

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

### GRADE FORGIVENESS POLICY WITHDRAWAL/REPEAT OF COURSES

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

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

In accordance with state requirements, a student attempting a college credit course more than twice will pay an additional full cost of instruction fee. First attempts will be counted beginning with the Fall 1997 semester. Students may appeal paying the full cost of instruction fee based on extenuating circumstances. This appeal must be made in writing to the Office of Student Affairs.

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

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

### HONORS LIST (FULL-TIME STUDENTS)

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

### ACADEMIC PROBATION REGULATIONS

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

1. The student is on academic probation or suspension at another institution upon transfer to SJR State;
2. The student is re-admitted following a period of academic suspension from St. Johns River State College;

3. The student has a cumulative GPA less than 2.0 in college credit courses once seven college credit hours have been attempted. Upon attempting seven college credit hours and thereafter a student must maintain a 2.0 cumulative GPA in college credit courses or the student will be placed on probation.

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

### ACADEMIC SUSPENSION/DISMISSAL

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

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

### TRANSCRIPTS OF RECORDS

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

### PRIVACY OF RECORDS

Under provision of PL 93-568, Family Educational Rights and Privacy Act, records of students may be released only to the student, those to whom the student has authorized release, and certain specified third parties. The student has the right to access, explanation, challenge, and hearing. Complete details may be obtained by contacting the 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 may petition in writing to the Office of Student Affairs. The matter will then be heard before the colleges 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 Office for Students with Disabilities 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 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.

### **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 and technical education 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 calendar year, or three or more consecutive major terms (the two summer terms are considered a major term) shall be required to select the catalog in effect at the time of a program change, re-entry, or graduation. In addition, students who have been enrolled for five or more years may be required to select the catalog in effect at the time of graduation.

Note: Since courses and programs may change, it may be impossible to complete courses or programs that have been deleted from the curriculum. Therefore, students who are seeking an Associate in Science degree or a certificate for a catalog year other than when initial registration occurred, or at the time of graduation, must submit a catalog year petition change form with the advisor and be approved by the appropriate vice president.

### **DEGREE/CERTIFICATE CONFERRAL**

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

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

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