

## **Equal Access — Equal Opportunity**

Florida Community College at Jacksonville is an equal access/equal opportunity/affirmative action college in education and employment. The commitment of FCCJ's 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 Assistant to the President for Equal Access/Equal Opportunity, Florida Community College at Jacksonville, Donald T. Martin Center for College Services, Room 249, 501 W. State St., Jacksonville, FL 32202. Or call (904) 632-3221.

Inquiries or complaints regarding access to FCCJ programs, activities, facilities and/or employment practices for people with disabilities may be addressed to E. Channing Napier, Executive Vice President and ADA Coordinator, Florida Community College at Jacksonville, 501 W. State St., Jacksonville, FL 32202. Or call (904) 632-3105 (voice) or (904) 766-6766 (TDD).

# Florida Community College at Jacksonville

## *MISSION*

We are dedicated to meaningful learning and excellent teaching, enabling individuals to achieve their hopes, dreams and full potential, and to being a leading partner in creating a dynamic, prosperous community of enlightened leaders and thoughtful, effective, global citizens.

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**BETTY P. COOK  
NASSAU COUNTY CENTER**

760 William Burgess Blvd.  
Yulee, FL 32097  
(904) 225-0506

Callahan/Hilliard local #766-1300

**DONALD D. ZELL  
URBAN RESOURCE CENTER**

601 W. State St.  
Jacksonville, FL 32202  
(904) 632-5099

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**DOWNTOWN CAMPUS**

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Jacksonville, FL 32202  
(904) 633-8100

**GEIS CENTER FOR MARINE  
AND INDUSTRIAL TECHNOLOGY**

6935 Evergreen Ave.  
Jacksonville, FL 32208  
(904) 766-5580

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9911 Old Baymeadows Road  
Jacksonville, FL 32256  
(904) 646-2224

**KENT CAMPUS**

3939 Roosevelt Blvd.  
Jacksonville, FL 32205  
(904) 381-3400

**NORTH CAMPUS**

4501 Capper Road  
Jacksonville, FL 32218  
(904) 766-6500

**OPEN CAMPUS**

101 W. State St.  
Jacksonville, FL 32202  
(904) 633-8321

**SOUTH CAMPUS**

11901 Beach Blvd.  
Jacksonville, FL 32246  
(904) 646-2111

General information for the deaf (904) 766-6766 (TDD only)

Internet address: <http://www.fccj.cc.fl.us>

Florida Community College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.



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# College Calendar 1997–1998

## Fall Term 1997

Aug. 21  
Thursday .....Reporting date for faculty

Aug. 21  
Thursday .....Convocation

Aug. 25  
Monday .....Classes begin

Sept. 1  
Monday .....Labor Day — College closed

Sept. 2  
Tuesday, 6:30 p.m. ....\*Deadline for dropping classes  
to receive a refund or declaring to  
“audit” a class

Sept. 4  
Thursday, 5 p.m. ....CLAST registration deadline

Sept. 6  
Saturday .....\*\*Saturday classes begin

Sept. 8  
Monday .....Deadline for dropping Saturday  
classes to receive a refund  
or declaring to “audit” a  
Saturday class.

Sept. 12  
Friday, noon .....\*Deadline for applying for  
graduation for the current term  
diploma order

Sept. 22  
Monday .....Level change deadline

Oct. 4  
Saturday .....CLAST administered

Oct. 20  
Monday .....Midpoint fall term

Oct. 20  
Monday, 6:30 p.m. ....Last time for withdrawing from  
college credit classes and  
college preparatory studies and  
receiving grade of “W”  
(See Note)

Nov. 11  
Tuesday .....Veterans Day — College closed

Nov. 26  
Wednesday .....Evening classes WILL NOT meet

Nov. 27–28  
Thursday–Friday .....Thanksgiving — College closed

Dec. 10  
Wednesday .....\*Final examination period —  
evening class exams begin

Dec. 11  
Thursday .....\*Final examination period —  
day class exams begin

Dec. 16  
Tuesday .....Deadline for removing incomplete  
grade received in corresponding  
term of academic year  
1996–1997

Dec. 17  
Wednesday .....End of term for all classes

Dec. 17  
Wednesday .....Last contract day for faculty

Dec. 23  
Tuesday, 5 p.m. ....College closed from 5 p.m.,  
Dec. 23, 1997 through  
Jan. 1, 1998

\*Dates apply to college credit classes only.  
\*\*Meeting dates for Saturday classes will be advertised  
by Open Campus.

Note: Withdrawal deadline for special mini courses is two  
weeks prior to the last day of classes.

## Winter Term 1998

Jan. 5  
Monday .....Reporting date for faculty

Jan. 7  
Wednesday .....Classes begin

Jan. 10  
Saturday .....\*\*Saturday classes begin

Jan. 14  
Wednesday, 6:30 p.m. ..\*Deadline for dropping classes to  
receive a refund or declaring to  
“audit” a class

Jan. 16  
Friday, noon .....\*Deadline for applying for graduation for the current term diploma order

Jan. 19  
Monday .....Martin Luther King Jr. Day — College closed

Jan. 22  
Thursday, 5 p.m. ....CLAST registration deadline

Feb. 9  
Monday .....Level change deadline

Feb. 16  
Monday .....President's Day — College closed

Feb. 21  
Saturday .....CLAST administered

March 5  
Thursday .....Midpoint winter term

March 5  
Thursday, 6:30 p.m. ....Last time for withdrawing from college credit classes and college preparatory studies and receiving grade of "W" (See Note)

March 9–14  
Monday–Saturday .....Spring Break — College closed

April 10  
Friday .....Good Friday — College closed

April 30  
Thursday .....\*Final examination period — evening class exams begin

April 30  
Thursday .....\*Final examination period — day class exams begin

May 5  
Tuesday .....Deadline for removing incomplete grade received in corresponding term of academic year 1996–1997

May 7  
Thursday .....End of term for all college classes

May 7  
Thursday .....Last contract day for faculty

May 8  
Friday .....Commencement — (date subject to change)

Note: Withdrawal deadline for special mini courses is two weeks prior to the last day of classes.

## Spring Term 1998

May 7  
Thursday, 5 p.m. ....CLAST registration deadline

May 8  
Friday .....Reporting date for faculty

May 11  
Monday .....Classes begin for spring and cross terms

May 11  
Monday, 6:30 p.m. ....\*Deadline for applying for graduation for spring term diploma order

May 13  
Wednesday, 6:30 p.m. ..\*Deadline for dropping classes to receive a refund or declaring to "audit" a class for spring term

May 16  
Saturday .....\*\*Saturday classes begin

May 18  
Monday, 6:30 p.m. ....\*Deadline for dropping classes or declaring to "audit" a class for cross term

May 21  
Thursday .....Level change deadline — spring term

May 21  
Thursday .....Adult high school program graduation — (date subject to change)

May .....Awards ceremony for adult developmental studies — date to be announced

May 25  
Monday .....Memorial Day — College closed

June 1  
Monday .....Midpoint spring term

June 1  
Monday, 6:30 p.m. ....Last time for withdrawing from college credit classes and college preparatory studies and receiving grade of "W" for spring term (See Note)

June 4  
Thursday .....Level change deadline — cross term

June 6  
Saturday .....CLAST administered

June 22  
Monday .....\*Final examination period —  
evening class exams begin

June 23  
Tuesday .....\*Deadline for removing  
incomplete grade received in  
spring term of academic year  
1996–1997

June 23  
Tuesday .....\*Final examination period —  
day class exams begin

June 24  
Wednesday .....Midpoint cross term

June 24  
Wednesday .....End of term for all college credit  
classes for spring term

June 25  
Thursday .....Last contract day for faculty

\*Dates apply to college credit classes only.  
\*\*Meeting dates for Saturday classes will be advertised  
by Open Campus.

## Summer Term 1998

June 24  
Wednesday .....Reporting date for faculty

June 25  
Thursday .....College credit classes begin for  
summer term

June 29  
Monday, 6:30 p.m. ....\*Deadline for applying for  
graduation for summer and cross  
terms diploma order

June 30  
Tuesday, 6:30 p.m. ....\*Deadline for dropping classes to  
receive a refund or declaring to  
“audit” a class for summer term

July 4  
Saturday .....Independence Day —  
College closed  
(observance Thursday, July 2)

July 7  
Tuesday .....Level change deadline

July 20  
Monday .....Midpoint summer term

July 20  
Monday, 6:30 p.m. ....Last time for withdrawing from  
college credit classes and  
college preparatory studies and  
receiving grade of “W” for  
summer and cross terms  
(See Note)

Aug. 3  
Monday .....\*Final examination period —  
evening class exams begin

Aug. 4  
Tuesday .....\*Final examination period —  
day class exams begin

Aug. 6  
Thursday .....Deadline for removing incomplete  
grade received in summer  
and cross terms, 1996–97

Aug. 10  
Monday .....End of term for all college classes  
for summer and cross terms

Aug. 11  
Tuesday .....Last contract day for faculty





# FCCJ: Past and Present

## History

Since the first day of classes, Florida Community College at Jacksonville has been making history. When Florida Junior College, as it was then known, opened its doors in August 1966, it did so to a record number of students. FJC's charter class of 2,610 students was reported to be the largest beginning class for any institution in the nation, according to The Florida Times-Union. Two temporary facilities — Cumberland Campus (now Kent Campus) on Roosevelt Boulevard and Southside Campus on Flagler Street — served students that first term. By the next August, the number of students enrolled doubled, and the College was pronounced a success.

In 1968, FJC continued to make history, expanding its mission with the addition of vocational and adult education programs, which were previously administered by the Duval County School Board. The College held its first commencement that May.

Today, more than 90,000 students are enrolled in a variety of education, training and enrichment courses and programs at FCCJ, making it the second largest community college in the state and 10th largest in the nation. FCCJ prepares individuals for: 1) upper division college education, 2) a high school diploma, 3) skilled employment and 4) personal and career self-enrichment. Graduates of FCCJ's college transfer program are guaranteed acceptance as juniors at any of the nine state universities under a comprehensive articulation agreement.

One of 28 community colleges in Florida, FCCJ is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the associate degree. The College is governed by a local District Board of Trustees, which is appointed by the governor.

## FCCJ Today

Today, the permanent facilities of FCCJ include four campuses, a central administration building, a maritime training location and two College centers. In addition, classes are held at more than 100 off-campus centers, assuring accessibility for students throughout Northeast Florida.

In 1995 — 1996, more than 31,000 students enrolled in FCCJ's college credit courses, with more than 61,000 taking advantage of continuing education offerings. The average age of our college credit students is 29; the average age of our continuing education students is 35.

Students who receive an associate in arts (A.A.) degree at FCCJ are readily accepted at any state university in Florida. Recent studies have shown that FCCJ graduates rank among the top transfer students from the state's community colleges.

The College offers associate in science (A.S.) degree programs for in-depth training in more than 45 fields to prepare students for employment after two years of study.

In addition, students may choose to enroll in certificate programs or take classes for self-enrichment.

In the area of adult education, the College offers adult basic education and courses leading to the high school diploma or the GED diploma at all campuses and at many off-campus locations.

FCCJ has more than 2,800 employees, including more than 1,400 faculty members, among those more than 1,000 adjuncts. Of the full-time faculty, 86 percent have master's degrees or higher; 20 percent have doctoral degrees.

## Administrative Offices

The Donald T. Martin Center for College Services is located at 501 W. State St., adjacent to Downtown Campus. FCCJ chose to build in this area to lend its support to Jacksonville's downtown redevelopment. The building opened in March 1982 and was designed so that areas generating the greatest traffic flow are easily accessible to the public. For this reason, student services offices, such as enrollment services, admissions and student aid, occupy the first floor. Also housed in the four-story building are human resources (personnel), instructional affairs, finance, marketing and public relations, the College President's office, institutional advancement and the FCCJ Foundation Inc.

## Downtown Campus

Downtown Campus is just a few blocks from The Jacksonville Landing, the heart of urban Jacksonville. The campus, which opened in 1977, is located at 101 W. State St. between Main and Jefferson streets.

At Downtown Campus, special emphasis is placed on college credit, continuing education and occupational skills training programs. The campus includes classrooms and laboratories for instruction in such programs as building trades, engineering technology, automotive technology, electrical and metal trades, and English as a second language.

Downtown Campus reaches out to many different segments of the community through programs for widowed persons, senior adults, displaced homemakers and visually impaired adults. Major adult basic education, adult high school and GED offerings are available, too. The Business and Industry Outreach program offers customized training programs on campus and in-house to local employers.

In addition to its academic program, Downtown Campus has a modern television studio where programs and classes are broadcast on cable television in Duval and Nassau counties.

## Kent Campus

Kent Campus opened in 1979 at 3939 Roosevelt Blvd. at Park Street. Formerly called Cumberland Campus, Kent Campus was renamed to honor Fred H. Kent, who was a prominent Jacksonville attorney and the first chairman of the FCCJ District Board of Trustees. The campus originally included nearly 100 World War II duplex housing units.

In addition to academic programs in the arts and sciences, Kent Campus has a number of special emphasis areas: accounting, insurance, real estate, banking, marketing, legal assisting, and other business-related programs. FCCJ's department of applied design and marketing, located at Kent Campus, includes 12 well-equipped labs in areas such as food preparation, interior design, clothing construction, fashion marketing, upholstery, drapery and floral design.

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

## North Campus

North Campus is located just eight miles north of downtown Jacksonville on Capper Road between Lem Turner and Interstate 295. It is easily accessible by either I-295 (Exit 12), the Nathan B. Broward (Dames Point) Bridge, I-95 (Lem Turner Road North, Exit #122B) or Dunn Avenue.

Built in 1970, North Campus is the primary center for the health-related programs, such as nursing, nursing assisting, dental hygiene, dental assisting, medical laboratory technology, respiratory therapy and emergency medical services. North Campus is home to the College's cosmetology and barbering, office systems technology, desktop publishing, printing/graphic arts and child care training programs. Noted for having one of the largest computer training facilities in the Southeast, North Campus is also the only site in the College for PLATO (Programmed Learning for Automatic Teaching Operations), a user-friendly computer-assisted learning system.

A major sports center for the College is at North Campus where the baseball, softball, and track and field teams compete. In addition, all students have access to the recreational complex which includes an all-weather track, softball and baseball diamonds, soccer field, tennis and racquetball courts, and fishing ponds. Also available is a state-of-the-art Nautilus "Next Generation" exercise equipment room and other indoor recreational facilities.

The H.D. "Bo" Cotton Student Center houses the entire student affairs operation, including the Institute of the South for Hospitality and Culinary Arts. This unique institute offers associate in science and certificate programs in hotel/motel management, restaurant management, dietetic technology and culinary arts in ultra-modern facilities.

## South Campus

The faculty and staff at South Campus aspire to create a learning community in which students find inspired teachers and a service-oriented staff. Many faculty and staff have been recognized for excellence both locally and nationally.

South Campus is a full service campus which offers a wide variety of courses within the associate degrees, adult studies, and training programs.

South Campus is home of the art, music and theatre programs for FCCJ. These programs are housed in the new Nathan H. Wilson Center for the Arts which is a four-building complex consisting of a 530 seat proscenium theatre, a studio theatre, an art gallery, a conference center, music studios, visual arts labs, media-arts computer labs and graphic design technology labs. In addition South Campus is the site for the Northeast Florida Criminal Justice Training Center which trains police and correctional officers, and the Jacksonville Regional Fire/Rescue Training and Education Center which trains fire fighters and related personnel.

A 2,000 seat Sports Center is home to the STARS teams in men's and women's basketball, women's volleyball, women's tennis and men's golf.

South Campus opened in 1971 and is located on Beach Boulevard between St. Johns Bluff Road and Huffman Road. For information call 646-2111.

## Geis Center for Marine and Industrial Technology

The Geis Center for Marine and Industrial Technology is FCCJ's resource for people in industry for ongoing training throughout their career.

The Center maintains a close relationship with local industry, so the training you receive is on target for some of the best — and best paying — jobs in the area. Through training partnerships with businesses, such as the River City Diesel Mechanics Joint Apprenticeship program, Geis trains people for jobs with the more than 100 area trucking companies. In an arrangement that allows on-the-job training for the skills the employers require, both the employer and employee end up winners.

Similar opportunities exist in other fields. The Electrical program includes basics in construction electricity; industrial wiring and programmable controls; and a new program in instrumentation technology. Hands-on, real-world training combined with state-of-the-art equipment (furnished to students while enrolled in the program) create an active learning environment that makes it easier to meet the challenges in the workshop and on the job.

As a student taking advantage of the Geis Center's conveniently scheduled classes (day or evening to accommodate students' work schedules), you are awarded a post-secondary training certificate upon completion of a program, or you may take individual courses to increase your knowledge and skills. Whether you're preparing for an entry-level position or working to advance in your chosen career, Geis enables you to excel in the high-wage, high-demand jobs in Northeast Florida. Responding to industry needs and engaging in collaborative programs with local businesses have become hallmarks of the Geis Center, giving students a competitive edge in a job market that rewards technical aptitude.

The Geis Center for Marine and Industrial Technology, named for the late Rear Admiral Lawrence R. Geis who was instrumental in its development, enjoys a beautiful river-front location on the St. Johns at 6935 Evergreen

Ave., five miles north of downtown Jacksonville. While its focus on the maritime industry has broadened to include other industries and technologies, Geis maintains the high standards of excellence and discipline associated with the marine way of life.

### **Betty P. Cook Nassau County Center**

The Betty P. Cook Nassau County Center is located at 760 William Burgess Blvd., .6 miles east of the Interstate 95/A1A intersection in Nassau County. The centralized location of the Center gives residents from all sections of the county equal access to the FCCJ classes and programs offered within the county.

College credit classes applicable to A.A. and A.S. degree programs have been offered at the Center since June 1996, when the College consolidated its course offerings to the first permanent FCCJ location in Nassau County. These classes are supported by several technologically equipped classrooms, computer classrooms, and computer labs. Plans are well underway for permanent buildings which will be designed for distance education capabilities.

The outdoor education program is also located at the Center and occupies 16 acres in a wooded setting. All of the buildings supporting this program have been designed to blend in with the beautiful natural setting. The program features team building, leadership, environmental programs and workshops, as well as college credit classes in selected areas. The low-ropes course portion of the program is one of the best in the region.

A close working relationship with the Nassau County Schools, planning of facilities to meet future technology and educational demands, and a permanently flexible facility, when State funds become available, will result in a facility that will meet the needs of residents and businesses for the foreseeable future.

### **Open Campus**

Launched in 1987, Open Campus programs reach out to the community in every possible way, from the scope of its classes to the location of its centers. Its programs include nontraditional delivery of college credit and continuing education courses and activities. Open Campus also serves the entire Northeast Florida area through its educational centers on the three Navy bases, the FCCJ Deerwood Center (formerly Grande Boulevard Mall) and Weekend College.

Additionally, Open Campus offers more than 45 college credit courses over educational access cable television, on the Internet and FCCJ's electronic bulletin board. Open Campus provides continuing education, professional development seminars and workshops, community education programs, small business education workshops, video productions, informational TV programs and teleconferencing.

Open Campus also supports the Women's Center and economic development in its service to business and industry.

### **FCCJ Open Campus Deerwood Center**

FCCJ serves the growing Southside area with the FCCJ Open Campus Deerwood Center, located at Southside Boulevard and Old Baymeadows Road. The Center offers college credit courses leading to a variety of degrees and certificates. Day, evening and Saturday classes are taught by certified faculty who enjoy teaching all students in this unique setting. Enrollment, counseling, testing and business office services are also available at this center. The Deerwood Center also offers professional and personal development courses, teleconferences and community education programs.

### **Center for Economic Development**

Established to provide business and industry with a highly skilled work force, FCCJ's Center for Economic Development is capable of efficient production in a complex and rapidly changing environment. Designed to meet specific needs, the Center provides quality controlled, customized programs and services to meet requirements for specific training.

The Center for Economic Development comprises specialized training institutes in major fields of business and industry — each offering management training programs, employee development programs and special skills training. The Center's personnel can design needs assessment and delivery systems tailored to a client's specific needs. Programs can be conducted on any one of our campuses or on business sites — at preferred dates and times.

### **Donald D. Zell Urban Resource Center**

The Donald D. Zell Urban Resource Center provides varying levels of employment training, including basic literacy and employability skills, computer introductory and software application skills and professional development offerings. Serving the community's unemployed and underemployed, along with currently employed and special needs groups, the Center is designed to adapt to the changing demands of the local area workplace.

The Urban Resource Center is operated in full partnership with business, civic, and government leaders in Northeast Florida to ensure that it continues to meet the specific requirements of FCCJ students and the community.

Urban Resource Center services include assessment for unemployed and underemployed residents, a career resource center to assist career exploration and job placement, extensive computer training programs, computer assisted drafting and design (CADD), basic and employability skills training, professional development offerings, medical information system training and small business education programs.

The Urban Resource Center was named for former FCCJ District Board of Trustees chairman Donald D. Zell, who was instrumental in the development of the Center.



# College Credit Information

## Admissions

Individuals desiring to enter FCCJ should write, phone or visit a campus enrollment services office to obtain application forms. It is to their advantage to submit a completed application to the College well in advance of the beginning date of the term the applicant plans to attend. The College will notify applicants 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 appropriate program of study area of this catalog.

## Degree-Seeking Students

Applicants who have never attended college must submit the following items.

1. application for admission
2. application fee (a non-refundable processing fee which will remain in effect for one full year for U.S. citizens only)
  - a. \$25 for U.S. citizens
  - b. \$80 for international students
3. official transcript (See \*note.) — one of the following documents described in “a” or “b”
  - a. a transcript of high school grades and credits with graduation date indicated **or**
  - b. copy of high school equivalency diploma

**Applicants who have attended college must submit the following items.**

- 1 application for admission
2. application fee (a non-refundable processing fee which will remain in effect for one full year for U.S. citizens only)
  - a. \$25 for U.S. citizens
  - b. \$80 for international students
3. an official transcript (See \*note.) from each regionally accredited college or university previously attended, reflecting all coursework attempted and mailed directly to the student enrollment services office by the institutions involved (Hand-carried documents will not be accepted. It is up to applicants to initiate the request for the necessary transcripts.)

All courses attempted at the freshman or sophomore levels which are acceptable for transfer credit to FCCJ will be calculated in the all college cumulative grade point average. 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 associate degrees. Credit from institutions outside the United States will be considered on an individual basis.

\*NOTE: If applicants graduate from a public Duval County, Clay County or Nassau County high school, FCCJ will request the record. Florida high school graduates must have completed requirements set forth in Florida Statutes, Section 232.246 for a standard diploma.

## Course Placement Testing and Orientation

To assist new students with the proper selection of courses and with their adjustment to college life, course placement testing and orientation programs are offered. New students will first receive information about the course placement testing program in the acceptance letter. Students must complete this test in mathematics, English and reading or submit SAT or ACT scores to a campus counseling or assessment office prior to enrollment. (NOTE: Scores must be less than two years old.)

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. New degree or college credit certificate seeking students must attend orientation before registration.

All degree-seeking students, associate in arts, associate in science, and college credit technical certificate, who test into college preparatory courses, regardless of program requirements, are required to complete the designated college preparatory courses with a grade of “C” or better.

## Non-Degree-Seeking Students

Applicants who wish to earn college credit for self-enrichment, teacher certification or transfer to another college may be admitted as NON-DEGREE-SEEKING students. Non-degree-seeking applicants:

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 students wish to pursue a degree, they must contact the campus enrollment services office and indicate a desire to be changed to a degree-seeking status.

Students 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 Students

Applicants 18 years of age or older who have not earned a high school diploma or a high school equivalency diploma and are not currently enrolled in a high school may be admitted as special students under the following conditions.

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

## Accelerated College Program

This program is designed for students at participating high schools who have a sophomore classification or higher and a 3.0 grade point average on a 4.0 scale. If approved by the parent, high school principal, and guidance counselor, these students may be admitted to the College and take up to seven college credit hours each term while still enrolled in high school. Students must have permission from their high school and parent each term to re-enroll.

A high school representative must submit an application packet to the College's program development coordinator that includes the following:

1. an accelerated college application signed by the student's parent, high school principal and guidance counselor,
2. a transcript verifying the student's grade point average, completion of requirements through the freshman year and mathematics credits and grades, and
3. a copy of the student's scores on the Florida College Entry Level Placement Test (FCELPT), SAT, or ACT.

## Early Admission

Applicants who wish to enter Florida Community College at Jacksonville as full-time students at the end of their junior year in high school may be admitted to earn 30 semester hours or more of college credit coursework and still graduate with their high school class. These applicants must have a high school grade point average of 3.25 or better on a 4.0 scale, have a senior classification and receive approval from their high school principal. An interview with an admissions officer 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. Students do not have to pay tuition. Students are, however, responsible for the purchase of textbooks.

The high school representative must submit an application packet to the College's program development coordinator that includes the following:

1. an early admissions application signed by the student's parent, high school principal and guidance counselor,
2. a transcript verifying the student's grade point average, completion of all requirements through the junior year and Mathematics credits and grades, and

3. a copy of the student's scores on the Florida College Entry Level Placement Test (FCELPT), SAT, ACT or Test of Adult Basic Education (TABE).

Upon successful completion of courses students will earn high school credits. College credit will be awarded when proof of high school graduation is submitted to the College's registrar.

## Dual Enrollment

This program is designed for high school juniors and seniors whose county school board, private school or home school parent or association has a state approved articulation agreement with FCCJ to offer dual enrollment courses. These students must possess a high school grade point average, on a 4.0 scale, of 2.5 to enroll in college credit or 2.0 to enroll in vocational dual enrollment.

Additionally, students must earn the required college entry scores on the Florida College Entry Level Placement Test (FCELPT), ACT, SAT or Test of Adult Basic Education (TABE) to qualify. Students may take up to eight credit hours each term and do not pay tuition. Books may be paid for by the high school. Upon successful completion of college courses students will earn high school credits. College credits will be awarded after proof of high school graduation is submitted to the College's registrar.

A high school representative must submit an application packet to the College's program development coordinator that includes the following:

1. a dual enrollment application signed by the student's parent, high school principal and guidance counselor,
2. a transcript reflecting the appropriate grade point average, completion requirements through the sophomore level, and mathematics credits and grades, and
3. a copy of the student's scores on the Florida College Entry Level Placement Test (FCELPT), SAT, ACT or Test of Adult Basic Education (TABE).

## International Students

International students are an integral part of FCCJ's academic programs, student life and cross-cultural activities, bringing an added dimension to the 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 a greater understanding of cultural differences and a greater awareness that the quality of our lives is related to the world's willingness to share its natural resources. Through international students, the College community may learn better ways to realize these aims.

FCCJ supports the role of international students in its academic programs and, therefore, invites international students to apply for admission to the College through the campus enrollment services office in the Martin Center for College Services. College supported activities include the Global Friendship Club, the Global Education Program and the campus student affairs offices.

## International Applicants

For admission purposes, applicants are classified as international students only if the applicants require, or will require at any time, the College to issue papers required by the Immigration and Naturalization Service. Applicants who have been admitted to the United States as immigrants and have been issued resident alien numbers will not be classified as international students for admission purposes.

Applicants must submit the following items.

1. application for admission as degree seeking students
2. application fee of \$80, (a non-refundable, non-transferable processing fee)
3. proof of previous education as follows
  - a. a certified English translation of the transcript, (for high school graduates who have never attended college) or
  - b. a certified English translation of the transcript(s) of all colleges attended, (for students who have attended college previously)
4. proof of proficiency in the use of the English language (Students from non-English speaking countries must submit to the College admissions office an original copy of satisfactory scores on the TOEFL (Test of English as a Foreign Language Examination), available through the Educational Testing Service, Box 899, Princeton, N.J. 08540.)
5. a statement showing that financial resources are available for travel, tuition, books and living expenses while in school (Applicants may also be requested to show evidence that there are funds to cover these expenses on deposit in a United States bank.)

No international applicants will be considered for admission until items one through five have 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. International students should be enrolled and satisfactorily complete a minimum of 12 credit hours for the fall term (I) and 12 credit hours for the winter term (II) and six credit hours for the spring term (III). For more information contact any campus enrollment services office.

## Residency Affidavit

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

Students may qualify as a resident in these categories.

1. An individual, or, if dependent, their parent(s), shall have established and maintained legal residence in Florida for at least 12 months immediately prior to the student's enrollment.

However, dependents who have lived with an adult relative other than their 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. Individuals shall not be eligible to receive the in-state tuition rate until they have 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 students reside in this state primarily for educational purposes may not be counted towards residency status.

3. The legal residence of dependents' parent(s) shall be evidence of their legal residence. However, if the legal residence of the parent(s) is outside this state, individuals who have lived in this state for five consecutive years prior to enrolling may apply for the in-state tuition rate.

4. Any non-resident individual 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 individual shall lose his or her resident status by reason of serving or, if dependents, by their parent(s) serving in the armed forces outside this state.

6. The legal residence of dependents whose parents are divorced, separated or otherwise living apart shall be deemed to be Florida if either parent is a legal resident of Florida.

Applicants should be aware that a false statement regarding residency status is punishable as a misdemeanor under Florida Statutes, Section 837.06. If a statement is determined to be false, students 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.

Non-Florida students, or if minors, their parents or spouse, after having been residents and domiciliary of Florida for 12 months prior to the first day of classes for the term they wish to reclassify, may apply to the campus enrollment services office for reclassification by drop deadline for the term.

## Incoming Transfer Students

Students who have completed college credit courses at another accredited college and who wish to transfer this credit to Florida Community College at Jacksonville may do so.

Transfer students should do the following.

1. Complete an FCCJ admissions application at any campus enrollment services office and pay the processing fee. They may also ask for a College catalog and a class schedule at this time.

2. Make sure that they are classified as degree-seeking students (by marking this on their application or completing a change of status form in the enrollment services office) if this is their intention. Otherwise, transcripts will not be evaluated upon receipt.

3. Have official transcripts from all colleges attended sent to the Student Records Office, Florida Community College at Jacksonville, 501 W. State St., Jacksonville, FL 32202. If these transcripts are not received within one term, subsequent registration will be blocked. Once transcript(s) have been officially evaluated, they will receive a notice of this by mail.

4. Go to any student affairs office counseling and advising center and complete an admissions placement survey (APS) to establish a testing record and document



previous coursework in English, reading and mathematics. Also, if they have ACT or SAT scores less than two years old, they should bring these along. This information will be reviewed, and they will be told if any further testing is required.

5. Make an appointment with an academic adviser to help them select classes. They should bring along a copy of their transcripts if possible. This advising will be unofficial if their transcripts have not yet been officially evaluated. They should return for official advising once they receive notice that their transcripts have been evaluated and make an appointment by calling the counseling and advising center. Any questions that they may have about the evaluation can be discussed at this time.

6. Contact any student affairs office counseling and advising center for assistance if there is any difficulty with registration. It is not uncommon for this to happen because all records may not yet be on file.

7. After registering, go to the student I.D. center and get a photo I.D (StarCard). All students are required to carry their I.D. while on College property.

8. Become familiar with the deadlines printed in this catalog. Be sure to review important College policies and procedures related to drop deadlines, withdrawal procedures and deadlines, standards of student conduct, grading policies, academic standing standards and student support services.

9. Understand graduation status. Note that FCCJ requirements will probably be different than those of other institutions. A graduation status sheet (GSS) will be mailed to students each term they are enrolled. Transfer students, must complete at least 25 percent of credit semester hours required for the degree at FCCJ and meet all other FCCJ graduation requirements. This session would also be a good time to check on university prerequisites that may apply toward a major.

## 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 students as fairly and equitably as possible.

The forgiveness policy allows students to repeat a course in an attempt to improve the grade. *Students can ONLY repeat a course where a grade of "D," "F" or "NP" was earned and can only repeat that course twice.* Students cannot repeat a course where a grade of A, B or C was earned. Except for grades of "AW," "IW," "W," "I" or "X," the grade received as a result of the second attempt of a course will be the grade computed in the grade point average. However, all courses attempted will appear on the transcript. The forgiveness policy does not apply to courses repeated after the term in which the A.A. degree is awarded. *If students do repeat a course, there is no guarantee that a transferring institution, public or private, will accept the grade in the computation of the grade point average. Also, some forms of financial aid will not cover repeat courses.*

Letter grades will be assigned for courses as follows.

A	=	Excellent
B	=	Good
C	=	Average
D	=	Poor
F	=	Failure
NP	=	Non-punitive, no credit or penalty
W	=	Withdrawal
I	=	Incomplete
X	=	Audit
AW	=	Administrative Withdrawal
IW	=	Instructor Initiated Withdrawal

### "NP" Grade

The "NP" (no credit) grade may be given by the instructor as outlined in the syllabus. If students wish to earn credit for the class at a later date, they must re-register for the class.

### "I" Grade

An "I" grade may be assigned when extenuating circumstances prevent students from completing the required coursework during the regular term. The "I" grade shall remain in force for no more than one year, during which time students must complete the required work. At the time students choose to complete the required work necessary to earn a grade and an agreement between the student and faculty member has been reached, it is not necessary to re-register for the course to establish completion of the coursework. It is the purpose of this grade, that upon completion of required work the faculty member will initiate a grade change form with the new grade earned, to replace the "I" grade retro-active to the original term the "I" was earned. Registering for the course constitutes another attempt of the course in question and defeats the purpose of the "I" grade. During that year, the "I" grade shall not affect the students' GPA; however, after the year expires, if the required coursework has not been completed, the "I" grade will automatically convert to an "F" grade.

## College Credit Withdrawal Grade

Students officially withdrawing from college credit courses will receive the grade of "W", "AW" or "IW." Except for those students enrolled in college prep courses\*, *students may withdraw without penalty from any course prior to the mid-point in the semester as shown in the College calendar. Students will be allowed only two withdrawals per course. After receiving two withdrawals, students will receive a grade of "A," "B," "C," "D," "F" or "NP" for that course.*

*\*Withdrawals from a college prep class after the drop deadline constitutes only one of two attempts to successfully exit that course on the second attempt students will be advised into the appropriate adult studies course.*

To withdraw officially from one or more courses (withdrawal from all courses constitutes withdrawal from the College), students must follow these procedures.

1. obtain withdrawal forms from campus enrollment services office

2. complete the form(s), except for signatures of professor and campus enrollment services office representative
3. obtain the signature of the professor (if the professor is not available, take the form to the department chairperson who is responsible for that course)
4. take form(s) to campus enrollment services office (after signature of campus enrollment service office representative, students should be sure to retain one signed copy of the form)

Students must withdraw using the College withdrawal procedure in person or by letter. The letter should be addressed to:

Student Records Office  
 Florida Community College at Jacksonville  
 501 W. State St.  
 Jacksonville, FL 32202

and postmarked no later than the deadline date prescribed for withdrawing from the class *prior to the midpoint of the term* as shown in the College calendar.

### **Audit Grade**

Students may elect to audit a college credit course by completing the audit form at the time of registration. Students may not change from credit to audit or from audit to credit, after the drop deadline for the term registering. 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.

### **"AW" Grade**

The "AW" grade will be administratively assigned when instructors report students have not attended class by the second week of the term. The "AW" grade will not be used to calculate the grade point average (GPA).

### **"IW" Grade**

An instructor initiated withdrawal grade "IW" may be assigned by instructors prior to the withdrawal deadline, to students who have been absent from more than 15 percent of the scheduled classes in any given term. The "IW" grade is an optional grade and may be assigned only after a warning has been sent to students. Faculty who intend to use this grade option must clearly state that intention in their course syllabi. Students may appeal an instructor initiated withdrawal within 10 days of the withdrawal by contacting the campus student affairs office. It should be noted that since college prep courses have a required attendance policy this grade may not be assigned to college prep students.

### **Grade Appeals**

If students believe they have been unfairly evaluated, they have the right to appeal the final course grade through an established grade appeal process. The appeal must be in writing and filed with the campus dean of student affairs by the end of the first term after the grade is given. Students must demonstrate that the grade being challenged was administered in a manner inconsistent with criteria in the course syllabus. Information on the complete grade appeal process is available in the student handbook and in the office of the campus dean of student affairs.

### **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:

1. upon recommendation of the professor who assigned the grade with approval of the department chairman or program manager or
2. upon recommendation by the department chairperson or program manager and approved by the campus instructional dean when the professor who assigned the grade is no longer a member of the faculty.

The "I" 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 = four grade points per semester hour
- B = three grade points per semester hour
- C = two grade points per semester hour
- D = one grade point per semester hour
- F = zero grade points per semester hour

Students' 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 "I," "W," "AW," "IW," "NP" and "X" are not used in the computation of grade point average.

### **Student Warning**

When students repeat a course at FCCJ, only the last grade earned is calculated in their cumulative grade point average (GPA). However, students with an excessive number of "W," "IW" or "NP" grades and students who repeat courses to improve their GPA jeopardize their admission to some programs in the Florida State University System (SUS) institutions or other institutions.

### **College President's List and Dean's List**

Students who achieve academic excellence during a term are recognized by being placed on the College President's or dean's lists. This is done at the completion of the fall and winter terms and in August for the spring, summer and cross terms. The criteria of eligibility for each list are listed below.

**College President’s List**

To qualify, students must have:

1. a minimum enrollment of at least three credit hours (excluding college preparatory classes),
2. a minimum of 12 credit hours earned at FCCJ (excludes transfer work),
3. an FCCJ cumulative GPA of 2.5,
4. a term GPA of 3.75-4.0 with no grade of “I,” “NP,” “AW” or “W,” “IW,” and
5. must be making satisfactory academic progress (see standards for student success).

**Dean’s List**

To qualify, students must have:

1. a minimum enrollment of at least three credit hours, (excluding college preparatory classes),
2. a minimum of 12 credit hours earned at FCCJ (excludes transfer work),
3. an FCCJ cumulative GPA of 2.5,
4. a term GPA of 3.5-3.74 with no grade of “I,” “NP,” “AW” or “W,” “IW,” and
5. must be making satisfactory academic progress (see standards for student success).

**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 3.2 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 3.2 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 coursework. This measure corresponds in actual time requirements in class to one 50-minute class period per week for one semester. The exceptions to this rule are found in laboratory courses, music activity courses and studio art courses. For example, a three semester hour (also called credit hour) course requires at least three 50-minute periods of actual class time per week. Laboratory Biology, on the other hand, a four semester hour course, requires six in-class hours. Semester hours can be converted to quarter hours by multiplying the number of semester hours earned by 1.5.

**Student Course Load**

Full-time students are enrolled as follows.  
 fall ..... 12 or more semester hours  
 winter ..... 12 or more semester hours

\*spring.....6 or more semester hours  
 \*summer .....6 or more semester hours  
 \*Cross-term semester hours will count one-half for spring and one-half for summer.

The suggested maximum load of an entering first term, full-time freshmen enrolled in day classes is 18 semester hours. The suggested maximum load for full-time students who fail to maintain a “C” average for the preceding term is 15 semester hours. The suggested maximum load for full-time students who have an average of “B” or higher during the preceding term is 21 semester hours.

To receive overload permission, students must get approval from the campus dean of student affairs.

**Standards for Student Success**

FCCJ is dedicated to providing students with a high quality educational experience in an environment supportive of intellectual and personal development. The Standards for Student Success were formulated to help assure this quality and to clearly communicate the College’s minimum expectations of reasonable academic progress.

**Students Who Will Be Affected**

The standards described below took effect at the beginning of Fall Term 1994. These standards supersede the previous published standards and will be applied to all college credit students who have enrolled in a cumulative total of 12 or more credits.

New students (and returning students with less than 12 credits of enrollment) will be initially evaluated at the end of the term during which they enroll in a cumulative total of 12 or more credits.

Returning students who have enrolled for 12 or more credits will be evaluated according to the new standards at the end of the first term they re-enroll.

Transfer students entering FCCJ will be evaluated once their records indicate 12 or more credits of enrollment. Transfer credit will be included in the determination of status at the end of the term it is posted to the student’s record.

Students placed on warning or probation according to previous standards will be re-evaluated prior to the beginning of the Fall Term 1994.

The standards will be used to determine financial aid status as well as academic status (see note #1 below).

**Specific Standards**

In order to maintain satisfactory academic progress, students must maintain the following minimum cumulative standards:

All College <i>Cumulative</i> Credits Enrollment	Required All College Cumulative Grade Point Average	Required Percentage of Credits Successfully Completed (“NP,” “W,” “AW,” “IW” and “I” grades count as enrollments)
12 or more	2.0	50 percent

Since these are **cumulative** standards, a student's complete academic record will be used in the determination of academic status. For transfer students, this includes credits earned coursework taken at all previously attended institutions and accepted by FCCJ as transfer credit.

Students who do not meet the cumulative standards outlined above will initially be placed on academic warning.

Students who are placed on warning or probation may avoid being placed into the next stage of the standard (i.e., probation or suspension) by maintaining the following standard during the *term*:

Grade Point Average for <i>Term</i>	Percentage of <i>Term</i> Credits Successfully Completed ("NP," "W," "AW," "IW" and "I" grades counted as unsuccessful)
2.0	50 percent

**Notes:**

1. Students on scholarship or receiving veterans benefits must also abide by the standards applicable to these programs — for additional information see the appropriate sections of this catalog or contact a financial aid adviser.
2. Spring/summer and cross terms are considered as one term for purposes of this policy.
3. College preparatory courses (those with a leading zero in the course number) are covered by a separate policy (see section on "College Preparatory Studies") and will not be included in the determination of students' status.
4. Students on warning or probation are ineligible for the College President's List or the Dean's List, regardless of their performance during the term.
5. Non-credit students must also achieve satisfactory progress in order to maintain financial aid eligibility. See a financial aid adviser for further information.

**Notification of Status**

All students placed on warning, probation or suspension will be formally notified of their status by mail. *Such students should meet immediately with a counselor or adviser to determine what action can be taken to return to satisfactory progress.*

Degree-seeking students will also be notified of their academic progress each term on the graduation status sheet they receive. Non-degree-seeking students may receive this information by requesting it in person from the counseling and advising center on their campus.

**Satisfactory Progress.** Students who meet or exceed the established cumulative standards will be considered to be making satisfactory progress. Students who are placed on warning or probation will be returned to satisfactory progress as soon as they meet or exceed these cumulative standards.

**Academic Warning.** Students who do not make satisfactory progress based on the standard will initially be placed on warning. Students who make satisfactory progress (i.e., 2.0 GPA and 50 percent completion) during the *term* they are on warning will remain in this category rather than being placed on probation.

**Academic Probation.** Students who do not make satisfactory progress based on the standard while on warning will be placed on probation. Their enrollment will be limited to 13 credits during fall, winter, and spring/summer/cross terms (including no more than seven credits for either spring or summer terms). Students who make satisfactory progress (i.e., 2.0 GPA and 50 percent completion) during the *term* they are on probation will remain in this category rather than being placed on suspension.

**Academic Suspension.** Students who do not make satisfactory progress based on the standard while on probation will be placed on suspension and will not be allowed to enroll in the College for one full term. The second and subsequent time students are suspended, two full terms must pass before reinstatement is possible. Students on suspension should contact a counselor approximately two months prior to the beginning of the term they wish to re-enter FCCJ, in order to initiate a formal request for reinstatement.

**Reinstatement.** Students placed on suspension must complete a formal request to be re-enrolled. Information regarding reinstatement procedures and deadlines can be obtained from the office of the campus dean of student affairs. No requests will be accepted after the established deadlines. Students seeking a clarification of any part of this policy should contact a counselor or the campus dean of student affairs.

**Financial Aid Status**

The federal government has enacted a new regulation known as the 150 percent rule. The rule was established to promote quality and integrity among educational institutions that are eligible to participate in Title IV funding. As a result, eligible students will receive assistance for a maximum of one and one-half times the total hours required for a declared program of study.

Financial aid will be terminated at the point that students have been enrolled in 150 percent of required courses. However, students can continue to enroll in courses at their own expense for as long as satisfactory academic progress is maintained.

**Scholarship and Talent Grants Status.** The College's scholarship and talent grant programs recognize academic achievement and special talents of students. Recipients are therefore required to meet renewal criteria that are specific to the respective award. Students whose scholarship or talent grant is terminated due to failure to meet the criteria for renewal may appeal the termination action. However, there must be extenuating circumstances, and documentation must be provided. Contact any campus enrollment services office for the scholarship and talent grant appeal form.

**Non-Credit**

In order to maintain eligibility for state and federal aid or veteran benefits, non-credit students must achieve satisfactory progress toward educational goals by receiving a satisfactory institutional evaluation at the end of the term. Grades of "S" or "SI" are considered satisfactory.

Non-college credit students must maintain satisfactory attendance as specified by their professors. If satisfactory attendance is not maintained, financial aid and/or veterans benefits will be discontinued.

## Reinstatement Process

1. Students who are academically suspended for the first time will be required to sit out one term.

2. Following the required one-term suspension, students who wish to re-enter FCCJ must complete an application for reinstatement at any campus student affairs office. Students should complete the process on the campus they are attending at the time of suspension.

3. Suspended students who apply for reinstatement will be reinstated based on the following criteria.

1.00 - 1.99 maximum 7 credits

.00 - .99 maximum 4 credits

4. Students approved for reinstatement may be eligible for financial aid. To determine their financial aid status, students need to contact the enrollment services office. Those students eligible will be able to use financial aid for registration.

5. Students may request additional credits based only on documented extenuating circumstances (death, illness, family crisis or accident) or educationally sound reasons. The loss of Social Security, veterans assistance, insurance or other benefits are not included in the definition as having extenuating circumstances. Students must also show progress in the preceding terms, and the extenuating circumstance must be in the term prior to suspension. Only the exceptions will be required to be reviewed by a counselor with final approval by the campus dean. If the student was receiving financial aid, this must be adjusted to the additional credits.

6. Once students have been approved for registration (reinstated), those credits will permit them to register for the subsequent term (if the standard is met) until they meet the standard or the campus dean approves additional credits. Reinstated students who do not meet the standards based on final grades will be disenrolled and be restricted from registration for two terms.

7. Previously suspended students who do not meet the standard will be suspended for two terms and must request reinstatement based on the criteria stated in item 3. Extenuating circumstances may occur, and will be reviewed based on the same process in item 5.

8. Immediate Reinstatements — Students may request immediate reinstatement based on the following criteria:

\*A grade change which removes students from the standard.

9. The campus dean will submit via PROFS, the names of all students with social security number, approved credits and cumulative GPA, approved for reinstatement to the registrar.

10. Once students are cleared by the registrar's office, they are eligible to register by telephone. Students who are cleared and wait until on-campus registration will be required to get a manual override from the campus dean of student affairs. The override is sent to the district records

office for filing. The names, etc., of all students approved to register (telephone and on-campus) must be sent PROFS to the registrar's office.

11. Application Process — All students requesting reinstatement must complete an application.

a. If the application request meets the standards in item #3 and the student is not requesting financial aid, the application is directed to the campus dean for approval/processing.

b. If the application request meets the standard in item #3 and the student is requesting financial aid, an appointment must be made with the enrollment services office for review. Once completed, the application is sent to the campus dean for approval/processing.

c. If the application includes a request for additional credits (extenuating circumstances or educationally sound reason), students must make an appointment with a counselor. Those without financial aid requests are sent to the campus dean for approval/processing; those requesting financial aid must make an appointment with the enrollment services office. Once completed, the request is sent to the campus dean for approval/processing.

## Registration Date

Registration dates are advertised in the college credit schedule. Registration using a touchtone telephone is available daily (except Saturday and Sunday) for college credit students with a clear record. New degree-seeking students may register by telephone after attending an advising session.

## Concurrent Registration

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

## Prerequisites/Corequisites

Some college credit course descriptions include specific requirements which must be met prior to enrollment. Specific requirements may include prerequisites (courses which must be satisfactorily completed prior to enrollment), corequisites (courses which must be taken at the same time of enrollment) or other specific conditions.

## Schedule Changes/Level Changes

Schedule changes may be made on any registration day prior to the first day of classes.

Level changes may be made after the final drop day with the approval of the appropriate assistant dean. These changes may take place no later than the end of the fifth week of class in the fall and winter terms and the end of the second week of class in the spring and summer terms, and the end of the fourth week of class in cross term. Students will not be allowed to change from a course in one term to a section in another term, other than from a spring term course to a like course scheduled in the concurrent cross term.

## **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. If students do not elect another course, they 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 students of such policy at the beginning of the term.

## **Transcript Requests**

Upon request of students, the College will provide to the students or to individuals or institutions designated by the students, an official transcript of their academic record. Transcript requests may be made in person or in writing to the campus enrollment services 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.

## **Evaluation of Other College Transcripts**

Transcripts from other colleges attended will be evaluated for degree-seeking students only. Transcripts must be received from all colleges attended. All courses attempted at the freshman and sophomore levels will be evaluated to see if they are acceptable for transfer to FCCJ. Upper division courses will only be evaluated when they are substantially equivalent to courses offered at FCCJ. Evaluations are initiated ONLY when all transcripts are on file at FCCJ. FCCJ does not evaluate transcripts solely for convenience of external agencies.

## **“Other” Registrations**

“Other” registrations, as authorized in the State Board of Education Rules, may be scheduled as necessary during a term.

## **Enrollment Certification for Educational Benefits**

The enrollment services office will verify enrollment for students eligible to receive educational benefits from any external agency.

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

Verification of enrollment will be done after the published deadline to drop and receive a refund.

## **Credit for Non-College Sponsored Education**

Individuals who have 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 enrollment services office.

## **Military Service School Credits**

Individuals who have submitted applications 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 enrollment services office the Department of Defense Form 295- or 214- Application for the Evaluation of Educational Experiences During Military Service or other documentation of military schools attended. Students receiving veterans educational benefits must have military training evaluated in order to continue receiving benefits.

## **Service Members 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 calling 633-8134.

## **Service Members 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.

SOCNAV students/applicants must coordinate all activities (student agreement forms, transfer advising and possible rating credit) through the FCCJ office at any of the Navy bases or through the Open Campus Military Education Institute office by calling 633-8134.

## **Commencement**

FCCJ 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, spring or summer terms may participate in the next formal commencement exercise. Students graduating at the end of winter term are expected to attend all graduation rehearsals and ceremonies. Graduation dates will be the date of the

end of the term in which students complete the academic requirements for the degree or certificate for which they are an applicant.

## **Honors Graduation**

Honors graduation is determined by students' all college cumulative grade point average at the end of the term they graduate, as follows.

with honors .....3.5–3.74

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.

# Special Educational Services

## College Preparatory Studies

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

Through the course placement testing program or additional assessment, students who are identified as in need of further preparation will meet with a counselor to identify academic goals and the best curriculum to follow in order to achieve these goals.

All college preparatory studies courses are considered to be below college level. They are not intended for transfer, counted for graduation or calculated in total hours or 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 studies courses in the course description section.

The following college preparatory studies courses are designed to bring students' skills to the minimum college entry level.

ENC 0001	Introduction to Composition A
ENC 0021	Introduction to Composition B
ESL 0101	ESL Speech — Level I
ESL 0121	ESL Reading — Level I
ESL 0141	ESL Writing — Level I
ESL 0161	ESL Structure — Level I
ESL 0181	ESL Combined Skills — Level I
MAT 0002	Basic Mathematics
MAT 0024	Elementary Algebra
MAT 0025	Intermediate Algebra
REA 0008	Reading Skills
REA 0010	Introduction to Reading Techniques

Students who test into one or more of these college preparatory studies courses must successfully complete the course(s) with a grade of "C" or better before enrolling in college credit courses in that skill area.

Research has shown that students at FCCJ who are successful in college preparatory studies miss less than four hours of class. The College has instituted an attendance policy for all college preparatory classes. College preparatory students should check the attendance policy in the course syllabus of each college preparatory course taken. Full-time students who test into ENC 0001 and REA 0008 must take these two courses in their first term of enrollment.

Full-time students who test into ENC 0001, REA 0008 and MAT 0002 must take all three of these courses in their first term of enrollment. Part-time students are required to take these college preparatory studies courses in the following order: reading, English and mathematics.

Full-time students who test into either ENC 0021, REA 0010 and MAT 0002, MAT 0024 or MAT 0025 must enroll in at least one of these college preparatory studies courses each term until they have completed all such required courses.

Part-time students who test into either ENC 0001, REA 0008 or MAT 0002 must enroll in at least one of these courses each term until they have completed these courses. Part-time students who test into either ENC 0021, REA 0010, MAT 0024 or MAT 0025, must enroll in these courses by the time they have accumulated 12 hours of college credit coursework and must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed.

## Limits to Enrollment in Each Skill Area of Writing, Reading and Mathematics

Students who withdraw officially from college preparatory studies courses shall be considered enrolled that semester for purposes of the three-term limitation rule. Students may only have two attempts at each college prep course. After the two attempts, students must enroll in adult education courses. Exceptions to this rule are subject to the student appeals process.

## 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 students serious about the pursuit of academic excellence, and educators at the College are dedicated to presenting these students with the most stimulating educational experiences possible.

The philosophy of the program for academic excellence at FCCJ is threefold:

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

Students who have achieved a 3.2 grade point average in high school or who have 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. Coursework is more individually structured and presentations have an innovative approach. For further information on honors courses, refer to page 18.

Honors students are 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 FCCJ students who have achieved academic excellence in college. These scholarships cover the cost of tuition, books and other incidental expenses.

The Academic Achievement Scholarship is for entering college students who achieved a 3.5 grade point average in high school in an academic curriculum and who are recommended by their high school principal or counselor. The scholarship may be renewed for a second year based on academic performance at FCCJ.

The Scholars Award is for students who have completed 12 hours of coursework at FCCJ and have maintained at least a 3.5 grade point average.

Students who are qualified and willing to accept the challenge, should contact the scholarship coordinator at the Enrollment Services Student Aid Office, Martin Center for College Services, 501 W. State St., Jacksonville, FL 32202.

## **Program for Academic Excellence Mentor Program**

The mentor program is a special part of the program for academic excellence in which honor students 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.

## **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 program 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 prepare 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 an institutional goal for 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 including the following.

1. the study of foreign and domestic societies, languages and cultures
2. education about national and foreign policies and international relations of the governments of nations
3. education for responsible citizenship involvement and effective participation in a global society
4. provision of mid-level manpower training and technical assistance to developing nations
5. involvement of faculty, staff and students in international experiences which contribute to their professional enrichment
6. 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. Studying 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 students' 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**

Florida Community College at Jacksonville has programs which are specifically designed for non-native students whose first language is not English. The academic ESL program is designed for students who are preparing themselves for academic study and who must develop native proficiency in the English language to succeed in their coursework. In addition, non-native community residents who have a high school diploma and want to increase proficiency in English language skills through

rigorous study are eligible to enroll. Some exemptions apply to applicants who do not yet have a high school diploma.

Prior to registration, students take a placement test to determine which level of instruction is most appropriate. Based upon the results of these placement test scores, students are assigned to college preparatory studies (Level I) which is designated by courses with the ESL prefix, Intermediate (Level II) or Advanced Intermediate (Level III) courses, both of which are designated with the ENS (English for non-native speakers) prefix. Each level consists of courses in:

1. reading/vocabulary,
2. writing/composition,
3. speaking/listening,
4. structure/grammar and
5. combined skills (designed for special program needs).

Level one classes are college preparatory studies classes, not intended for transfer, counted for graduation or calculated in total hours or in grade point average. Level II and Level III classes are not counted toward fulfilling the number of credits required for a degree; however, if students test into these courses, they are required to take these courses before enrolling in non-ESL college credit courses. Courses at each level involve 12 contact hours per week, which is a full course load. Students may take less than a full load of classes each term if desired. Upon completion of the ESL courses, degree-seeking students, and/or those wishing to take college credit English or reading courses, then participate in the native student entry placement testing. For additional information contact the ESL office on Downtown Campus at 633-8227.

## **English as a Second Language, Non-Credit Adult Studies**

The adult education non-credit ESL program offers classes for community residents whose native language is not English and who desire to learn and/or improve their English language skills. Instruction is being offered at six different levels, from beginning to advanced. Instruction including speaking, reading and writing skills are taught at all levels. At registration, students who have some knowledge of English will be tested to determine placement levels. Prior knowledge of English is not a requirement for entry. Classes are held at the Downtown Campus during the day and in the evening at various locations throughout the city. For additional information contact the Non-Credit ESL office, Downtown Campus, at 633-8484.

## **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 Marine 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 information contact the Navy ROTC office at Jacksonville University at 744-3950, ext. 7480.

## **Telecourses**

Florida Community College at Jacksonville delivers college credit courses to homes, jobs, campuses and other convenient sites through telecourses. Telecourse lessons are aired twice weekly. Telecourse students only go to campus for an initial meeting and to take exams. Telecourse students have the option of taking tests on campus with their professor or at alternate test sites. Telecourse content and college credit hours are equivalent to on-campus courses. Each course is a combination of televised lessons, study guide and textbook readings, written assignments, 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, often saving time and money as well.

Successful telecourse students are self-motivated, self-directed and independent learners who are committed to self-education and self-development. Telecourses are as demanding as on-campus classes. However, they are more convenient and offer educational experience at a place of the student's choosing.

For information contact the Distance Education Office at 633-8281 or 633-8416 (TDD).

## **On-Line Courses**

For students with many demands on their time, FCCJ offers another alternative to on-campus college credit courses. Students can access the College's electronic bulletin board or the Internet for a variety of courses, such as English composition, humanities, sociology, psychology and others. Students follow the professor's on-line syllabus and lectures, read assigned text material, participate in on-line discussions with their instructor and fellow students, complete and deliver research papers on-line. Students may contact professors and staff via electronic mail twenty-four hours a day. For additional information contact the Distance Education Office at 633-8281 or 633-8416 (TDD).

## **Weekend College**

To serve the needs of working students and others who need scheduling flexibility, Florida Community College at Jacksonville offers a variety of college credit classes on weekends. Students may choose from classes which meet on Saturday mornings or afternoons for the full term, or Fast-Track classes which meet all day Saturday for six Saturdays. The intensive Fast-Track format is designed primarily for working adult students, with two sessions of classes scheduled each term. Weekend College classes are held at the Kent Campus, the South Campus and the Open Campus Deerwood Center. For information call the Weekend College office at 633-8114 or 633-8253.

## **Geis Center for Marine and Industrial Technology**

### **MISSION**

The Geis Center for Marine and Industrial Technology exists to be directly responsive to specialized educational needs and interests of Duval and Nassau counties for technical and applied technology career training with a specialized focus on maritime and industrial occupations.

### **PURPOSES**

The Geis Center for Marine and Industrial Technology shall address this mission through provision of:

1. entry-level, cooperative and licensure training in selected marine and marine-related vocations and industrial trades for students preparing to enter the marine and industrial careers and work force,
2. supplemental and apprenticeship training to upgrade the skills or improve work performance and technical applications of those employed in marine and industrial 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, and
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.

## **FCCJ Open Campus Deerwood Center**

### **MISSION**

The FCCJ Open Campus Deerwood Center exists to be directly responsive to the specialized educational needs and interests of individuals on the city's Southside, who prefer college credit and continuing education (non-credit) courses offered at a site that is convenient and accessible. For information call 646-2224.

### **PURPOSES**

The FCCJ Open Campus Deerwood Center shall address this mission through provision of:

1. transfer and associate degree courses for students intending to complete the general education core and elective courses for university parallel study,
2. college credit courses for students pursuing a degree or continuing education through the offering of daytime, evening and Saturday classes,
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. self-supporting recreational and avocational courses for residents seeking leisure and community-oriented educational opportunities, and
6. focused student support resources (testing, counseling and registration) for enrolled students to further their learning objectives with special emphasis on assistance for returning students.

## **Military Education Institute**

### **MISSION**

The Military Education Institute exists for the purpose of increasing availability of educational opportunities for military service personnel, their family members and federal government employees and local community residents at Jacksonville area military installations. To accomplish this mission the College provides:

1. college credit courses with an emphasis on the General Education Requirements offered at each base during FCCJ's regular terms and additional six-week terms,
2. classes offered on base in a sequential program, enabling enrollment throughout the year in the associate in arts and selected associate in science programs,
3. a full range of advising, registration and orientation services, including entry placement testing,
4. a liaison with the military educational service officers to assist students in the use of the military service financial aid programs, and
5. non-college credit courses for students desiring to upgrade career and occupational skills or seeking personal enrichment.

For information call 633-8134.