

# 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.

## **SJRCC STUDENT GUIDELINES FOR ACCEPTABLE COMPUTER LAB AND INTERNET USE**

Use of computer, network, and Internet equipment and software at St. Johns River Community College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the rights to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJRCC students and authorized users subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJRCC as well as the following statements regarding acceptable use of computer lab and Internet resources:

1. User must present a valid SJRCC student ID upon entering the computer lab. Student ID's are issued only if the student's account with SJRCC is in good standing.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJRCC.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the

integrity of the network.

7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else's student ID.
10. User may not trespass into or in any way alter anyone else's folders, documents or files.
11. User may not play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; no loud or aggressive behavior will be tolerated.
13. User may not eat, drink, or smoke in the lab.
14. User should not under any circumstances expect that messages or files that are created, modified, transmitted, received or stored on organizational equipment are private.
15. User may not load unauthorized software onto College equipment.

Users who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

## **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. Cards that are lost, stolen or damaged may be replaced for a \$5.00 fee.

## **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 demon-

strate 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 10 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 access their distance learning course at mysjrcc.sjrcc.edu 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 (good, probation, or suspension/dismissal) is based only on grade point average or GPA of college level courses. College preparatory courses do not count in the calculation of the grade point average or GPA.

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

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 Point
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 in college credit courses 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 in college credit courses or the student will be placed on probation.

After being placed on academic probation, the student must earn a minimum GPA of 2.0 in college credit courses for all hours attempted each semester. To be removed from academic probation, a student must achieve an overall 2.0 GPA in college credit courses. 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 in college credit courses 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 in college credit courses, as specified above, or who fails to earn a minimum semester GPA of 2.0 in college credit courses 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 in college credit courses 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](http://sjrcc.edu) and [FACTS.org](http://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. Students who change their program of study or who re-enter 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, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: 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, or at the time of graduation, they must submit a catalog year petition change form through the counselor and approved by the Vice President for Workforce Development.

### **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 and meet all degree requirements by the date indicated in the academic calendar.

**GRADUATION CEREMONY**

The annual college graduation ceremony is conducted at the end of each spring term. Degree/certificate candidates are encouraged to participate in the annual exercise. Degree/certificate candidates recipients of spring, previous terms summer A, summer B, or fall may participate in the graduation exercises by notifying the Records office and ordering a cap and gown by the date specified in the academic calendar and provided a graduation application has 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:

<b>GPA</b>	<b>HONOR</b>
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)