

be outlined in the letter. Once the **Early Return Curriculum** is completed, the dismissal hold will be lifted and the student will be allowed to register. The student will remain on academic probation until the overall grade point average reaches 2.0 and must achieve a minimum grade point average of 2.0 each semester.

TRANSCRIPTS OF RECORDS

St. Johns River State College has retained Parchment to accept transcript orders over the internet. Transcripts are sent if all obligations have been met. Unofficial transcripts may be viewed on the student webpage at SJRstate.edu and FloridaShines.org.

PRIVACY OF RECORDS

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

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 disability coordinator within the Academic Advising office 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

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, understand the impact of the disability on the student's ability to meet admission or graduation requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members at the beginning of each semester. If a disabled student is denied an accommodation, the student should first meet with the Dean of Advising. If appropriate, the Dean of Advising may recommend a written petition be presented to the College's Disability Accommodations Appeals Committee. The matter will then be heard before the College's Disability Accommodations Appeals Committee.

SUBSTITUTE ADMISSION AND PROGRAM REQUIREMENTS

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 Advising Office is responsible for developing procedures to insure dissemination of this policy and for initiating its application.

SUBSTITUTION REQUESTS

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 Dean of Advising. The dean 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 Dean of 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.

BASIC SKILLS REQUIREMENT FOR CAREER CERTIFICATE PROGRAMS

A student with a documented, qualifying disability as defined in Florida Statute S.1004.02 (06), F.S., that substantially interferes with the ability to pass the Test of Adult Basic Education (TABE), may request to be exempt from meeting the career basic skills exit requirements for completion of a career certificate program, once remediation has been completed.

DUE PROCESS

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the appropriate Vice President who will submit the appeal utilizing the current petitions process.

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.

FIELD TRIPS

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

CATALOG GOVERNING DEGREE/CERTIFICATE

The student may choose to satisfy the degree/certificate program requirements of either the catalog in effect when initial registration occurred or the current catalog. Students who change their program of study or who re-enter after an absence of one