



# **ST. JOHNS RIVER STATE COLLEGE**

## **FLORIDA SCHOOL OF THE ARTS**

A public college supported by the State of Florida  
and affiliated with Clay, Putnam, and St. Johns counties

**Orange Park Campus**  
283 College Drive  
Orange Park, FL 32065  
904-276-6800

**Palatka Campus**  
5001 St. Johns Avenue  
Palatka, FL 32177  
386-312-4200

**St. Augustine Campus**  
2990 College Drive  
St. Augustine, FL 32084  
904-808-7400

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

This publication can be made available in a variety of formats to persons with disabilities.

## PRESIDENT'S WELCOME

ST. JOHNS RIVER STATE COLLEGE



Welcome to St. Johns River State College, and congratulations on taking the first step toward building a better future for yourself, your family and your community! Earning a college education is one of the most important investments you can make in your future.

Before you awaits a collegiate journey rich in student life opportunities and an academic environment equipped to foster your potential. Our long-standing reputation for academic excellence is evident throughout our district. For more than 50 years, SJR State has prepared students just like you to enter the university system, advance in their careers or enter the workforce as trained professionals.

We at SJR State recognize that you are beginning a new chapter in your life and that the foundation for a successful college career requires commitment and support. It is our pledge to recognize you as an individual, and we stand ready to assist you with academic advising, career services and college success workshops to help you stay focused and on track.

I invite you to join our impressive and diverse student body and benefit from our new programs, the latest technologies and an outstanding faculty. Whether you are returning to college to prepare for a new career or you are exploring your academic options for the first time, our priority is to prepare you for success.

I believe in this community; I believe in this College; and I believe in you.

Warmest regards,

*Joe Pickens*

Joe H. Pickens, J.D.  
President



ST. AUGUSTINE CAMPUS



ORANGE PARK CAMPUS



PALATKA CAMPUS

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# ACADEMIC CALENDAR

ST. JOHNS RIVER STATE COLLEGE

## FALL TERM 2013

July 10 .....	Registration for Fall Term classes begins (8:00 a.m.)
July 18 .....	New student registration 8:00 a.m. (students attending/completing orientation)
August 6 .....	Registration (tuition) fees due on or before 9:59 p.m.
August 7 .....	Open registration (state waivers & non-degree seeking)
August 11 .....	LAST day to apply for admission for Fall 2013
August 12 .....	Faculty reports
August 15 .....	Faculty Convocation (OPC)
August 18 .....	Last day for new registration and fee payment
August 19 .....	CLASSES BEGIN - registration for schedule changes only
August 19-23 .....	Schedule changes/drop with refund
August 23 .....	Last day to drop classes with refund/schedule changes (Web closes 9:59 p.m.)
September 2 .....	Labor Day holiday - College closed
September 20 .....	Last day to clear admission records
September 23 .....	Last day to clear "I" grades from previous semester
October 4 .....	College closed
November 1 .....	Last day for payment of Veterans' deferred fees
November 1 .....	Last day for student/instructor course withdrawal with "W"
November 6 .....	Last day to apply for degree conferral and participate in commencement exercises
November 6 .....	Last day to order cap/gown for fall graduation
November 11 .....	Veterans Day holiday - College closed
November 27-30 .....	Thanksgiving holiday - College closes Nov. 26 at 10:00 p.m.
December 7-13 .....	Final Exams schedule
December 13 .....	Last day to apply for degree conferral
December 13 .....	Classes end/semester ends (10:00 p.m.)
December 17 .....	Final grades due (10:00 a.m.)
December 17 .....	Faculty Professional Development Institute (PAC)
December 18 .....	Students view grades online
December 18 .....	Last day for faculty
December 18 .....	Fall Commencement (11:00 a.m.)
December 20 .....	College closed (12:00 p.m.)
December 21 .....	Christmas holidays - College closed through January 5

## SPRING TERM 2014

November 4 .....	Registration for spring classes begins (8:00 a.m. - 9:59 p.m.)
November 14 .....	New student registration 8:00 a.m. (students attending/completing orientation)
December 11 .....	Registration (tuition) fees due on or before 9:59 p.m.
December 13 .....	Open registration (state waivers & non-degree seeking)
January 1 .....	LAST day to apply online for admission for Spring 2014
January 6 .....	Staff, counselors and advisors report
January 7 .....	Faculty reports
January 7 .....	Last day for new registration and fee payment
January 8 .....	CLASSES BEGIN - registration for schedule changes only
January 8-14 .....	Schedule changes only/drop courses with refund
January 14 .....	Last day to drop courses with refund/schedule changes (Web closes at 9:59 p.m.)
January 20 .....	Martin Luther King, Jr. Day holiday - College closed

January 21 .....	Last day to clear admission records
February 19 .....	Last day to clear "I" grades from previous semester
February 28 .....	Last day to apply for degree conferral and participate in commencement exercises
February 28 .....	Last day to order cap/gown for spring graduation
March 1 .....	Florida School of the Arts Open House 2:30 p.m. (tentative)
March 17-21 .....	Spring vacation - College closed
March 21 .....	Last day for student/instructor course withdrawal with "W"
April 1 .....	Last day for payment of Veterans' deferred fees
April 19-25 .....	Final exams schedule
April 25 .....	Last day to apply for degree conferral
April 25 .....	Classes end/semester ends (5:00 p.m.)
April 29 .....	Final grades due (10:00 a.m.)
April 30 .....	Faculty Professional Development Day (SAC)
April 30 .....	Students view grades online
May 2 .....	Last day for faculty
May 2 .....	Spring Commencement (11:00 a.m.)

### **SUMMER FULL TERM 2014**

March 5 - May 6 .....	Registration for classes beginning 5/07-6/19 and 5/07-8/07 (8:00 a.m. - 9:59 p.m.)
March 5 - June 24 .....	Registration for classes beginning 6/25-8/07 (8:00 a.m. - 9:59 p.m.)
April 27 .....	LAST day to apply online for admission for summer sessions 1 & 2
May 26 .....	Memorial Day holiday - College closed
June 18 .....	Last day to clear "I" grades from previous semester
June 20 .....	Florida School of the Arts Graduation (7:00 p.m.)
June 30 .....	Last day to clear admission records
July 3 .....	Independence Day holiday observed - College closed
July 31 .....	Last day to apply for degree conferral
August 7 .....	Summer semester ends

### **SESSION 1 - CLASSES MAY 7 - JUNE 19**

March 5 - May 6 .....	Registration (8:00 a.m. - 9:59 p.m.)
March 12 .....	New student registration 8:00 a.m. (students attending/completing orientation)
April 27 .....	LAST day to apply online for admission for summer session 1
April 30 .....	Registration (tuition) fees due on or before 9:59 p.m. session 1
May 2 .....	Open registration (state waivers & non-degree seeking)
May 6 .....	Last day for new registration and fee payment
May 7 .....	Faculty reports
May 7 .....	CLASSES BEGIN
May 7-13 .....	Schedule changes only
May 13 .....	Last day to drop courses with refund/schedule changes (Web closes at 9:59 p.m.)
June 5 .....	Last day for payment of Veterans' deferred fees
June 9 .....	Last day for student/instructor initiated course withdrawal with "W"
June 19 .....	Classes end (5:00 p.m.)
June 20 .....	Final grades due (10:00 a.m.)
June 20 .....	Last day for faculty
June 24 .....	Students view grades online

**SESSION 2 - CLASSES MAY 7 - AUGUST 7**

March 5 - May 6 .....	Registration (8:00 a.m. - 9:59 p.m.)
March 12 .....	New student registration 8:00 a.m. (students attending/completing orientation)
April 30 .....	Registration (tuition) fees due on or before 9:59 p.m. session 2
May 2 .....	Open registration (state waivers & non-degree seeking)
May 6 .....	Last day for new registration and fee payment
May 7 .....	Faculty reports
May 7 .....	CLASSES BEGIN
May 7-13 .....	Schedule changes only
May 13 .....	Last day to drop courses with refund/schedule changes (Web closes at 9:59 p.m.)
June 17 .....	Last day for payment of Veterans' deferred fees
July 11 .....	Last day for student/instructor initiated course withdrawal with "W"
August 7 .....	Classes end/semester ends (5:00 p.m.)
August 8 .....	Final grades due (10:00 a.m.)
August 8 .....	Last day for faculty
August 12 .....	Students view grades online

**SESSION 3 - CLASSES JUNE 25 - AUGUST 7**

March 5 - June 24 .....	Registration (8:00 a.m. - 9:59 p.m.)
March 12 .....	New student registration (students attending/completing orientation)
May 14 .....	New student registration (session 3 eligible only)
June 17 .....	Registration (tuition) fees due
June 18 .....	Open registration (state waivers & non-degree seeking)
June 19 .....	Last day to apply online for admission for summer session 3
June 24 .....	Last day for new registration
June 25 .....	Faculty reports
June 25 .....	CLASSES BEGIN
June 25 - July 7 .....	Schedule changes only (Web closes at 9:59 p.m.)
July 7 .....	Last day to withdraw from classes with refund (9:59 p.m.)
July 28 .....	Last day for student/instructor initiated course withdrawal with "W"
August 4 .....	Last day for payment of Veterans' deferred fees
August 7 .....	Classes end/semester ends (5:00 p.m.)
August 8 .....	Final grades due (10:00 a.m.)
August 8 .....	Last day for faculty
August 12 .....	Students view grades online

## STUDENT SERVICES

ST. JOHNS RIVER STATE COLLEGE

### **COUNSELING AND ACADEMIC ADVISING**

Counseling and advising services are available on each campus for students and prospective students. Counselors and advisors are available to work individually and/or in groups with students requesting academic advising, career counseling, vocational and personality assessments, disability services, and referrals to community resources.

The SJR State counselors and advisors are dedicated to providing students with quality academic support services. These services include timely and effective delivery of academic advising, new student orientation, career counseling, disability services and college-wide testing.

### **EXCESS HOURS ADVISORY**

It is important that students, including those entering the Florida College System institutions, are aware of a state provision that affects tuition charges for students who plan to eventually transfer to a state university for their baccalaureate degree. Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for students seeking baccalaureate degrees at state universities. Effective 2013-2014 academic year and after “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the program requires 120 credit hours, the student may be subject to an excess hour surcharge for any credit attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or “transfer program” early and by the time the student earns 30 semester hours of college credit, be advised of admission requirement for that program, including the approved common prerequisites. Course withdrawals and or/repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

All SJR State College students are required to meet with an advisor once the student has completed 30 college credits. The advisors will counsel students on their academic plan to help ensure enrollment only in courses needed for the major or transfer program so that additional costs may be avoided when transferring to a state university.

### **OFFICE OF ACADEMIC SUCCESS AND TESTING**

The Office of Academic Success and Student Retention assists students by providing resources to help them attain maximum success. Students who need assistance with time management, study skills, and test anxiety, or who are on academic probation or suspension, are encouraged to contact the Office of Academic Success and Student Retention to develop individualized programs for study and be connected with out-of-the-classroom resources.

The office also provides testing and proctoring services to students requiring admissions testing for limited access programs, Ready to Work assessments for certification, and long distance proctored testing. Students may check SJR State’s website for HESI and BAT testing dates and for HESI reading and mathematics workshops. Ready to Work assessments and proctored testing are available by appointment only. Students may call 386-312-4228 to schedule appointments.

### **FINANCIAL ASSISTANCE**

Students needing financial assistance should contact the Office of Financial Aid at (386) 312-4040. Financial aid information is listed in the College catalog and on the SJR State website ([SJRstate.edu/finaid.html](http://SJRstate.edu/finaid.html)). The following types of assistance are available:

1. Scholarships based on academic excellence and service to school
2. Federal Pell grants
3. Federal College Work-Study Program
4. Federal student loans
5. State grants and scholarships

6. SJR State Foundation scholarships and private awards (386-312-4100)
7. Veterans' assistance

### **HIGHER ONE REFUND**

Higher One's OneDisburse® Refund Management® program offers multiple electronic options to students. These choices include an ACH transfer to a bank account of their choice or direct deposit to the OneAccount—an optional, no minimum balance, no monthly fee, FDIC insured checking account provided by Higher One. Most importantly, the new options allow students to receive their refunds for free and in a faster, more secure manner.

### **AUTOMATIC PAYMENT PLAN**

St. Johns River State College offers a Tuition Installment Plan (TIP) for all students requiring assistance with managing their educational expenses. The TIP program will allow students to pay for tuition and fee expenses over a period of time rather than one lump sum payment before the start of the semester. The College has contracted with Nelnet Business Solutions to administer this program. This company will be responsible for the enrollment, as well as receiving the monthly payments. Enrollment to the payment plan can be completed via the SJR State website (SJRstate.edu) by logging on to the My SJRstate account. Under the student drop down box, choose "Optional Payment Plan." A new window will open. Choose the term, and click on the e-Cashier logo and follow steps. Students needing additional information should contact the St. Johns River State College Business Office at 386-312-4117.

### **IDENTIFICATION AND NOTIFICATION OF COORDINATORS**

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability in its educational programs, activities, admissions policies and practices, or employment policies. Inquiries regarding compliance with laws relating to non-discrimination having to do with students may be directed to:

Gilbert L. Evans, Jr., Ph.D., J.D.  
Vice President for Student Affairs/Assistant General Counsel  
St. Johns River State College  
Student Services Building, Room V227  
5001 St. Johns Ave., Palatka, FL 32177  
(386) 312-4127

and having to do with employees, applicants, and all others may be directed to:

Ginger C. Stokes  
Director of Benefits and Employee Relations  
Equity/Title IX Coordinator  
Human Resources Department  
St. Johns River State College  
Administration Building, Room A145  
5001 St. Johns Ave., Palatka, FL 32177  
(386) 312-4070

or to the Atlanta Regional Office for Civil Rights (for U.S. EDOE): 404-562-6350.

### **CAREER SERVICES**

Career counseling services are available on each campus. A counselor is available to assist you individually with career assessments, career decision making, and job searching strategies. In addition, there is a career resource Web page at SJRstate.edu available for student use, which provides resources on educational/career planning, job searching strategies, and employment information.



Special assistance is available for individuals who are interested in pursuing vocational education, especially those with economic or educational needs. Vocational and personality assessments are also available upon request or through enrollment in SLS 1401 Comprehensive Career Exploration.

Contact the Counseling Office at (386) 312-4035 (Palatka), (904) 276-6855 (Orange Park) or (904) 808-7402 (St. Augustine) for more information.

### **JOB PLACEMENT**

The College assists students in locating part-time, full-time, and summer jobs with local, regional, and national employers. Announcements of job opportunities and career-related events are posted in the Counseling Centers. Additional information on job searching strategies such as resume writing, interviewing, and networking, as well as employment information, is also available on the SJR State career resource Web page or at your campus Career Resource Center.

### **COLLEGE CATALOG**

The College catalog is the official document of the College. Its policies and procedures take precedence over all other college documents. The College catalog, which is available on the College website at SJRstate.edu, details all the necessary academic information, including registration procedures, graduation requirements, complete divisional course listing, financial aid information, petition procedures, etc. Students are responsible for the information contained in the College catalog.

### **HEALTH SERVICES**

The College does not maintain an infirmary or hospital. All injuries must be reported to the Vice President for Student Affairs/Assistant General Counsel on the Palatka Campus or the chief administrator at the Orange Park and St. Augustine campuses. If the injury or illness appears to be serious, the College will immediately attempt to notify the family. Emergency treatment by a private physician is at the student's or parent's expense. Personal insurance is the student's responsibility.

### **SJR STATE STUDENT MENTAL HEALTH ASSISTANCE PROGRAM**

SJR State College has contracted with Bay Care Behavioral to assist students with mental health counseling services. Currently enrolled students may call Bay Care Behavioral at 1-800-878-5470 to schedule an appointment.

### **ALCOHOL AND DRUG REFERRAL**

AL-ANON

1-800-344-2666

Alcoholics Anonymous

904-399-8535

Bay Care Behavioral

1-800-878-5470

Clay County Behavioral Health Center

904-291-5561

Epic Community Services, Inc.

904-829-2273

First-Coast Narcotics Anonymous

904-723-5683

Stewart Marchman Act Inc., formerly Putnam Behavioral Healthcare, Inc.

386-329-3780

Stewart Marchman Act Inc., formerly St. Johns Behavioral Healthcare, Inc.

904-209-6200

Riverpoint Behavioral Health

904-724-9202

St. Johns County Department of Health & Human Services

904-209-6000

and online through the American Council for Drug Education at: [www.acde.org](http://www.acde.org)

## **RISKS ASSOCIATED WITH DRUGS**

The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Information regarding the possible side effects associated with the use and abuse of alcohol and certain drugs is available at any of the College counseling centers.

Almost all of these effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, all of these drugs pose serious risks to the health of fetuses and nursing infants, up to and including death.

## **LOST AND FOUND**

The College maintains a lost and found property service located at the Security office at all three campuses.

## **VENDING MACHINE REIMBURSEMENT**

### **Purpose:**

The purpose of this procedure is to establish definitions and procedures for administering vending machine reimbursement on campuses where the college controls the vending operation.

### **Procedure:**

1. Individuals will report to the Student Activities Coordinator when money is lost in the vending machine.
2. Student Activities Coordinator completes the Vending Machine Reimbursement Form and records on the reimbursement form the machine type (snack or drink), and the machine number.
3. The Student Activities Coordinator requests the student to sign the reimbursement form.
4. The Student Activities Coordinator will then sign for approval on the appropriate line.
5. The Student Activities Coordinator sends the student to the Business Office switchboard operator with the form to process reimbursement.
6. The Student Activities Coordinator will immediately place an "Out of Order" sign on the machine that is defective.

## **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 right 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. User 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 play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; no loud or aggressive behavior will 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 organizational equipment are private.
15. Users should ask their instructor about having the I.T. Department load any course software that is needed.

## **BOOKSTORE**

A bookstore is located on each of the three campuses of St. Johns River State College. Students may purchase and/or rent textbooks and other materials for college classes. The bookstore will refund textbooks provided they meet the following requirements.

All refunds must be accompanied by a receipt. Refunds will be made by refund to the Higher One card or credit to financial aid book card. NO CASH REFUNDS. Bookstore management reserves the right to determine the value of returned items based on salability and condition.

### **Fall/Spring Term Refunds**

- A 30 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the fall and spring term may be returned for a full refund (original resalable condition) during the first two weeks of class.
- New textbooks beyond the first two weeks of this 30 day period will be refunded at the used price (75% of new).
- No refunds are allowed after this 30 day refund period.

### **Summer Term Refunds**

- A 10 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the summer term may be returned for a full refund (original resalable condition) during the first week of class.
- New textbooks beyond the first week of this 10 day period will be refunded at the used price (75% of new).
- No refunds are allowed after this 10 day refund period.

To acquire a 100% refund for books purchased with shrink-wrap, the books must be returned as sold without the shrink-wrap opened. At any time, a used book may be returned for a new book when the customer is willing to pay the difference in price. Also, defective books may be exchanged for a non-defective book.

### **Textbook Rentals**

The SJR State Bookstore offers a textbook "rental-option" for several courses. By renting, students can save up to 60% on the cost of textbooks.

#### **Textbook Rental Agreement Terms & Conditions**

- You must be at least 18 years of age.
- You will enter into a Textbook Rental Agreement ("Agreement") with the St. Johns River State College Bookstore at your own free will. You must currently be a student at St. Johns River State College and currently enrolled in the course(s) that require(s) the rented material(s).
- **Rental Return Due Date**- You will rent the course material(s) for the duration of a single semester. You must return the exact material(s) that you rented to the SJR State Bookstore by the rental return deadline noted on your Agreement. The SJR State Bookstore is not responsible for reminding you of the rental return deadline.
- **Failure to Return**- If you fail to return the rented material(s) by the rental return due date, you will be charged a late fee of \$5 per book per business day until the rented material(s) is/are returned. The late fee per book will not exceed the list price of the book, less the rental charge, plus a \$10 transaction fee. After 10 business days of non-return status, a charge is placed on

your student account for the list price of the book, less the rental charge plus a \$10 transaction fee. Your student account will also be placed on hold until you pay all fees due. Once an account is charged due to non-return status, the book is no longer returnable or eligible for sale to the Bookstore during book buy-back.

- **Condition Upon Return-** The rented material(s) is/are the property of the SJR State Bookstore. You are responsible for the condition of the rented material(s) and bear full responsibility for the condition of the rented material(s) in salable condition. The SJR State Bookstore has the right to deem the rented material(s) non-returnable pursuant to the following guidelines: (1) any writing, (2) excessive highlighting, (3) damage above normal wear and tear, (4) removal of the rental sticker and (5) any type of water (or other liquid) damage. You must pay the current list price, less the rental charge plus a \$10 transaction fee for every rented material that is lost, stolen, or deemed non-returnable for any reason covered in the Agreement.
- **Refund-** The rented material(s) may be returned to the Bookstore for a full refund through the date noted on the Agreement, as long as the materials are in the same condition as issued. After that time, no refunds will be issued for the rental material(s). Students withdrawing from one or more courses after the drop/add date may return rented books at any time up until the last day of class, but no refunds will be issued.
- **Tax-** Normal tax rates apply.

### **LEARNING LABS, OPEN COMPUTER LABS, AND TUTORING CENTERS**

The learning labs, open computer labs, and tutoring centers located on each campus are among the resources available to SJR State students. These students can work on computers to write papers for any class or use computer assisted instruction software for practice in composition, math, reading, typing, vocabulary, chemistry, statistics, beginning algebra, college algebra, and astronomy. New times are posted on the door and online at the beginning of each term.

The learning and open computer labs are open to all students during the open hours and are located in Orange Park in A-47 and the library; in Palatka in S-207 and the library; and in St. Augustine in the library. The tutoring center is located in Orange Park in A46; in Palatka in T-112; and in St. Augustine in L-111.

### **STUDENT ORIENTATION AND REGISTRATION**

Firsttime SJR State students are required to attend new student academic orientation prior to enrolling in their first term at SJR State. Student orientation programs for freshman, transfer and dual-enrollment students entering in the fall are scheduled throughout the summer prior to fall registration. For students planning to enter in the spring or summer semesters, academic orientations are offered prior to the spring and summer registration dates. Special arrangements may be made for students unable to attend orientation (e.g., out-of-state/country students) by contacting the local campus counseling office.

It is the student's responsibility to furnish all required admission documents. The admission file is not complete until all documents have been received. Students with incomplete admission files may not be allowed to register. All registration dates and times are publicized well in advance of the beginning of the term. Students should complete all admission requirements prior to that time. Students must officially register each term.

Registration is by appointment (time ticket) only. Students may view their time tickets by logging onto the My SJRstate portal on the Student Tab under Quick Links. The schedule is available at the College's website (SJRstate.edu). Time tickets are determined by the number of earned college credits. New students as defined above must attend academic orientation prior to receiving a time ticket. Students who have attained 30 credit hours must see a counselor prior to receiving a registration time ticket.

### **PLACEMENT TESTING**

First time college applicants who apply to enter an Associate in Arts or Associate in Science degree or a college credit certificate program must have taken a placement test prior to the comple-

tion of registration. Non-degree seeking students desiring to enroll in English, humanities or mathematics courses must also be tested. The College accepts scores on the ACT, SAT, ACCUPLACER CPT or P.E.R.T. that are no more than two years old. These test results are used for placement, counseling, and transfer requirements for some upper division institutions, scholarship eligibility, and research. Placement testing is available at the College for applicants who have not been previously tested or whose scores are no longer valid. Students may obtain information and application forms from the Counseling Center.

College students may retest on each P.E.R.T. subtest once. Prior to retesting, the student must provide the test administrator documentation verifying that remediation has occurred since their last attempt. Students must also pay the retest fee as approved by the Board of Trustees. Dual-enrollment students are exempt from this fee. Retesting is not permitted after college prep enrollment has started. A written appeal to the Vice President for Student Affairs/Assistant General Counsel is required for any third retest attempt request. The appeal must include evidence of instructional intervention that indicates score improvement is possible and probable.

### **COLLEGE TESTING**

Testing for admission to special programs is administered through the Office of Testing and Academic Success. Students must schedule an appointment, and seating is limited. Check the College's website for specific dates. Additionally, appointments for proctoring of distance learning exams from other institutions and for institutional exams are scheduled through the Office of Testing and Academic Success. Each exam requires an administrative fee.

### **CALCULATION OF GRADE POINT AVERAGE**

A student's academic standing is determined by grade point average or GPA. Letters are used to indicate the quality of work achieved by students. Each grade is assigned a point value:

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

College preparatory courses do not count in the calculation of the grade point average or GPA. 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.

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
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

### **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, A.A. checklist, or contact a counselor 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 the annual graduation ceremony, order a cap and gown at the campus bookstore.

### **ORGANIZING A NEW CLUB OR ORGANIZATION**

Students are encouraged to organize and/or join associations or clubs that promote a free society, pursue scholarly interests, and/or promote the interests of St. Johns River State College. All student associations or clubs must include an anti-hazing policy in its bylaws and must be democratically operated. The procedures for establishing a new association or club are available from the Vice President for Student Affairs/Assistant General Counsel and the Student Handbook. Memberships in any organizations or clubs shall be open to all students without respect to race, creed, sex, disability, or national origin.

The following steps are to be taken when forming a new organization:

1. Secure a faculty member who is willing to serve as a sponsor.
2. Obtain temporary approval from the Vice President for Student Affairs/Assistant General Counsel to develop a constitution or body of governing rules.
3. Present the constitution or body of governing rules to the Student Government Association (SGA) and seek the recommendations for approval from the group.

The SGA makes recommendations to the Vice President for Student Affairs/Assistant General Counsel, who in turn presents written recommendations to the President of the College. The President has final authority in the authorization to operate as an approved student club or organization on campus. Approval may be withdrawn by the Vice President for Student Affairs/Assistant General Counsel or the President.

Students are urged to participate in student activities that encourage the development of leadership, personal growth, and school spirit. Some of these organizations are a portion of class activities; others have been chartered by the SGA, but may be inactive during some years.

#### **Student Government Association (Palatka, Orange Park, and St. Augustine)**

All registered students of SJR State are represented by the Student Government Association (SGA) and are governed by its constitution. SGA sponsors dances, movies, barbecues, and a variety of campus events. Students have access to the policy-making bodies of the College primarily through the Student Government Association, whose meetings are open to all students and faculty of SJR State. Students can also bring issues to the attention of the SGA members; after discussion, the chairperson or sponsor of SGA can take the concern or issue to the Vice President for Student Affairs/Assistant General Counsel or directly to the President, either of whom may then take the issue

in recommended policy form to the Board of Trustees for approval.

**Phi Theta Kappa (Palatka, Orange Park, St. Augustine)**

Membership for this community college scholastic honorary society for men and women is by invitation. The Palatka Campus chapter is named Chi Tau; the Orange Park chapter is Alpha Epsilon Lambda; and the St. Augustine chapter is Alpha Xi Eta. Several scholarships are available to members for senior universities. Students must have an acceptable G.P.A.

**CLUBS AND ORGANIZATIONS AT SJR STATE:**

**PALATKA**

Alpha Chi Honor Society for  
Bachelor Students Club  
Black Student Union  
Catholic Student Union  
Circle K International  
Fellowship of Christian Athletes  
Film Society  
La Vida de Arte  
Math Club  
Phi Theta Kappa Honors Society  
Psychology Club  
Society for Advancement of  
Management  
Student Ambassadors  
Student Government  
Association

**ORANGE PARK**

Campus Crusade for Christ  
Chess Club  
Club Epic  
Health Information Club  
Horseback Riding Club  
Math Club  
Media Club  
Memory Training Club  
Music Club  
Nature/Environmental Club  
Phi Theta Kappa Honors Society  
Secular Student Alliance Club  
Society for Advancement of  
Management  
Student Ambassadors  
Student Government  
Association  
Student Nurses Association  
Writer's Society

**ST. AUGUSTINE**

Art Club  
Association of Information  
Technology Professionals  
Campus Crusade for Christ  
Deaf Awareness  
Eco-Adventure Club  
Phi Theta Kappa Honors Society  
Pride Club  
Radiology Club  
Resound Club  
Sailing Club  
Running Club  
Society for Advancement of  
Management  
Speech Club  
Student Ambassadors  
Student Government  
Association  
Gaming Club  
Veterans' Education and  
Training Support Group Club

**OFFICIAL CALENDAR OF EVENTS**

All extracurricular campus activities must have the approval of the Vice President for Student Affairs/Assistant General Counsel. Organizations wishing to place an activity on the calendar must request approval no later than 10 days prior to the event. Once the activity has been posted on the official calendar, only the advisor and/or Vice President for Student Affairs/Assistant General Counsel of the sponsoring group may authorize removal or change. In the event of a conflict on dates and facilities use, all persons involved will be contacted in an attempt to effect a change of dates.

## **POLICIES AND REGULATIONS**

### ST. JOHNS RIVER STATE COLLEGE

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on the student portal, bulletin boards and in College publications.

All students are responsible for observing all regulations and being aware of the information in the College catalog, student handbook, official announcements posted on bulletin boards, and other applicable documents such as registration forms. College regulations and student standards of conduct, as listed under "Policies and Regulations," apply to all areas under the jurisdiction of SJR State, including areas where activities are sponsored by the College and areas where students of the College community are guests. As guests, students will make themselves familiar with any additional regulation of the host institution.

### **STANDARDS OF CONDUCT**

1. While on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities.
2. After closing hours, students may not enter any building unless accompanied by a faculty member. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
3. Smoking and chewing tobacco in College buildings are prohibited.
4. Gambling is prohibited on College property.
5. Possession of alcoholic beverages or illegal drugs is prohibited on College property with the exception of alcohol served at officially sponsored College events.
6. Sleeping in public areas is prohibited.
7. Non-college organizations or individuals may not canvass or solicit on the campus.
8. Distribution or posting of any material on campus must have the approval of the Vice President for Student Affairs/Assistant General Counsel (or the chief administrator at the Orange Park or St. Augustine campus).
9. With the exception of guide dogs and some service animals, pet animals are not allowed on campus sidewalks or in campus buildings, in classrooms, or at collegiate sporting events and practices. On any other part of the campus, pets must be leashed and controlled by owner.
10. Students who do not honor their financial obligations to the College (including but not limited to worthless checks, loans, veteran deferments, library fines, and traffic fines) will not be allowed to re-enroll. If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student's account and must be paid by the student. (See College catalog and appropriate sections of the student handbook.)
11. Students must attire themselves in such a manner as not to be in violation of health laws and/or disrupt the College's educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when he/she is not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Footwear must be worn on campus. Repeat offenders shall be reported to the Vice President for Student Affairs/Assistant General Counsel.
12. All students must carry identification and/or proof of registration.
13. Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.
14. With the exception of students enrolled in the Criminal Justice programs of the



College participating in a College approved training exercise, the possession of firearms, toy guns, paint guns, devices that make noise which could be construed as sounding like gunfire, knives, explosives, fireworks, hazardous or toxic substances, or other dangerous materials is strictly forbidden on any of the College's campuses or sites.

15. No student attending St. Johns River State College can participate in disruptive activities at the College. Any such student so convicted, as required by FS 1006.61(2), will be expelled immediately without recourse for a period of two (2) years. This includes the disruption or obstruction of teaching, research, administration, disciplinary proceedings, traffic or pedestrian movement, other College activities, including its public service functions on or off campus, or other authorized non-College activities when the act occurs on College premises.
16. As provided in FS 1006.60(5), any student enrolled at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the College's sites shall be subject to severe disciplinary measures, to include dismissal, at the discretion of the President.
17. Acts of dishonesty are prohibited. Acts of dishonesty include but are not limited to: cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; tampering with the election of any College recognized student organization.
18. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited.
19. The attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property are prohibited.
20. Hazing as defined in the Student Handbook is prohibited.
21. The theft, abuse, misuse, or alteration of the College's computer systems and information and records stored on the computer systems is prohibited.
22. The abuse of the student judicial system as defined in the Student Handbook is prohibited.

The College reserves the right to change any of its policies for student conduct without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on bulletin boards, the student portal and in College publications. Violating any of the college standards of Student Conduct may result in expulsion.

### **ANTI-HAZING POLICY**

The District Board of Trustees of St. Johns River State College prohibits hazing by any student or student organization. As used in this rule, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Student(s) or student organizations convicted of hazing are subject to significant penalties which

may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. In the case of an organization at St. Johns River State College which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

All penalties imposed by this rule shall be in addition to any penalty imposed for violation of any of the criminal laws of the State of Florida or for violation of any other rule of the institution to which the violator(s) may be subject.

This anti-hazing policy shall apply to acts conducted on or off the St. Johns River State College campuses or sites, and this anti-hazing policy will be included in the bylaws of each student organization.

### **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

Any student enrolled at St. Johns River State College who is called to, or enlists in, active military service in service to the United States of America shall not incur academic or financial penalties. Such student shall be permitted the option of either completing the course or courses in which he or she is enrolled at a later date without penalty or withdrawing from the course or courses with a full refund of fees paid. If the student withdraws from the course or courses, the students' records shall indicate that the withdrawal is due to active military service.

### **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.

### **FIELD TRIPS**

Field trips in which students are not actively participating in a contest or event are limited to one hundred (100) miles.

### **DUAL ENROLLMENT POLICIES:**

SJR State Dual Enrollment students are simultaneously enrolled in both high school and college courses. The depth, breadth, rigor, and pace of college courses will be at the college level. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary high school curriculum. Dual Enrollment students who attend classes on SJR State's campuses or online will be interacting with non-high school students of a variety of ages and backgrounds. By enrolling in Dual Enrollment, students have agreed to abide by all SJR State policies and procedures as published. SJR State Dual Enrollment students are responsible for completing the appropriate college forms and meeting college established deadlines for withdrawal. College credits earned in Dual Enrollment will be a part of the student's permanent college and high school transcript. Students may not repeat dual enrollment courses in which they earn a "W," "D," or "F" until after high school graduation, and students cannot re-take classes in which a grade of "C" or higher has been earned. Performance in dual enrollment courses may affect subsequent postsecondary admission, financial aid, and Bright Futures eligibility.

### **STUDENTS WITH DISABILITIES**

Students with disabilities are welcome at SJR State and are encouraged to contact the Counseling Center on their campus. The disability coordinators are located in the Counseling Office on the

Orange Park, Palatka, and St. Augustine campuses.

The purpose of the counseling office and the disability coordinators is to ensure access to accommodations for those students determined eligible. Students must report to campus disabilities coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

### **Admissions, Substitutions, and Services for Students with Disabilities**

In conformance with the regulations of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, FS 1007.02 (the ENNOBLES Act, FS 1007.264, and FS 1007.265, St. Johns River State College will make reasonable modifications to its policies and practices and will provide certain individualized services and accommodations as needed to assure nondiscrimination on the basis of a disability. SJR State has policies and procedures in place for providing reasonable substitutions for eligible students as required by Sections 1007.264 and 1007.265, FS. If appropriate documentation substantiates that a disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study or graduation, a substitution may be granted. Pertinent educational records may be reviewed prior to granting a substitution. The College is not required to lower or waive essential requirements.

### **Determining Eligibility**

In order to receive services, a student must register with the Counseling Center and meet with the disability coordinator. The coordinator will request a reasonable level of documentation to establish the disability exists, understand its impact on the student's ability to meet admission or graduation requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members if requested.

### **SUBSTITUTION REQUEST BASED ON DISABILITY**

A. An eligible student requesting approval for substitution of one or more course requirements must petition, in writing, and provide documentation for such substitution. The student must meet with his or her campus disabilities coordinator, who will then forward the substitution request to the Director of Counseling and Academic Advising. The Director will then review the documentation.

The substitution packet should minimally include all of the following:

- 1) Identification of the specific course requirements for which the substitution is requested;
- 2) Documentation of the disability that is sufficient to describe how the condition impacts the student at the current time and in the current circumstances;
- 3) Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability;
- 4) A reason for the course substitution from the disabilities coordinator; and
- 5) A copy of all transcripts/compliance.

B. The completed package should be submitted to the director of Counseling and Academic Advising, who will then review and approve the request and forward the request to the appropriate vice president.

C. The appropriate vice president will review the request and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision and in cases where a substitution is approved, specification of the substitution to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and schools.

Substitutions granted by *other* postsecondary institutions will be evaluated on an individual basis. Documentation should be requested by the transferring student and sent from the granting institution.

## **DUE PROCESS**

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the Vice President for Student Affairs/Assistant General Counsel, who will submit the appeal to the Petitions Committee utilizing the current petitions process.

## **POLICY STATEMENT FOR RELIGIOUS OBSERVANCE**

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 procedures. These procedures require the student to inform his or her instructor or instructors one week in advance of the religious holiday or holidays and make up any required work, including tests, within one week of the absence for the holiday or holidays. In the case of admissions criteria or other College mandated functions which may be missed because of the observance of the religious holiday or holidays, the student should contact the Vice President of Student Affairs/Assistant General Counsel or his or her designate to make appropriate alternate arrangements.

If a student believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices, the student may seek redress through the College Equity Grievance Committee.

## **GRIEVANCES AND DISCIPLINARY PROCEDURES**

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

In all student grievance and disciplinary proceedings, the decision of the College President is final and without recourse. Any student who has a grievance against the College should first contact the Vice President for Student Affairs/Assistant General Counsel, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127, for appropriate procedures. Four committees address student grievances:

**The Academic Petitions - Grade Appeals Committee**, for admission and grade appeal, acting within established rules and College policy, makes recommendations to the President concerning student petitions involving grades. Its membership is composed of faculty members and administrators. The President's decision is final.

**The Academic Petitions - Admissions Committee** meets at the request of the chairman relative to new student admissions, or non-degree, non-high school graduates with fifteen (15) hours attempted. The cases considered will only be the exceptions to established policies of admissions/registration for course work and/or college credit programs. The committee is composed of the Vice President for Student Affairs, the Director of Admissions and Records, the Vice President for Academic Affairs, a counselor and a faculty member, depending on the program of the student.

**The Traffic Appeals Committee** hears appeals from students in reference to traffic citations and fines. The committee is composed of three faculty members and two students. The decision of the committee is final.

**The Disciplinary Committee** is appointed by, and meets at the request of, the Vice President for Student Affairs/Assistant General Counsel relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the student handbook. The decision of the committee is final.

**The College Equity Grievance Committee** is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, FS. The committee hears student, prospective student, and prospective

employee grievances alleging discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability on the part of the College or any of its components. This committee is selected as needed.

## **GRIEVANCE PROCEDURES**

Grievance procedures for students, prospective students, and employment applicants for complaints relating to discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability are as follows:

### **A. Authority**

This grievance procedure is established and adopted by the Board of Trustees of St. Johns River State College in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, F.S.

### **B. Purpose**

This grievance procedure is intended to provide for prompt and equitable resolution of complaints by students, prospective students, and prospective employees of St. Johns River State College alleging actions constituting discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability, on the part of the College or any of its components.

### **C. Filing of Grievance**

1. Any student, prospective student, or prospective employee of the College may file a grievance when he or she believes a discriminatory action has been taken by the College. The complaint should be filed by the aggrieved person within sixty (60) working days following the incident which causes the aggrieved to feel that a grievance should be filed.

2. The administration of the College assures prompt and impartial investigation and consideration of all complaints and/or grievances, whether formal or informal, verbal or written, that any student, prospective student or prospective employee may have and that are communicated in accordance with these grievance procedures.

3. A formal grievance must be submitted in writing to the Equity/Title IX Coordinator. The complaint must recite in detail the nature of and circumstances surrounding the alleged discriminatory act, the provisions of law, College policy, or other regulation violated by the action, the employees or components of the College allegedly responsible for the action, and the relief sought by the complainant. The complainant should attach to the complaint any documented evidence, affidavits, statements, records, or other pertinent materials. The complainant must sign the complaint.

### **D. Investigation of Grievance**

The Equity/Title IX Coordinator will, upon receipt of a properly submitted grievance, conduct an investigation of all aspects of the complaint. The investigation may include personal interviews, obtaining of documentation, and examination of pertinent records of the College. The Equity/Title IX Coordinator will, within fifteen (15) days of the receipt of the grievance, submit a written report of investigation, including findings of fact and recommendations, to the College Equity Grievance Committee.

### **E. Committee Hearing**

1. The College Equity Grievance Committee will, upon receipt of a report of investigation, hold open hearings on the grievance. The complainant will be invited to attend and may be represented by an attorney. The formal rules of evidence will not, in general, be applicable to the proceeding. The Committee may, in its discretion, obtain further evidence or witnesses. The complainant may be heard, may present additional evidence, may examine witnesses and documentation, and may request the Committee to obtain specified additional witnesses or evidence.

2. The College, or any individual member of the College community against whom a grievance has been filed, may also be represented by an attorney and shall have the same rights as the complainant with regard to the presentation of evidence and witnesses before the College Equity Grievance Committee.

3. The Committee, after receipt of all pertinent evidence, will prepare written findings and recommendations and submit them to the Executive Vice President of the College, together with all information and evidence received by the Committee. This should be accomplished within fifteen (15) days after the receipt of the report of investigation.

#### **F. Decision**

The Executive Vice President of the College shall, within five (5) days after the receipt of the Committee findings and recommendations, take one of the following actions:

1. Return the case to the Committee for further findings and recommendations, if deemed necessary.

2. Accept or reject, either partially or in full, the findings and recommendations of the Committee. The decision of the Executive Vice President will be in writing and copies of the decision will be furnished to the Committee and the complainant.

#### **G. Appeal**

1. The complainant may, within five (5) days after notification of the decision of the Executive Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Executive Vice President is considered in error. The President of the College will, within five (5) days after receipt of the appeal, render his decision. The decision of the President is final.

2. If the complainant does not file an appeal within the authorized five (5) day period, the decision of the Executive Vice President is final.

#### **H. Implementation**

If the final decision includes findings of discriminatory action, the President of the College will direct the appropriate responsible College official to take required remedial action and to report to the President the action taken.

#### **I. General Provisions**

The following provisions apply to the entire formal grievance procedure:

1. **Reprisals** - No reprisals of any kind shall be taken against any student, prospective student, or prospective employee for filing a grievance.
2. **Confidentiality** - All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.
3. **Storage of Records** - All communications and records dealing with the grievance shall be filed separately from the student and/or personnel files of the participants.
4. **Withdrawal** - A grievance may be withdrawn by the grievant at any stage.

### **POLICY STATEMENT ON SEXUAL HARASSMENT AND SEXUAL ASSAULT**

It is the policy of St. Johns River State College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment and sexual assault of students and employees at St. Johns River State College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Definition: Sexual harassment of employees and students at St. Johns River State College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical

conduct of a sexual nature, when:

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

St. Johns River State College defines sexual assault as follows: any intentional or knowingly touching or fondling by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault includes, but is not limited to, rape. Verbal conduct without the requisite physical touching or fondling will not be deemed sexual assault but may constitute sexual harassment.

St. Johns River State College will investigate sexual harassment and sexual assault cases as defined herein **when they occur in any St. Johns River State College program or activity, on or off campus**. Investigations involving students will be handled by the Vice President for Student Affairs/Assistant General Counsel and, where appropriate, campus security.

Employees who feel that they have been sexually harassed or assaulted under the above definition and wish further information, or assistance in filing a complaint, should contact Ginger Stokes, Equity/Title IX Coordinator, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4070. Students with complaints should contact Dr. Gilbert L. Evans, Jr., Vice President for Student Affairs/Assistant General Counsel, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127.

If sexual assault involving a St. Johns River State College student occurs off campus, outside of St. Johns River State College programs or activities, the College will cooperate with the appropriate law enforcement agency in accordance with applicable laws and will activate student conduct rules, which apply.

If sexual assault occurs on campus or in any St. Johns River State College program or activity, on or off campus, the appropriate law enforcement agency will be contacted to handle the investigation. The College Executive Vice President whose office is in charge of campus security will direct campus security officers to cooperate in the investigation on campus. The College Vice President for Student Affairs/Assistant General Counsel will provide counseling and other regularly available support services to a student who is a victim of sexual assault.

St. Johns River State College students who are investigated for or found guilty of sexual assault as described above are subject to the procedures and penalties relating to student conduct as stated in the Student Handbook and other officially adopted College policy and/or procedure statements.

Students and employees of St. Johns River State College who are found guilty of sexual harassment or sexual assault of another student or employee are subject to suspension, immediate dismissal and may be subject to penalties prescribed by state and federal law to include imprisonment.

### **POLICY STATEMENT ON DISCRIMINATORY HARASSMENT AND FREE EXPRESSION**

St. Johns River State College is committed to the principles of free inquiry and free expression. Students have the right to hold and vigorously defend and promote their opinions, thus entering them into the life of the College. Respect for this right requires that students be tolerant of the thoughts and expressions of other students in their exercise of this right. As such, violence or the threat of violence toward students exercising the right of free expression and free inquiry will not be tolerated and is a violation of this rule.

St. Johns River State College is also committed to principles of equal opportunity and nondiscrimination. Each student has the right of equal access to a St. Johns River State College education,

without discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability. Harassment of students on the basis of any of these characteristics contributes to a hostile environment that makes, for those subjected to it, access that is less than equal. Such discriminatory harassment is therefore considered to be a violation of the principles of equal opportunity and nondiscrimination.

This interpretation of these principles is intended to clarify the point at which protected free expression ends and prohibited discriminatory harassment begins. Prohibited harassment includes discriminatory intimidation by threats of violence, and also includes personal vilification of students on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability.

Speech or other expression constitutes harassment by personal vilification if it:

- 1.) Is intended to insult or stigmatize an individual or small number of individuals on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability; and
- 2.) Is addressed directly to the individual or individuals whom it insults or stigmatizes; and
- 3.) Makes use of insulting or “fighting” words or non-verbal symbols.

In the context of discriminatory harassment by personal vilification, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite to an immediate breach of the peace and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability.”

## **POLICY STATEMENT ON DISCRIMINATORY HARASSMENT**

St. Johns River State College is committed to maintaining an environment free of all forms of harassment, intimidation, and discrimination.

SJR State will not tolerate behavior which creates an unacceptable working or educational environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including dismissal or discharge from the College.

This policy applies to all employees, students and contractors working on the College premises.

Discriminatory harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, disability or any other characteristic protected by law is a form of discrimination and can have a deleterious effect on work and/or academic performance. SJR State will not tolerate harassment by any member of the College community.

For the purpose of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, disability or any other characteristic protected by law and that:

- 1) Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
- 2) Has the purpose or effect of unreasonable interfering with an individual's work or educational performance; or
- 3) Otherwise adversely affects an individual's employment opportunities.

SJR State strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of College policy and will not be tolerated. Any incidents of retaliation should be reported immediately. All reported incidents of harassment will be investigated immediately. Employees should report all incidents of harassment or retaliation to their immediate supervisor and are entitled to follow the grievance procedures set forth in the College Handbook. Students, prospective students and applicants for employment are encouraged to notify the College



Equity/Title IX Coordinator or the Vice President for Student Affairs/Assistant General Counsel, and are entitled to follow the grievance procedures set forth in the Student Handbook. The Director of Benefits and Employee Relations is designated as the Equity/Title IX Coordinator at St. Johns River State College.

### **POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION**

As a public educational institution, and as a corporate citizen, St. Johns River State College is dedicated to the philosophical foundations of democracy. The College catalog reflects the belief “that there is need in a democracy for each person to be educated to the limits of his ability if he is to reach his maximum potential for service to self and society.”

Accordingly, St. Johns River State College complies with all laws enacted by various levels of government from local to federal, and with regulations which have the effect of law instituted by governmental agencies. This particularly includes all those laws and regulations which assure equal opportunity for employment and advancement in the faculty or staff, and equal opportunity for students and prospective students for access to educational opportunities.

More specifically, the College gives assurance of compliance with the provisions of:

1. The Civil Rights Act of 1964, as amended;
2. Executive Order 11246, as amended;
3. The Age Discrimination in Employment Act of 1967, as amended;
4. Title IX of the Education Amendments of 1972, as amended;
5. The Rehabilitation Act of 1973, as amended;
6. Genetic Information Nondiscrimination Act (GINA), 2008, as amended; and
7. All laws relating to equal opportunity and nondiscrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability.

The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality in matters relating to hiring of staff and faculty, the President of St. Johns River State College shall designate an Equity/Title IX Coordinator. All hiring and procedures for hiring are based upon the needs of the College and the individual’s qualification for the specific position without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, or disability, except where age or gender is a bona fide qualification.

In further implementation of its commitment and as a natural outgrowth of its open-door philosophy of education, the St. Johns River State College District Board of Trustees supports the policy of Equal Access/Equal Opportunity. Recruitment, admission, and financial aid practices will continue to demonstrate a commitment to Equal Access/Equal Opportunity. The District Board of Trustees of St. Johns River State College sees Affirmative Action as a natural extension of the philosophy of Equal Access/Equal Opportunity. Consequently, the College will implement this philosophy to the extent of its ability through its employment practices.

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information, or disability in its educational programs, activities, admissions policies and practices, or employment policies. Inquiries regarding compliance with laws relating to nondiscrimination having to do with students may be directed to the Vice President for Student Affairs, St. Johns River State College, Student Services Building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127, and all other inquiries may be directed to the Equity/Title IX Coordinator, Administration Building, Room A145, 5001 St. Johns Avenue, Palatka, FL 32177, (386) 312-4070, or to the Office of Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202.

## **PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION**

**(not involving academic petitions, discriminatory behavior, or sexual harassment)**

1. This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment.
2. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
3. College personnel should direct the student to the office of the appropriate dean (who may assign the matter to an associate dean) or director. Complaints must be in writing, and the student should complete the appropriate form by filling in all necessary information.
4. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the appropriate form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the dean, associate dean, or director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
5. The dean, associate dean, or director will contact the student to discuss the problem. If necessary and appropriate, the dean, associate dean, or director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the dean, associate dean, or director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The dean or director will report to the appropriate vice president on the resolution of the matter.
6. If the matter was not satisfactorily resolved at the dean or director level, it may be appealed to the appropriate vice president. The vice president's decision may be appealed to the President of the College.

## **COPYRIGHT PROCEDURE FOR STUDENTS**

As an institution of higher learning, St. Johns River State College (SJR State) is dedicated to providing quality educational programs and services to its students through the formation, discovery, and dissemination of knowledge. SJR State recognizes that the copyright holder has exclusive rights to their copyrighted works, but that the use of copyrighted materials is sometimes necessary to further enhance the learning, research, and scholarship activities of its students.

All SJR State students are expected to have a basic understanding of copyright law and to adhere to all laws regarding copyright, fair use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

To assist the students, SJR State faculty, administration, and student government will provide information about academic honesty, copyright, plagiarism, fair use, and the Digital Millennium Copyright Act:

- Academic use of the College's computer network, software and email is posted in the College Catalog, "*SJR State Student Guidelines for Acceptable Computer Lab & Internet Use.*" The email use policy is available at My SJRstate.
- Information on academic honesty and plagiarism is in the SJR State Student Handbook, under Academic Freedom and Responsibility, and the SJR State Policy on Academic Integrity.
- Copyright information is posted on the library tab at My SJRstate.

Students who fail to comply with the copyright law and willfully infringe it may face fines and civil or criminal penalties from the U.S. courts, as well as disciplinary action from SJR State.

## **Copyright**

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work)

## **Peer-to-Peer File Sharing**

While Peer-to-Peer (P2P) technologies facilitate collaborative work, creativity, and have many important and legitimate uses, some forms of peer-to-peer file sharing violate the copyright law. To assist you in understanding the parameters of peer-to-peer file sharing, the College has prepared a brochure, located in the Library website's Copyright page, titled *Illegal Downloading and P2P*. A list of legal alternatives is made available through EDUCAUSE, [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent).

## **INTELLECTUAL PROPERTY RIGHTS**

If you develop a product (of any sort) that could earn revenue and the product is developed on an SJR State College campus, using SJR State College's facilities or in conjunction with SJR State College employees, the College may own some or all of the product. Ownership of the product is negotiated between you, the College, and any other interested parties and stated in a written contract. If you are a student and you have any questions regarding product ownership, please contact the Vice President for Student Affairs at (386) 312-4127. If you are an employee and you have any questions regarding product ownership, please contact the Vice President for Finance and Administration at (386) 312-4116.

## **PARKING AND TRAFFIC REGULATIONS**

### **A. General**

The SJR State parking and traffic regulations, supplemented by the State Traffic Laws of the State of Florida, will be enforced on the College campus, parking lots and adjacent roadways and apply to all faculty, staff, visitors, and students of the College. Numbered decals will be issued for identification and regulatory purposes. These rules and regulations have been established for the benefit and safety of each student and employee. It is the responsibility of the operator to see that the vehicle he or she is operating is not in violation of any of the regulations. Any vehicle operated or parked on the campus is at the owner's risk. The following general rules will apply:

1. All motorized vehicles that park on any SJR State campus must bear a decal that may be obtained from the administrative office on any SJR State campus. Decals must be displayed on the rear bumper or rear window, driver's side.
2. A person with a physical disability must, by state law, display the disabled parking permit issued by the county tag office. The permit must be hung from the windshield center mirror or properly displayed. Vehicles may be towed off campus if parked in a restricted parking space.
3. Overnight parking is not allowed on any SJR State campus unless authorized by the security officer on duty. The College assumes no responsibility for injury to persons or damages to a vehicle or its contents at any time it is operated or parked on an SJR State campus.
4. Students, faculty and staff who have decals, but temporarily drive a vehicle without a decal, must still park in designated areas and place a temporary parking permit on the front dash of his/her vehicle. Free temporary parking permits are available at the Security office on all campuses. Student, faculty and staff vehicles parked on campus must display a College decal or a temporary parking permit.
5. All traffic crashes on or adjacent to the campus are to be reported to the on-duty security

officer and law enforcement. A copy of all traffic crash reports will be forwarded to the Director of Campus Safety and Security for review.

6. The Director of Security is designated to coordinate matters of traffic and parking. Questions of interpretation or enforcement of these rules and regulations or any concerns related to traffic and parking should be referred to the Director of Security.

7. Generally a written warning will be issued for the first parking or traffic infraction; however, if the operator has illegally parked in a handicapped space or endangered the safety of others, much more serious action will be taken. After a student has received a warning of any kind, the next infraction may result in a fine of at least \$25.00. All fines must be paid within 10 days of the date the ticket is issued.

#### **B. Parking Regulations**

1. The Palatka and Orange Park campus parking lots have designated and restricted parking. Students will park only in parking places designated by white parking stall lines and/or bumpers unless marked "Visitors" or "Handicapped." Faculty and staff on Palatka and Orange Park campuses shall park only in parking spaces designated by blue parking bumpers.

2. No parking will be allowed in or adjacent to areas bordered by yellow stall lines, bumpers, or curbs.

3. Parking of vehicles with College decals is prohibited in areas marked "Visitors" or in areas of the campus other than parking lots. There will definitely be no parking permitted in the grassy areas of the campus. Parking on the roadside is prohibited.

4. Two-wheeled vehicles must park in the areas designated for them unless otherwise authorized. The unauthorized riding or operating of scooters, bicycles, and other two, three, or four-wheeled vehicles on sidewalks or walkways is prohibited. Roller skating/blading or skate boarding is not permitted in parking lots or on sidewalks.

#### **C. Moving Traffic Regulations**

1. Operators must drive a vehicle at a speed that is reasonable and prudent under the conditions, not exceeding posted speed limits, and must comply with all other traffic control devices.

2. Vehicles are to be kept under complete control and driven safely at all times.

### **POLICY STATEMENT ON HUMAN IMMUNODEFICIENCY VIRUS AND ACQUIRED IMMUNODEFICIENCY DISEASE**

In accordance with the District Board of Trustees' policy, SJR State 3.09

St. Johns River State College acknowledges the importance of and will cooperate with appropriate health agencies to make available educational information concerning HIV infection and AIDS to the College community. The information will emphasize the importance of prevention and precautions; that the virus is not casually transmitted; proven modes of transmission; the need for confidentiality for those infected and compassion for those ill; and College and community resources for information, testing, and treatment. The educational programs and information will be designed to reach the broad spectrum of persons within the College community.

Consistent with its existent non-discrimination policies, St. Johns River State College will not discriminate on the basis of an individual's HIV status.

Specifically, no person shall be subject to adverse employment actions solely because of non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission access to SJR State programs, facilities, events, services, or any benefits provided by the College, solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspected of having such virus or conditions, or an individual's association with any person having or believed to have had said virus or conditions.

Consistent with its existent non-discrimination policies, SJR State's policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be deter-

mined that reasonable accommodations are not available to insure a person's ability to participate fully in programs or positions, or when a person, by reason of his or her HIV infection or AIDS related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the College.

SJR State will require no test for or verification of the HIV status of any person for employment, academic admissions, access to SJR State programs, facilities, events, services, or for any benefits provided to College employees or students.

SJR State shall, consistent with applicable law, maintain the confidentiality of all College records documenting and information concerning the HIV status or AIDS related conditions of SJR State students and employees to the same degree that confidentiality is afforded to other medical records of SJR State students and employees. SJR State recognizes that a person's HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student's HIV status or AIDS related conditions, shall be made in a manner consistent with the confidentiality of such information.

### **POLICY FOR COMMUNICATION WITH STUDENTS**

SJR State student email is the primary means of communication with SJR State students. Students are assigned a college email address when the application is processed - Log into My SJRstate in order to access your SJR State student email.

Students are expected to check their email daily in order to ensure they obtain critical information and assignments. Failure to do so will not be grounds for an appeal of any action taken by the College or any requirements established by an instructor, which has been communicated to the student via SJR State student email.

## STUDENT RIGHTS AND RESPONSIBILITIES

ST. JOHNS RIVER STATE COLLEGE

### **ACADEMIC FREEDOM AND RESPONSIBILITY**

Students are expected to prefer fact to opinion and to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge. They are expected to assume full responsibility for their individual and collective actions and to participate seriously and purposefully in campus life. Consequently, violence, the threat of violence, disruption and intimidation are unacceptable to the academic community. Students are expected to examine critically, analyze and otherwise evaluate the College, its programs, policies and procedures utilizing processes which appeal to reason, and not to compromise the academic climate, mission, or integrity of the institution.

Academic work submitted by a student to his instructor is assumed to be the result of his or her own thought, research, or self-expression. Further, when a student borrows ideas, workings, or organizations from another source, he is expected to acknowledge that fact in an appropriate manner. Any student who is believed to be guilty of cheating or plagiarism will be reported to the Vice President for Student Affairs/Assistant General Counsel for disciplinary action. Those actions which are considered cheating, plagiarism, or academic dishonesty are defined in the Student Handbook.

Students are free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.

The College shall, in all cases, preserve the rights and freedoms of students by observing, in full, the professional code of ethics as established in the College Handbook.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedure, consistent with the philosophy, purposes, and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading it is therefore essential that each faculty member keep each student informed of his or her progress in a course.

### **SJR STATE 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.

### **ATTENDANCE POLICY**

Any class session missed, regardless of the cause, reduces the opportunity for learning and frequently adversely affects the student's performance in the course. Therefore, a student is expected to attend the classes in which he or she is registered. A record of attendance is kept and all absences are recorded except those excused by the Vice President for Academic Affairs, the Vice President for Student Affairs/Assistant General Counsel or the Vice President for Workforce Development. If a student should miss a class session, it is his/her responsibility to contact the instructor, in advance where possible, to determine what steps may be taken to make up work that has been missed. It is the decision of the instructor whether the student will be permitted to make up the work. Instructors will not penalize students for participating in officially approved school functions by marking such students absent; however, students must make up work missed.

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.

### **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 My SJRstate 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. If a student does 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, he/she will be dropped as a “no show.”

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 dropped 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 dropped from the course due to non-attendance.

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

The last grade recorded for a course will be the grade used to calculate the student’s cumulative grade point average. All courses attempted will appear on the transcript.

A student may attempt to complete a preparatory or a college credit course three times. Any course in which a student has earned a grade of “D” or “F,” or received no grade due to withdrawal, may be repeated only twice. Upon the third attempt, additional fees will be charged.

In accordance with the state requirements, a student attempting a college credit course for a third time will pay the full instructional costs for the third attempt. First attempts for all students will be counted beginning with the Fall 1997 semester.

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 G.P.A. In addition, the repeat of courses may or may not be covered by some forms of financial aid.

### **COMMUNICATION MEDIA**

All College published and financed student communication media shall explicitly follow the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. The College shall reserve the right to ensure free and responsible media through an educational process. All media are expected to observe the standards of their respective professions as well as those of established governmental bodies.

### **MAINTENANCE OF AND ACCESS TO STUDENT RECORDS**

Any person who is enrolled or who has been enrolled in any instructional program or activity conducted under the authority and directions of SJR State has the right to access official records, files, and data directly related to that student.

Records may include, but are not necessarily limited to: identifying data; academic work completed; level of achievement records, including grades and test scores; attendance data; standard-

ized intelligence, aptitude, and psychological test scores; interest inventory results; health data; family background information; teacher or counselor ratings and observations; verified reports of serious or recurrent behavior patterns; and any other knowledge or information recorded in any medium and maintained and used by or for the institution.

**Records do not include:**

(A) Records of instructional, supervisory, and administrative personnel which records are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute for any of such persons, i.e., an instructor's grade book.

(B) Records of law enforcement units of the institution which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the institution or law enforcement officials of the same jurisdiction.

(C) Records made and maintained by the institution in the normal course of business which relate exclusively to the student in his or her capacity as an employee and which are not accessible for use for any other purpose.

(D) Records made by professionals acting in their professional capacity which are made and used in connection with provision of treatment to the student and which are not available to anyone other than the person providing treatment. However, such records shall be open to a physician or appropriate professional of the student's choice.

(E) Directory information. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, commonly known as the Buckley Amendment, St. Johns River State College defines public or "directory information" as the following:

Name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

Directory information, as defined by St. Johns River State College, may be released at the College's discretion, without the student's written consent (unless a request for nondisclosure has been received by the Admissions/Records Office within 15 days after the close of registration.) Nondisclosure shall remain in effect until the student gives written request to remove said nondisclosure to the Admissions/Records Office. Forms are available in the Admissions/Records Office and in this student handbook.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean's lists, and other requests for directory information.

(F) Information which does not permit the personal identification of the student. Students and parents of students who are not yet 18 years of age or those students who are deemed dependents of such parents as defined in 26 U.S.C. § 152 (s.152 of the Internal Revenue Code of 1954) have the following rights of access:

1. Students have the right, upon request directed to appropriate school officials, to a list of the types of records directly related to students maintained by the institution which the student attends or has attended.
2. Students have the right, upon request, to be shown any record related to such student maintained by the school and, upon reasonable request, an explanation of the record.



3. Copies of the student's records shall be furnished upon request; the actual costs of copies may be charged.
4. The students, or in an appropriate circumstance, parents or guardians, have the right to waive access to confidential letters or statements of recommendation or evaluation only if:
  - a. The students (parents) are, upon request, notified of the names of persons submitting confidential letters.
  - b. Such letters and evaluations are used solely for their intended purpose.

### **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA**

Students have certain rights regarding access to his/her own educational records and the disclosure of information from those records to others. The rights of SJR State College students are specified and protected in the District Board of Trustees Rules 6.28.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

**The right to inspect and review the student's education records within 45 days of the day the St. Johns River State College receives a request for access.** A student should submit to the director, registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The St. Johns River State College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the St. Johns River State College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should write the St. Johns River State College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to provide written consent before the St. Johns River State College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the St. Johns River State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of SJR State College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII for education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the St. Johns River State College. Upon request, the St. Johns River State College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

**The right to file a complaint with the U.S. Department of Education concerning alleged fail-**

ures by the St. Johns River State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The following data is considered to be directory information and may be given to an inquirer either in person, by mail, or by telephone, and may be otherwise made public without obtaining prior written consent of the student:

- Name of student
- Address
- Telephone number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Most recent educational agency or institution attended

An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form available online and in the Registrar's Office and giving the form to the registrar no later than (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Admissions and Records Office is notified in writing.

### **RIGHTS TO CHALLENGE AND HEARING**

Students (parents) have the right to challenge the content of any record to which they are granted access under paragraph one in order to ensure accuracy, privacy, and other rights. Any challenge may be settled through informal meetings between the parents, guardian, or students and the appropriate college official. If an agreement cannot be reached informally, a hearing shall be held in accordance with the Rules of the State Board of Education.

### **RIGHT OF PRIVACY**

Every student has the right to privacy for educational records kept on him or her. Personally identifiable records of students are confidential and are exempt from the provisions of section 119.07(1) Florida Statutes (which permits access to public records). The College shall not permit the release of records without the written consent of the student (or parent/guardian if appropriate).

Personally identifiable information may be released without the student's or parent's/guardian's consent to the following persons or organizations:

1. Officials of schools where student intends to enroll.
2. Other school officials who have legitimate educational interests in the information sought.
3. Local, state, and federal educational authorities who are authorized to receive the

- information pursuant to law.
4. In connection with financial aid for which the student has applied or which the student has received.
  5. Entities conducting studies for or on behalf of an institution for the purpose of developing, validating, or administering predictive tests, and student aid programs if such studies are conducted so as not to permit the personal identification of students.
  6. Accrediting organizations in order to carry out accrediting functions.
  7. Appropriate parties in connection with an emergency, if necessary, to protect the health or safety of the students or other individuals.
  8. The Auditor General in connection with his/her official functions.
  9. A court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena upon the condition that the student and, if appropriate, his or her parent/guardian are notified of the order or subpoena in advance of compliance by the educational institution.
  10. Credit bureaus in connection with an agreement for financial aid which the student has executed to the extent necessary to enforce the terms of the agreement.
  11. A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph, provided that the outside party:
    - A. Performs an institutional service or function for which the agency or institution would otherwise use employees.
    - B. Is under the direct control of the agency or institution with respect to the use and maintenance of education records.

Consents for disclosure must be signed, dated, and shall specify the records to be disclosed and to whom the disclosure should be made.

Requests for access to student records should be in writing and retained as part of the record. (Authority section 1002.22 Florida Statutes)

## **STUDENT DISCIPLINARY CODE**

### **Article I: Definitions**

- (A) The term "College" means St. Johns River State College, SJR State.
- (B) The term "student" includes all persons taking courses at the College, both full-time and part-time, pursuing an undergraduate degree. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
- (C) The term "faculty member" means any person hired by the College to conduct classroom activities.
- (D) The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- (E) The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President for Student Affairs.
- (F) The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).
- (G) The term "organization" means any number of persons who have complied with the formal requirements for College (recognition/registration).
- (H) The term "judicial body" means any person or persons authorized by the Vice President

for Student Affairs/Assistant General Counsel to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

- (I) The term "Judicial Advisor" means a College official authorized on a case-by-case basis by the Vice President for Student Affairs/Assistant General Counsel to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Affairs/Assistant General Counsel may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President for Student Affairs/Assistant General Counsel from authorizing the same judicial advisor to impose sanctions in all cases.
- (J) The term "Appellate Board" means any person or persons authorized by the Vice President for Student Affairs/Assistant General Counsel to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Advisor.
- (K) The term "shall" is used in the imperative sense.
- (L) The term "may" is used in the permissive sense.
- (M) The Vice President for Student Affairs/Assistant General Counsel is the person designated by the College President to be responsible for the administration of the Student Code.
- (N) The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code, Student handbook, catalogs, and College handbook.
- (O) The term "cheating" includes, but is not limited to:
  - 1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - 2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
  - 3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- (P) The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

## **Article II: Judicial Authority**

- (A) The Vice President for Student Affairs/Assistant General Counsel shall determine the composition of judicial bodies and appellate boards and determine which judicial body, judicial advisor, and appellate board shall be authorized to hear each case.
- (B) The Vice President for Student Affairs/Assistant General Counsel shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
- (C) Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.
- (D) A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and are to be bound by the decision with no right of appeal.

## **Article III: Proscribed Conduct**

- (A) Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. The Vice President for Student Affairs/Assistant General Counsel shall determine on a case-by-case basis whether jurisdiction over off-campus activity should be asserted.

(B) Conduct--Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member, or office.
  - c. Forgery, alteration or misuse of any College document, record or instrument of identification.
  - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations.
9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
13. Participation in a campus demonstration which disrupts the normal operations of

- the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
  15. Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
  16. Theft or other abuse of computer time, including but not limited to:
    - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Unauthorized use of another individual's identification and password.
    - d. Use of computing facilities to interfere with the work of another student, faculty member or College Official.
    - e. Use of computing facilities to send, receive, or access obscene or abusive messages, websites, or materials.
    - f. Use of computing facilities to interfere with normal operation of the College computing system.
  17. Abuse of the judicial system, including but not limited to:
    - a. Failure to obey the summons of a judicial body or College official.
    - b. Falsification, distortion, or misrepresentation of information before a judicial body.
    - c. Disruption or interference with the orderly conduct of a judicial proceeding.
    - d. Institution of a judicial proceeding knowingly without cause.
    - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to and/or after a judicial proceeding.
    - h. Failure to comply with the sanction(s) imposed under the Student Code.
    - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

(C) Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **Article IV: Judicial Policies**

##### **(A) Charges and Hearings**

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Affairs/Assistant General Counsel responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) class days.
2. The Vice President for Student Affairs/Assistant General Counsel may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs/Assistant General Counsel, or the Vice President for Student Affairs may refer the matter to a judicial advisor who will conduct the investigation of the charges to determine if they have merit and can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs/Assistant General Counsel. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a.) Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the chairperson, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
  - b.) Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor or Vice President for Student Affairs/Assistant General Counsel.
  - c.) In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d.) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and,

therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.

e.) The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.

f.) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

g.) All procedural questions are subject to the final decision of the judicial body chairperson.

h.) After the hearing, the judicial body shall determine [by majority vote if the judicial body consists of more than one (1) person] whether the student has violated each section of the Student Code which the student is charged with violating.

i.) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases the evidence in support of the charges shall be presented and considered.

#### (B) Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Warning--A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation--A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges--Denial of specified privileges for a designated period of time.
  - d. Fines--Previously established and published fines may be imposed.
  - e. Restitution--Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions--Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
  - g. College Suspension--Separation of the student from the College for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
  - h. College Expulsion--Permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon application to the judicial advisor.



4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section B1, a through e.
  - b. Deactivation--Loss of all privileges, including College recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

(C) Interim Suspension

In certain circumstances, the Vice President for Student Affairs/Assistant General Counsel, or a designee, may impose a College suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
  - a. to ensure the safety and well-being of members of the College community or preservation of College property;
  - b. to ensure the student's own physical or emotional safety and well-being; or
  - c. if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice-President for Student Affairs/ Assistant General Counsel or the judicial advisor may determine to be appropriate.

(D) Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice-President for Student Affairs/Assistant General Counsel or his/her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
4. In cases involving appeals by students accused of violating the Student Code, review of the sanction imposed by the appellate board may result in concurrence of the existing sanction, reduction of the existing sanction, elimination of the existing sanction, or revision of the existing sanction.

**Article V: Interpretation and Revision**

- (A) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs/Assistant General Counsel for final determination.
- (B) The Student Code shall be reviewed every two (2) years under the direction of the judicial advisor.

Students are expected to take reasonable care of the classrooms, student centers, and other facilities of the three SJR State centers. Students who abuse property or facilities will be reported to the Vice President for Student Affairs/Assistant General Counsel for disciplinary action.

# PALATKA CAMPUS - (386) 312-4200

5001 ST. JOHNS AVENUE, PALATKA, FL 32177



## LEGEND

A - Administration  
 B - Business Administration/ Education  
 E - Electrical Generator Building  
 F - Florida School of the Arts; Fine Arts Complex  
 G - Gym  
 I - Scenery Design Building

L - Library  
 M - Maintenance  
 N - Baseball Restrooms  
 O - Softball Restrooms  
 Q - Sports Storage  
 R - Baseball Dugouts  
 S - Science Building

T - Technical Building  
 V - Student Services; Viking Center and Receiving  
 X - Baseball Press Box/ Concession Stand  
 Y - Softball Press Box/ Concession Stand  
 Z - Softball Dugouts

### Going I-95 Southbound:

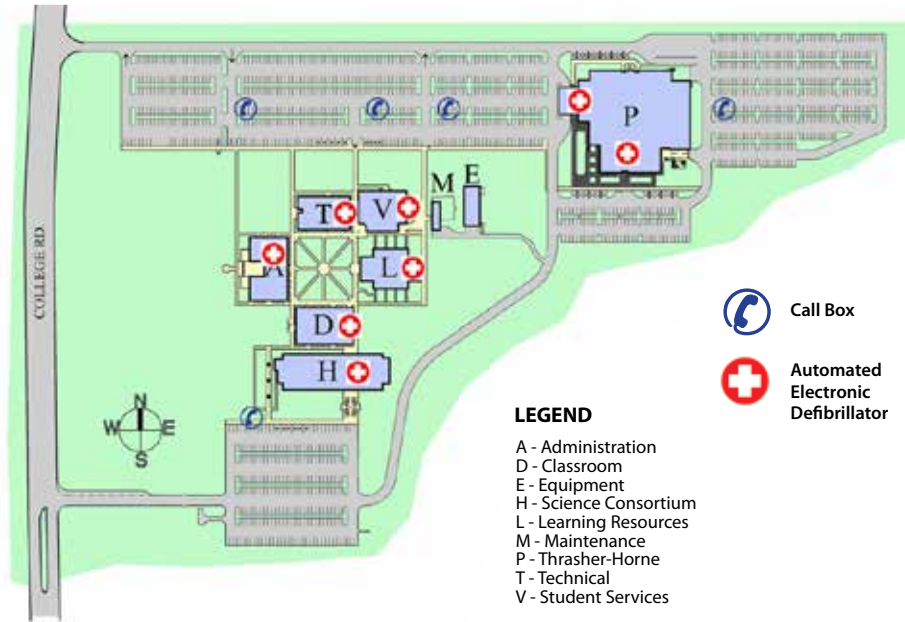
Take exit 311; turn right onto SR-207 (SR-207/St. Augustine Beach/Palatka). Continue for 19.4 miles. Turn right onto US-17/SR-100. Continue for 3.9 miles; keep left and turn slight left onto SR-100 (Reid Street). When you reach SR-19, turn left. When you reach St. Johns Avenue, turn right. The college is ahead on the left.

### Going I-95 Northbound:

Take exit 311; turn left onto SR-207 (SR-207/St. Augustine Beach/Palatka). Continue for 19.4 miles. Turn right onto US-17/SR-100. Continue for 3.9 miles; keep left and turn slight left onto SR-100 (Reid Street). When you reach SR-19, turn left. When you reach St. Johns Avenue, turn right. The college is ahead on the left.

## ORANGE PARK CAMPUS - (904) 276-6800

283 COLLEGE DRIVE, ORANGE PARK, FL 32065



### Going I-95 Southbound:

Merge onto I-10 W via exit 351B toward Lake City/Tallahassee. Continue for 4.8 miles.  
Merge onto I-295 S via exit 356 toward Orange Park/St. Augustine. Continue for 9.2 miles.  
Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park/Middleburg.  
Continue for 5.3 miles. Turn left onto College Drive/CR-224 S.  
Continue for 1.4 miles; the college is ahead on the left.

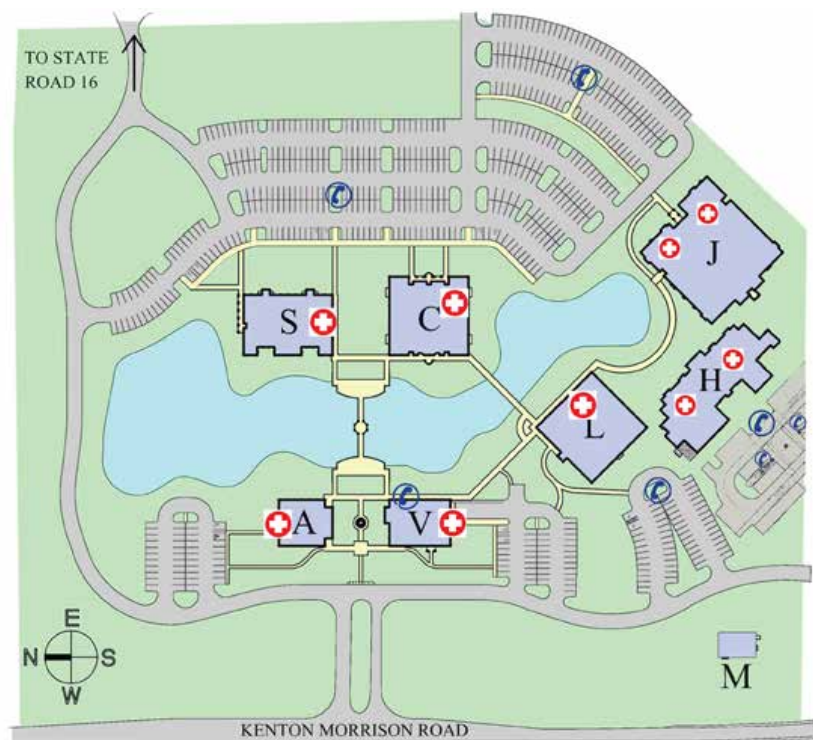
\*Note: If you are past the I-10 W (351B) exit on I-95, take exit 337 onto I-295 N toward Orange Park. Continue for 11.2 miles. Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park Middleburg. Continue for 5.3 miles. Turn left onto College Drive/CR-224 S. Continue for 1.4 miles; the college is ahead on the left.

### Going I-95 Northbound:

Take exit 337 on the left onto I-295 N toward Orange Park. Continue for 11.3 miles.  
Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park/Middleburg.  
Continue for 5.3 miles. Turn left onto College Drive/CR-224 S.  
Continue for 1.4 miles. The college is ahead on the left.

## ST. AUGUSTINE CAMPUS - (904) 808-7400

2990 COLLEGE DRIVE, ST. AUGUSTINE, FL 32084



### LEGEND

A - Administration  
V - Student Services  
L - Learning Resource Center  
C - Classroom

S - Science  
J - Criminal Justice Workforce Center  
M - Maintenance  
H - Health-Science



Call Box



Automated Electronic  
Defibrillator

### Going I-95 Southbound:

Take the SR-16 E exit – Exit 318 – toward St. Augustine/Green Cove Springs.

Turn left onto SR-16 E.

Continue for approximately 4 miles.

Turn right at the St. Johns River State College sign onto College Drive.

### Going I-95 Northbound:

Merge onto SR-16 E via Exit 318 toward St. Augustine/Green Cove Springs.

Turn right onto SR-16 E.

Continue for approximately 4 miles.

Turn right at the St. Johns River State College sign onto College Drive.

## PHOTO DISCLAIMER

ST. JOHNS RIVER STATE COLLEGE

St. Johns River State College reserves the right to use any photograph/videography taken on College property or during any event sponsored by or participated in by the College without the expressed written permission of those attending and/or included within the photograph/video. College events include, but are not limited to, award ceremonies, athletic events, cultural events, field trips, tours, frolics and graduations.

Photographs/videos may be used in publications or other media materials produced, used or contracted by St. Johns River State College including, but not limited to, view books, catalogs, research pieces, newspapers, magazines, television, websites, Facebook, etc., for the purposes of instruction, advertising and/or promoting SJR State and its programs.

Any person desiring to not have his or her photo taken and reproduced or distributed must contact the SJR State Public Relations Office in writing of his or her intentions and include a photograph. The photo will be used for identification purposes and will be held in confidence by the PR Office.

Any individual, organization or company wishing to engage in still photography, videotaping or filming for production, broadcast or public dissemination by any means on or in property owned by St. Johns River State College must obtain permission in advance from an appropriate College official. A member of the PR staff may accompany the photographer.

All SJR State images/videos are the exclusive property of the College, and as such, they represent the authority and backing of the College. These images are used by members of the College community to inform our various publics of the College's role in the sponsorship of its services and products. Individuals or organizations that would like to download or reproduce these images and demonstrate an affiliation or partnership with SJR State may request permission by contacting the SJR State Public Relations Office on the Palatka campus at (386) 312-4020.

## DIRECTORY INFORMATION OPT OUT FORM

ST. JOHNS RIVER STATE COLLEGE

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, commonly known as the Buckley Amendment, St. Johns River State College defines public or "directory information" as the following:

Name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

Directory information, as defined by St. Johns River State College, may be released at the College's discretion without the student's written consent (unless a request for nondisclosure has been received by the Admissions/Records Office within 15 days after the close of registration.) Nondisclosure shall remain in effect until the student gives written request to remove said nondisclosure to the Admissions/Records Office. Forms are also available in the Admissions/Records Office.

Students requesting nondisclosure must consider the ramifications of nondisclosure prior to requesting nondisclosure. A Nondisclosure request will prevent the College from responding to inquiries received from potential or current employers, any agency requesting verifications of enrollment (except as required under FERPA), publications (i.e. student directory), nominations for scholarships or national dean's lists, and other requests for directory information.

If you do not wish to have your directory information released, please complete, sign, and submit this form to the Admissions and Records Office within fifteen (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Admissions and Records Office is notified in writing. Exclusion requests received later than fifteen (15) days after the close of registration shall be effective for subsequent terms.

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NAME (PRINT)

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STUDENT GENERATED ID NUMBER

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DATE

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SIGNATURE

**RETURN TO ADMISSIONS AND RECORDS OFFICE**