



Rules, Regulations and Rights

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Student Rights Policies

Student Bill of Rights

Florida Community College at Jacksonville associate in arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. admission to one of the nine state universities, except to limited access programs which have additional admission requirements,
2. acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree,
3. adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment,
4. transfer of equivalent courses under the Statewide Course Numbering System,
5. acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate),
6. no additional General Education Requirements,
7. advance knowledge of selection criteria for limited access programs and
8. equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

Student Records and Privacy

Pursuant to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, students and their parents are advised of certain practices and procedures at Florida Community College at Jacksonville which relate to student records.

Once students reach the age of 18 or are enrolled in a postsecondary program, parents no longer have any rights to student information under this act unless students give written consent to release the information to their parents or the parents provide evidence that students are dependents of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Under this act, students or parents (if eligible) will be accorded access to students' records within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the College to permit records to be reviewed in the presence of a representative of the custodian of records. Either students or parents (if eligible) have the right to challenge the content of any record they believe to be inaccurate, misleading or in violation of their rights or otherwise inappropriate and to insert into the record any written explanation of any matter therein. The custodian of the records challenged shall conduct a hearing upon the matter at a reasonable time and place at which time students or

parents (if eligible) may present any evidence they may have in support of the challenge. If a record is challenged, the custodian of the record shall make a decision at the conclusion of the hearing. This decision may be appealed by students or parents (if eligible) through established procedures to the student appeals review committee. Action by the College President on an appeal is final.

Students or parents (if eligible) must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, dated and must specify the information to be released, the reason for release and the names of individuals to whom the information is to be released.

The following records are maintained in students' files: application for admission, transcripts from other colleges, academic history records and general correspondence.

The following information about individual students is classified as "directory information" and will be released upon request to any person. Individual students or parents (if eligible) have a right to submit a request in writing to the custodian of student records that all or any part of the directory information NOT be released. The request to withhold directory information must be submitted annually.

1. name
2. address
3. major field of study
4. dates of attendance
5. degrees or awards received

Religious Observances

The College shall reasonably accommodate the religious observances, practices and beliefs of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.

Students who have a concern regarding the College's implementation and/or interpretation of this rule shall have the right to formalize that concern through the general student appeal process.

Procedure

1. It is the responsibility of students to notify instructors in writing in advance of absences to observe religious holy days in their own faith. Upon such reasonable notification, such absences shall be excused without penalty.
2. Students shall be responsible for material covered during the period of observance and shall be provided a reasonable time to complete make up assignments.
3. The College and its faculty, as appropriate, shall schedule major class assignments, major examinations and official ceremonies on other than major religious holy days whenever possible.

Sexual Harassment

Sexual harassment as defined in District Board of Trustees Rule 6Hx7-1.3, Definitions, is hereby deemed to be discrimination on the basis of sex and is expressly prohibited by this rule. This prohibition shall apply to every facet of the College's operation including but not limited to employment and student environments, which include peer harassment. Any violation hereof shall result in disciplinary action, as appropriate.

Definition — 6Hx7-1.3 Definitions — 1.3

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal, non-verbal or physical conduct of a sexual nature, whenever:

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

Peer sexual harassment is defined as sexual harassment of a student or students by another student or group of students which creates a hostile environment.

Complaint Procedures

Individuals who feel that they have been sexually harassed under the above definition and wish further information or assistance in filing a complaint, may contact:

Director, Equal Access/Equal Opportunity
Donald T. Martin Center for College Services,
Room 249
(904) 632-3221

OR

Director of Human Resources
Donald T. Martin Center for College Services,
Room 249
(904) 632-3254

OR

Downtown Dean of Student Success
Room 1097
(904) 633-8200/633-8201

Kent Dean of Student Success
Room B-100
(904) 381-3449

North Dean of Student Success
Room E-132
(904) 766-6763

South Dean of Student Success
Room U-131
(904) 646-2009

OR

Any administrator that the complainant may select.

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 age, 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 the Associate Vice President of Student Success and ADA Coordinator, Florida Community College at Jacksonville, 501 W. State St., Jacksonville, FL 32202. Or call (904) 632-5004 (voice) or (904) 766-6766 (TDD).

Academic Freedom and Responsibility

In light of the stated philosophy of Florida Community College at Jacksonville, we, the District Board of Trustees of Florida Community College at Jacksonville, recognize that faculty shall have academic freedom to promote learning, in an educational environment free from unreasonable restraint.

- A. As citizens of the United States, members of this academic community enjoy the same basic freedoms, rights and responsibilities as all other citizens of this nation.
- B. As teachers, members of this academic community should experience those freedoms and exercise those responsibilities related to the educational process. In order for this to take place, teachers should be free to research, to publish findings in the spirit of free inquiry, and to exercise academic responsibility in the classroom in examining and discussing subjects in a spirit of freedom and with a sense of direction.

The administration shall ensure that academic freedom exists to provide a means by which academic due process, as distinguished from civil due process, may be implemented.

Due Process Procedures

Academic Dishonesty, Discipline, etc.

These procedures contain regulations for dealing with alleged student violations of College standards of conduct in a manner consistent with the requirements of due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

Attendance at FCCJ is a privilege and in order to maintain the College ideals of scholarship, character and a commitment to excellence, the right is reserved by the College to establish rules and regulations to further these ideals which require student compliance for the welfare of the College community. These rules and regulations are found in Board Rule 6Hx7-11.1. It is the intent of the College that students understand that individual rights involve associated responsibilities and that individual rights must be viewed in relationship to the health, safety and welfare of the College community.

Students enrolled in any degree, diploma or certificate program are subject to federal and state laws, respective county and city ordinances and all rules and regulations of the College.

Student Academic Dishonesty Procedure

Academic dishonesty is considered a serious offense and is expressly prohibited. THIS POLICY INCLUDES ALL COURSE ASSESSMENT, RELATED ASSIGNMENTS AND ALL STANDARDIZED TESTS (e.g. CPT, CLAST, CAT). Such dishonesty includes:

1. cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade or the outcome of a standardized assessment,
2. plagiarism, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source, or
3. any other form of inappropriate behavior which may include but is not limited to falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein, shall be entitled to due process as defined in District Board of Trustees Rule 6Hx7-2.18, prior to the administration of disciplinary action including suspension and dismissal.

Student Discipline Procedures

Violations of published laws, ordinances or rules and regulations may subject violators to appropriate disciplinary action by the College authorities.

Prior to any disciplinary actions taken, students are entitled to procedural due process. This means that students shall be provided:

1. reasonable notice of the charges,
2. a general time frame for resolution, and
3. an opportunity to present their side of the controversy.

Disciplinary action, unless otherwise provided by law, may include fines, the withholding of diplomas, certificates or transcripts (pending compliance with rules or payment of fines), restitution, warning, and/or the imposition of probation, suspension or permanent dismissal.

The College President, vice president, campus president or an appropriate designated College officer may without a hearing temporarily order the removal from College property of individuals charged with a suspendible offense that is deemed to present a clear and present danger to the welfare of the College. Students ordered removed will be required to remain off College property until a hearing is provided regarding the matter. In the event of the temporary removal, a written notice of a hearing to be held within 10 days of the date of the letter will be mailed (certified mail, return upon receipt requested) to the individual.

The following violations of the code of conduct are outlined in the District Board of Trustees Rules.

Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is expressly prohibited.

Such acts or behavior may include but are not limited to consumption of alcoholic beverages on campus or at a College function, illegal use or possession of drugs or narcotics, cheating in any form, sexual harassment, the use of indecent or abusive language, gambling, hazing as defined in Chapter 240.326, Florida Statutes, vandalism or destruction of property, falsification of records or statements to the College, unauthorized use of the College name, lewd or indecent conduct, violence against any member or guest of the College community, theft or willful destruction of College property or of the property of members of the College, interference with the freedom of movement of any member or guest of the College, obstruction of the normal processes and activities of the College community, deliberate interference with the rights of others, violation of a federal or state law, a county or city ordinance, repeated offenses of a less serious nature or any other offense reasonably deemed to be contrary to the best interest of the College.

All alleged student violations of the Board of Trustees Rules of the College are referred to the office of the campus student affairs dean. Any administrator, faculty member, guest of the College, law enforcement official or student may allege a violation against any student.

The student affairs deans on each campus will represent the associate vice president of student affairs in matters of student rights and responsibilities to ensure fair treatment of students, adherence to principles of due process and the timely resolution of all matters.

Guidelines for procedural due process are available in the campus dean of student affairs office. Students who have questions or are in need of assistance should contact the student affairs dean on their respective campus.

Student Appeals

Every reasonable attempt should be made to informally resolve any dispute between students and the College at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, FCCJ provides a formal process through which students can appeal the application of certain College rules and regulations and the assignment of final grades. In all cases, it is the intent of the College to assure the fair and equitable treatment of students.

Students wishing to initiate a formal appeal should contact the campus dean of student affairs office. That office will provide the information and guidance necessary to initiate a student appeal.

Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of students for disciplinary reasons.

Grievance Procedures

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated or sexually harassed.

Note: Appeals handled through the student appeals process are excluded from the grievance process.

Procedures

Such grievances shall be handled as follows.

1. Complaints against College employees shall first be directed to the employee alleged to have caused the complaint within six months following the alleged incident. In the case of alleged sexual harassment, students shall first discuss the complaint with the campus dean of student affairs. (If appropriate, the dean may designate another individual to discuss the matter with students.)
2. If the complaint cannot be resolved informally, then students shall present a formal grievance in writing to the campus dean of student affairs. This shall be done within 15 working days following verbal response from the College staff involved.
3. The campus dean of student affairs shall conduct a preliminary investigation and resolve the concern, if possible. If the charge is of a serious nature, the campus dean of student affairs will

discuss the charge with the campus president and, if appropriate, the College counsel. Depending on the nature of the charge, the campus president will, after consultation with College counsel and the associate director of human resources, establish a process for resolving the issue. Care will be taken to guarantee that the matter is resolved equitably and that the due process rights of those involved are protected.

4. The recommendation resulting from the review process shall be submitted to the College President, who will render a final decision in a timely manner.

Student Appeals

Under unusual circumstances, you may find yourself at odds with College staff, policies or procedures. Every reasonable attempt should be made to informally resolve any dispute between the parties directly involved. Recognizing that such matters cannot always be resolved informally, FCCJ provides a formal process through which you can appeal the application of certain College rules or regulations and the assignment of final grades. In all cases, it is the goal of the College to handle student appeals fairly and equitably.

- Time Limit – Selective admission appeals must be submitted within 60 calendar days following admission decision. Grade appeals must be in writing and filed with the campus dean of student affairs by the end of the first term after the grade was reported. The exception to this is the “I” grade, which can be appealed up to 60 calendar days after the expiration of the one year grace period. All other student appeals, including finance-related and general appeals, must be submitted within one year of the occurrence of the action being appealed.
- Student Responsibility – You are responsible for preparing and/or presenting your appeals request, including written documentation if necessary. Additional documentation submitted after the formal appeal is filed will be considered; however, failure to submit requested documentation within the specified time limit can result in termination of your appeal.
- Student’s Submission of the Request – An appeals request is initiated by completing the appeals request form and presenting the form and supporting documentation to a campus student affairs office. Documentation must be presented before the appeals request is accepted.
- Grade Appeal Preliminary Stage – A student inquiry on a grade change is initially directed to the course instructor. If the instructor is not currently teaching or cannot be contacted, the inquiry should be directed to the appropriate department chairperson or assistant dean. If an instructor disapproves your request for a grade change, you can initiate a grade appeal

request through the appropriate campus dean of student affairs.

Student Grievance Procedures

Grievance procedures are provided for students who feel that they have been unlawfully discriminated against, tested unfairly or sexually harassed.

If you wish to file a grievance, please refer to the administrative information section of the FCCJ catalog for procedures.

Student Discipline Procedures

Each individual enrolled at Florida Community College at Jacksonville is considered a responsible adult, and it is vital that all students maintain standards of conduct appropriate to the College.

Student discipline is the responsibility of the student affairs department. All alleged student violations of Board rules and appropriate College regulations will be referred to the campus dean of student affairs. Any administrator, faculty member, career employee, student, guest of the College or other College staff person may allege violations against any currently enrolled student.

Student discipline procedures are more fully explained in the administrative information section of the FCCJ catalog. If you need information on the guidelines for procedural due process, contact the dean of student affairs on your campus.

Other Policies (and complaint procedures, where applicable)

Health and Safety Policies

Smoking

The College maintains a smoke-free environment. Smoking is permitted outdoors except where prohibited.

Health Services

As a community-based institution, FCCJ relies on health services provided within the community for students. Various health agencies are brought to each campus periodically to make their services available to students. Arrangements and coordination are handled by the student affairs offices and/or student activities offices. Substance abuse and AIDS information centers are located in each campus learning resources center.

AIDS Information

It is the policy of the College to maintain an appropriate balance between the rights of individuals with Acquired Immune Deficiency Syndrome (AIDS) to obtain an education with the rights of students and employees to an environment in which they are protected from contracting the disease. In order to assist Florida Community College at Jacksonville in responding to the medical, legal and ethical concerns raised by AIDS and/or AIDS-related issues, the College President has established procedures which address the education, safety and legal rights of students and employees.

The College will be flexible in its response to incidents of the disease, evaluating each occurrence in light of its general policy and the latest information available. A College environment committee shall meet on an as needed basis to:

1. determine whether students or employees with a communicable disease may pose an imminent risk to the College community and
2. determine what action is in the best interest of students or employees and the College.

All information obtained and reviewed by this committee will be treated as confidential.

FCCJ has designated counselors on each campus and the assistant dean of student affairs on the North Campus, to serve as AIDS counselors, available to the student body and employees on a request basis. These individuals can answer questions and serve as resource people regarding the disease. The student affairs office on each campus can arrange an appointment. For information call 766-6607.

Emergencies and First Aid

The campus security officer should be contacted in situations requiring the rendering of first aid. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted or whose families do not reside in this area, students will be transported to the emergency room of a nearby hospital by private means of transportation of their choice or by the city rescue squad. Expenses incurred are the responsibility of students.

Accident Reporting

Any accident should be reported immediately to a security officer. Any driver of a vehicle involved in an accident resulting in injury or death to another, or property damage in any amount, must immediately notify a security officer who will contact the police for investigation and an accident report.

Occupational Education Safety

Students enrolling in associate in science, associate in applied science or continuing education industrial education programs are required to supply their own personal protection safety equipment, hand tools and tool belt or box by the third week of class. Personal protective safety equipment should comply with applicable industrial standards and hand tools should be of an industrial grade.

At the beginning of each term, faculty will provide students with shop safety rules and a list of required personal protection safety equipment and hand tool requirements and their approximate costs. Obtaining required equipment and observing prescribed safety rules are mandatory for continued enrollment in industrial education programs.

Sexual Assault

Florida Community College at Jacksonville will not tolerate sexual assault in any form, including date and acquaintance sexual assault. Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other appropriate internal processes. Discipline may result in suspension or dismissal from the College.

Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Student(s) charged with sexual assault can be prosecuted under the Florida Criminal Statutes and/or discipline by the code of student conduct. A decision by the criminal justice authorities not to prosecute does not preclude the College from pursuing disciplinary action.

Reporting and action taken by the College for sexual assault against a student or an employee will be limited to incidents occurring on College property or facilities, or at a College-sponsored function.

The College is responsible for the training of security and other designated staff concerning the initial contact and processing of a reported sexual assault.

Employees and students found in violation of these policies will be subject to disciplinary action, up to and including termination, in accordance with FCCJ Board Rule 6Hx7-2.1.

Definitions

Sexual Assault — commonly referred to as rape, is one of the most unreported of all major crimes. The legal definitions differ from state to state; however, Florida defines sexual battery as the following:

“Oral, anal or vaginal penetration by union with a sexual organ of another or the anal or vaginal penetration by another by any other object: however, sexual battery does not include an act done for a bona fide medical purpose.” Section 794.001(h) Florida Statutes.

Stranger Rape — the sexual assault of an individual by someone the victim does not know.

Date or Acquaintance Rape — the sexual assault of an individual by someone the victim knows, usually an acquaintance or a date. Date rape is the most common type of rape occurring on college or university campuses but the least frequently reported.

Group/Gang Rape — the sexual assault of an individual by multiple perpetrators. The Florida legislature has decreed that an act of sexual battery when committed by more than one person, presents a greater danger to the public and is extremely offensive to society. Accordingly, it has enhanced the penalties for acts of sexual battery when committed by multiple perpetrators. Florida Statutes 794.023.

Complaint Procedures

Individuals who believe they have been sexually assaulted and wish further information or assistance may contact the campus staff member designated to assist with sexual assaults. Any person wishing to file a complaint may contact a campus security office.

Downtown Campus — 633-8390

Kent Campus — 381-3688

North Campus — 766-6608/6609

South Campus — 646-2357

All reported cases will be referred to the crime prevention coordinator.

Crime Prevention Coordinator

North Campus, Room A-145

Telephone: 766-6659 / 632-3111

This office will discuss the matter with the student and make referrals as appropriate. The person reporting the incident may request to be kept anonymous. A report will be completed and forwarded to the director of equal access/equal opportunity. Situations requiring immediate administrative support will be referred to the campus dean of student success.

Assistant to the President for Equal Access/
Equal Opportunity

Donald T. Martin Center for College Services
Room 249

Telephone: 632-3221

This office will review all reports and direct the action to be taken by the appropriate office.

All student referrals will be directed to the campus dean of student success. Employee complaints will be referred to the director of human resources.

Director of Human Resources

Donald T. Martin Center for College Services
Room 249

Telephone: 632-3254

Campus Dean of Student Success

Downtown Campus, Room 1097

Telephone: 632-8250

Campus Dean of Student Success

Kent Campus, Room B-100

Telephone: 381-3443

Campus Dean of Student Success

North Campus, Room E-132

Telephone: 766-6763

Campus Dean of Student Success

South Campus, Room U-131

Telephone: 646-2009

Substance Abuse

FCCJ is committed to enhancing a positive campus environment through Collegewide educational programs for all students, faculty and staff which relate to alcohol and drug abuse and to the College's alcohol/drug information centers. The College also seeks to ensure compliance with federal and state laws, and city ordinances.

The illegal use of harmful and addictive chemical substances poses a threat to the educational environment. Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of FCCJ and the consequences of the use, possession, manufacture or sale of such drugs.

The FCCJ Board of Trustees Rules outline the accepted code of conduct for students and employees. This code of conduct prohibits:

1. any act or behavior on the part of students which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College, and
2. such acts or behaviors may include but are not limited to the consumption of alcoholic beverages on campus or at College functions, illegal use or possession of drugs or narcotics on campus or at College functions.

The College reserves the right to suspend, terminate or retroactively cancel the enrollment of students for disciplinary reasons. The College may also make referrals to legal authorities for appropriate action.

Information on the health risks of substance abuse and on criminal penalties is contained in information sent to students each year.

The department of student affairs can assist students with referral information to appropriate community resources in a confidential, professional manner. Counselors are available on all campuses to assist both day and evening students in obtaining information relating to referral to community agencies. All contacts related to substance abuse will be held in strict confidence.

Computing Policies

Software Piracy

Software piracy is a felony. People or companies convicted of illegally copying and using a computer software program or combination of programs are subject to a prison term of up to five years and fines up to \$250,000. This is in addition to civil suits for damages and other relief that the offender may face. Anyone copying computer software that the College has purchased is violating the copyright law and is subject to the penalties described above.

Computing Facilities Policies and User Agreement

Florida Community College at Jacksonville (FCCJ) computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of Florida Community College at Jacksonville.

A user of FCCJ Computing Facilities will:

Recognize that FCCJ computing facilities are intended to support the academic mission and administrative functions of the college and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.

Recognize that authorized FCCJ systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in FCCJ computing facilities, including electronic mail.

Recognize that FCCJ disclaims responsibility for loss of data, time delay, system performance, software performance or any other damages arising from the use of FCCJ computing facilities.

Understand that some systems at FCCJ are operated under license agreements with IBM, Microsoft, Novell and others. Under these agreements, the systems may be used for instructional and research-related purposes only.

Take all necessary steps to protect the integrity of FCCJ computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.

Respect the copyrights of all software and data available through FCCJ computing facilities. Take reasonable steps to protect the integrity and privacy of the software and data available.

Use FCCJ computing resources in a manner consistent with all FCCJ general policies, rules and procedures regarding codes of conduct, academic integrity and the college environment.

Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at FCCJ.

Respect the privacy of electronic mail and other user files transmitted and stored in FCCJ computing facilities or at any other location accessible through a network.

Accept that a userid or program may be terminated, or its priority may be altered if it is consuming excessive system resources, degrading system response or threatening system integrity.

Use only those facilities which are in the public domain, or for which they have obtained explicit authorization, at FCCJ or any other location accessible through FCCJ computing facilities.

Not use the FCCJ computing facilities for conducting private business or for personal financial gain, that is not related to designated college programs or functions.

Not use FCCJ computing facilities for any unauthorized or illegal purpose, such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at FCCJ or elsewhere, unauthorized disruption of FCCJ computing facilities, attempts to discover or alter passwords or to bypass security systems in FCCJ computing facilities or in any other computing facility.

I understand that violation of these policies may result in temporary or permanent loss of my access to any or all FCCJ computing facilities and other disciplinary actions as appropriate. I also understand that any use of FCCJ facilities is not private and that data and/or transactions may be reviewed by system administrators as part of normal operations and that FCCJ implies no privacy or secrecy for those using its computing facilities.

I further understand that by my acceptance of employment in any capacity with FCCJ and/or registration for classes at FCCJ and/or use of FCCJ computing facilities that I have agreed to and entered into this agreement as it is incorporated into the applications for employment and admission.

Campus Policies

Children on Campus

To assist in maintaining the appropriate environment conducive to learning and to protect minors from injury, no children under age 16 will be allowed in instructional areas and no unsupervised children in non-instructional areas during scheduled classes or while testing except during College approved events.

Parents and/or guardians are expected to assist FCCJ in maintaining a normal college environment that is conducive to learning. While visiting campus on short-term business, children should not be left unattended.

Every attempt should be made to arrange for appropriate child care at the FCCJ child development centers or private child care sources.

Distribution of Leaflets and Posters

Students who want to distribute any kind of printed matter, such as posters, leaflets or flyers among the student body on campus must secure approval in advance. The student activities office will provide to students lists of certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc. must be approved by the student activities office. All materials will be placed in those areas specified.

Student Travel

Trip approval and travel requests may be obtained through the student activities offices on each campus.

Trips that interfere with students' classroom responsibilities are discouraged.

A faculty adviser will accompany the group or organization on all approved trips.

Regulation Changes

The College reserves the right to change rules, regulations, policies and procedures at any time.

Parking and Traffic Regulations

Faculty members, staff and students shall obtain valid parking decals which should be affixed to the motor vehicle which the individual operates, drives or parks on facilities of the College. Decals are available at each campus security office and in the Martin Center for College Services.

The College maintains a speed limit of 15 m.p.h. for all motorized vehicles on all campuses. Moving violations which endanger life and safety will be prosecuted by appropriate authorities.

As a student, you may park only in areas designated for student parking; parking in faculty, staff or visitor spaces is prohibited.

Fines and Penalties

Violations of parking regulations will result in a fine. Fines for specific violations are listed on the back of the parking ticket.

Multiple non-moving violations may result in your parking privileges being revoked or suspended.

All citations increase in amount if not paid within 10 days.

Payment of any outstanding fines shall be required before registration for future terms, release of transcripts and receipt of degrees, certificates or diplomas. Traffic fines may be paid at any campus business affairs office.