



Florida Community
College at Jacksonville

1987-1988 CATALOG

Equal Access—Equal Opportunity

Florida Community College at Jacksonville is an equal opportunity/affirmative action college in education and employment. The commitment of the District Board of Trustees and the College Administration to equal opportunity extends to all facets of governance, operational procedures, instructional programs, student activities and services.

The admission and employment policies of the College provide equal access to educational services and equal opportunity for employment within the College.

The College is guided by the principle that no person who chooses to learn or work at FCCJ shall be treated differently because of race, color, religious beliefs, national origin, sex, marital status or disability.

Inquiries or complaints may be addressed to the Director of Equal Access/Equal Opportunity, Florida Community College at Jacksonville, College Administration Building, 501 West State Street, Jacksonville, Florida 32202-4030. Or call (904) 632-3221.

Catalog 1987-1988

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

Telephone Information and
Referral Center
904-633-8300

Administrative Offices

501 West State Street
Jacksonville, Florida 32202-4030
904-632-3000

Downtown Campus

101 West State Street
Jacksonville, Florida 32202-3056
904-633-8100

North Campus

4501 Capper Road
Jacksonville, Florida 32218-4499
904-757-6011

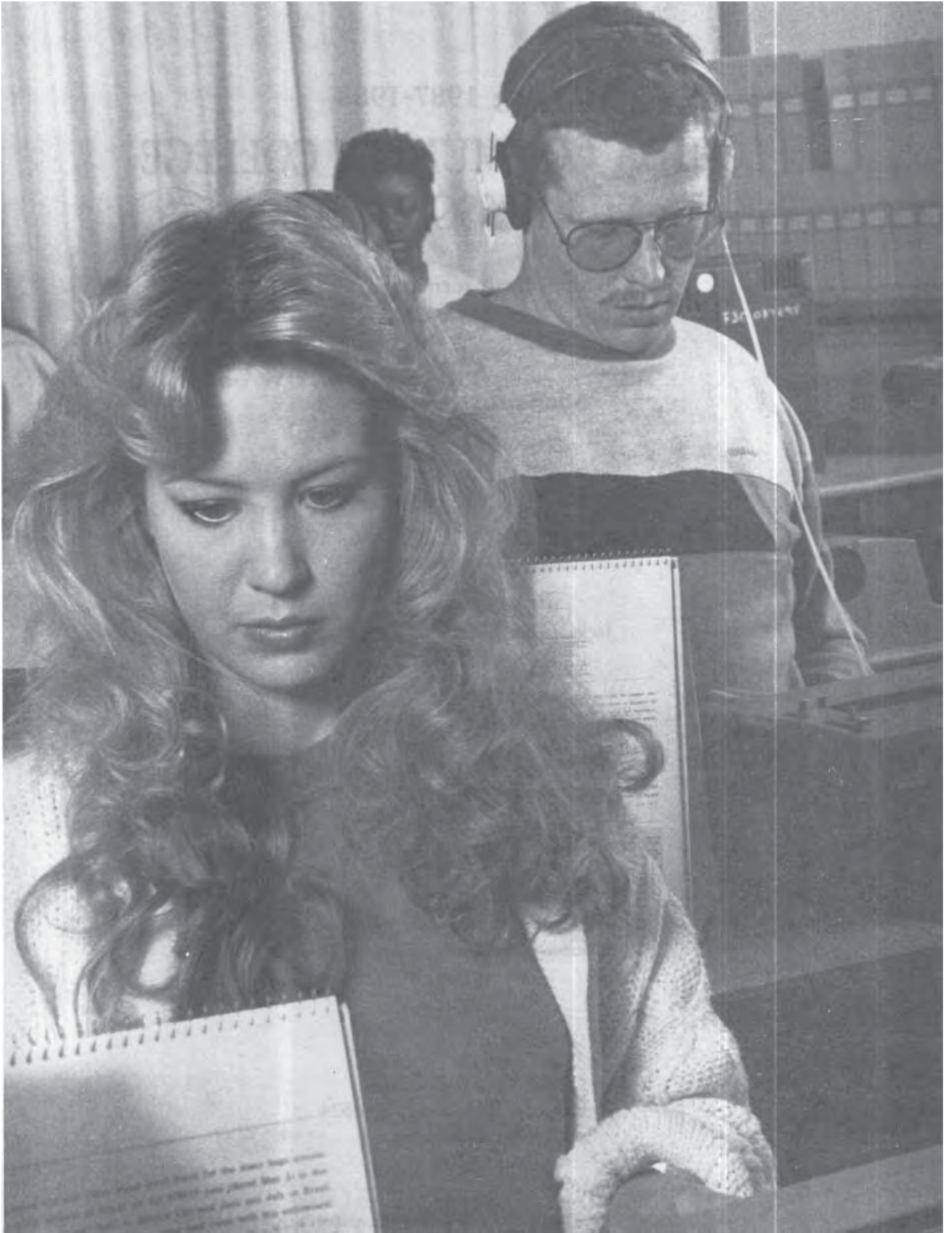
Kent Campus

3939 Roosevelt Boulevard
Jacksonville, Florida 32205-8999
904-387-8106

South Campus

11901 Beach Boulevard
Jacksonville, Florida 32216-6624
904-646-2111

ACCREDITED BY:
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS



What Can FCCJ Do For Me?

- "I want to transfer to a university to earn a bachelor's degree."
See the Associate in Arts degree beginning on page 21
- "I want a technical or business career with the option to earn a bachelor's degree later."
See Associate in Science degree and college credit technical certificates beginning on page 27
- "I want training for an industrial or technical trade."
See vocational education programs of study beginning on page 79
- "I want to complete high school."
See adult high school program beginning on page 77
- "I want to enrich my life or improve my job skills."
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What Can FCCJ Do For Me?

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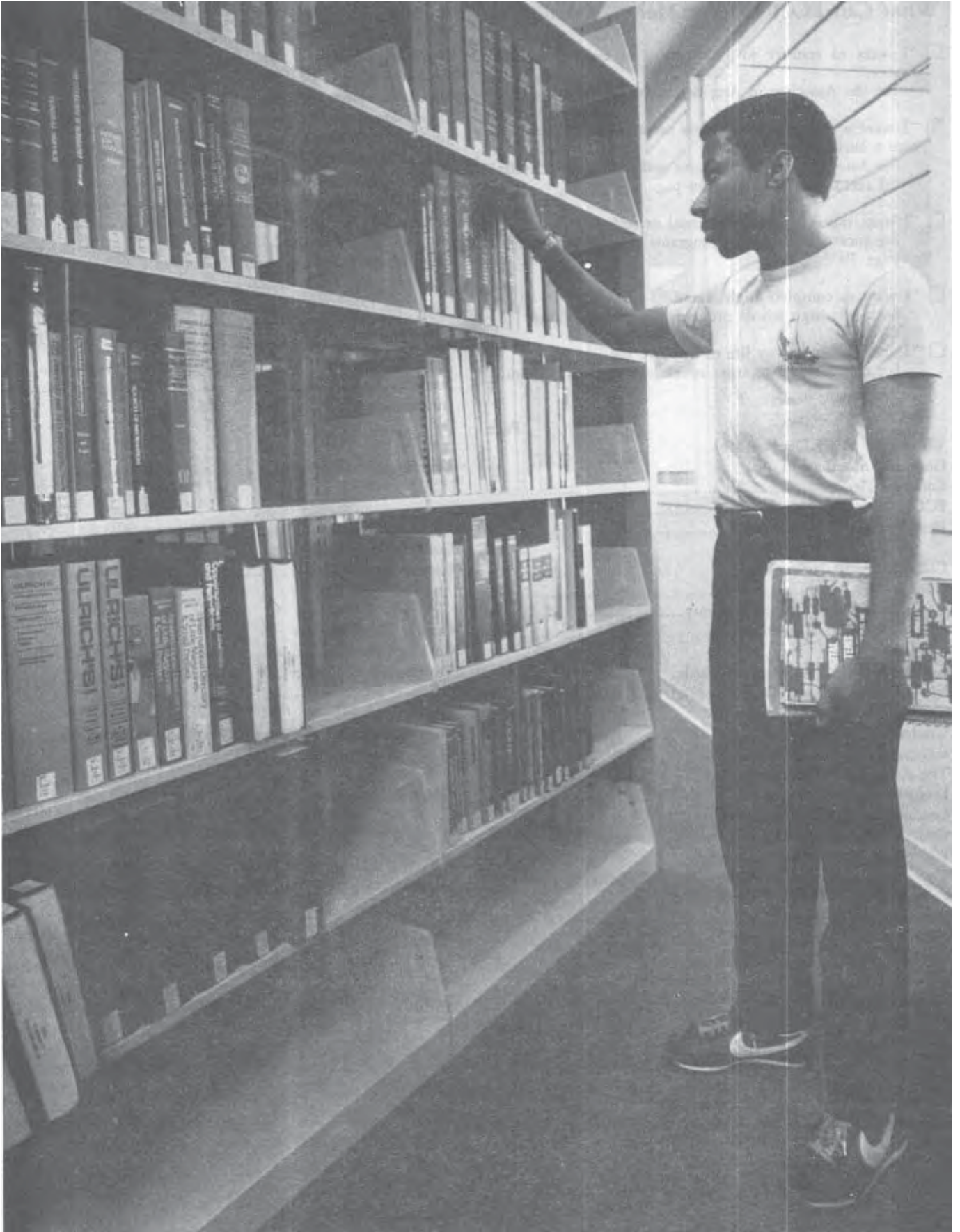
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Fall Term 1987

August 24	Monday, 8:00 a.m.	Reporting date for faculty
August 25	Tuesday	Convocation
August 26	Wednesday	Classes begin
August 28	Friday	CLAST registration deadline
August 29	Saturday	**Saturday classes begin
September 2	Wednesday, 7:00 p.m.	*Deadline for dropping classes
September 7	Monday	Labor Day—college closed
September 26	Saturday	CLAST administered
October 23	Friday, 4:30 p.m.	*Deadline for applying for graduation for the current term
November 13	Friday, 4:30 p.m.	*Deadline for paying \$10 graduation fee for current term
November 13	Friday, 4:30 p.m.	*Last time for withdrawing from college credit classes and receiving grade of "W"
November 25	Wednesday	Evening classes WILL NOT meet
November 26-27	Thursday-Friday	Thanksgiving—college closed
December 10	Thursday	*Final examination period—evening class exams begin
December 12	Saturday	*Final examination period—day class exams begin
December 18	Friday	End of term for all classes
December 18	Friday, 4:30 p.m.	Deadline for removing incomplete grade received in corresponding term of Academic Year 1986-87
December 18	Friday	Last faculty workday
December 18	Friday	Final grades due to campus administrator
December 23	Wednesday	All college offices closed through January 1, 1988

*Dates apply to college credit classes only.

**Saturday classes WILL NOT meet November 28, 1987.

Winter Term 1988

January 4	Monday, 8:00 a.m.	Reporting date for faculty
January 5	Tuesday	Convocation
January 6	Wednesday	Classes begin
January 9	Saturday	**Saturday classes begin
January 14	Wednesday, 7:00 p.m.	*Deadline for dropping classes
January 18	Monday	Martin Luther King Day—college closed
February 12	Friday	CLAST registration deadline
February 26	Friday, 4:30 p.m.	*Deadline for applying for graduation for the current term
March 12	Saturday	CLAST administered
March 25	Friday, 4:30 p.m.	*Deadline for paying \$10 graduation fee for the current term
March 31	Thursday, 4:30 p.m.	*Last time for withdrawing from college credit classes and receiving grade of "W"
April 1	Friday	Good Friday—college closed
April 4-8	Monday-Friday	Spring break—college closed
April 27	Wednesday	*Final examination period—evening class exams begin
April 29	Friday	*Final examination period—day class exams begin
May 5	Thursday	End of term for all college classes
May 5	Thursday	Deadline for removing incomplete grade received in corresponding term of Academic Year 1986-87
May 5	Thursday	Last faculty workday
May 5	Thursday	Final grades due to campus administrator
May 8	Sunday	Commencement

Spring Term 1988

May 6 Friday, 8:00 a.m.	Reporting date for faculty for Spring and Cross Terms
May 6 Friday	CLAST registration deadline
May 9 Monday	Classes begin for Spring and Cross Terms
May 11 Wednesday, 6:30 p.m.	*Deadline for dropping classes for Spring Term
May 12 Thursday, 6:30 p.m.	*Deadline for applying for graduation for Spring Term
May 14 Saturday	Saturday classes begin
May 16 Monday, 4:30 p.m.	*Deadline for dropping classes for Cross Term
May 22 Sunday	Awards Ceremony for Adult Developmental Studies
May 26 Thursday, 6:30 p.m.	*Last time for withdrawing from college credit classes and receiving grade of "W" for Spring Term
May 30 Monday	Memorial Day—college closed
June 2 Thursday, 6:30 p.m.	*Deadline for paying \$10 graduation fee for Spring Term
June 4 Saturday	CLAST administered
June 12 Sunday	Adult High School Program Graduation
June 16 Thursday	*Final examination period—evening class exams begin
June 21 Tuesday	*Final examination period—day class exams begin
June 21 Tuesday	End of term for all college credit classes for Spring Term
June 21 Tuesday, 6:30 p.m.	*Deadline for removing incomplete grade received in Spring Term of Academic Year 1986-87
June 22 Wednesday	*Final grades due in to campus administrator for Spring Term
June 23 Thursday	*Last faculty workday for Spring Term

*Dates apply to college credit classes only.

**Saturday classes WILL NOT meet April 2, 1988. Saturday classes WILL meet April 9, 1988.

Summer Term 1988

June 20 Monday, 8:00 a.m.	*Reporting date for faculty for Summer Term
June 22 Wednesday	College credit classes begin for Summer Term
June 23 Thursday, 6:30 p.m.	*Deadline for applying for graduation for Summer and Cross Terms
June 27 Monday, 6:30 p.m.	*Deadline for dropping classes for Summer Term
July 4 Monday	Independence Day—college closed
July 14 Thursday, 6:30 p.m.	*Deadline for paying \$10 graduation fee for Summer and Cross Terms
July 21 Thursday, 6:30 p.m.	Last time for withdrawing from college credit classes and receiving grade of "W" for Summer and Cross Terms
August 2 Tuesday	*Final examination period—evening class exams begin for Summer Term
August 3 Wednesday	*Final examination period—day class exams for Summer Term
August 5 Friday	End of term for all college classes for Summer and Cross Terms
August 5 Friday, 4:30 p.m.	Deadline for removing incomplete grade received in Summer and Cross Terms, 1986-87
August 5 Friday	Last faculty workday for Summer Term
August 5 Friday	Final grades due in to campus administrator for Summer and Cross Terms

History of the College

Florida Community College at Jacksonville was authorized by the 1963 Florida Legislature to provide a wide variety of educational services primarily for the people of Duval and Nassau counties. The College admitted a charter class of 2,610 students in August, 1966. The College now serves over 70,000 students during each academic year at four modern campuses and many outlying centers.

The College is accredited by the Southern Association of Colleges and Schools. A state-supported institution, it is governed by a District Board of Trustees comprised of local citizens appointed by the Governor.

The College Today

Today the permanent facilities of Florida Community College at Jacksonville include four modern campuses, a central administration complex, and a maritime training center. In addition, classes are held at more than 250 off-campus centers, assuring accessibility for students.

Last year, more than 22,000 students enrolled in college credit courses, and nearly twice that many took advantage of FCCJ's continuing education offerings. The average age of college credit students was 28 years old, and 58 percent were women. The average age of continuing education students was 35, and 55 percent were women.

Students who receive an Associate in Arts (AA) degree at FCCJ are automatically and fully accepted at any state university in Florida. Recent studies have shown that FCCJ graduates rank among the top of transfer students from the state's community colleges.

The college offers 35 associate degree programs covering a range of academic and technological specialties. In addition, students may elect to enroll in certificate programs, or may take classes for self-enrichment.

Administrative Offices

The administration office building is located at 501 West State Street, near the Downtown Campus. FCCJ elected to build in this area to lend its support to Jacksonville's downtown redevelopment efforts. Opened in March, 1982, the building was designed so that areas generating the greatest traffic flow are easily accessible to the public. For this reason, student services offices, such as the Registrar and Financial Aid, occupy the first floor. Also housed in the four-story building are Human Resources (Personnel), Finance, the President's Office, Institutional Advancement, Foundation, Curriculum Services, Public Affairs, Institutional Resources, and Computer and Information Systems.

Downtown Campus

Opened in 1977, Downtown Campus is located on a 21-acre tract in the heart of urban Jacksonville. At Downtown Campus, special emphasis is placed both on college credit and continuing education programs. Housed in 300,000 square feet of space, the campus includes classrooms and laboratories

for instruction in such programs as building trades, engineering technology, automotive technology, and metal trades.

Downtown Campus also reaches out to the many different segments of the community through programs for widowed persons, senior adults, displaced homemakers and other groups. The business and industry outreach program offers customized training programs in-house to local employers.

Also at Downtown Campus is a modern television studio where students learn television production techniques and programs are broadcast on cable television in Duval and Nassau counties.

Lawrence R. Geis Marine Center

Opened in 1984 under the administrative umbrella of Downtown Campus, the Lawrence R. Geis Marine Center offers occupational training in a variety of marine trades. The facility is located five miles north of Downtown Campus on 400 feet of riverfront on the St. Johns River. It includes 35,000 square feet of instructional space and a 600-foot T-shaped pier.

The center is named for the late Rear Admiral Lawrence Geis, who capped a distinguished Navy career by serving as Commander, Fleet Air Jacksonville. Upon retirement from the Navy, he was Special Assistant to the President of FCCJ before his death in 1980.

North Campus

The suburban North Campus is located on 160 acres on Capper Road off Lem Turner Road. A comprehensive mix of specialized educational programs is offered at North Campus in addition to the basic general studies coursework. Built in 1970, North Campus is the site of FCCJ's health related programs. A modern Data Processing Lab opened on the campus in 1983, bringing 50 new computer terminals on line and giving FCCJ one of the largest such training facilities in the Southeast.

The Disabled Student Center, which provides college-wide services to disabled students, operates out of the campus.

North Campus is also the site of many of FCCJ's athletic facilities. The College's upgraded baseball field and track are located at North Campus as is the softball field.

South Campus

South Campus, opened in 1971, is located on 339 acres off Beach Boulevard at Huffman Boulevard.

South Campus is a complete community college within itself, offering all the required basic studies courses and a strong academic program. South Campus is the primary center for the arts at FCCJ and is the home of the college's musical, theatrical and visual arts programs. South Campus also houses training programs in criminal justice and fire science.

One of the major sports centers at the College, South Campus is the site of FCCJ's 2,000-seat gymnasium and 13-court tennis complex. Recently opened at South Campus was a new student activities center and cafeteria, as well as additional classroom space.

Fred H. Kent Campus

The newest of FCCJ's campuses, Kent Campus opened in 1979 on 38 acres at Roosevelt Boulevard and Park Street. Formerly called Cumberland Campus, Kent Campus was renamed to honor a prominent Jacksonville attorney who was the first Chairman of the Board of Trustees at FCCJ. The campus was originally composed of nearly 100 World War II duplex housing units.

In addition to the strong academic program in the arts and sciences at Kent, the campus has a number of special offerings. Real estate, banking, marketing, insurance, transportation and other business-related programs are offered. FCCJ's home economics program includes 11 well-equipped labs in such areas as food preparation, interior design, clothing construction and fashion merchandising. A large cosmetology laboratory is located at Kent.

The Kent Gallery exhibits work by local, regional and national artists and craftsmen and is open to the public.

Evening Adult Centers

Florida Community College at Jacksonville provides an extensive program of evening classes in a number of convenient community locations such as high schools, junior high schools,

elementary schools, churches, business firms, hospitals and other institutions in Duval and Nassau counties. The College uses more than 250 of these centers during the year.

College Center at Grande Boulevard Mall

FCCJ is reaching out to the growing southside area with a new College Center in the Grande Boulevard Mall shopping complex at Southside Boulevard and Baymeadows Road. The center contains eight classrooms and offers college credit classes of interest to the degree-seeking and non-degree seeking student. The range of continuing education courses is extensive and open to all adults. Day and evening classes are taught by qualified, certified faculty who enjoy teaching the part-time student in a unique setting.

Telephone Information and Referral Center

FCCJ's Telephone Information and Referral Center was established to provide information to the public about the College's programs and services. The Center provides answers about registration, class schedules, admissions, event locations, refund procedures, withdrawal procedures and deadlines and much, much more. So if you have a question about FCCJ, call 633-8300.

Philosophy

We of Florida Community College at Jacksonville believe in the worth and dignity of each individual and in the importance of education to a democratic society. The College strives to provide an environment conducive to life-long learning, one in which individuals can attain knowledge and develop skills and attitudes to meet the ever-changing needs of daily living. We are committed to assuring equity in the learning process and to the student as the focal point of learning. We are vitally concerned with offering programs and services that foster intellectual, social, cultural, and career development, thus allowing students to realize their full potential to enrich their lives, the community, the nation, and the world.

Mission Statement

Florida Community College at Jacksonville, is a publicly supported, locally governed, comprehensive community college which exists to be responsive to the educational needs and interest of the communities of Duval and Nassau Counties by providing the following:

1. The freshman and sophomore years of undergraduate education for students who plan to continue studies toward a baccalaureate;
2. College-level technical and occupational courses and programs for students who plan to prepare for entry into employment or upgrade their occupational skills;
3. Vocational instruction for students who plan to prepare for entry into employment, upgrade their occupational skills, or improve their job performance;
4. College preparatory instruction, where necessary, for students to have the opportunity to fulfill their educational objectives in a college credit course or degree/certificate program;
5. Adult general education instruction for students who desire to receive a high school diploma, prepare for a high school equivalency examination, or improve their literacy skills;
6. Community instructional services in order to help people understand and solve problems significant to the community; and,
7. Recreation and leisure time instruction for students who seek additional personal skills and enrichment.

The programs, courses, services and resources of the College shall be designed and carried out in such a manner that all of the above constituencies shall be served equitably and efficiently regardless of sex, race, religion, age, national origin, or disability. Additionally, the College recognizes its responsibility to provide community services and resources for special needs to the citizens of Duval and Nassau Counties and to the business and industry needs of North Florida region.

Institutional Goals

Within the framework of its Philosophy and Mission, Florida Community College at Jacksonville shall continue to offer education to its students that will increase their opportunities for advancement and excellence. To meet these purposes, the College will seek to:

1. Provide a general education core curriculum designed to develop responsible citizens in a democratic society;
2. Provide students with a background of technical knowledge and general education for employment and career advancement;
3. Cultivate and encourage a productive and responsive relationship with the public, private businesses, and corporate communities to provide technical instruction;
4. Provide resources and assistance to the economic life of the community through services to the public, business, industry and labor;
5. Provide resources to appropriate organizations in addressing and resolving community issues;
6. Promote awareness of international and intercultural differences to increase understanding of the growing interdependence of the people of the world;
7. Provide cultural opportunities to enrich the lives and values appropriate to the interests and needs of students and a changing community;
8. Provide students and the community with opportunities that will continue to develop and enrich aesthetic values;
9. Promote student and community involvement with active participation in College affairs;
10. Provide services which will assist students with their personal, social, academic and career development, and which promote student success;
11. Maintain admission, counseling and financial aid practices that are sufficiently flexible to encourage high school graduates and others who may profit from instruction to pursue studies of their choice to the full extent of their interests and willingness;
12. Inform the students and community about educational and service opportunities available at the College;
13. Respond to the diverse instructional and curricular needs of the students by providing flexibility in the teaching and learning environment and close cooperation between the instructor and students;
14. Provide comprehensive materials, information, equipment and learning resource services to support the College's programs;
15. Develop a professional faculty, management team, and exhibit efficient and effective educational and fiscal leadership;
16. Create an environment of mutual respect wherein excellence is encouraged and ideas are exchanged among the College's students and staff.



Admissions

Persons desiring to enter the college should write, phone, or visit a campus Registration Office to obtain application forms. It is to the applicant's advantage to submit a completed application to the Campus Registration Office well in advance of the beginning date of the term the applicant plans to attend. The college will notify an applicant concerning action taken on an application.

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

Degree Seeking Student

Materials gathered during the admission process are used to help new students make a smooth transition into the college. The required materials are listed below:

Applicant Who Has Never Attended College

Applicant must submit:

1. Application for admission
2. Official proof of previous education — one of the documents described in (a), or (b) as follows:
 - (a) Copy of high school equivalency diploma,
 - (b) A transcript of high school grades and credits with graduation date indicated.

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

Applicant Who Has Attended College

Applicant must submit:

1. Application for admission
2. An official transcript from each regionally accredited college or university previously attended reflecting all course work attempted. Transcripts must be mailed directly to the Student Records and Admissions Office by the institutions involved. Hand-carried documents will not be accepted. It is up to the applicant to initiate the request for the necessary transcripts.

Although all courses attempted at the freshman or sophomore levels will be calculated in the All College Cumulative Grade Point Average, only those courses in which grades of "D" or higher have been earned will be acceptable towards an associate degree or technical certificate. Upper division courses will only transfer when they are substantially equivalent to courses offered at Florida Community College at Jacksonville. A maximum of 15 semester hours of correspondence and/or extension work may be applied towards any of the associate degrees. Credit from institutions outside the United States will be considered on an individual basis.

Entry Placement Testing and Orientation

To assist new students with the proper selection of courses, and with their adjustment to college life, Entry Placement

Testing and Orientation programs are offered. New students will first receive information about the Entry Placement Testing program, and will visit the college to complete tests in mathematics, English, and reading.

The test results are used to guide students' course selections, and are reviewed with students during an orientation session. In addition, the Orientation Program provides new students with information about scheduling classes, the registration process and special services and programs available for enrolled students.

Non-Degree Seeking Student

An applicant who wishes to earn college credit for self-enrichment, teacher certification, or transfer to another college may be admitted as a NON-DEGREE SEEKING student. The non-degree applicant:

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

If a student wishes to pursue a degree, the student must contact the campus Registration Office and indicate a desire to be changed to a degree seeking status.

The student would then be required to complete the admissions counseling program and furnish the college official documentation of high school completion and an official transcript from each college previously attended.

Special Student

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

1. Applicant must submit an application for admission and complete a special student statement.
2. Student may enroll for up to 12 semester hours while in the special category.
3. Once a student has been enrolled for 12 semester hours, the student will not be readmitted to any future term at Florida Community College at Jacksonville in the college credit program until the student has:
 - a. earned a high school diploma or high school equivalency diplomaAND
 - b. presented a copy of high school transcript or equivalency diploma to the registrar. Student will then be changed to degree-seeking admission status.
4. Student will be required to take necessary placement tests in order to be properly placed into approved level of course work.

Accelerated College Program

This program is designed for high school students who have sophomore classification or higher and a 3.0 grade point average. If approved by the high school principal, these students may be admitted to the college and take up to seven semester hours per term for college credit while still enrolled in high school.

The student must submit:

1. An application for admission
2. A recommendation from the high school's principal, (included on the application) and
3. A transcript reflecting a minimum 3.0 grade point average.

Early Admission

An applicant who wishes to enter Florida Community College at Jacksonville as a full-time student at the end of the applicant's junior year in high school may be admitted to earn 30 semester hours or more of college credit class work and still graduate with the applicant's high school class. This applicant must have a high school grade point average of 3.25 or better, have a senior classification, and be approved by the applicant's high school principal. An interview with the registrar may be required. This program is limited to students from participating high schools and to students enrolled in the High School Completion Program at Florida Community College at Jacksonville.

Applicant must submit application for admission which includes:

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

Dual Enrollment

This program is open only to students enrolled in public high schools whose county has a state approved Dual Enrollment Plan with FCCJ. For information contact the college registrar.

International Applicant

For admission purposes, an applicant is classified as an international student only if the applicant requires, or will require, at any time the college to issue papers required by the Immigration and Naturalization Service. An applicant who has been admitted to the United States as an immigrant and has been issued a resident alien number will not be classified as an international student for admission purposes.

Applicant must submit:

1. Application for admission as a degree-seeking student.
2. Proof of previous education as follows:
 - a. If student is high school graduate or equivalent, and has never attended college, a certified English translation of the record.
 - b. If a student has attended college previously, a certified English translation of the transcript(s) of all colleges attended.
3. Proof of proficiency in the use of the English language. Students from countries other than English speaking must submit to the Student Records and Admissions Office an original copy of satisfactory scores on the TOEFL examination (Test of English as a Foreign Language). This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.
4. Statement showing that financial resources are available

for travel, tuition, books, and living expenses while in school. The applicant may also be requested to show evidence that there is on deposit, in a United States bank, funds to cover these expenses.

No international applicant will be considered for admission until all information (Items 1-4) has been received. To be considered for any term, all items must be received at least 60 days prior to the student's initial term of admission. International students accepted for admission will be notified of their acceptance and will be provided with Form I-20A as required by the U.S. Department of Justice. An international student should be enrolled and satisfactorily complete a minimum of 12 credit hours for the Fall and Winter Terms (I and II) and 6 credit hours for the Summer Term (III).

Residency Affidavit

Applicants for admission to the college are classified as Florida students and non-Florida students for tuition assessment purposes.

To qualify as a resident for tuition purposes:

1. A person, or, if a dependent child, his/her parent or parents, shall have established and maintained legal residence in Florida for at least 12 months immediately prior to the student's enrollment. However, a dependent child who has lived with an adult relative other than the child's parent for five years may qualify for in-state tuition purposes if the adult relative is a legal resident who has maintained legal residence in Florida as described above.
2. An individual shall not be eligible to receive the in-state tuition rate, until he/she has provided such evidence related to legal residence and its duration as required by officials of the institution of higher education. However, any period of time in which the student resides in this state primarily for educational purposes may not be counted towards residency status.
3. The legal residence of a dependent child's parent or parents shall be evidence of the individual's legal residence. However, if the legal residence of the parent or parents is outside this state, the individual who has lived in this state for five consecutive years prior to enrolling may apply for the in-state tuition rate.
4. Any nonresident person who marries a legal resident of this state may, upon becoming a legal resident of this state, receive the benefit of the spouse's residency status.
5. No person shall lose his or her resident status by reason of serving, or, if a dependent, by his/her parent serving, in the armed forces outside this state.
6. The legal residence of a dependent whose parents are divorced, separated, or otherwise living apart shall be deemed to be Florida if either parent is a legal resident of Florida.

An applicant should be aware that a false statement regarding residency status is punishable as a misdemeanor under Section 837.06, Florida Statutes. If a statement is determined to be false, the student shall be subject to discipline by the District Board of Trustees which may include expulsion and the withholding of credit.

Applicants who do not qualify as Florida students under

these provisions will pay the non-Florida tuition and other charges required of non-Florida students.

A non-Florida student, or if a minor, the student's parents, or the spouse of the student, after having been a resident and domiciliary of Florida for 12 months prior to the first day of classes for the term he/she wishes to reclassify may apply to the campus Registration Office for reclassification by that date.

Academic Information For Students College Credit Grading System

Florida Community College at Jacksonville supports the philosophy of non-punitive grading. The grading system is designed to evaluate the performance of the student as fairly and equitably as possible.

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

Letter grades will be assigned for courses as follows:

- A = Excellent
- B = Good
- C = Average
- D = Poor
- NP = Non-punitive, no credit or penalty
- F = Failure
- W = Withdrawal
- IF = Incomplete with penalty
- X = Audit

NP Grade

The "NP" (Non-punitive) grade is given when a student has not completed the class and a professor does not wish to penalize the student. If the student wishes to earn credit for the class at a later date, the student must re-register for the class.

IF Grade

An "IF" grade may be assigned only when extenuating circumstances prevent a student from completing the course work during the regular term. To be eligible to receive an "IF" grade the student must have completed at least three-fourths of the course work. The "IF" grade is computed as failure for purposes of grade point average and transcript.

Withdrawal Grade

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

To withdraw officially from one or more courses (withdrawal from all courses constitutes withdrawal from the college), the student must follow this procedure:

1. Obtain Withdrawal Form(s) from Campus Registration Office.
2. Complete the form(s), except for signatures of professor and Campus Registration Office representative.
3. Obtain the signature of the professor. If the professor is not available, take the form to the college administrator who is responsible for that course.
4. Take form(s) to Campus Registration Office. After signature by Campus Registration Office representative, the student should be sure to retain one signed copy of the form.

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

Student Records and Admissions Office
Florida Community College at Jacksonville
501 W. State Street
Jacksonville, Florida 32202

and received by that office not later than the deadline date prescribed for withdrawing from classes as shown in the College Calendar.

Audit Grade

Any student in the College may elect to audit a college credit course by completing the audit form at the time of registration. A student may not change from credit to audit, or from audit to credit, after registration. A grade of X will be assigned for all courses taken in audit status.

No credit will be awarded and fees for college credit courses taken on an audit basis are the same as those taken on a college credit basis.

COURSES TAKEN FOR AUDIT DO NOT COUNT AS HOURS ENROLLED FOR THE FOLLOWING AREAS: VETERAN CERTIFICATION, FINANCIAL AID AWARDS, SOCIAL SECURITY CERTIFICATION, INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS, OR EARLY ADMISSION PROGRAM ENROLLMENT REQUIREMENTS.

Grade Change

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

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

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

Grade Points

To evaluate the scholastic standing of students, the following points are assigned to grades:

- A = 4 grade points per semester hour.
- B = 3 grade points per semester hour.
- C = 2 grade points per semester hour.
- D = 1 grade point per semester hour.
- F = 0 grade points per semester hour.
- IF = 0 grade points per semester hour.

The student's scholastic standing or grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted, for which the foregoing grades have been assigned. Grades of W, NP, and X are not used in the computation of grade point average.

Dean's List

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

Honors Courses

As a part of the Program for Academic Excellence, specially designed learning opportunities are made available to high achieving students through "honors" courses.

Certain sections of courses offered in the college credit curriculum are designated as "honors" sections by an "H" in the section code. These courses are open to students with a cumulative grade point average of 3.20 in at least 12 semester hours of college credit. Students who are entering FCCJ may enroll in honors courses if they have achieved at least a 3.20 cumulative grade point average in high school.

Students who enroll in honors courses will automatically become members of the Program for Academic Excellence.

Semester Hour

The semester hour is the unit of measure for college credit course work. This measure corresponds in actual time requirements in class to one 50-minute class period per week for one semester. The exceptions to this rule are found in laboratory courses, music activity courses, and studio art courses. For example, a three semester hour (also called credit hour) course requires at least three 50-minute periods of actual class time per week. Laboratory Biology, on the other hand, a four semester hour course, requires six in-class hours. Semester hours can be converted to quarter hours by multiplying the number of semester hours earned by 1.5.

College Preparatory Credit

All college preparatory credit courses are considered to be below college level. They are not intended for transfer, are not counted for graduation, and are not calculated in total hours or

in grade point average. However, these courses will count as hours enrolled for financial aid/veteran purposes, social security or other enrollment verifications. These courses are identified as college preparatory credit courses in the course description section.

A student, whose test scores indicate college preparatory requirements, must take at least one college preparatory course each time he registers until all college preparatory requirements are met.

Student Course Load

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

Fall	12 or more semester hours
Winter	12 or more semester hours
Summer	Contact a Campus Registration Office for a definition of full-time enrollment for the term.

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

To receive overload permission, the student must get approval at the office of Student Development.

FCCJ Policy on Academic Standing for College-Credit Students

FCCJ's Policy on Academic Standing is designed to provide a standard against which to monitor the academic standing of students. The primary purpose of the policy is to identify students who are not progressing satisfactorily toward their academic objectives so that the college may offer such students special assistance.

Students at Florida Community College at Jacksonville must meet the following minimum academic standards:

	<i>Credit Hours Attempted</i>	<i>*Required Standards</i>
1.	15	Minimum 1.5 grade point average and completion of at least 7 credit hours with a grade of A, B, C or D.
2.	30	Minimum 1.6 grade point average and completion of at least 15 credit hours with a grade of A, B, C or D.
3.	45	Minimum 1.8 grade point average and completion of at least 22 credit hours with a grade of A, B, C or D.
4.	60	Minimum 1.9 grade point average and completion of at least 30 credit hours with a grade of A, B, C or D.

*Attempted refers to the student's performance in a course(s) that results in one of the following grades: A, B, C, D, IE, E, NP or W. NP and W grades are not used in the computation of grade point average.

Students not in compliance with requirements (1) and (2) will be notified of their non-compliance. After notification, the student will be referred to a counselor or advisor who will determine what specific support services will be required for the student. Such services may include: career/personal development services, academic support skills or student success courses, college preparatory studies course work, or continued counseling.

Students on Academic Warning will be limited to a maximum of 12 credit hours in the Fall Term, 12 credit hours in the Winter Term, 4 credit hours in the Spring Term and 4 credit hours in the Summer Term or 8 credit hours in Cross Term (Spring and Summer courses). Total credit hours for the Spring and Summer Terms must not exceed 8 credit hours.

Students not attaining the requirements listed in items (3) and (4) will be placed on an Academic Probation status. This probation will limit a student's enrollment at the college to a maximum of 9 credit hours in the Fall Term, 9 credit hours in the Winter Term, 3 credit hours in the Spring Term, and 3 credit hours for the Summer Term. The total credit hours for the Spring and Summer Terms shall not exceed 6 credit hours.

Students on academic probation will be referred to a counselor or advisor. The student and the staff members working together will design a planning program for academic improvement. Support services utilized may include: career/personal development services, academic support skills or student success courses, college preparatory studies course work, or continuing counseling.

NOTE: Students who are receiving financial aid or veterans benefits are required to meet any additional standards outlined for these programs.

GRADUATION REQUIREMENTS: In order to graduate from Florida Community College at Jacksonville, the student must earn an all-college cumulative grade point average of 2.00 (c) on all courses attempted, including transferred credits.

Registration Appointments

Registration appointments indicating campus, date and time will automatically be issued to new students who are non-degree seeking and to currently enrolled students. New students who are degree seeking will receive a registration appointment at orientation. Appointments will also be mailed to any former students and Florida Community College at Jacksonville graduates who request appointments.

Concurrent Registration

Concurrent registration is permitted between Florida Community College at Jacksonville and senior universities. Students interested in this type of registration are urged to contact the senior university that they plan to attend.

Schedule Changes

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

Level changes may be made after the Final Drop Day with the approval of the assistant dean concerned. These changes

may take place not later than the eighth week of class in the Fall and Winter Terms (I & II) and the third week of class in the Sessions A and B, and the sixth week of class in Session D of Summer Term (III). If the deadline for final drop has occurred, a refund will not be authorized even if the level change should result in a reduction of fees. A student will not be allowed to change from one session class to a class in another session.

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

Cancellation of a Course by the College

If it becomes necessary for the college to cancel a course, students will be given an opportunity to substitute an alternate section or an additional course in its place. Students should return to one of the registration areas with their previously issued registration receipt to accomplish this change in schedule. If a student does not elect another course, the student will automatically receive a refund.

Class Attendance

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

Transcript Requests

Upon request of the student, the college will provide to the student, or to a person or institution designated by the student, an official transcript of the student's academic record. Transcript requests may be made in person or in writing to the campus Registration Office.

NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR AND THE STUDENT'S ADMISSION FILE IS COMPLETE.

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

"Other" Registrations

"Other" registrations, as authorized in the State Board of Education Rules, may be scheduled as necessary during a term, by the college president or a designee.

Enrollment Certification for Educational Benefits

The Student Records and Admissions Office will verify enrollment for approved programs of study for external agencies for students eligible to receive educational benefits.

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

Credit for Non-College Sponsored Education

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

Military Service School Credits

A person who has submitted an application for admission to the college as a degree-seeking student may request an evaluation of educational experience during military service by submitting to the campus Registration Office the Department of Defense Form 295 -- Application for the Evaluation of Educational Experiences During Military Service, or other documentation of military schools attended.

Servicemembers Opportunity Colleges — SOC

SOC is a consortium of some 400 colleges and universities dedicated to meeting the voluntary educational needs of members of the military service. SOC member institutions act as "home campus" for service members who, by prior agreement, earn academic credits elsewhere. Service members desiring to participate in SOC may do so by contacting the Assistant Dean of Military Extension Education, FCCJ Downtown Campus.

Servicemembers Opportunity Colleges Navy — SOCNAV

SOCNAV is a network of some 26 colleges agreeing to accept in transfer, with previous approval, courses applicable to the student's degree program.

All SOCNAV students/applicants must coordinate all activities (student agreement forms, transfer advising, and possible rating credit) through the Extension Education Office, FCCJ Downtown Campus, or any of the three local Navy bases.

Graduation

The college holds only one commencement exercise each year, at the end of the second academic term, generally in May. However, students may be graduated at the end of any term in which they complete the graduation requirements. Students graduating at the end of Fall or Summer Term, (I or IV) may participate in the next formal commencement exercise. Students graduating at the end of Winter Term (II) are expected to attend all graduation rehearsals and ceremonies. A student's graduation date will be the date of the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant.

Honors Graduation

Honors Graduation is determined by the student's all-college cumulative grade point average at the end of the term the student graduates, as follows:

With Honors	3.50-3.74
With High Honors.....	3.75 or higher

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

College Preparatory Studies

College preparatory studies provide special courses and support services for those students who are in need of further preparation in writing, reading, and mathematics.

Through the entry placement testing program or additional assessment, a student who is identified as in need of further preparation in communication or computation skills will meet with a counselor to identify academic goals and the best curriculum to follow in order to achieve these goals.

The student may be required to successfully complete one or more of the following courses before enrolling in the College Academic Skills Core of the GER for the Associate in Arts Degree.

ENC 0002 Introduction to Composition
REA 0010 Developmental Reading
MAT 0002 General Mathematics
MAT 0024 Elementary Algebra

These courses are designed to bring a student's skills in reading, writing, and computation to the minimum college entry level. ENC 0002, REA 0010, MAT 0002, and MAT 0024 do not count, therefore, in the total credit hours required for a degree.

Program for Academic Excellence

Highly motivated, intellectually gifted students need and deserve a progressive course of study that provides new challenges to their exceptional abilities. FCCJ has always attracted serious students in the pursuit of academic excellence, and educators at the college are dedicated to presenting students with the most stimulating educational experiences possible.

The philosophy of the Program for Academic Excellence at FCCJ is threefold:

- To encourage students to become independent learners, capable of critical thinking and self-expression.
- To enable students to see connections in learning that allow them to integrate their classroom learning into a common whole.
- To allow students to explore facets of learning and materials that are usually left out in regular classroom situations.

Any student who has achieved a 3.2 grade point average in high school, or who has achieved a 3.2 average after 12 semester hours of college level courses, may join the program.

Honors courses are special sections of the regular college curriculum. They offer unique learning opportunities. Course work is more individually structured and presentations have an innovative approach. For further information on honors courses refer to page 14.

Each honors student is required to take a "core curriculum" course, which is an in-depth study of an international, intercultural, or current affairs topics. Past core curriculum topics have included a study of the culture, history, government and economics of such countries as Japan and Russia. Other subjects explored were bio-medical ethics, community economic development, and political science.

In addition to the core curriculum course, honors students must take one other honors course in a selected subject.

Honors courses are designated by an (H) in the printed class schedule.

Program for Academic Excellence Scholarships

There are two different scholarships open to honors students. One is for entering freshmen, based on high school performance. The other is open to any FCCJ student who has achieved academic excellence in college.

- Academic Achievement Scholarship - Entering college students who achieved a 3.5 grade point average in high school in an academic curriculum and who are recommended by the high school principal or counselor may apply for this \$1,100 scholarship. The scholarship may be renewed for a second year based on academic performance at FCCJ. The scholarship covers the cost of tuition, books and other incidental expenses.
- Scholars Award - Any student who has completed 12 hours of course work at FCCJ and has maintained at least a 3.5 grade point average may apply for a Scholars Award of \$850. The scholarship covers the cost of tuition, books and other incidental expenses.

Program for Academic Excellence Mentor Program

The Mentor Program is a special part of the Program for Academic Excellence in which an honors student may work with a "mentor" from the community in a chosen field of interest. Students spend 15 hours working with and observing a professional in the community to see exactly what is involved in the career field they are considering. The program is not required, and students receive neither pay nor college credit for participating. Participation is strictly a matter of personal choice for experience and personal growth.

Admission to the Program for Academic Excellence

If you are qualified, interested, willing to accept the challenge, and you are an entering student, you should contact the Office of Admissions Services, 501 W. State St., Jacksonville, Fla. 32202, or call (904) 632-3353. Currently enrolled students should contact Dr. Jim Mayes, Coordinator of the Program for Academic Excellence, at 387-8151.

Experience-Based Education

Experience-based education encompasses educational alternatives designed to integrate academic study with practical experiences while encouraging maximum self-discovery learning. The focus of learning is normally undertaken in an off-campus setting under the sponsorship of a mentor.

Experience-based education includes a variety of forms such as cooperative education, internships, practicums, on-the-job training, and field research.

Nursing Continuing Education

A continuing education service is planned to meet the needs of nurses in updating knowledge and skills essential in professional practice. Continuing education courses are designed to enhance nursing practice and to help ensure high quality nursing care for the public.

Nursing practice is based on a continuously expanding body of knowledge and skills which prepares nurses to function effectively as members of the health care team.

Reassessment and ongoing evaluation are done to determine continuing education offerings.

Global Education

Florida Community College at Jacksonville has as an institutional goal the development of international/global programs and services that promote increased understanding of the growing interdependence of our world.

To meet this goal, the college provides special programs and activities such as the following:

- Study of foreign and domestic societies, languages and cultures
- Education about national and foreign policies and international relations of the governments of nations
- Education for responsible citizenship involvement and effective participation in a global society
- Provision of mid-level manpower training and technical assistance to developing nations
- Involvement of faculty, staff and students in international experiences which contribute to their professional enrichment
- Provision of the opportunity for students to broaden their cross-cultural understanding

Global Studies Abroad

Florida Community College at Jacksonville sponsors a variety of study/travel abroad courses offering college credit. These courses are focused on certain aspects of selected foreign countries and include field experiences and on-site lectures and discussions. Study at a university in the foreign country is also a part of some study/travel abroad courses.

Orientation meetings and structured classes designed to strengthen educational experiences are held during the length of the student's enrollment in the activity.

Class attendance and participation in the scheduled events of the tours are mandatory. Regular admission policies of the college must be followed to enroll in the courses. Students are expected to pay their own transportation and other charges.

Global studies/travel abroad courses are offered based on student interest and enrollment.

Examples of the countries of focus for previous study/travel abroad include England, Greece, Italy, France and the Orient.

English as a Second Language

Continuing Education English courses are taught for those whose native language is not English. For further information, contact the Assistant Dean for Adult Developmental Studies, 757-6401.

International Students

International students are an integral part of the College's academic programs, student life and cross-cultural activities. International students bring an added dimension to the College's learning environment by their direct participation in the College's activities. With the growing interdependence of nations, it is becoming increasingly important that people develop greater tolerance of cultural differences and a greater awareness that the quality of our lives is related to a world's willingness to share its natural resources. Through international students, the college community may learn better ways to realize these aims.

The College supports the role of international students in its academic programs and, therefore, invites international students to apply for admission to the College through the Student Records & Admissions Office. College support activities include the International Student Association (South Campus), the Global Education Program and the Student Affairs Office.

Army ROTC—South Campus

Army ROTC is open to all students who wish to acquire a basic military education which, in conjunction with other college disciplines, develops individual character and those attributes essential to an officer.

Upon completion of the basic courses offered at FCCJ, a student is eligible for selection into the advanced program at any university with an ROTC program. A student enrolled in the advanced program will receive a daily monetary subsistence allowance amounting to \$100 for each academic month.

Students enrolled in the basic program incur no obligation towards the military.

Navy ROTC

The College maintains an agreement with Jacksonville University whereby FCCJ students interested in a commission as an officer in the United States Navy or the United States Corps may enroll in the basic NROTC College Program and take Naval Science courses at Jacksonville University. Students who successfully complete the basic course are eligible to enter the advanced program at any university that offers NROTC. Students in the basic course may also be eligible for selection to the NROTC Scholarship Program. For complete information on NROTC contact the Navy ROTC office at Jacksonville University (904-744-3950 ext. 5390).

Courses Via Cable Television

Florida Community College at Jacksonville delivers college credit courses to homes, jobs, campuses, libraries and other convenient sites by utilizing a new medium - the telecourse. Two (2) half-hour lessons are aired several times weekly. The student goes to campus only for a brief orientation and for three or four tests per term. Telecourses and college credit are equivalent to on-campus courses and combine televised lessons, study guide and textbook readings, faculty interaction and testing.

Family responsibilities and work obligations often prevent students from attending college. Telecourses provide an opportunity for such students to continue their education, and they often save time and money as well.

The successful telecourse student is a self-motivated, independent person. These courses are as demanding as campus classes but offer more convenience.

Veterans benefits and financial aid may be affected by telecourses. Students receiving such payments are advised to see a counselor/advisor before enrolling.

For additional information, contact the telecourse office at the Downtown Campus - Telephone (904) 633-8281.

Weekend College

In order to better serve the needs of working students and those with small children, as well as students needing schedule flexibility, Florida Community College at Jacksonville offers college credit classes in the Weekend College program.

Over two dozen classes are held on Saturdays at the Kent Campus. The Learning Resources Center and the Computer Laboratory at the Kent Campus are also open to afford students a full learning experience.

A list of all weekend college credit courses appears each term in the college credit class schedule. For more information, telephone 387-8106.

LAWRENCE R. GEIS MARINE CENTER

MISSION

The Lawrence R. Geis Marine Center (Geis Marine Center) exists to be directly responsive to specialized educational needs and interests of Duval and Nassau counties for technical and applied career technology training, with a specialized focus upon maritime and marine technology industries and businesses and upon recreational and avocational boating instruction.

PURPOSES

The Geis Marine Center shall address this mission through provision of:

1. Entry level, cooperative, and licensure training in selected marine and marine-related vocations and trades, for students preparing to enter the marine and related industry careers and workforce.
2. Supplemental and apprenticeship training to upgrade the skills or unprove work performance and technical applications of those employed in marine and related industry careers and workforce.
3. Specialized and contract training as requested by governmental, corporate, and community service agencies, relating to marine industry skills and career preparation.
4. Leisure, recreational, and avocational boating training and educational services to enhance practical, safety, and seamanship skills for community residents.
5. Supplemental, vocational, technical, and apprenticeship training and educational services focused on occupational and applied technical trades.

6. Facility and site resources for the College and community use in offering educational services such as specialized courses and seminars and for community development activities.

COLLEGE CENTER AT GRANDE BOULEVARD MALL

MISSION

The College Center at Grande Boulevard Mall (College Center) exists to be directly responsive to the specialized educational needs and interests of those market segments and individuals of Southside Jacksonville who desire and prefer college credit and continuing education (non-college credit) courses offered at a site highly convenient and accessible to their residence or enroute to and from the place of employment.

PURPOSES

The College Center shall address this mission through provision of:

1. Transfer and associate degree elective courses for students intending to complete the general education core and elective courses for university parallel study.
2. College credit courses, with emphasis upon general business and information systems, for students pursuing degree study or continuing education.
3. Specialized college credit courses for employed students desiring to upgrade career and occupational skills or work performance.
4. College credit and non-college credit postsecondary education courses for students seeking personal enrichment.
5. Seminars, workshops, and specialized educational services for business and industry personnel seeking in-house training and professional development opportunities.
6. Self-supporting recreational and avocational courses for residents seeking leisure and community-oriented educational opportunities.
7. Focused student support resources (testing, counseling, registration) for enrolled students to further their learning objectives.