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FJC

1976-77 CATALOG



**FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE**

*Willie R. Hodson
Citizens Affairs Office*

**FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE
JACKSONVILLE, FLORIDA**

DISTRICT OFFICES

21 West Church Street
Jacksonville, Florida 32202
904-358-1812

DOWNTOWN CAMPUS
940 North Main Street
Jacksonville, Florida 32202
904-355-4666

NORTH CAMPUS
4501 Capper Road
Jacksonville, Florida 32218
904-757-6011

FRED H. KENT CENTER
1246 Cumberland Road
Jacksonville, Florida 32205
904-387-8106

SOUTH CAMPUS
11901 Beach Boulevard
Jacksonville, Florida 32216
904-646-2111

**CATALOG
1976 - 77**

ACCREDITED BY:

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

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DR. HAROLD JAMES OWEN, JR., Vice President for Campus Operations
MR. ROBERT L. WATSON, Vice President for Administrative and Business Services
DR. EZEKIEL W. BRYANT, Provost, North Campus
DR. OLIVER R. FINCH, Provost, South Campus
DR. KERMIT C. MILLER, Provost, Fred H. Kent Center
DR. EDGAR C. NAPIER, Provost, Downtown Campus

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FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

COLLEGE CALENDAR

1976 - 77

HOLIDAYS

LABOR DAY	SEPTEMBER 6, 1976 (M)
VETERANS DAY	NOVEMBER 11, 1976 (TH)
THANKSGIVING	NOVEMBER 25, 26, 1976 (TH, F)
COLLEGE CLOSED—	
ALL OFFICES	DECEMBER 22, 1976 (W)—5 PM TO JANUARY 3, 1977 (M)—8 AM
CHRISTMAS	DECEMBER 24, 1976 (F)
NEW YEAR'S DAY	DECEMBER 31, 1976 (F)
GOOD FRIDAY	APRIL 8, 1977 (F)
INDEPENDENCE DAY	JULY 4, 1977 (M)

COLLEGE CALENDAR 1976-77—CONTINUED

Fall Term (I) '76 Winter Term (II) '77 Spring Term (III) '77 Summer Term (IV) '77

*Deadline—Early Admission applications 76/77	July 30 (F) 5:00 p.m.			
Reporting date—all faculty	August 23 (M) 8:00 a.m.	January 3 (M) 8:00 a.m.	May 2 (M) 8:00 a.m.	June 16 (Th) 8:00 a.m.
TO BE ANNOUNCED				
*Application and registration dates and deadlines				
*Registration—Fernandina Beach Center	August 18 (W)	January 3 (M)	April 27 (W)	June 15 (W)
Classes begin for college credit courses; classes begin for non-college credit courses at full-time centers	August 25 (W)	January 6 (Th)	May 4 (W)	June 20 (M)
Classes begin for non-college credit classes at part-time centers	September 13 (M)	January 10 (M)	May 4 (W)	June 20 (M)

*Dates apply to college credit classes only.

COLLEGE CALENDAR, 1976-77—CONTINUED

Fall Term (I) '76 Winter Term (II) '77 Spring Term (III) '77 Summer Term (IV) '77

	August 28 (Saturday)	January 8 (Saturday)	None	None
*Saturday classes begin				
*Deadline for dropping courses	September 1 (W) 5:00 p.m.	January 13 (Th) 5:00 p.m.	May 6 (F) 5:00 p.m.	June 22 (W) 5:00 p.m.
*Deadline for applying for graduation for the current term	November 5 (F) 5:00 p.m.	March 18 (F) 5:00 p.m.	May 27 (F) 5:00 p.m.	July 15 (F) 5:00 p.m.
*Deadline for paying \$10 graduation fee for current term.	November 19 (F) 5:00 p.m.	April 1 (F) 5:00 p.m.	June 3 (F) 5:00 p.m.	July 22 (F) 5:00 p.m.
*Last time for withdrawing from a course and receiving a grade of "W".	December 9 (Th) 5:00 p.m.	April 21 (Th) 5:00 p.m.	June 10 (F) 5:00 p.m.	July 26 (T) 5:00 p.m.
*Final examination period.	December 9 (Th-eve) through December 17 (F)	April 21 (Th-eve) through April 29 (F)	June 13, 14, 15 (M, T, W)	July 27, 28, 29 (W, Th, F)
End of term for all college classes	December 17 (F) 12:00 midnight	April 29 (F) 12:00 midnight	June 15 (W) 12:00 midnight	July 29 (F) 12:00 midnight

*Dates apply to college credit classes only.

COLLEGE CALENDAR, 1976-77—CONTINUED

Fall Term (I) '76 Winter Term (II) '77 Spring Term (III) '77 Summer Term (IV) '77

Deadline for removing grade of "IF" received in corresponding Term of Academic Year 1975-76	December 17 (F) 5:00 p.m.	April 29 (F) 5:00 p.m.	June 15 (W) 5:00 p.m.	July 29 (F) 5:00 p.m.
Last faculty workday	December 17 (F)	April 29 (F)	June 15 (W)	July 29 (F)
Final grades due into Division Chairmen.	December 17 (F) 10:00 a.m.	April 29 (F) 10:00 a.m.	June 16 (Th) 10:00 a.m.	August 1 (M) 10:00 a.m.
Final grades due into District Office of Records	December 17 (F) 1:00 p.m.	April 29 (F) 1:00 p.m.	June 16 (Th) 1:00 p.m.	August 1 (M) 1:00 p.m.
Graduation and Convocation.		May 2, (M) 8:00 p.m.		

FJC — THEN, NOW, TOMORROW

HISTORY OF THE COLLEGE

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. The College admitted a charter class of 2,610 students in August, 1966. In succeeding years it grew rapidly. In all, the College served 75,158 students during the 1974-75 academic year.

The College is accredited by the Florida Department of Education and the Southern Association of Colleges and Schools.

THE COLLEGE TODAY

DISTRICT OFFICES

The District Administrative Offices of the College are located in the downtown Universal Marion Building at 21 W. Church Street, just a few blocks from the site of the new Downtown Campus under construction.

The offices of the President, the Vice President for Campus Operations, and the Vice President for Administrative and Business Services, and supportive staff are located on the 15th floor.

The Procurement, Accounting, Computer Equipment Services and Security Offices are on the 16th floor.

The 9th floor houses the Personnel and Duplicating Services offices as well as offices of Resource Development, Information Services, and the Florida Junior College at Jacksonville Foundation, Inc.

NORTH CAMPUS

Classes in this ultra-modern, functional facility began in the Fall Term (I), 1970.

The suburban North Campus is located on a 160-acre wooded site on Capper Road between Lem Turner Road (S.R. 115) and the Interstate 295 right-of-way. Plans for future expansion under the master plan call for the North Campus to accommodate 5,000 full-time equivalent students.

SOUTH CAMPUS

This contemporary facility, on 339 acres off Beach Boulevard at Huffman Boulevard, opened its doors to the community for the Fall Term (I), 1971.

Phase II expansion includes construction of a \$1.5 million classroom building with faculty offices, scheduled for completion in October, 1976. Another recent addition has been a recreational facility with showers and lockers, representing an expenditure of \$234,000. An additional 740 parking spaces are planned for 1976.

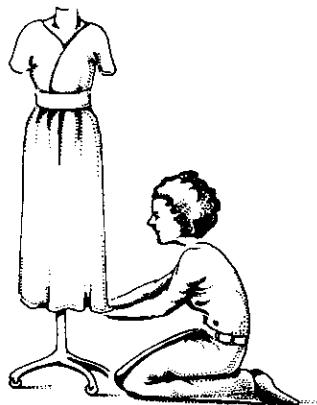
Under master planning, the South Campus will ultimately have the ability to serve 5,000 full-time equivalent students.

The South Campus is also the site of the Northeast Florida Criminal Justice Training and Education Center, a facility costing approximately \$350,000. It is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.

FRED H. KENT CENTER

This 35-acre site, off Roosevelt Boulevard (U.S. 17), was acquired by the College in 1966. It was formerly known as Cumberland Campus but was renamed in 1974 in honor of the prominent Jacksonville attorney who has devoted many years of service to the cause of higher education in Florida and who was the first chairman of the District Board of Trustees of Florida Junior College at Jacksonville.

Since the summer of 1966, some 98 World War II duplex housing units have been converted into science laboratories, language laboratories, faculty and administrative offices, general purpose classrooms, and a well-equipped library. Master planning calls for existing buildings to be phased out and modern facilities constructed to accommodate a substantial increase in full-time equivalent student capacity within the next few years, at a cost estimated to be in the \$15 to \$17 million range.



DOWNTOWN CAMPUS

Florida Junior College at Jacksonville presently offers a variety of courses and programs in several temporary downtown locations comprising the Downtown Campus, pending construction of permanent facilities mentioned hereafter under the caption, "The College Tomorrow."

One of these temporary facilities, the Downtown Center, is located at 345 East Church Street. The Center operates during the day and evening and can accommodate up to 1,500 full-time students. Consisting of more than thirty (30) rooms used for instructional purposes, the Center houses laboratories for programs in science, social studies, communications, mathematics, and business education, and offers programs ranging from basic education and high school studies to college credit programs.

The Urban Skills 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.

The Automotive Trades Complex at 35 West State Street offers programs in automotive mechanics, automobile body repair, gasoline engine mechanics, and automotive trim and upholstery.

The Building Trades Complex at 1040 North Laura Street offers programs in carpentry, brick and blocklaying, and building maintenance mechanic.

The Service Trades Complex at 1021 Hogan Street offers programs in construction electricity, architectural woodwork and cabinetmaking, sheet metal, machine shop, and drafting.

The Downtown Campus Administration Building at 940 North Main Street houses administrative offices for downtown operations, as well as college credit and vocational classrooms for Downtown Campus students.

The Volvo Building at 920 North Laura Street houses offices for Business Affairs and Veterans Affairs, as well as registration for the Downtown Campus and a classroom for the teaching of sheet metal work.

The most recent addition to the complex of downtown facilities is the Job Entry Training Center at 900 North Main Street which offers classes in welding, steel fabrication, air conditioning, refrigeration and heating, and plumbing and pipe fitting.

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 College has the capability of utilizing up to 287 such adult centers at any time during the year.

THE COLLEGE TOMORROW

When the 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 planning for development of the Downtown Campus to become part of an urban renewal project in cooperation with the City of Jacksonville. The 21-acre area for this campus is bounded on the East by Laura Street, except one block on Main Street; on the South by State Street; on the West by Pearl Street; and on the North by Caroline Street. The College's Board of Trustees has approved construction of a \$15 million campus on this site with February, 1977, as the target date for completion of the first phase. It is anticipated that this facility will also be a comprehensive community college in itself, though emphasizing occupational education to meet the specific needs of industry and business, with the initial input being consolidation of the existing temporary downtown facilities into a modern, functional and beautifully landscaped complex.



PHILOSOPHY AND OBJECTIVES

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.

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 senior colleges and universities.
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-college credit basis to enable individuals to become more effective in the use of leisure time and/or in occupational efficiency.
6. Developmental 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.

HUMAN RIGHTS

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, administrators, and career employees.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 PUBLIC LAW 93-380

Pursuant to the above cited federal law, students and their parents are advised of certain practices and procedures at Florida Junior College at Jacksonville which relate to student records.

Under this act a student or parent will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit the record to be reviewed in the presence of a representative of the custodian of the record. Either the student or parent has the right to challenge the content of any record he or she believes to be inaccurate, misleading, in violation of the student's rights, or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The custodian of the record challenged shall conduct a hearing upon the matter, at a reasonable time and place, at which time the student or parent may present any evidence he or she may have in support of the challenge. If a record is challenged the custodian of the record shall make a decision at the conclusion of the hearing. This decision may be appealed by the student or parent through established procedures to the Student Appeals Review Committee. Action by the President on an appeal is final.

A student or parent must consent to the release of any student information to any person or agency. This consent must be in writing, signed, dated, and must specify the information to be released, the reason for release, and the names of persons to whom the information is to be released.

The following information about an individual student is classified as "Directory Information" and will be released upon request to any person. The individual student or parent has a right to submit a request in writing to the custodian of the student's records that all or any part of the directory information *not* be releasable.

1. Name
2. Address
3. Major field of study
4. Dates of attendance
5. Degrees and awards received

Once a student reaches the age of eighteen (18), or is enrolled in a post-secondary program, parents no longer have any rights to student information under this Act unless the student gives written consent to release the information to the student's parents, or the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

PROGRAM AREAS

INSTRUCTIONAL PROGRAMS

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 Education Program, and the Adult and Continuing Education Program. In addition, Special Instructional Services include Cooperative Education, as well as Developmental Education.

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 at 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 EDUCATION PROGRAM

One of the objectives of Florida Junior College at Jacksonville is to develop a comprehensive series of business, health, technical, home economics, distributive, industrial, and other programs designed to fulfill the occupational needs of the community's citizens and employers.

Advisory committees help 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 at the technician or at the para-professional level may enroll in a two-year college credit program leading to the Associate in Science degree. For those persons desiring to spend less than two years in preparation, college credit certificate programs are available in several areas.

The College also offers a wide variety of preparatory and supplemental vocational-technical programs and courses on a non-college credit basis for individuals who wish to improve their vocational efficiency.

The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable, (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained manpower.

ADULT AND CONTINUING EDUCATION PROGRAM

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 Program.

Programs and courses are offered providing individuals with the opportunity to pursue a high school education or adult basic education. Likewise, many general interest courses for self-improvement are offered through its program of continuing education.

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 twenty (20) participants usually is required to initiate a non-college credit course offering.

SPECIAL INSTRUCTIONAL SERVICES

EXPERIENCE-BASED EDUCATION

Experience-based Education encompasses educational alternatives designed to integrate academic foundations with practical experiences while encouraging maximum self-discovery learning. The focus of learning is normally undertaken in an off-campus setting under the sponsorship of a mentor. In contrast, the traditional classroom educational experience emphasized the predetermined syllabus,

texts, lectures, and content to be mastered within the structured and controlled learning environment provided by the faculty member.

Cooperative Education, one form of off-campus Experience-based Education, combines classroom learning with on-the-job experience in an integrated academic/career program. Students who participate in the program are placed in career related work experiences that relate directly to their career goals. In addition to gaining valuable practical experience while attending college, students receive academic credit for their supervised work experience.

Work and study schedules can vary to meet the needs of the students and the employers. Common work-study patterns include parallel work and study and alternating work and study. In the parallel plan, the student attends school and works at the same time. In the alternating program, the student works full time one semester and attends school full time the next semester.

Cooperative Education is open to all students in the College pursuing an **A.A. degree** who have completed one semester of satisfactory college study. **Students in A.S. Programs require the Program Director's prior approval in order to include cooperative work experience in their program of study.**

Other forms of Experience-based Education are prior learning assessments, internships, practicum, on-the-job training, and field research.

DEVELOPMENTAL EDUCATION, NORTH CAMPUS

Developmental Education courses are designed for students who need special assistance to realize their full potential and be academically successful. Courses are offered on a five (5) day a week basis to provide more classroom time, classes are limited in size, instruction is individualized to fit the students' needs, and various instructional strategies are provided. Upon completion of any course offered in the program, regular college credit is awarded.

DEVELOPMENTAL EDUCATION, SOUTH CAMPUS

Developmental Education is provided through a Communications Laboratory and Individualized Studies courses. The Communications Laboratory is open, free, to the entire student body and offers dynamic, individualized, tutorial assistance to students who want to

improve their learning skills. Individualized Studies courses are offered for students who need special assistance to realize their full potential and to become academically successful. These courses are of a five (5) day week structure, limited in size, and individualized to meet student need. Upon completion of any course in this program, regular college credit is awarded.

SPECIAL SERVICES PROGRAM, DOWNTOWN CAMPUS

Florida Junior College at Jacksonville, in striving to provide developmental programs for high school graduates needing additional preparation in order to complete college work successfully, offers this opportunity through the Special Services Program. The program is specifically designed to assist students who have academic potential but who, because of deprived educational, cultural or economic background, need help in initiating, continuing or resuming their post secondary education. The program is open to students who are from low income families, under-achievers, and/or culturally different. It offers a program of instruction leading to a vocational certificate, an Associate degree, or a one- or two-year certificate in a specific area. Among the services provided by the Special Services Program are financial aid through loans, grants, college work-study (when applicable), waived tuition, book allowances, individualized instruction, counseling, and tutorial assistance. For information call 355-6491.

COMMUNICATIONS LABORATORY, FRED H. KENT CENTER

The Communications Laboratory at the Fred H. Kent Center offers individualized instruction for the entire student body. Students who wish to improve their reading and writing skills should contact the laboratory instructor in Building 89 (north side). Students who desire help in formal and informal speech or who are in need of speech therapy, should contact the instructor in Building 95 (north side).

LIBRARY AND AUDIO-VISUAL SERVICES

Learning Resources Centers housing library and media services are located on the Fred H. Kent Center, the North Campus, the South Campus, and the Downtown Center.

The Centers contain collections of books, periodicals, microfilm, and pamphlet material designed to support college instructional programs. Group instruction and individual assistance in library usage are provided by an experienced professional staff. Each center provides audio-visual materials, equipment, and media production assistance for the students, faculty, and administration in its geographical area.



ADMISSIONS AND RECORDS

ADMISSION TO COLLEGE CREDIT PROGRAMS

Application for admission to Florida Junior College at Jacksonville must be made to the Campus Registrar's Office on the forms provided. It is permissible to visit or correspond with deans, division chairmen and directors, but such contact with Florida Junior College at Jacksonville officials does not, in any way, eliminate the requirement for filing a formal application.

Students desiring to enter Florida Junior College at Jacksonville should write, phone, or visit a Campus Registrar's Office to obtain application forms. The completed application and proof of previous education should be filed with the Campus Registrar's Office well in advance of any deadline established by the College. The College will notify the student concerning action taken on his application.

No application for admission will be considered or processed more than six (6) months in advance of the date on which classes are scheduled to begin for the term the student desires admission.

Students must complete their admission files within the first term of admission. If the student's admission file is not complete, the student will not be allowed to reregister for subsequent terms or receive grades.

The specific requirements for admission may be found in the sections on the following pages.

SOCIAL SECURITY NUMBER

All persons registering at Florida Junior College at Jacksonville must have a social security number and will be required to present the social security card at each registration. Persons not having a social security number should contact the local Social Security Office for an application to obtain a number. Such persons will not be allowed to register for courses at Florida Junior College at Jacksonville until this number has been obtained.

RESIDENCY AFFIDAVIT

All applicants who are bona fide residents of Florida are required to execute a notarized residency affidavit and to submit it with their application for admission to Florida Junior College at Jacksonville. Tuition assessments are based on the applicant's residence or a legal residence of his parents or legal guardian if the applicant is less than eighteen (18) years of age and unmarried.

A BONA FIDE resident, as used herein, is interpreted to mean that the applicant, or if the applicant is less than eighteen (18) years of age and unmarried his parent or legal guardian, is (a) a bona fide citizen, resident and domiciliary of the state of Florida; or (b) admitted to this country as an immigrant and has been issued a resident alien number; or (c) a Cuban or other foreign refugee, regardless of refugee status; and shall have resided and had his habitation, domicile, home and permanent abode in Florida for at least twelve (12) months immediately prior to the first day of classes for the term entering Florida Junior College at Jacksonville as a bona fide resident.

In accordance with policy adopted by the District Board of Trustees of Florida Junior College at Jacksonville, 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, including dependent members of their immediate families.
2. Full-time public elementary, secondary, and university faculty members under current teaching contracts for the state of Florida, their spouses and members of their immediate families—this does not include a daughter-in-law or son-in-law of such faculty member.
3. Full-time faculty and career employees of the community college system, their spouses and members of their immediate families—this does not include a daughter-in-law or son-in-law.
4. Veterans of the United States of America Armed Forces retired with twenty (20) years or more active service, including dependent 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, his 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.

A non-Florida student, or if a minor, his parent, after having been a resident and domiciliary of Florida for twelve (12) months, may apply for and be granted reclassification **PRIOR TO THE FIRST DAY OF CLASSES OF ANY SUBSEQUENT TERM.** No student will be reclassified for the current term after the term has begun. **THE APPLICATION FOR RECLASSIFICATION OF RESIDENCY MUST BE ACCOMPANIED BY A CERTIFIED COPY OF A DECLARATION OF DOMICILE FILED WITH THE CLERK OF THE CIRCUIT COURT. THE CERTIFIED COPY MUST BE TURNED IN WITH THE APPLICATION FOR RECLASSIFICATION OF RESIDENCY. THIS COPY MUST HAVE THE AFFIXED SEAL OF THE CLERK OF THE CIRCUIT COURT.**

ADMISSION TO COLLEGE CREDIT PROGRAMS FOR NON-HIGH SCHOOL GRADUATES

SPECIAL STUDENT

An applicant nineteen (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 twelve (12) or more credit hours of degree level courses and is in good academic standing. Good academic standing is defined as a 2.00 cumulative grade point average. Students on special status must petition the District Office of Records for a change in status.

Requirement for admission:

- A. Application for admission

ACCELERATED HIGH SCHOOL

An applicant who has senior classification in high school, and who is approved by his high school principal, may be admitted to the College, and take up to seven (7) semester hours per term for college credit while still enrolled in high school.

Requirements for admission are:

- A. Application for admission
- B. Recommendation form

- C. High school transcript which shows completion of all requirements through the junior year
- D. Minimum grade point average of 2.00 is required

EARLY ADMISSION

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 thirty (30) semester hours or more of college credit class work 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 a senior classification, and be approved by his high school. This program is limited to students from participating high schools and to students enrolled at Florida Junior College at Jacksonville in the High School Completion Program.

Requirements for admission are:

- A. Application for admission by deadline in college calendar
- B. Recommendation form
- C. Transcript which shows completion of all requirements through the junior year and the required grade point average
- D. Interview with college Director of Records

ADMISSION TO COLLEGE CREDIT PROGRAMS FOR HIGH SCHOOL GRADUATES

NON-DEGREE SEEKING STUDENT

An applicant (*who is a high school graduate and not seeking a Florida Junior College at Jacksonville Associate degree*) may be admitted as a non-degree seeking student. The applicant must indicate that he/she is eligible for and agrees to the criteria listed below for this program:

1. **STUDENT MUST HAVE COMPLETED HIGH SCHOOL OR THE EQUIVALENT PRIOR TO ENTERING FLORIDA JUNIOR COLLEGE AT JACKSONVILLE.**
2. Student may not earn more than thirty (30) semester hours of credit at FJC under this status.
3. **TRANSCRIPTS FROM OTHER COLLEGES WILL NOT BE REQUIRED NOR WILL THEY BE EVALUATED WHILE STUDENT IS ON NON-DEGREE STATUS.**
4. An international student may *not* be admitted under the non-degree status.
5. A student receiving financial assistance requiring college certification of enrollment may not enter under non-degree status.

6. At the point a student wishes to pursue a degree, he/she must contact the Campus Registrar's Office and indicate that he/she wishes to be changed to credit degree status. The student would then be required to furnish the College the appropriate proof of previous education.

Requirement for admission:

- A. Application for admission

DEGREE SEEKING STUDENT

FIRST TIME COLLEGE APPLICANT:

Requirements for admission are:

- A. Application for admission
- B. Official proof of previous education as follows:

1. Notarized affidavit as contained in the application for admission certifying student is a high school graduate

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 standard score of forty-five (45) on all tests with no standard score lower than forty (40)

OR, 4. A transcript of high school grades and credits with graduation date indicated.

It is the applicant's responsibility to furnish the required credentials.

TRANSFER APPLICANT:

Requirements for admission are:

- A. Application for admission
- B. Proof of previous education as follows:

Students who transfer to Florida Junior College at Jacksonville to pursue an Associate degree must provide an official transcript from each college previously attended. 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 freshmen and sophomore level courses completed at other regionally accredited institutions in which grades of D or higher have been earned.

INTERNATIONAL APPLICANT:

For admission purposes, an applicant is classified as an international student only if he/she requires, or will require, at any time the Florida Junior College at Jacksonville to issue papers required by the U. S. Department of Justice. An applicant who has been admitted to the United States as an immigrant and has been issued a resident alien number will not be classified as an international student for admission purposes.

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. Proof of proficiency in the use of the English language. Students from countries other than English speaking must submit to the District Office of Records 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 international applicant will be considered for admission until all information (Items A—C) has been received. To be considered for any term, all items must be received at least sixty (60) days prior to the student's initial term of admission. International 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. An international student must be enrolled for a minimum of twelve (12) credit hours for the Fall and Winter Terms (I and II) and six (6) credit hours for the Spring and/or Summer Terms (III and/or IV).

International 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 does not maintain a list of approved housing and cannot make a recommendation in this area.

ADMISSION TO NON-COLLEGE CREDIT PROGRAMS

All persons registering at Florida Junior College at Jacksonville must have a social security number and will be required to present the social security card at each registration. Persons not having a social security number should contact the local Social Security Office for an application to obtain a number. Such persons will not be allowed to register for courses at Florida Junior College at Jacksonville until this number has been obtained.

An individual desiring to enroll in non-college credit programs should contact the administrator of the center or the campus offering the subjects of his choice and may be admitted if he/she meets the following eligibility requirements:

- A. Be an adult—by Florida School Law, sixteen (16) years of age
- B. Provide a copy of Social Security card
- C. Furnish proof of age, if asked
- D. Complete the admission and registration forms requested
- E. In addition, High School Completion Program Students must:
 1. Furnish copies of previous high school transcripts before registration can take place
 2. Show proof of withdrawal from high school

To enroll as a regular student in a vocational program the applicant must have completed high school or hold an equivalency certificate. Acceptable evidence of high school completion is listed on page 24 under "Admission to College Credit Programs for High School Graduates". If this requirement cannot be met, the applicant may be enrolled in a vocational program as a special student provided that an evaluation of his previous educational experience, work experience and military and/or vocational training indicate a reasonable probability of success in the program for which he is applying.

MILITARY SERVICE SCHOOL CREDITS

A student who has submitted an application for admission to the Florida Junior College at Jacksonville may request college credits for

the military service schools he has attended by submitting to the Campus Registrar's Office Department of Defense Form 295—Application for the Evaluation of Educational Experiences During Military Service. This form, and assistance in completing it, may be obtained from the nearest military installation.

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 Campus Registrar's Office. 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 (2) weeks before the transcript is needed.

SOCIAL SECURITY BENEFIT INFORMATION

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

The District Office of Records 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 (12) semester hours or more for the Fall and Winter Terms (I and II) and six (6) semester hours or more for the Spring and/or Summer Terms (III and/or IV).

CORRESPONDENCE/EXTENSION LIMITATIONS

A maximum of fifteen (15) college hours of acceptable correspondence and/or extension work, approved by the College Director of Records, may be applied to the Associate degree. Such work must be on a freshman or sophomore level.

AUDITING OF COLLEGE CREDIT COURSES

Any student in the College may elect to audit a college credit course by completing the audit form at the time of registration. A student may not change from Credit to Audit, or from Audit to Credit after the deadline for dropping classes. A grade of X will be assigned to all audit students.

Fees for college credit courses taken on an audit basis are the same as those taken on a college credit basis. **COURSES TAKEN FOR AUDIT DO NOT COUNT AS HOURS ENROLLED FOR THE FOLLOWING AREAS: VETERAN CERTIFICATION, SOCIAL SECURITY CERTIFICATION, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM ENROLLMENT REQUIREMENTS.**

SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Florida Junior College at Jacksonville has been designated a "Servicemen's Opportunity College" by the American Association of Community and Junior Colleges. This designation is a recognition of efforts made by the College to meet the educational needs of military service personnel.

The College has the desire and the capability of bringing a wide selection of courses—both college and pre-college level—to the naval bases in and around Jacksonville and is currently doing so. Counseling is available for service personnel who are undecided about school or career goals. Tutoring is also available at locations both on base and on campus. For more information contact the Education Services Officer on base or the Director of Military Programs, Fred H. Kent Center.

SERVICEMEN'S AND VETERANS' INFORMATION

The College is approved for training of veterans by the State Department of Education and the Veterans Administration. Veterans who plan to attend under any of the various veteran training laws, such as Chapter 31 (Vocational Rehabilitation), Chapter 34 (Veteran's Education Assistance), and Chapter 35 (War Orphans' and Widows' Educational Assistance) should contact a Veterans Affairs Office Representative, located on each of the campuses, well in advance of the date of

their intended registration. In addition, an official representative of the Veterans Administration is available on a full-time basis in the Downtown Campus Veterans Affairs Office. All veterans are required to notify the Veterans Administration Office any time they make a change in enrollment. While the College certifies according to VA rules and regulations, benefits are determined by the Veterans Administration. Changes in enrollment status can be accomplished through the Campus Veterans Affairs representative.

VETERANS FEE DEFERMENTS

Veterans are entitled by law to defer payment of fees up to sixty (60) days or the end of the academic term, whichever comes first. The due dates for veterans deferments are as follows:

Fall Term (I)	November 3, 1976
Winter Term (II)	March 14, 1977
Spring Term (III)	June 15, 1977
Summer Term(IV)	August 2, 1977

Non-payment of the deferred fees within the required time will result in the decertification of the veteran for the veteran's educational benefit purposes.

COLLEGE CREDIT ENROLLMENT

VA educational benefits ("GI BILL") are paid monthly to the college credit veteran student as prescribed by law. These benefits vary with the number of dependents the veteran has and the full-time/part-time classification of the student, as follows:

FALL TERM (I), or WINTER TERM (II)		SPRING TERM (III), or SUMMER TERM (IV)
Semester Hours		
Full-time	12 or more	4 or more
3/4-time	9 to 11	3
1/2-time	6 to 8	2
Less than 1/2 time	1 to 5	1

COLLEGE CREDIT ACADEMIC PROGRESS

The following policy applies to student veterans enrolled in college credit programs:

In order to continue to be certified for eligibility to receive benefits under Chapters 31, 34, or 35, Title 38, U.S. Code, students must achieve satisfactory progress toward educational goals by completing fifty percent (50%) or more of all credit hours *attempted* each term, with a grade of A, B, C, or D.

The Veteran student must meet the above standard in order to be certified for veterans educational assistance during the following term.

LIMIT ON CREDIT FOR TELEVISION COURSES

VA Regulation 14233 (c) authorizes, for purposes of educational benefits, the inclusion of semester hours for courses taken by open-circuit television, subject to the following restrictions:

1. More than one-half of the hours required for certification must be in conventional classroom (residence) courses.
2. No more than six (6) semester hours in open-circuit TV courses can be utilized for certification during any one term. This is not to be construed to mean that a veteran is limited to enrollment in six (6) semester hours of open-circuit TV courses.

NON-COLLEGE CREDIT ENROLLMENT

Florida Junior College at Jacksonville offers a wide variety of non-college credit educational programs and courses for veterans. Among these state approved programs for veterans are many in occupational education, and the Elementary and High School Completion Programs.

Veterans without a high school diploma may enroll in the program to earn High School Completion course credits and receive a diploma or take courses to gain proficiency and then take the General Education Development (GED) Test. Twenty-five (25) contact hours per week is considered full-time enrollment, and normally the veteran may enroll at any time.

Veterans may enroll in a number of state approved occupational courses at most campuses. Thirty (30) contact hours per week is considered full-time enrollment, and normally the veteran may enroll at the beginning of each term.

ADMISSION TO PROGRAMS

1. High School Completion Program

a. Documentation required.

- (1) Transcript from last high school attended, *or*
- (2) Official letter from his last school or Board of Education certifying his high school status, *or*
- (3) Waiver of (1) or (2) above, from Student Appeals Review Committee. Appeal form may be obtained from and submitted to Veterans Affairs Office, 920 North Laura, or any Student Development Office.

b. Evaluation required.

Each veteran must have a Student Evaluation Form completed by a counselor, based on his proof of previous education, in order that he may be scheduled for the credits he requires.

2. Occupational Programs

Veterans may be admitted to certain state approved occupational programs under conditions set forth on page 26 of this catalog. Any Student Development Office can advise the veteran which programs are approved for veterans education.

No veteran will be certified as eligible to receive VA Educational Assistance until the requirements outlined in (1) and (2) above are satisfied.

ATTENDANCE STANDARDS

The official policy of this college, based on Veterans Administration regulations and approved by the State of Florida, permits a veteran three (3) days of *unexcused* absences per calendar month. Excused absences are those occurring for the reasons cited below, and officially accepted by the Director of Veterans Affairs:

1. **Personal Illness.** Must be supported by a physician's signed statement on letterhead stationery, specifying the dates the student was incapable of attending classes and the nature of the illness.
2. **Death in Family.** Pertains to death of parent, spouse, children or brothers and sisters only. Must be supported by valid evidence which indicates date of death and relationship of deceased person to the veteran.
3. **Jury Duty.** Must be supported by a document from the court showing dates of jury service.

Documentation of excused absences must be submitted not later than the tenth calendar day of the month following the month in which the absences occurred. Decisions by the Director of Veterans Affairs may be appealed to the Student Appeals Review Committee.

4. **Tardy Policy**

- a. One-hour classes: up to ten (10) minutes late the student is marked "tardy". After ten (10) minutes the student is marked "absent".
- b. Two-hour classes: up to twenty (20) minutes late the student is marked "tardy". After twenty (20) minutes the student is marked "absent".
- c. Three-hour or longer classes: up to thirty (30) minutes late the student is marked "tardy". After thirty (30) minutes the student is marked "absent".

Three (3) tardies in one week will be counted as follows:

Occupational programs—one (1) day of absence

One-hour classes—two (2) hours of absence

Two-hour classes—three (3) hours of absence

Night programs—one (1) day of absence

All hours of absence will be converted to full days as follows:

Occupational Programs—six (6) hour day

High School Completion (day)—five (5) hour day

High School Completion (night)—three (3) hour day

5. **Termination for Non-Attendance.**

Action will be taken by the College to terminate the veteran's VA educational allowance under one or more of the following circumstances:

- a. More than three (3) days of *unexcused* absence in one (1) calendar month.
- b. Fifteen (15) or more days of absence (excused or unexcused) during any calendar month.
- c. Thirty (30) or more days of absence (excused or unexcused) during any period of three (3) consecutive calendar months.

CONDUCT STANDARDS

Conduct standards for veterans are the same as those for all students, and are set forth on pages 59-60 of this catalog. If a veteran is suspended or dismissed from college, action will be taken by the college to terminate his VA educational allowance.

SATISFACTORY PROGRESS STANDARDS

In order to continue to be certified to receive VA educational benefits, a veteran must achieve satisfactory academic progress toward his declared and approved educational goals. Satisfactory progress is defined as follows:

1. High School Completion Program

The veteran must complete fifty percent (50%) or more of all courses attempted, with a passing grade.

2. Occupational Programs

The veteran must be evaluated by the instructor as satisfactory at the end of each term.

The instructor will advise the veteran promptly at any time he, the instructor, is of the opinion or is able to reach the conclusion through his normal methods of evaluation that the student is not maintaining satisfactory progress.

RECERTIFICATION

If a veteran's benefits are terminated by reason of non-attendance, misconduct, or unsatisfactory progress, he may be recertified for the same or another program not sooner than the term following the term during which he was terminated, provided:

1. The veteran meets all requirements of the college, and
2. He is officially approved by the Veterans Administration for recertification. This procedure involves interview and counseling by the VA.

It should be noted that termination of veterans educational allowances for any of the reasons mentioned above, *except misconduct*, has no effect on the student's right to remain as a student at Florida Junior College at Jacksonville.

REGISTRATION/ATTENDANCE AT MORE THAN ONE CAMPUS

Students are encouraged to establish a home campus. However, 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 course they desire at the time of registration. Transportation between campuses is the responsibility of the student.

WITHDRAWAL

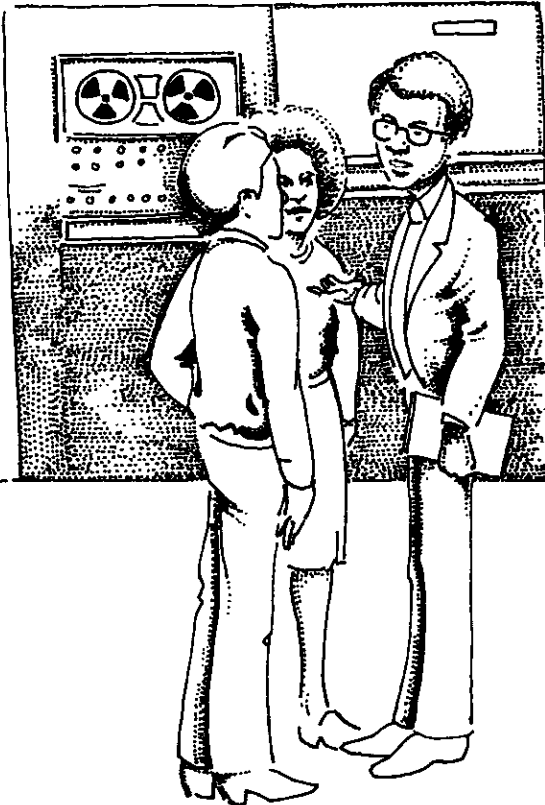
To withdraw officially from one or more courses (withdrawal from all courses constitutes withdrawal from the College), the student must follow this procedure:

1. Obtain Withdrawal Form(s) from Campus Registrar's Office.

2. Complete form(s) and turn in to the Campus Registrar's Office.
3. Retain copy of form after signature by Registrar's representative. (The deadline date for withdrawal is the last class day prior to the first day of examinations. No withdrawal is permitted during the final examination period, and no withdrawal form will be accepted after the last scheduled class day.)

CANCELLATION OF A COURSE BY THE COLLEGE

If it becomes necessary for the College to cancel a course, students will be given an opportunity to substitute an alternate section or an additional course in its place. Students should return to one of the registration areas with their previously issued registration receipt to accomplish this change in schedule.



TESTING

A student may earn up to forty-five (45) semester hours of the total number of semester hours of work required for an Associate degree through the Florida Junior College at Jacksonville program of Credit-by-Examination. Any interested student should contact the Campus Registrar's Office on any campus for the scheduled test dates. A list of courses available through testing may be acquired from the Campus Registrar's Office.

ADVANCED PLACEMENT TEST (AP) is offered by various high schools throughout the county. Students desiring to take this test would have to be enrolled in Advanced Placement classes in one of these schools. Florida Junior College at Jacksonville will grant, on approved test, college credit through this program for a grade of 3, 4, or 5. A list of these tests is available at each Campus Registrar's Office.

AMERICAN COLLEGE TEST (ACT) is offered by Florida Junior College at Jacksonville on the national testing dates as indicated by ACT. Students interested in taking this test should contact the Campus Registrar's Office.

CALIFORNIA ACHIEVEMENT TEST (CAT), Level 4, is offered on Thursday morning of the first full week of the month and Tuesday night of the first full week of each month at the Downtown Center. Those students interested in taking the test must sign up at least two (2) days prior to the testing date at the Downtown Center Registrar's Office. (No fee for veterans presently enrolled at FJC.)

CALIFORNIA ACHIEVEMENT TEST (CAT), Level 5, (entrance examination for Allied Health Programs), is offered Fall, Winter and Spring Terms (I, II and III) at Fred H. Kent Center. Those students interested in taking the test must apply at the North Campus Registrar's Office. A registration fee of \$2.00 will be charged for a second test registration within the same term.

COLLEGE LEVEL EXAMINATION PROGRAM TEST (CLEP), (nationally developed test for Credit-by-Examination), is not given by this college. However, students interested in taking this test may acquire an application at any Campus Registrar's Office. Florida Junior College at

Jacksonville will grant college credit for scores at the 50 percentile or above on approved tests. A list of these tests may be acquired from the Campus Registrar's Office.

HIGH SCHOOL CREDIT-BY-EXAMINATION TEST is offered for high school students at the Downtown Center each Tuesday night except the first Tuesday of each month. These tests are also available in the daytime during the first full week of each month. Those students interested must sign up at least two (2) days prior to the test at the Downtown Center Registrar's Office.

HIGH SCHOOL EQUIVALENCY TEST (GED, GENERAL EDUCATION DEVELOPMENT) is offered on North Campus and Fred H. Kent Center, Naval Air Station, Cecil Field, and Mayport. Students desiring to take this test may contact the Campus Registrar's Office on Fred H. Kent Center, Adult Education Office on North Campus or South Campus or the Navy Campus for Achievement Office on NAS or Cecil Field for information.

HIGH SCHOOL PLACEMENT TEST (FET, 10TH GRADE EQUIVALENCE), is offered to students who are required to have a 10th grade education or the equivalent. This test is offered on Tuesday of the first full week of each month at the Downtown Center. Those students interested in taking this test must sign up at least two (2) days prior to the test at the Downtown Center Registrar's Office.

PROFICIENCY EXAMINATION PROGRAM (PEP), internally developed tests for Credit-by-Examination in selected courses. These tests are offered once each term (except for the Summer Term (IV)), one month prior to the end of the term. Students interested in taking tests in a selected course must come by the Testing Office, District, to sign up, at least three (3) weeks prior to the test. Credit will be awarded for a grade of C or better.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL), is not offered by this institution. However, those students interested in taking this test may acquire an application from Educational Testing Service. This test is required of all "International Applicants" coming from countries other than English speaking.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES), AND UNITED STATES ARMED FORCES INSTITUTE (USAFI).

DANTES is the successor agency to USAFI; USAFI records are held by DANTES. Students or applicants seeking the award of credit from USAFI or DANTES programs must have DANTES send official transcripts to the Director of Records, Florida Junior College at Jacksonville, for individual evaluation.

FINANCIAL INFORMATION

COLLEGE CREDIT COURSES

REGISTRATION FEES	PER SEMESTER HOUR
Students from all Florida Counties	\$12.00
Non-Florida Students	\$24.00

ADDITIONAL FEES	PER TERM
State Scholarship Fee applicable to all students enrolled for twelve (12) or more semester hours credit	\$ 4.50
Graduation fee (Associate degree)	\$10.00
Each additional degree	\$ 5.00
Fee for late application for graduation	\$ 5.00
Science laboratory fee	\$ 6.00
Fine Arts Courses	
(1) MUS 140, 141, 240, 241, each	\$30.00
(2) MUS 012, 013, 150, 151, 160, 161, 250, 251, 260, 261, each	\$50.00
(3) APD 101	\$ 7.50
(4) APD 230, 231, 232, 233, 234, each	\$15.00
(5) APD 280, 281, each	\$12.00
(6) ART 231, 232, each	\$ 7.50
Physical Education and Recreation Courses	
(1) PED 106, 112*, 139, REM 210, each	\$10.00

*Fee may be waived when taught on campus.

NON-COLLEGE CREDIT COURSES

CAREER EDUCATION

REGISTRATION FEES

All courses not listed below (per course) \$ 4.00

BUSINESS EDUCATION

PER TERM

Income Tax Accounting for Business ACC 0030 (per course)	\$10.00
Introductory Computer Concepts BDP 0070 (per course)	\$ 5.00
Key Punch BDP 0010 full-time*	\$80.00
part-time*	\$40.00
Machine Shorthand STS 0125 (when machine is furnished by Florida Junior College at Jacksonville)	\$75.00
(when student furnishes machine)	\$15.00
North Campus Office Occupations Program STS 0130	\$20.00

DISTRIBUTIVE EDUCATION

PER COURSE

Banking Related	\$ 5.00
Insurance Related	\$ 5.00
Management Related	\$10.00
Property & Casualty Insurance	\$15.00
Real Estate Related	\$25.00
Sales Related	\$10.00
Transportation Related	\$ 5.00
Seminars & Workshops	Amount assessed to cover estimated cost

*Full-time more than 15 hours per week; Part-time 15 hours or less per week.

HEALTH EDUCATION**PER COURSE**

Medical Assisting MEA 0310	\$20.00
Nurse Assistant NUA 0310	\$ 5.00
Practical Nursing PRN 0310	\$25.00
Surgical Technician STO 0310	\$20.00
Unit Clerk HSM 0310	\$ 5.00

HOME ECONOMICS EDUCATION**PER COURSE**

Advanced Cake Decorating FSM 0311	\$10.00
Advanced Floral Design HEF 0315	\$25.00
Advanced Reupholstery HEF 0313	\$20.00
Cake Decorating FSM 0310	\$ 8.00
Catering FSM 0313	\$20.00
Drapery Construction HEF 0310	\$ 6.00
Elegant Entertaining FON 0105	\$20.00
Floral Design HEF 0314	\$20.00
Food Service Supervisor FSM 0315	\$15.00
Furniture Reupholstery HEF 0312	\$20.00
Gourmet Foods FON 0101	\$25.00
Meal Management—Microwave Cooking FON 0103	\$20.00

INDUSTRIAL EDUCATION***Full-Time****PER TERM
*Part-Time**

Air Conditioning, Refrigeration and Heating (excluding apprenticeship) AIC 0310, 0312	\$25.00	\$12.50
Auto Body Repair ABF 0110, 0112	\$25.00	\$12.50
Automotive Mechanic AUM 0310, 0312 ...	\$25.00	\$12.50

*Full-time more than 15 hours per week; Part-time 15 hours or less per week.

INDUSTRIAL EDUCATION—CONTINUED

	*Full-Time	PER TERM *Part-Time
Auto Trim & Upholstery UPH 0314, 0316	\$25.00	\$12.50
Blueprint Reading BLR 0310, 0312	\$10.00	\$ 5.00
Brick and Blocklaying (excluding apprenticeship) MAY 0310, 0312	\$25.00	\$12.50
Building Maintenance Mechanic BCN 0310	\$25.00	\$12.50
Cabinetmaking and Millwork WOC 0310, 0312	\$25.00	\$12.50
Carpentry (excluding apprenticeship) CAP 0310, 0312	\$25.00	\$12.50
Commercial Art COA 0110	\$20.00	\$10.00
Construction Electricity (excluding apprenticeship) IEL 0310, 0312	\$30.00	\$15.00
Cosmetology COY 0310	\$ 5.00	
Diesel Mechanic DIM 0310	\$25.00	\$12.50
Drafting DTG 0310, 0312	\$10.00	\$ 5.00
Electronics—Radio & TV RTV 0310, 0312	\$30.00	\$15.00
Gasoline Engine Mechanics ENR 0310, 0312	\$25.00	\$12.50
Industrial Electronics ELS 0310, 0312	\$30.00	\$15.00
Machine Shop Work MSH 0310, 0312	\$40.00	\$20.00
Major Appliance Repair ARR 0310, 0311	\$30.00	\$15.00
Marine Electricity ELS 0314, 0316	\$30.00	\$15.00
Meat Cutting QFO 0310, 0312	\$20.00	\$10.00

*Full-time more than 15 hours per week; Part-time 15 hours or less per week.

INDUSTRIAL EDUCATION—CONTINUED

	*Full-Time	PER TERM *Part-Time
Painting and Decorating (excluding apprenticeship) PDE 0310, 0312	\$25.00	\$12.50
Photography & Photo- Finishing PTY 0310, 0312	\$20.00	\$10.00
Plumbing & Pipefitting (excluding apprenticeship) PPF 0310, 0312	\$25.00	\$12.50
Roofing (excluding apprenticeship) ROO 0314	\$25.00	\$12.50
Sheet Metal (excluding apprenticeship) SHM 0310, 0312	\$40.00	\$20.00
Steel Fabrication MEW 0310, 0312	\$40.00	\$20.00
Tailoring TPF 0310, 0312	\$20.00	\$10.00
Truck Mechanic DIM 0314	\$25.00	\$12.50
Upholstery UPH 0310, 0312	\$20.00	\$10.00
Welding (excluding CETA) (provide own gloves and helmet) WEL 0310, 0312	\$40.00	\$20.00

*Full-time more than 15 hours per week; Part-time 15 hours or less per week.

Career Education course fees for Spring Term (III) or Summer Term (IV) will be one-third (1/3) the normal course fee, rounded to the nearest dollar, for the same course and class hours of instruction in Fall Term (I) or Winter Term (II), with a minimum charge of \$4. This is to avoid any overcharge to the student for college services during short terms.

ADULT-CONTINUING EDUCATION

REGISTRATION FEES

All courses except Avocational, Recreational and Enrichment, and HEN 0003	\$ 4.00
Education for Parenthood HEN 0003	\$ 5.00
Avocational, Recreational and Enrichment	\$ 0.50 per contact hour per course.

WAIVER OF FEES

The District Board of Trustees of Florida Junior College at Jacksonville has authorized waiving of registration fees for the below-listed courses and programs and/or individuals and groups of persons:

Adult Basic Education (ABE)

Civil Defense Education (non-college credit)

Criminal Justice Education (non-college credit)

Dental Assisting Seminar (DEA 0912) (non-college credit)

Duval County Public High School students enrolled in Industrial Education courses at Downtown Campus (non-college credit)

Engineering Refresher Courses (non-college credit)

Former Prisoners of War—Vietnam (college credit and non-college credit)

Incarcerated persons, probationers and parolees (non-college credit)

Power Squadron Courses (non-college credit)

Programs for Severely Handicapped Persons (non-college credit)

Residents of Homes for the Aging (non-college credit)

Senior Citizens (65 or over) in one college credit class per term on seat-available basis

Urban Skills Center (CETA), NYC and other contract programs

PROFESSIONAL MALPRACTICE INSURANCE RISK COVERAGE FEES

COLLEGE CREDIT COURSES	PER COURSE
Dental Assisting DEA 290, 291	\$ 7.00
Dental Hygiene DEH 168, 169, 281, 282	\$ 7.00
Emergency Medical Technology EME 160, 170	\$ 7.00
Medical Lab. Technology MLT 173, 174, 295, 297	\$ 7.00
Nursing NUR 175, 176, 293, 294	\$ 7.00
Respiratory Therapy INT 120, 121, 291, 292	\$ 7.00

NON-COLLEGE CREDIT COURSES	PER COURSE
Cosmetology COY 0310	\$14.00
Medical Assisting MEA 0310	\$ 7.00
Nurse Assistant NUA 0310	\$ 4.00
Practical Nurse PRN 0310	\$14.00
Surgical Technician STO 0310	\$ 7.00
Unit Clerk HSM 0310	\$ 4.00

TESTING FEES

College Level Examination Program (CLEP)	\$15.00
(Two (2) or more General CLEP Examinations)	\$30.00
General Education Test (Single Test) (GED)	\$ 2.00
General Education Development Test (Battery) (GED)	\$ 7.50
General Education Development Test Diploma through USAFI Scores (GED)	\$ 5.00
High School Credit-by-Examination (Per Test)	\$ 2.00
High School Grade Placement (FET)	\$ 4.00
Proficiency Examination Program (PEP) (Per Test)	\$15.00

MISCELLANEOUS FEES

Liability Insurance PED 141 Underwater Diving Skills	\$10.00
Activity card fee for part-time college credit students (optional)	\$15.00
To replace college credit identification card/registration receipt	\$ 5.00
To replace non-college credit registration fee slip	
For courses costing less than \$5.00	\$ 4.00
For courses costing \$5.00 or more	\$ 5.00

FINANCIAL OBLIGATIONS

Students are expected to maintain financial obligations to the College on a current basis. Any individual or agency who gives to the College a check which is dishonored by the bank on which the check is drawn, or permits an account or loan to become delinquent, will be denied the privilege of giving a personal check to the College or receiving credit or a loan from the College.

Any check cashed by the College for any purpose and/or 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. A letter from the bank that refused payment on a check, certifying *that the bank was in error*, will eliminate these charges.

A student will not be issued a transcript and will not be permitted to register for any subsequent course(s) until all financial obligations to the College have been satisfied. The following delinquent obligations will prevent the student from registering or receiving a transcript:

1. Bad Checks
2. Library Fines
3. Traffic Fines
4. Veterans Deferments
5. Loans
6. Athletic Fines

Checks which have been returned by the bank will be redeemed only by cash, money order, or cashier's check.

The student will be subject to suspension for delinquent obligations.

FEE REFUNDS

COLLEGE CREDIT COURSES

Any refund of fees must be requested by the student. *No* refunds are automatic. This applies to courses cancelled by the college as well as those dropped by the student. Requests for dropping courses with refund of fees may be initiated in person *only* at the Registrar's Office on each campus, or in writing. Telephone requests are *not* accepted.

DROPPING A COURSE

The term **DROP** refers to disenrollment from a course *before* the deadline for dropping classes as indicated below for each term. This action completely removes the course from the student's record, no grade will be assigned, and full refund of fees is authorized.

WITHDRAWING FROM A COURSE

The term **WITHDRAWAL** refers to disenrollment from a course *after* the deadline for dropping classes as indicated below for each term. This action does *not* remove the course from the student's record, a grade of "W" will be assigned for the course, and refund of fees is *not* authorized.

A full refund of fees will be made, and the course removed from the student's record, if the college receives an official request from the student, either in person or in writing, to drop a course prior to these deadlines:

TERM (1976-77)

DEADLINE

Fall Term (I)	September 1, 1976 (W) 5:00 p.m.
Winter Term (II)	January 13, 1977 (Th) 5:00 p.m.
Spring Term (III)	May 6, 1977 (F) 5:00 p.m.
Summer Term (IV)	June 22, 1977 (W) 5:00 p.m.

NOTE: The \$4.50 State Scholarship fee is non-refundable for classes withdrawn after the end of add/drop period for each term.

SPECIAL DROP DUE TO ILLNESS OR INJURY

The only exception to the deadlines listed above is in a case where a student is forced to terminate his attendance because of an illness or injury of such severity and duration as to preclude successful completion of his academic program. The medical condition of the student must be described in a statement signed by a physician, to include the beginning date of the illness or injury, and a statement of the inability of the student to attend class.

If these conditions are met, the course(s) will be removed completely from the student's record and a refund of fees is authorized as follows:

TERM	DATE ILLNESS OR INJURY COMMENCED	AMOUNT OF REFUND
Fall Term (I)	September 15, 1976	70%
Fall Term (I)	September 29, 1976	50%
Winter Term (II)	January 26, 1977	70%
Winter Term (II)	February 9, 1977	50%
Spring Term (III)	May 13, 1977	70%
Spring Term (III)	May 20, 1977	50%
Summer Term (IV)	June 29, 1977	70%
Summer Term (IV)	July 7, 1977	50%

NON-COLLEGE CREDIT COURSES

No refund is automatic. The student must request the refund. Refund of fees for non-college credit courses is authorized for the following reasons only:

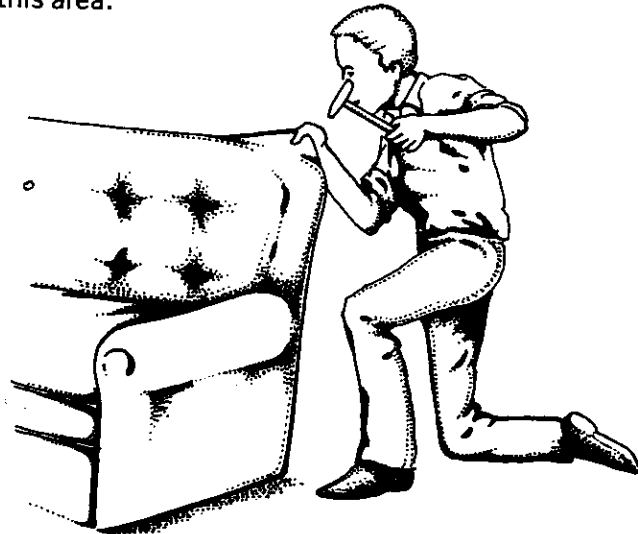
1. Class is cancelled by the College.
2. Student officially **DROPS** the class within three (3) working days after the first class meeting, and *requests* a refund of fees.
3. If student enrolls *after* the first class meeting and officially **DROPS** within three (3) working days after his date of enrollment, and *requests* a refund of fees.

REFUND APPEALS

Any request for a refund not specifically authorized, or if based on dropping a course after the deadlines listed above, must be submitted to the Student Appeals Review Committee on forms available in each Student Development office.

HOUSING

Students are advised that the College 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.



GRADUATION REQUIREMENTS

Florida Junior College at Jacksonville holds only one commencement exercise each year, at the end of the second academic term, generally in April. However, students may be graduated at the end of any term in which they complete the graduation requirements. Students graduating at the end of Fall, Spring or Summer Terms (I, III or IV) may participate in the next formal commencement exercise. Students graduating at the end of Winter Term (II) are expected to attend all graduation rehearsals and ceremonies. A student's graduation date will be the date of the end of the Florida Junior College at Jacksonville term in which the student completes the academic requirements for the degree or certificate for which he is an applicant. Florida Junior College at Jacksonville will award the Associate in Arts degree, the Associate in Science degree, or the College Credit Certificate as applicable to each student who has applied for graduation and has met the requirements for the degree or certificate for which he has made application.

ASSOCIATE IN ARTS DEGREE

In order to be awarded the Associate in Arts degree, the student must have met the following requirements:

1. Have earned a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of courses designated as occupational and exclusive of physical education activity courses.
2. Have earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville exclusive of courses designated as occupational and exclusive of physical education activity courses.
3. Have completed in residence at Florida Junior College at Jacksonville at least 1/4 of the total hours required for the degree.
4. Have completed sixty (60) semester hours of academic work exclusive of occupational courses and physical education activity courses and have completed the general education requirements. Note: No more than four (4) semester hours total of music and speech activity courses may be applied toward graduation.
5. Have fulfilled all financial obligations to the College, including payment of a ten dollar (\$10) graduation fee.

ASSOCIATE IN SCIENCE DEGREE

In order to be awarded the Associate in Science degree, the student must have met the following requirements:

1. Have earned a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of physical education activity courses.
2. Have earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville, exclusive of physical education activity courses.
3. Have completed in residence at Florida Junior College at Jacksonville at least 1/4 of the total hours required for a degree.
4. Have completed the general education requirements and required courses as set forth in the college catalog or as approved by the director of the program. A minimum of sixty (60) semester hours is required for this degree.
5. Have fulfilled all financial obligations to the College, including payment of a ten dollar (\$10) graduation fee.

COLLEGE CREDIT CERTIFICATE

In order to be awarded a College Credit Certificate, the student must have met the following requirements:

1. Have earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.
2. Have completed the required courses as set forth in the college catalog or as approved by the director of the program.
3. Have completed at least 1/4 of the total hours required for a certificate in residence at Florida Junior College at Jacksonville.
5. Fulfill all financial obligations to the College.

HONORS GRADUATION

Honors Graduation is determined by the student's all college cumulative grade point average at the end of the term the student graduates as follows:

With Honors	3.50-3.74
With High Honors	3.75 or higher

POLICIES AND REGULATIONS

STUDENT COURSE LOAD

The suggested maximum load of an entering first term full-time freshman enrolled in day classes is eighteen (18) semester hours. The suggested maximum load for a full-time student who failed to maintain a C average for the preceding term or summer session is fifteen (15) semester hours. The suggested maximum load for a full-time student who has an average of B or above during the preceding term or summer session is twenty-one (21) semester hours. A full-time student is defined as one who has enrolled for twelve (12) or more semester hours.

Students enrolled in either Spring or Summer Terms (III or IV) shall not attempt more than fourteen (14) semester hours across the two (2) terms. Except in cases where courses start in Spring Term (III) or end in Summer Term (IV), a student shall not attempt more than seven (7) semester hours per term. To receive overload permission, the student must go to the Office of Student Development and get approval from the Dean of Student Development.

CLASS ATTENDANCE

The policy on attendance for each class will be the responsibility of the instructor and the instructor will fully inform the students of such policy at the beginning of the term.

GRADING SYSTEM

Florida Junior College at Jacksonville supports the philosophy of non-punitive grading. The grading system is designed to evaluate the performance of the student as fairly and equitably as possible. The principal features of the system are the W grade, the NP grade, and the "forgiveness" policy, explained below.

Letter grades will be assigned for courses as follows:

- A Excellent
- B Good
- C Average
- D Poor
- NP Non-punitive, no credit or penalty
- F Failure
- W Withdrawal
- IF Incomplete with penalty
- X Audit

Students officially withdrawing from college credit courses after the add/drop period will receive the grade of W. The W grade is assigned after the student officially withdraws from the course and/or from the College. *It is the responsibility of the student* to follow the procedure set forth in the section of this catalog entitled "WITHDRAWAL." A student may withdraw at any time during a term beginning on the day following the "Deadline for dropping courses" date indicated in the College Calendar, and extending up to and including the *last scheduled class day* as shown in the College Calendar.

The IF grade may be assigned by the instructor when the student has not completed all requirements of the course on schedule. The IF grade may be changed by the instructor to A, B, C, D or NP within the time limit indicated in the section of this catalog entitled "INCOMPLETE GRADE DEADLINES." If not changed prior to the deadline, the IF grade becomes final. The IF grade is counted as an F (failure) and computed as such for purposes of grade point average and transcript.

The NP grade is assigned by the instructor to indicate neither credit nor penalty. It may be used at the discretion of the instructor to provide equitable treatment of the student in a variety of circumstances.

The X grade will be assigned to all audit students in college credit courses. It may not be changed to any other grade.

The Forgiveness Policy allows a student to repeat a course in an attempt to improve his grade in the course. The official grade will be that grade assigned for the last repetition of the course, if the last assigned grade is other than W or NP. This last grade will be used in the computation of grade point average, and any previous grade received in the same or an equivalent course will not be used in the computation. However, all courses attempted will appear on the transcript.

GRADE POINTS

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

- A 4 grade points per semester hour.
- B 3 grade points per semester hour.
- C 2 grade points per semester hour.
- D 1 grade point per semester hour.
- F 0 grade points per semester hour.
- IF 0 grade points per semester hour.

The student's scholastic standing or grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted, for which the above grades have

been assigned. A separate computation is made for credits earned only at Florida Junior College at Jacksonville, and for all college credits earned, including transfer credits from other institutions attended. Grades of W and NP are not used in the computation of grade point average. Grades of WP received in terms prior to Fall Term (I), 1976-77, are not used in computations of grade point average. Grades of WF received in terms prior to Fall Term (I), 1976-77, are computed as 0 grade points per semester hour.

Once a final grade in a course has been reported to the Director of Records, District, it may only be changed as follows:

- (1) Upon recommendation of the instructor who assigned the grade, with approval of his division chairman or director.
- (2) Upon recommendation by the division chairman or director, and approved by his dean, when the instructor who assigned the grade is no longer a member of the faculty of Florida Junior College at Jacksonville.
- (3) By direction of the President.

SCHEDULE CHANGES

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

SMOKING PROHIBITION

Smoking is not permitted in classrooms, laboratories, libraries, auditoriums, gymnasiums, carpeted areas, or when signs so designate. This applies to both the day and the evening classes.

ACCIDENT REPORTING

Any accident should be reported immediately to a security officer. Any driver of a vehicle involved in an accident resulting in injury, death, or property damage in any amount, must immediately notify a security officer who will contact the Sheriff's office for investigation and accident report. The security officer must file an accident report with the Director of Business Affairs and District Security.

EMERGENCIES AND FIRST AID

The campus security officer should be contacted in situations requiring the rendering of first aid to anyone. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted, or whose families do not reside in this area, the student will be transported to the emergency room of a nearby hospital by private means of transportation of his or her choice, or by the City Rescue Squad. Medical expenses incurred by the student will be a matter for collection by the hospital and/or attending physician.

CONCURRENT REGISTRATION

Concurrent registration is permitted among the campuses at Florida Junior College at Jacksonville. However, students are cautioned to use discretion when registering for courses on more than one campus and should allow for sufficient travel time between the campuses.

Concurrent registration is also permitted between Florida Junior College at Jacksonville and senior universities. Students interested in this type of registration are urged to contact the senior university that they plan to attend.

CAMPUS TRAFFIC REGULATIONS

Neither the College nor the District Board of Trustees shall be responsible for damage to automobiles or other vehicles parked or operated on College property.

Faculty members, staff, and students will obtain parking decals and affix same to the motor vehicle which the individual operates, drives, or parks on facilities of the College by September 15 after the Fall Term (I) commences. Within two (2) weeks of each succeeding registration, new students shall have obtained and affixed to the rear right window, a valid decal.

Decals may be obtained during registration, or at the office of the Director of Business Affairs, or at the Security Office.

Prerequisites for obtaining decals are as follows: Current automobile tag registration form or state inspection receipt containing current tag number.

Student decals expire after Summer Term (IV) in August.

All city and state regulations and rules and all directive signs governing the use of motor vehicles shall be observed at all times.

The following are considered traffic violations:

- Parking on wrong side of street
- Parking in incorrect zone
- Parking in a driveway
- Double parking
- Failure to obey a lawful order of a security officer
- Parking too far from curb
- Obstructing driveway
- No decal
- Parking too close to fire hydrant
- Excessive speed
- Violating a one-way street
- Parking on a yellow curb

Penalties:

A penalty of \$10.00 and disciplinary action, if warranted, for the following:

- Giving false information or permitting another person to register the employee's or student's automobile
- Using a permit not properly issued or entitled

Violations of parking and traffic regulations during a College Year will subject the operator to fines as follows:

	PAID WITHIN 7 DAYS	PAID AFTER 7 DAYS
First Violation	\$1.00	\$2.00
Second Violation	\$2.00	\$3.00
Third Violation	\$2.00	\$3.00
Fourth and Subsequent	Revoking of parking privileges or other appropriate disci- plinary action	
Moving Violation	\$5.00	

Any individual who has any outstanding fine shall be subject to the following:

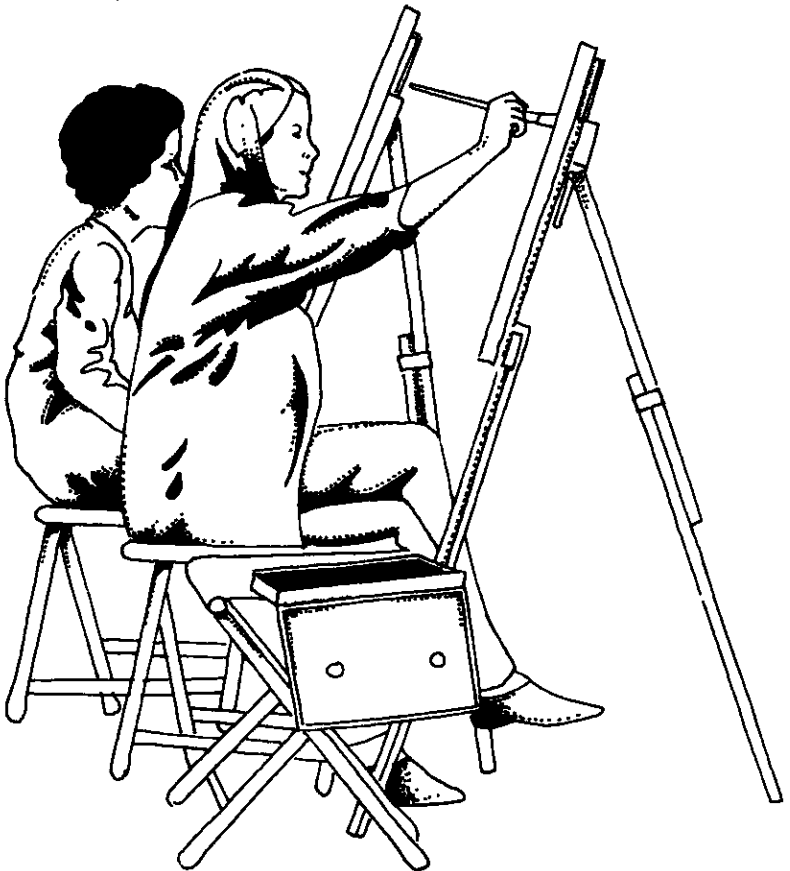
The student will be issued no transcript(s) and will be denied the privilege of registering for any subsequent course(s).

The President or his designee is authorized to establish procedures for notifying individuals who fail to respond to a traffic citation within seven (7) days and for administering the provisions of this policy.

Any vehicle parked in a "No Parking" area will be towed away at the owner's expense.

REGULATION CHANGES

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



STUDENT DEVELOPMENT

ORIENTATION

The Office of Student Development conducts a program of orientation for new students. The programs are designed to acquaint the student with the services, regulations, and policies of the College, as well as provide advising for the student's educational program.

COUNSELING

Vocational, academic, and personal counseling services are provided by the Office of Student Development on each campus. Members of the Student Development staff are available on each campus and students should feel free to consult with these counselors at any time. All counseling sessions are private and all conversations are held confidential.

ADVISING

After test data and other records have been made available, entering college credit students will be seen by an advisor. This advisor will assist the student with proper course planning in his prospective curriculum area. Additional sessions may be scheduled by the Office of Student Development. However, students should seek assistance at any time it is desired.

CAREER-PERSONAL TESTING

The Office of Student Development offers a program of group and individual testing designed to serve students. General scholastic ability tests, interest inventories, personality, 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.

CAREER DEVELOPMENT CENTER

Each campus of Florida Junior College at Jacksonville is equipped with a career development center which provides a comfortable setting in which the students can analyze and absorb career skills, ambitions,

and aptitudes as they relate to their career interests. The center is equipped to expose the student to broad files of career information, and to provide up-to-date information on occupations, job requirements, and career growth opportunities.

CAMPUS REGISTRAR'S OFFICE

Each campus of Florida Junior College at Jacksonville has a registrar specialist working out of the Student Development Office. Information and forms relating to admissions, registration and student records are available through the representative.

VETERANS ASSISTANCE

The college Veterans Affairs Office is on the Downtown Campus, at 920 N. Laura Street.

A Veterans Affairs Representative is located on each campus of Florida Junior College at Jacksonville. Veterans Administration forms and information for all educational and vocational needs can be obtained from the campus office.

JOB PLACEMENT

Florida Junior College at Jacksonville maintains a placement service which is part of the student development program. The job placement service seeks to assist students and alumni in attaining positions which will best utilize their education, training, experience, and abilities.

The most important function of the Job Placement Office is to assist students in finding part-time employment to provide them with sufficient funds in order to continue their educational process. A current record of employment opportunities in the community is maintained and students are placed according to their skills.

Job Placement information can be obtained at the following locations:

Fred H. Kent Center—KC-58

North Campus—D-103

South Campus—E-101

Downtown Center, Office of Student Development

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

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 the student body. Specific processes and regulations for student conduct, grievances, petitions, appeals, and disciplinary procedures are available in each campus Student Development Office.

STUDENT RESPONSIBILITY AND DUE PROCESS PROCEDURE

As outlined in the District Board of Trustees Policies, attendance at the College is a privilege, and violations of the regulations and rules included therein may lead to disciplinary probation, suspension or permanent dismissal. The Operating Manual notes that a student will be suspended if he or she conducts himself or herself in a disruptive manner. The Vice-President for Campus Operations, the Vice-President for Administrative and Business Services, the Provosts, and the Director of College Support Management, District are authorized to recommend to the President suspension of a student from classes for disruptive behavior.

The following violations are outlined in the District Board of Trustees Policies, any of which may constitute a form of disruptive behavior. Such disruptive behaviors, if they take place on campus or at a College function, may lead to suspension or dismissal from the College:

1. Consumption of alcoholic beverages on campus.
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.
- (f) Violation of a federal or state law, a county or city ordinance.
- (g) Repeated offenses of a less serious nature.

The following is a list of procedures which will provide due process for the accused student as required by the courts. These procedures should be invoked when the student is accused of any of the above violations and is subject to suspension or dismissal.

1. The administrator authorized to suspend a student from class will notify the President verbally, immediately and in writing, outlining the reasons for the action taken. This administrator will also notify instructors involved.
2. The President will notify the student in writing by certified mail of the charges and set forth the date, time and place for the hearing by the Student Appeals Review Committee. The student should be given a minimum of five (5) school days from receipt of the notice to ensure the opportunity of preparing for the hearing.
3. The student should have the right to assistance in his defense by an advisor of his choice.
4. The burden of proof should rest upon the administrators bringing the charge.
5. The student should be given an opportunity to testify and present evidence and witnesses. However, he should not be required to testify against himself or to incriminate himself.
6. The decision of the Student Appeals Review Committee should be based entirely upon evidence introduced at the hearing.
7. The hearing will be involved only with the student's actions while in attendance at Florida Junior College at Jacksonville. No civil or criminal legal action will be considered by the Committee. In the event that such actions would appear proper, the President will take the necessary steps after the conclusion of the hearing.
8. There should be a verbatim record, such as a tape recording, of the hearing.
9. A decision of the Student Appeals Review Committee should be final, subject to the student's right of appeal, within thirty (30) days to the President of the College.
10. The President will notify the student in writing of the results of the hearing.

STUDENT APPEALS

There is a standing committee within the College known as the Student Appeals Review Committee. This committee is composed of twelve (12) members appointed by the President. The purpose of this committee is to hear and decide on requests for exceptions to approved policies of the College as well as official deadlines.

The Appeals Committee meets at least once a month to consider appeals forwarded to the committee via proper channels.

If a student has a disagreement or concern with an administrative action in the areas of admissions, refunds, transfer of previous academic credits, program requirements, grades, graduation problems or other similar matters, the student should complete a Student Appeals Review Form. These forms may be obtained at the Student Development Office on any campus along with instructions regarding appeals procedures. In addition, advice and assistance in completing the form may be obtained in the campus Student Development Office.

The completed appeal form is to be filed with the Dean of Student Development on one of the college campuses. The Dean of Student Development will then forward the form to the appropriate authority for review as prescribed by appeals policy. *Important:* A student's appeal form will not be considered unless it has been properly and fully completed. Grade changes should be made with the instructor's consent. Changes without the consent of the instructor should be made only under rare and unusual circumstances. The student will be advised of final action on his appeal.

Further information should be obtained from the Office of Student Development on any campus.

BOOKSTORE SERVICES

The college bookstores are now operated by the Follett Stores Division of Chicago, Illinois. They presently operate thirty-two (32) college bookstores throughout the United States.

FOOD AND VENDING

Self service food facilities are available at all campuses.

FINANCIAL AID

The Florida Junior College at Jacksonville Financial Aid Office attempts to assist all students and prospective students who are in need of funds to attend college. Once eligibility and need have been established, a "package" of financial aid is offered to the student. This package will include some combination of loan and grant assistance

and possibly part-time campus employment. In a few cases, students with exceptional academic records may receive a scholarship. It is recommended that students who anticipate the need for financial assistance contact the Financial Aid Office on the campus at which they plan to enroll.

In order to receive financial assistance, a student must be in a college credit degree-seeking program. (Students in certain vocational programs may be eligible for financial assistance if the programs are of a six (6) month duration, twenty-four (24) clock hours per week, and lead to a certificate.)

Students admitted under the following programs are NOT eligible for federal and state financial aid:

- special student
- accelerated high school
- early admission
- non-degree seeking
- audit
- international applicants

For further information, students should write, visit, or telephone any of the Financial Aid Offices listed below:

Financial Aid Office
Building 60
FJC Fred H. Kent Center
Jacksonville, Florida 32205

Financial Aid Office
Room E-110
FJC South Campus
Jacksonville, Florida 32216

Financial Aid Office
Room D-101
FJC North Campus
Jacksonville, Florida 32218

Financial Aid Office
FJC Downtown Campus
920 North Laura Street
Jacksonville, Florida 32202

I. SCHOLARSHIPS

ACADEMIC SCHOLARSHIPS

A limited number of scholarships are awarded to Florida Junior College at Jacksonville students under several different 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.

ATHLETIC SCHOLARSHIPS

Athletic scholarships for baseball, basketball, cross country, track, and tennis are awarded to students selected by athletic coaches.

INSTRUMENTAL AND CHORAL SCHOLARSHIPS

Scholarships are awarded to students selected by the Director of the Chorale and Director of the Band on the South Campus. Scholarships are usually in the amount of \$200 per academic year.

FOUNDATION

The Florida Junior College at Jacksonville Foundation, Inc., is a non-profit organization established to receive and manage cash contributions, deferred gifts, and equipment and supplies for charitable, scientific, and educational purposes. The Foundation spends its money on scholarships, loans, program support, professional development and work-study programs.

The Foundation's funds are derived from employees, private foundations, corporations and businesses, conferences and workshops, special projects and memorial programs.

Listed below are Foundation Memorial Scholarships available for 1976-77. For information on establishing Foundation Scholarships, or Memorials, please contact the Foundation at 358-1812 Ext. 312, for further details.

Foundation Memorial Scholarships:

David Hairr	General
John Mark	General
Harold Nelson	General
Enos & Emma Bivens	General
William A. Baker	General
Betty Murphey	General
James H. Solomon, Sr.	General
Juanita Lester	General
Avery Williams	General
Mary Friedlin	General
Sarah Elizabeth Browning	General
Rex Wiesenfeld	General
Randy Gebhart	General
Anthony G. Battista	General
Edna Kekich	Nursing

Claud & Mattie Long
Carroll
Phillip Wade Stallard
Kevin Boykin
Dr. Andy Sears
John Edward Allen

Religion
Math—Science
Dental
Dental
Business &
Transportation

II. GRANTS-IN-AID

BASIC EDUCATIONAL OPPORTUNITY GRANTS

BEOGs of up to one-half the cost of educational expenses are available to students who qualify on the basis of need. Application is made to the U.S. Office of Education on forms provided by campus Financial Aid Offices or high school guidance offices. ELIGIBLE STUDENTS ARE URGED TO APPLY FOR THIS AID AT THE SAME TIME THEY APPLY FOR AID FROM FLORIDA JUNIOR COLLEGE AT JACKSONVILLE. Florida Junior College at Jacksonville and BEOG application forms may be obtained at any of the four campus Financial Aid Offices.

FLORIDA STUDENT ASSISTANCE GRANTS

This program provides grants of up to \$600 per term (total \$1200) for Fall Term (I) and Winter Term (II) to Florida residents who demonstrate the greatest financial need and the most promise for academic success. Additional information and application forms are available in the campus Financial Aid Offices and high school guidance offices.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These grants are in amounts of up to \$1,500 per year and are made available from funds provided by the Federal Government to the College for the purpose of assisting students who qualify on the basis of exceptional need. Grants must be matched, dollar for dollar, by money from some other source, such as 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. Typically, grants cover tuition and a book allowance for part-time students.

III. LOANS

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

NATIONAL DIRECT STUDENT LOAN

This program provides three percent (3%) interest loans to students who qualify on the basis of family income. The amount that can be lent is dependent upon the student's financial need and will usually not exceed \$1,250 per academic year. These loans are repayable in installments commencing one year after graduation. Borrowers may have a portion of their loan cancelled if they subsequently become teachers of low income or handicapped students. This program is operated by Florida Junior College at Jacksonville with federal funds.

FEDERAL NURSING LOAN

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

FEDERALLY INSURED STUDENT LOAN

Students may borrow up to \$2,500 per academic year, not to exceed educational costs. Borrowers from middle and low income families receive a partial interest subsidy. Loan applications are processed by campus Financial Aid Offices and submitted to banks and credit unions. Repayment is in monthly installments commencing nine (9) months after graduation with interest at seven percent (7%).

FLDRIDA INSURED STUDENT LOAN

These loans are available to Florida residents. They are similar in most respects to the Federally Insured Student Loan except that the State of Florida acts as lender instead of a bank or other lending institution. Applications should be submitted two (2) months prior to the beginning date of the first term for which assistance is requested.

SHORT TERM LOAN

Florida Junior College at Jacksonville operates a Short Term Loan Fund designed to provide assistance to students who need small amounts of money for a brief period for registration costs or for emergency purposes. A limited amount of money is available in this fund. Loans are repayable within sixty (60) days.

IV. STUDENT EMPLOYMENT

Student employment programs, sponsored by both Federal Government and the College, provide assistance to students who qualify on the basis of need and who are capable of maintaining good academic standing while employed. Employment is normally limited to fifteen (15) hours per week and may be less in the case of some students. Pay is at or above the minimum wage law requirement and may be up to about \$1,100 for a school year. Also, the campus Placement Offices maintain a listing of off-campus job opportunities.



STUDENT ACTIVITIES

STUDENT INFORMATION BOOKLET

A Student Information Booklet is published annually. The Booklet is designed as a general information reference and in no way replaces this college catalog. Any statement of policy not found in the Student Information Booklet is either found in this college catalog or other publications available to all students.

STUDENT ACTIVITY CALENDAR

The Student Activity Calendar is published each semester during the Fall and Winter Terms (I and II) and is available from the Student Activities Office on each campus. All major events including the Artist-Lecture and Film Series, and College performing organizations are listed in the Calendar. In addition, pertinent academic information and deadlines are also published.

STUDENT ACTIVITY 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 instruction, College policy announcements, student events, including meetings, special contests or opportunities, and special announcements.

STUDENT ACTIVITY CARD

All college credit students receive activity cards for the Fall and Winter Terms (I and II) at the time of registration. This card is required to pick up tickets for the Artist-Lecture Series events and for special discount passes available from the Student Activities Offices. Non-college credit students must show proof of registration to pick up tickets. Each student is required to pick up his/her own tickets.

ARTIST-LECTURE SERIES

A wide range of performing artists including the areas of classical, pop, and drama are presented throughout the Fall and Winter Terms (I and II). In addition, distinguished national personalities are presented as part of the Lecture Series in a wide range of topics of contemporary interest. Students should consult the 1976-77 Fall and Winter Term (I and II) Student Activity Calendars for the current season's program of events in the Artist-Lecture Series.

FILM AND VIDEOTAPE SERIES

The Film and Videotape Series of events includes many of the film classics and a variety of contemporary and popular film selections. In addition, special videotape programs on topics of contemporary interest are also presented.

SPECIAL EVENTS

A variety of events are presented during the Fall and Winter Terms (I and II), including the Talent Variety Show, the Christmas Dance, the Spring Formal, "Mini-Concerts," and the Miss FJC Pageant. Students interested in participating in these events should contact the Student Activities Office on their campus.

SOCIAL EVENTS

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

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 2.00 grade point average and a satisfactory citizenship record will be considered for clearance.

ART EXHIBITS

Continuous student art exhibits are part of FJC's Fine Arts Area located at the South Campus. A variety of faculty, student, and guest exhibits are also available for viewing at the South Campus Learning Resources Exhibit Area from time to time, as announced, during the academic year.

PERFORMING ORGANIZATIONS

These organizations offer college credit or emerge from college credit courses. A wide variety of high quality educational offerings provide diverse activities that enrich individual students and the College at large, and contribute tremendously to the community. Included among these organizations are the College Chorale, Chorus, FJC Players (Drama), Forensics, the Jacksonville Concert Chorale, the Jazz-Rock Ensemble, the Music Workshop, the Symphonic Band, and the Florida Junior College at Jacksonville Community Orchestra.

INTRAMURAL-RECREATIONAL ACTIVITIES

Both group and individualized intramural-recreational activities are provided by the College. These activities include flag football, volleyball, badminton, basketball, archery, soccer, softball, tennis, bowling, table tennis, horseshoes, billiards, and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving range, putt-putt golf, and movies are also available at substantial savings from each campus Student Activities Office.

STUDENT GOVERNMENT ASSOCIATION

Each campus has its own Student Government Association (SGA) which is recognized as the official student organization representing the student body of Florida Junior College at Jacksonville. The SGA of each campus is charged with the responsibility to participate in the College governing process through the student, faculty, and administrative Campus Councils. Each campus SGA also participates in the SGA Executive Board; thus, coordinating the College-wide needs of students. Each campus SGA is a member of the statewide Florida Junior College Student Government Association.

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 normally 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 at least two (2) days prior to leaving on a trip.

DISTRIBUTION OF LEAFLETS AND POSTERS

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 in advance. The Student Activities Office will provide to students lists of 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.

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.

FORMATIONS OF NEW ORGANIZATIONS

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

DRESS CODE

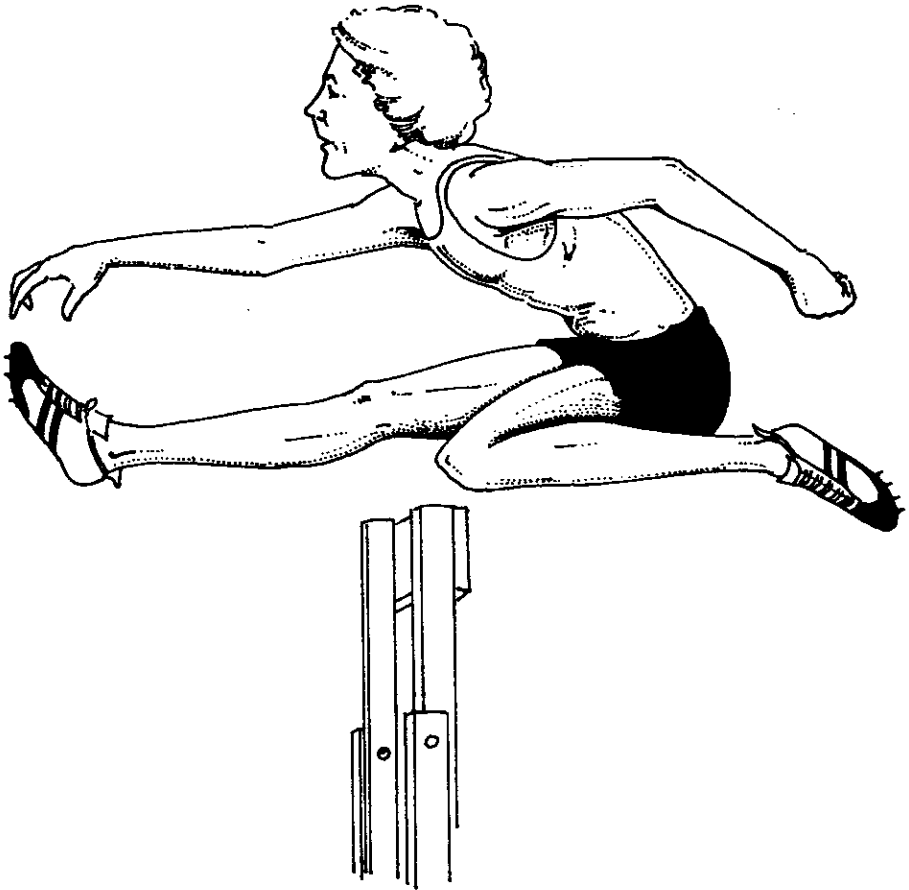
All students who attend Florida Junior College at Jacksonville should dress in good taste.

HEALTH SERVICES

Florida Junior College at Jacksonville is a commuting institution. Health Services are planned only as a supplement to the services of a family physician. Various health agencies are brought to each campus periodically to make their services available to students. For emergency situations refer to the section on Emergencies and First Aid.

INTERCOLLEGIATE ATHLETICS

A diverse program of intercollegiate athletics is available to students attending the College. Basketball, golf, and tennis are based on the South Campus. Baseball is based at the North Campus, and Cross-Country and Track and Field are based at the Fred H. Kent Center. Students interested in participating in intercollegiate athletics should contact their Student Activities Office. Florida Junior College at Jacksonville is a member of both the Florida Junior College Conference and the National Junior College Athletic Association.



DEFINITION OF TERMS

ADDITIONAL FEES—Supplemental fees paid by students taking certain courses, e.g. laboratory sciences, applied music. These fees cover the cost of additional materials and services required in these courses.

CAREER EDUCATION PROGRAM—Programs offered by the College in specialized areas designed to prepare the student for immediate employment. Degrees or certificates are awarded upon successful completion of these programs.

CLASS SECTION—A symbol located in the class schedule (examples: N01, S01, D01) that corresponds to a particular time the class meets, the room number, and the instructor.

COOPERATIVE EDUCATION—A program in which a student receives academic credit for work experiences directly related to his career goal while also enrolled in college courses.

COREQUISITE—A course which a student is strongly advised to take at the same time he takes another course. Thus the two courses are companion courses.

COURSE DESCRIPTION—A short statement, located in the back of the catalog, identifying the content of a course.

CREDIT-BY-EXAMINATION—A method by which a student may receive college credit without actually having attended the class. The College Level Examination Program (CLEP) and Proficiency Examination Program (PEP) are examples of Credit-By-Examination.

CREDIT HOUR—See semester hour.

CURRICULUM—A group of courses designed to educationally prepare a student in a specific area. (Example: The curriculum for the nursing program.)

DROP—Refers to disenrollment from a course before the deadline for dropping classes. This action completely removes the course from the student's record, no grade will be assigned, and full refund of fees is authorized.

ELECTIVE—A course, other than that which is required, chosen by the student or suggested to fulfill curriculum requirements.

FRESHMAN—A college credit student who has completed less than twenty-four (24) semester hours of college work.

FULL-TIME STUDENT—A student enrolled for twelve (12) or more semester hours during Fall Term (I) or Winter Term (II), or for four (4) or more semester hours during Spring Term (III), or Summer Term (IV).

GPA—Grade Point Average. A numerical average computed at the end of term symbolizing the student's success in college gradewise. (A-4 grade points, B-3 grade points, C-2 grade points, D-1 grade point, F-0 grade points.)

IN-STATE STUDENT—See Residency Affidavit, page of this catalog.

NON-COLLEGE CREDIT COURSES—Courses for which no college credit transferable to another college or university is given. Non-college credit courses include career education, adult education, continuing education, and community services courses.

OUT-OF-STATE STUDENT—A student who does not meet the definition of an in-state student.

PART-TIME STUDENT—A student enrolled for less than twelve (12) semester hours during Fall Term (I) or Winter Term (II), or less than four (4) semester hours during Spring Term (III), or Summer Term (IV).

PREREQUISITE—A course which a student is strongly advised to complete before enrolling in a second, more difficult course, the knowledge and skills taught in the first course being necessary for the second.

REGISTRATION FEE—Fee paid by all students upon enrollment.

SEMESTER HOUR—Also called credit hour. This measure corresponds, in actual time requirements in class, to one fifty-(50) minute class period per week for one semester. The exceptions to this rule are found in laboratory courses, music activity courses, and studio art courses. For example, a three (3) semester hour course requires at least three (3) fifty-(50) minute periods of actual class time. Laboratory Biology, on the other hand, a four (4) semester hour course requires six (6) in-class hours. Semester hours can be converted to quarter hours (University of Florida is on the quarter system) by multiplying the number of semester hours earned by 1.5.

SOPHOMORE—A college credit student who has completed twenty-four (24) or more semester hours of college work.

TRANSCRIPT—The official record of a student's academic standing. This record also includes biographical and test data.

WITHDRAWAL—Refers to disenrollment from a course after the deadline for dropping classes. This action does not remove the course from the student's record, a grade of "W" will be assigned for the course, and refund of fees is not authorized.

GENERAL EDUCATION REQUIREMENTS

ASSOCIATE IN ARTS DEGREE

1. The General Education program for the Associate in Arts degree shall consist of a minimum of thirty-six (36) semester hours of work. This thirty-six (36) semester hours is part of the minimum of sixty (60) semester hours required for the Associate in Arts degree. General Education, as conceived at Florida Junior College at Jacksonville, is concerned with developing responsible citizenship in a democratic situation. It is formulated to develop skills, attitudes, and understandings in broad areas; the humanities, communications, the social sciences, mathematics, and the natural sciences.
2. The following subject areas shall be included in the program in the manner specified below:
 - I. **Social Science** **6 semester hours**
 - A. Three (3) semester hours from any of the following:
(Meets State Requirement for Study of U.S. Constitution)
HIS 102 - Western Civilization
HIS 204 - United States History
POS 204 - American Federal Government
SSS 102 - Origins of American Society
 - B. Three (3) semester hours from any of the following:
ANT 220 - Cultural Anthropology
ANT 230 - Physical Anthropology
BLC 210 - Afro-American History and Culture to 1877
BLC 220 - Afro-American History and Culture from 1877
ECO 210 - Principles of Economics
ECO 211 - Principles of Economics
ECO 220 - Foundations of the American Economy
ECY 201 - The Ecological Crisis
GEO 110 - World Geography
GEO 220 - Conservation of Resources
HEN 107 - Personal and Community Health
HIS 101 - Western Civilization
HIS 193 - Honors Survey of History
HIS 205 - United States History
HIS 211 - History of the Far East
HIS 212 - History of the Americas

HIS 254 - History of Florida
 IDS 150 - Dynamics of Behavior
 INR 230 - International Relations
 POS 205 - State and Local Government
 POS 220 - Introduction to Comparative Government
 PSY 111 - General Psychology
 PSY 214 - Educational Psychology
 PSY 241 - Human Growth & Development
 PSY 242 - Child Psychology
 PSY 243 - Adolescent Psychology
 REL 201 - World Religions
 SOC 201 - Introductory Sociology
 SOC 210 - Social Problems
 SOC 220 - Marriage and Family
 SOP 110 - Human Relations
 SSS 101 - Origins of American Society

II. Humanities 6 Semester Hours

A. Six (6) semester hours from any of the following:

ART 110 - Art Appreciation
 ART 211 - Art History I
 ART 212 - Art History II
 DRA 101 - Introduction to Theatre
 HUM 182-183 - Overseas Study
 HUM 203 - Western Humanities I
 HUM 204 - Western Humanities II
 HUM 205 - Western Humanities III
 HUM 213 - International Understanding I
 HUM 214 - International Understanding II
 HUM 215 - American Understanding
 HUM 216 - International Understanding III
 HUM 217 - International Understanding IV
 LIT 240 - Great Ideas in World Literature
 LIT 241 - Great Ideas in World Literature
 MUY 101 - Music Appreciation
 MUY 211 - Survey of Music History
 PHI 201 - Introduction to Philosophy
 PHI 240 - Introduction to Moral and Political Philosophy
 REL 201 - World Religions
 REL 210 - Religious Thought in the Old Testament
 REL 211 - Religious Thought in the New Testament

III. Mathematics - Natural Science 9 Semester Hours

A. Six (6) semester hours from any of the following:

ANA 205 - Comparative Anatomy
 ANA 215 - Human Anatomy & Physiology I
 ANA 216 - Human Anatomy & Physiology II

AST 110 - Introduction to Astronomy
 BIO 101 - Life in its Biological Environment
 BIO 102 - Principles of Biology
 BIO 241 - Microbiology
 BOT 101 - Botany
 CHE 100 - Chemistry for Liberal Arts
 CHE 101 - Introductory Chemistry
 CHE 102 - Introductory Chemistry
 CHE 110 - General Chemistry & Qualitative Analysis
 CHE 111 - General Chemistry & Qualitative Analysis
 ECY 201 - The Ecological Crisis
 GEY 101 - Introduction to Physical Geology
 GEY 121 - Historical Geology
 MET 101 - Meteorology
 PHS 101 - Physical Science
 PHS 102 - Earth and Space Science
 PHY 100 - Physics for Liberal Arts
 PHY 201 - General Physics I
 PHY 202 - General Physics II
 PHY 210 - Physics I with Calculus
 PHY 211 - Physics II with Calculus
 ZOO 101 - General Zoology

B. Three (3) semester hours from any of the following:

MAT 101 - College Mathematics
 MAT 111 - Introductory Analysis
 MAT 119 - Beginning Algebra
 MAT 120 - Intermediate Algebra
 MAT 121 - College Algebra
 MAT 122 - College Trigonometry
 MAT 124 - College Algebra & Trigonometry
 MAT 131 - Calculus with Analytic Geometry I
 MAT 151 - Elementary Statistics
 MAT 161 - Computer Oriented Mathematics
 MAT 232 - Calculus with Analytic Geometry II
 MAT 233 - Calculus with Analytic Geometry III
 MAT 242 - Differential Equations

IV. Communications 6 Semester Hours

A. One of the following three (3) semester hour courses is required of all students:

ENG 100 - Introduction to Communications
 ENG 101 - English Composition

B. Three (3) semester hours from any of the following:

- COM 207 - Imaginative Writing
- COS 205 - Writing for Mass Communications
- *ENG 101 - English Composition
- ENG 102 - English Composition
- ENG 161 - Developmental Reading
- LIT 210 - English Literature
- LIT 211 - English Literature
- LIT 220 - American Literature
- LIT 221 - American Literature
- SPE 110 - Fundamentals of Speech
- SPE 236 - Argumentation and Debate
- SPE 240 - Discussion
- SPE 250 - Oral Interpretation

*If ENG 101 is taken under Item A, it cannot be taken under Item B.

V. Courses from any one or more of the above four (4) categories (I,II,III,IV) 9 Semester Hours

VI. Electives24 Semester Hours
Total: 60 Semester Hours

The remaining twenty-four (24) semester hours (Area VI) of the sixty (60) semester hours required for the Associate in Arts degree are elective. Any course listed in the catalog with designations shown below may be used as electives.

***University Parallel**—This course is intended for transfer to a university.

+ Dual Purpose— Any course identified by this symbol is a university parallel offering. As well, the course is also part of certain occupational programs; hence, it serves both university parallel and occupational objectives.

PREREQUISITES

Prerequisites, as listed in the catalog, are advisory.

ASSOCIATE IN SCIENCE DEGREE

1. At least twenty-five (25) percent of each Associate in Science degree program shall be devoted to general education.
2. The following subject areas shall be included in each program in the manner specified below:

I. Social Science 3 Semester Hours

Any one of the following three (3) semester hour courses to meet State requirement for study of the U.S. Constitution:

- HIS 102 - Western Civilization
- HIS 204 - United States History
- POS 204 - American Federal Government
- SSS 102 - Origins of American Society

II. Humanities 3 Semester Hours

Any course(s) listed under Area II (Humanities) for Associate in Arts degree.

III. Mathematics - Natural Science 3 Semester Hours

Any course(s) listed under Area III (Mathematics-Natural Science) for Associate in Arts degree—OR as specified in individual Associate in Science degree programs from the course(s) listed under Area III (Mathematics-Natural Science) for Associate in Arts degree.

IV. Communications 3 Semester Hours

One of the following three (3) semester hour courses is required of all Associate in Science degree students.

- ENG 100 - Introduction to Communications OR
- ENG 101 - English Composition

- V.** The remaining general education requirement may be selected from courses listed in any one of the four (4) categories under requirements for Associate in Arts degree OR as specified in individual Associate in Science degree programs.

A minimum of sixty (60) semester hours is required for the Associate in Science degree. Some programs require more. Lists of additional courses required are set forth in individual Associate in Science degree programs.