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*Florida Junior
College*

at Jacksonville

Catalog 1981-1982

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

District Offices

210 North Main Street
Jacksonville, Florida 32202
904-358-1812

DOWNTOWN

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

KENT

3939 Roosevelt Boulevard
Jacksonville, Florida 32205
904-387-8106

NORTH

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

SOUTH

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

ACCREDITED BY:
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

GENERAL INFORMATION

DISTRICT BOARD OF TRUSTEES

DR. WALTER G. JARRELL, Chairman

MRS. PEGGY C. FRIEDMANN, Vice-Chairman, Duval County

MRS. BETTY P. COOK

MR. KENNETH L. JOHNSON

MR. A. NOODY LEWIS

MR. LEONARD L. MOSBY JR

MR. ROBERT E. WILLIAMS

DR. BENJAMIN R. WYGAL, Executive Secretary

Chief Administrative Officers

DR. BENJAMIN R. WYGAL, President

DR. CHARLES O. FERGUSON, Executive Vice President

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

1981-1982

Holidays

LABOR DAY	September 7, 1981 (M)
Saturday classes will not meet	September 5, 1981 (S)
VETERANS DAY	November 11, 1981 (W)
THANKSGIVING	November 26, 27, 1981 (Th, F)
Evening classes will not meet	November 25, 1981 (W)
Saturday classes will not meet	November 28, 1981 (S)
CHRISTMAS	December 25, 1981 (F)
NEW YEAR'S DAY	January 1, 1982 (F)
GOOD FRIDAY	April 9, 1982 (F)
Saturday classes will not meet	April 10, 1982 (S)
INDEPENDENCE DAY	July 5, 1982 (M)

	Fall Term (I) '81	Winter Term (II) '82	Spring Term (III) '82	Summer Term (IV) '82
*Deadline-Early Admission Applications 81/82	Aug. 7 (F) 5:00 p.m.			
Reporting date Faculty	Aug. 24 (M) 8:00 a.m.	Jan. 5 (T) 8:00 a.m.	May 5 (W) 8:00 a.m.	June 22 (T) 8:00 a.m.
Classes begin for college credit courses; classes be- gin for non-college credit courses at all four campuses	Aug. 26 (W)	Jan. 6 (W)	May 6 (Th)***	June 23 (W)*
Classes begin for non- college credit classes at off-campus centers	Sep. 8 (T)	Jan. 6 (W)	May 6 (Th)	

*Dates apply to college credit classes only.

***Date also applies to cross-term classes.

COLLEGE CALENDAR 1981-82 – CONTINUED

	Fall Term (I) '81	Winter Term (II) '82	Spring Term (III) '82	Summer Term (IV) '82
Saturday classes begin	Aug. 29 (S)	Jan. 9 (S)	May 8 (S)*	None
*Deadline for dropping courses	Sep. 2 (W) 7:00 p.m.	Jan. 13 (W) 7:00 p.m.	May 11 (T) 7:00 p.m. CROSS TERM CLASSES May 13 (Th) 7:00 p.m.	June 25 (F) 5:00 p.m.
*Deadline for applying for graduation for the current term	Nov. 6 (F) 5:00 p.m.	Mar. 12 (F) 5:00 p.m.	May 21 (F) 5:00 p.m.	July 9 (F) 5:00 p.m.
*Deadline for paying \$10 graduation fee for current term	Nov. 20 (F) 5:00 p.m.	Mar. 26 (F) 5:00 p.m.	June 4 (F) 5:00 p.m.	July 23 (F) 5:00 p.m.
Spring Break—Classes do not meet; Faculty does not report College offices open		April 5 (M) through April 8 (Th)		
*Last time for withdrawing from a course and receiving a grade of "W"	Dec. 11 (F) 5:00 p.m.	April 27 (T) 5:00 p.m.	June 16 (W) 5:00 p.m.	Aug. 4 (W) 5:00 p.m.
*Final Examination Period	Dec. 12 (S) through Dec. 17 (Th)	April 27 (T) eve through May 3 (M)	June 16 & 17 (W & Th) eve class exams; June 18 (F) day class exams	Aug. 4 (W-eve) through Aug. 5 (Th)
End of term for all college classes	Dec. 18 (F) 12:00 midnight	May 4 (T) 12:00 midnight	June 21 (M)* 12:00 midnight	Aug. 6 (F)*** 12:00 midnight
Deadline for removing incomplete grade received in corresponding term of Academic Year 1980/81	Dec. 18 (F) 5:00 p.m.	May 4 (T) 5:00 p.m.	June 21 (M)* 5:00 p.m.	Aug. 6 (F) 5:00 p.m.
Last faculty workday	Dec. 18 (F)	May 4 (T)	June 21 (M)*	Aug. 6 (F)
Final grades due into Campus Administrator	Dec. 18 (F)	May 4 (T)	June 21 (M)*	Aug. 6 (F)
College closed - all offices	Dec. 23 (W) 11:00 p.m. to Jan. 4 (M) 8:00 a.m.			
Graduation and Convocation		May 5 (W) 8:00 p.m.		

*Dates apply to college credit classes only.

**Saturday classes will not meet on Sept. 5, Nov. 28, 1981, and April 10, 1982.

***Date also applies to cross-term classes.



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 77,957 students during the 1979-80 academic year.

The College is a member of the Florida College Association of Colleges and is a public, state-sponsored institution. It is governed by a District Board of Trustees comprised of local citizens appointed by the governor.

The College Today

District Offices

Pending construction of a College Administration Building, District administrative offices of the College are housed in three temporary locations in downtown Jacksonville.

The principal location is the Grant Building at the northwest corner of Main and Adams streets. On the first floor is the Office of the President, including the President, Executive Vice President, College Counsel, and the Equal Access/Equal Opportunity Coordinator. Also on the first floor are the Department of College Relations and Development, including Information Services, the FJC Foundation, and the Institute for Private Enterprise, Student Records & Admissions, Personnel, and Financial Aid. On the second floor are Finance, Purchasing, Facilities, and Data Processing.

Educational Services offices are on the second floor in a building at 111 West Adams Street. The Staff and Program Development office and the Technical Services department are at 625 North Julia Street.

A \$7 million, four-story College Administration Building is under construction on State Street just west of the Downtown Campus and is expected to be ready for occupancy in the summer of 1982.

Downtown Campus

FJC's Downtown Campus, representing an investment of approximately \$15 million, is a vital segment of Jacksonville's downtown redevelopment. It 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 Canal Street, and on the North by Caroline Street.

While the Downtown Campus is designed to offer a comprehensive curriculum, including college courses, special emphasis is placed on both college credit and non-college credit courses 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, one main building of three stories, flanked by two single-story buildings and one Automotive Trades Complex. The campus was designed with special features to facilitate movement by handicapped persons.

North Campus

Classes in this modern, four-story college began in the Fall Term (1979).

The suburban North Campus is located on a 190-acre wooded site on Copper Road between Lem Turner Road (S.R. 15) and the entrance 200 right of way. A second phase of the campus opened in January, 1979. It provides additional classrooms, laboratories, a gymnasium, administrative offices, student lounge, and a 308-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. Under construction is a \$3.5 million, 2,000 seat gymnasium, scheduled for opening in the 1981-82 basketball season. It is 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.

Fred H. Kent Campus

The newest facility of Florida Junior College at Jacksonville is the Fred H. Kent Campus, a 38-acre site off Roosevelt Boulevard (U.S. 17). Acquired by the college in 1966, it was formerly known as the Cumberland Campus but was renamed in 1974 in

honor of a 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 have been phased out and replaced with modern structures embracing 291,000 square feet and costing approximately \$16.5 million. Classes began in the new facilities in the Fall Term, 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, business firms, agencies, churches, hospitals, and other institutions in Duval and Nassau counties. The College has utilized some 250 such adult centers during the year.



PHILOSOPHY AND OBJECTIVES

Philosophy

We of Florida Junior College at Jacksonville believe in the worth and dignity of each individual and in the importance of education to a democratic society. The College strives to provide an environment conducive to life-long learning, one in which individuals can attain knowledge and develop skills and attitudes to meet the ever-changing needs of daily living. We are committed to offering programs that prepare persons to grow culturally and occupationally, thus realizing their full potential, enriching the community and, ultimately, the nation.

Mission Statement

Florida Junior College at Jacksonville, a publicly supported, comprehensive community college, is a locally governed segment of the Florida higher education system with responsibilities for lower division college, occupational, and adult continuing education courses, programs and community services as provided by the State Board of Education and the District Board of Trustees.

We perceive our missions to be:

- (1) Fostering the realization of human potential by providing an educational environment in which individuals may:
 - a. participate in educational experiences leading to the acquisition of functional literacy skills;
 - b. be awakened to an understanding of their historical and cultural heritage;
 - c. discover opportunities for the realization and enrichment of personal, academic and career goals, and the creative use of abilities and talents;
 - d. cultivate values and skills in critical thinking, decision-making and problem-solving approaches to personal and social dilemmas;
 - e. be awakened to an understanding of their relationship and responsibilities to family, community and society.
- (2) Determining the individual learning needs of students and developing programs to meet these needs;
- (3) Providing specialized services to the individual and the community;

- (4) Developing and offering a comprehensive curriculum to address the diverse needs of the individual and the community;
- (5) Managing human and financial resources in order to provide optimum support for the College's educational goals.

Institutional Goals

Within the framework of America's democratic and free enterprise system, Florida Junior College will provide:

- (1) Fundamental and literacy education.
- (2) Opportunities for the further development and enrichment of aesthetic values.
- (3) Opportunities for an awareness of career choices so the individuals may be prepared for meaningful and productive life styles.
- (4) A forum for the exchange of ideas and attitudes and the development of critical, analytical and decision-making skills.
- (5) Counseling for academic, career and personal growth.
- (6) Citizenship education which enables participation in our society.
- (7) Innovation and experimentation in curriculum to meet individual and community needs.
- (8) Credit and equivalency programs for completion of high school education.
- (9) A general education program which meets the needs of each individual.
- (10) A developmental education program for college credit students who need further preparation for advanced courses.
- (11) Specialized fields of technical, vocational and occupational education for individuals choosing to develop and/or upgrade occupational skills.
- (12) Lower division academic courses which transfer to senior colleges and universities.
- (13) Continuing education services designed to meet specific community needs.

- (14) Health, physical, recreation and leisure education.
- (15) Development and assessment of credit for experience-based learning, such as cooperative education, proficiency exams, field study and similar programs.
- (16) Development of international/intercultural programs which promote increased understanding of the growing interdependence of our world.
- (17) Quality educational opportunities for all members of the community to the extent reasonably attainable through effective use of human and material resources.
- (18) A plan for college employees' personal and professional development.
- (19) Effective and efficient management of the College's financial resources.
- (20) Support services for students who require assistance in pursuing their educational goals.
- (21) A multi-media informational/community relations program sufficient in scope to apprise the citizens of the College district of all educational and other services offered by the College.

EQUAL ACCESS – EQUAL OPPORTUNITY

Florida Junior College at Jacksonville is an equal opportunity/affirmative action College in education and employment. 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. The request to withhold directory information must be submitted annually.

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 orientation program is designed to acquaint the student with the services, regulations, and policies of the College, as well as to provide advising for the student's educational program.

Counseling

Career, 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

Entering college credit students will be seen by an advisor who 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 are interpreted by members of the counseling staff in individual conferences with students.

Career Development Center

Each campus of the College has a career development center which provides a comfortable 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 Student Records and Admissions Office

Each campus of the College has a Campus Student Records and Admissions Office. Information and forms relating to admissions, registration, transfer, graduation, and student records are available through this office.

Veterans Assistance

The College Veterans Affairs officer 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 job placement service which is part of the student development program. This service seeks to assist students and alumni in attaining positions which will best utilize their education, training, experience, and abilities.

An important function of the Job Placement office is assisting students in finding employment which will provide them with funds 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.

Continuing Education Center for the Handicapped

Special services college-wide are provided for the handicapped through a screening center dealing with mainstreaming the handicapped. The Center for the Handicapped is located at the North Campus. Services include counseling, financial aid, job placement, career exploration, tutoring, and referrals to programs within the College and to community agencies.



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 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.
- month to consider appeals forwarded to the committee via proper channels.

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

The completed appeal form is to be filed with the Dean of Student Development on one of the College campuses. The Dean of Student Development will then forward the form to the appropriate authority for review as prescribed by appeals policy. Important: A student's appeal form will 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.

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

Suspension, Termination or Cancellation of Enrollment

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



FINANCIAL AID

The FJC Campus Financial Aid offices attempt to assist all students who need money to attend college. To determine eligibility for financial aid, the FJC Financial Aid application and the Federal Basic Grant application forms are used. These forms are available at the Campus offices listed below. Assistance is provided upon the basis of a systematic determination of each student's financial need. Once need has 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) and part-time employment. Assistance is provided without regard to race, sex, physical handicap, or age.

Students who plan to enter FJC in the Fall Term should submit their FJC applications and supporting documents **PRIOR TO APRIL 15 TO RECEIVE PRIORITY CONSIDERATION**. Basic Grant application forms should, if possible, be mailed to the U.S. Office of Education **AT LEAST THREE MONTHS PRIOR TO ENROLLMENT**. As soon as the Basic Grant Student Eligibility Report (SER) is received, it should be turned in to the Campus Aid Office.

FJC participates in all Federal and State programs for which its students are eligible. Detailed information is available in the FJC Financial Aid brochure, the pamphlet entitled "FJC STUDENT CONSUMER INFORMATION," AND AT THE CAMPUS AID OFFICES WHICH FOLLOW:

Room B-102	Room D-104
FJC Kent Campus	FJC North Campus
3939 Roosevelt Blvd.	4501 Capper Road
Jacksonville, Fla. 32205	Jacksonville, Fla. 32218
Telephone: 387-8277	Telephone: 757-6258

Room E-201	Room 1093
FJC South Campus	FJC Downtown Campus
11901 Beach Blvd.	101 West State Street
Jacksonville, Fla. 32216	Jacksonville, Fla. 32202
Telephone: 646-2020	Telephone: 633-8240

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 finan-

cial 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 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
 - (b) Fifty percent Standard
 - (1) Continue in college without financial aid for one term, during which the 50 per cent 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. Non-College Credit Occupational-/Vocational Students:
 - (a) Satisfactory Evaluation Standard
Continue in program for one term without financial aid and receive a satisfactory evaluation from the professor
 - (b) Attendance Standard
Loss of financial aid for one term

Change of Status Procedures

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

Types of Aid Available

The following 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

Pell Grants

Pell 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. College and Pell 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. In order to receive a grant for the academic year beginning in August, the application must be received by the preceding April 1st. 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 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.

Federal Nursing Scholarships

This program provides grants to students enrolled in the nursing program who demonstrate exceptional financial need. Application is made through the FJC Financial Aid Application available at campus Financial Aid offices.

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 six months after graduation.

Federal Insured Student Loans

Students may borrow up to \$2,500 per academic year, not to exceed educational costs. Loan applications are processed by campus Financial Aid offices and submitted to banks and credit unions. Repayment is in monthly installments commencing six months after graduation with interest at nine percent.

Short Term Loans

The College operates a Short-Term Loan Program 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 the academic term in which the loan is made. A \$2.00 processing fee is assessed each loan approved under the Short-Term Loan Program.

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 20 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

Students with approved grants, loans, or scholarships may utilize these funds at the time of registration to pay for their tuition and fees. This is accomplished automatically through the FJC computerized registration system. The balance owed to students from their financial aid package is disbursed by the campus Business Affairs Office approximately four weeks after classes commence.

Financial Aid awards approved for students after this initial process will be disbursed by the campus Business Affairs Offices on a regularly scheduled basis. Campus Financial Aid Offices will inform students of this schedule. In the event that a student withdraws from all classes before the financial aid checks are disbursed, no check will be issued.

Students receiving awards of student employment will be paid on a biweekly basis through the campus Business Affairs Offices according to the approved payroll schedule for the year. Campus Financial Aid Offices will inform students of this schedule.

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 1981-82 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), Forensic, 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 ap-

proved 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, and women's volleyball are based on the South Campus. Men's baseball, women's softball, and cross-country and track and field are based at North Campus. Men's and women's tennis are based at the 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).

International Student Association

The International Student Association was established to provide an organization devoted to the cultural and academic welfare of international students attending FJC. The Association's goals are to foster cultural interchange among its members, to promote understanding between international and American students, to facilitate the adjustment of international students to the American educational process, and to organize trips for members to the various attractions within the area.

VETERANS INFORMATION

Veteran Enrollment Changes

All veterans are required to notify the Veterans Affairs office any time they make a change in enrollment.

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.

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.

Veterans College Credit Course Approvals

1. A veteran may only be certified for 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 cer-

tified as deficiency to the Veterans Administration.

3. The Program Director may recommend another elective or professional course, not listed in the Associate in Science degree curriculum, which will apply toward graduation requirements. Approval for course substitutions must be in accordance with policies of the State Approving Agency.
4. Students may not be certified for an audit course or a course previously passed.
5. Veterans enrolled in an Associate in Science degree program must follow either the requirements stated in the catalog which were effective at the time the veteran began the current program of study or the requirements stated in the catalog for the current program of study 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 four academic years old, the program of study outlined in this catalog is to be followed.

Veterans College Credit Academic Progress

In order to continue to be eligible for certification to receive benefits under Chapters 31, 32, 34, or 35, Title 38, U.S. Code, veterans and other 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 an FJC cumulative grade point average of 1.50 as measured by the college credit grading system.
2. Students who have attempted 30 but less than 45 semester hours must maintain an FJC cumulative grade point average of 1.75 as measured by the college credit grading system.
3. Students who have attempted 45 or more semester hours must maintain an FJC cumulative grade point average of 2.0 as measured by the college credit grading system.
4. Students who fail to attain, or drop below, the required FJC cumulative grade point average will be placed on probation for one term.

5. Students who fail to attain the required FJC cumulative grade point average after being on probation for one term will be reported to the Veterans Administration as making unsatisfactory progress.

6. Non-punitive grades (NP or W) will be reported to the Veterans Administration in accordance with Appendix M, DVB Circular 20-76-84.

In addition, the school is required to report unsatisfactory progress to the VA in those cases where the individual has received F or IF grades in 13 or more credit hours since December 1, 1976.

Veterans College Credit Attendance

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 Non-College Credit Academic Progress

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.

1. High School Completion Program

The veteran will be considered as making satisfactory progress until such time as the total number of unsatisfactory semester grade AND failures to complete a unit subject within 158 clock hours equals five. (SEE NOTE 1) **A veteran or eligible person may only be certified for courses required to meet the objective of a high school diploma.**

2. Occupational Programs

The veteran must be evaluated by the professor as satisfactory at the end of each term. (SEE NOTE 2)

Note 1: A letter grade with credit earned, or an "S" grade are considered satisfactory progress.

Note 2: Grades "S" or "SI" are considered 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, plus 10 percent of the approved hours.

Veterans Non-College Credit Attendance

Veterans are allowed 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.

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 enrollment certification 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 ab-

sences are converted to full days. Persons, terminated for excessive absence, will be eligible for recertification at the beginning of the following term providing other enrollment criteria are met.

Veterans Non-College Credit Tardiness

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.

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.



COLLEGE CREDIT GENERAL INFORMATION

ADMISSIONS

Persons desiring to enter the College should write, phone, or visit a campus Student Records and Admissions Office to obtain application forms. It is to the applicant's advantage to submit a completed application to the campus Student Records and Admissions Office well in advance of the beginning date of the term the applicant plans to attend. The College will notify an applicant 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 applicant desires admission.

The specific requirements for admission to the general college are listed in this section. Information regarding admission requirements to limited access programs, such as Nursing and Dental Hygiene are found under the College Credit Program area.

Degree Seeking Student

Applicant Who Has Never Attended College

Applicant must submit:

1. Application for admission
2. Official proof of previous education – one of the documents described in (a), (b), or (c) as follows:
 - (a) Notarized affidavit as contained in the application for admission certifying that the student prior to the first day of classes for the term entering
 - (1) will have earned a high school diploma, or
 - (2) will have earned a high school equivalency diploma.
 - OR(b) Copy of high school equivalency diploma or high school diploma,
 - OR(c) 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

Applicant must submit:

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 or Technical Certificate must provide during first term of admission 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 any of the Associate degrees.

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

If a student wishes to pursue a degree, the student must contact the Campus Student Records and Admissions office and indicate a desire to be changed to a degree seeking status.

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

Special Student

An applicant 19 years of age or older who has not earned a high school diploma or a high school equivalency diploma may be admitted as a special student under the following conditions:

1. Applicant must submit an application for admission and complete a special student statement.
2. Student may enroll for up to 12 semester hours while in the special category.
3. Once a student has been enrolled for 12 semester hours, the student will not be readmitted to any future term at Florida Junior College at Jacksonville in the College Credit Program until the student has:

a. earned a high school diploma or high school equivalency diploma

AND

b. presented a copy of high school diploma or equivalency diploma to the Registrar. Student will then be changed to degree-seeking admission status.

4. Student will be required to take necessary placement tests in order to be properly placed into approved level of course work.

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.

Applicant must submit application for admission which includes:

1. Application for admission which includes recommendation from current high school principal.
2. High school transcript which shows completion of all requirements through the junior year.
3. 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 applicant must have a high school grade point average of 3.25 or better, have a senior classification, and be approved by the applicant's high school principal. An interview with the Registrar is required. This program is limited to students from participating high schools and to students enrolled in the High School Completion Program at Florida Junior College at Jacksonville.

Applicant must submit application for admission which includes:

1. Recommendation from current high school principal.
2. Transcript which shows completion of all requirements through the junior year and the required grade point average.

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 Immigration and Naturalization Service. 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.

Applicant must submit:

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 Student Records and Admissions Office 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.
4. Statement showing that financial resources are available for travel, tuition, books, and living expense while in school. The appli-

cant may also be requested to show evidence that there is on deposit, in a United States bank, funds to cover these expenses.

No international applicant will be considered for admission until all information (Items 1-4) 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 and satisfactorily complete 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 National or Vietnamese refugee who is considered as a resident alien.

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

1. United States 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 Armed Forces retired with 20 years or more active service, including spouse and dependent students as defined by Internal Revenue Code of 1954. The veteran must be 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 prior to first day of classes 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.**

THE APPLICATION FOR RE-CLASSIFICATION 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.

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 through the deadline date for withdrawing from classes as shown in the College Calendar.

To withdraw officially from one or more courses (withdrawal from all courses constitutes withdraw-

al from the College), the student must follow this procedure:

1. Obtain Withdrawal Form(s) from Campus Student Records and Admissions Office.
2. Complete the form(s), except for signatures of professor and Campus Student Records and Admissions Office representative.
3. Obtain the signature of the professor. If the professor is not available, take the form to the Director, Division Chairperson, or Dean who is responsible for that course.
4. Take form(s) to Campus Student Records and Admissions Office. After signature by Campus Student Records and Admissions Office 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:

District Student Records and Admissions Office
Florida Junior College at Jacksonville
210 N. Main Street
Jacksonville, Florida 32202

and received by that office not later than the deadline date prescribed for withdrawing from classes as shown 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, FINANCIAL AID AWARDS, SOCIAL SECURITY CERTIFICATION, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM ENROLLMENT REQUIREMENTS.

Grade Change

Once a grade of A, B, C, D, NP, or F in a course has been reported to the Registrar, it may be changed only 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.

The IF grade may be changed by the professor to A, B, C, D, NP, or F within the time limit indicated in the college calendar.

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.

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 by multiplying the number of semester hours earned by 1.5.

Student Course Load

A full-time student is one who is enrolled as follows:

Fall	12 or more semester hours
Winter	12 or more semester hours
*Spring	6 or more semester hours
*Summer	6 or more semester hours

*Cross-term semester hours will count one-half for Spring and one-half for Summer.

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) should not attempt more than seven semester hours in each term. EXCEPTION: The maximum student course load will vary if enrolled in cross-term classes.

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 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.

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.

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 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 will automatically receive a refund.

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 Student Records and Admissions 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 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.

Enrollment Certification for Educational Benefits

The District Student Records and Admissions Office will verify enrollment for external agencies for students eligible to receive educational benefits.

Inquiries relating to benefits should be directed to the agency giving the student benefits.

Credit for Non-College Sponsored Education

A person who has submitted an application for admission to the College as a degree seeking student may request an evaluation of educational experiences in certain non-college sponsored programs. Credit for such educational experiences will be granted in accordance with the recommendations of the American Council on Education when applicable to the student's program of study. Information on the documentation required to apply for these credits may be obtained from the District Student Records and Admissions Office.

Military Service School Credits

A person who has submitted an application for admission to the College as a degree-seeking student may request an evaluation of educational experience during military service by submitting to the Campus Student Records and Admissions Office the 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

NOTE: Since the annual commencement program is printed prior to the recording of grades for the Winter Term, it is necessary to identify honors graduates for the Winter Term, for commencement program purposes only, based upon their all-college cumulative grade point average at the beginning of the Winter Term.

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.

Traffic Control and Parking

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.

Occupational Education Safety

Students enrolling in Associate in Science, Associate in Applied Science, or non-college credit industrial education programs are required to supply their own personal protection safety equipment, hand tools and tool belt or box by the third week of class. Personal protective safety equipment should comply with applicable industrial standards and hand tools should be of an industrial grade.

At the beginning of each term, faculty will provide students with shop safety rules and a list of required personal protection safety equipment and hand tool requirements and their approximate costs. Obtaining required equipment and observing prescribed safety rules are mandatory for continued enrollment in industrial education programs.



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.



FINANCIAL INFORMATION

College Credit Registration Fees

The registration fee for college credit courses shall be:

	Per Semester Hour
Florida Residents	\$ 15.00
Non-Florida Residents	\$ 30.00

Short-Term Loan Program Processing Fee

Each student approved for a short-term loan is assessed a \$2.00 processing fee.

Additional Fees

Science Laboratory Fee **Per Course**

APB 2190C, APB 2191C, BOT 1010C, BOT 2140C, BSC 1011C, CHM 1040C, CHM 1041C, CHM 1045C, CHM 1046C, CHM 2210C, HOS 1010, MCB 2013C, OCB 2602C, OCE 2005, OMT 2211, OMT 2223, PHY 2048C, PHY 2049C, PHY 2053C, PHY 2054C, ZOO 1010C, ZOO 2450, ZOO 2713C.	\$ 6.00
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Fine Arts Fee **Per Course**

All applied music courses, one credit hour . \$ 30.00

All applied music courses, two or
three credit hours \$ 50.00

ART 1101C, ART 1130C \$ 7.50

ART 1134C, ART 1135C, ART 1136C . . . \$ 10.00

ARTA 2400C, ARTA 2401C \$ 12.00

ARTA/ARTB 2100 Series (Ceramics),
ART 1600C, ART 2701C, ART 2702C . . . \$ 15.00

Graduation Fees and Fees for Ceremonies Conducted for Special Programs

Graduation Fee

Associate Degree \$ 10.00

Each additional Associate degree \$ 5.00

Late Fee \$ 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 Diplomas

Each Duplicate Diploma \$ 5.00

Duplicate Registration Receipts

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

Returned Check/Fee

Checks returned by the bank \$ 5.00
This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and \$5.00 service charge are paid in full on or before the prescribed deadline, the student will be disenrolled from **all** classes affected by this returned check. For one full calendar year, the College will not accept a check from the student.

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 1200C, NUR 1040C\$ 7.00

NUR 2120C, NUR 2133C\$ 3.50

NUR 2220C\$ 5.25

NUR 2310C\$ 1.75

Radiologic Technology

RTE 2587\$ 7.00

Respiratory Therapy

RET 1024\$ 7.00

RET 1244, RET 1276\$ 3.50

RET 2272, RET 2274L, RET 2285L\$ 7.00

Underwater Diving Skills

PEN 1136C\$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. Proof is to be submitted to the campus Financial Aid Office prior to registration.

Program Afloat College Education (PACE) (College Credit)

Individuals who are members of the United States Navy, and are stationed on a ship at sea, or going to sea.

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.

Special Drop Dates are as follows:

Fall Term (I)	October 2, 1981
Winter Term (II)	February 12, 1982
Spring Term (III)	May 21, 1982
Summer Term (IV)	July 2, 1982

All applications should be turned in to the Campus Business Affairs Office before the end of the term.

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 cancelled 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.

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.

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 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.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College, generally two weeks following the last day to drop.

Schedule for Payment of Fees

In order for registration to be complete, fees must be paid at the time of registration.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (currently Master Card, VISA, 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.

Credit Card Accounts

The College is authorized to honor credit card accounts (currently Master Card, VISA,) 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.

Payments should be brought in to the Business Affairs Office at one of the campuses, or mailed to: Finance Office, Florida Junior College at Jacksonville, Jacksonville, Florida 32202. The student is responsible for ensuring payment is made.

Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FJC for the registration fees and/or books for a particular student and does not render payment to the College in the prescribed manner, the sponsored student(s), will be liable for any charges incurred on his/her behalf and will be billed by the College. The student will be required to render payment within 15 days of the billing date.