



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

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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



ORANGE PARK CAMPUS



PALATKA CAMPUS



ST. AUGUSTINE CAMPUS

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ACADEMIC CALENDAR

ST. JOHNS RIVER STATE COLLEGE

FALL TERM 2016

May 23	Registration begins for Fall Term classes (8:00 a.m.)
August 8.....	Last day to apply online for admission for Fall 2016
August 11	New full-time faculty reports
August 11	Registration (tuition) fees due on or before 5:00 p.m.
August 12	State waiver registration
August 15	Faculty reports
August 19	Last day for new registration and fee payment
August 22	CLASSES BEGIN
August 22-26.....	Schedule changes/drop with refund
August 26.....	Last day to drop classes with refund/schedule changes (Web closes 11:59 p.m.)
October 22	Last day for payment of veterans' deferred fees
November 7	Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
December 3-9.....	Final exams schedule
December 9.....	Last day to apply for degree conferral
December 9.....	Classes end/semester ends (10:00 p.m.)
December 15.....	Fall Commencement (10:00 a.m.)

Fall A Term 2016

May 23	Registration begins for Fall Term classes (8:00 a.m.)
August 8.....	Last day to apply online for admission for Fall 2016
August 11	Registration (tuition) fees due on or before 5:00 p.m.
August 12	State waiver registration
August 19	Last day for new registration and fee payment
August 22	CLASSES BEGIN
August 22-24.....	Schedule changes/drop with refund (online)
August 24.....	Last day to drop classes with refund/schedule changes online (Web closes 11:59 p.m.)
September 23	Last day for payment of veterans' deferred fees
September 23	Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
October 12.....	Classes end (5:00 p.m.)

Fall B Term 2016

May 23	Registration begins for Fall Term classes (8:00 a.m.)
August 8.....	Last day to apply online for admission for Fall 2016
August 11	Registration (tuition) fees due on or before 5:00 p.m.
August 12	State waiver registration
October 14.....	Last day for new registration and fee payment
October 17	CLASSES BEGIN
October 17-19.....	Schedule changes/drop with refund (manual)
October 19.....	Last day to drop classes with refund/schedule changes (manual withdrawal only - 5:00 p.m.)
November 18	Last day for payment of veterans' deferred fees
November 23	Last day for student/instructor course withdrawal with "W" (11:59 p.m.) (manual withdrawal only - 5:00 p.m.)
December 9.....	Classes end/semester ends (10:00 p.m.)

CRITICAL DATES AND DEADLINES

August 19	Faculty Convocation (THCC)- Academic Advising offices closed
August 19	Last day to submit residency affidavit for in-state tuition rate
September 5.....	Labor Day holiday - College closed
September 9.....	Last day to clear admissions for final official HS/GED transcript
September 30	Last day to clear "I" grades from previous semester
October 11	College closed: faculty and staff professional development
October 14.....	Fall A term final grades due (10:00 p.m.)
October 17	Students may view Fall A grades online
November 4.....	Last day to apply for degree conferral and participate in Commencement exercises
November 4.....	Last day to order cap/gown for Fall Graduation
November 11	Veterans Day holiday - College closed
November 23-26.....	Thanksgiving holiday - (College closes Nov. 22 at 10:00 p.m.)
December 13.....	Final grades due for Fall 2016 and Fall B 2016 (11:59 p.m.)
December 14.....	Students may view grades online
December 14.....	Professional Development Institute- Academic Advising offices closed
December 15.....	Last day for faculty
December 16.....	College closed (12:00 p.m.)
December 19	Christmas holidays - College closed through January 2

SPRING TERM 2017

October 10	Registration for Spring classes begins (8:00 a.m.)
December 12.....	Registration (tuition) fees due on or before 5:00 p.m.
December 13.....	State waiver registration
December 13.....	Last day to apply online for admission for Spring 2017 semester
January 3	Staff, counselors and advisors report
January 5	Faculty reports
January 6	Last day for new registration and fee payment
January 9	CLASSES BEGIN
January 9-13.....	Schedule changes only/drop courses with refund
January 13.....	Last day to drop courses with refund/schedule changes (Web closes at 11:59 p.m.)
March 10.....	Last day for payment of veterans' deferred fees
March 27.....	Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
April 22-28.....	Final exams schedule
April 28.....	Last day to apply for degree conferral
April 28.....	Classes end/semester ends (10:00 p.m.)
May 5.....	Spring Commencement (10:00 a.m.)

Spring A Term 2017

October 10	Registration begins for Spring A Term classes (8:00 a.m.)
December 12.....	Registration (tuition) fees due on or before 5:00 p.m.
December 13.....	State waiver registration
December 13.....	Last day to apply online for admission for Spring 2017
January 6	Last day for new registration and fee payment
January 9	CLASSES BEGIN
January 9-11.....	Schedule changes only/drop courses with refund
January 11.....	Last day to drop classes with refund/schedule changes (Web closes 11:59 p.m.)
February 10	Last day for payment of veterans' deferred fees
February 10.....	Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
March 1	Classes end (5:00 p.m.)

Spring B Term 2017

October 10	Registration begins for Spring Term classes (8:00 a.m.)
December 12.....	Registration (tuition) fees due on or before 5:00 p.m.
December 13.....	State waiver registration
December 13.....	Last day to apply online for admission for Spring 2017
March 3	Last day for new registration and fee payment (manual only)
March 6	CLASSES BEGIN
March 6-8	Schedule changes/drop with refund (manual only)
March 8	Last day to drop classes with refund/schedule changes (manual only)
April 7	Last day for payment of veterans' deferred fees
April 12.....	Last day for student/instructor course withdrawal with "W" (11:59 p.m.) (manual withdrawal only - (5:00 p.m.)
April 28.....	Classes end/semester ends (10:00 p.m.)

CRITICAL DATES AND DEADLINES

January 6	Last day to submit residency affidavit for in-state tuition rate
January 16.....	Martin Luther King, Jr. Day holiday - College closed
January 30	Last day to clear admission records
February 13.....	Last day to clear "I" grades from previous semester
February 17	College closed- faculty and staff professional development
February 28.....	Spring A semester ends
March 3	Grades due for Spring A semester
March 6	Students may view grades online for Spring A semester
March 6	Last day to apply for degree conferral and participate in the Spring Commencement ceremony
March 6	Last day to order cap/gown for Spring Commencement
March 20-24.....	Spring vacation - College closed
May 2.....	Final grades due (11:59 p.m.) Spring and Spring B 2017 semesters
May 3.....	Students may view grades online
May 5.....	Last day for faculty

SUMMER TERM 2017

February 20.....	Registration begins for summer classes (8:00 a.m.)
May 1.....	Last day to apply online for admission for summer term
May 1.....	Registration (tuition) fees due on or before 5:00 p.m.
May 2.....	State waiver registration
May 9.....	Last day to submit residency affidavit for in-state tuition rate
May 9.....	Last day for new registration and fee payment
May 10.....	Faculty reports
May 10.....	CLASSES BEGIN
May 10-16.....	Schedule changes only
May 16.....	Last day to drop courses with refund/schedule changes (Web closes at 11:59 p.m.)
July 10.....	Last day for payment of veterans' deferred fees
July 17.....	Last day for student/instructor course withdrawal with "W" (11:59 p.m.)
August 10.....	Classes end/semester ends (10:00 p.m.)
August 11.....	Final grades due (11:59 p.m.)
August 11.....	Last day for faculty
August 15.....	Students may view grades online

Summer A Term 2017

February 20.....	Registration begins for Summer A term classes (8:00 a.m.)
May 1.....	Last day to apply online for admission for Summer A term
May 1.....	Registration (tuition) fees due on or before 5:00 p.m.
May 2.....	State waiver registration
May 9.....	Last day to submit residency affidavit for in-state tuition rate
May 9.....	Last day for new registration and fee payment
May 10.....	Faculty reports
May 10.....	CLASSES BEGIN
May 10-12.....	Schedule changes only
May 12.....	Last day to drop courses with refund/schedule changes (Web closes at 11:59 p.m.)
June 9.....	Last day for payment of veterans' deferred fees
June 12.....	Last day for student/instructor initiated course withdrawal with "W" (11:59 p.m.)
June 22.....	Classes end (10:00 p.m.)
June 23.....	Final grades due (11:59 p.m.)
June 23.....	Last day for faculty
June 27.....	Students may view grades online

Summer B Term 2017

February 20.....	Registration begins for summer B term classes (8:00 a.m.)
May 17.....	Registration Summer B term eligible only (8:00 a.m.)
June 19.....	Last day to apply online for admission for summer B term
June 20.....	Registration (tuition) fees due on or before 5:00 p.m.
June 21.....	State waiver registration
June 26.....	Last day to submit residency affidavit for in-state tuition rate
June 26.....	Last day for new registration and fee payment
June 27.....	Faculty reports
June 27.....	CLASSES BEGIN
June 27-29.....	Schedule changes only (manual only)
June 29.....	Last day to withdraw from courses with refund (11:59 p.m.)
July 28.....	Last day for payment of veterans' deferred fees
July 31.....	Last day for student/instructor initiated course withdrawal with "W" (11:59 p.m.)
August 10.....	Classes end/semester ends (10:00 p.m.)
August 11.....	Final grades due (11:59 p.m.)
August 11.....	Last day for faculty
August 15.....	Students may view grades online

CRITICAL DATES AND DEADLINES

February 20-May 9.....	Registration for summer and summer A classes (8:00 a.m.)
February 20-June 27.....	Registration for summer B classes (8:00 a.m.)
May 1.....	Last day to apply online for admission for summer and summer A terms
May 29.....	Memorial Day holiday - College closed
June 19.....	Last day to apply online for admission for summer B term
June 20.....	Last day to clear "I" grades from previous semester
June 21.....	Last day to clear admission records
June 23.....	Florida School of the Arts Graduation (7:00 p.m.)
July 4.....	Independence Day holiday observed - College closed
August 11.....	Last day to apply for degree conferral

STUDENT SERVICES

ST. JOHNS RIVER STATE COLLEGE

ACADEMIC ADVISING SERVICES

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 academic orientation, career counseling, college-wide testing, services for students with disabilities, and appropriate referral services.

In addition, resources on educational/career planning, job searching strategies, and employment information are available at the Academic Advising Centers on each campus and the Career Resources Web page at SJRstate.edu.

Vocational and personality assessments are also available upon request and through enrollment in SLS 1401 Comprehensive Career Exploration.

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 2012-2013 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 students earn 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

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 TESTING CENTER AND STUDENT SUPPORT SERVICES

The St. Johns River State College Testing Center provides testing and proctoring services to students requiring admissions for limited access programs (HESI and BAT), distance learning exams for other institutions, and industry certification testing. In addition, the center provides support to online classes for midterm and final examinations. For information about these services and other testing support, visit the Testing Center Web page or call 386-312-4228.

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). 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

Classes Required for Your Degree or Program: In accordance with federal law, federal student aid funds can only be applied to classes that are recognized as being truly necessary for completion of a student's declared degree. To that end, we must verify (on a term-by-term basis) whether or not all classes for which a student is enrolled are required or not. Those classes which are confirmed to be required will be covered by federal student aid (as long as all other relevant eligibility criteria has been met). Classes which are identified as not required for degree completion will be flagged as such, and these non-compliant courses will be excluded from financial aid coverage.

To be clear, any coursework that is not required will not be included when calculating eligibility for Title IV funds (Pell Grant, direct subsidized loans, direct unsubsidized loans, etc.). Students who qualify for aid which exceeds the actual cost of their compliant coursework may be able to apply that difference to non-compliant classes. If excess aid does not exist, the student who wishes to keep such classes on their schedule will need to pay for those classes out of pocket.

Remedial credits: Federal aid is available for up to 30 remedial credit hours. Once a student attempts 30 remedial credit hours, federal aid will be awarded for college-level credits only.

Requirements met for graduation: The Federal Financial Aid Handbook states that "students who complete the academic requirements for a program, but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program." Volume 1, Student Eligibility: 1-10

If you have already taken and completed the coursework required to graduate from a specific degree or certificate program of study, you are no longer eligible to be considered for future financial aid as long as you remain in that specific program of study.

STUDENT REFUND OPTIONS

All student refunds will be processed as expeditiously as possible through a third party chosen by the College. Through this third party, a student has the option to receive their refund via an ACH transfer to a bank account of their choice, on a debit card, or by paper check.

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 in the payment plan can be completed via the SJR State website (SJRstate.edu) by logging on to the MySJRstate 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 the 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status in its educational programs, activities, admissions policies and practices, or employment policies. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to:

Ginger C. Stokes
Director of Human Resources
Title IX Coordinator/Equity Officer
St. Johns River State College
5001 St. Johns Avenue
Palatka, Florida, 32177
(386) 312-4070

When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Student Affairs (office located in the Student Services building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202.

CAREER SERVICES

Career services is a partnership between Student Affairs and Workforce Development. Career counseling services are available on each campus. (Counselors and workforce advisors are 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/careerservices.html available for student use, which provides resources on educational/career planning, job searching strategies, and employment information. Workforce advisors are available for individuals who are interested in pursuing career and technical education, especially those with economic or educational needs. Career interest and personality assessments are also available upon request or through enrollment in SLS 1401 Comprehensive Career Exploration or HSC 1004 Professions of Caring.

Contact the Academic Advising Office at (386) 312-4035 (Palatka), (904) 276-6855 (Orange Park) or (904) 808-7402 (St. Augustine) for more information. For career and technical education, contact the Department of Workforce Services at (386) 312-4259 or careerservices@sjrstate.edu.

The College assists students in locating part-time, full-time, and summer jobs with local, regional, and national employers. Announcements of job and internship opportunities are posted online in the College Central Network accessed from the SJR State career resource Web

page. Additionally, this site provides information about the labor market, career related events, and job search strategies, such as resume writing, interviewing and networking.

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.

PREGNANCY ACCOMMODATIONS FOR STUDENTS

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and/or activities.

St. Johns River State College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Prompt and appropriate communication by the student is necessary to ensure appropriate accommodations are provided.

Students needing assistance can seek accommodations from the Academic Counseling Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402) or from the Title IX Coordinator Ginger Stokes at 386-312-4074.

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.

SJR STATE COLLEGE ALCOHOL & DRUG NOTIFICATION

SJR State College is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the Student Handbook and College Catalog, includes the following:

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

- Possession of alcoholic beverages or illegal drugs is prohibited on College property, with the exception of alcohol served at officially sponsored College events.

- Any student, or employee, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication, shall be subject to disciplinary sanctions including, but not limited to, suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions. For more information on penalties and dangers of drug use, go online at: www.dea.gov. As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

St. Johns River State College has partnered with BayCare Behavioral Health to provide Assistance Program services, a resource to assist with drug problem, including drug education. BayCare provides support through in-person counseling, 24/7 telephone support, and connection to community resources. Online services providing numerous articles and informative sources regarding drug education are also available. For information concerning these confidential services call BayCare toll-free at (800) 878-5470.

Locally Available Public and Private Substance Abuse Counseling, Treatment and Rehabilitation Programs

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- BayCare Behavioral Health (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
- AL-ANON Putnam and St. Johns (800) 508-2512
- AL-ANON Clay (800) 344-2666
- Stewart Marchman Behavioral Health Care (904) 209-6200
- Riverpoint Behavioral Health (904) 724-9202
- St. Johns County Department of Health & Human Service (904) 209-6000
- American Council for Drug Education at: www.acde.org

TOBACCO USE POLICY

The College is now a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices, is prohibited. The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

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 pres-

sure, 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

When individuals experience a vending machine malfunction resulting in the need for a reimbursement, two options exist to receive a refund.

Option 1: All three campuses do have an onsite refund budget to reimburse individuals who have lost funds in the vending machines. For Palatka, the refund can be processed through the Business Office cashier. For both the Orange Park and St. Augustine campuses, refunds can be processed through the Administrative Office cashier.

Option 2: Each of our vending machines has a phone number on the face of the machine to contact and report the malfunction as well as to initiate a refund.

When the individuals do experience any vending machine malfunctions, please also report the status of the machine to either the Bookstore Manager or the Director of Purchasing and Auxiliary Services.

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 IT Department load any course software that is needed.

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

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 way of choice made by Student under the "Student Refund Options" section of this handbook or by 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.

COMPUTER LABS AND ACADEMIC SUPPORT CENTERS

The computer labs and academic support centers located on each campus are among the resources available to SJR State students. There 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 computer labs located in the campus libraries are open to current students during library hours. Hours are posted on the library page in MySJRstate and on lab doors. The academic support centers are located on the Palatka campus in room T-207, the St. Augustine campus in room L-123, and the Orange Park campus in rooms L-113 and L-114. Academic support center hours vary by campus and are posted at SJRstate.edu/tutors.html.

STUDENT ORIENTATION AND REGISTRATION

First time 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 via the Web only (except Dual Enrollment). Students may

view their registration dates and time by logging onto the SJRstate portal “MySJRstate” under the Student Tab under Web services.

The schedule/course availability is available at the College’s website (SJRstate.edu). Students’ registration dates and times are determined by the number of earned college credits. New students must attend academic orientation. New students will register during orientation prior to registration. Students who have attained 30 credit hours must see a counselor prior to future registration. Students preparing for admission into limited access Associate in Science degree programs have a hold placed on their registration once 15 credit hours are earned and must attend a health program meeting prior to registration. Students may contact the Department of Workforce Services at (386) 312-4259.

PLACEMENT TESTING

SJR State offers placement testing for math, reading and English in order to help students identify the most appropriate level coursework. All students, including exempt students, who wish to test are invited and encouraged to do so. While there is no limit to the number of times a student may test, there is a \$20 re-test fee. There is no charge for the first test. Students who have already satisfactorily completed initial placement coursework in English and mathematics are not required to test.

You are exempt if you:

- Entered Florida public high school or charter school during the 2003-2004 academic year or after;
- Graduated from a Florida public high school or charter school 2007 or after with a standard high school diploma; or
- Active duty military.

You are not exempt if you:

- Entered high school prior to 2003-2004;
- Graduated from the private sector;
- Graduated from home school;
- Earned high school degree out of state; or
- Earned a GED.

Non-Exempt students who test in to developmental education must complete the required developmental coursework before taking general gateway courses (MAT 1033 & ENC 1101).

The following vocational certificate programs do not require placement testing:

- Florida Law Enforcement Academy
- Crossover program from Corrections to Law Enforcement
- Florida Corrections Officer Academy
- Crossover program from Law Enforcement to Corrections
- Nursing Assistant
- Phlebotomist

Students who are exempt from placement testing may still elect to test. Placement testing is recommended for exempt students who

- are nervous about the course content,
- have been out of school for a length of time,
- want to make sure that they are taking the appropriate level course,
- are enrolling in a vocational certificate and plan to pursue an A.A. or A.S.degree.

If you require testing or elect to take a placement test, please contact the Testing Center at (386) 312-4228.

COLLEGE TESTING

The Office of Testing and Student Support Services administers many exams, including admission exams for limited access programs, many distance learning mid-terms and finals, exams for other institutions and certifications. Students must schedule appointments for these exams, and seating is limited. Most exams require an additional fee that must be pre-paid prior to making an appointment. The exam schedule is updated each

semester and can be found under Testing on the SJR State website. All exams conducted by SJR State require a government issue photo ID or College photo ID for admission and the following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, head phones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandanas, headbands)
- Other items as identified at time of sign-in by the test administrator

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. 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. 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 Registrar’s 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. Candidates must satisfy all financial obligations to the College.

Graduates from Florida School of the Arts have their own graduation ceremony, which truly reflects the artistic nature of the school. Partici-

pation in the annual June ceremony is required of graduating students. Candidates must also satisfy all financial obligations to the College.

STEPS TO APPLY FOR GRADUATION/DEGREE CONFERRAL

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

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 GPA.

CLUBS AND ORGANIZATIONS AT SJR STATE:

PALATKA

Atoms Family (Science Club)
 Campus Crusade for Christ
 Catholic Student Union
 Delta Psi Omega
 Fellowship of Christian Athletes
 La Vida de Arte
 Nursing Club
 Phi Theta Kappa Honor Society
 Psychology Club
 Student Ambassadors
 Student Government Association

ORANGE PARK

Association for Computing Machinery Student Chapter

Business Club
 Digital Design Club
 Game Design Club
 Math Club
 N.E.S.T. (Nature/Environmental Club)
 Phi Theta Kappa Honor Society
 Psychology Club
 Rotaract Club
 Spanish Club
 Student Ambassadors
 Student Government Association
 Student Nurses Association
 Veterans Club (Veterans and Military Support Club)
 Vocal Ensemble
 Writer's Society

ST. AUGUSTINE

Art Club
 Business Club
 Gaming Club
 Phi Theta Kappa Honor Society
 Equality Club
 Radiology Club
 Resound Club
 Respiratory Club
 Sailing Club
 Student Ambassadors
 Student Government Association

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 of the sponsoring group and/or the Vice President for Student Affairs/Assistant General Counsel 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, and 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, including e-cigarettes, and chewing tobacco in and around 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 Executive Director 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. Unless otherwise authorized by Florida law and 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, alternation 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. No food or drinks in classrooms.
23. A student is forbidden from recording and/or video taping an instructor without the instructor's permission and knowledge.
24. 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 student’s 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 Academic Advising Office on their campus.

The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus disability 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.

Relay service for the hearing and vision impaired:

(TDD) 1-800-955-8771 or (VOICE) 1-800-955-8770

Admissions, Substitutions, and Services for Students with Disabilities

In accordance with 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. The Office for Students with Disabilities is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

Determining Eligibility

In order to receive services, a student must register with the Academic Advising Office 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 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 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 Dean of Enrollment Management, the Director of Academic Advising, and the Registrar.

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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, 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 Senior 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 Senior 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 Senior 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 Senior Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Senior 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 Senior 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

SJR State prohibits domestic violence, dating violence, sexual assault, and stalking. Sex without consent is a violation of SJR State college policy.

Whenever an incident of sexual assault, domestic violence, dating violence, or stalking occurs within the Clery geography of any of the SJR State campuses, the victim has the option to notify campus security and/or local law enforcement and be assisted by campus authorities in notifying law enforcement if he/she chooses. Information will be gathered and forwarded to the local law enforcement agency for further investigation, if warranted. We stress, to the victim, the importance of preserving any evidence of such crimes. (More information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is available under the section entitled "Campus Safety/Awareness" in the College Catalog.)

In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, SJR State Campus Safety and Security officers will work closely with local law enforcement to ensure the proper level of protection is afforded to the victim by such document.

REPORTING CRIMINAL OFFENSES

To report a crime contact SJR State College Campus Safety and Security and/or the appropriate law enforcement agency, if it is an emergency, via 9-1-1. Crimes may be reported to the following authorities:

ST. JOHNS RIVER STATE COLLEGE CAMPUS SAFETY AND SECURITY

College Campus Safety & Security can be reached 24 hours a day, 7 days a week.

Orange Park Campus (Office) 904-276-6760;
(24 hour cell phone) 904-626-5885

Palatka Campus (Office) 386-312-4095;
(24 hour cell phone) 386-937-2052

St. Augustine Campus (Office) 904-808-7495;
(24 hour cell phone) 904-625-5956

Clay County Sheriff's Office
904-284-7575 (Orange Park Campus)

St. Johns County Sheriff's Office
904-824-8304 (St. Augustine Campus)

Palatka Police Department
386-329-0800 (Palatka Campus)

Putnam County Sheriff's Office
386-329-0800 (Palatka Campus)

Emergency Call Boxes are located in all parking lots on all campuses communicate directly with the on-duty campus security officer.

SJR State College Director of Campus Safety and Security
(386) 312-4064

Any suspicious activity or person(s) seen in the parking lots, loitering around vehicles or inside buildings should be reported to Campus Safety and Security or appropriate law enforcement agency.

Although victims are encouraged to report crimes, a victim may not wish to pursue action within the College system or the criminal justice system. Victims are still encouraged to make a confidential report, in order to reveal the possibility of a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crimes statistics for the college.

Students, faculty and staff are encouraged to report crime information or tips anonymously by calling any Campus Safety and Security recorded telephone line and leaving such information. Students, faculty and staff can also leave anonymous crime information or tips by calling Crime Stoppers at 1-888-277-8477. Crime Stoppers is a non-profit organization dedicated to receiving and disseminating confidential crime information and tips to the appropriate investigating law enforcement agency.

The Campus Safety and Security office coordinates the Silent Witness program. Silent Witness is a college-wide crime prevention program whereby all members of the College are encouraged to report suspicious or criminal activity to the Campus Safety and Security office and/or the appropriate law enforcement agency. A victim or witness may report information anonymously to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/silentwitness or via the MySJRstate portal (SJRstate.edu/mysjrstate.html) under the Campus Safety & Security tab.

If you are a victim or accused (suspect) of a crime of violence, a forcible or non-forcible sex offense, a hate crime, domestic violence or dating violence, both the accuser and the accused students shall be simultaneously informed, in writing, of the outcome of the institutional disciplinary proceeding, the institution's procedures for the accused and the victim to appeal the results, any change in the results which occur prior to the time the results become final, or when the results become final.

SEXUAL COERCION AND SEXUAL ASSAULT

The Prevalence of Sexual Coercion

Researchers have started to take a good look into the where, when and how of sexual coercion. They discovered that sexual coercion occurs by leaps and bounds more frequently with college students than any other cohort because of the college lifestyle. Fun as it may be at times, the col-

lege lifestyle provides the perfect setting for sexual coercion to happen.

Researchers found that both men and women are perpetrators and victims of sexual coercion. Approximately 70% of college students surveyed reported they have been sexually coerced and 33% of college students surveyed admitted to having used sexually coercive behaviors against their partners. Of the college students who have been sexually coerced, roughly 70% stated they knew their perpetrators, further clarifying the perpetrators were either a boyfriend/ girlfriend, a friend or an acquaintance. This indicates the vast majority of those who experienced victimization of sexual coercion knew their perpetrator.

What is Sexual Coercion?

Sexual coercion is being persuaded to have sex when you don't want to. It may apply to a specific act or to initiating or continuing a sexual relationship. An individual may give in to coercion for any number of reasons and then may feel guilt and shame.

Recognizing Sexual Coercion:

Is your partner pressuring you to have sex because...

- Sex is the way to prove love
- You had sex in the past, so you can't say no now
- All your friends are having sex
- Your partner threatens to leave you or threatens violence
- Guilt trips

How would you answer the following questions?

- Do you have unprotected sex because of your partner's demands?
- Have you had a sexual experience that left you frightened?
- Are you being sexually pressured from your date, partner or friend?
- Are you having doubts or regrets over your partner's sexual demands?
- Are there times that you feel that you can't say no to having sex?
- Are you in a sexual relationship that makes you feel powerless?

Avoiding unwanted sex:

- Recognizing the signs of sexual coercion is the first step
- Trust your instincts and feelings
- Do you feel uncomfortable with the situation or circumstances?
- Say no firmly and leave
- Avoid alcohol and drugs that may harm judgment or make your partner more aggressive
- Set your boundaries and communicate clearly
- Seek help

Learn ways to respond to sexual pressure. You could say:

- "I really like you. I'm just not ready to have sex."
- "If you really care about me, you'll respect my decision."
- "I said no. I don't owe you an explanation."

What is Sexual Violence?

Any sexual contact or activity with an intimate partner that makes a person feel uncomfortable, with the purpose of controlling through fear, threats, coercion, manipulation or violence.

What is Sexual Battery?

Sexual battery means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object committed without your consent.

SEX WITHOUT CONSENT IS A CRIME covered under Florida Statute 794.011 and can be reported to law enforcement. Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. The law says that consent does not mean your failure to offer physical resistance to the offender. If you are under 16 years of age, consent cannot be used as a defense to a sexual crime. Further, a 16 or 17 year-old cannot legally consent to sexual activity with a person in a position of familial or custodial authority or with a person 24 years of age or older.

SEX WITHOUT CONSENT IS A VIOLATION OF SJR STATE COLLEGE POLICY. If the accused is a student, the matter can be reported to Student Judicial Affairs for disciplinary review and possible disciplinary action up to and including expulsion from the College.

Evidence Preservation and Medical Care:

- If you are the victim of a sexual assault, find a safe environment - anywhere away from the attacker.
- Ask a trusted friend or family member to stay with you for moral support.
- Report the attack to police by calling 911 and/or notifying College Campus Safety and Security if you are on campus.
- Don't bathe or brush your teeth.
- Don't change clothes
- Write down all the details you can recall about the attack and the attacker.
- Ask the hospital to conduct a rape kit exam to preserve forensic evidence.
- If you suspect you were drugged, ask that a urine sample be collected. The sample will need to be analyzed later on by a forensic lab.
- A medical professional will assist with evidence collection, treatment of injuries and can prescribe medications to protect you from certain sexually transmitted infections and recommend follow-up care.
- A counselor on the National Sexual Assault Hotline at 1-800-656-HOPE(4673) can help you understand the process.
- If you know that you will never report, still get medical attention. Even with no physical injuries, it is important to determine the risks of STDs and pregnancy. Call the National Sexual Assault Hotline for free, confidential counseling, 24 hours a day: 1-800-656-HOPE(4673).

How Do I Get Assistance While on Campus?

- Contact the Department of Campus Safety and Security 24/7

Duty to Investigate

SJR State College has a duty to immediately investigate a complaint of sexual harassment, sexual coercion and sexual assault even if the complainant asks that it not do so. If the complainant requests anonymity, the complainant will be protected from retaliation; however anonymity may limit the school's ability to respond. The complainant will be assured that the investigation will be discreet and only disclosed on a "need to know" basis. In deciding how to proceed, the College will weigh the complainant's anonymity request against the alleged perpetrator's potential danger to other students. In addition, the College will determine whether interim protective actions are necessary, such as issuing a "no contact" directive or separating a complainant and respondent. The College will attempt to minimize any burden on complainants. The complainant will be provided with information regarding his/her options regarding the investigation, including the choice to report to law enforcement, and available medical and mental health treatment options.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A SEXUAL CRIME OR NOT. Please contact:

- Florida Department of Health Violence Intervention and Prevention Program 1-888-956-RAPE (7273)
- BayCare Behavioral Health- SJR State Student Assistance Program 1-800-878-5470
- Stewart Marchman Behavioral Health Care
386-329-3780 (Palatka)
904-209-6200 (St. Augustine)
- Clay Behavioral Health Center 904-291-5561 (Orange Park)

- Local Law Enforcement Victim Advocate
Putnam Sheriff's Office - 386-329-0801 (Palatka)
St. Johns County Sheriff's Office -904-824-8304 (St. Augustine)
Clay County Sheriff's Office - 904-264-6512 (Orange Park)
- National Sexual Assault Hotline 1-800-656-HOPE(4673)
- Contact your local State Attorney's Office
Clay County 904-284-6319
Putnam County- 386-329-0259
St. Johns County- 904-823-2300
- Contact your local Clerk of Court
Clay County - 904-269-6363
Putnam County - 386-326-7640
St. Johns County- 904-819-3600

DATING VIOLENCE & STALKING

Unhealthy relationships can start early and last a lifetime. Dating violence often starts with teasing and name calling. These behaviors are often thought to be a "normal" part of a relationship. But these behaviors can set the stage for more serious violence.

What is Dating Violence?

Dating Violence is defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. You may have heard several different words used to describe teen dating violence. Here are just a few:

- Relationship Abuse
- Intimate Partner Violence
- Relationship Violence
- Dating Abuse
- Domestic Abuse
- Domestic Violence

Dating violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence. It occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual.

- Physical—This occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- Psychological/Emotional—This means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- Sexual—This is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or nonphysical, like threatening to spread rumors if a partner refuses to have sex.
- Stalking—This refers to a pattern of harassing or threatening tactics that are unwanted and cause fear in the victim.

Dating violence can take place in person or electronically, such as repeated texting or posting sexual pictures of a partner online.

Unhealthy relationships can start early and last a lifetime. Teens often think some behaviors, like teasing and name calling, are a "normal" part of a relationship. However, these behaviors can become abusive and develop into more serious forms of violence.

What are the consequences of dating violence?

As teens develop emotionally, they are heavily influenced by their relationship experiences. Healthy relationship behaviors can have a positive effect on a teen's emotional development. Unhealthy, abusive or violent relationships can cause short term and long term negative effects, or consequences to the developing teen. Victims of teen dating violence are more likely to do poorly in school, and report binge drinking, suicide attempts, and physical fighting. Victims may also carry the patterns of violence into future relationships.

Violence is related to certain risk factors. Risks of having unhealthy relationships increase if your partner displays the following behaviors:

- Believe it's okay to use threats or violence to get their way or to express frustration or anger.
- Use alcohol or drugs.
- Can't manage anger or frustration.
- Hang out with violent peers.
- Have multiple sexual partners.
- Have a friend involved in dating violence.
- Are depressed or anxious.
- Have learning difficulties and other problems at school.
- Don't have parental supervision and support.
- Witness violence at home or in the community.
- Have a history of aggressive behavior or bullying.

What is Stalking?

Florida Statute 784.048 defines stalking as a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person. Depending on the circumstances, stalking can be a misdemeanor or a felony. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

Like domestic violence, stalking is a crime of power and control. Stalking can be carried out in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the internet). Cyberstalking—the use of technology to stalk victims—shares some characteristics with real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the internet and email. Cyberstalking can intensify in chat rooms where stalkers systematically flood their target's inbox with obscene, hateful, or threatening messages and images. A cyberstalker may further assume the identity of his or her victim by posting information (fictitious or not) and soliciting responses from the cybercommunity. Stalking may involve verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear.

Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or lying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the internet by posting personal information or spreading rumors about the victim.

PHYSICAL VIOLENCE, ASSAULT, BATTERY, SEXUAL VIOLENCE AND STALKING ARE ALL CRIMES and are covered under Florida Statutes and can be reported to law enforcement.

PHYSICAL VIOLENCE, ASSAULT, BATTERY, SEXUAL VIOLENCE AND STALKING ARE ALL VIOLATIONS OF SJR STATE COLLEGE POLICY. If the accused is a student, the matter can be reported to Student Affairs for disciplinary review and possible disciplinary action up to and including expulsion from the College.

How Do I Get Assistance While on Campus?

Contact the Department of Campus Safety and Security 24/7

Written Notifications

Students and employees have certain rights and available services in the event they are a victim of assault, battery, stalking, sexual violence and physical violence. These rights and available services are listed in a brochure available at Counseling and Security offices and Student Service Centers of the College campuses. Also available is a brochure reference dating violence and stalking, domestic violence, sexual coercion and sexual assault.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. Get help by contacting the following agencies:

- National Dating Abuse Helpline and Love is Respect
1-866-331-9474 or text 77054 or www.loveisrespect.org
- National Domestic Violence Hotline
1-800-799-SAFE (7233)
- National Sexual Assault Hotline
1-800-656-HOPE (4673)
- Florida Department of Health Violence Intervention and Prevention Program 1-888-956-RAPE (7273)
- BayCare Behavioral Health
SJR State Student Assistance Program 1-800-878-5470
- Stewart Marchman Behavioral Health Care
386-329-3780 (Palatka) and 904-209-6200 (St. Augustine)
- Clay Behavioral Health Center
904-291-5561 (Orange Park)
- Local Law Enforcement Victim Advocate
Putnam Sheriff's Office- 386-329-0801 (Palatka)
St. Johns County Sheriff's Office- 904-824-8304 (St. Augustine)
Clay County Sheriff's Office- 904-264-6512 (Orange Park)
- Contact your local State Attorney's Office.
Clay County 904-284-6319
Putnam County- 386-329-0259
St. Johns County- 904-823-2300
- Contact your local Clerk of Court.
Clay County- 904-269-6363
Putnam County- 386-326-7640
St. Johns County- 904-819-3600

DOMESTIC VIOLENCE

What is Domestic Violence?

Domestic violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer.

Domestic violence can happen to anyone, whether married, living together, or just dating. It can also happen in same-sex relationships. Domestic violence affects people of all economic, marital, sexual and educational backgrounds. It is about physical, psychological and financial control. It also affects family, friends, co-workers and the community. Domestic violence is against the law, and it is not the victim's fault.

Domestic violence means a felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant

monies [under VAWA] or

- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Coping with Domestic Violence

- Recognize that domestic violence is a serious problem.
- Talk to somebody you trust.
- If you are a victim of domestic violence, call your local law enforcement department for help.
- Seek help and guidance from organizations, such as shelters, mental health centers and churches.

The Reality

- Every 9 seconds in the U.S. a woman is assaulted or beaten.
- One in four women will experience domestic violence during her lifetime.
- 1 in 3 women who are victims of homicide are murdered by her current or former partner.
- Women experience more than 4 million physical assaults and rapes because of their partners, and men are the victims of nearly 3 million physical assaults.
- Domestic violence is the leading cause of injury requiring serious medical attention for women ages 18-49.
- 50% of husbands who frequently assault their wives also frequently abuse their children.
- Domestic violence victims lose nearly 8 million days of paid work each year as a result of the violence.

Warning Signs of Domestic Violence (Red Flags)

Some examples your partner may exhibit are as follows:

- Hurtful teasing in private or in public
- Calls you names such as "stupid" or "bitch"
- Acts jealous of your friends, family, co-workers
- Makes fun of you, your friends, your activities
- Gets angry about your clothes or hairstyle
- Checks up on you by calling or driving by
- Goes with you "just to keep an eye on you"
- Insists on knowing who you talk to on the phone
- Blames you for his/her problems or bad moods
- Makes you feel like you have to "walk on eggshells"
- Hits wall, drives dangerously to scare you
- Drinks or uses drugs
- Won't let you see family or friends
- Accuses you of being interested in someone else
- Forces you to do things you don't want to do
- Dares you to do things you don't normally do
- Challenges you to prove your love or loyalty
- Gets drunk or high to punish you
- Forces you to have sex
- Intimidates you with guns, knives, or other weapons
- Threatens to kill you or commit suicide if you leave
- Acts like "Dr. Jekyll and Mr. Hyde"

Have a Safety Plan

- If you are a victim of domestic violence, create a safety plan that includes routes of escape, phone numbers of trusted friends, shelters and domestic violence hotlines.
- Pack a survival kit with a change of clothes, keys, ID, cash, birth certificate (for you and your children), medicine and prescriptions, pictures of the family and the abuser, proof of income pay stubs, financial statements, the abuser's personal information (date of birth, social security number, place of employment), health care information, money (if possible), address books and legal documents. Store it with someone you trust.

- Have a signal for help with trusted friends and neighbors.
- Teach your children how to escape and get help.
- Open a separate savings and credit card account.
- Review the plan every month.

Legal Protection

- Many states require that police officers arrest abusers if domestic violence has occurred
- Victims can request temporary restraining orders that can assist until a permanent one can be granted by the court.
- Victims may also be able to get additional financial support and temporary custody of children.

Prevention

- Learn how to become a better communicator with your spouse and family.
- Do not abuse alcohol or drugs, which could make domestic abuse worse.
- Look for positive solutions to your problems.
- Seek help at the earliest signs of domestic abuse.

How Do I Get Assistance While on Campus?

- Contact the Department of Campus Safety and Security 24/7

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. Domestic Violence Help Telephone #'s:

- Florida Coalition Against Domestic Violence Hotline (800) 500-1119
- Florida Coalition Against Domestic Violence TTY Hotline (800) 621-4202
- National Domestic Violence Hotline (800) 799-SAFE(7233)
- Lee Conlee House, Inc., Domestic Violence Center, Putnam County (386) 325-3141
- Florida Department of Health in Putnam County (800) 440-0420 or (386) 326-3200
- Quigley House, Clay County (800) 339-5017 or (904) 284-0061
- Betty Griffin House, St. Johns County (904) 824-1555
- National Dating Abuse Helpline and Love is Respect (866) 331-9474 or text 77054 or www.loveisrespect.org

How Do I Get an Order of Protection?

Contact your local law enforcement's victim advocate

- Putnam County Sheriff's Office- 386-329-0801 (Palatka)
- St. Johns County Sheriff's Office- 904-824-8304 (St. Augustine)
- Clay County Sheriff's Office- 904-264-6512 (Orange Park)

Contact your local State Attorney's Office

- Clay County 904-284-6319
- Putnam County 386-329-0259
- St. Johns County 904-823-2300

Contact your local Clerk of Court.

- Clay County 904-269-6363
- Putnam County 386-326-7640
- St. Johns County 904-819-3600

FEDERAL CAMPUS SEX CRIMES PREVENTION ACT OF 2000 AND FLORIDA SEXUAL PREDATOR AND SEXUAL REGISTRATION NOTIFICATION LAW

Pursuant to the Federal Campus Sex Crimes Prevention Act of 2000 and the Florida Sexual Predator and Sexual Registration Notification Law, SJR State establishes the following procedure to insure the availability of information to the campus community concerning the presence of regis-

tered sexual offenders or predators attending SJR State.

All information regarding registered sexual offenders or predators attending SJR State will be coordinated and maintained by the SJR State Campus Safety & Security office. SJR State Campus Safety & Security office will maintain a current copy of the offender/predator's Florida Department of Law Enforcement offender flyer including his/her photograph and current SJR State campus location.

Inquiries regarding any sexual offender or predator attending any SJR State campus should be directed to James Griffith, Director of Campus Safety, at jamesagriffith@SJRstate.edu, telephone number (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours. Information relating to Florida's registered sexual offenders and predators is public record and may also be viewed at <http://offender.fdle.state.fl.us> or by calling 1-888-357-7332. For TTY Accessibility: 1-877-414-7234

HIGHER EDUCATION AMENDMENTS OF 1992; SECTION 486(C) OF PUBLIC LAW: 102-325 (S. 1150)

Sexual assault (rape) is a serious crime that has a major impact on the campus community as well as on the students who are victimized. SJR State will not tolerate sexual assault in any form, including date and acquaintance sexual assault. Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other appropriate internal processes. Discipline may result in suspension or dismissal from the College. Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Any person, student or employee, wishing to file a complaint regarding sexual violence/conduct may contact the College Title IX Coordinator/Equity Officer at 386-312-4170 or College campus security, or local law enforcement. Individuals who wish to receive information about available support resources regarding sexual violence/conduct may contact the campus counseling staff member designated to assist with sexual violence/conduct or College campus security or contact any of support providers listed in the Annual Security Report.

All reports of sexual violence/conduct involving students will be forwarded to the Vice President for Student Affairs/Assistant General Counsel and the College Title IX Coordinator who will assist in situations requiring immediate administrative support.

All reports of any sexual violence/conduct involving employees will be forwarded to the College Equity Officer/Title IX Coordinator who will assist in situations requiring immediate administrative support.

Both the accuser and the accused are entitled to the same opportunities to have others present during a College disciplinary proceeding relating to an alleged sexual offense. Both the accuser and the accused shall be informed of the outcome of any College disciplinary process relating to an alleged sexual offense.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. The following is a list of counseling avenues for individuals who have been the victim of sexual assault or date rape:

- Florida Department of Health Violence Intervention and Prevention Program
1-888-956-RAPE (7273)
- BayCare Behavioral Health SJR State Student Assistance Program
1-800-878-5470
- Stewart Marchman Behavioral Health Care
386-329-3780 (Palatka)
904-209-6200 (St. Augustine)
- Clay Behavioral Health Center
904-291-5561 (Orange Park)

- Local Law Enforcement Victim Advocate
Putnam Sheriff's Office 386-329-0801 (Palatka)
St. Johns County Sheriff's Office 904-824-8304 (St. Augustine)
Clay County Sheriff's Office 904-264-6512 (Orange Park)
- National Sexual Assault Hotline 1-800-656-HOPE(4673)

FLORIDA DEPARTMENT OF LAW ENFORCEMENT SEXUAL PREDATOR/OFFENDER REGISTRY

This website contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a specified crime against children: www.fdle.state.fl.us.

FDLE has also established a toll-free number (1-888-FL-PREDATOR) or (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Or via email: sexpred@fdle.state.fl.us.

Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator's address to inform the College administration that the offender/predator has stated that he/she is currently enrolled at, or employed by the College. The College administration can then make all prudent notifications to members of the campus community.

Information requests regarding registered sexual offenders or predators attending classes at SJR State should be directed to James Griffith, Director of Campus Safety, at jamesagriffith@SJRstate.edu, telephone number (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours.

SEXUAL MISCONDUCT POLICY

Introduction

SJR State College is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of gender and sex discrimination. Every member of the College community should be aware that SJR State is strongly opposed to sexual misconduct and harassment and that such behavior is prohibited both by law and College policy and will not be tolerated. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct/harassment, domestic/ dating/physical violence, and/or stalking and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct or harassment, prevent its recurrence, and address its effects.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct and harassment, as defined in this policy, is a form of sex discrimination prohibited by Title IX. SJR State is committed to providing an educational environment, programs, and activities free from sex discrimination.

Purpose of Policy

This policy is intended to educate the SJR State community, students, faculty and staff who have been affected by sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, whether as a reporting party, responding party, or third party.

When used in this policy, reporting party refers to the person(s) who reports to the College that he/she has been the subject of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking. Responding party refers to the person(s) who is/are reported to have committed acts of sexual misconduct/harassment, domestic/dating/physical violence and/or stalking. A third party refers to any other participant in

the process, including a witness to the misconduct or harassment or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

- Define sexual misconduct and harassment and the forms of sexual misconduct and harassment that violate our community standards;
- Define domestic/dating/physical violence and stalking that violate our community standards;
- Identify resources and support for all members of the SJR State community (see page 26– Sexual Misconduct Policy Resources);
- Identify the Title IX coordinator and the scope of his/her role;
- Provide information as to where a member of the SJR State community can obtain support or access resources confidentially;
- Provide information on how a member of the SJR State community can make a report on campus and/or off campus;
- Provide information on how a report against a member of the SJR State community will be investigated, evaluated and adjudicated.

Scope of Policy

This policy applies to all members of the SJR State community, including faculty, staff and students. All faculty, staff and students are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the community.

Vendors, independent contractors, visitors, and others who conduct business with SJR State or on College property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking to ensure the safety of the SJR State community and to provide an environment free from gender and sex discrimination.

The Notice of Non-Discrimination

The District Board of Trustees has approved policy statement 3.12 on Equality of Opportunity and Non-Discrimination as follows: St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070. (Any changes to Policy SJR 3.12 will update herein as amended from time to time.)

SJR State does not discriminate on the basis of sex in its educational programs and activities or in the context of employment. Sexual misconduct and harassment as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual misconduct and harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Statement of Privacy and Confidentiality

SJR State is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and/or harassment. The College will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and broader community and

maintain an environment free from sexual misconduct and harassment.

Faculty, staff and students wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed on the Resources pages (see page 26 – Sexual Misconduct Policy Resources).

With the exception of the confidential resources identified pursuant to this policy, all other College staff and faculty who receive a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking are required to elevate the report to the Title IX Coordinator for investigation and response. The Title IX Coordinator will ensure that the College responds to all reports in a timely, effective, and consistent manner.

The privacy of all parties involved will be respected. Information related to a report of sexual misconduct and/or harassment will be shared only with those College employees who “need to know” to assist in the investigation and/or resolution of the complaint. All College employees who are involved in the review, investigation, or resolution of a report have specific training regarding the safeguarding of private information.

Where the College has received a report of sexual misconduct/harassment, domestic/ dating/physical violence, and/or stalking but the reporting party requests that the matter remain confidential and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and nondiscriminatory environment for all members of the SJR State community. The College is required to take all reasonable steps to investigate and respond to a complaint, but its ability to do so may be limited by the reporting party’s request. However, under compelling circumstances including: evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the responding party, the College may conduct further investigation, or take other appropriate measures without the reporting party’s consent. The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of sexual misconduct and/or harassment poses an immediate threat to the SJR State community and timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to: reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the SJR State community. Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline (1-800-962-2873). The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective action.

Prohibited Conduct and Definitions

This policy addresses a broad spectrum of behavior, all of which falls under the broad definition of sexual misconduct.

1. Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual’s employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

A single isolated incident of sexual misconduct and/or harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the sexual misconduct and/or harassment is physical.

Sexual misconduct and/or harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
- Displaying or circulating written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Making a student's work or an employee's job more difficult because of that person's sex, or gender identity.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

2. Sexual Assault: Having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault includes the following acts:

- Related to Non-consensual Sexual Intercourse: Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Related to Non-consensual Sexual Contact: Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

3. Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another for his/her own benefit, or to benefit anyone other than the one being exploited, and that behavior does not

otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person);
- Non-consensual video, photography, audiotaping, or any other form of recording, sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a "peeping Tom");
- Knowingly or recklessly transmitting an STD or HIV to another person.

4. Stalking: A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

5. Domestic Violence: Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer. Domestic violence is a crime committed by:

- Current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Act).

6. Dating Violence: The physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence that occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual:

- Physical - this occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- Psychological/Emotional - this means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- Sexual - this is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or non physical, like threatening to spread rumors if a partner refuses to have sex.

- Intimate Partner Violence: A situation in which one partner is physically, emotionally and/or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, hooking up, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

7. Retaliation: Acts or attempts to retaliate or seek retribution against the reporting party, responding party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a responding party or reporting party. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

Definitions of Consent, Coercion and Incapacitation

1. Consent: Consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

2. Coercion: Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant or similar substance

that impairs the person's ability to give consent.

3. Incapacitation: An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he/she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not later recall the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity, and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

Title IX Coordinator's Role

The College has a designated Title IX Coordinator to oversee its response to all reports of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, to conduct training, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator is knowledgeable and trained in the College's policies and procedures, state and federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator is available to meet with any individual to discuss the options for resolving a report under this policy.

The name and contact information for the SJR State College Title IX Coordinator can be found on the College website (SJRstate.edu) and on the Sexual Misconduct Policy Resources Pages (see page 26) maintained pursuant to this policy.

Reporting

The College encourages all students to report information about any type of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking involving a student, staff or faculty member. Faculty and staff, other than those outlined in this policy as confidential resources, are required to report information about any type of sexual misconduct or harassment of which they become aware. An incident does not have to occur on campus to be reported to the College. Off-campus conduct that adversely affects or has the potential to adversely affect the SJR State community also falls under this policy. The College will promptly respond to all reports of sexual misconduct and harassment.

The College provides resources to both the reporting party and responding party in making decisions, obtaining information about options under this policy, and assists both parties in the event that a report of sexual misconduct and/or harassment is made.

Ways to File a Report:

Title IX Coordinator: The Title IX Coordinator is available to receive a report of sexual misconduct or harassment, 386-312-4074.

Campus Safety and Security: The opportunity to file a report with the College is available 24 hours a day, seven days a week by calling Campus Safety and Security:

- Orange Park Campus: 904-626-5885
- Palatka Campus: 386-937-2052

- St. Augustine Campus: 904-626-5956

A report can also be made to a Campus Security Authority (Campus Security Authorities include Campus Safety and Security Officers, Counselors, Student Activity Coordinators, Athletic Coaches, College club advisors and certain College Administrators).

A reporting party or third party can request a Campus Safety and Security officer to respond and take a report.

Community Standards and Responsibility: An individual can file a report with the College by utilizing the Silent Witness Report on the Campus Safety and Security's website - <https://web.SJRstate.edu/apex/prod/?p=SILENTWITNESS> or [SJRstate.edu/silentwitness](https://web.SJRstate.edu/silentwitness).

Local Law Enforcement: A reporting party may file a report with the local law enforcement agency (depending on location of incident).

Coordination with Law Enforcement

Because the goals and objectives of the College's sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking policy differ from those of the civil and criminal justice systems, proceedings under the College's sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking policy are independent of civil and criminal processes and may be carried out prior to, simultaneously, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the local law enforcement will generally result in the reporting party and, in some cases, the responding party being contacted by a police officer. Law enforcement determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking (as described in the definitions above) may constitute a criminal act. However, the College conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with local law enforcement, a SJR State staff member is available to assist. The College will not file a police report about the incident on the reporting party's behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the reporting party's decision to file a criminal complaint or the outcome of the criminal investigation.

Amnesty

Our goal is that all individuals report all incidents of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a reporting party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation

Although SJR State acknowledges that extreme emotions and stress often accompany incidents of sexual misconduct and harassment, the College

does not condone any person engaging in any type of retaliation. The College views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to the Title IX Coordinator, Vice President for Student Affairs/Assistant General Counsel, Director of Campus Safety and Security, and the Senior Vice President/General Counsel. The College will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under this policy.

False Reports

Submitting of a good faith complaint, concern or report of harassment will not affect the reporting party's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

Interim Measures to Protect Safety and Well-Being

After a report is made or the College is placed on notice, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources that may be offered, see the "Campus and Community Resources" section on page 26. The College will determine the necessity and scope of any interim measures.

The range of interim measures includes:

- No contact order: The reporting party or responding party may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.
- Academic, Employment, or Living Arrangements: The reporting party or responding party may request a change in academic, employment or, if relevant, living arrangements. Upon request, the College will inform the reporting party or responding party of the options and will accommodate the request if those changes are reasonably available. In some cases the College may initiate these changes without a request. These may include, but are not limited to:
 - Changing class or work schedule, including the ability to withdraw from a course without penalty;
 - Limiting access to certain College facilities or activities pending resolution of the matter;
 - Granting a voluntary leave of absence;
 - Providing an escort to ensure safe movement between classes and activities; and/or
 - Providing academic support services.

Emotional Support: The College will provide counseling services through student and employee assistance programs. For further information see the Resources pages maintained on page 26 pursuant to this policy.

Procedures for Resolving Sexual Misconduct/Harassment, Domestic/Dating/Physical Violence or Stalking Reports:

The College will respond promptly and equitably when any incident of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking is alleged against a faculty, staff, or student. This includes a direct complaint, or if the College becomes aware of the situation, by other reliable means. The College's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the complainant or others, conducting a Title IX inquiry or review, conducting an investigation, and imposing corrective action.

The Title IX investigator will conduct the investigation. Prior to the investigation, both parties will have the opportunity to meet individually with the Title IX Coordinator to review the investigation process. During the investigation, both the reporting party and the responding party will

have the opportunity to be heard and to respond, the opportunity to have an advisor present during investigation meetings, and the opportunity to provide names of relevant witnesses. The reporting party and the responding party will not be in the same room at the same time during the investigation process.

During the investigation process, the Title IX Investigator will determine whether information concerning the prior sexual history of either party is relevant. In general, in a case where the responding party raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the reporting party is typically not relevant and may not be permitted. Prior sexual history of the responding party may be relevant where there is evidence of a pattern of misconduct that may be relevant in the determination of responsibility assigning of corrective action.

At the conclusion of the investigation, the investigator will determine responsibility based on the relevant information presented during the investigation and the unique facts of the case. The level of proof necessary to support a finding of responsibility is “more likely than not”.

If the responding party is found responsible, the College will determine corrective action. If the responding party is a student or student organization, the Vice President for Student Affairs/Assistant General Counsel will determine the corrective action (also referred to as sanctions). A student found responsible for a violation of the Sexual Misconduct and Harassment Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some cases, a student found responsible may be expelled from the College. If the responding party is an employee, the Employee’s Supervisor in conjunction with the Title IX Coordinator will determine the corrective action, which could result in termination of employment.

Specific to this policy, both the reporting party and the responding party are given the opportunity to appeal the outcome of the investigation. The appeal will be reviewed by a Vice President of the College’s choosing. Prior to an appeal, if either party believes that there is new evidence or relevant facts that were not brought out in the investigation, which may be sufficient to alter the finding, they may make a request that this information be considered. Appeals may be based on the following grounds:

- Procedural misconduct during the investigation.
- The sanction(s) imposed is/are inappropriate for the violation of College policy.
- The preponderance of evidence standard was or was not met.

The College will inform both the reporting party and responding party in writing of the outcome of the investigation and the appeal process.

If the report includes multiple alleged policy violations, multiple processes may be used (i.e., Title IX investigation process and the College grievance procedure). The College will determine which process(es) will be used. If multiple processes are used, the College will also determine the order of the processes.

If the responding party serves in multiple capacities at the College (i.e., student and employee), the College will determine which office will determine corrective action. In some cases, both offices may issue corrective action.

SEXUAL MISCONDUCT POLICY RESOURCES

What to do if you experience sexual misconduct/harassment, domestic/dating/physical violence or stalking:

Any member of the SJR State community who is affected by sexual misconduct/ harassment, and/or domestic/dating/physical violence, which includes, but is not limited to, sexual coercion sexual violence, sexual battery and stalking, is encouraged to immediately notify law enforcement and/or seek immediate medical attention. Campus Safety and

Security can provide free transportation upon request.

The SJR State College Title IX Coordinator is Ginger Stokes. She is located in the Administration Building (Office A0173), and her mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. Her phone number is 386-312-4074, and her email is gingerstokes@sjrstate.edu.

- Emergency Response: 911 or Local Law Enforcement
 - o Orange Park Campus (Clay County Sheriff’s Office 904-264-6512)
 - o Palatka Campus (Putnam County Sheriff’s Office/Palatka Police Department, 328-329-0801)
 - o St. Augustine Campus (St. Johns County Sheriff’s Office 904-824-8304)
- Health and Safety:
 - o Orange Park Campus (Orange Park Medical Center 904-639-8500)
 - o Palatka Campus (Putnam Community Medical Center 386-328-5711)
 - o St. Augustine Campus (Flagler Hospital 904-819-5155)
- Campus Assistance:
 - o Orange Park Campus Officer on Duty 904-626-5885
 - o Palatka Campus Officer on Duty 386-937-2052
 - o St. Augustine Campus Officer on Duty 904-626-5956
 - o BayCare Behavioral Health 1-800-878-5470

Resources, Support and Reporting Options:

All individuals are encouraged to make a prompt report to the College so that the College can take appropriate action to eliminate the misconduct or harassment, prevent its reoccurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the College. Alternatively, an individual who chooses to make a report of sexual misconduct/harassment, domestic/dating/physical violence or stalking to the College should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any College employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

Confidential Resources and Support:

- BayCare Behavioral Health (Students): 1-800-878-5470 (website: SJRstate.edu/baycare)
- Employee Assistance Program (Employees): 1-800-272-7252 (website: www.mylifevalues.com, login: SJRSC, and password: EAP)
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
 - o Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
 - o Orange Park Campus- Clay Behavioral Health Center- 904-291-5561
 - o St. Augustine Campus- EPIC Behavioral Healthcare- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673) Victim Advocate
- Florida Coalition Against Domestic Violence Hotline (800-500-1119)
- Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
- National Domestic Violence Hotline (800-799-SAFE (7233))
- Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141)
- Florida Department of Health, Palatka (800-440-0420 or (386-326-3200)

- Quigley House, Domestic Violence Center, Clay County (904-284-0061)
- Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
- National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or www.loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:

- Campus Assistance:
 - Title IX Coordinator: (386) 312-4074
 - Orange Park Campus Security -904-626-5885
 - Palatka Campus Security - 386-937-2052
 - St. Augustine Campus Security - 904-626-5956
- Vice President for Student Affairs/Assistant General Counsel: (386) 312-4127
- Senior Vice President/General Counsel: (386) 312-4106

Order of Protection:

- Local Law Enforcement Victim Advocate:
 - Palatka Campus - Putnam County Sheriff's Office - 328-329-0801
 - Orange Park Campus - Clay County Sheriff's Office - 904-264-6512
 - St. Augustine Campus - St. Johns County Sheriff's Office - 904-824-8304
- State Attorney's Office Victim Advocate:
 - Palatka Campus - 386-329-0259
 - Orange Park Campus - 904-284-6319
 - St. Augustine Campus - 904-823-2300
- Clerk of Court Victim Advocate:
 - Palatka Campus - 386-326-7640
 - Orange Park Campus - 904-269-6363
 - St. Augustine Campus - 904-819-3600

Campus and Community Resources

The College is committed to treating all individuals with dignity, care and respect. The reporting party and responding party will have equal access to support and counseling services through the College. Additional resources are available on the Palatka, Orange Park, and St. Augustine campuses. All parties are encouraged to utilize on or off campus resources for assistance.

1. Health and Safety:

The first priority for any individual who has been assaulted is to get to a safe place. If there is continued threat or risk of danger, please call 911 or Campus Safety and Security: Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956. When necessary, seek medical attention. The following is a list of options of where to seek medical attention:

- Local hospital. The closest hospital to your campus:
 - Orange Park Campus - Orange Park Medical Center, 904-639-8500
 - Palatka Campus - Putnam Community Medical Center, 386-328-5711
 - St. Augustine Campus - Flagler Hospital, 904-819-5155
- SJR State Health Services at BayCare Behavioral Health (1-800-878-5470).

2. Confidential Resources:

The College recognizes that not every individual will be prepared to make a report to the College or local law enforcement. Students seeking to talk to someone about an incident of sexual misconduct or harassment

confidentially without making a report to the College or triggering any investigation by the College can utilize confidential resources. These services include:

- Counseling and Psychological Services: The BayCare Student Assistance Program (SAP) is a network of licensed mental health professionals who can provide short-term confidential counseling sessions. This service is available 24-hours a day, seven days a week. Counseling is offered face-to face, over the phone, or online. Confidentiality laws protect the conversations individuals have with a counselor. Services are provided free of charge. Counselors are available to meet with students by appointment or almost immediately in crisis situations. Their phone number is 1-800-878-5470.
- County Health Departments: Students may seek medical attention, Plan 8, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment. Putnam County: 386-329-0420, Clay County: 904-272-3177, and St. Johns County: 904-825-5055.
- Silent Witness Report is available at: <https://web.SJRstate.edu/apex/prod/?p=SILENTWITNESS> or [SJRstate.edu/silentwitness](https://web.SJRstate.edu/silentwitness) (A reporting party or third party can file)
- Employee Assistance Program (Employees): 1-800-272-7252
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Care:
 - Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
 - Orange Park Campus- Clay Behavioral Health Care- 904-291-5561
 - St. Augustine Campus- Epic Behavioral Health Care- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- State Attorney's Office Victim Advocate:
 - Palatka Campus (386-329-0259)
 - Orange Park Campus (904-284-6319)
 - St. Augustine Campus (904-823-2300)
- Clerk of Court Victim Advocate:
 - Palatka Campus (386-326-7640)
 - Orange Park Campus (904-269-6363)
 - St. Augustine Campus (904-819-3600)
- Victim Advocacy: Victim advocates are on call at all times for emergency situations. Victim advocates are available to assist with medical and emotional needs, exploring options, and providing referrals and resources. Putnam County (Lee Conlee House): 386-325-3141, Clay County (Quigley House): 1-800-339-5017, and St. Johns County (Betty Griffin House): 904-824-1555.

Faculty and staff members can utilize the Employee Assistance Program for confidential counseling. Their website is www.mylifevalues.com, login SJRSC, password EAP, and their phone number is 1-800-272-7252.

3. Other College Resources - Please be advised that the following resources may not be able to maintain your confidentiality:

- Title IX Coordinator: The Title IX Coordinator is available to meet with any individual to discuss the options for filing and resolving a report and offer interim measures to protect safety and well-being. The Title IX Coordinator ensures that the College responds to all reports timely, effectively, and consistently.
- Campus Safety and Security: Assistance is available from the

College 24 hours a day (Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956), seven days a week by calling Campus Safety and Security. They can provide transportation to the hospital, coordinate with local law enforcement (if needed), provide information about the College's resources, and take an initial report.

- Campus Security Authorities: College faculty and staff members who have significant responsibility for student and campus activities are CSAs. Campus Security Authorities include Campus Safety and Security Officers, Counselors, Student Activity Coordinators, Athletic Coaches, College Club Advisors and certain College Administrators.
- Faculty and Staff: The College recognizes that an individual may choose to share information with any College staff or faculty member. With the exception of the confidential resources listed above, all College employees are required to elevate information to the Title IX Coordinator.
- Vice President for Student Affairs/Assistant General Counsel (386) 312-4127: The Vice President for Student Affairs/Assistant General Counsel can provide students with information about the College's resources and report process and offer interim measures to protect safety and well-being.
- Human Resources (386) 312-4074: The Human Resources Department can provide employees with information about the College's resources and complaint process and offer interim measures to protect safety and well-being.

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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status; 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status."

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 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status 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, students, prospective students and applicants for employment should report all incidents of harassment or retaliation to the College Equity/Title IX Coordinator and their supervisor if applicable. Employees are entitled to follow the grievance procedures set forth in the College Operating Guidelines and Procedures Manual. Students are entitled to follow the grievance procedures set forth in the Student Handbook.

The College President shall designate a College Equity/Title IX Coordinator within the Human Resources Department of the College.

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NON-DISCRIMINATION

St. Johns River State College is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with applicable federal, state, and local laws, regulations, ordinances, orders, rules, and College policies, St. Johns River State College does

not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. As a public educational institution, and as a corporate citizen, St. Johns River State College is dedicated to the philosophical foundations of democracy and equality of opportunity. This policy applies to administrators, faculty, staff, students, visitors, applicants, and contractors. The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality, 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, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status 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 in recruitment, admission, and financial aid practices and will demonstrate a commitment to Equal Access/Equal Opportunity.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070. When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Student Affairs (office located in the Student Services Building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

The College shall develop and update the College's non-discrimination statement consistent with this policy to be distributed and published on College social media and in appropriate printed documents and literature.

GUIDELINES FOR MINORS ON CAMPUS

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability, and the safety of minors on campus is a high priority for SJR State. This policy provides guidelines for those in the College community who work with, or interact with minors. This policy is designed to help safeguard and protect minors when they are on campus.

"Minor" for the purposes of this guideline means any person under the age of 18 who is not a registered SJR State student.

Procedures:

1. Use of College Facilities by Minors
 - a. All supervised minors participating in a College program or a program taking place on College property are generally permitted use of identified facilities (athletic fields, public spaces, academic buildings, food service areas, etc.), but the College reserves the right to restrict anyone, including minors, from certain areas or facilities or from utilizing specified equipment.
 - b. Minors are permitted at events and venues open to the public. However, the College reserves the right to determine, in its sole

discretion, whether selected events or venues are appropriate for unescorted or unsupervised minors.

- c. Minors are prohibited from entering laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required except while participating in properly supervised College-sponsored events or programs taking place on College property.
2. Employee Guidelines
 - a. Employees must always obtain supervisor approval to bring minors into the workplace. If approved by the supervisor, the following apply:
 - i. Minors are not to be brought to campus on a regular basis in lieu of childcare.
 - ii. Minors may be brought to campus, on rare occasions for short periods of time.
 - iii. Supervision by the parent or guardian is required at all times.
 - iv. Minors may not be left unattended or with other employees.
 - v. Minors may not interfere with workplace activities.
 - b. Departments may, due to the nature of their operations, prohibit employees from bringing minors to the workplace.
3. Student Guidelines
The following guidelines apply to students bringing minors on campus:
 - a. Minors are not to be brought to campus on a regular basis in lieu of childcare.
 - b. Minors may be brought to campus, on rare occasions when necessary, for short periods of time.
 - c. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
 - d. Supervision by the parent or guardian is required at all times.
 - e. Minors are not allowed in the high-risk areas defined below.
 - f. Minors are not allowed in classrooms while classes are in session.
 - g. Should a minor become disruptive, College personnel may ask the student and minor to leave.
4. Visitor and Third Party (Invitee) Guidelines
The College hosts many events that are appropriate for minors to attend; at these events, the following apply:
 - a. Supervision by the parent or guardian is required at all times.
 - b. Parent or guardian must assure that minors are not disruptive.
 - c. Parent or guardian must not leave minors unattended.
 - d. Minors are not allowed in the high-risk areas defined below.
5. High-Risk Areas
Unless authorized by an appropriate College employee and appropriately supervised, minors are not allowed in high-risk areas, including but not limited to:
 - a. Laboratories, shops, studios, mechanical rooms, power plants, garages, and food preparation areas;
 - b. Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
 - c. SJR State vehicles, boats, or motorized equipment;
 - d. College Security offices or vehicles;
 - e. Any other high-risk areas (such as stairwells, elevators or doorways, rooftops, construction zones).
6. Behavioral guidelines for College faculty, staff, students and volunteers in College-sponsored or College-affiliated programs which involve minors:

- a. While it may be impossible to avoid all circumstances where an adult has direct communication or instruction with a minor in the absence of other adult faculty, staff, students and volunteers, all programs and activities should strive to avoid situations and circumstances where an adult has direct contact with a minor in the absence of other adult faculty, staff, students and volunteers, especially where that access also presents opportunities for secrecy or privacy.
 - b. College faculty, staff, students and volunteers may not hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
 - c. College faculty, staff, students and volunteers shall not transport minors to or from the homes of the minors except when the individual is the parent or guardian of the minor(s); this is not related to College-provided transportation.
 - d. College faculty, staff, students and volunteers shall not engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs while supervising minors at College sponsored or affiliated activities.
 - e. College faculty, staff, students and volunteers shall not engage in communications with minor participants outside of communications related to the promotion and/or operation of the College sponsored or affiliated program and/or activity. This includes social media, telephone and personal meetings outside of official scheduled meeting times for said program and/or activity.
7. Level 2 Background Screening
- a. Employees
 - i. All College employees, including part-time employees, who will or are working in College programs or College sponsored or affiliated programs with minors are required to undergo Level 2 background screening as defined in Chapter 435, F.S., before being hired or as a condition of continued employment.
 - ii. The College will not hire, select, or otherwise allow an employee to have contact with a minor, or place the employee in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of employment, that requires working with minors, unless the employee has been granted an exemption from disqualification by the Florida Department of Families and Children.
 - b. Volunteers
 - i. All volunteers, who will be or are working in College programs or College sponsored or affiliated programs with minors are required to undergo a Level 2 background screening, as defined in Chapter 435, F. S. before being permitted to volunteer or being permitted to continue to volunteer in those programs.
 - ii. The College will not select a volunteer, or otherwise allow a volunteer to have contact with a minor, or place a volunteer in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of permission to volunteer to work with minors, unless the volunteer has been granted an exemption from disqualification by the Florida Department of Families and Children.
 - c. Level 2 criminal background checks of College faculty, staff, students and volunteers that are conducted pursuant to this policy will be used only for purposes consistent with this policy and will otherwise be kept confidential except as provided by law.

- d. Non-College Entities
 - i. Non-College organizations and entities that operate programs or activities on campus involving minors must comply with Chapter 435 and Section 409.175, Florida Statutes.
 - ii. Any contracts entered into between the College and a non-College entity for the operation of a program or activity which will involve minors must require the non-College entity to comply with section 409.175 F.S. and Chapter 435, F.S.

Authority and Related Documents:

Sections 39.201, 39.203, 39.205, 110.1127, 409.175, 827.03, and Chapter 435, Florida Statutes

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 MySJRstate.

- 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 MySJRstate. 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, information is provided in the copyright section of the library's page in MySJRstate.

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 College parking decal. Parking decal requests are now processed electronically by logging into MySJRstate. The request parking decal tab is located on the main page. Fill out the request completely and print the form. That printed form should be taken to either the Administrative Office or the Security Office at any campus and the decal will be issued. There is no charge for student parking decals. Free temporary parking decals are also available at the Security Office at any campus.

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 Campus Safety and 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 Campus Safety and 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." Parking for people with disabilities is available on all three campuses. 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 pre-

cautions, 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 determined 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 MySJRstate 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.

WEAPONS/FIREARMS POLICY - SJR 3.34

St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one's person or in one's office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

Definitions:

Weapon – A thing designed or intended or which may reasonably be used for inflicting bodily harm. The term “weapon” includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term “weapon” includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located.

Firearm – Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

Exceptions:

Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted security staff may possess weapons on College property.
2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency requires to be carried.
3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
4. Faculty for, and students enrolled in, Criminal Justice programs may possess weapons while participating in College approved training exercises.
5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to, and approval of, the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.
6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense, that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

Violation and Discipline:

Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

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. Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that class.

DISTANCE LEARNING COURSES: ORIENTATION AND ATTENDANCE

After registering for a distance learning course with the College, distance learning students must access their distance learning course online at MySJRstate on the first day of the term to obtain orientation information. Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. 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 reported as a "no show" and administratively withdrawn from the course.

Although in distance learning classes students do not "attend" class in the traditional sense, these courses do have an attendance policy, and students may be withdrawn for non-attendance. During a traditional-length semester, three instructional hours of attendance equals one week's missed work. If a student misses a week's worth of work in a distance learning course, he/she may receive a warning for non-attendance, and if the student misses more than one week's work in a distance learning course, he/she may be 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 GPA. 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; standardized 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 Registrar's 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 Registrar's Office. Forms are available in the Registrar's 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 their 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 Rule 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 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 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 St. Johns River State College. Upon request, 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.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by 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 Registrar's 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 law fully 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 Hand Book, 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

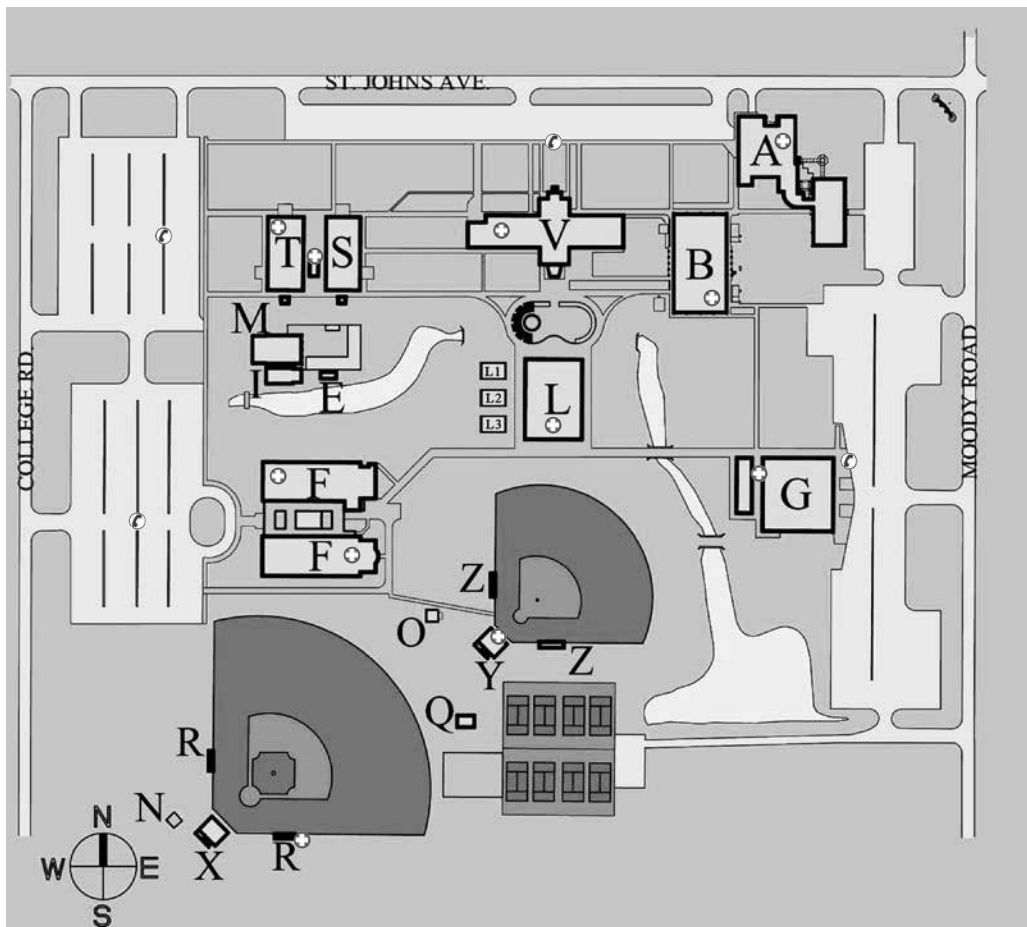
(A) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs/Assistant General Counsel for final determination.

(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
 - G - Gym/Health Center
 - I - Scenery Design Building
 - L - Library
 - L1 - Temporary Building
 - L2 - Temporary Building
 - L3 - Temporary Building
 - 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
-  Call Box
 Automated Electronic Defibrillator (AED)

Going I-95 Southbound:

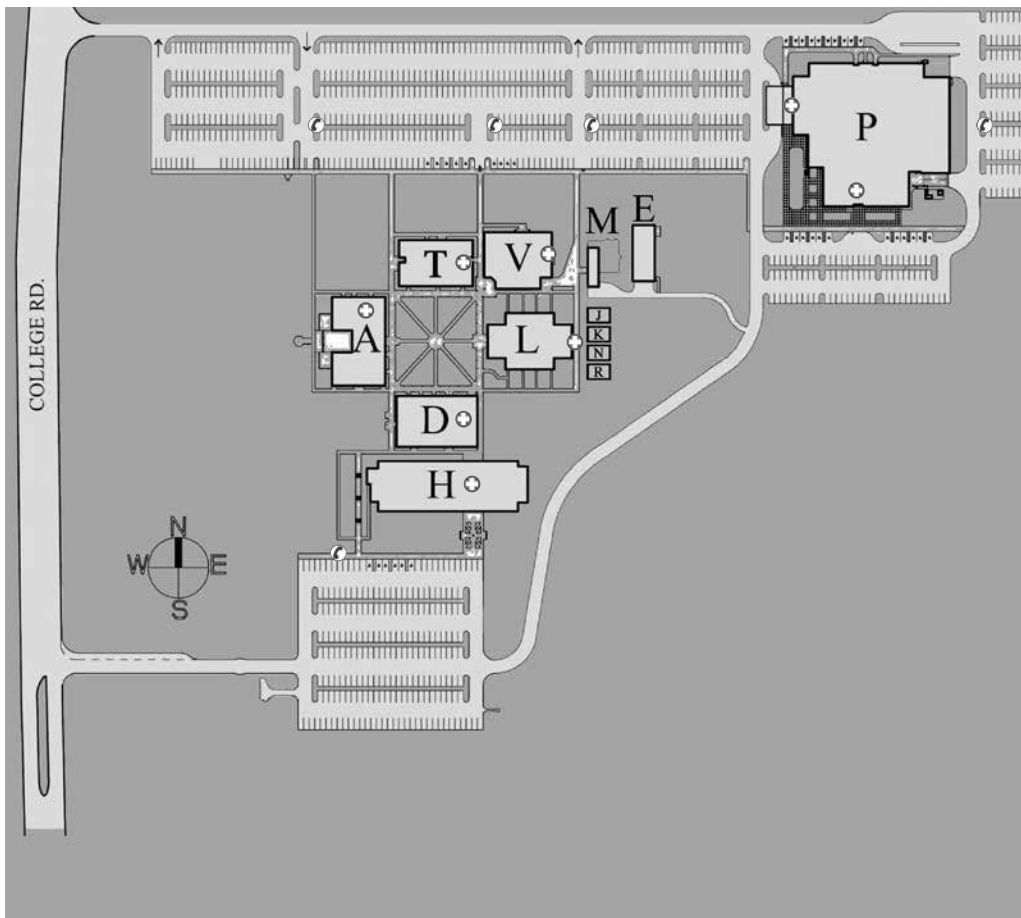
Take exit 311; turn right onto SR-207 (SR-207/St. Augustine Beach/Palatka). Continue for 19.4 miles. Turn right onto US-17/SR-100. Continue for 3.9 miles; keep left and turn slight left onto SR-100 (Reid Street). When you reach SR-19, turn left. When you reach St. Johns Avenue, turn right. The college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



LEGEND

- A - Administration
- D - Classroom
- E - Equipment
- H - Science Consortium
- L - Learning Resources
- M - Maintenance
- P - Thrasher-Horne
- T - Technical
- V - Student Services
- J - Temporary Building
- K - Temporary Building
- N - Temporary Building
- R - Temporary Building

- ☒ Call Box
- ⊕ Automated Electronic Defibrillator (AED)

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.

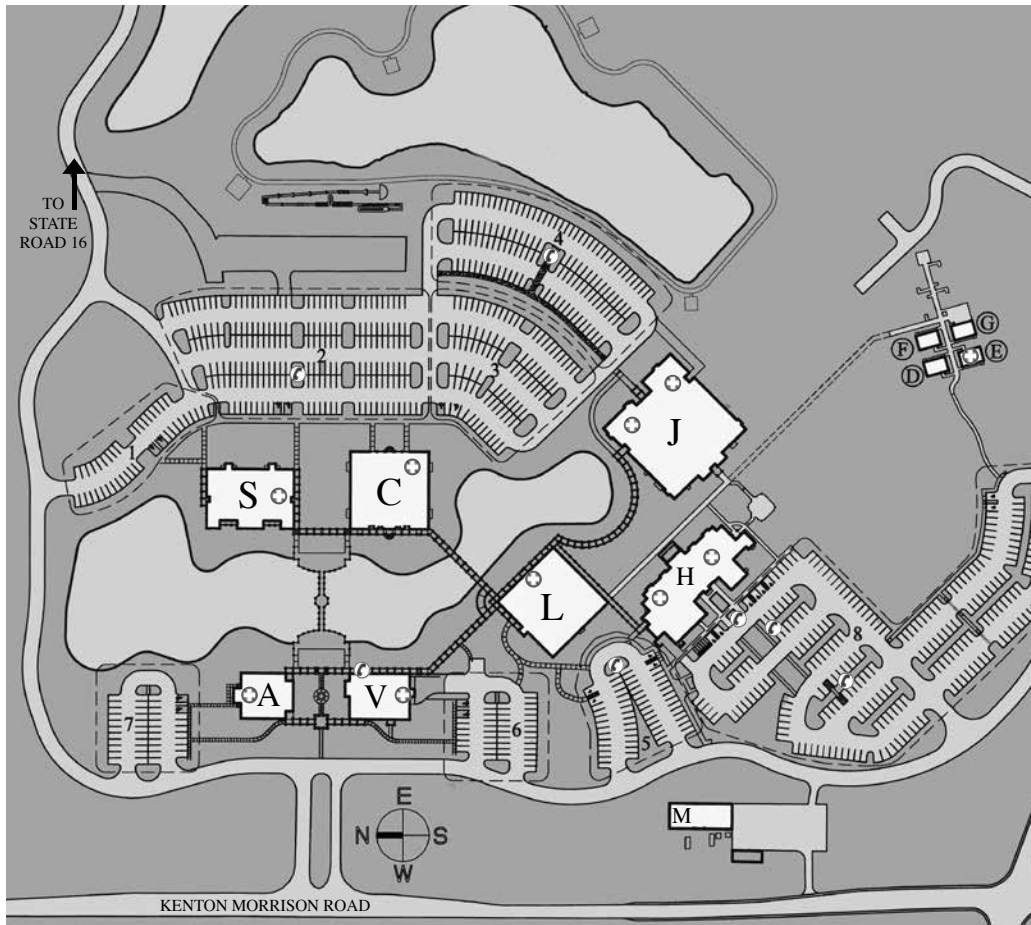
*Note: If you are past the I-10 W (351B) exit on I-95, take exit 337 onto I-295 N toward Orange Park. Continue for 11.2 miles.
Merge onto Blanding Blvd/FL-21 S via exit 12 toward Orange Park Middleburg. Continue for 5.3 miles. Turn left onto College Drive/CR-224 S. Continue for 1.4 miles; the college 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 Center
- M - Maintenance
- H - Health-Science
- D - Temporary Building
- E - Temporary Building
- F - Temporary Building
- G - Temporary Building

-  Call Box
-  Automated Electronic Defibrillator (AED)

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.

DISCLAIMER

PHOTO DISCLAIMER

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

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 Registrar's 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 Registrar's Office. Forms are also available in the Registrar's 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 Registrar's 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 Registrar's Office is notified in writing. Exclusion requests received later than fifteen (15) days after the close of registration shall be effective for subsequent terms.

NAME (PRINT)

STUDENT GENERATED ID NUMBER

DATE

SIGNATURE

RETURN TO REGISTRAR'S OFFICE