

REGULATIONS

ST. JOHNS RIVER COMMUNITY COLLEGE

STANDARD OF CONDUCT

An SJRCC student is obligated to comply with all college regulations as stated in the college catalog and student handbook. Should a student fail this obligation, the student is subject to disciplinary action by the College. In the event of disciplinary action, college officials will act in accordance with due process procedures stated in the student handbook. The student handbook also lists actions for which students are subject to disciplinary action, penalties, appeals procedures, and a statement of student rights and responsibilities. Students receiving disciplinary probation may not officially represent the College.

POLICY ON ACADEMIC INTEGRITY

The pursuit of scholarly activity, free from dishonesty, fraud, or deception, is essential to the mission of the College and to the full exercise of academic freedom. Cheating, plagiarism, fabrication of information or citations, and other forms of unethical conduct compromise the quality of education and will not be tolerated. Infractions may result in penalties or sanctions beyond those imposed by an individual faculty member.

STUDENT IDENTIFICATION

While on college property, students should possess an SJRCC student identification card. Students can secure this card from the Student Activities Director/Coordinator on each campus during designated times each spring and fall term.

STUDENT HOUSING

The College assumes no responsibility for providing student housing. Students must register their local address during each registration period. Any change of address must be reported to the Office of Admissions and Records.

DRESS CODE

Education is a formal process. College men and women are expected to be appropriately dressed. As the student engages in the process of gaining an education, his/her appearance should demonstrate their recognition of that fact. If, in the opinion of an instructor, a student's dress is improper and hinders the educational process, the instructor may refuse to admit the student to class. The student may be refused admittance to the libraries, student centers, administrative offices, and college functions if, in the opinion of a college official, he/she is not properly dressed. Footwear must be worn on campus.

PARKING AND TRAFFIC REGULATIONS

St. Johns River Community College parking and traffic regulations, supplemented by the Motor Vehicle Code of the State of Florida, are enforced on college property and apply to all faculty, staff, visitors, and students of the College. Numbered decals are issued for identification and regulatory purposes. All vehicles must be registered and identified by the appropriate decal during the first five days of the term if the vehicle is to be parked on the campus during the normal school day. It is the responsibility of the operator to ensure that the vehicle is not in violation of any of the regulations. For detailed parking regulations, vehicle operators should refer to the student handbook. Any vehicle operated or parked on the campus is at the owner's risk.

STUDENT SERVICES PUBLICATIONS

Student Services publishes several documents which provide information concerning student life, clubs and organizations, financial aid, college regulations, and procedures. The following documents are located in the student services area of each campus:

- Student Handbook
- Financial Aid Manual
- Credit by Examination Policy

FULL-TIME CLASSIFICATION

A "full-time student" is registered for 12 or more semester hours of college credit, college preparatory credit, or any combination of college and college preparatory credit during the fall or spring terms, or six semester hours of credit during a summer term.

MAXIMUM AND MINIMUM LOAD

The recommended maximum load for an entering freshman is 16 semester hours. The maximum load for all other students is 18 semester hours during fall or spring terms, or nine semester hours during a summer term. Any student desiring to register for more than the maximum load must have the approval of either the Dean of Arts and Sciences or the Dean of Business, Computer and Apprenticeship Programs as appropriate.

CLASS ATTENDANCE

Regular and prompt attendance is expected and required. Excessive absences may subject the student to administrative withdrawal, a loss of quality points, loss of credit, or dismissal from the College.

If a student accumulates recorded absences totaling three or more instructional hours (one instructional hour equals 50 minutes) during the withdrawal period (see academic calendar), the instructor may initiate an official warning to the student that he/she has reached the limit of allowed recorded absences. Further, the loss of instructional time through absences may result in the student being withdrawn from the course, unless the instructor, because of extenuating circumstances, permits the student to remain in the course. No student may be withdrawn from a course for loss in instructional hours without first being warned in regard to the limit of recorded absences.

DISTANCE LEARNING COURSES: ORIENTATION AND ATTENDANCE

After registering for a distance learning course with the College, distance learning students must check their SJRCC e-mail account on the first day of the term to obtain orientation information. Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. If a student does not begin a distance learning course by the end of the first week of the semester by making contact with the instructor and completing the specified activity, he/she will be dropped as a "no show."

Although in distance learning classes students do not "attend" class in the traditional sense, these courses do have an attendance policy, and students may be dropped for non-attendance. During a traditional-length semester, three instructional hours of attendance equals one week's missed work. If a student misses a week's worth of work in a distance learning course, he/she may receive a warning for non-attendance, and if the student misses more than one week's work in a distance learning course, he/she may be dropped from the course due to non-attendance.

RELIGIOUS OBSERVANCES

Any student who wishes to observe a religious holiday not in the official academic calendar may do so without penalty. However, the student must follow proper procedure. This procedure requires the student to inform the instructor one week in advance of the holiday and make-up any required work, including tests, within one week of absence.

Students may be required to present specific documentation upon request. Students who feel they have been unreasonably denied an educational benefit due to religious beliefs should contact the Vice President for Student Affairs for information on grievance procedures.

MAKE-UP TESTS/EXAMINATIONS

All make-up tests or examinations are at the discretion of the instructor.

ACADEMIC PETITIONS PROCESS

A student may petition for exemption to a college policy or to have an academic issue addressed. The petition, in the form of a letter addressed to the Vice President for Student Affairs, should explain in detail why an exemption to a policy should be made, or should describe an academic issue that needs to be addressed. Petitions usually concern denial of admission to the College, academic suspension, or issues involving course grades. Depending on the substance of the issue, a petition might be addressed and resolved administratively or if appropriate, it might be referred to one of the College's standing committees. Committee recommendations are forwarded to the President of the College, whose decision is final. The Vice President for Student Affairs informs the student of the decision.

STUDENT OMBUDSMAN

The College maintains a student ombudsman on each campus. Students who believe they have been denied access to courses or who have concerns about credit awarded toward a degree may appeal through the Office of the Student Ombudsman. The ombudsmen are the Provosts of the St. Augustine and Orange Park campuses, and the Vice President for Student Affairs.

CONTINUING EDUCATION UNIT

Continuing Education Units are awarded for successful participation in certain non-credit courses and programs. One Continuing Education Unit (CEU) is awarded for each 10 contact hours of participation. The CEU serves as recognition for participation in non-credit activities. CEUs do not convert to semester hours of credit. The College can issue to each individual who qualifies for CEUs a record of their CEU activities.

GRADES

Letters are used to indicate the quality of work achieved by the student at St. Johns River Community College. The following system of grading and assignment of quality points is used:

A - Excellent work; four quality points per semester hour are assigned.

B - Good work; three quality points per semester hour are assigned.

C - Average work; two quality points per semester hour are assigned.

D - Below average work; one quality point per semester hour is assigned.

F - Failure; no quality points are assigned and no credit is granted. The credit hours attempted are included in computation of cumulative grade point average.

I - Incomplete work; not computed on grade point average. A student receiving an "I" grade must complete the course within a 30 calendar day period which begins on the first day of classes of the next term. Students are not eligible for graduation or honors lists until all "I" grades have been removed from their

academic records. "I" grades may also affect eligibility for financial aid.

IF - Incomplete work will convert to an "IF" if the course work remains incomplete. Zero quality points are assigned.

W - Withdrawal

N - No Credit

NR - Grade not reported

X - Audited course; no credit hours, quality points, or hours attempted.

P - Passed institutional examination; no hours attempted or quality points assigned, only hours earned. (See also *Credit by Examination* section.)

S - Satisfactory performance ranging from average to superior; no hours attempted or quality points assigned. Hours may or may not have been earned.

U - Unsatisfactory performance ranging from below average to no performance. No hours attempted or quality points assigned; no hours earned.

Final grades will be available on the College Web site shortly after each term.

A grade cannot be changed by petition if more than two calendar years have elapsed since the end of the term in which the course was taken.

GRADE POINT AVERAGE

A student's academic standing is determined by grade point average. Letters are used to indicate the quality of work achieved by students. Each grade is assigned a point value:

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	W = no points

A student's academic standing is determined by the grade point average or GPA. To compute the grade point average (GPA), multiply the credit value of each course by the point value of the grade received. Divide the result by the total number of credit hours attempted. An example is provided below.

Course	Grade	Semester Hours	X (Multiply)	Grade Value	= (Equals)	Grade Points
ENC 1101	B	3	X	3	=	9
MAC 1105	D	3	X	1	=	3
CGS 1100	A	3	X	4	=	12
AMH 2010	F	3	X	0	=	0
Totals		12				24

Your grade point average:

24 grade points divided by 12 semester hours = 2.0 GPA

GRADE FORGIVENESS POLICY WITHDRAWAL/REPEAT OF COURSES

The last grade recorded for a course will be the grade used to calculate the student's cumulative GPA. All courses attempted will appear on the transcript.

A student may attempt to complete a college credit course three times. Any course in which a student has earned a grade of "D" or "F", or received no grade due to withdrawal, may be repeated for credit without petition only twice. Upon the third or subsequent attempts, no withdrawal will be permitted and the student will receive the grade earned.

In accordance with state requirements, a student attempting a college credit course for a third time will pay the full instructional costs. First attempts will be counted beginning with the Fall 1997 semester. Students may appeal paying the full instructional costs based on financial hardship or other extenuating circumstances. This appeal must be made in writing to the Vice President for Student Affairs.

Students are cautioned that upon transfer to other public and private institutions, the manner in which "forgiven" grades are used in calculating a grade point average may differ. The repeated course grade may not be accepted at all, or all course attempts may be used in calculating the GPA. In addition, the repeat of courses may or may not be covered by some forms of financial aid.

HONORS LIST (FULL-TIME STUDENTS)

1. President's List--full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.8 to 4.0 will be placed on the President's List for that term.

2. Dean's List--full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.5 to 3.79 will be placed on the Dean's List for that term.

ACADEMIC PROBATION REGULATIONS

A student will be placed on academic probation under the following circumstances:

1. The student is on academic probation or suspension at another institution upon transfer to SJRCC;
2. The student is re-admitted following a period of academic suspension from St. Johns River Community College;
3. The student has a cumulative GPA less than 2.0 once seven college credit hours have been attempted. Upon attempting seven college credit hours and thereafter a student must maintain a 2.0 cumulative GPA or the student will be placed on probation.

After being placed on academic probation, the student must earn a minimum GPA of 2.0 for all hours attempted each semes-

ter. To be removed from academic probation, a student must achieve an overall 2.0 GPA. A student on probation should not register for more than 14 credit hours, and may not officially represent the College.

Students with GPAs less than 2.3 will be contacted by the Office of Academic Success and Student Retention.

ACADEMIC SUSPENSION/DISMISSAL

A student on academic probation who fails to earn a satisfactory cumulative grade point average as specified above, or who fails to earn a minimum semester GPA of 2.0 will be placed on academic suspension and may not enroll the following semester. Following a semester of academic suspension, a student may enroll again on academic probation.

Should another suspension occur, the student will be academically dismissed for a period of three years. A student may petition for readmission during the dismissal by following the academic petitions process. If a student is readmitted by petition or after the three year period, the student will continue on academic probation until an overall 2.0 GPA is achieved.

Students seeking to enroll after suspension must contact the Office of Academic Success and Student Retention.

TRANSCRIPTS OF RECORDS

Transcripts are sent upon written request if all obligations have been met. Unofficial transcripts may be viewed on the student Web page at: sjrcc.edu and FACTS.org.

PRIVACY OF RECORDS

Under provision of PL 93-568, Family Educational Rights and Privacy Act, records of students may be released only to the student, those to whom the student has authorized release, and certain specified third parties. The student has the right to access, explanation, challenge, and hearing. Complete details may be obtained by contacting the Vice President for Student Affairs.

CATALOG GOVERNING DEGREE/CERTIFICATE

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, must submit a catalog year change form through their counselor.

A student who changes a program of study or who re-enters

after an absence of two or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, a student who has been enrolled for five or more years may be required to select the catalog in effect at the time of graduation. The student must submit a catalog year change form in either case through his or her counselor.

DEGREE/CERTIFICATE CONFERRAL

The College awards the Associate in Arts degree that meets the requirements of general education necessary for articulation within the Florida State University System. In addition, the College awards the Associate in Science degree and certificates in various occupational fields.

1. All candidates for a degree must complete the minimum number of hours specified for the degree with a 2.0 minimum overall GPA. A minimum of 25% of all credit hours required for graduation must be completed through St. Johns River Community College.

2. Associate in Arts degree candidates must complete all general education requirements, choose elective hours accepted within the Florida state university system and successfully complete or be exempt from the College Level Academic Skills Test. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.

3. All candidates must pay all fees and discharge all other obligations to the College.

4. All candidates must file an application for degree by the date specified in the academic calendar.

GRADUATION CEREMONY

The annual college graduation ceremony is conducted at the end of each spring term. Spring term degree/certificate candidates are encouraged to participate in the rehearsal and annual exercise. Degree/certificate recipients of previous terms summer A, summer B, or fall may participate in the graduation exercises upon written request, provided application and fee have been submitted by the date specified in the academic calendar.

Graduates from Florida School of the Arts have their own graduation ceremony, which truly reflects the artistic nature of the school. Participation in the annual June ceremony is required of graduating students. Candidates must also satisfy all financial obligations to the College.

GRADUATION HONORS

Students graduating with associate degrees are eligible for graduation honors based on scholastic achievement as follows:

GPA	HONOR
3.5-3.69	cum laude (with honor)
3.7-3.84	magna cum laude (with high honor)
3.85-4.00	summa cum laude (with highest honor)

STUDENTS WITH DISABILITIES

ST. JOHNS RIVER COMMUNITY COLLEGE

Students with disabilities are welcome at SJRCC and are encouraged to contact the Counseling Center on their campus.

The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus coordinators at the beginning of each semester. Special assistance is available with orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

Relay service for the hearing and vision impaired:
(TDD) 1-800-955-8771 or (VOICE) 1-800-955-8770

SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS

In accordance with Florida Statute 1007.264, any hearing or visually impaired student, or any student who has a specific learning disability, shall be eligible for a reasonable substitution of any requirement for admission to the College, admission to a program of study, or for graduation, provided that (1) the impairment or disability is documented by a qualified professional who verifies that the disability exists and defines the extent to which the disability affects the student's ability to function, and (2) provided the student's inability to meet the original requirement(s) does not fundamentally change the nature of the academic program. The Office for Students with Disabilities is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

DETERMINING ELIGIBILITY

A student must submit to the Office for Students with Disabilities counselor evidence of a documented disability written by a qualified professional. The documentation must verify that the disability(ies) exist(s) as defined by s1007.264 and the degree to which the disability affects his/her ability to meet program admission or graduation requirements.

SUBSTITUTION REQUESTS

A. An eligible student requesting approval for substitution of one or more course requirements must petition, in writing, and provide documentation for such substitution. The student must meet with his or her campus counselor who then will forward the

substitution request to the Office for Students with Disabilities Coordinator. The Coordinator will then review the documentation for compliance with Federal and state requirements.

The substitution packet should minimally include all of the following:

- 1) Identification of the specific course requirements for which the substitution is requested;
- 2) Documentation of the disability;
- 3) Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability;
- 4) A reason for the course substitution from the Coordinator;
- 5) Copy of the transcript(s) or course listing, including test scores and transfer information and/or compliance.

B. The completed package should be submitted to the Coordinator who will then review and approve the request prior to forwarding the request to the appropriate vice president.

C. The appropriate academic vice president will review the recommendation and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision, and in cases where a substitution is recommended, specification of the substitution to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and universities. Substitutions granted by other postsecondary institutions will be evaluated on an individual basis. Documentation should be requested by the transferring student and sent from the granting institution.

DUE PROCESS

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the Vice President for Student Affairs who will submit the appeal to the Petitions Committee utilizing the current petitions process.