grades due in the Office of the Registrar.
October 26 (Th)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
November 23, 24 (Th, F)		Holiday — Thanksgiving.
November 27 (M)	7:00 a.m.	Classes resume.
December 6 (W)	7:00 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 7 (Th) - 15 (F)		Final examination period.
December 15 (F)		Planning Day Teachers.
December 15 (F)	12 Noon	Final grades due in the Office of the Registrar.
December 15 (F)	5:00 p.m.	End of Term I.
December 22, 1972, 5:00 p.m. to January 2, 1973, 8:00 a.m.		Holiday — Christmas. College closed (all offices).

1972-73 CALENDAR OF INSTRUCTION WINTER TERM Term II (72/73)

1973

January 2 (T)	8:00 a.m.	Reporting date for all faculty.
January 2 (T)		Registration — Fernandina Beach Center for Fernandina classes only.
January 3, 4 (W) (Th)		Registration — Evening Division.
January 4 (Th)		Registration—Day Division.
January 5 (F)		Registration—All students.
January 8 (M)	7:00 p.m.	Deadline for applying for 100% refund of fees for Winter Term II.

CALENDAR — CAMPUSES

January 9 (T)	7:00 a.m.	Classes begin.
January 10, 11, 12 (W, Th, F)		Late Registration — a \$5.00 late fee will be charged.
January 10, 11, 12 (W, Th, F)		Add/drop for cancelled classes only. Schedule to be announced.
January 22 (M)	7:00 p.m.	Deadline for dropping courses with 70% refund — the approved drop form must be received in the Office of the Registrar.
February 19 (M)	7:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in the Office of the Registrar.
February 19 (M)	7:00 p.m.	Last time to withdraw without penalty.
February 22 (Th)	12 Noon	Advisory grades due in the Office of the Registrar.
March 5 (M)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
March 19 (M)	5:00 p.m.	Deadline for removing grade of "I" received during Term I of the 1972/73 academic year.
April 10 (T)	7:00 p.m.	Last time for withdrawal form to be received by Office of the Registrar. No withdrawal for Term II will be permitted after this time.
April 11 (W) - 19 (Th)		Final Examination period.
April 19 (Th)	12 Noon	Final grades due in the Office of the Registrar.
April 19 (Th)	5:00 p.m.	End of Term II.
April 19 (Th)		Last faculty work day (Term II).
April 19 (Th)	8:00 p.m.	Graduation and Convocation.
April 20 (F)		Holiday — Good Friday.

CALENDAR — CAMPUSES

1972-73 CALENDAR OF INSTRUCTION SPRING TERM Term III (72/73)

1973		
April 24 (T)	8:00 a.m.	Reporting date for all faculty.
April 24 (T)		Registration — Evening Division.
April 25 (W)		Registration—All Students.
April 26 (Th)	7:00 p.m.	Deadline for applying for 100% refund of fees for Spring Term III.
April 27 (Th)	7:40 a.m.	Classes begin.
April 30 (M)		Late Registration — a \$5.00 late fee will be charged.
April 30 (M)		Add/drop for cancelled classes only. Schedule to be announced.
May 3 (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.
May 10 (Th)	7:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in the Office of the Registrar.
May 10 (Th)	7:00 p.m.	Last time to withdraw without penalty.
May 25 (F)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
June 7 (Th)	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 8, 11, 12 (F, M, T)		Final Examination Period.
June 12 (T)	12 Noon	Final grades due in the Office of the Registrar.
June 12 (T)	5:00 p.m.	End of Term III.
June 13 (W)	5:00 p.m.	Last Faculty Work Day, Term III.

1972-73 CALENDAR OF INSTRUCTION
 SUMMER TERM
 Term IV (72/73)

1973		
June 13 (W)	8:00 a.m.	Reporting date for all faculty.
June 14 (Th)		Registration — Evening Division.
June 15 (F)		Registration—All Students.
June 18 (M)	7:00 p.m.	Deadline for applying for 100% refund of fees for Summer Term IV.
June 19 (T)	7:40 a.m.	Classes begin.
June 20 (W)		Late Registration — a \$5.00 fee will be charged.
June 20 (W)		Add/drop for cancelled classes only. Schedule to be announced.
June 25 (M)	7:00 p.m.	Deadline for dropping courses with 70% refund — the approved drop form must be received in the Office of the Registrar.
July 2 (M)	7:00 p.m.	Last time for changing to Audit. Approved Audit Form must be received in Office of the Registrar.
July 2 (M)	7:00 p.m.	Last time to withdraw without penalty.
July 4 (W)		Holiday—Fourth of July.
July 5 (Th)	7:40 a.m.	Classes resume.
July 16 (M)	7:00 p.m.	Deadline for removing grade of "I" received during Term II, (72/73).
July 20 (F)	7:00 p.m.	Deadline for applying for graduation at end of the current term and paying \$10 graduation fee.
July 31 (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.

CALENDAR — ADULT CENTERS

August 1, 2, 3 (W, Th, F)		Final examination period.
August 3 (F)	12 Noon	Final grades due in Office of the Registrar.
August 3 (F)	5:00 p.m.	End of Term IV.

ADULT FULL-TIME CALENDAR 1972-73 FALL TERM I

1972

August 21 (M)	8:00 a.m.	Reporting date for all full-time Adult faculty.
August 23-25, 28 (W-M)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Eve. Program.
August 31 (Th)	8:00 a.m.	Classes begin — Day Program.
	5:00 p.m.	Classes begin — Eve. Program.
September 4 (M)		Holiday — Labor Day.
September 5 (T)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
September 29 (F)	5:00 p.m.	Last day to Add/Drop.
October 23 (M)		Holiday — Veterans' Day.
October 24 (T)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
November 23, 24 (Th, F)		Holiday — Thanksgiving.
November 27 (M)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
December 15 (F)	2:00 p.m.	End of Term I — Day Program.
	10:00 p.m.	End of Term I — Eve. Program.
December 15 (F)		Last Faculty Work Day, Term I.
December 22, 1972, 5 p.m. to January 2, 1973, 8 a.m.		College closed (all offices).

CALENDAR — ADULT CENTERS

WINTER TERM II

1973

January 2 (T)	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 3, 5 (W, F)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
January 9 (T)	8:00 a.m.	Classes begin — Day Program.
	5:00 p.m.	Classes begin — Evening Program.
January 31 (W)	5:00 p.m.	Last day to Add/Drop.
April 19 (Th)	2:00 p.m.	End of Term II — Day Program.
	10:00 p.m.	End of Term II — Evening Program.
April 19 (Th)	8:00 p.m.	Graduation and Convocation.

SPRING TERM III

1973

April 24 (T)	8:00 a.m.	Reporting date for faculty.
April 25, 26 (W, Th)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
April 27 (F)	8:00 a.m.	Classes Begin — Day Program.
	5:00 p.m.	Classes Begin — Evening Program.
May 4 (F)	5:00 p.m.	Last day to Add/Drop.
June 12 (T)	2:00 p.m.	End of Term III — Day Program.
	10:00 p.m.	End of Term III — Evening Program.
June 13 (W)		Last Faculty Work Day, Term III.

CALENDAR — ADULT CENTERS

SUMMER TERM IV

1973

June 13 (W)	8:00 a.m.	Reporting date for full-time faculty and staff — Day and Evening Programs.
June 14, 15 (Th, F)	9:00 a.m.- 2:00 p.m.	Registration — Day Program.
	3:00 p.m.- 9:00 p.m.	Registration — Evening Program.
June 19 (T)	8:00 a.m.	Classes Begin — Day Program. (Summer Faculty Reports)
	5:00 p.m.	Classes Begin — Eve. Program.
June 26 (T)	5:00 p.m.	Last day to Add/Drop.
July 4 (W)		Holiday — Fourth of July.
July 5 (Th)	8:00 a.m.	Classes Resume — Day Program.
	5:00 p.m.	Classes Resume — Eve. Program.
August 3 (F)	2:00 p.m.	End of Term IV — Day Program.
August 3 (F)	10:00 p.m.	End of Term IV — Evening Program. Last Faculty Work Day, Term IV.

ADULT PART-TIME CENTER CALENDAR 1972-73

FALL TERM I

1972

September 6, 7 (W, Th)	7:00 p.m.- 9:00 p.m.	Registration.
September 11 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
September 29 (F)	5:00 p.m.	Last day to Add/Drop.
November 23, 24 (Th, F)		Holiday — Thanksgiving.
November 27 (M)	7:00 p.m.	Classes Resume — Adult Part-time.
December 15 (F)	10:00 p.m.	End of Term I.

CALENDAR — ADULT CENTERS**WINTER TERM II****1973**

January 3, 4 (W, Th)	7:00 p.m.- 9:00 p.m.	Registration.
January 8 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
January 31 (W)	5:00 p.m.	Last day to Add/Drop.
April 19 (Th)	10:00 p.m.	End of Term II.

SPRING TERM III**1973**

April 25, 26 (W, Th)	7:00 p.m.- 9:00 p.m.	Registration.
April 30 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
June 6 (W)	5:00 p.m.	Last day to Add/Drop.
June 12 (T)	10:00 p.m.	End of Term III.

SUMMER TERM IV**1973**

June 13, 14 (W, Th)	7:00 p.m.- 9:00 p.m.	Registration.
June 18 (M)	7:00 p.m.	Classes Begin — Adult Part-time.
June 25 (M)	5:00 p.m.	Last Day for Add/Drop.
July 4 (W)		Holiday — Fourth of July.
July 5 (Th)	7:00 p.m.	Classes Resume
July 27 (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.

**HISTORY OF
THE COLLEGE**

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, to 19,431 in fall, 1970, and to 20,436 in fall, 1971.

All told, the college served 29,871 students in the 1970-71 academic year. Of this total, 10,122 registered for credit courses and 19,749 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 more than 30,000 persons to be served by FJC during 1972-73.

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 COLLEGE
TODAY**

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 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, 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, opened its doors to the community for the Fall term, 1971.

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

The South Campus is capable of accommodating 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. There are 1,318 parking spaces for vehicles at the suburban South Campus, with 5,000 spaces expected 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.

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 is also the site of the Northeast Florida Criminal Justice Training and Education Center, a facility costing in excess of \$100,000. It is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.

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, Business Education, Industrial Education, and Community Services.

Downtown Center

The Downtown 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 1,000 full-time students. Consisting of more than 30 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, community schools, churches, hospitals, and other institutions in Duval County. The schedule for the Winter term for 1972 showed more than 100 such adult centers utilized.

PHILOSOPHY AND OBJECTIVES

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.

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.

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 80,000 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 Downtown Center. The aim of Learning Resources is to provide comprehensive services tailored to the needs of the programs offered by each campus or center.

PROGRAM AREAS

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

UNIVERSITY PARALLEL PROGRAM

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

CAREER PROGRAMS

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

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

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

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

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 Adult and Continuing Education programs.

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 20 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.

The general purpose of the Interdisciplinary Studies program is to provide students with a core educational experience within their total academic program which focuses on the problems and possibilities of living in a mass-urban, technologically complex society. Emphasis is placed on learning a discipline such as psychology, sociology, political science, biology, etc. by using that discipline to study various facets of the surrounding community. The disciplines are "combined" when two or more students taking different courses in the IDS program come together to study the same community problem or issue.

The IDS program emphasizes an informal learning atmosphere, discussions, individual research, and intimate daily student-faculty interactions. The courses in the IDS program are open to ALL students.

Courses taught in the IDS program are those listed in the General Education requirements for the Associate in Arts or Associate in Science degrees. Credit earned in each course taught in the IDS program is applied toward the academic program in which the student is enrolled. The specific courses to be offered as part of the Interdisciplinary Studies program each term will be identified in the class schedule given to students before registration. Assistance in selecting IDS courses may be obtained from counselors at the time of orientation and registration.

**ADULT AND
CONTINUING
EDUCATION****INTER-
DISCIPLINARY
STUDIES**

PROGRAM AREAS

GUIDED STUDIES

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.

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 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 NC. No student will fail a Guided Studies course. If a student does not show satisfactory improvement, he or she will receive a grade of NC (Incomplete without penalty), with a written recommendation to repeat the Guided Studies course with hopes for further improvement.

FOR INFORMATION CONCERNING ADMISSIONS, REGISTRATIONS, RECORDS, AND TESTING CONTACT:

REGISTRAR'S OFFICE
BUILDING 3
CUMBERLAND CAMPUS
JACKSONVILLE, FLORIDA 32205
TELEPHONE: AREA CODE 904, 384-6531

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.

TO FACILITATE REGISTRATION, A STUDENT SHOULD HAVE HIS OR HER SOCIAL SECURITY NUMBER AT TIME OF REGISTRATION. STUDENTS WITHOUT A SOCIAL SECURITY NUMBER SHOULD SECURE ONE FROM THE SOCIAL SECURITY ADMINISTRATION OFFICE, 400 WEST BAY STREET, JACKSONVILLE.

Minimum requirements for all applicants/programs 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 on 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 who register for 3 hours Spring or Summer Terms and 8 hours Fall and Winter Terms must submit scores on the Comparative Guidance and Placement Test during their first term of admission. It is recommended that prospective students over 22 years of age submit scores on the Comparative Guidance and Placement Test.

If the applicant for credit admission 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.

Special Admission Status

PROGRAMS AVAILABLE FOR NON-HIGH SCHOOL GRADUATES

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.

Requirements for admission are:

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

Accelerated High School Program

An applicant who has senior classification in high school, a 3.00 average, and who is approved by his high school, may be admitted for provisional college credit while still enrolled in high school. This credit is validated at the point that he has graduated from high school and earned at least one additional credit hour at Florida Junior College at Jacksonville following high school graduation.

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Recommendation form.
- D. Parents' approval form.

Early Admission Program

An applicant who wishes to enter Florida Junior College at Jacksonville as a full-time student at the end of his junior year in high school may be admitted to earn 30 semester hours or more of college credit and still be graduated with his high school class. This student must have a high school grade point average of 3.25 or better, have senior classification, and be approved by his high school. This program is limited to students from participating high schools.

Requirements for admission are:

- A. Interview with Director of Admissions, student, and parent.
- B. Application for admission, by deadline in college calendar.
- C. Residency affidavit.
- D. Recommendation form.
- E. Parents' approval form.

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.

**PROGRAMS FOR
HIGH SCHOOL
GRADUATES**

Transient or Transfer Students

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Official completed proof of previous education as follows:

1. **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 the parent institution. A letter of good standing is good only for the initial spring and/or summer terms. Should the student desire to continue during any following term, he must provide an official transcript from all colleges previously attended.
2. **Transfer Students.** Students who transfer to Florida Junior College at Jacksonville must provide transcripts from all colleges previously attended. A student with a bachelor's degree or higher may submit only the transcript showing the degree. A student's admission file is not complete until all official transcripts have been received.

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

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

In-Service Teachers

Requirements for admission are:

- A. Application for admission.
- B. Residency affidavit.
- C. Proof of previous education as follows:
 1. 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.
 2. 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.

NOTE: All certified employees of Florida Junior College at Jacksonville need complete only requirements A and B 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.

Foreign Students

Requirements for admission are:

- A. Application for admission.
- B. Proof of previous education as follows:
 1. If high school graduate or equivalent, a certified English translation of the record.
 2. If college, a certified English translation of the transcript(s) of all colleges attended.
- C. 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 A-C) has been received. To be considered for any term all items must be received at least 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. A foreign student must be enrolled for a minimum of 12 credit hours for the fall and winter terms and six credit hours for the spring and/or summer terms.

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.

Students may earn credit by examination through the following methods:

1. College Level Examination Program (CLEP).
2. Advanced Placement.
3. Proficiency Examinations.

For further information regarding the above, contact the Director of Testing, Registrar's Office, Cumberland Campus.

United States Armed Forces Institute (USAFI) credits are evaluated for transfer on the basis of the recommendations of the American Council on Education.

**CREDIT BY
EXAMINATION**

**MILITARY
SERVICE
CREDITS**

ADMISSIONS AND RECORDS

TRANSCRIPT REQUESTS

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.

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 NOT REFLECT GRADES.

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

RESIDENCY AFFIDAVIT

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.

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.
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.

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.

VETERANS

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

ADMISSIONS AND RECORDS

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

SOCIAL SECURITY

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

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.

SELECTIVE SERVICE

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

CONCURRENT REGISTRATION

A student registered at Florida Junior College at Jacksonville may not receive 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.

COURSE ATTENDANCE AT MORE THAN ONE CAMPUS

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

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.

**CREDIT
LIMITATIONS**

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

**AUDITING OF
COURSES**

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 in the fall and winter terms and the second week of class in the spring and summer terms. 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, SELECTIVE SERVICE DEFERMENTS, OR FOREIGN STUDENT ENROLLMENT REQUIREMENTS.**

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.

ADD/DROP

NO SCHEDULE CHANGES WILL BE MADE WITHOUT AN ACCOMPANYING FEE STATEMENT.

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

WITHDRAWAL

- 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.

ADMISSIONS AND RECORDS

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 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.

INSTITUTIONAL CREDIT

All institutional credit courses are considered to be below college level. They are not intended for transfer, are not counted for graduation, are not calculated in total hours or in grade point average, and do not count as hours enrolled for veteran purposes, social security or selective service deferments.

TIME LIMIT FOR GRADUATION

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.

PHYSICAL EDUCATION

IMPORTANT NOTE: ALL STUDENTS PLANNING TO GRADUATE DURING THE 1972-73 ACADEMIC YEAR EITHER AT THE END OF THE FALL TERM I, WINTER TERM II, SPRING TERM III, OR SUMMER TERM IV,

MUST MEET PHYSICAL EDUCATION REQUIREMENTS UNLESS EXCUSED FOR ONE OF THE FOLLOWING REASONS:

1. REACHED THE AGE OF 25.
2. IS 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.

STUDENTS WHO PLAN TO GRADUATE DURING ANY TERM AFTER TERM IV OF THE 1972-73 ACADEMIC YEAR AND/OR STUDENTS WHO ARE CLASSIFIED AS ENTERING FRESHMEN DURING TERM I (FALL), 1972-73 ACADEMIC YEAR, ARE ADVISED THAT PHYSICAL EDUCATION WILL BECOME AN ELECTIVE PROGRAM EFFECTIVE TERM I (FALL) OF THE 1972-73 ACADEMIC YEAR AND WILL NO LONGER BE A REQUIREMENT FOR GRADUATION.

REGISTRATION FEES

For students enrolled for twelve (12) or more semester hours credit, Institutional Credit, or audit, except those courses taught in the Division of Adult and Career Education.

	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.

FEE SCHEDULE

For students enrolled for less than twelve (12) semester hours credit, Institutional Credit, or audit, except those courses taught in the Division of Adult and Career Education.

	Per College Hour
Students from all Florida Counties	\$ 8.50
Non-Florida Students	16.00

Special Fees

State Scholarship fee applicable per term to students enrolled for twelve (12) or more semester hours credit	\$ 4.50
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
Proficiency Examination Fee	15.00
To replace ID card	5.00
Graduation fee	10.00
Late Graduation 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.

Testing Fees

American History	\$ 2.00
Civics	2.00
American History and Civics	4.00
G.E.D. Tests (Several)	7.50
G.E.D. Tests (One)	2.00
Two Tests and U.S.A.F.I. Scores, Florida High School Equivalency Diploma	7.50
C.G.P. Test	5.25
Proficiency Test	15.00
Other Tests	(at cost)

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
High School Credit Diploma Fee	3.50

A \$2.00 registration fee will be charged for most 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 dropping from college or from a course. The refund will be determined by the date of official notification.

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 prior to the fourth class meeting.

FEE SCHEDULE

College Credit, Institutional Credit 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 August 29, 1972

Winter Term II deadline January 8, 1973

Spring Term III deadline April 26, 1973

Summer Term IV deadline June 18, 1973

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

Fall Term I deadline September 13, 1972

Winter Term II deadline January 22, 1973

Spring Term III deadline May 3, 1973

Summer Term IV deadline June 25, 1973

Withdrawal from college or from a course after the above None

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.

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FLORIDA
COMMUNITY
COLLEGE

AT JACKSONVILLE



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.

IMPORTANT NOTE: THE STATE DEPARTMENT OF EDUCATION HAS DETERMINED THAT ALL INSTITUTIONS OF HIGHER LEARNING IN FLORIDA WILL GO TO A UNIFORM COURSE NUMBERING SYSTEM. FLORIDA JUNIOR COLLEGE AT JACKSONVILLE IS IMPLEMENTING THE NEW NUMBERING SYSTEM FOR 1972-73. WHEREVER SPECIFIC COURSES ARE LISTED IN THIS CATALOG, THE NEW COURSE DESIGNATION WILL BE LISTED FIRST, FOLLOWED BY THE FORMER COURSE DESIGNATION WHICH WILL BE IN PARENTHESES.

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:

ACADEMIC REGULATIONS

- Area I. Communications Nine (9) college hours
ENG 101-102 (EH 101-102) —
English Composition 6 hrs.
SPE 110 (SCH 105)—Fundamentals of Speech..... 3 hrs.
- Area II. Humanities Minimum of Eight (8)
college hours
HUM 201-202 (HS 203-204) Humanities 8 hrs.
or Nine (9) college hours from the following
HUM 213 Humanities 3 hrs.
HUM 214 Humanities 3 hrs.
HUM 215 Humanities 3 hrs.
HUM 216 Humanities 3 hrs.
- Area III. Mathematics Three (3) college hours
Any course designated MAT (MS) 3 hrs.
- Area IV. Biological Science Minimum of three (3)
college hours
Students may elect one of the following:
BIO 101 (SC 101) 3 hrs.
BIO 102 (SC 104) 4 hrs.
BOT 101 (BY 101) 4 hrs.
*OR any course(s) designated BOT, ZOO, BIO, or ANA (BY).
*Students whose major field of study requires more biological science than one semester are recommended to take both. BOT 101 (BY 101) and ZOO 101 (BY 105).
- Area V. Physical Science Minimum of six (6) college hours
Students may elect alternative 1 or alternative 2.
Alternative 1
CHE 101 and 102 (CY 101 and CY 102) 8 hrs.
OR CHE 110 and CHE 111 (CY 103 and
CY 104) 8 hrs.
OR PHY 201 and 202 (PS 201 and PS 202) . . . 8 hrs.
PHY 210 and 211 (PS 221 and PS 222) 8 hrs.
Alternative 2
PHS 101 (SC 102) OR one of the following 3 hrs.
CHE 100 (SC 122)
PHY 100 (SC 112)
AND
PHS 102 (SC 103) OR one of the following 3 hrs.
GEY 101 (GL 101), GEY 121 (GL 102)
AST 110 (SC 123)
MET 101 (SC 133)

Area VI. Social Science Six (6) college hours

SSS 101-102 (SLS-101-102) OR one of the following options

HIS 101-102 (HY 101-102)

HIS 204-205 (HY 201-202)

SOC 201-POS 204 (SY 201-PLS 201)

Area VII. General Psychology Three (3) college hours

PSY 111 (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. At least one fourth ($\frac{1}{4}$) of the total requirements (exclusive of Physical Education) for the Associate in Science degree shall be devoted to general education.
2. The following subject areas shall be included in each program in the manner specified below:

Area I. Communications....Minimum of three (3) credit hours

ENG 101 (EH 101) required

ENG 102 (EH 102)

Area II. Social ScienceMinimum of three (3) credit hours

SSS 101-102* (SLS 101-102*)

HIS 101-102* (HY 101-102*)

HIS 204*-205 (HY 201*-202)

SOC 201 (SY 201) — POS 204* (PLS 201*)

ECO 210 (ES 201) — POS 204* (PLS 201*)

LAE 260** (PSA 200**)

If only three (3) credit hours are elected, one of the (*) marked courses must be taken to meet requirements for study of U. S. Constitution.

If six (6) hours are elected from this area, one of the five two-course sequences must be completed.

The course marked (**) is limited to Police Science majors only.

ACADEMIC REGULATIONS

Area III. Mathematics-Science Minimum of three (3) credit hours

Any course(s) designated
BOT, ZOO, BIO, ANA (BY);
CHE (CY); PHY (PS);
PHS, MET, AST (SC); or
MAT (MS), except MAT (MS) 102

Area IV. Humanities Minimum of three (3) credit hours

HUM 201-202 (HS 203-204)
ART 110 (ART 118);
PHI 201 (PY 201);
LIT 240-241 (EH 201-202); or
MUY 101 (MSC 105)

STUDENT COURSE LOAD

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. 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.

Permission to carry an overload must be approved by a Dean of Students.

CLASS ATTENDANCE

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.

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

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 averages and Dean's List, 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, and to credit students auditing credit courses.

ACADEMIC REGULATIONS

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 division chairman and campus provost. Such recommendations must be made on the proper form.

QUALITY POINTS

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 points per credit hour
- WP — 0 quality points per credit hour
- WF — 0 quality points per credit hour
- I — 0 quality points per credit hour
- HC — 0 quality points 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. If a student has repeated a course, the last grade completed will be the only grade utilized in the computation of the grade point average (transfer credits included).

DEAN'S LIST

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.

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. Earn a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits.
2. 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.
3. Complete at least $\frac{1}{4}$ of the total hours required for a degree in residence at Florida Junior College at Jacksonville.
4. Students completing their requirements and applying for graduation at the end of Term II are expected to attend all graduation rehearsals and services.
5. Fulfill all financial obligations to the college.
6. Complete at least 60 college hours of course work plus Physical Education if Physical Education is required. Physical Education activity courses cannot be counted in the minimum 60 college hours required for graduation. (Students enrolled in the Career Opportunities Program are exempt from physical education requirements.)
7. Complete the general education requirements or one of the transfer or terminal programs offered by the college.
8. All students planning to graduate during the 1972-73 academic year must 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.
9. Evening students must complete all requirements 1 through 8 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 8 must present at least 64 college hours for graduation.

STUDENT SERVICES

10. 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 Education Requirements as well as the elective hours students must earn.
11. 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.

COUNSELING

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.

ENTERING STUDENTS

For use in the Guidance Program, Florida Junior College requires the Comparative Guidance and Placement Profile on all full-time 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.



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

TESTING

After test data and other records have been made available, entering students 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.

ADVISING

The Career Development Center, located on the North Campus, in the Division of Student Services of Florida Junior College at Jacksonville, offers the latest in career and vocational materials. Included within the services offered by the center are career counseling, testing, and the Job Analysis and Pre-Employment service. Realistic career and vocational exploration can occur within the environment provided by the center.

**CAREER
DEVELOPMENT
CENTER**

STUDENT SERVICES

ORIENTATION

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

FINANCIAL AIDS

A program of financial aids to assist qualified students toward their educational goals has been developed as a function of the Office of Student Services. Through the use of scholarships, grants, 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 priority consideration for the Spring or Summer Term or the Fall-Winter academic year is March 1.

The four basic types of financial assistance that are available at Florida Junior College are described below:

SCHOLARSHIPS

Academic Scholarships

Academic scholarships are awarded to Florida Junior College students under a number of separate programs. The qualifying criteria for these scholarships are different in almost every case. In general, however, a student must be attending on a full-time basis, be of good character and must maintain at least a "C" average. Students are selected for academic scholarships on the basis of information contained in their financial aid application forms as well as information obtained from other sources.

Following is a list of the organizations, or persons, which, for the 1971-72 academic year, donated scholarships for students attending Florida Junior College at Jacksonville.

American Business Women's Association

Bold City Chapter

Eight Flags Charter Chapter

Gator Gal Chapter

Golden Key Chapter

St. Johns River Chapter

Beaches Hospital Auxiliary

Delta Sigma Theta Sorority

Duval County Council of PTA's

Duval Teachers Association

Educational Committee of Philadelphia Baptist Church

Elizabeth Edgar Hall Revolving Loan Fund

Employee Scholarship Fund of the Corps of Engineers, Inc.
 Executive Secretaries, Inc.
 Farrens Tree Surgeons
 Florida Concrete and Products Association, Inc.
 FJC Athletic Scholarships
 FJC Tuition Scholarships for Colombian Students
 FJC Tuition Waivers
 Fuller Brush Company
 Jacksonville Business and Professional Women's Club
 Jacksonville Chapter of Charmetts, Inc.
 Jacksonville Legal Secretaries Association
 Junior Achievement of Jacksonville, Inc.
 Jr. Women's Club of Jacksonville
 Lehigh University
 Marian Hamann Scholarship Fund—Pilot Club of Jacksonville
 McCollough Scholarship Foundation
 Memorial Hospital of Jacksonville
 Miss FJC
 National Association of Educational Secretaries
 Naval Officers Wives' Club
 Navy Relief Society
 North Jacksonville Jr. Women's Club
 North Jacksonville Women's Club
 Northeast Florida Society of Hospital Food Administrators
 Northside Businessmen's Club
 Optimist Club of South Jacksonville
 Mr. James Stanley
 Putnam Women's Club
 Ribault Lions Club
 Mr. Reuben Reid
 Ribault Lioness Club
 Rotary Club of West Jacksonville
 Southwest Council, Jacksonville Area Chamber of Commerce
 State of Vermont Assistance Corporation
 St. Lukes Hospital
 Terry Parker High School
 United Christian Evangelical Association
 Warren County Education Association
 Women's Auxiliary of the Duval County Medical Society
 Women's Society of Christian Service
 Winn-Dixie Stores, Inc.

Federal Nursing Scholarships

These scholarships are available to students who have been accepted into the School of Nursing and who qualify on the basis of financial need. Frequently these scholarships are combined with Federal Nursing Loans.

GRANTS-IN-AID Educational Opportunity Grants

These grants are in amounts of up to \$1,000 per year and are made available from funds provided by the Federal Government to students who qualify on the basis of exceptional need. However, these grants must be matched by money from some other source such as a qualifying scholarship, work award, or loan.

Law Enforcement Education Grants

These grants are available to in-service law enforcement officers who wish to broaden the scope of their knowledge by taking courses related to their profession.

LOANS Several different types of long-term student loans are available. Generally students must maintain a "C" (2.0) average in order to qualify for or to renew these loans.

National Defense Student Loan Program

This program provides 3% interest loans to students who qualify on the basis of family income. The amount that can be loaned is dependent upon the student's financial need and will not exceed \$1,000 per academic year. These loans are repayable in installments commencing one year after graduation and spread over a period of up to ten years. Recipients of this loan may have a portion of their loan cancelled if they subsequently enter the teaching profession or perform active military service. This program is operated by Florida Junior College with Federal funds.

Federal Nursing Loans

These are loans with provisions similar to those of the National Defense Student Loan Program and are available to students who have been accepted into the School of Nursing. Cancellation of this loan is possible by subsequent employment as a nurse.

Florida Student Loans

Florida Student Loans are granted on the basis of financial need. Students may borrow up to the cost of tuition, books and housing. Loans are repaid following graduation or termination of full-time study. Interest at the rate of 4% begins with the date of graduation or termination.

Federally Insured Student Loans

Students may borrow up to \$1,500 per academic year, plus an additional \$500 for summer school. Borrowers from middle and low income families receive a partial interest subsidy. Loan applications are filed with the Financial Aid Office and processed through commercial banks. Repayment is in monthly installments commencing nine months after graduation.

Cuban Student Loans

These are low interest loans made to Cuban nationals on the basis of financial need.

Law Enforcement Education Loans

Students who intend to pursue a career in law enforcement may borrow the cost of educational expenses, including living expenses if need exists. These loans may be cancelled by subsequent employment in law enforcement.

Student employment programs sponsored by both the Federal Government and the College provide assistance to students who qualify on the basis of need. Employment is normally limited to 15 hours per week for full-time students and may be less in the case of some students. Pay is normally at the minimum wage and may be up to about \$750 for a school year. Also, the Placement Office on each campus maintains a listing of off-campus job opportunities.

**STUDENT
EMPLOYMENT**

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

**PLACEMENT
SERVICES**

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

The specific functions of the Placement 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.

STUDENT SERVICES

BOOKSTORE SERVICES

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.

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

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

ACCIDENT REPORTING

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

EMERGENCIES

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.

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.

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FLORIDA
COMMUNITY
COLLEGE

AT JACKSONVILLE



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:

Intramural-Recreational Activities

Flag Football	Soccer
Volleyball	Softball
Badminton	Table Tennis
Basketball	Horseshoes
Archery	Billiards

Inter-collegiate Athletics

Basketball	Track and Field
Cross Country	Tennis
Golf	Baseball

Clubs and Organizations

Baptist Student Union	Mamas and Papas
Black Awareness Association	Marksmanship
Brothers & Sisters	N. O. W.
Buds	P.E. Club
Cheerleaders	Phi Beta Lambda (Business)
Data Processing Club	Phi Theta Kappa (Honorary)
Dunamis Science Education Association	Student Government Association
Literary Magazine (The Experience)	Student Newspaper (Orionis)
	United Student Association

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.

STUDENT ACTIVITIES

Chorale	Jazz-Rock Ensemble
Chorus	Music Workshop
Drama: FJC Players	Symphonic Band
Jacksonville Concert	
Chorale	

College-wide Activities

Art Exhibits	Preview Night
Artist and Lecture Series	Special Events
Christmas Dance	Spring Formal
Film Series	Talent Variety Show
Icebreaker Dances	Video Lecture Series
Mini Concerts	
Miss FJC Pageant	

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.

Conventions, Conferences, and Trips

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

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

The faculty advisor 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 Student Activities 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.

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

Social Events

Each social event must have at least one member of the full-time faculty or administration in attendance.

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.

State Drug, Stimulant and Barbiturate Laws

Any person enrolled as a student in any state-supported university or junior college who is arrested for unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate, as identified or defined in either Chapters 389 or 404 of Florida Statutes, shall, following an administrative hearing provided by the president of the institution pursuant to rules promulgated by the Board of

Education or Board of Regents in which such suspension is recommended, be suspended from all classes of instruction until the determination of his guilt by a court of competent jurisdiction. If adjudicated guilty, the student shall be automatically expelled.

No student expelled pursuant to this act may be readmitted to any state-supported university or junior college for a period of one year.

Any student, subject to suspension or expulsion from a state university or junior college as provided herein, may be entitled to a waiver of the suspension or expulsion if he divulges information leading to the arrest and conviction of the person who supplied such drugs, stimulant, or barbiturate to him, or if he voluntarily discloses his unlawful possession of such drug, stimulant, or barbiturate prior to his arrest.

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 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 any campus student government officer, and shall contain the signatures of the representative of the student group making the presentation.

Such officers shall present the petition for discussion at the next regularly scheduled meeting of the campus student government, provided there has been sufficient time for including the matter on the agenda.

The campus student government shall decide by majority vote, 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 Campus Dean of Students through the Campus Director of Student Activities.

STUDENT RIGHTS

A. Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student 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.

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

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

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

**STUDENT
APPEALS**

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

**APPEALS
COMMITTEE**

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

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. All official disciplinary action must be taken by the Student Services Department.

**DISCIPLINARY
PROCEDURES**

B. Reprimands and disciplinary probation, recorded or unrecorded, are actions which may be administered by the Dean of 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 Dean of 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 Dean of Student Services, to the Campus Council.

STUDENT RIGHTS

E. In all cases in which disciplinary suspension or permanent dismissal could result, the Dean of 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 Campus Council 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 Dean of 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 Campus Council will be made to the President for final approval.

H. The Dean of Student Services shall cause the student to be notified in writing of the final decision.

I. 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 College Forum and/or the President of Florida Junior College at Jacksonville.

J. 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.

STUDENT RIGHTS

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.

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