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Special Academic Programs

Honors Program

Program for Academic Excellence (PAE)

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.

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.

PAE 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.

PAE 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.

Distance Learning Programs

Telecourses

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.

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.

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 Learning 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, 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, and take tests. Students may contact professors and staff via electronic mail twenty-four hours a day. For additional information contact the Distance Learning Office at 633-8281 or 633-8416 (TDD).

Weekend College

To serve the needs of working students and others who require scheduling flexibility, Florida Community College at Jacksonville offers a variety of college credit classes and adult studies on weekends. Students may choose from classes which meet on Saturday mornings, Saturday afternoons or Sunday afternoons for the full term, or Fast-Track classes which meet all day Saturday for six Saturdays. Fast-Track courses are offered during two short sessions each term, allowing students the option of beginning courses at mid-term.

Students may earn an associate in arts (A.A.) degree by completing classes exclusively on weekends or combine weekend studies with weekday and evening classes, Telecourses or on-line classes. The course content and college credit hours for weekend classes are the same as for weekday classes. The same qualifications for student aid, scholarships or veterans benefits to cover costs also apply to weekend students.

Weekend College classes are held at Kent Campus, South Campus, North Campus, Downtown Campus and Deerwood Center. For more information about these weekend opportunities, call the campus you plan to attend.

Military Programs

Navy ROTC

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.

Military Education Institute

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.

Global Studies Abroad/Extended Studies

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 (ESL)

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 I 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 into 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 for Speakers of Other Languages (ESOL) Non-Credit

The adult education non-credit ESOL program offers classes for community residents whose native language is not English and who desire to learn and improve their English language skills in preparation for job placement. Instruction is offered at six different levels, covering listening, speaking, reading and writing skills from beginning to advanced. Instruction including speaking, reading and writing skills are taught at all levels. Before registration, students must be tested to determine placement levels. Classes are held at the Downtown Campus during the day and at various high schools in the evening. For testing and registration information contact the ESOL office, Downtown Campus, at 633-8484.

College Prep Courses

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 pre-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
 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 or MAT 0024 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 or MAT 0024, 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 College Prep Course

Students who withdraw officially from college preparatory studies courses shall be considered enrolled that semester for purposes of the two-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 or use a private vendor that provides alternative

instruction to traditional college preparatory instruction. Exceptions to this rule are subject to the student appeals process. Previous attempts made prior to Fall Term 1997 do not count toward the two-term limitation.



Grading Systems

College Credit Grading Policies

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.

The faculty and staff at FCCJ want you to succeed. Since studies indicate a positive relationship between good attendance and better grades, you are urged to attend all classes and to report to classes promptly.

- Individual instructors establish their own class attendance policies. Each instructor's policy is included in the course materials distributed at the beginning of each term.
- It is your responsibility to understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.
- Any anticipated prolonged absences should be reported to instructors as soon as possible.
- If you stop attending class(es) for any reason, you should consult with your instructor(s) about possible withdrawal from the class(es). Note the withdrawal deadlines published in the College calendar within the FCCJ catalog.

Course Audits

Students may elect to audit a college credit course by completing the audit form at the time of the drop deadline for the term registering. 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.

College Credit Grading System

Florida Community College at Jacksonville's grading system is designed to evaluate the performance of students as fairly and equitably as possible.

Letter grades will be assigned for courses as follows.

- A = Excellent
- B = Good
- C = Average
- D = Poor
- F = Failure
- NP = No credit earned in course
- W = Withdrawal
- I = Incomplete
- X = Audit
- AW = Administrative Withdrawal
- IW = Instructor Initiated Withdrawal

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," "NP," "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.

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 midpoint 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.

*Withdrawal from a college prep class after the drop deadline constitutes one of two attempts to successfully exit that course. After 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.

"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.

Incomplete Grade

"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. 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.*

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.

Student Warnings

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.

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.

President's 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 spring terms and in August for the summer 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," "W," or "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," "W," or "IW," and
5. must be making satisfactory academic progress (see standards for student success).

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 Changes

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 chairperson 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.

Vocational Program Grading System

The grading system is designed to evaluate the performance of students as fairly and equitably as possible.

Letter grades will be assigned for courses as follows.

- "I" — INCOMPLETE
- "S" — SATISFACTORY
- "U" — UNSATISFACTORY
- "W" — WITHDRAWAL
- "SI" — SATISFACTORY/INCOMPLETE

Once a grade of "S" or "U" in a course has been reported to the registrar, it may only be changed as follows:

1. upon recommendation of the instructor who assigned the grade with approval of the program director or instructional dean or
2. upon recommendation by the department chairperson or program manager and approved by the instructional dean, when the instructor who assigned the grade is no longer a member of the faculty of Florida Community College at Jacksonville.

The "I" or "SI" grade may be changed by the instructor within the time limit indicated in the College calendar.

Adult High School Grading System

The grading system is designed to evaluate the performance of students as fairly and equitably as possible.

Letter grades will be assigned for courses as follows.

- A = 94 percent - 100 percent
- B = 85 percent - 93 percent
- C = 77 percent - 84 percent
- D = 70 percent - 76 percent
- I = Incomplete
- IW = Instructor Initiated Withdrawal
- NP = Non-punitive
- W = Withdrawal
- S = Satisfactory*

*This grade applies only to college preparatory students (see below, "College Preparatory Program")

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

1. upon recommendation of the instructor who assigned the grade with approval of the program coordinator
2. upon recommendation by the program coordinator and approval by the instructional dean when the instructor who assigned the grade is no longer a member of the faculty.

An "I" grade may be assigned only when extenuating circumstances prevent students from completing the course-work during the regular term. To be eligible to receive an "I" grade, students must have completed at least three-fourths of the coursework.

The "I" grade may be changed by the instructor to "A," "B," "C," "D" or "NP" within the time limit indicated in the College calendar.

An instructor initiated withdrawal grade "IW" may be assigned by adult studies 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 and are not demonstrating satisfactory progress. The "IW" grade is an optional grade and may be assigned only after a warning has been sent to the 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.

Students registered in high school classes but not earning high school credit will receive an "NG" (no grade).

Adult Basic Education Grading System

The grading system is designed to evaluate the performance of students as fairly and equitably as possible.

Letter grades will be assigned for courses as follows:

- S = Satisfactory

Student Standards

College Credit 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.

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 Cumulative 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 Term	Percentage of Term Credits Successfully Completed ("NP," "W," "AW," "IW" and "I" grades counted as unsuccessful)
2.0 and	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. Summer A and B 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 summer terms (including no more than seven credits for 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.

Financial Aid Status

The federal government has enacted a new regulation known as the 150 percent rule. 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 the student has been enrolled in 150 percent of required courses. However, the student 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.

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 of student success 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 if a grade change restores them to satisfactory progress.
9. The campus dean of student success will submit 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 success. 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 to the registrar's office.
11. Application Process — All students requesting reinstatement must complete an application for readmission.
 - 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 of student success for approval/processing.

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- 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.

Non-Credit Standards for Student Success

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.

Adult Studies 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 Adult Studies Standards for Student Success were formulated to help assure quality and to clearly communicate the department's minimum expectations of reasonable academic progress for our students. All students enrolled in an Adult Studies course at FCCJ must meet the minimum requirements of the Standards for Student Success established by the department. A thorough review of these standards will be presented to each student during the orientation/enrollment process.

Diploma

The Florida State Department of Education has established that adults can progress and earn credit(s) within their own time frame. Thus, adults may complete credit requirements as rapidly as they are able to prove their mastery of skills.

A minimum of 24 unduplicated credits, grades nine through 12, is required for an adult high school diploma. The credit requirements are as follows.

1. English, four credits
 - a. English courses must include major concentration in composition and literature
2. science, three full credits
 - a. laboratory courses, two full credits
 - b. non-laboratory courses, one full credit
3. mathematics, three credits
 - a. mathematics courses must include Algebra I or

4. social studies, three credits
 - a. American history, one credit
 - b. world history, one credit
 - c. American government, one-half credit
 - d. economics, one-half credit
5. study skills, one-half credit
6. career explorations, one-half credit
7. life management skills, one-half credit
8. practical arts, vocational education/exploration vocational education, one-half credit and performing fine arts, one-half credit or one credit in either area
9. electives, eight and one-half credits

Graduation Requirements

To graduate students must:

1. complete 24 credits: 15.5 credits of general course requirements and eight and one-half credits of approved electives,
2. complete a minimum of two full credits at FCCJ,
3. receive a passing score on the High School Competency Test (HSCT), or equivalent state approved assessment
4. acquire a minimum cumulated GPA of 2.0, (see state student performance standards)
5. be classified as admission status "A"
6. apply for graduation with adult studies adviser

Graduation and course requirements may change. Please be sure to check with your adult studies adviser and refer to the state student performance standards listed in this section.

State Student Performance Standards

All students must pass the Florida High School Competency Test (HSCT) and/or other state mandated tests prior to graduation.

No student shall be granted credit toward a high school diploma for enrollment in the following courses or programs.

1. more than nine elective credits in remedial programs as provided for in FS* 236.0841 and remedial programs as provided for in FS* 232.246(8)(a) (Students entering the ninth grade in 1997/98 may not use the level one courses to meet graduation requirements.)
2. more than one-half credit in exploratory vocational courses as defined in FS* 228.041(22)(a)(2)
3. more than three credits in practical arts home economics as defined in FS* 228.041(22)(a)(4)

Students enrolled in the adult high school program in pursuit of the high school diploma after the beginning of the 1978 – 79 school year and before the 1984 – 85 school year are required to meet only those requirements for graduation that were in effect at the time of their enrollment when such enrollment has been continuous except for summer terms.

Students enrolled prior to the 1997 – 98 school year in the adult high school program have two options in pursuit of the high school diploma. Students have until the end of Spring/Summer Term 2003 to graduate, using level one courses to satisfy graduation requirements using one of the following two options.

Option 1: Earn a cumulative 1.5 GPA on a 4.0 scale in those courses taken prior to July 1, 1997, and earn a cumulative 2.0 GPA on a 4.0 scale for courses, which are taken after July 1, 1997, that apply to the 24 credits required for high school graduation as specified in subsection (1) of section FS* 232.246, or

Option 2: Earn a cumulative 2.0 GPA on a 4.0 scale for courses that apply to the 24 credits required for high school graduation as specified in subsection (1) of section FS* 232.246.

For students entering the ninth grade for the first time in the 1997 - 98 school year and thereafter, a cumulative GPA of 2.0 on a 4.0 scale is necessary to graduate from high school as specified in subsection (1) of section FS* 232.246.

It is the students' responsibility to schedule and participate in an exit interview with an adult studies adviser and make application for graduation after they have completed requirements. Before students may graduate, they must have fulfilled all financial obligations to the College.

*Florida Statutes

Experiential Credit and Credit by Exam

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 Credit

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.

Credit by Examination

Students may earn up to 45 semester hours credit toward an associate's degree through credit-by-examination. This may be a combination of Advanced Placement (AP), College Level Examination Program (CLEP), DANTES subject standardized tests and/or transfer credit. Credit not counted within this 45-hour limit may be obtained by participation in the Proficiency Examination Program (PEP). For more information regarding the following tests, contact the campus testing and assessment center.

Advanced Placement Test (AP) is a nationally developed program for acquiring college credit while enrolled in high school. The test is administered through the high schools, and credit is granted for scores of three, four or five on approved tests. Fees are set by the College Entrance Examination Board.

College Level Examination Program (CLEP) is a nationally developed program for credit-by-examination. Credit may be granted for scores at or above the 50th percentile on approved tests. Fees are set by the College Entrance Examination Board. The test is administered by appointment to currently enrolled FCCJ students at any campus testing and assessment center.

International Baccalaureate Program (IBP) is an internationally developed program for acquiring college credit while enrolled in high school. Credit is granted for designated scores on individual tests or for the IBP diploma.

Proficiency Examination Program (PEP) is Florida Community College at Jacksonville's program for awarding college credit by examination. The tests are administered by FCCJ three times per year. Fees are set by the FCCJ District Board of Trustees. Test

fees are listed in the "Earn College Credit by Exam" brochure. Students may register for the tests at any campus testing and assessment center.

Subject Standardized Test (SST) is a program developed by the Department of Defense for awarding credit by examination under the auspices of Defense Activity for Non-traditional Educational Support (DANTES). Military personnel may obtain information, applications and a list of approved tests from the Navy Campus for Achievement (NCFA) offices on local Navy bases or education offices in other branches of the military service. Fees are set by DANTES. Non-military students may contact the campus testing and assessment centers for information concerning registration, tests and fees. Students may submit credit earned through DANTES for Florida Community College at Jacksonville credit evaluation through the Kent Campus academic assessment office. Approved tests are listed in the "Earn College Credit by Exam" brochure, and credit is awarded for scores at or above the 50th percentile as approved by the State Board of Education.

Glossary of Terms

Associate In Arts (A.A.)

(Also known as the university parallel or transfer program.) Designed for students who plan to complete their freshman and sophomore years of college work at FCCJ and then transfer as juniors to four-year colleges or universities.

Associate In Science (A.S.)

Career and technical education programs designed to allow students to immediately pursue careers which require a college degree at the technician or paraprofessional level.

CLAST (College Level Academic Skills Test)

A statewide test of computation and communication skills for sophomores who are completing an A.A. or A.S. degree and seeking admission to upper-level programs. Students must obtain passing scores before they will be awarded the A.A. degree. For detailed information, contact the certification and assessment office at Kent Campus, 381-3491. (Under certain circumstances exemptions may be granted for parts of the CLAST. See your counselor to find out if you qualify).

College Preparatory Studies

Courses designed to enhance student skills in reading, writing and/or computation in order to prepare them more thoroughly for success in college level courses.

Continuing Workforce Education

Courses and programs designed to provide skills and knowledge to students pursuing short-term career enhancement goals.

Corequisites

Courses which may be taken either at the same time or before another course.

Credit Hour

(Also called semester hour.) Unit of measure for college credit course work. Except for laboratory, music and studio art courses, a credit hour typically corresponds to 50 minutes of class instruction per week for one semester. Most classes are three credit hours. Instructional time varies for classes not lasting for a full semester.

Degree Seeking Students

Students who have been admitted to a degree awarding program (A.A. or A.S.) or a College credit technical certificate program.

Elective

Courses in excess of the general education requirement. In most cases, the course should relate to the student's major. Consult your counselor or adviser for more information.

Forgiveness Policy

Policy that allows a student to repeat a course in an attempt to improve the grade. The grade used in calculating GPA will be the last assigned grade, although all attempts will appear on the transcript.

General Education Requirements (GER)

Core of courses designed to develop skills, attitudes and understanding in broad discipline areas: social sciences, humanities, natural sciences, mathematics and communication.

Gordon Rule

Florida law which requires a minimum number of semester hours in math and English for all A.A. students or other students planning to enter the upper division at a state university.

Grade Points

A numerical value assigned to each grade for the purpose of computing grade point average (GPA). See the section on grading for more information.

Grade Point Average (GPA)

A measure of the student's scholastic standing obtained by dividing the total number of grade points earned by the total number of credit hours attempted.

Non-Degree Seeking Students

Students wishing to earn college credit for self-enrichment, teacher certification or transfer to another college.

Post-Secondary Adult Vocational (PSAV)

Career training programs for students planning to enter vocational and technical career fields which do not require a degree.

Prerequisites

Courses that are required for entrance into a particular program or required before a student may take a particular course.

Semester Hour

See "credit hour."

Technical Certificate

College credit program of study designed to provide the basic professional courses of an occupation.

Distance Learning Telecourse and On-line courses

A combination of televised or computer delivered lessons, readings in a study guide and textbook, faculty interaction and testing that is an alternative to traditional, campus-based instruction.

Transcript

Official record of a student's academic standing, including biographical and test data.

25 Secrets to College Success

Success in your college studies is the result of many factors. Here are some practical things you can do to increase your chances of success.

1. **Develop a Clear Goal.** Why are you going to college? What do you hope to accomplish? What career do you want to pursue? If you know what you want, it is also often easier to endure what must be done to get there. Enrolling in SLS 1301 Career Planning and SLS 1401 Computerized Career Planning may be a good way to clarify your career goal. If you would rather do it yourself, self-directed "Career Options" booklets are available from any campus student success office. SIGI and CCCS computerized career exploration systems are also available at any campus career center.
2. **Have an Academic Plan.** Academic advising is an important part of any student's success. Your counselor or adviser can help you determine exactly what courses you need to take for a given program, major and transfer institution. For students planning to transfer to a university, requirements often vary from one university to another and usually involve certain prerequisite courses that you need to work into your program of study. You should select a major and transfer institution as soon as you can, since some programs of study have many prerequisite courses. It is also a good idea to meet with a counselor or adviser any time your plans change. You may make an appointment in any campus counseling and advising center.
3. **Set Clear Priorities.** Without clear priorities, what is more important can sometimes get lost in what is more fun or exciting. You should have a clear sense of what comes first and should monitor your own activities to make sure they reflect this set of priorities. Developing a weekly schedule — with an appropriate balance between your priorities — is one way to do this.
4. **Take an Appropriate Class Load.** Twelve credit hours is a minimum full-time class load. If you are employed 20 or more hours a week, you should probably take three to nine credit hours (one to three classes), depending upon the difficulty of the classes, the amount of time you have to study, your GPA and other factors. If you are not sure, generally it is better to take a lighter load rather than risking one that is too heavy. Students who are not working and who have a high GPA (3.0 or higher) can often take 15 (or sometimes more) credit hours. Summer (six weeks) term class loads should usually be no more than half as many credits as during a fall or spring term.
5. **Review Your GSS.** Your graduation status sheet (GSS) is sent to you through the mail every term after you have completed at least nine credit hours. It summarizes your progress toward your degree and lets you see what you have yet to finish. The GSS does not include university prerequisites; see a counselor or adviser for this information.
6. **Register Early.** The earlier you register, the better selection of classes you will have. It is a good idea to seek academic advising before the beginning of registration.
7. **Use College Resources.** FCCJ has many resources that can help you succeed. You should familiarize yourself with the assistance available within the learning assistance center (help with reading, writing, mathematics and other subjects), the career center, the computer lab, the learning resources center (library), the foreign language lab and the campus counseling and advising center.
8. **Know College Rules and Procedures.** You should thoroughly familiarize yourself with the information in your College catalog. The procedures for dropping or withdrawing from classes, the grading system, deadline dates (listed in the catalog calendar), the student code of conduct and grade appeal procedures are some of the things you need to know about.
9. **Sharpen Your Learning Skills.** Many students have difficulty simply because they have never learned certain basic study skills. If your note-taking, test-taking or time management skills are not as efficient and effective as they should be, the SLS 1101 Dynamics of Student Success course is an excellent way to develop these skills. The text used in this class, "The Master Student" by Dave Ellis, is packed with practical tips and can be useful to you even if you do not choose to take the class (available in campus bookstores).
10. **Develop Computer Skills.** No matter what your major or program, computer skills will be helpful to you. Word processing, for example, can greatly increase your efficiency with any kind of writing assignment. Computing resources are generally available in the learning resources center and the computer lab. CGS 1570 Micro-computer Application Software, OST 1100 Keyboarding/Introduction to Word Processing (for those without typing skills) and/or OST 1711 Word Processing can be good courses to develop these skills. Non-credit courses are also readily available.
11. **Speed Up Your Reading.** Reading speed and comprehension are fundamental to college success. No matter how well you presently read, you will benefit by increasing your reading skills. By doubling your speed (often a realistic goal), you can cut in half the time required to read certain kinds of assignment. Such courses are often taught in continuing education programs.

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12. **Develop Critical and Creative Thinking Skills.** One of the ways that college is different from high school is the degree to which professors expect you to be able to think in analytical and creative ways. These skills come more naturally to some people than others, but anyone can enhance them by following certain guidelines and through proper practice. Two particularly useful books on this subject are "Brain Power" by Karl Albrecht and "A Whack on the Side of the Head" by Roger von Oech.
 13. **Attend All Your Classes.** This is the simplest way to get better grades. Many students fail simply because they miss class and, therefore, fall behind in their work. Also, some instructors have an attendance policy (outlined in their course syllabus) that allows only a few absences before your grade is affected. Other professors may not have an attendance requirement, but do not be misled — they will still hold you responsible for what is covered in class and for the work you miss.
 14. **Be Prepared for Class.** This is an obvious but often neglected principle. Being prepared for class means having your assignments done on time, completing the required reading in your text and giving some thought beforehand to the day's topic of discussion.
 15. **Read Your Course Syllabus Carefully.** Your instructor is obligated to provide you with a course syllabus that summarizes the requirements of the class, the basis for assigning grades, any attendance policy and other relevant information. Read this very carefully and ask questions about anything you do not understand.
 16. **Talk to Your Instructors.** If you are having difficulty in a class, often the best thing to do is to talk to your instructor. He or she may be able to suggest better ways to approach the material or other ways to get help with your class work. Be sure to ask about any class assignments or requirements that may not be clear to you. Also, if you are going to ask for an exception to an established class policy or procedure, it is often best to make an appointment and do so in private.
 17. **Start or Join a Study Group.** It is often helpful to study with a group of other students taking the same class. This gives you a convenient way to ask questions about assignments, share insights, compare notes and quiz each other in preparation for exams.
 18. **Ask Questions.** Don't be afraid to ask questions when you are not sure about something. Instructors usually appreciate questions as a way of clarifying what they are teaching. Asking questions is the most direct way to find out what you need to know. If you have a question concerning College policy or procedure, the campus counseling and advising center can usually be of some assistance.
 19. **Use Supplemental Textbooks.** If you are having difficulty following the material presented in a text, you can often find another text covering the same material in a different way. By doing a little research in the library, you can locate another book that is more in tune with the way you like to learn, that provides examples or presents the material in a clearer fashion. Ask a librarian for assistance with this.
 20. **Be Persistent.** The best way to achieve your educational goals is to stay in school. This sounds simple, but many people drop out before they have really given themselves a fair chance to succeed.
 21. **Participate in other activities.** There is more to campus life than just attending classes. Participation in student activities, clubs and other organizations can make you feel more a part of the College, help you develop leadership skills and give you the opportunity to develop friendships. Stop by your campus student activities office for more information.
 22. **Face Problems Head-on.** If you are having a problem related to your school work, it is wise to do something about it as soon as you can. If you are not sure what to do about a concern, a counselor can often help you clarify your situation and your options.
 23. **Be Assertive.** Learn to stand up for your rights. The College has grievance and appeals procedures to help assure your fair treatment. If you think you've been treated unfairly or unreasonably, make an appointment to talk with a counselor or the campus dean of student affairs to get some advice on how to best handle your situation.
 24. **Get To Know Yourself Better.** The more accurate and realistic you are about your goals, abilities, skills and circumstances, the better able you are to chart out a wise course to college success. A counselor can also provide you with information about personality testing if you think this may be helpful.
 25. **Assume Responsibility for Your Success.** No one has more to gain (or lose) than you. Every decision that you make makes a difference — how you spend your time, how carefully you complete your assignments, how hard you study for an exam and how determined you are in achieving your goals — each such decision will either bring you a step closer or further away from your goals.
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