
POLICIES AND REGULATIONS

ST. JOHNS RIVER COMMUNITY COLLEGE

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on bulletin boards and in college publications.

All students are responsible for observing all regulations and being aware of the information in the College catalog, student handbook, official announcements posted on bulletin boards, and other applicable documents such as registration forms. College regulations and student standards of conduct, as listed under “Student Rights and Responsibilities,” apply to all areas under the jurisdiction of SJRCC including areas where activities are sponsored by the College and areas where students of the college community are guests. As guests, students will make themselves familiar with any additional regulation of the host institution.

COLLEGE REGULATIONS

1. While on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities.
2. After closing hours, students may not enter any building unless accompanied by a faculty member. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
3. Smoking and chewing tobacco in College buildings are prohibited.
4. Gambling is prohibited on College property.
5. Possession of alcoholic beverages or illegal drugs is prohibited on College property.
6. Sleeping in public areas is prohibited.
7. Non-college organizations or individuals may not canvass or solicit on the campus.
8. Distribution or posting of any material on campus must have the approval of the Vice President for Student Affairs (or the chief administrator at the Orange Park or St. Augustine campus).
9. With the exception of guide dogs, pet animals are not allowed on campus sidewalks or in campus buildings, in classrooms, or at collegiate sporting events and practices. On any other part of the campus, pets must be leashed and controlled by owner.
10. Students who do not honor their financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, library fines, and traffic fines) will not be allowed to re-enroll. If it becomes necessary for the College to turn over a student’s account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student’s account and must be paid by the student. (See College catalog and appropriate sections of the student handbook.)
11. Students must attire themselves in such a manner as not to be in violation of health laws and/or disrupt the College’s educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when he/she is not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Repeat offenders shall be reported to the Vice President for Student Affairs.
12. All students must carry identification and/or proof of registration.
13. Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.

ANTI-HAZING POLICY

The District Board of Trustees of St. Johns River Community College prohibits hazing by any student or student organization. As used in this rule, “hazing” means any action or situation that reck-

lessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Student(s) or student organizations convicted of hazing are subject to significant penalties which may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. In the case of an organization at St. Johns River Community College which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

All penalties imposed by this rule shall be in addition to any penalty imposed for violation of any of the criminal laws of the State of Florida or for violation of any other rule of the institution to which the violator(s) may be subject.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Any student enrolled at St. Johns River Community College who is called to, or enlists in, active military service in service to the United States of America shall not incur academic or financial penalties. Such student shall be permitted the option of either completing the course or courses in which he or she is enrolled at a later date without penalty or withdrawing from the course or courses with a full refund of fees paid. If the student withdraws from the course or courses, the students' records shall indicate that the withdrawal is due to active military service.

STUDENT OMBUDSMAN

The District Board of Trustees appoints the Vice President of Student Affairs on the Palatka Campus and the Provost on the Orange Park Campus as the Student Ombudsman. The Provost on the St. Augustine Campus will serve as the Student Ombudsman for the St. Augustine Campus. The Student Ombudsmen, in their role as Student Ombudsman, will serve as the students' advocate with regard to a student's access to courses and credit granted toward a degree. Students with concerns about course access and credit toward the degree should report such concerns directly to their respective Student Ombudsman either in writing or by e-mail and the Student Ombudsman will respond to the student's concerns as soon as possible. Should the situation or concern require investigation and research, the Student Ombudsman will serve as the student's representative before faculty, staff and the College administration.

FIELD TRIPS

Field trips in which students are not actively participating in a contest or event are limited to one hundred (100) miles.

DUAL ENROLLMENT POLICIES:

SJRCC Dual Enrollment students are simultaneously enrolled in both high school and college courses. The depth, breadth, rigor, and pace of college courses will be at the college level. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary high school curriculum. Dual Enrollment students who attend classes on SJRCC's campuses or online will be interacting with non-high school students of a variety of ages and backgrounds. By enrolling in Dual Enrollment, students have agreed to abide by all SJRCC policies and procedures as published. SJRCC Dual Enrollment students are responsible for completing the appropri-

ate college forms and meeting college established deadlines for withdrawal. College credits earned in Dual Enrollment will be a part of the student's permanent college and high school transcript. Students may not repeat dual enrollment courses in which they earn a "W," "D," or "F" until after high school graduation, and students cannot re-take classes in which a grade of "C" or higher has been earned. Performance in dual enrollment courses may affect subsequent postsecondary admission, financial aid, and Bright Futures eligibility.

STUDENTS WITH DISABILITIES

Students with disabilities are welcome at SJRCC and are encouraged to contact the Counseling Center on their campus. The Office for Students with Disabilities is located in the Counseling Office on the Orange Park, Palatka, and St. Augustine campuses.

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.

Admissions, Substitutions, and Services for Students with Disabilities

In conformance with the regulations of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, FS 1007.02 (the ENNOBLES Act, FS 1007.264, and FS 1007.265, St. Johns River Community College will make reasonable modifications to its policies and practices and will provide certain individualized services and accommodations as needed to assure nondiscrimination on the basis of a disability. The Board of Trustees has directed the President and appropriate College personnel to develop guidelines and procedures for the reasonable substitution for any requirement of admission which may adversely affect a student with a disability as defined by FS 1007.02, except those students who have been documented as having mental retardation. The Board also directs the President and appropriate College personnel to develop guidelines and procedures for the reasonable substitution for any requirement for graduation where documentation can be provided that the student's failure to meet the requirement is related to the student's disability as defined in FS 1007.02, except for those students who have been documented as having mental retardation.

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 FS 1007.02 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.

POLICY STATEMENT FOR RELIGIOUS OBSERVANCE

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 procedures. These procedures require the student to inform his or her instructor or instructors one week in advance of the religious holiday or holidays and make up any required work, including tests, within one week of the absence for the holiday or holidays. In the case of admissions criteria or other College mandated functions which may be missed because of the observance of the religious holiday or holidays, the student should contact the Vice President of Student Affairs or his or her designate to make appropriate alternate arrangements.

If a student believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices, the student may seek redress through the College Equity Grievance Committee.

GRIEVANCES AND DISCIPLINARY PROCEDURES

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

In all student grievance and disciplinary proceedings, the decision of the College President is final and without recourse. Any student who has a grievance against the College should first contact the Vice President for Student Affairs, St. Johns River Community College, Student Services Building, Room V227, telephone (386) 312-4127, for appropriate procedures. Four committees address student grievances.

The Academic Petitions Committee for admission and grade appeal, acting within established rules and College policy, makes recommendations to the President concerning student petitions involving academic matters and admission matters. Its membership is composed of faculty members.

The Traffic Appeals Committee hears appeals from students in reference to traffic citations and fines. The committee is composed of three faculty members and two students. The decision of the committee is final.

The Disciplinary Committee is appointed by and meets at the request of the Vice President for Student Affairs relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the student handbook.

The College Equity Grievance Committee is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended, and Section 86.8(b), Part 86, Regulations of the Department of Health Education and Welfare. The committee hears student, prospective student, and prospective employee grievances alleging discrimination on the basis of race, creed, color, national origin, marital status, religion, age, gender, or disability on the part of the College or any of its components. This committee is selected as needed.

GRIEVANCE PROCEDURES

Grievance procedures for students, prospective students, and employment applicants for complaints relating to discrimination on the basis of race, creed, color, national origin, marital status, religion, age, gender or disability are as follows:

A. Authority

This grievance procedure is established and adopted by the Board of Trustees of St. Johns River Community College in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended, and Section 86.8(b), Part 86, Regulations of the Department of Health, Education and Welfare.

B. Purpose

This grievance procedure is intended to provide for prompt and equitable resolution of complaints by students, prospective students, and prospective employees of St. Johns River Community College alleging actions constituting discrimination on the basis of race, creed, color, national origin, marital status, religion, age, gender, or disability, on the part of the College or any of its components.

C. Filing of Grievance

1. Any student, prospective student, or prospective employee of the College may file a grievance when he or she believes a discriminatory action has been taken by the College. The complaint must be filed by the aggrieved person within sixty (60) working days following the incident which causes the aggrieved to feel that a grievance should be filed.

2. The administration of the College assures prompt and impartial investigation and consideration of all complaints and/or grievances, whether formal or informal, verbal or written, that any student, prospective student or prospective employee may have and that are communicated in accordance with these grievance procedures.

3. A formal grievance must be submitted in writing to the College Equity Coordinator or Vice President for Administrative Affairs. The complaint must recite in detail the nature of and circumstances surrounding the alleged discriminatory act, the provisions of law, College policy, or other regulation violated by the action, the employees or components of the College allegedly responsible for the action, and the relief sought by the complainant. The complainant should attach to the complaint any documented evidence, affidavits, statements, records, or other pertinent materials. The complainant must sign the complaint.

D. Investigation of Grievance

The College Equity Coordinator or Vice President for Administrative Affairs will, upon receipt of a properly submitted grievance, conduct an investigation of all aspects of the complaint. The investigation may include personal interviews, obtaining of documentation, and examination of pertinent records of the College. The College Equity Coordinator or Vice President for Administrative Affairs will, within fifteen (15) days of the receipt of the grievance, submit a written report of investigation, including findings of fact and recommendations, to the College Equity Grievance Committee.

E. Committee Hearing

1. The College Equity Grievance Committee will, upon receipt of a report of investigation, hold open hearings on the grievance. The complainant will be invited to attend and may be represented

by an attorney. The formal rules of evidence will not, in general, be applicable to the proceeding. The Committee may, in its discretion, obtain further evidence or witnesses. The complainant may be heard, may present additional evidence, may examine witnesses and documentation, and may request the Committee to obtain specified additional witnesses or evidence.

2. The College, or any individual member of the College community against whom a grievance has been filed, may also be represented by an attorney and shall have the same rights as the complainant with regard to the presentation of evidence and witnesses before the College Equity Grievance Committee.

3. The Committee, after receipt of all pertinent evidence, will prepare written findings and recommendations and submit them to the Executive Vice President of the College together with all information and evidence received by the Committee. This should be accomplished within fifteen (15) days after the receipt of the report of investigation.

F. Decision

The Executive Vice President of the College shall, within five (5) days after the receipt of the Committee findings and recommendations, take one of the following actions:

1. Return the case to the Committee for further findings and recommendations, if deemed necessary.

2. Accept or reject, either partially or in full, the findings and recommendations of the Committee. The decision of the Executive Vice President will be in writing and copies of the decision will be furnished to the Committee and the complainant.

G. Appeal

1. The complainant may, within five (5) days after notification of the decision of the Executive Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Executive Vice President is considered in error. The President of the College will, within five (5) days after receipt of the appeal, render his decision. The decision of the President is final.

2. If the complainant does not file an appeal within the authorized five (5) day period, the decision of the Executive Vice President is final.

H. Implementation

If the final decision includes findings of discriminatory action, the President of the College will direct the appropriate responsible College official to take required remedial action and to report to the President the action taken.

I. General Provisions

The following provisions apply to the entire formal grievance procedure:

1. **Reprisals** - No reprisals of any kind shall be taken against any student, prospective student, or prospective employee for filing a grievance.
2. **Confidentiality** - All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.
3. **Storage of Records** - All communications and records dealing with the grievance shall be filed separately from the student and/or personnel files of the participants.
4. **Withdrawal** - A grievance may be withdrawn by the grievant at any stage.

POLICY STATEMENT ON SEXUAL HARASSMENT AND SEXUAL ASSAULT

It is the policy of St. Johns River Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment and sexual assault of students and employees at St. Johns River Community

College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Definition: Sexual harassment of employees and students at St. Johns River Community College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- 1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education career.
- 2) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

St. Johns River Community College defines sexual assault as follows: any intentional or knowingly touching or fondling by the accused, either directly or through the clothing of the victim's genitals, breasts, thighs or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault includes but is not limited to rape. Verbal conduct without the requisite physical touching or fondling will not be deemed sexual assault but may constitute sexual harassment.

St. Johns River Community College will investigate sexual harassment and sexual assault cases as defined herein **when they occur on campus**. Investigations involving students will be handled by the Vice President for Student Affairs and, where appropriate, campus security.

Employees who feel that they have been sexually harassed or assaulted under the above definition and wish further information, or assistance in filing a complaint, should contact Annette W. Barrineau, Vice President for Administrative Affairs, St. Johns River Community College, Administration Building, Room A145, telephone (386) 312-4072. Students with complaints should contact Dr. Gilbert L. Evans, Jr., Vice President for Student Affairs, St. Johns River Community College, Student Services Building, Room V227, telephone (386) 312-4127.

If sexual assault involving a St. Johns River Community College student occurs off campus, the College will cooperate with the appropriate law enforcement agency in accordance with applicable laws and will activate student conduct rules, which apply.

If sexual assault occurs on campus, the appropriate law enforcement agency will be contacted to handle the investigation. The College Executive Vice President whose office is in charge of campus security will direct campus security officers to cooperate in the investigation on campus. The College Vice President for Student Affairs will provide counseling and other regularly available support services to a student who is a victim of sexual assault.

St. Johns River Community College students who are investigated for or found guilty of sexual assault as described above are subject to the procedures and penalties relating to student conduct as stated in the Student Handbook and other officially adopted College policy and/or procedure statements.

Students and employees of St. Johns River Community College who are found guilty of sexual harassment or sexual assault of another student or employee are subject to suspension, immediate dismissal and may be subject to penalties prescribed by state and federal law to include imprisonment.

POLICY STATEMENT ON DISCRIMINATORY HARASSMENT AND FREE EXPRESSION

St. Johns River Community College is committed to the principles of free inquiry and free expression. Students have the right to hold and vigorously defend and promote their opinions, thus entering them into the life of the College. Respect for this right requires that students be tolerant of the thoughts and expressions of other students in their exercise of this right. As such, violence or the threat of violence toward students exercising the right of free expression and free inquiry will not be tolerated

and is a violation of this rule.

St. Johns River Community College is also committed to principles of equal opportunity and nondiscrimination. Each student has the right of equal access to a St. Johns River Community College education, without discrimination on the basis of gender, race, color, disability, religion, sexual orientation, or national and ethnic origin. Harassment of students on the basis of any of these characteristics contributes to a hostile environment that makes, for those subjected to it, access that is less than equal. Such discriminatory harassment is therefore considered to be a violation of the principles of equal opportunity and nondiscrimination.

This interpretation of these principles is intended to clarify the point at which protected free expression ends and prohibited discriminatory harassment begins. Prohibited harassment includes discriminatory intimidation by threats of violence, and also includes personal vilification of students on the basis of their gender, race, color, disability, religion, sexual orientation, or national and ethnic origin.

Speech or other expression constitutes harassment by personal vilification if it:

- 1.) Is intended to insult or stigmatize an individual or small number of individuals on the basis of their gender, race, color, disability, religion, sexual orientation, or national and ethnic origin; and
- 2.) Is addressed directly to the individual or individuals whom it insults or stigmatizes; and
- 3.) Makes use of insulting or “fighting” words or non-verbal symbols.

In the context of discriminatory harassment by personal vilification, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite to an immediate breach of the peace, “and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their gender, race, color, disability, religion, sexual orientation, or national and ethnic origin.”

POLICY STATEMENT ON DISCRIMINATORY HARASSMENT

St. Johns River Community College is committed to maintaining an environment free of all forms of harassment, intimidation, and discrimination.

SJRCC will not tolerate behavior which creates an unacceptable working or educational environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including dismissal or discharge from the College.

This policy applies to all employees, students and contractors working on the College premises.

Harassment on the basis of race, color, gender, religion, national origin, ancestry, age, disability or any other characteristic protected by law is a form of discrimination and can have a deleterious effect on work and/or academic performance. SJRCC will not tolerate harassment by any member of the College community.

For the purpose of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, religion, national ethnic origin, age, disability or any other characteristic protected by law and that:

- 1) Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
- 2) Has the purpose or effect of unreasonable interfering with an individual’s work or educational performance; or
- 3) Otherwise adversely affects an individual’s employment opportunities.

SJRCC strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of College policy and will not be tolerated. Any incidents of retaliation should be reported immediately. All reported incidents of harassment will be investigated

immediately. Employees should report all incidents of harassment or retaliation to their immediate supervisor and are entitled to follow the grievance procedures set forth in the College Handbook. Students, prospective students and applicants for employment are encouraged to notify the College Equity Coordinator, the Vice President for Student Affairs, and are entitled to follow the grievance procedures set forth in the Student Handbook.

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION

As a public educational institution, and as a corporate citizen, St. Johns River Community College is dedicated to the philosophical foundations of democracy. The College catalog reflects the belief “that there is need in a democracy for each person to be educated to the limits of his ability if he is to reach his maximum potential for service to self and society.”

Accordingly, St. Johns River Community College complies with all laws enacted by various levels of government from local to federal, and with regulations which have the effect of law instituted by governmental agencies. This particularly includes all those laws and regulations which assure equal opportunity for employment and advancement in the faculty or staff, and equal opportunity for students and prospective students for access to educational opportunities.

More specifically, the College gives assurance of compliance with the provisions of:

1. The Civil Rights Act of 1964, as amended;
2. Executive Order 11246, as amended;
3. The Age Discrimination in Employment Act of 1967, as amended;
4. Title IX of the Education Amendments of 1972, as amended; and
5. The Rehabilitation Act of 1973, as amended.
6. All laws relating to equal opportunity and nondiscrimination on the basis of race, creed, color, national origin, marital status, religion, age, gender or disability.

The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality in matters relating to hiring of staff and faculty, the Vice President for Administrative Affairs of St. Johns River Community College is designated as the Equal Opportunity Employment Officer. All hiring and procedures for hiring are based upon the needs of the College and the individual’s qualification for the specific position without regard to race, creed, color, national origin, marital status, religion, age, gender, or disability, except where age or gender is a bona fide qualification.

In further implementation of its commitment and as a natural outgrowth of its open-door philosophy of education, the St. Johns River Community College District Board of Trustees supports the policy of Equal Access/Equal Opportunity. Recruitment, admission, and financial aid practices will continue to demonstrate a commitment to Equal Access/Equal Opportunity. The District Board of Trustees of St. Johns River Community College sees Affirmative Action as a natural extension of the philosophy of Equal Access/Equal Opportunity. Consequently, the College will implement this philosophy to the extent of its ability through its employment practices.

It is the policy of St. Johns River Community College not to discriminate on the basis of race, creed, color, national origin, marital status, religion, age, gender, or disability in its educational programs, activities, admissions policies and practices, or employment policies. Inquiries regarding compliance with laws relating to nondiscrimination having to do with students may be directed to the Vice President for Student Affairs, SJRCC, Student Services Building, Room V227, telephone (386) 312-4127, and all other inquiries may be directed to the Vice President for Administrative Affairs, SJRCC, Administrative Building, Room A145, (386) 312-4072, or the Director of Civil Rights, Department of Education, Washington, D.C.

PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION

(not involving academic petitions, discriminatory behavior, or sexual harassment)

1. This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment.
2. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
3. College personnel should direct the student to the office of the appropriate Dean (who may assign the matter to an Associate Dean) or Director. Complaints must be in writing, and the student should complete the appropriate form by filling in all necessary information.
4. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the appropriate form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean, Associate Dean, or Director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
5. The Dean, Associate Dean, or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, Associate Dean, or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, Associate Dean, or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President or Provost of Open Campus on the resolution of the matter.
6. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President or Provost of Open Campus. The Vice President's or Provost's decision may be appealed to the President of the College.

COLLEGE COPYRIGHT POLICY

GENERAL STATEMENT

The President shall establish procedures and provide information as necessary to ensure that all faculty and staff at St. Johns River Community College (the College) comply with all laws regarding copyright as enumerated in the United States Constitution Article 1, Section 8, and to act in good faith when using copyrighted materials to support education and research activities.

THE POLICY and THE STUDENT

All SJRCC students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies and software.

THE POLICY and THE FACULTY AND STAFF

All SJRCC employees are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act, and the TEACH Act, and to act in good faith when using copyrighted materials to support educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

IMPLEMENTATION and OVERSIGHT

The President shall appoint a college-wide ad hoc Copyright Policy Committee whose membership consists of one faculty member from each campus, a student affairs representative, an academic administrator, a librarian and/or the library administrator, an informational technology department representative, an instructional technology department representative and the Board of Trustee's Legal Counsel or her/his designee, to address any issues concerning the proper interpretation of this procedure and to resolve any disputes between a copyright owner and SJRCC concerning infringement of a work.

The President shall designate a Copyright Compliance Officer to receive reports of copyright infringement, to convene the college-wide Copyright Policy Committee, and to forward to the President a recommendation regarding action to take to address the reported copyright infringement.

VIOLATION OF POLICY

Faculty, staff and students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts. Employees in violation of these established procedures and requirements may be subject to disciplinary action, up to and including termination. Students in violation of these established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook.

DEFINITIONS

Copyright – The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make Copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work).

Fair Use – The Fair Use limitation allows SJRCC faculty and staff to copy, view, display, and distribute copyrighted materials for classroom use without seeking permission.

Even legitimate copies of films or videos may be legally shown as long as they are part of face-to-face instruction. Fair Use of copyrighted materials is not automatic. These four factors must be considered on a case-by-case basis to determine if the use is fair:

Is the purpose and character of the use educational or commercial?

Is the nature of the work factual or creative?

What is the amount and substance of the work to be used?

Will use affect the market value of the work?

Digital Millennium Copyright Act – The Digital Millennium Copyright Act (DMCA) enacted in October 1998, amended the Copyright Act, by adding specific provisions relating to digital content. The DMCA enforces laws to prevent the circumvention of software or other technological locks that give copyright holders the right to control access, print, download, copy, or further distribute their digital works.

Teach Act – The Technology, Education and Copyright Harmonization (TEACH) Act was enacted in November 2002, as an amendment to the Copyright Act of 1976. Found in section 110(2) of the Act, it covers distance education as well as face-to-face teaching which has an online, hybrid, or broadcast component.

The College reserves the right to change this policy at any time without prior notice or consent.

For any copyright questions please contact the Dean of Library Services at 386-312-4152.

PARKING AND TRAFFIC REGULATIONS

A. General

The SJRCC parking and traffic regulations, supplemented by the State Traffic Laws of the State of Florida, will be enforced on the College campus, parking lots and adjacent roadways and apply to all faculty, staff, visitors, and students of the College. Numbered decals will be issued for identification and regulatory purposes. These rules and regulations have been established for the benefit and safety of each student and employee. It is the responsibility of the operator to see that the vehicle he or she is operating is not in violation of any of the regulations. Any vehicle operated or parked on the campus is at the owner's risk. The following general rules will apply:

1. All motorized vehicles that park on any SJRCC campus must bear a decal that may be obtained from the Administrative office on any SJRCC campus. Decals must be displayed on the rear bumper or rear window, driver's side.

2. A person with a physical disability must, by state law, display the disabled parking permit issued by the County Tag Office. The permit must be hung from the windshield center mirror or properly displayed. Vehicles may be towed off campus if parked in a restricted parking space.

3. Overnight parking is not allowed on any SJRCC campus unless authorized by the Security Officer on duty. The College assumes no responsibility for injury to persons or damages to a vehicle or its contents at any time it is operated or parked on an SJRCC campus.

4. Students, faculty and staff who have decals, but temporarily drive a vehicle without a decal, must still park in designated areas. A visible note must be in the left rear window (driver's side) with date and decal number. This can be done for one week only. A temporary parking permit on the Palatka campus can be obtained at the campus Security Office prior to 8:00 a.m. and after 5:00 p.m. or at the Information Desk in the Administration Building during normal business hours.

5. All accidents on or adjacent to the campus are to be reported by the operator involved to the Executive Vice President, Director of Security, Provost and to local law enforcement. The Security Office on the Palatka campus is located in the Administration Building at the east end of the north parking lot.

6. The Director of Security is designated to coordinate matters of traffic and parking. Questions of interpretation or enforcement of these rules and regulations or any concerns related to traffic and parking should be referred to the Director of Security.

7. Generally a written warning will be issued for the first parking or traffic infraction; however, if the operator has illegally parked in a handicapped space or endangered the safety of others, much more serious action will be taken. After a student has received a warning of any kind, the next infraction may result in a fine of at least \$25.00. All fines must be paid within 10 days of the date the ticket is issued.

B. Parking Regulations

1. The Palatka and Orange Park campus parking lots have designated and restricted parking. Students will park only in parking places designated by white parking stall lines and/or bumpers unless marked "Visitors" or "Handicapped." Faculty and staff on Palatka and Orange Park campuses shall park only in parking spaces designated by blue parking bumpers.

2. No parking will be allowed in or adjacent to areas bordered by yellow stall lines, bumpers, or curbs.

3. Parking of vehicles with College decals is prohibited in areas marked "Visitors" or in areas of the campus other than parking lots. There will definitely be no parking permitted in the grassy areas of the campus. Parking on the roadside is prohibited.

4. Two-wheeled vehicles must park in the areas designated for them unless otherwise authorized. The unauthorized riding or operating of scooters, bicycles, and other two, three, or four-wheeled vehicles on sidewalks or walkways is prohibited. Roller skating/blading or skate boarding is not permitted in parking lots or on sidewalks.

C. Moving Traffic Regulations

1. Operators must drive a vehicle at a speed that is reasonable and prudent under the conditions, not exceeding posted speed limits, and must comply with all other traffic control devices.
2. Vehicles are to be kept under complete control and driven safely at all times.

POLICY STATEMENT ON HUMAN IMMUNODEFICIENCY VIRUS AND ACQUIRED IMMUNODEFICIENCY DISEASE

In accordance with the District Board of Trustees' policy, SJRCC 3.09

St. Johns River Community College acknowledges the importance of and will cooperate with appropriate health agencies to make available educational information concerning HIV infection and AIDS to the College community. The information will emphasize the importance of prevention and precautions; that the virus is not casually transmitted; proven modes of transmission; the need for confidentiality for those infected and compassion for those ill; and College and community resources for information, testing, and treatment. The educational programs and information will be designed to reach the broad spectrum of persons within the College community.

Consistent with its existent non-discrimination policies, St. Johns River Community College will not discriminate on the basis of an individual's HIV status.

Specifically, no person shall be subject to adverse employment actions solely because of non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission access to SJRCC programs, facilities, events, services, or any benefits provided by the College, solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspected of having such virus or conditions, or an individual's association with any person having or believed to have had said virus or conditions.

Consistent with its existent non-discrimination policies, SJRCC's policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be determined that reasonable accommodations are not available to insure a person's ability to participate fully in programs or positions, or when a person, by reason of his or her HIV infection or AIDS related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the College.

SJRCC will require no test for or verification of the HIV status of any person for employment, academic admissions, access to SJRCC programs, facilities, events, services, or for any benefits provided to College employees or students.

SJRCC shall, consistent with applicable law, maintain the confidentiality of all College records documenting and information concerning the HIV status or AIDS related conditions of SJRCC students and employees to the same degree that confidentiality is afforded to other medical records of SJRCC students and employees. SJRCC recognizes that a person's HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student's HIV status or AIDS related conditions, shall be made in a manner consistent with the confidentiality of such information.

POLICY FOR COMMUNICATION WITH STUDENTS

SJRCC student e-mail is the primary means of communication with SJRCC students. Students are assigned a college e-mail address when the application is processed - Login to MySJRCC in order to access your SJRCC student e-mail.

Students are expected to check their e-mail daily in order to ensure they obtain critical information and assignments. Failure to do so will not be grounds for an appeal of any action taken by the college or any requirements established by an instructor, which has been communicated to the student SJRCC student e-mail.