

# REGULATIONS

ST. JOHNS RIVER STATE COLLEGE

## STANDARD OF CONDUCT

An SJR State student is obligated to comply with all college regulations as stated in the College catalog and student handbook. Should a student fail this obligation, the student is subject to disciplinary action by the College. In the event of disciplinary action, college officials will act in accordance with due process procedures stated in the student handbook. The student handbook also lists actions for which students are subject to disciplinary action, penalties, appeals procedures, and a statement of student rights and responsibilities. Students receiving disciplinary probation may not officially represent the College.

## POLICY ON ACADEMIC INTEGRITY

The pursuit of scholarly activity, free from dishonesty, fraud, or deception, is essential to the mission of the College and to the full exercise of academic freedom. Cheating, plagiarism, fabrication of information or citations, and other forms of unethical conduct compromise the quality of education and will not be tolerated. Infractions may result in penalties or sanctions beyond those imposed by an individual faculty member.

## SJR STATE STUDENT GUIDELINES FOR ACCEPTABLE COMPUTER LAB AND INTERNET USE

Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the rights to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR State students and authorized users subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR State as well as the following statements regarding acceptable use of computer lab and Internet resources:

1. Users may access the computers by entering their SJR State username and password.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the integrity of the network.
7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else's SJR State username and password.
10. User may not trespass into, or in any way alter, anyone else's folders, documents or files.
11. User may not load or play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not be tolerated.
13. User may not eat, drink, or smoke in the lab.
14. User should not, under any circumstances, expect that messages or files that are created, modified, transmitted, received or stored on College equipment are private.
15. User should ask their instructor about having the IT Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their internet and computing privileges, as well as other disciplinary or legal action as determined by the College.

## STUDENT HOUSING

The College assumes no responsibility for providing student housing. Students must register their local address during each registration period. Any change of address must be reported to the Office of Admissions and Records.

## DRESS CODE

Education is a formal process. College men and women are expected to be appropriately dressed. As the student engages in the process of gaining an education, his/her appearance should demonstrate their recognition of that fact. If, in the opinion of an instructor, a student's dress is improper and hinders the educational process, the instructor may refuse to admit the student to class. The student may be refused admittance to the libraries, student centers, administrative offices, and college functions if, in the opinion of a college official, he/she is not properly dressed. Footwear must be worn on campus.

## PARKING AND TRAFFIC REGULATIONS

St. Johns River State College parking and traffic regulations, supplemented by the Motor Vehicle Code of the State of Florida, are enforced on College property and apply to all faculty, staff, visitors, and students of the College. Numbered decals are issued for identification and regulatory purposes. All vehicles must be registered and identified by the appropriate decal during the first five days of the term if the vehicle is to be parked on the campus during the normal school day. It is the responsibility of the operator to ensure that the vehicle is not in violation of any of the regulations. For detailed parking regulations, vehicle operators should refer to the student handbook. Any vehicle operated or parked on the campus is at the owner's risk.

## STUDENT SERVICES ELECTRONIC PUBLICATIONS

In addition to the electronic College catalog, Student Services publishes the electronic student handbook\* which provides information concerning student life, clubs and organizations, financial aid, college regulations and procedures.

\*SJRstate.edu/catalog.html

## FULL-TIME CLASSIFICATION

A "full-time student" is registered for 12 or more semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall or spring terms, or six semester hours of credit during a mini

summer session or 12 hours combined over all summer sessions.

### **MAXIMUM AND MINIMUM LOAD**

The recommended maximum load for an entering freshman is 16 semester hours. The maximum load for all other students is 18 semester hours during fall or spring terms, or 16 semester hours during the summer term. The 16 hours cannot be taken in one summer session. Any student desiring to register for more than the maximum load must have approval from the appropriate academic dean or director.

### **CLASS ATTENDANCE**

Regular and prompt attendance is expected and required. Excessive absences may subject the student to administrative withdrawal, a loss of quality points, loss of credit, or dismissal from the College. Students who do not attend a course during the first week of the semester will be reported as a "no show" and administratively withdrawn from the course.

If a student accumulates recorded absences totaling three or more instructional hours (one instructional hour equals 50 minutes) during the withdrawal period (see academic calendar), the instructor may initiate an official warning to the student that he/she has reached the limit of allowed recorded absences. Further, the loss of instructional time through absences may result in the student being withdrawn from the course, unless the instructor, because of extenuating circumstances, permits the student to remain in the course. No student may be withdrawn from a course for loss in instructional hours without first being warned in regard to the limit of recorded absences, unless the student was reported as a "no show." Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that class, nor will they be entitled to the financial aid related to their enrollment in that course.

### **WITHDRAWAL**

Students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. A student who wishes to withdraw from either a single course or from all courses must follow withdrawal procedures. After the published last date to withdraw, the student will receive the letter grade earned. There are special requirements for withdrawal from science with laboratory corequisites; see the introduction to the science section of the "Course Descriptions" on page 211 of this catalog for further information.

A student initiated withdrawal is done via the Web only (except dual enrollment students). All student obligations to the College, such as repayment of financial aid loans, return of library items, and payment of traffic fines, must be satisfied. Notification is sent to any appropriate agency when a student withdraws from the College.

The College reserves the right to withdraw a student from one or more classes when circumstances warrant such an action.

### **DISTANCE LEARNING COURSES ORIENTATION AND ATTENDANCE**

After registering for a distance learning course with the College, distance learning students must access their distance learning course online at MySJRstate on the first day of the term to obtain orientation information. Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. Students who do not begin a distance learning course by the end of the first week of the semester by making contact with the instructor and completing the specified activity, will be reported as a "no show" and administratively withdrawn from the course.

Although in distance learning classes students do not "attend" class in the traditional sense, these courses do have an attendance

policy, and students may be withdrawn for non-attendance. During a traditional-length semester, three instructional hours of attendance equals one week's missed work. If a student misses a week's worth of work in a distance learning course, he/she may receive a warning for non-attendance, and if the student misses more than one week's work in a distance learning course, he/she may be withdrawn from the course due to non-attendance.

### **RELIGIOUS OBSERVANCES**

Any student who wishes to observe a religious holiday not in the official academic calendar may do so without penalty. However, the student must follow proper procedure. This procedure requires the student to inform the instructor one week in advance of the holiday and make up any required work, including tests, within one week of absence.

Students may be required to present specific documentation upon request. Students who feel they have been unreasonably denied an educational benefit due to religious beliefs should contact the Vice President for Student Affairs/Assistant General Counsel for information on grievance procedures.

### **MAKE-UP TESTS/EXAMINATIONS**

All make-up tests or examinations are at the discretion of the instructor.

### **ACADEMIC PETITIONS PROCESS**

A student may petition for exemption to a college policy or to have an academic issue addressed. The petition, in the form of a letter addressed to the Vice President for Student Affairs/Assistant General Counsel, should explain in detail why an exemption to a policy should be made, or should describe an academic issue that needs to be addressed. Petitions usually concern denial of admission to the College, academic suspension, or issues involving course grades. Depending on the substance of the issue, a petition might be addressed and resolved administratively or if appropriate, it might be referred to one of the College's standing committees. Committee recommendations are forwarded to the President of the College, whose decision is final. The Vice President for Student Affairs/Assistant General Counsel informs the student of the decision.

### **STUDENT OMBUDSMAN**

The District Board of Trustees appoints the Vice President of Student Affairs/Assistant General Counsel as the Student Ombudsman on the St. Augustine, Palatka, and Orange Park Campuses. The Student Ombudsman, in his/her role as Student Ombudsman, will serve as the students' advocate with regard to a student's access to courses and credit granted toward a degree. A student with concerns about course access and credit toward the degree should report such concerns directly to the Student Ombudsman either in writing or by email, and the Student Ombudsman will respond to the student's concerns as soon as possible. Should the situation or concern require investigation and research, the Student Ombudsman will serve as the student's representative before faculty, staff and the College administration.

### **CONTINUING EDUCATION UNIT**

Continuing Education Units are awarded for successful participation in certain non-credit courses and programs. One Continuing Education Unit (CEU) is awarded for each 10 contact hours of participation. The CEU serves as recognition for participation in non-credit activities. CEUs do not convert to semester hours of credit. The College can issue to each individual who qualifies for CEUs a record of their CEU activities.

### **GRADES**

Letters are used to indicate the quality of work achieved by the student at St. Johns River State College. The following system

of grading and assignment of quality points is used:

- A** - Excellent work; four quality points per semester hour are assigned.
- B** - Good work; three quality points per semester hour are assigned.
- C** - Average work; two quality points per semester hour are assigned.
- D** - Below average work; one quality point per semester hour is assigned.
- F** - Failure; no quality points are assigned and no credit is granted. The credit hours attempted are included in computation of cumulative grade point average.
- I** - Incomplete work; not computed on grade point average. A student receiving an "I" grade must complete the course within a 30 calendar day period which begins on the first day of classes of the next term. Students are not eligible for graduation or honors lists until all "I" grades have been removed from their academic records. "I" grades may also affect eligibility for financial aid.
- IF** - Incomplete work will convert to an "IF" if the course work remains incomplete. Zero quality points are assigned.
- W** - Withdrawal
- N** - No Credit
- NR** - Grade not reported
- X** - Audited course; no credit hours, quality points, or hours attempted.
- P** - Passed institutional examination; no hours attempted or quality points assigned, only hours earned. (See also *Credit by Examination* section.)
- S** - Satisfactory performance ranging from average to superior; no hours attempted or quality points assigned. Hours may or may not have been earned.
- U** - Unsatisfactory performance ranging from below average to no performance. No hours attempted or quality points assigned; no hours earned.

Final grades will be available on the College website shortly after each term.

A grade cannot be changed by petition if more than two calendar years have elapsed since the end of the term in which the course was taken.

#### **GRADE POINT AVERAGE**

A student's academic standing (good, probation, or suspension/dismissal) is based only on grade point average or GPA of college level courses. Developmental education courses do not count in the calculation of the grade point average or GPA.

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	W = no points

To compute the grade point average (GPA), multiply the credit value of each course by the point value of the grade received. Divide the result by the total number of credit hours attempted. An example is provided below.

Course	Grade	Semester Hours	X (Multiply)	Grade Value	= (Equals)	Grade Point
ENC 1101	B	3	X	3	=	9
MAC 1105	D	3	X	1	=	3
CGS 1100	A	3	X	4	=	12

Course	Grade	Semester Hours	X (Multiply)	Grade Value	= (Equals)	Grade Point
AMH 2010	F	3	X	0	=	0
Totals		12				24

Your grade point average:

24 grade points divided by 12 semester hours = 2.0 GPA

#### **GRADE FORGIVENESS POLICY WITHDRAWAL/REPEAT OF COURSES**

The last grade earned for a course will be the grade used to calculate the students cumulative/overall GPA. All courses attempted will appear on the transcript.

A student may repeat a course in which he or she has earned a grade of "D", "F", or received no grade due to withdrawal. A student may repeat courses where a "C" or better was earned only when required and approved by a specific SJR State program. If a student has not received approval and repeats a course where a "C" or better was earned, he or she will incur additional fees. Any course in which a student has earned a grade of "D", "F", or received no grade due to withdrawal, may be repeated only twice. Upon third attempt additional fees will be charged.

In accordance with state requirements, a student attempting a college credit course for a third time will pay the full instructional costs. First attempts will be counted beginning with the Fall 1997 semester. Students may appeal paying the full instructional costs based on extenuating circumstances. This appeal must be made in writing to the Vice President for Student Affairs/Assistant General Counsel.

A student may attempt to complete a college credit course three times. If additional attempts to pass a required course to earn a degree is required, a student must petition the Vice President of Student Affairs/Assistant General Counsel in writing, which should include documentation for the reason a fourth attempt is required.

Students are cautioned that upon transfer to other public and private institutions, the manner in which "forgiven" grades are used in calculating a grade point average may differ. The repeated course grade may not be accepted at all, or all course attempts may be used in calculating the GPA. In addition, the repeat of courses may or may not be covered by some forms of financial aid.

#### **HONORS LIST (FULL-TIME STUDENTS)**

1. President's List--full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.8 to 4.0 will be placed on the President's List for that term.
2. Dean's List--full-time students only (minimum of 12 college credit hours in a fall or spring term - 6 college credit hours during both Summer A and Summer B terms) making a GPA of 3.5 to 3.79 will be placed on the Dean's List for that term.

#### **ACADEMIC PROBATION REGULATIONS**

A student will be placed on academic probation under the following circumstances:

1. The student is on academic probation or suspension at another institution upon transfer to SJR State;
2. The student is re-admitted following a period of academic suspension from St. Johns River State College;
3. The student has a cumulative GPA less than 2.0 in college credit courses once seven college credit hours have been attempted. Upon attempting seven college credit hours and thereafter a student must maintain a 2.0

cumulative GPA in college credit courses or the student will be placed on probation.

After being placed on academic probation, the student must earn a minimum GPA of 2.0 in college credit courses for all hours attempted each semester. To be removed from academic probation, a student must achieve an overall 2.0 GPA in college credit courses. A student on probation should not register for more than 14 credit hours, and may not officially represent the College.

### **ACADEMIC SUSPENSION/DISMISSAL**

A student on academic probation who fails to earn a satisfactory cumulative grade point average in college credit courses, as specified above, or who fails to earn a minimum semester GPA of 2.0 in college credit courses will be placed on academic suspension and may not enroll the following semester. The student will be notified of the suspension by letter via student email and U.S. Mail. In order to return after the one semester suspension, the student must participate in the **Return after Suspension Curriculum**. The details will be outlined in the letter. Once the **Curriculum** is completed, the suspension will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

Should another suspension occur, the student will be on academic dismissal for three years. The student will be notified of the dismissal by letter via student email and U.S. Mail. In order to return prior to the three year period, the student must participate in the **Early Return after Dismissal Curriculum**. The details will be outlined in the letter. Once the **Early Return Curriculum** is completed, the dismissal hold will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

The **Return after Suspension** and **Early Return after Dismissal Curriculum** dates are outlined in the letters. The **Curriculums** are only available during the months of September, October, February, March, April and May.

### **TRANSCRIPTS OF RECORDS**

St. Johns River State College has retained Credentials Inc. to accept transcript orders over the Internet. Transcripts are sent upon accepted orders via the Web if all obligations have been met. Unofficial transcripts may be viewed on the student Web page at SJRstate.edu and FloridaShines.org.

### **PRIVACY OF RECORDS**

Under provision of PL 93-568, Family Educational Rights and Privacy Act, records of students may be released only to the student, those to whom the student has authorized release, and certain specified third parties. The student has the right to access, explanation, challenge, and hearing. Complete details may be obtained by contacting the Vice President for Student Affairs/Assistant General Counsel.

### **CATALOG GOVERNING DEGREE/CERTIFICATE**

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of one calendar year, or three or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been

deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, must submit a catalog year petition change form with the advisor and be approved by the appropriate vice president.

### **DEGREE/CERTIFICATE CONFERRAL**

#### **Associate Degrees/College Credit Certificates**

The College awards the Associate in Arts degree that meets the requirements of general education necessary for articulation within the Florida State University System. In addition, the College awards the Associate in Science degree, the Associate in Applied Science degree, and certificates in various occupational fields.

1. All candidates for a degree must complete the minimum number of hours specified for the degree with a 2.0 minimum overall GPA as of the last day of the term applied. A minimum of 25% of all credit hours required for graduation must be completed through St. Johns River State College.
2. Associate in Arts degree candidates must complete all general education requirements, choose elective hours accepted within the Florida State University System and successfully demonstrate college-level proficiency in communication and computation. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All candidates must pay all fees and discharge all other obligations to the College.
4. All candidates must file an application for degree and meet all degree requirements by the last date of the term in which they plan to graduate.

#### **Baccalaureate Degrees**

The College awards the Bachelor of Science in Early Childhood Education, the Bachelor of Science in Nursing, and the Bachelor of Applied Science in Organizational Management.

1. All candidates for a degree must complete the minimum number of hours specified for the degree. Candidates for the Bachelor of Applied Science in Organizational Management and Bachelor of Science in Nursing degree must have a 2.0 minimum overall GPA, whereas those in the Bachelor of Science program in Early Childhood Education must have a 2.5 minimum overall GPA. A minimum of 30 credits of upper division (ie 3000 - 4000 level) semester credit hours must be completed at SJR State. For the Bachelor of Applied Science in Organizational Management degree, this includes the senior year internship capstone course. For the Bachelor of Science in Early Childhood Education degree, this includes the semester-long senior student internship. BSN students are allowed transfer of up to 9 (nine) credits of upper level BSN courses as long as a minimum requirement of completing 25% of total program hours at SJR State can be met. Students are required to take NUR 3169 and NUR 4949 at SJR State.
2. All degree candidates must complete all general education requirements and successfully demonstrate college-level proficiency in communication and computation. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All degree candidates must have completed two years of the same high school foreign OR two semesters of college level foreign language OR documented proficiency of a foreign language. If you did not take two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for two semesters of college level foreign

language in order to graduate.

4. All candidates must pay all fees and discharge all other obligations to the College.
5. All candidates must file an application for degree and meet all degree requirements by the date indicated in the academic calendar.

### **GRADUATION CEREMONY**

The college holds two graduation ceremonies, one at the end of each spring and fall term. Degree/certificate candidates are encouraged to participate in the exercise. Degree/certificate recipients may participate in the graduation exercises by notifying the Records Office and purchasing a cap and gown by the date specified in the academic calendar. Also, degree/certificate candidates must submit a graduation application by the date specified in the academic calendar.

Graduates from Florida School of the Arts have their own graduation ceremony, which truly reflects the artistic nature of the school. Participation in the annual June ceremony is required of graduating students. Candidates must also satisfy all financial obligations to the College.

### **STEPS TO APPLY FOR GRADUATION/DEGREE CONFERRAL**

1. Review catalog, Degree Works evaluation, or contact an advisor to make sure you have met all requirements.
2. Complete graduation application by deadline in the academic calendar.
  - If you fail to apply by the deadline, you may be required to file a petition in order to graduate.
  - Applications submitted after the end of term will be processed for the next term's graduation.
  - You will be notified in writing after the end of the term with the conferral decision.
3. If you want to participate in either the spring or fall graduation ceremony, you must purchase a cap and gown at one of the SJR State bookstores by the deadline in the college Academic Calendar.

### **GRADUATION HONORS**

Students graduating with associate or bachelor's degrees are eligible for graduation honors based on scholastic achievement as follows:

<b>GPA</b>	<b>HONOR</b>
3.5-3.69	cum laude (with honor)
3.7-3.84	magna cum laude (with high honor)
3.85-4.00	summa cum laude (with highest honor)

