



ST. JOHNS RIVER
S T A T E C O L L E G E

2021-2022
Catalog/Student Handbook
Addendum
November 18, 2021

requirements in English, humanities, and mathematics.

- All candidates must pay all fees and discharge all other obligations to the College.
- All candidates must file an application for degree and meet all degree requirements by the last date of the term in which they plan to graduate.

Baccalaureate Degrees

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

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

OUT-OF-STATE RECIPROCITY AND PROFESSIONAL LICENSURE DISCLOSURE

Effective July 2018, St. Johns River State College has been approved by Florida to participate in National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. The reciprocity agreements allow for the open delivery of academic credit-earning activities in participating states, including academic field experiences such as internships or practicums.

SJR State offers a variety of programs designed to prepare students for employment in various occupations. Programs leading to licensure meet the educational requirements of the state of Florida. Completion of these programs may meet licensure requirements for same or similar occupations in states other than Florida; however, individual state's requirements vary. The following is a list of SJR State programs that lead to licensure:

- Florida Corrections Officer Academy, C.C. - Florida only
- Early Childhood Education, B.S. - Florida; all other states not

determined.

- Educator Preparation Institute, Certificate - Florida; all other states not determined
- Emergency Medical Technician, C.C.C. - All states
- Health Information Technology, A.S. - Florida; all other states not determined
- Florida Law Enforcement Officer Academy, C.C. - Florida only
- Medical Assisting, C.C. - Florida; all other states not determined
- Nursing, A.S. - All states
- Paramedic, C.C. - All states
- Practical Nursing, C.C. - Florida only
- Radiologic Technology, A.S. - All states except Maryland
- Respiratory Care, A.S. - All states

Any state not listed as accepting of a program's licensure may have different educational requirements from Florida.

If you live in any state other than Florida and are a prospective student interested in one of these programs, please consult NC-SARA's Professional Licensure Directory <https://nc-sara.org/resources/professional-licensure> and contact the appropriate licensing agency in your state or the state where you intend to work to get its state licensure requirements before starting a program. SJR State makes every effort to ensure licensure information is current and is continuing to investigate out-of-state licensure requirements; however, professional licensure regulations vary by state and are frequently revised. Please contact the director of your program of interest at SJR State if you need additional guidance on identifying licensure requirements in your state.

GRADUATION CEREMONY

The College holds a graduation ceremony at the end of each spring and fall term. Degree/college credit certificate candidates are encouraged to participate in the exercise. Degree/college credit certificate recipients may participate in the graduation exercises by purchasing a cap and gown through the SJR State Bookstore by the date specified in the academic calendar. Degree/college certificate candidates must submit a graduation application by the date specified in the academic calendar. Cap and gowns ordered from the SJR State Bookstore are black and are required by all participants. Students have the ability to also purchase additional tassels. Baccalaureate stoles are available for purchase along with the appropriate stoles for collegiate high school graduates and dual enrollment graduates. Students who order a cap and gown through the SJR State bookstore will be notified in writing prior to the ceremony with instructions for commencement day.

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

STEPS TO APPLY FOR GRADUATION/DEGREE CONFERRAL

- Review catalog, Degree Works evaluation, or contact an advisor to make sure you have met all requirements.
- 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.
- If you want to participate in either the spring or fall graduation ceremony, you must purchase a cap and gown at one of the SJR State bookstores by the deadline in the college Academic Calendar.

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 CODE OF CONDUCT

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 and the Catalog/Student 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 or student organizations 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.
18. Publications of class lectures without consent of faculty or lecturers.
 19. The College is 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 applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas.
 20. Gambling is prohibited on college property.
 21. Sleeping in public areas is prohibited.
 22. Distribution or posting of any commercial material on campus must have the approval of the President or his/her designee.
 23. With the exception of service animals (dog or miniature horse), pet animals are not allowed on campus, including sidewalks, in campus buildings, in classrooms, on the grounds, or at collegiate sporting events and practices.
 24. A service animal must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control. If an animal is not under the handler's control, is not housebroken, or poses a threat, the College may request its removal.
 25. Students who do not honor their financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) 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.
 26. 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. Repeat offenders shall be reported to the Vice President for Student Affairs.
 27. All students must carry identification and/or proof of registration.
 28. Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.
 29. The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on any college-sanctioned social media accounts is strictly prohibited. The College reserves the right to block users and/or remove a post that violates college policies, creates a hostile environment, or contains content that is vulgar, abusive, derogatory, threatening, discriminatory, or gang related.
 30. After closing hours, students may not enter any building unless accompanied by a college employee. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
- (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 or student organization 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. This time limit may be extended for an additional 10 days for extenuating circumstances.
 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 or advisor may participate in the presentation of the case.
 - e. The complainant, the accused, and the judicial body shall have the privilege of presenting relevant information and witnesses, subject to the right of cross examination by the participants.
 - 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.
 - j. There is a presumption that no violation occurred.
 - k. The complainant and the accused have the right to an impartial hearing officer.
 - l. The complainant and the accused have the right against self-incrimination and to remain silent.
 - m. The complainant and the accused have the right to receive copies of accurate and complete records of relevant disciplinary proceedings.
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 of Conduct:
 - 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 or student organization from the College for a definite period of time after which the student or student organization is eligible to return. Conditions for readmission may be specified.
 - h. College Expulsion--Permanent separation of the student from the College.
 - i. Permanent removal of student organization from 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 party poses a definite threat of disruption of or interference with the normal operations of the College.
 2. During the interim suspension, parties 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, complainants or student organizations 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 party a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused party 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 party 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 parties 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.

STUDENT COMPLAINT PROCESS

Federal regulations and State laws require that public colleges in The Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first. Before contacting the State Division of Florida Colleges, please read SJR State's policies and procedures for filing complaints which may be found in the Catalog/Student Handbook on page 31. If you wish to file a complaint with the Florida Department of Education, please visit their website at fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml.

Complaints may also be filed with our accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) using its complaint procedures found on their website at sacsoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf.

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.

ASSOCIATE IN ARTS CONTINUED

ST. JOHNS RIVER STATE COLLEGE

For the purpose of this rule, a grade of "C" or better shall be considered successful completion for all courses that meet Gordon Rule requirements.

In accordance with Florida State Board of Education Rule Number 6A-10.030, all students must successfully complete at least 12 hours of courses requiring multiple college-level writing assignments. Students at SJR State may meet this requirement through the completion of ENC 1101, ENC 1102, any one of the designated Gordon Rule literature courses, and any one of the designated Gordon Rule humanities courses.

The Gordon Rule also requires all students enrolling in any college for the first time on or after January 1, 1983, to complete satisfactorily a minimum of six semester hours of mathematics. These mathematics courses must be at the College Algebra level or higher.

FOREIGN LANGUAGE REQUIREMENT

The Foreign Language Competency requirement can be met by completion of two years of the same high school foreign language or completion of two semesters of the same college level foreign language or documented proficiency of a foreign language. If you did not complete two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to complete two semesters of the same college level foreign language in order to graduate with your Associate in Arts degree. These foreign language credits will count towards your required general education elective and/or baccalaureate transfer program prerequisites/elective credit hours. Please check with your Academic or Career and Technical Advisor if you are unsure whether you already meet this requirement.

Native speakers of languages other than English may petition to waive the foreign language coursework requirement.

Native speakers who are able to demonstrate they completed part of their education in a non-English educational system should complete and submit the foreign language coursework waiver petition with proof of enrollment in a foreign language school in which the language of instruction was not English for a specific, prolonged period of concurrent academic years, generally to include at a minimum the completion of at least three years of formal schooling. Additional documentation may be requested at the discretion of the Vice President for Academic Affairs.

Native speakers without proof of foreign education have the following options:

- If the language is currently offered by St. Johns River State College, the student may petition to complete a campus-based proficiency examination by a qualified SJR State foreign language faculty member.

- If the language is not currently offered by St. Johns River State College and there are therefore no faculty on staff who can evaluate that language, students have several options:

- submit proof of proficiency in the language through a recognized, standardized test such as CLEP;
- provide alternative documentation concerning their language proficiency to be approved at the discretion of the Vice President for Academic Affairs, or
- complete the foreign language requirement in another language.

For more information or a copy of the foreign language coursework waiver petition, please see your academic advisor.

CIVIC LITERACY REQUIREMENT

Associate in Arts students initially entering a Florida College System institution fall semester 2021 or thereafter must demonstrate competency in civic literacy, to include demonstration of the following competencies:

- Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
- An understanding of the United States Constitution and its application;
- Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
- An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

Demonstrating competency of civic literacy is met by both earning credit for one of the approved courses and passing one of the approved assessments prior to graduation:

- Approved Courses:
 - POS 1041 United States Federal Government
 - AMH 2020 United States History Since 1877
 - AP Government and Politics: United States (minimum score 3)
 - AP United States History (minimum score 4)
 - CLEP: American Government (minimum score 50)
- Approved Assessments:
 - AP Government and Politics: United States (minimum score 3)
 - AP United States History (minimum score 4)
 - CLEP: American Government (minimum score 50)
 - Civic Literacy Assessment administered in Florida high schools in US Government course (must appear on high school transcript)
 - Florida Civic Literacy Test (administered by SJR State Testing Department)

Completion of an approved course does not waive the requirement of successfully passing one of the approved assessments, nor does successfully passing one of the approved assessments waive the requirement of successfully passing the approved course, with the following exception: the indicated minimum score on the AP Government & Politics: United States; AP US History; or CLEP American Government assessment meets both the civic literacy course and the civic literacy assessment requirements.

GRADUATION REQUIREMENTS

In order to be awarded an Associate in Arts degree, students must meet the following requirements:

1. Earn a minimum overall grade point average of 2.0 as of the last day of the term applied;
2. Complete the required courses set forth in the college catalog;
3. Complete all general education requirements, choosing baccalaureate transfer program prerequisite course and earning a grade of "C" or higher for all courses meeting the area requirements in communications, humanities, and mathematics;
4. Complete a minimum 25% of all credit hours required for graduation through SJR State;
5. Pay all fees and discharge all other obligations to the College;