

A photograph of a person standing on a beach at sunset. The person is silhouetted against the bright orange and yellow sky. The sun is low on the horizon, creating a reflection on the water. The sky is filled with large, dark clouds. The overall mood is contemplative and expansive.

**Expand  
YOUR  
Horizons  
at FJC  
1978-1979**

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# FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

## DISTRICT OFFICES

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

### DOWNTOWN CAMPUS

101 West State Street  
Jacksonville, Florida 32202  
904-633-8100

### FRED H. KENT CAMPUS

1246 Cumberland Road  
Jacksonville, Florida 32205  
904-387-8106

### NORTH CAMPUS

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

### SOUTH CAMPUS

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

## CATALOG 1978 - 79

ACCREDITED BY:

STATE OF FLORIDA, DEPARTMENT OF EDUCATION  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

# GENERAL INFORMATION

## FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

### DISTRICT BOARD OF TRUSTEES

MR. DONALD T. MARTIN, Chairman

MR. CHARLES E. SIMMONS, JR., Vice-Chairman, Duval County

MR. CLAUDE L. RUCKER, JR., Vice-Chairman, Nassau County

MRS. PEGGY C. FRIEDMANN

MRS. JEWELL F. HADDOCK

DR. WALTER G. JARRELL

MR. ALBERT H. RUMPH

MRS. SARAH P. SOVA

DR. BENJAMIN R. WYGAL, Executive Secretary

### CHIEF ADMINISTRATIVE OFFICERS

DR. BENJAMIN R. WYGAL, President

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 Campus

DR. EDGAR C. NAPIER, Provost, Downtown Campus

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# COLLEGE CALENDAR

## 1978-79

### HOLIDAYS

LABOR DAY .....	SEPTEMBER 4, 1978 (M)
VETERANS DAY .....	NOVEMBER 10, 1978 (F)
THANKSGIVING .....	NOVEMBER 23, 24, 1978 (TH, F)
COLLEGE CLOSED—	
ALL OFFICES .....	DECEMBER 22, 1978 (F)—12:00 Midnight TO JANUARY 1, 1979 (M)—12:00 Midnight
CHRISTMAS .....	DECEMBER 25, 1978 (M)
NEW YEAR'S DAY .....	JANUARY 1, 1979 (M)
GOOD FRIDAY .....	APRIL 13, 1979 (F)
INDEPENDENCE DAY .....	JULY 4, 1979 (W)

	<b>Fall Term (I) '78</b>	<b>Winter Term (II) '79</b>	<b>Spring Term (III) '79</b>	<b>Summer Term (IV) '79</b>
*Deadline—Early Admission applications 78/79	July 28 (F) 5:00 p.m.			
Reporting date—all faculty	August 21 (M) 8:00 a.m.	January 2 (T) 8:00 a.m.	April 27 (F) 8:00 a.m.	June 13 (W) 8:00 a.m.
**Tentative Registration Period for College Credit Courses	July 10 (M) August 23 (W)	November 6 (M) Jan. 5, '79 (F)	April 2 (M) May 1 (T)	May 28 (M) June 14 (Th)
*Registration—Fernandina Beach Center	August 14 (M)	December 13 (W)	April 19 (Th)	June 6 (W)
Classes begin for college credit courses; classes begin for non-college credit courses at all four campuses	August 23 (W)	January 5 (F)	May 1 (T)	June 14 (Th)
Classes begin for non-college credit classes at off-campus centers	September 11 (M)	January 8 (M)	May 1 (T)	June 14 (Th)

\*Dates apply to college credit classes only.

\*\*Registration for each term will be held on selected days within the indicated time spans.

**COLLEGE CALENDAR 1978-79—CONTINUED**

	<b>Fall Term (I) '78</b>	<b>Winter Term (II) '79</b>	<b>Spring Term (III) '79</b>	<b>Summer Term (IV) '79</b>
**Saturday classes begin	August 26 (S)	January 6 (S)	None	None
*Deadline for dropping courses	August 30 (W) 7:00 p.m.	January 12 (F) 4:30 p.m.	May 8 (T) 7:00 p.m.	June 21 (Th) 7:00 p.m.
*Deadline for applying for graduation for the current term	November 3 (F) 5:00 p.m.	March 16 (F) 5:00 p.m.	May 23 (W) 5:00 p.m.	July 13 (F) 5:00 p.m.
*Deadline for paying \$10 graduation fee for current term	November 17 (F) 5:00 p.m.	March 30 (F) 5:00 p.m.	May 30 (W) 5:00 p.m.	July 20 (F) 5:00 p.m.
*Last time for withdrawing from a course and receiving a grade of "W"	December 7 (Th) 5:00 p.m.	April 18 (W) 5:00 p.m.	June 7 (Th) 5:00 p.m.	July 24 (T) 5:00 p.m.
*Final examination period	December 7 (Th-eve) through December 15 (F)	April 18 (W-eve) through April 26 (Th)	June 7 (Th-eve) through June 12 (T)	July 25, 26, 27 (W, Th, F)
End of term for all college classes	December 15 (F) 12:00 midnight	April 26 (Th) 12:00 midnight	June 12 (T) 12:00 midnight	July 27 (F) 12:00 midnight
Deadline for removing grade of "IF" received in corresponding Term of Academic Year 1977/78	December 15 (F) 5:00 p.m.	April 26 (Th) 5:00 p.m.	June 12 (T) 5:00 p.m.	July 27 (F) 5:00 p.m.
Last faculty workday	December 15 (F)	April 26 (Th)	June 12 (T)	July 27 (F)
Final grades due into Division Chairpersons	December 15 (F) 10:00 a.m.	April 26 (Th) 10:00 a.m.	June 12 (T) 10:00 a.m.	July 27 (F) 10:00 a.m.
Final grades due into District Office of Records	December 15 (F) 1:00 p.m.	April 26 (Th) 1:00 p.m.	June 12 (T) 1:00 p.m.	July 27 (F) 1:00 p.m.
Graduation and Convocation		April 30 (M) 8:00 p.m.		

\*Dates apply to college credit classes only.

\*\*Saturday classes will not meet on September 2; November 11; November 25, 1978 and April 14, 1979.

# FJC — THEN AND NOW

## 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 more than 66,000 students during the 1976-77 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 Universal Marion Building at 21 West Church Street, just a few blocks from the site of the new Downtown Campus.

The offices of the President, the Vice Presidents, and supportive staff are located on the fifteenth floor.

The Purchasing, Fiscal, Data Systems Services, Auditing and Security offices are on the sixteenth floor. The ninth floor houses the Personnel and District Business Affairs offices as well as offices of District Records, Equal Access/Equal Opportunity, Resource Development, Information Services, and the Florida Junior College at Jacksonville Foundation, Inc.

### DOWNTOWN CAMPUS

The newest facility of Florida Junior College at Jacksonville is the Downtown Campus, representing an investment of approximately \$15 million.

A vital segment of Jacksonville's urban renewal program, the Downtown Campus is located on a 21-acre, 10-block tract 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.

While the Downtown Campus is designed to offer a comprehensive curriculum, including academic courses, special emphasis is placed on both college credit and non-college credit vocational and technical programs, with classes offered on a day and night basis. The campus utilizes approximately 300,000 square feet of floor space, including multi-purpose classrooms and laboratories, in one main building of three stories, flanked by two single-story buildings.

The campus was designed with special features to facilitate movement by handicapped persons.

The Downtown Campus replaces a number of temporary facilities that housed various programs in the downtown area. The only one of these retained is the Automotive Trades Complex at 35 West State Street, offering programs in automotive mechanics and automobile body repair.

### NORTH CAMPUS

Classes in this 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. A second phase of the campus is currently under construction and is scheduled to be completed in October, 1978. Phase II will provide additional classrooms, laboratories, a greenhouse, administrative offices, student lounges, and a 320-seat general purpose auditorium.

The North Campus also offers college credit classes in Nassau County.

### 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.

In 1975, tennis courts and a recreational facility, with showers and lockers, were constructed on the South Campus, and in the Winter Term (II) of 1977,



the construction of the Second Phase of the Campus was completed. This phase includes classrooms, faculty offices, a music suite, and a lounge and recreational area for students. Planning for the immediate future calls for construction of a gymnasium on the South Campus, the first such facility owned by the College.

The South Campus is also the site of the Northeast Florida Criminal Justice Training and Education Center. The center is designed to provide training for law enforcement agencies in an eight-county section of Northeast Florida.

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

## FRED H. KENT CAMPUS

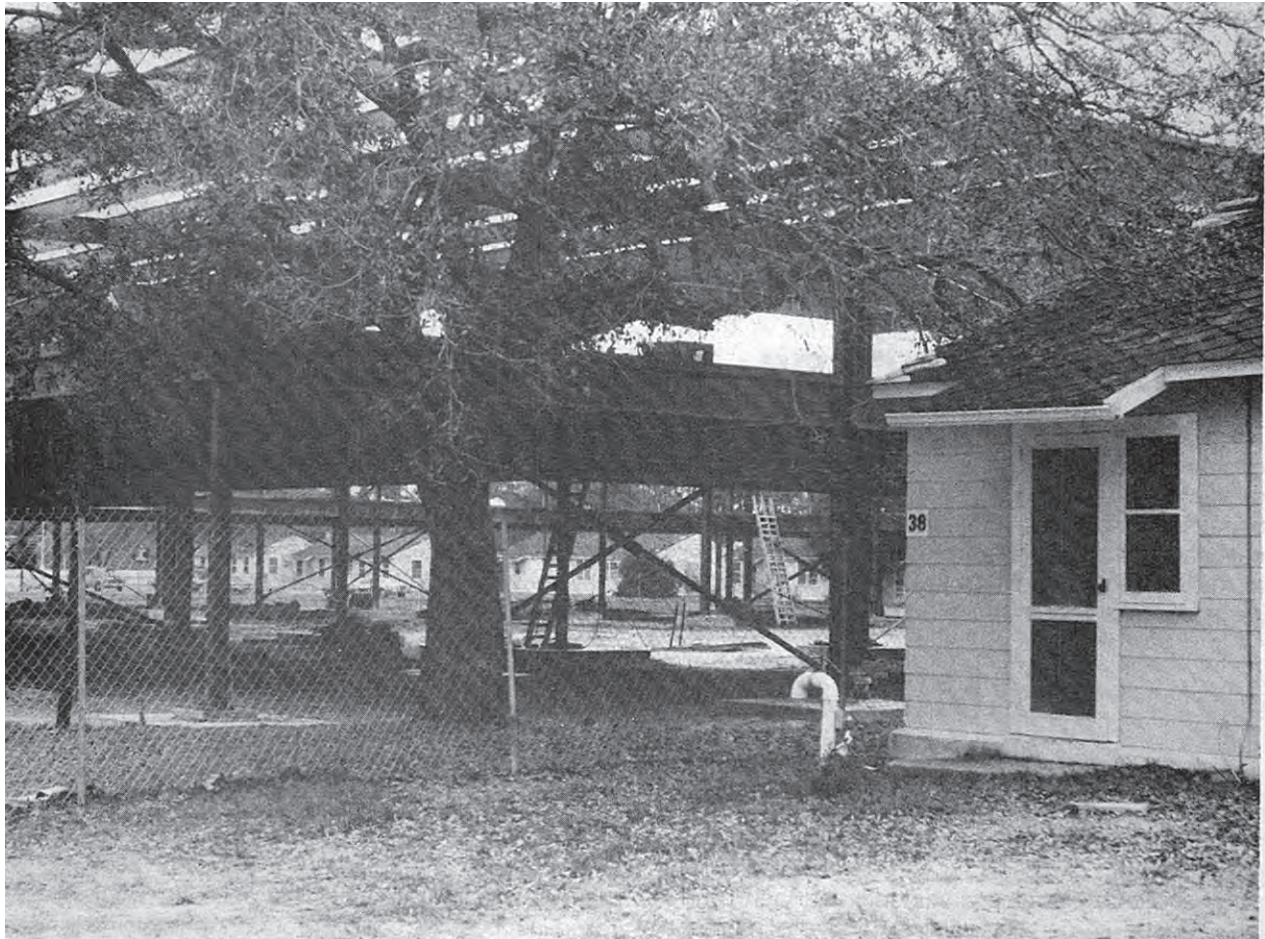
This 35-acre site, off Roosevelt Boulevard (U.S. 17), was acquired by the College in 1966. It was formerly known as Cumberland Campus but was renamed in 1974 in honor of the prominent Jacksonville attorney who has devoted many years of service to the cause of higher education in Florida and who was

the first chairman of the District Board of Trustees of Florida Junior College at Jacksonville.

After acquisition of the site, nearly 100 World War II duplex housing units were converted into temporary laboratories, general purpose classrooms, faculty and administrative offices, and library and audio-visual facilities. Those buildings are being phased out and replaced with modern structures with an approximate value of \$17.5 million. The new facilities are scheduled for occupancy in the Fall of 1979.

## 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 utilized more than 225 such adult centers during the year.



**The new \$17.5 million Kent Campus will be completed in late '79**

# 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.

## EQUAL ACCESS — EQUAL OPPORTUNITY

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, sex, age, creed, color, handicap, or national origin and that equal opportunity and access to facilities shall be available to all. This principle is particularly applicable to the admission of students in

all programs of the College, and in their academic pursuits. It is also applicable to 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 federal law, students and their parents are advised of certain practices and procedures at Florida Junior College at Jacksonville which relate to student records.

Once a student reaches the age of 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

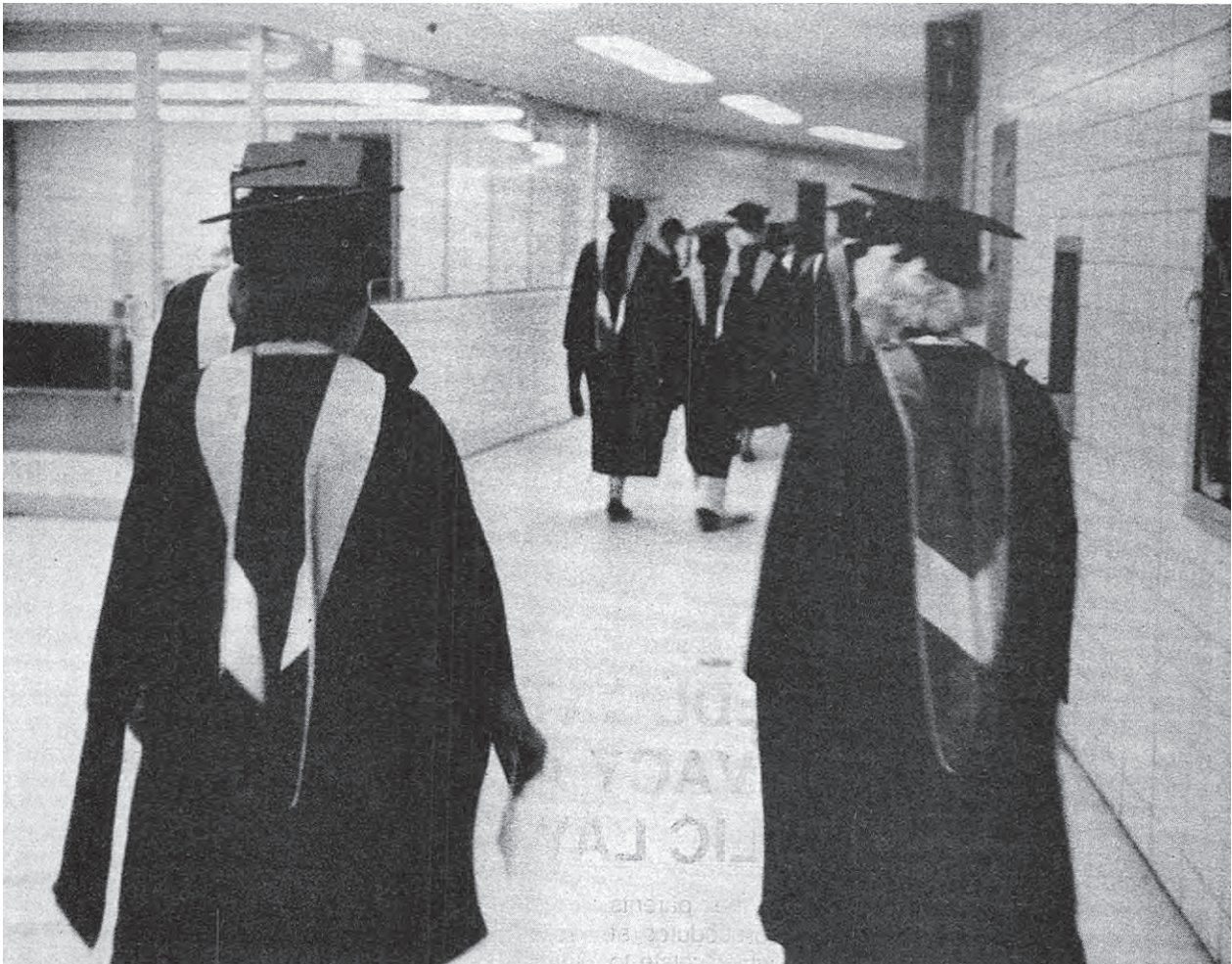
information to the student's parents, OR the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

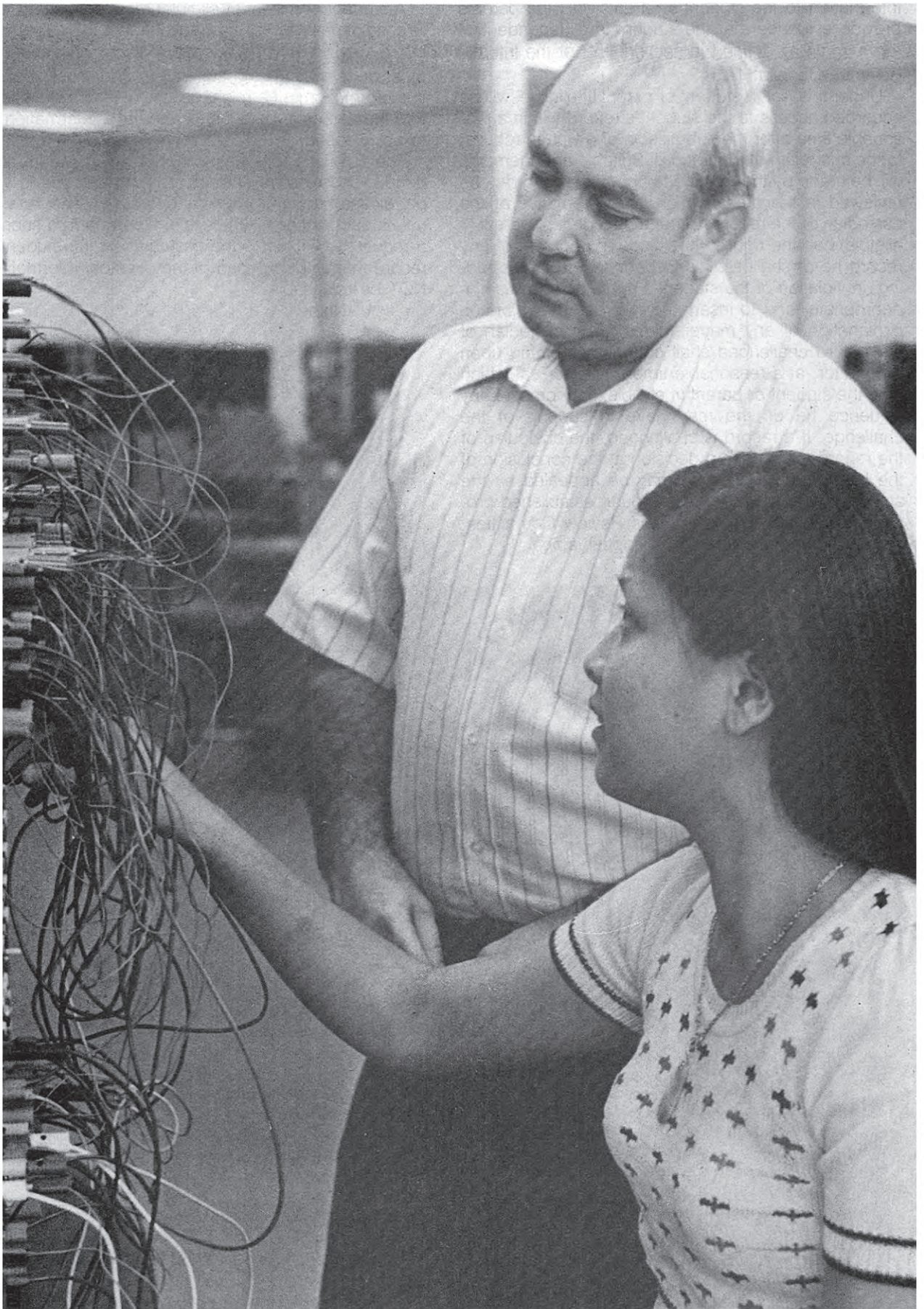
Under this Act, a student or parent (if eligible) will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit the record to be reviewed in the presence of a representative of the custodian of the record. Either the student or parent (if eligible) 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 (if eligible) 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 (if eligible) through established procedures to the Student Appeals Review Committee. Action by the President on an appeal is final.

A student or parent (if eligible) must consent to the release of any student information other than directory 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 (if eligible) has a right to submit a request in writing to the custodian of the student's record 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 or awards received





# STUDENT DEVELOPMENT

## ORIENTATION

The office of Student Development on each campus 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.

## 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 the student's 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 the College is equipped with a career development center which provides a com-

fortable setting in which students may analyze and develop career skills, ambitions, and aptitudes as they relate to their career interests. The center is equipped to provide the student with career information, and to provide up-to-date information on occupations, job requirements, and career growth opportunities.

## CAMPUS REGISTRAR'S OFFICE

Each campus of the College has a Campus Registrar's office. Information and forms relating to admissions, registration, and student records are available through this office.

## VETERANS ASSISTANCE

The College Veterans Affairs office is located on the Downtown Campus.

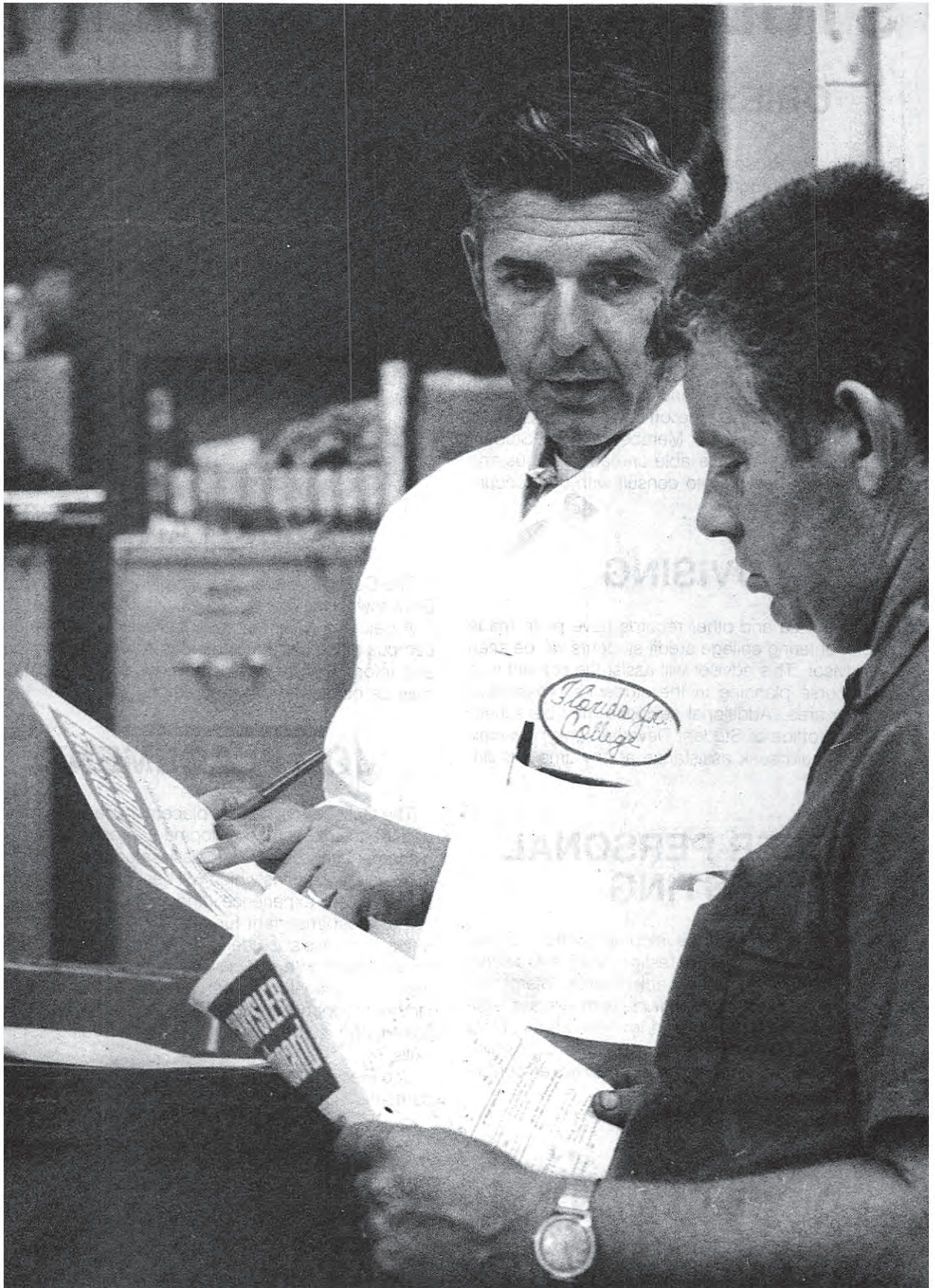
A Veterans Affairs representative is located on each campus of the College. Veterans Administration forms and information pertaining to educational assistance may be obtained from the campus office.

## JOB PLACEMENT

The College 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 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 may be obtained on any campus.



# STUDENT RESPONSIBILITY AND DUE PROCESS PROCEDURE

Attendance at the College is a privilege, and violations of the regulations and rules may lead to disciplinary probation, suspension, or permanent dismissal. A student may be suspended if the student behaves in a disruptive manner. The Vice-Presidents and the Provosts 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 Rules, 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. The violations:

1. Consumption of alcoholic beverages on campus.
2. Illegal use or possession of drugs or narcotics.
3. Illegal use or possession of a lethal weapon on campus.
4. Cheating in any form.
5. Stealing.
6. The use of indecent or abusive language.
7. Gambling.
8. Hazing.
9. Vandalism or destruction of property.
10. Falsification of records.
11. Unauthorized use of the College name.
12. Lewd or indecent conduct.
13. 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 law. These procedures shall be invoked when the student is accused of any of the foregoing 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 professors involved.
2. The President will notify the student, in writing, by certified mail, of the charges and set forth the date, hour, and place for the hearing by the Student Appeals Review Committee. The student will be given a minimum of five school days from receipt of the notice to ensure the opportunity of preparing for the hearing.
3. The student has the right to assistance in the student's defense by an advisor of the student's choice.

4. The burden of proof rests upon the administrators bringing the charge.
5. The student will be given an opportunity to testify and present evidence and witnesses. However, the student will not be required to give self-incriminating testimony.
6. The decision of the Student Appeals Review Committee will 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 will be a verbatim record, such as a tape recording, of the hearing.
9. A decision of the Student Appeals Review Committee will be final, subject to the student's right of appeal, within 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

The Student Appeals Review Committee is a standing committee within the College. This committee is composed of 12 members appointed by the President. The purpose of this committee is to hear and decide on requests for exceptions to approved rules 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 admission's, 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 be considered only when it has been properly and fully completed. Grade changes will be made with the professor's consent. Changes without the consent of the professor will be made only under rare and unusual circumstances. The student will be advised of final action on the student's appeal.

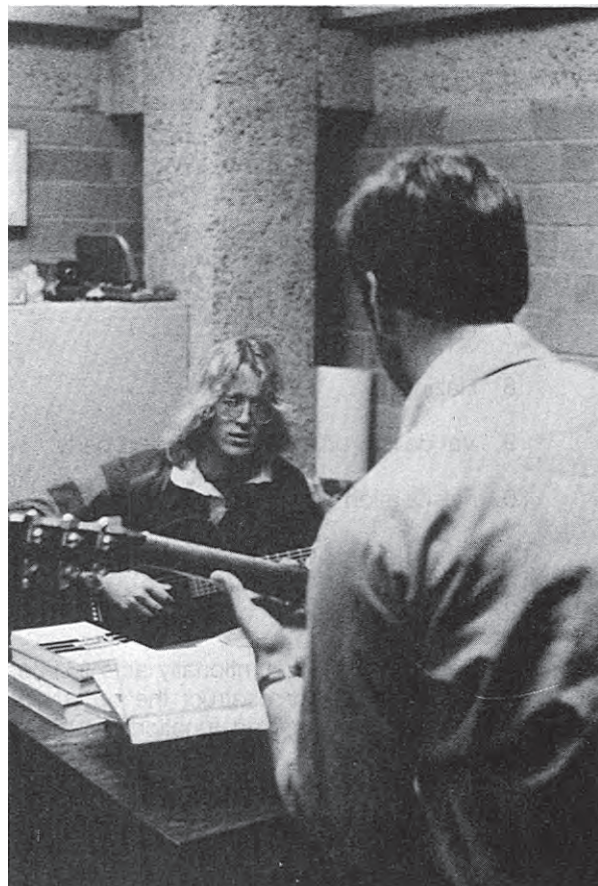
Further information should be obtained from the office of Student Development on any campus.

## SUSPENSION, TERMINATION OR CANCELLATION OF ENROLLMENT

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for any of the following reasons:

Disciplinary reasons.

Non-payment of registration and course fees when payment is due, including non-payment resulting from dishonored checks.





# STUDENT FINANCIAL AID

The FJC Campus Financial Aid offices attempt to assist all students and prospective students who need money to attend college. To determine eligibility for financial aid, several forms are used. When the appropriate forms are submitted and evaluated, it is possible to establish not only eligibility, but also the amount of money each student needs. Once eligibility and need have been established, a "package" of financial aid is offered. This package will usually include some combination of loans (which must be repaid) and grants (which need not be repaid). Also, part-time employment may be included as part of the package. Students who expect to need financial assistance should contact the Financial Aid office on the campus at which they plan to enroll and ask for the necessary forms. These forms must be completed accurately and returned promptly in accordance with the instructions supplied with each form. Students should normally submit applications for the entire academic year commencing with Term I (Fall) and ending with Term IV (Summer). Applications received prior to April 15 will receive priority consideration for assistance during the academic year beginning the following August.

For further information, students should write, visit, or telephone one of the Financial Aid offices listed as follows:

Building No. 60	Room D-102
FJC Kent Campus	FJC North Campus
1246 Cumberland Road	4501 Capper Road
Jacksonville, Fla. 32205	Jacksonville, Fla. 32218
Telephone: 387-8277	Telephone: 757-6258

Room E-203	Room 1091
FJC South Campus	FJC Downtown Campus
11901 Beach Blvd.	101 West State Street
Jacksonville, Fla. 32216	Jacksonville, Fla. 32202
Telephone: 646-2020	Telephone: 633-8230

## FINANCIAL AID ELIGIBILITY

In order to be eligible for financial assistance, a student must be enrolled at least half-time in a college credit program or be in an eligible vocational program. A listing of eligible programs is maintained in campus aid offices.

Students admitted under the following classifications are NOT eligible for Federal and State financial aid:

Special student	Non-degree seeking
Accelerated high school	Audit
Early Admission	

In order to continue to be eligible for financial assistance, students must submit a new set of applications each year and must remain in academic good standing.

## ACADEMIC GOOD STANDING

To remain eligible for continued financial aid, a student must meet the requirements of academic good standing, defined as follows:

### STUDENTS ENROLLED IN COLLEGE CREDIT COURSES:

1. Must maintain a cumulative grade point average (GPA) in accordance with the following scale:

No. of Semester Hours Earned	Required GPA
0-15	1.00
16-30	1.50
31-45	1.75
Over 45	2.00

2. Must **successfully complete** 50 percent of all credit hours attempted per term. A grade of A,B,C or D is required for successful completion. W, NP, F and IF grades are not considered completions.
3. Must **not** have earned in excess of 75 semester hours total credit, including credits transferred from other colleges.

All three of the above requirements must be met at the end of each term.

NOTE: The Spring and Summer Terms (Terms III and IV) will be considered as a single term when evaluating grades for academic progress.

### STUDENTS ENROLLED IN THE HIGH SCHOOL COMPLETION PROGRAM:

1. Must successfully complete 50 percent of all credits attempted per term. A grade of A, B, C or D is required for successful completion. W, NP, F, and IF grades are not considered completions.
2. Must maintain satisfactory attendance by

having not more than 12 unexcused absences from all classes in one calendar month. Absences may be excused only for the following reasons:

- (a) Illness or injury, with doctor's statement.
- (b) Death in immediate family.
- (c) Jury duty, verified by court document.

#### **STUDENTS ENROLLED IN NON-COLLEGE CREDIT, OCCUPATIONAL OR VOCATIONAL PROGRAMS:**

1. Must receive a satisfactory instructional evaluation at the end of each term.
2. Must maintain satisfactory attendance by having not more than three days of unexcused absences in one calendar month. Reasons for excused absence are the same as for High School Completion students.

Termination of financial aid eligibility has no effect on the student's right to remain as a student at the College.

Having lost financial aid eligibility for failing to remain in academic good standing, a student may regain eligibility as follows:

1. College Credit Students:
  - (a) GPA Standard
 

Continue in college without financial aid until the GPA standard is met
  - (b) Fifty percent Standard
    - (1) Continue in college for one term, during which the 50 percent standard is met, **or**
    - (2) Remain out of college for one term
  - (c) Seventy-five Semester Hour Limit
 

No further financial aid will be granted.
2. High School Completion Students:
  - (a) Fifty percent Standard
    - (1) Continue in the program for one term, during which the 50 percent standard is met, **or**
    - (2) Remain out of the program for one term
  - (b) Attendance Standard
 

Loss of financial aid for one term.

3. Non-College Credit Occupational/Vocational Students:

- (a) Satisfactory Evaluation Standard

Continue in program and receive a satisfactory evaluation from the professor

- (b) Attendance Standard

Loss of financial aid for one term

## **CHANGE OF STATUS PROCEDURES**

It may be determined that a student is not in good standing after the student has registered on a financial aid authorization. In this case, the College will notify the student that the student has been dropped from good standing and is no longer eligible for financial aid. The student will have 10 College business days from the date of the notification letter to pay all fees or the student will be dropped from all classes for reason of non-payment of fees.

A student not in good standing may pay for a subsequent registration and then find that he or she is eligible to be in good standing and receive financial aid. If the student has a current financial aid application on file and requests financial aid before the end of the add-drop period, the student may receive full payment for those awards to which the student is entitled.

Any administrative action taken as a result of the application of the academic good standing policy outlined previously may be appealed to the Financial Aid Board by the student. Information on the appeal procedure is available at the Financial Aid office on all campuses.

## **TYPES OF AID AVAILABLE**

The below listed types of financial aid are available.

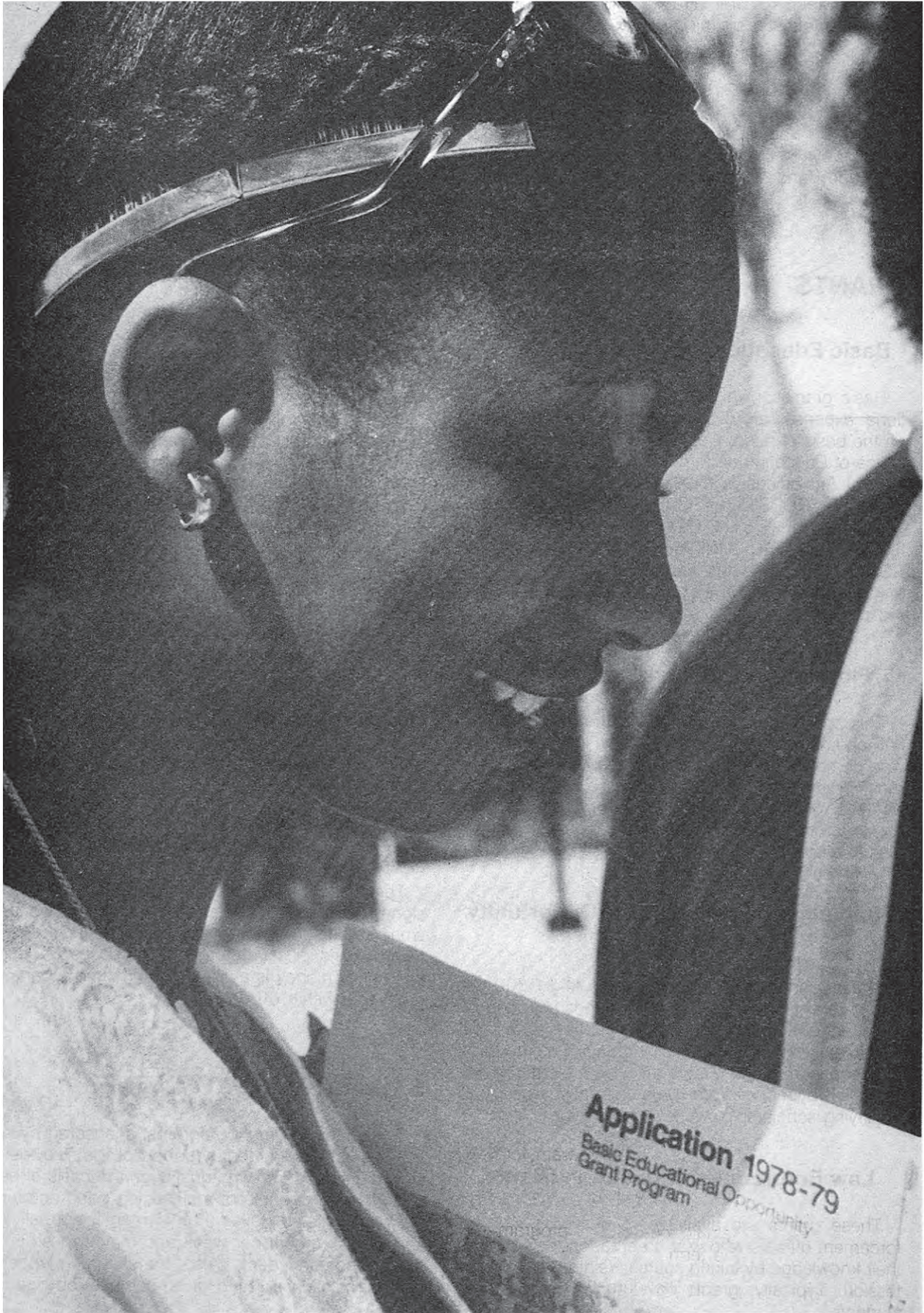
### **SCHOLARSHIPS**

#### **Athletic**

Athletic scholarships for baseball, basketball, cross country, golf, track, men's and women's tennis and women's volleyball are awarded to students recommended by athletic coaches.

#### **Forensics and Drama**

Forensics and drama scholarships are awarded to students recommended by the Director of Forensics



and the Director of Drama to students in forensics, debate and drama performing groups.

### **Instrumental and Vocal**

Music scholarships are awarded to students recommended by the Director of the Chorale and the Director of the Band to students in FJC music performing groups.

## **GRANTS**

### **Basic Educational Opportunity Grants**

Basic grants 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.** College and basic grant 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 \$1,200 for Fall and Winter Terms (I and 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 for part-time students.

## **LOANS**

### **National Direct Student Loans**

This program provides three percent 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 the College with Federal funds.

### **Nursing Student Loans**

These are loans with provisions similar to those of the National Direct Student Loan previously described in this catalog 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.

### **Federal Insured Student Loans**

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 months after graduation with interest at seven percent.

### **Short Term Loans**

The College 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 60 days.

## **STUDENT EMPLOYMENT**

Student employment programs, sponsored by both the 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 12½ hours per week and may be less in the case of some students. Also, the campus placement offices maintain a listing of off-campus job opportunities.

## **METHOD OF PAYMENT GRANTS, LOANS, SCHOLARSHIPS AND STUDENT EMPLOYMENT**

Authorized grants, loans and scholarships shall be disbursed to the student on a scheduled basis. Financial aid authorizations are provided at the time of registration to allow award recipients to enroll without payment of cash. After enrollment, amounts owed the College for fees and/or other outstanding obligations are deducted from the payment made to the student.

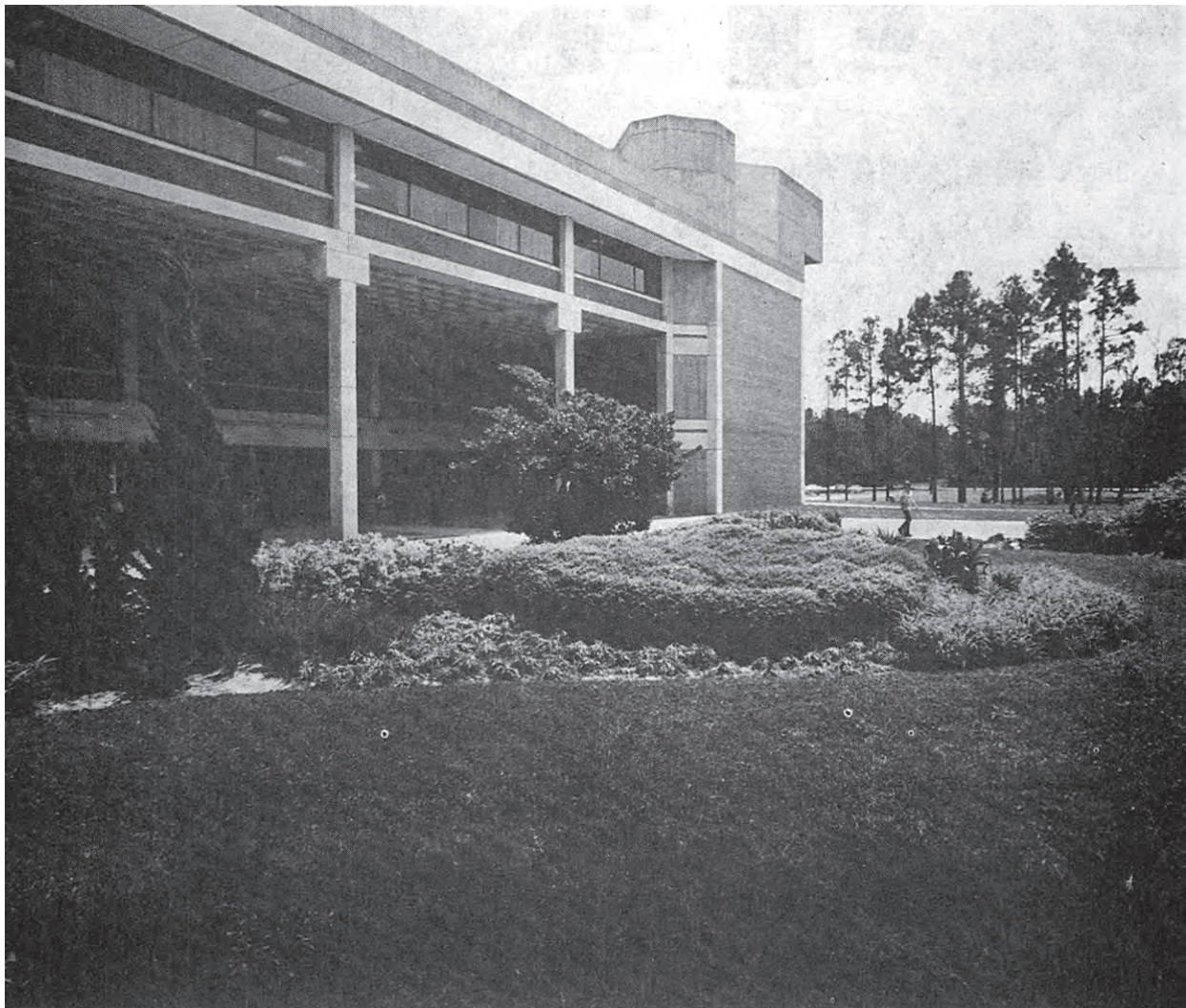
Should the student owe the College more than proceeds of the award, the student will be billed for the remainder. If payment is not made within 10 days, the student will be disenrolled.

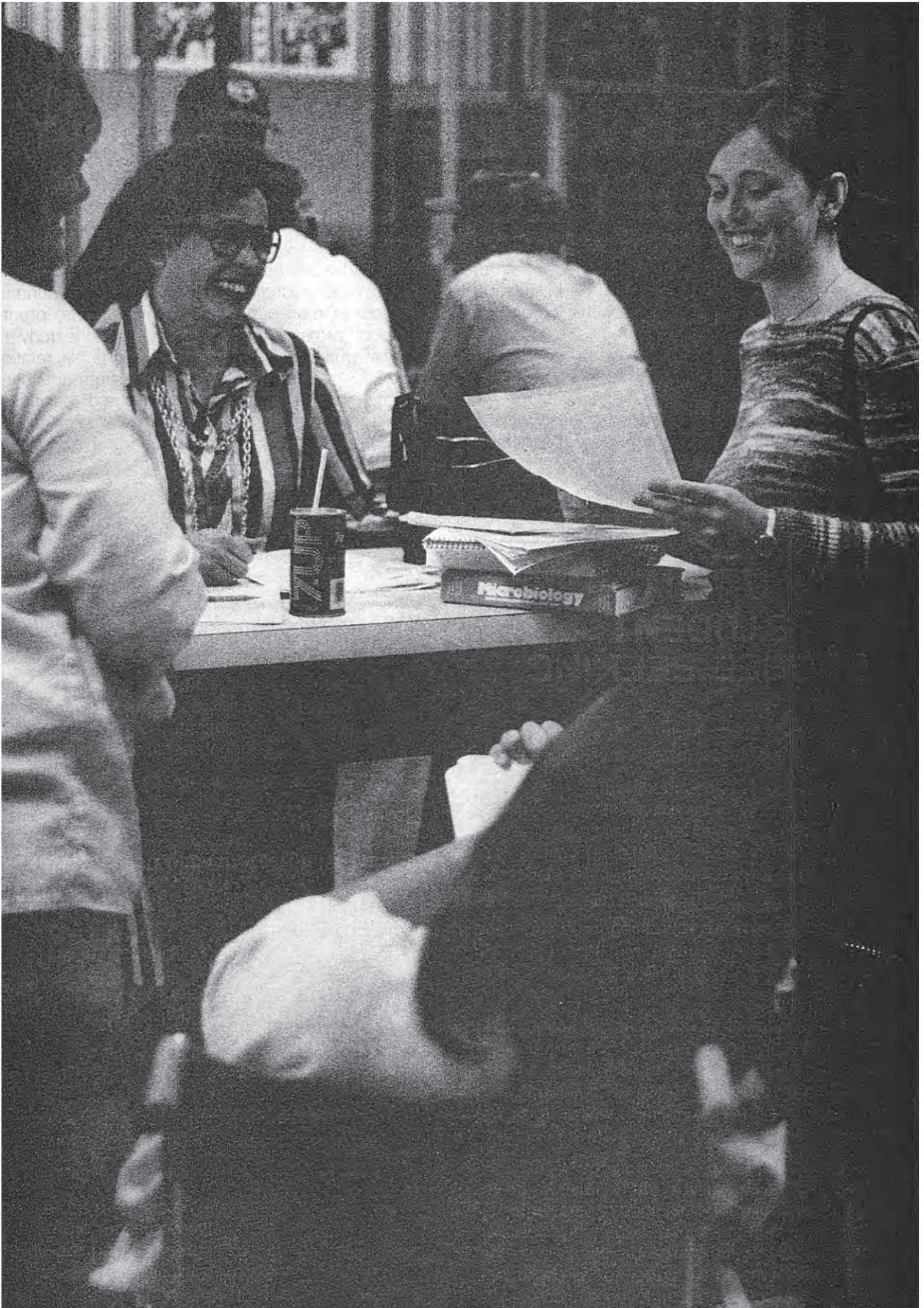
Loans are subject to the Florida documentary stamp tax and the tax will be deducted from the proceeds of the loan.

In the event the student drops or withdraws from courses, the amount of the grant, loan, or scholarship may be adjusted by the Financial Aid office.

## **FLORIDA JUNIOR COLLEGE AT JACKSONVILLE FOUNDATION, INC.**

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, work-study programs, workshops and seminars, and public relations. The Foundation's funds are derived from employees, private foundations, corporations and businesses, conferences and workshops, special projects, and memorial programs. Administration of the Foundation is overseen by a board of governors.





# STUDENT ACTIVITIES

## 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 also are 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 (registration receipt) for each term 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 their registration receipt to pick up tickets. Students must pick up their 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 1978-79 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 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 Frolics, and "Mini-Concerts." Students interested in participating in these events should contact the Student Activities office on their campus.

## 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 the College. The SGA of each campus is charged with the responsibility of participating 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.

## **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 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.

## **INTERCOLLEGIATE ATHLETICS**

A diverse program of intercollegiate athletics is available to students attending the College. Basketball, golf, women's volleyball, and men's and women's tennis are based on the South Campus. Men's baseball and women's softball are based at the North Campus, and cross-country and track and field are based at the Fred H. Kent Campus. Students interested in participating in intercollegiate athletics should contact their Student Activities office. The College is a member of the Florida Community College Activities Association and the National Junior College Athletic Association (men's and women's divisions).



# VETERANS INFORMATION

## SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

The College 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 Campus.

## SERVICEMEN'S AND VETERANS INFORMATION

The College is approved for training of veterans and eligible persons by the State Department of Education. Veterans who plan to attend under any of the various veteran training laws, such as Chapter 31 (Vocational Rehabilitation), Chapter 34 (Veterans Educational Assistance), and Chapter 35 (Survivors' and Dependents' 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 Affairs office any time they make a change in enrollment. Changes in enrollment status may be accomplished through the Campus Veterans Affairs Representative. While the College certifies according to VA rules and regulations, benefits are determined by the Veterans Administration.

## LIMIT ON VETERAN ENROLLMENT

A veteran or eligible person cannot be certified for educational assistance benefits when more than 85 percent of the class enrollment is comprised of veterans or other eligible persons.

Percentages are calculated for each vocational class for each Associate in Science degree, based on College-wide enrollment, and for the College-wide Associate in Arts degree program.

The Veterans Affairs Office, located on the Downtown Campus, will provide information relative to courses approved for Veterans Administration educational assistance.

## VETERANS FEE DEFERMENTS

Veterans are entitled by law to defer payment of fees up to 60 days. If the academic term is for less than 60 days, the deferment is limited to 10 days less than the number of days in the term. The following conditions apply in the issuance of deferments:

1. An eligible veteran may obtain one deferment in any 12-month period counted from the month that the first application is made.
2. Only veterans eligible for VA payments are authorized to receive a deferment of fees.
3. A copy of the Certificate of Eligibility from the VA or a copy of the application for benefits must be attached to the deferment application. Also, the veteran must present a copy of the veteran's DD form 214 at the time of request for a deferment.

The due dates for payment of the deferment are as follows:

Fall Term (I)	October 23, 1978 (Monday)
Winter Term (II)	March 5, 1979 (Monday)
Spring Term (III)	June 1, 1979 (Monday)
Summer Term (IV)	July 17, 1979 (Tuesday)

## VETERANS CERTIFICATION PERIODS

Veterans Administration educational benefits are paid to veteran students as prescribed by law. These benefits vary with the number of dependents the veteran has and the full-time/part-time certification of the student, as follows:

FALL TERM (I) or WINTER TERM (II)	Classification	SPRING TERM (III) or SUMMER TERM (IV)	Semester Hours
Full-time . . . . .	12 or more . . . . .	4 or more . . . . .	4 or more
¾ time . . . . .	9 to 11 . . . . .	3 . . . . .	3
½ time . . . . .	6 to 8 . . . . .	2 . . . . .	2
Less than ½ time . . . . .	1 to 5 . . . . .	1 . . . . .	1

## VETERANS COLLEGE CREDIT ACADEMIC PROGRESS POLICY

In order to continue to be eligible for certification to receive benefits under Chapters 31, 34, or 35, Title 38, U.S. Code, veterans and eligible persons must achieve satisfactory progress toward educational goals by meeting the following standards:

1. Students who have attempted 20 but less than 30 semester hours must have a cumulative grade point average (GPA) of 1.50. (SEE NOTES BELOW)
2. Students who have attempted 30 but less than 45 semester hours must maintain a cumulative grade point average (GPA) of 1.75. (SEE NOTES BELOW)
3. Students who have attempted 45 or more semester hours must maintain a cumulative grade point average (GPA) of 2.00 (SEE NOTES BELOW)

**NOTES:**

1. All hours attempted after conclusion of the drop/add period will be used in computing the GPA. This date is shown in the College Catalog as the deadline for dropping college credit courses.

2. Grades and grade points will be computed as follows:

GRADE	POINT VALUE
A	4
B	3
C	2
D	1

3. Any grade other than an A, B, C or D will be computed as zero points in computing the grade point average (GPA).
4. Students failing to meet any of the above GPA's will be maintained on probation for one semester prior to application of the decertification procedure. The required cumulative GPA must be attained at the end of the probationary semester.
5. The Spring and Summer Terms III and IV will be considered as a single term when evaluating grades for academic progress.
6. The GPA will be based on hours attempted at this Institution.
7. A student who withdraws from all hours attempted after the drop/add period will not be considered as having made satisfactory progress, except when there is a showing of extenuating circumstances.

IN ADDITION, THE SCHOOL IS REQUIRED TO REPORT UNSATISFACTORY PROGRESS TO THE VA IN THOSE CASES WHERE THE INDIVIDUAL IS UNABLE TO GRADUATE ON TIME DUE TO THE RECEIPT OF ONE OR MORE PUNITIVE GRADES (F OR IF).

## VETERANS COLLEGE CREDIT ATTENDANCE POLICY

Each professor is requested to notify the Director of Veterans Affairs if a veteran fails to attend a class for two successive weeks. Veterans reported in this manner will be contacted by the Director of Veterans Affairs, and in the absence of a satisfactory explanation and immediate resumption of attendance, will be reported to the VA as having terminated attendance in that course as of the beginning date of the two-week period of absence.

## VETERANS COLLEGE CREDIT COURSE APPROVALS

1. A veteran may only take courses that will fulfill the requirements of the degree in which certified. This applies to all veterans and eligible persons who wish to draw educational assistance benefits from the Veterans Administration.
2. The Program Director may prescribe deficiency courses which are necessary for successful completion of the Associate in Science degree. A copy of the Director's recommendation must be on file and the course or courses certified as deficiency to the Veterans Administration.
3. The Program Director may approve another elective or professional course, not listed as an approved elective in the Associate in Science degree curriculum, which will apply toward Associate in Science degree graduation requirements. Documentation that the substitute elective or professional course has been approved will be maintained in the veteran's file. (SEE NOTE 1.)
4. Students may not be certified for an audit course or a course previously passed.
5. A veteran or eligible person may only be paid for courses required to meet the educational objective in which certified. (SEE NOTE 2.)

**NOTE 1:** Changes under Item 3 must have written approval of the State Approving Agency prior to registration of the student concerned.

**NOTE 2:** In determining compliance with Item 5 the veteran enrolled in an Associate in Science degree program must follow either one of the following two graduation options:

**Option 1** — The requirements stated in the catalog which was effective for the current program of study for the term in which the veteran initially entered Florida Junior College at Jacksonville, OR

**Option 2** — The requirements stated in the catalog for the current program of study which is effective for the term in which the student graduates. If the catalog in effect at the time the veteran began the program of study is more than 4 academic years old, the program of study outlined in this catalog is to be followed.

## LIMIT ON CREDIT FOR TELEVISION COURSES FOR VETERANS

Veterans Administration regulations authorize, for purposes of educational benefits, the inclusion of semester hours for courses taken by open-circuit television, subject to the restriction that more than one-half of the hours required for certification must be in conventional classroom (residence) courses.

## INDEPENDENT STUDY FOR VETERANS

If one-half or a greater portion of the credit hours attempted are independent study, the independent study program shall be measured as less than one-half time training. In order to draw benefits under independent study, a major portion of the credit hours attempted must be taught through conventional classroom procedures.

Independent Study, Television, and In-Residence courses are considered individually by the Veterans Administration in determining the amount of benefits payable to the veteran. In all cases, it is financially beneficial to ensure that the number of credit hours taken in-residence exceeds the combined number of independent study and television credit hours.

## VETERANS NON-COLLEGE CREDIT ENROLLMENT

The College 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 High School Completion Program.

Veterans without a high school diploma may enroll in a program to earn necessary high school credits leading toward the award of a diploma. Twenty-five contact hours per week is considered full-time enrollment in the High School Program and the veteran may normally enroll at any time.

**A veteran or eligible person may only be certified for courses required to meet the objective of a high school diploma.**

Veterans may enroll in a number of State approved Occupational courses at the North, Downtown, and Kent Campuses. Thirty contact hours per week is considered full-time enrollment, and normally the veteran may enroll at the beginning of each term.

# ADMISSION TO NON-COLLEGE CREDIT PROGRAMS FOR VETERANS

## HIGH SCHOOL COMPLETION PROGRAM

1. Documentation Required.
  - a. Transcript from last High School attended, or
  - b. Official letter from the last school or Board of Education certifying the high school status, or
  - c. Waiver of (a) or (b) above from Student Appeals Review Committee. Appeal form may be obtained from and submitted to the office of Veterans Affairs, Downtown Campus, or any Student Development office.

2. Evaluation Required.

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

## OCCUPATIONAL PROGRAMS

Veterans may be admitted to certain State approved Occupational Programs under conditions set forth in the College catalog. Any Student Development office can advise the veteran which programs are approved for veterans education.

No non-college credit veteran will be certified as eligible to receive VA educational assistance until the requirements outlined previously are satisfied.

# VETERANS NON-COLLEGE CREDIT ACADEMIC PROGRESS POLICY

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

1. High School Completion Program.

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

2. Occupational Programs.

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

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

In addition, the school is required to report unsatisfactory progress to the VA in those cases where the individual is unable to complete the class or graduate within the number of approved hours.

# VETERANS NON-COLLEGE CREDIT ATTENDANCE POLICY

The official policy of the College, approved by the State Department of Education, permits a veteran three days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited hereafter, 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 illness.

2. Death in Family.

Pertains to death of parent, spouse, children, brothers, or 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.**

Action will be taken by the College to terminate the

veteran's VA education allowance under one or more of the following circumstances:

1. More than three days of *unexcused absence* in one calendar month.
2. Fifteen or more days of absence (excused or unexcused) during any calendar month.
3. Thirty or more days of absence (excused or unexcused) during any period of three consecutive calendar months.

All absences (excused or unexcused) are reported to the Veterans Administration. Partial days of absences are converted to full days. For example, a vocational student who is absent two one-half days would have this reported as one full day in addition to any complete days missed. Another example is the full-time high school student who has 18 hours of partial absence. This would be converted to four full days since a full day for these students is five hours. Three days equals 15 hours and the remaining three hours (being over half a day) would be converted to another day of absence.

## VETERANS NON-COLLEGE CREDIT TARDY POLICY

### One-Hour Classes.

Up to ten minutes late the student is marked "tardy".

After ten minutes the student is marked "absent".

### Two-Hour Classes.

Up to 20 minutes late the student is marked "tardy".

After 20 minutes the student is marked "absent".

### Three-Hour or Longer Classes.

Up to 30 minutes late the student is marked "tardy".

After 30 minutes the student is marked "absent".

Three tardies in one week will be counted as follows:

1. Full-time Occupational Programs: One day of absence.
2. One-Hour Classes: Two hours of absence.
3. Two-Hour Classes: Three hours of absence.
4. Night Programs: One day of absence.

## NON-COLLEGE CREDIT PROGRAM HOURS FOR VETERANS

The award of contact hours for completion of the non-college credit objective is based as follows:

### 1. High School Completion

#### (a) Academic Diploma.

Sixteen credits x 144 hours per credit  
**2,304 hours of participation**

#### (b) Academic Diploma with Vocational Electives.

Eight and one-half credits academic x 144 hours per credit	1,224
Seven and one-half credits vocational x 180 hours per credit	1,350
<b>Hours of participation</b>	<b>2,574</b>

### 2. Occupational Courses.

The approved hours for training vary according to the course in which enrolled/certified.

**NOTE: Allowable credit is determined after an evaluation of previous education.**

## STANDARDS OF CONDUCT FOR VETERANS

Conduct standards for veterans are the same as those for all students, and are set forth in the College catalog. If a veteran is suspended or dismissed from the College, action will be taken by the College to terminate the veteran's VA educational allowance.

## EFFECT ON SCHOOL ENROLLMENT FOR VETERANS

Termination of veterans educational allowances for any of the reasons previously mentioned, except **misconduct**, has no effect on the student's right to remain as a student at the College.

# VETERANS RE-CERTIFICATION

the "Due Process Procedure" outlined in the College catalog.

## REGULATORY REQUIREMENTS FOR RE-CERTIFICATION

Veterans Administration regulations establish the following conditions for re-entrance to an approved educational program after a student has been discontinued because of unsatisfactory conduct or progress:

1. The cause of the unsatisfactory conduct or progress has been removed, and
2. It is deemed through VA counseling that the program which the veteran or eligible person now proposes to pursue is suitable to the student's aptitudes, interests, and abilities.

## RE-CERTIFICATION

The following procedure is established for determining when re-certification can be effected:

1. College Credit Unsatisfactory Progress.
  - a. The student completes one or more terms subsequent to discontinuance, at Florida Junior College at Jacksonville, and meets the established Academic Progress Standard, and completes VA counseling, **or**,
  - b. The student completes counseling as directed by the Veterans Administration, and provides a copy of the new Certificate of Eligibility to the Veterans Affairs office, and initiates a student appeal.
2. Non-College Credit Unsatisfactory Progress.
  - a. The student completes one or more terms subsequent to discontinuance, at Florida Junior College at Jacksonville, and meets the established Academic Progress Standard and completes VA counseling **or**,
  - b. The student remains out of the non-college credit program for one or more terms subsequent to discontinuance and completes VA counseling.
3. Unsatisfactory Conduct.  
Removal for Cause is determined through

## VA COUNSELING

The requirement for VA counseling can be fulfilled as follows:

1. The student may complete VA Form #4138, Statement in Support of Claim, and request counseling. This can be done at the office of the Veterans Representative on any campus or at the Veterans Affairs office, Downtown Campus.
2. The VA Regional office will schedule an appointment with a counseling psychologist in Jacksonville and notify the student by mail.
3. Student must keep the appointment and be counseled.
4. Counseling psychologist sends a report to the VA Regional office.
5. The VA Regional office considers the counseling psychologist's report in deciding whether to approve or disapprove the student's request for recertification.
6. Student must reapply for certification at the Veterans Affairs office, Downtown Campus.

## VETERANS APPEALS

Decisions by the Director of Veterans Affairs may be appealed to the Student Appeals Review Committee. The Appeals Committee may, based upon the merits of the case, direct the Director of Veterans Affairs to re-certify veterans and eligible persons for educational assistance. Forms for this purpose are available in each Student Development office. In completing the form, the veteran should take care to state exactly what action is being appealed, and to state the reasons for appeal. The completed form should be turned in to the Student Development office on any campus. Appeals must be submitted no later than the last day of the term following the term in which the administrative action was taken.

# COLLEGE CREDIT GENERAL INFORMATION

## ADMISSIONS

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 chairpersons and directors, but such contact with College officials does not, in any way, eliminate the requirement for filing a formal application.

Students desiring to enter the College should write, phone, or visit a Campus Registrar's office to obtain application forms. The completed application 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 an application.

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

During the first term of admission the student must submit an official transcript from each college previously attended. If the student's transcript(s) is/are not received, the student will not be allowed to receive grades or register for subsequent terms.

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

## DEGREE SEEKING STUDENT

### Applicant Who Has Never Attended College

Requirements for admission are:

1. Application for admission
2. Official proof of previous education as follows:
  - (a) Notarized affidavit as contained in the application for admission certifying student
    - (1) is a high school graduate.
    - (2) has a high school equivalency diploma,

- (3) has United States Armed Forces Institute (USAFI) 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 45 on all tests with no standard score lower than 40.

OR, (b) Photostat of high school equivalency diploma or high school diploma.

OR, (c) Official Score Report of the USAFI high school equivalency test.

OR, (d) A transcript of high school grades and credits with graduation date indicated.

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

### Applicant Who Has Attended College

Requirements for admission are:

1. Application for admission
2. 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.

The College will consider for transfer credit only freshman and sophomore level courses completed at other accredited institutions in which grades of D or higher have been earned. A maximum of 15 college credits of correspondence and/or extension work may be applied to the Associate degree.

## NON-DEGREE SEEKING STUDENT

An applicant who wishes to earn college credit for self-enrichment, teacher certification, or transfer to

another college may be admitted as a NON-DEGREE SEEKING student. The non-degree applicant

1. must have completed high school or equivalent,
2. will not be required to submit transcripts from other colleges, and
3. cannot be certified for financial aid or veterans benefits.

If a student wishes to pursue a degree, the student must contact the Campus Registrar's office and indicate a desire to be changed to a degree seeking status.

The student would then be required to furnish the College the appropriate affidavit for high school completion and an official transcript from each college previously attended.

An application for admission must be filed.

## SPECIAL STUDENT

An applicant 19 years of age or older who has not completed high school may be admitted as a special student. The student will remain in this category until such time as proof of a high school diploma or an equivalency diploma is provided, or until the student completes 12 or more credit hours of degree level courses with a 2.00 cumulative grade point average. Upon successful completion of the 12 hours, the student's admission status will be changed to degree seeking.

An application for admission is required.

## 'ACCELERATED HIGH SCHOOL

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

Requirements for admission are:

1. Application for admission
2. Recommendation form from current high school principal
3. High school transcript which shows completion of all requirements through the junior year
4. Minimum grade point average of 2.00

## EARLY ADMISSION

An applicant who wishes to enter Florida Junior College at Jacksonville as a full-time student at the end of the applicant's junior year in high school may be admitted to earn 30 semester hours or more of college credit class work and still graduate with the applicant's 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 the student's high school principal. 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:

1. Application for admission
2. Recommendation form from current high school principal
3. Transcript which shows completion of all requirements through the junior year and the required grade point average
4. Interview with college Director of Records

## INTERNATIONAL APPLICANT

For admission purposes, an applicant is classified as an international student only if the applicant requires, or will require, at any time the College 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:

1. Application for admission as a degree seeking student.
2. Proof of previous education as follows:
  - a. If student is high school graduate or equivalent, and has never attended college, a certified English translation of the record.
  - b. If student has attended college previously, a certified English translation of the transcript(s) of all colleges attended.
3. 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 an original copy of



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 1-3) has been received. To be considered for any term, all items must be received at least 60 days prior to the student's initial term of admission. 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 12 credit hours for the Fall and Winter Terms (I and II) and 6 credit hours for the Spring and/or Summer Terms (III and/or IV).

## RESIDENCY AFFIDAVIT

Applicants for admission to the College are classified as Florida students and non-Florida students for tuition assessment purposes. To be eligible to sign the affidavit on the application for college credit admission as a Florida student for tuition purposes, an applicant 18 years of age or older, or the parent/legal guardian of an applicant less than 18 years of age and unmarried, shall have been a resident and domiciliary of the State of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term the applicant enters the College. This previous statement applies to the applicant who has been admitted to this country as an immigrant and has been issued a resident alien number or a Cuban or other foreign refugee, regardless of refugee status.

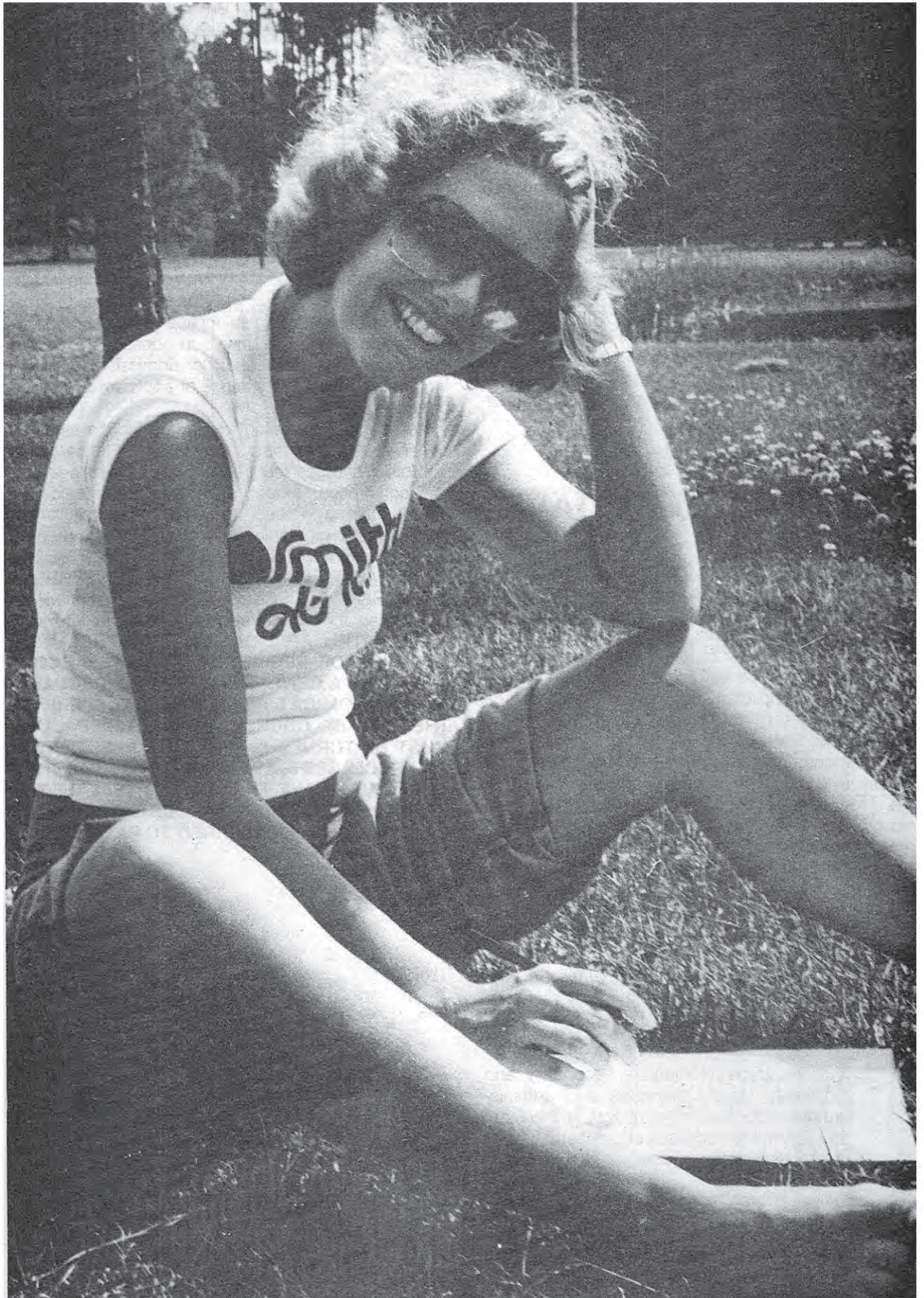
Other categories listed hereafter shall classify an applicant as a Florida resident for tuition purposes.

1. Military personnel on active duty and stationed in Florida, including spouse, and dependent students as defined by Internal Revenue Code of 1954.
2. Full-time public elementary, secondary, and university faculty members and administrators under current contracts in the State of Florida, their spouses and dependent students as defined by the Internal Revenue Code of 1954.
3. Full-time faculty, administrative, professional, and career employees of the community college system, their spouses and dependent students as defined by the Internal Revenue Code of 1954.
4. Veteran of the United States of America Armed Forces retired with 20 years or more active service, including spouse and dependent students as defined by Internal Revenue Code of 1954, in which the veteran is in Florida at the time of retirement or moved to Florida within one year following retirement and intends to make Florida a permanent home.

In addition to any other penalties which may be imposed, the District Board of Trustees 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 an application or accompanying documents or statements in connection with, or supplemental to, 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, the student's parent, after having been a resident and domiciliary of Florida for 12 months, may apply for and be granted reclassification PRIOR TO THE LAST DAY OF REGISTRATION FOR THE TERM IN WHICH THE STUDENT INTENDS TO BE RECLASSIFIED. 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. THE APPLICANT SHOULD BE PREPARED TO PAY A FEE TO THE CLERK'S OFFICE.**



# STUDENT INFORMATION

## COLLEGE CREDIT 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 Forgiveness Policy allows a student to repeat a course in an attempt to improve the grade. The official grade and the grade used in the computation of the grade point average will be that grade assigned for the last attempt of the course, provided the last assigned grade is other than W, NP, or X. However, all courses attempted will appear on the transcript.

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

### IF Grade

The IF grade may be assigned by the professor when the student has not completed all requirements of the course on schedule. The IF grade is computed as failure for purposes of grade point average and transcript.

This grade may be changed by the professor to A, B, C, D, F, or NP within the time limit indicated in the College Calendar. If the grade is not changed prior to the deadline, IF will remain on the record and will be final.

### Withdrawal Grade

Students officially withdrawing from college credit courses will receive the grade of W. A student may withdraw at any time during a term beginning on the day following the "deadline for dropping courses" as indicated in the College Calendar, and extending up

to and including the last scheduled class day as shown in the College Calendar.

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 the form(s), except for signatures of professor and Campus Registrar's representative.
3. Obtain the signature of the professor. If the professor is not available, take the form to the Division Chairperson, Director, or Dean who is responsible for that course.
4. Take form(s) to Campus Registrar's office. After signature by Campus Registrar's representative, the student should be sure to retain one signed copy of the form.

Withdrawal by telephone is **not** accepted. If the student is unable to carry out the withdrawal procedure in person, the student may withdraw by letter. The letter should be addressed to:

Director of Records  
Florida Junior College at Jacksonville  
21 West Church Street  
Jacksonville, Florida 32202

and received by that office not later than the date prescribed in the College Calendar.

### Audit Grade

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 registration. A grade of X will be assigned for all courses taken in an audit status.

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.**

## 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 foregoing grades have been assigned. Grades of W, NP, and X are not used in the computation of grade point average.

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

1. Upon recommendation of the professor who assigned the grade, with approval of the Division Chairperson or Director.
2. Upon recommendation by the Division Chairperson or Director, and approved by the Dean, when the professor who assigned the grade is no longer a member of the faculty.

## DEAN'S LIST

The Dean's List is published at the end of each term and contains the names of all students who have earned a grade point average of 3.50 or above with no grade below C during the term. To be eligible, students must carry 12 or more semester hours during Term I (Fall) or Term II (Winter), and six or more semester hours during Term III (Spring) or Term IV (Summer).

## SEMESTER HOUR

The semester hour is the unit of measure for college credit course work. This measure corresponds, in actual time requirements in class, to one 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 semester hour (also called credit hour) course requires at least three 50-minute periods of actual class time per week. Laboratory Biology, on the

other hand, a four semester hour course, requires six in-class hours. Semester hours can be converted to quarter hours (the University of Florida is on the quarter system) by multiplying the number of semester hours earned by 1.5.

## STUDENT COURSE LOAD

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

Students enrolled in either Spring or Summer Terms (III or IV) shall not attempt more than 14 semester hours across the two 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 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.

## REGISTRATION APPOINTMENTS

Registration appointments indicating campus, date, and time will automatically be issued to new students who apply prior to the deadline and to currently enrolled students. (Exception: Florida Junior College at Jacksonville graduates.) Appointments will also be mailed to any former students and Florida Junior College at Jacksonville graduates who request appointments.

Appointment priority is given to currently enrolled students. Students with the most number of credit hours receive the earliest appointments. New student appointments are based on receipt of application — new students who apply for admission first will receive earlier appointments.

## CONCURRENT REGISTRATION

Concurrent registration is 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.

## SCHEDULE CHANGES

Schedule changes may be made during the announced schedule change period which will be prior to the Final Drop Day.

Schedule changes and level changes may be made after the Final Drop Day with the approval of the instructional dean concerned. These changes may take place not later than the eighth week of class in the Fall and Winter Terms (I & II) and the third week of class in the Spring and Summer Terms (III & IV). If the deadline for final drop has occurred, a refund will not be authorized even if the schedule change or level change should result in a reduction of fees.

**THE STUDENT MUST HAVE A COPY OF THE REGISTRATION FEE STATEMENT BEFORE THE STUDENT WILL BE ALLOWED TO MAKE A SCHEDULE CHANGE.**

## 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. If a student does not elect another course, the student should request a refund at the Campus Registrar's office.

## CLASS ATTENDANCE

The policy on attendance for college credit classes will be the responsibility of the professor and the professor will fully inform the students of such policy at the beginning of the term.

## TRANSCRIPT REQUESTS

Upon request of the student, the College 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 may 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 AND THE STUDENT'S ADMISSION FILE IS COMPLETE.**

Students are advised to make requests for transcripts approximately two weeks before the transcript is needed.

## “OTHER” REGISTRATIONS

“Other” registrations, as authorized in the State Board of Education Rules, may be scheduled as necessary during a term, by the President or his designee.

## 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 12 semester hours or more for the Fall and Winter Terms (I and II), and six semester hours or more for the Spring and/or Summer Terms (III and/or IV), or 12 semester hours or more for cross-term enrollment.

## MILITARY SERVICE SCHOOL CREDITS

A student who has submitted an application for admission to the College may request an evaluation of educational experience during military service 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.

## GRADUATION

The College 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 College term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant.

## 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

## HOUSING

The College does not maintain housing facilities for students, nor does it maintain a list of approved housing.

## ACCIDENT REPORTING

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

## 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 the student's choice, or by the City Rescue Squad. Expenses incurred are the responsibility of the student.

## SAFETY AND TRAFFIC CONTROL

Faculty members, staff and students shall obtain valid parking decals and affix same to the motor vehicle which the individual operates, drives, or parks on facilities of the College. The decals are available at each campus Business Affairs office.

## BOOKSTORE SERVICES

The College's bookstores are operated by the Follett Stores Division of Chicago, Illinois. Textbooks, supplementary material, supplies and other items are available through each campus bookstore. Requirements for the course for which the individual is enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are matters between the individual and the bookstore.

## FOOD AND VENDING

A food service area as well as vending machines are located at each campus.

## SMOKING PROHIBITION

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

## REGULATION CHANGES

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

## HEALTH SERVICES

Florida Junior College at Jacksonville is a community 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. Arrangements and coordination are handled by the Student Development offices.

## LIBRARY AND AUDIO-VISUAL SERVICES

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

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.

## COLLEGE TESTING

A student may earn up to 45 semester hours credit toward an Associate degree through credit-by-examination. This may be a combination of Advanced Placement, College Level Examination Program, Proficiency Examination Program, Subject Standardized Tests and/or transfer credit. The Registrar's office on any campus has information on each test.

**ADVANCED PLACEMENT TEST (AP)**, is a nationally developed program for acquiring college credit while enrolled in high school. Credit is granted for scores of 3, 4, or 5 on approved tests. Information and a list of approved tests are available at any campus Registrar's office. Fees are set by the College Entrance Examination Board.

**AMERICAN COLLEGE TEST (ACT)**, is a national college entrance examination accepted by most upper level institutions. Information and applications are available at any campus Registrar's office. Fees are set by the American College Testing Board.

**CALIFORNIA ACHIEVEMENT TEST, Level 5 (CAT)**, is an achievement test used as an entrance examination to the Allied Health Programs. Information and applications are available at the North Campus Registrar's office. No fee.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**, is a nationally developed program for credit-by-examination. Credit may be granted for scores at or above the 50th percentile on approved tests. Information, applications, and a list of approved tests may be acquired from any campus Registrar's office. Fees are set by the College Entrance Examination Board.

**DENTAL HYGIENE APTITUDE TEST (DHAT)**, is required for entrance into the Dental Hygiene Program. Information and applications may be acquired from the North Campus Registrar's office. Fee is set by the Dental Hygiene Association.

**PROFICIENCY EXAMINATION PROGRAM (PEP)**, is Florida Junior College at Jacksonville's program for awarding college credit-by-examination. Information and applications are available at any campus Registrar's office. Fee, \$15.00 per test.

**SCHOOL AND COLLEGE APTITUDE TEST (SCAT)**, is offered as an upper-level college admissions examination. Information and applications may be acquired from the Student Development office on any campus. No fee.

**SUBJECT STANDARDIZED TEST (SST)**, is a program developed for the military personnel by the Department of Defense for awarding credit-by-examination under the auspices of Defense Activity for Non-traditional Educational Support (DANTES). Credit on approved tests will be awarded for scores at or above the 50th percentile level. Information, applications and a list of approved tests may be acquired from the Navy Campus for Achievement (NCFA) offices on local Navy bases or Education offices in other branches of the military service. A list of approved tests may also be acquired from any campus Registrar's office. Fees are set by DANTES.

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**, is a Florida Junior College at Jacksonville admission requirement for all "International Applicants" from other than English speaking countries. Information and applications may be acquired from any campus Registrar's office or Educational Testing Service, Princeton, New Jersey. Fee is set by the College Entrance Examination Board.





# COLLEGE CREDIT FINANCIAL INFORMATION

## REGISTRATION FEES

The registration fee for College Credit Courses shall be:

	Per Semester Hour
Florida Residents	\$12.00
Non-Florida Residents	\$24.00

## STUDENT FINANCIAL AND TRUST FUND

Pursuant to Florida Statutes and applicable to a student registered during any term for 12 credit hours or more of course work.

Currently . . . . . \$7.00 per term

## ADDITIONAL FEES

	Per Course
Science Laboratory Fee	\$6.00
APB 2190C, APB 2191C, BOT 1010C, BOT 2140C, BSC 1011C, CHM 1034C, CHM 1035C, CHM 1041C, CHM 1042C, CHM 2210C, CHM 2211C, MCB 2013C, OCB 2602C, OCE 2005, OMT 2211, OMT 2223, PHY 2048, PHY 2049C, PHY 2053C, PHY 2054C, ZOO 1010C, ZOO 2450, ZOO 2713C.	

	Per Course
Fine Arts Fee	
All applied music courses, one credit hour . . . . .	\$30.00
All applied music courses, two or three credit hours . . . . .	\$50.00
ART 1100C, ART 1101C . . . . .	\$7.50
ARTA 2400C, ARTA 2401C . . . . .	\$12.00
ART 2100 Series (Ceramics) . . . . .	\$15.00

## GRADUATION FEES AND FEES FOR CEREMONIES CONDUCTED FOR SPECIAL PROGRAMS

### GRADUATION FEE

Associate Degree . . . . .	\$10.00
Each additional Associate degree . . . . .	\$5.00

### FEES FOR CEREMONIES CONDUCTED FOR SPECIAL PROGRAMS

The President or official designee shall determine the items to be purchased by the College which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health Related Education area. The charge to the student shall not exceed the cost of the items purchased for each student.

## DUPLICATE REGISTRATION RECEIPTS

Each duplicate of College Credit Identification Card/Registration Receipt . . . . . \$5.00

## PROFESSIONAL MALPRACTICE AND LIABILITY INSURANCE RISK COVERAGE FEES

	Per Course
Dental Assisting DEA 2800, DEA 2801 . . . . .	\$7.00

**Dental Hygiene**

DEH 1001, DEH 1802C, DEH 2804C,  
DEH 2806C.....\$7.00

**Emergency Medical Technology**

EMT 1101, EMT 1185C, EMT 2208,  
EMT 2287, EMT 2806.....\$7.00

**Medical Lab Technology**

MLS 1010C, MLS 1400C, MLS 2802L,  
MLS 2804.....\$7.00

**Nursing**

NUR 2210C, NUU 1140C.....\$7.00  
NUR 2120C, NUR 2133C.....\$3.50  
NUR 2220C.....\$5.25  
NUR 2310C.....\$1.75

**Respiratory Therapy**

RET 1024.....\$7.00  
RET 1244, RET 1276.....\$3.50  
RET 2272, RET 2274L, RET 2285L.....\$7.00

**Underwater Diving Skills**

PEN 1136.....\$10.00

The Risk Coverage Fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

## WAIVER OF FEES

The following classifications of individuals are eligible for waiver of tuition and fees:

Former Prisoners of War — Vietnam (College Credit).

Individual(s) who were Prisoners of War — Vietnam.

Copy of discharge is to be attached to fee statement.

Senior Adults (College Credit).

A senior citizen, who is 60 years or older and who provides proof of age, which may be driver's license or Jacksonville Transportation Authority pass, may be enrolled for one college credit course per term on a space available basis. The certification or proof is to be submitted with the fee statement.

## FINAL DROP DAY

**Final Drop Day** is the last day upon which a student may drop a course and be eligible for a full refund of fees paid for that course. Courses officially dropped will be removed from the student's record. The Final Drop Day will be scheduled so that every

student will have an opportunity to drop a course on or after the first scheduled class meeting. Refer to the College Calendar for this deadline date for dropping courses each term.

## SPECIAL DROP

**Special Drop** is a date after Final Drop Day, on or before which a student may drop all courses in which enrolled, and receive a 50 percent refund of fees. Application for Special Drop must be submitted and will be approved *only* for the following reasons:

Death of the student.

Involuntary recall of the student to active duty in the Armed Forces.

Incapacitating illness or injury of such duration and severity as to preclude successful completion of the student's academic program. This section applies to illness or injury of the student only, not family, friends, or relatives.

Documentation of applications for special drop must be supplied, such as proof of death; copy of military orders; doctor's statement describing the injury or illness, to include beginning date of same.

Changes in employment are not acceptable as reasons for special drop.

Deadlines for application for Special Drop are as follows:

Fall Term (I)	September 29, 1978
Winter Term (II)	February 9, 1979
Spring Term (III)	May 18, 1979
Summer Term (IV)	June 29, 1979

All applications should be received by the Campus Business Affairs office no later than 5:00 P.M. on the deadline date.

## CANCELLATION OF CLASSES

If the college cancels a class at any time prior to its completion, the student's enrollment in that class will be canceled and the student will be entitled to a 100 percent refund of fees paid for that class, less any indebtedness to the College. The College will notify the student, and the College will initiate the refund process.

## REFUNDS — STUDENT FEES AND TUITION

### Requirements

Written application for refund must be received at the Campus Registrar's Office at the full-time Campus by

5 p.m. of the College business day established in the Board approved academic calendar as Final Drop Day or as approved by the President. (See College Calendar, page 5 of this Catalog.) The written application shall:

Contain the student's full name, social security number, student number (if assigned), the complete address to where the refund is to be mailed, the student's signature, and an indication of whether or not the address presented is a change of address.

Be accompanied with the valid fee receipt, and a copy of the validated receipt for the credit card account, if payment was made by credit card.

### **Amounts and Conditions of Refunds or Credit Memorandum**

No refund will be made for a fee of \$5.00 or less, unless the College cancels the class.

The State Scholarship Fee, currently \$7.00, is non-refundable if the student applies for refund after Final Drop day for the current term.

If a veteran's deferment is authorized and a student drops on or before the Final Drop day, the veteran's deferment will be reduced by the fees for the class(es) dropped.

For each class a student drops during the Special Drop Period, the amount of the refund will be 50 percent of the fees for the class(es) authorized for Special Drop.

If a veteran's deferment is authorized and a student drops during the period specified under Special Drop, 50 percent of the fees deferred for the class(es) will be due and payable at the Business Affairs Office at the time of dropping the class(es).

If a veteran's deferment is authorized and the College cancels the class(es), the deferment will be reduced by the amount of the cancelled class(es) for a student.

If a veteran fails to pay the deferred fees by the deferment date established by the College, the student will be placed on the College's Bad Debt List and involuntarily withdrawn from the class(es).

No refund will be made until the check involved has cleared the listed bank. In the case of local banks, this period will be 15 days or less under normal circumstances. Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued. If the College cancels the class and the student is placed in another class, no refund is authorized.

### **Payment Dates**

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College.

## **SCHEDULE FOR PAYMENT OF FEES**

In order for registration to be valid, fees must be paid, by mail, or in person, by the dates listed for the appropriate term.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (currently Master Charge, VISA, or BankAmericard) or financial aid authorization. Only deferments of fees authorized by the District Board of Trustees under Board rule for Deferred Payment Status will be honored.

Registration will be cancelled for any student who has not paid the fees in full by the date indicated.

## **CHECK PRIVILEGE**

The College offers the privilege of using checks for payments under the following conditions:

The College will accept personal checks for accounts due the College. The choice of commercial banks for personal financial arrangements is the responsibility of the individual.

Responsibility for the validity of the check rests with the person for whose account the check is tendered for payment.

The College will accept only checks made payable to the College, unless the check is drawn by the College and is being used by the payee to pay an account with the College.

All checks presented for payment are subject to being honored by the bank on which drawn. No account will be considered paid until the check involved has cleared the listed bank. In the case of local banks this period will be 15 days or less under normal circumstances.

All checks returned by the bank for any reason must be cleared within 10 College business days from the date of notification to the individual, including a \$5.00 service charge. The service charge will not be assessed only if the individual presents to the Business Affairs Office a letter from the bank that refused payment on the check, which letter certifies the bank was in error.

Only cash, cashier's check, certified check or money order may be issued to clear a dishonored check and the service charge. Failure to comply in clearing the dishonored check issued for tuition or related registration fees, as required above, is non-completion of registration and will result in cancellation of the student's registration.

The individual's financial obligation for the dishonored check, service charge or other debt shall be maintained on the official records of the College until satisfied.

Any person who has given the College for any reason two checks which have been dishonored by the bank during a fiscal year will be denied the privilege of using a check for payment one full fiscal year. The College will follow the provisions of the Commercial Code in the Florida Statutes in obtaining payment on accounts and dishonored checks and service charges.

## CREDIT CARD ACCOUNTS

The College is authorized to honor credit card accounts (currently Master Charge, VISA, or BankAmericard) under the following conditions.

The signature of the holder of the card is required to honor the credit card in charging the amount of the invoice to the applicable credit card account.

The card holder may authorize another person to use the holder's credit card by submitting written authorization which identifies the person by name and contains the signature of the person who can charge.

The total amount to be paid at one time must be charged to the credit card account.

Payments made by mail through use of the credit card must contain the credit card account number, expiration date, amount charged and the signature of the card holder as well as the student's name, social

security number and identification of the College invoice.

Any refund due the holder, after deducting obligations due the College, will be made by credit memorandum to the card holder's credit card account.

## PAYMENTS OF STUDENT ACCOUNTS DUE THE COLLEGE

The Board of Trustees prohibits the registration of, release of transcripts to, or the issuance of a certificate of completion or diploma to, any student whose account with the College is delinquent.

Charges to students for loss, breakage, or damage of College equipment, books or other property; penalties, loans, or other charges are to be paid within 10 College business days of notification.

Payments should be brought in to the Business Affairs Office at one of the campuses, or mailed to Fiscal Officer, Florida Junior College at Jacksonville, Jacksonville, Florida 32202. The student is responsible for ensuring payment is made. The President's official designee(s) may consider failure of the student to pay charges to the student's account as sufficient cause for cancellation of registration.

