

# 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, staff member, or law enforcement official performing designated responsibilities, including the identification of oneself when requested to do so.

2. 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.

3. 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.

4. Gambling is prohibited on College property.

5. The College specifically prohibits on campus, the illegal possession, sale, exchange, consumption or distribution of any alcohol, any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental impairment. Florida law requires the automatic expulsion of a student who is convicted of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate.

6. Sleeping in public areas is prohibited.

7. Distribution or posting of any commercial material on campus must have the approval of the Office of Student Affairs.

8. With the exception of service animals (dog or miniature horse), pet animals are not allowed on campus sidewalks, in campus buildings, in classrooms, on the grounds, or at collegiate sporting events and practices.

9. 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.

10. 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.

11. Students must attire themselves in such a manner as not to 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 Office of Student Affairs.

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, 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, the following: cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; and/or tampering with the election of any College recognized student organization.

18. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, 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 is prohibited.

20. Hazing as defined herein is prohibited.

21. The theft, abuse, misuse, or alteration of the College's computer systems and information and records stored on the computer systems is prohibited.

22. The 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.

23. The abuse of the student judicial system as defined herein 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 and in College publications.

## 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.

### **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.

### **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/Student Handbook under the Student Disciplinary Code section. The email use policy is available at MySJRstate.
- Information on academic honesty and plagiarism is in the SJR State Catalog/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 Office of 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.

### **STUDENT HOUSING**

The College assumes no responsibility for providing student housing. Students must register their local address during each registration period. Any change of address must be reported to the Office of Admissions and Records.

### **DRESS CODE**

Education is a formal process. College men and women are expected to be appropriately dressed. As the student engages in the process of gaining an education, his/her appearance should demonstrate their recognition of that fact. If, in the opinion of an instructor, a student's dress is improper and hinders the educational process, the instructor may refuse to admit the student to class. The student may be refused admittance to the libraries, student centers, administrative offices, and college functions if, in the opinion of a college official, he/she is not properly dressed. Footwear must be worn on campus.

### **STUDENT SERVICES ELECTRONIC PUBLICATIONS**

Student Services publishes the electronic Catalog/Student Handbook\* which provides information concerning student life, clubs and organizations, financial aid, college regulations and procedures.

\*SJRstate.edu/catalog.html

### **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.

### **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 rights 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. Users 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 load or play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; disruptive behavior will not 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 College equipment are private.
15. User 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.

### **FULL-TIME CLASSIFICATION**

A "full-time student" is registered for 12 or more semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during

the fall or spring terms, or six semester hours of credit during a mini summer session or 12 hours combined over all summer sessions.

### **MAXIMUM AND MINIMUM LOAD**

The recommended maximum load for an entering freshman is 16 semester hours. The maximum load for all other students is 18 semester hours during fall or spring terms, or 16 semester hours during the summer term. The 16 hours cannot be taken in one summer session. Any student desiring to register for more than the maximum load must have approval from the appropriate academic dean or director.

### **CLASS ATTENDANCE**

Regular and prompt attendance is expected and required. Excessive absences may subject the student to administrative withdrawal, a loss of quality points, loss of credit, or dismissal from the College. Students who do not attend a course during the first week of the semester will be reported as a "no show" and administratively withdrawn from the course.

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, unless the student was reported as a "no show." Students who are withdrawn from class due to attendance are not entitled to a refund of tuition and fees related to that class, nor will they be entitled to the financial aid related to their enrollment in that course.

### **WITHDRAWAL**

Students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. A student who wishes to withdraw from either a single course or from all courses must follow withdrawal procedures. After the published last date to withdraw, the student will receive the letter grade earned. There are special requirements for withdrawal from science with laboratory corequisites; see the introduction to the science section of the "Course Descriptions" on page 231 of this catalog for further information.

A student initiated withdrawal is done via the Web only (except dual enrollment students). All student obligations to the College, such as repayment of financial aid loans, return of library items, and payment of fines, must be satisfied. Notification is sent to any appropriate agency when a student withdraws from the College.

The College reserves the right to withdraw a student from one or more classes when circumstances warrant such an action.

### **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. Students who do 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, 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 withdrawn from the course due to non-attendance.

#### **POLICY STATEMENT FOR RELIGIOUS OBSERVANCES**

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 Office of Student Affairs 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 Grievance Committee.

#### **MAKE-UP TESTS/EXAMINATIONS**

All make-up tests or examinations are at the discretion of the instructor.

#### **ACADEMIC PETITIONS PROCESS**

A student may petition for exemption to a college policy or to have an academic issue addressed. The petition, in the form of a letter addressed to the Office of Student Affairs, should explain in detail why an exemption to a policy should be made, or should describe an academic issue that needs to be addressed. Petitions usually concern denial of admission to the College, academic suspension, or issues involving course grades. Depending on the substance of the issue, a petition might be addressed and resolved administratively or if appropriate, it might be referred to one of the College's standing committees. Committee recommendations are forwarded to the President of the College, whose decision is final. The Office of Student Affairs informs the student of the decision.

#### **STUDENT OMBUDSMAN**

The District Board of Trustees appoints the Vice President for Student Affairs 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.

#### **CONTINUING EDUCATION UNIT**

Continuing Education Units are awarded for successful participation in certain non-credit courses and programs. One Continuing Education Unit (CEU) is awarded for each 10 contact hours of participation. The CEU serves as recognition for participation in non-credit activities. CEUs do not convert to semester hours of credit. The College can issue to each individual who qualifies for CEUs a record of their CEU activities.

#### **GRADES**

Letters are used to indicate the quality of work achieved by the student at St. Johns River State College. The following system of grading and assignment of quality points is used:

- A** - Excellent work; four quality points per semester hour are assigned.
- B** - Good work; three quality points per semester hour are assigned.
- C** - Average work; two quality points per semester hour are assigned.
- D** - Below average work; one quality point per semester hour is assigned.
- F** - Failure; no quality points are assigned and no credit is granted. The credit hours attempted are included in computation of cumulative grade point average.
- I** - Incomplete work; not computed on grade point average. A student receiving an "I" grade must complete the course within a 30 calendar day period which begins on the first day of classes of the next term. Students are not eligible for graduation or honors lists until all "I" grades have been removed from their academic records. "I" grades may also affect eligibility for financial aid.
- IF** - Incomplete work will convert to an "IF" if the course work remains incomplete. Zero quality points are assigned.
- W** - Withdrawal
- N** - No Credit
- NR** - Grade not reported
- X** - Audited course; no credit hours, quality points, or hours attempted.
- P** - Passed institutional examination; no hours attempted or quality points assigned, only hours earned. (See also *Credit by Examination* section.)
- S** - Satisfactory performance ranging from average to superior; no hours attempted or quality points assigned. Hours may or may not have been earned.
- U** - Unsatisfactory performance ranging from below average to no performance. No hours attempted or quality points assigned; no hours earned.

Final grades will be available on the College website shortly after each term.

A grade cannot be changed by petition if more than two calendar years have elapsed since the end of the term in which the course was taken.

#### **GRADE POINT AVERAGE**

A student's academic standing (good, probation, or suspension/dismissal) is based only on grade point average or GPA of college level courses. Developmental education courses do not count in the calculation of the grade point average or GPA.

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

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.

An example is provided on page 29.

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

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.

1. 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.
2. 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.
3. 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.
4. All candidates must pay all fees and discharge all other obligations to the College.
5. 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 Early College Program 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**

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 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.

### **GRADUATION HONORS**

Students graduating with associate or bachelor's degrees are eligible for graduation honors based on scholastic achievement as follows:

GPA	HONOR
3.5-3.69	cum laude (with honor)
3.7-3.84	magna cum laude (with high honor)
3.85-4.00	summa cum laude (with highest honor)

### **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 Office of Student Affairs, 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 Academic and Student Affairs, the Assistant Vice President for Student Affairs, the Dean of Enrollment Management, the Director of Academic Advising, and the Registrar.

The Disciplinary Committee is appointed by, and meets at the request of, the Office of Student Affairs 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 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. 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.

#### **D. 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.

#### **E. 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 Grievance Committee.

#### **F. Committee Hearing**

1. The College 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 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.

#### G. 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.

#### H. 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.

#### I. 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.

#### J. State Authorization Complaint Resolution

1. Out-of-state distance education students with a complaint about St. Johns River State College must first go through the College's procedure for resolution of student grievances.

2. If the Out-of-state distance education student is not satisfied with the outcome of the complaint, the student may appeal the decision in writing to the Department of Education, Florida College System, 325 West Gaines Street, Suite 1244, Tallahassee, FL 32399-0400 or by telephone at (850) 245-9449. Specific complaint procedures can be found on the State of Florida Department of Education College Complaint Procedure Information website.

3. Out-of-state distance education students not satisfied with the outcome of the College System procedure may appeal, within two years of the incident about which the complaint is made, to the Florida Postsecondary Reciprocal Distance Education Coordinating Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at <https://www.fldoe.org/sara/complaint-process.stml>.

4. Complaints about grades or student conduct violations or other matters not governed by NC-SARA or the Florida Postsecondary Reciprocal Distance Education Coordinating Council are governed entirely by St. Johns River State College policies and procedures and the laws of Florida.

#### **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.

#### **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 College Catalog/Student Handbook, 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](http://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.

SJR State has a licensed mental health counselor on staff, who is available to assist with issues related to substance abuse. The SJR State CARE counselor can be contacted at (386) 312-4305.

#### **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
- SJR State CARES (386) 312-4305
- Clay County Behavioral Health Center (904) 291-5561
- 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 and Human Service (904) 209-6000

#### **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.
- b. The handler of the animal always has full responsibility and liability for the behavior of the animal. The handler is responsible for any damage that the animal may cause.
- c. The handler of the animal has full responsibility and liability for the care and supervision of the animal. The animal must be under the control of the handler at all times, such as in a harness or on a leash. When physical control is not possible, such as when a handler's disability interferes with control, voice control or signaling is acceptable. In addition, the handler is responsible for the cleanup of all animal waste.
- d. The handler has full responsibility to ensure that the animal is not disruptive to any program, service, learning environment, or College activity. The College may require removal of the animal if it compromises health, safety or a positive educational or work environment.
- e. The College may require the handler to remove an animal from the campus or events if it poses a threat or is disruptive, aggressive, or unhygienic.

## 2. Use of Animals in the Curriculum

- a. Curriculum approved by the VP for Academic Affairs or the VP for Workforce Development may include the use of animals. General Counsel shall serve as second and final approval.
- b. Such animals must not infringe on the health and safety of the campus community.

## 3. Service Animals:

- a. Individuals with disabilities may be accompanied by a service animal at the College.
- b. There may be rare occasions where an animal, including a service animal, may be restricted from College facilities or activities due to health and safety concerns.
- c. The handler will discuss with the approving party any restricted areas when the College has notice of a service animal accompanying a handler to such setting. When the College implements a restriction, the approving party will discuss it with the handler to determine other reasonable accommodations. That might include another method of service delivery or attendance without the animal.
- d. The handler is responsible for compliance with any laws pertaining to animal licensing, vaccination and owner identification.

## 4. Faculty and Staff Responsibility:

- a. To ensure equal access and nondiscrimination of individuals with disabilities, members of the College community should follow these guidelines:
  - i. Allow service animals to accompany individuals with disabilities on campus;
  - ii. Do not ask for details about a person's disabilities;
  - iii. Do not pet a service animal, as it distracts the animal from its work;
  - iv. Do not feed a service animal;
  - v. Do not intentionally startle, tease or taunt a service animal;
  - vi. Do not ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that it is a service animal, College personnel may ask two questions to determine whether the animal qualifies as a service animal:
    - 1. Is the animal required because of a disability?
    - 2. What work or task has the animal been trained to perform?

If the College employee is still unsure of whether or not the animal qualifies as a service animal, the employee should contact Human Resources at 4070; or the office of the Executive Director on the appropriate campus.

### Authority and Related Documents:

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

### ANIMALS ON CAMPUS

SJR State is committed to providing equal opportunity access to its programs, services and activities. SJR State is equally committed to protecting the health and safety of students, employees, and visitors by prohibiting animals on campus. There are exceptions to this prohibition under limited circumstances

SJR State shall make reasonable modifications to its policies and procedures as required by law (and including with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Americans with Disabilities Amendment Act and Florida Statute 413.08) to accommodate the use of a service animal by an individual with a disability. The College may also permit the presence of animals for educational purposes, compliance with statutory requirements, and other activities approved by the College. The purpose of this procedure is to define guidelines for the limited presence of animals on campus.

General Counsel/Legal Affairs shall serve as the Coordinating Office and shall make determinations for animal presence on campus as defined in this procedure; and, shall coordinate matters relating to the presence of service animals on campus by visitors. Disability Support Services for Students in Academic Advising shall coordinate matters relating to the regular presence of service animals handled by students. The AVP for Human Resources coordinates matters relating to the regular presence of service animals handled by employees.

### Procedure:

- 1. General
  - a. The College reserves the right to establish conditions for the presence of animals on campus through application of policy, procedure, student code of conduct and applicable law.

5. Other Provisions and Concerns:
  - a. The College does not require documentation, such as proof that the animal has been certified, trained or licensed as a service animal.
  - b. Individuals who have concerns about the presence, behavior, health or handling of an animal should address them with the appropriate coordinating office (Executive Directors, Human Resources, Student Services).
  - c. A service animal is an accommodation similar to a note taker or an interpreter. The College maintains confidentiality regarding approved accommodations, but may discuss the theory of accommodation with observers who have a concern.
  - d. The College may take action if the Coordinating Office forms a reasonable belief that an individual has engaged in either of the following behaviors:
    - i. Misrepresentation that he or she is qualified to use a service animal,
    - ii. Interference with the use of a service animal.
  - e. Training of Service Animals: Florida law allows animals on campus that are being trained to be service animals.

### **PARKING AND TRAFFIC REGULATIONS**

#### **A. General**

The SJR State parking and traffic regulations, supplemented by the 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 parking or traffic infractions; however, if the operator has illegally parked in a handicapped space or endangered the safety of others, much more serious action will be taken.

#### **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.

### **PROHIBITION OF FIREARMS AND WEAPONS ON COLLEGE PROPERTY OR AT COLLEGE EVENTS**

**Policy/Purpose:** St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

**Applicability/Accountability:** This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

**Policy Statement:** 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 – Something designed, 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.

CPR and automatic external defibrillator (AED) training. We also encourage both students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, concerning an immediate threat, information is released to the College community through the various SJR State Emergency Notification Systems.

**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.

#### **MONITORING AND RECORDING OF CRIMINAL ACTIVITY (OFF-CAMPUS)**

SJR State College Campus Safety and Security officers do not provide security services to off-campus locations. Criminal activity is monitored and recorded by the appropriate law enforcement jurisdiction of occurrence.

#### **AUTHORITY OF CAMPUS SECURITY**

St. Johns River State College security officers are armed officers. They have the right to ask persons for identification and to determine whether, or not, individuals have the right to be on campus. Although Campus Safety and Security officers do not have arrest powers, they work closely with appropriate jurisdiction law enforcement personnel concerning criminal incidents. There is no written memorandum of understanding between the College and the law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report crimes to the Campus Safety and Security and the appropriate law enforcement agency. Prompt reporting of crimes will assure timely warning notices and timely disclosure of crime statistics. Criminal incidents that occur in close proximity to our campuses are communicated regularly to Campus Safety and Security personnel.

#### **SECURITY AWARENESS**

The Campus Safety and Security office provides security procedures and information during new student orientation at all three campuses. Security procedures and security information are also provided during SJR State's yearly faculty and staff orientation. Primary crime prevention and awareness programs, which promote awareness of rape (sexual battery), acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, are offered to new students and new employees. The Campus Safety and Security Office, in conjunction with local law enforcement personnel, also offers crime prevention and safety/security awareness procedures programs, upon request, to students and employees. These programs are geared toward personal safety, theft prevention,